



SENIOR SCHOOL

preparing for the world

PARENT HANDBOOK

2009-2010

Legend Garden Campus

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WELCOME FROM THE HEADMASTER

Dear Parents,

We provide this handbook to you as an introduction and guide to school life, structure, policies and procedures. Please read it carefully before your child starts school, and keep it on hand for future reference.

The Dulwich College educational philosophy places equal emphasis on the development of a student's intellectual and personal development. To that end we focus on three core areas throughout the school: academic excellence; a commitment to sport; and the provision of a wide range of music and drama opportunities.

Your children will be challenged, but not pressured, in the classroom, as they acquire the skills needed to be successful in life. Whereas examinations of the past were paper based, testing knowledge and analytical ability, students nowadays must demonstrate that they can develop projects over a period of time, that they can work alone and in groups, that they can adapt to new ideas, that they can use technology effectively, that they are able to problem solve and to perform in a variety of situations, and above all that they are committed to a life of continued learning. Your support and involvement in their education is a crucial element of their development and we encourage you to communicate regularly with us, as we will with you.

In addition to the obvious benefits of promoting fitness and a healthy lifestyle, involvement in sport is one of the best ways to develop social, team and leadership skills. At school students have a chance to experiment and to discover where their skills lie by trying their hand at a variety of sports, and many will continue to be involved in these in their adult lives. As a parent myself I understand that your child's involvement in extra-curricular sport often means your involvement as well, and I hope you will embrace this opportunity to socialise with the other families in the community while enjoying your children's achievements.

Performance is at the heart of our school. We give every student the opportunity to perform for themselves, their friends and their families. Some will be soloists, others will shine as part of a group, but all will have the reward of being a part of a community that is proud of what it does. Our standards are high and the development of this area of school life is a high priority.

Dulwich College Beijing is a school drawing on over 400 years of experience in education. Dulwich College London provides expertise, resources and a rigorous set of academic standards to which we must adhere. In addition, our close ties with our sister schools in Shanghai and Suzhou provide us further access to resources and experience here in China.

In amongst all the activity of the school are our individual students with their own successes and challenges. Some children are visitors to China, others will stay here for a long time, regarding Beijing as their home. The real journey for all of them is through childhood and adolescence, and we ensure that every child understands that they are a part of a community that knows them and cares for them.

I welcome you to our school and to our community.

Brian McDouall
Headmaster



DULWICH COLLEGE BEIJING

Dulwich College Beijing provides an education of the highest quality in English to international students between the ages of one and eighteen.

Our philosophy emphasises the importance of a student's intellectual and personal development. Within a supportive environment, we focus on four core areas: academic excellence, sporting achievement, extensive performance opportunities, and commitment to the community.

THE DULWICH COLLEGE MOTTO

DETUR PONS MUNDO
BUILDING BRIDGES TO THE WORLD
建造通往世界的桥梁

THE DULWICH COLLEGE PROMISE

CHILDREN COME FIRST
学生优先

Because children come first

- we provide a safe and secure environment
- we recognise that each child is unique
- we challenge and support our children to be the best that they can be
- we educate the whole child
- we emphasise the benefits of working together
- we know that meaningful learning involves taking risks
- we prepare children to live their lives with a spirit of respect for themselves and others
- we understand that the future is unpredictable

“EXCELLENCE IS NOT AN ACT, BUT A HABIT” ARISTOTLE

GENERAL INFORMATION

Legend Garden Campus

The Legend Garden Campus has specialist facilities including:

- 230 seat and blackbox theatres which boasts state of the art lighting and sound facilities;
- 10 music practice rooms, a midi suite and a recording studio;
- 4 new Art studios
- Design & Technology workshops, which incorporate Computer Aided Design;
- Interactive whiteboards and LCDs supported by the latest SMARTboard software to extend strategies for learning and teaching;
- Comprehensive libraries to foster reading;
- Trolleys of Apple laptop computers for in class use
- Separate dining halls with windows overlooking the school's lake

Dulwich also has extensive sports facilities including a gymnasium, all weather and grass sports fields (rugby, football, cricket), a swimming pool, fitness studio, tennis courts and a golf driving range.

Legend Garden Campus

89 Capital Airport Road
Shunyi District, Beijing 101300, PRC

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Senior School Leadership Team



Brian McDouall
Headmaster



Graeme Salt
Head of Senior School



Chris Woolf
Deputy Head (Curriculum)



Chris Lynn
Deputy Head (Pastoral)

Heads of Year



Catherine Walkear
Head of Year 7



Tom Gagne
Head of Year 8 and Counsellor



Mark Pankratz
Head of Year 9



Richard Bridges
Head of Year 10



Corin James
Head of Year 11



Edward Nightingale
Head of Year 12 & 13

DULWICH COLLEGE BEIJING

Areas of Responsibility

<u>Position</u>	<u>Name</u>	<u>Specific Responsibilities</u>	<u>e-mail</u>	<u>Telephone</u>
Headmaster	Brian McDouall	Whole School, Staff, Community	Brian.McDouall@Dulwich-Beijing.cn	6454-9011
Head of Senior School	Graeme Salt	All matters relating to the Senior School	Graeme.Salt@Dulwich-Beijing.cn	6454-9031
Head of Junior School	Ruth Grant	All matters relating to Key Stage 2	Ruth.Grant@Dulwich-Beijing.cn	6454-9061
Head of Early Years	Kate Beith	All matters relating to Early Years	Kate.Beith@Dulwich-Beijing.cn	8450 7676x807
Head of Business Administration	Cynthia Maclean	Business management of all campuses Fees	Cynthia.Maclean@Dulwich-Beijing.cn	6454-9110
Head of External Relations	Suzi Roberts	Community liaison, calendars Friends, DCP	Suzi.Roberts@Dulwich-Beijing.cn	6454-9018
Director of Admissions	Choon Eichman	Admissions, Student Records	Choon.Eichman@Dulwich-Beijing.cn	6454-9014
Senior Admissions Manager	Jane Ji	Early Years Admissions, Administration	Jane.Ji@Dulwich-Beijing.cn	8450-7676x806
Director of Operations	Feng Bing	Buses, lunches, facilities	Feng.Bing@Dulwich-Beijing.cn	6454-9112
Dulwich Community Programme	Joanne Ross	Out of school programmes	Joanne.Ross@Dulwich-Beijing.cn	6454-9127
Director of Marketing & Communication	Julia Shum	Newsletter, Website, Communications Advertising	Julia.Shum@Dulwich-Beijing.cn	6454-9020

THE PASTORAL SYSTEM

We have a duty to create the right environment for students to thrive. The quality of classroom teaching and assessment practices are hugely influential but so are the support, welfare, guidance and communication systems that a school maintains to create strong links and trust between students, parents and teachers. We call the latter our Pastoral System.

At Dulwich, all students register with their Form Tutor each day and meet again for the whole of Wednesday afternoon for Assembly and classes in Personal, Social and Health Education. Given his / her regular and extended periods of contact, we expect the Form Tutor to know your child well. We expect the Form Tutor to be the first point of contact for parents wishing to pass information to the school, or in the event of a concern. We also hope the Form Tutor will be the person a student turns to when they need help, though students are always reminded to approach whoever they feel comfortable talking to when in need. A team of Form Tutors is led by a Head of Year and they all meet on a regular basis. All Heads of Year meet weekly with the Deputy Head (Pastoral) who reports to the Head of Senior School. We employ a full-time Counsellor and provide regular opportunities for formal and informal communication between our team and parents. We also run regular Parent Workshops to help parents learn about and understand the way their child is growing up at the School and in Beijing.

School Code of Conduct

Dulwich College is a large community. We wish all its members to derive the greatest possible benefit from being here. Our code of conduct promotes harmony, and the efficient and safe functioning of the community. We are all expected to:

- be helpful and show respect for others;
- avoid behaviour or comments that could lead to others' distress;
- behave with courtesy and in a manner that reflects well on us and on the School;
- make sure that our appearance does credit to us and the School;
- be punctual;
- respect the property of both the School and of other people, and to look after our own;
- observe the particular rules which are designed to ensure our own safety and which apply to particular areas of the School;
- exercise common sense.

The House System

Students in Years 3 and above are allocated to one of four School Houses and, once allocated, will stay in that House throughout their time at the school. The main function of the House is as a vehicle for school competition, but it also acts as a support for the pastoral system, picking up on issues of concern and helping the pastoral staff to address these.

The Junior and Senior Schools each have four Heads of House and, although senior students will support, and in some cases lead, the junior students, competition in the senior and junior schools is separate.

The Houses

- are a focus for school competition;
- provide a source of collegiality;
- develop group identity and a sense of belonging;
- offer an opportunity for the older students to lead and mentor the younger ones.

Points are earned for each House in competition throughout the year. The House with the most points at the end of the year wins the House Cup.

All members of teaching and administrative staff, with the exception of the Headmaster and the Heads of Schools are allocated to a House.

The four Houses are:

Johnson named after Amy Johnson, the female aviator. Johnson set off alone in a single engine Gypsy Moth from Croydon, England on May 5, 1930, and landed in Darwin on May 24, an epic flight of 11,000 miles. She was the first woman to fly alone to Australia. She enjoyed many aviation firsts!
House colour – Blue.

Alleyn named after Edward Alleyn (pronounced Allen), who founded Dulwich College London on June 21st 1619, with letters patent from King James I: a splendid document with the Great Seal of England, a copy of which hangs in the Legend Garden entrance. Alleyn (who lived from 1566 to 1626) was an actor and an entrepreneur in the world of Elizabethan and Jacobean entertainment, a colorful and famous figure of his day. *House colour – Purple.*

Soong named after Soong Ching-ling who was born in Shanghai in 1893, and married to Dr. Sun Yat-Sen a prominent political figure of the early 20th century. She was heavily involved in political life, representing women in the political process as well as founding the China League for Civil Rights and the China Defence League. In 1950 she created the China Welfare Institute. *House colour – Red.*

Wodehouse named after the author P.G. Wodehouse who was born in Surrey, England and attended Dulwich College London from 1894 to 1900. His first novel for adults, *Love Among the Chickens*, was published in 1906. He worked in the United States as drama critic for *Vanity Fair*, and as a regular contributor to *The Saturday Evening Post*. His work includes novels, short stories, musical comedies, and screenplays. He was knighted by Queen Elizabeth II in January 1975. *House colour – Green.*

CURRICULUM

Please see the three separate Curriculum Guides we have for the Senior School:

Key Stage 3 – our curriculum is shaped by the English National Curriculum

Key Stage 4 – International General Certificates of General Education (IGCSEs)

Key Stage 5 – International Baccalaureate Diploma Programme (IBDP).

Brief details are noted below:

Key Stage 3 (UK Years 7 – 9, US Grades 6 – 8)

All students follow a broad range of subjects taught by specialist teachers. During these years students will start making decisions about future subject choices at IGCSE and ultimately for the IB Diploma. Internal examinations take place at the end of each year in most subjects.

Subjects followed are Art & Design, Cultural Studies, Design & Technology, Drama, English, Geography, History, Information and Communication Technology (ICT), Mandarin, Mathematics, Music, Personal, Social and Health Education (PSHE), Physical Education, Science and Spanish.

Key Stage 4 (UK Years 10 – 11, US Grades 9 - 10)

Students in Key Stage 4 have begun the process of selecting some subjects that they wish to study in greater depth. These courses run for two years and culminate with coursework requirements and external examinations (IGCSEs).

Continuity is assured through the inclusion within the curriculum of all subjects studied at Key Stage 3. Breadth and balance are built in through the requirement that all students continue to study English Language, English Literature, Mathematics, Science (Double Award), a foreign language and a humanity subject. The emphasis is on ensuring that students build on their strengths whilst keeping their options open for the future. Other subjects on offer include Geography, History, Economics, French, Spanish, Chinese (First Language), Chinese (Foreign Language), ICT, Music, Drama, Art, Physical Education, Design Technology.

All students continue to receive lessons in Personal, Social and Health Education (PSHE), and Physical Education.

Key Stage 5 (UK Years 12 – 13, US Grades 11 - 12)

Students specialise further at this stage by cutting down to the six subjects required by the International Baccalaureate Diploma Programme. These courses are again two years in length and culminate with coursework requirements and external examinations (IB Certificates and Diploma).

All students must follow English, a foreign language, a humanity, a science, maths and one more subject of choice. Three subjects must be taken at Higher Level and three at Standard Level. In addition students complete a Theory of Knowledge course, an Extended Essay and CAS (Creativity, Action, Service) to qualify for the IB Diploma.

English as an Additional Language (EAL)

Dulwich students are expected to have or to acquire sufficient expertise in the English language to access the curriculum we offer. Children requiring English as an Additional Language support are removed from Spanish or Chinese for the whole academic year and taught individually or in small groups by specialist English teachers. This tuition is reinforced by intensive individual language work in the classroom, especially during regular English lessons.

Learning Support

Dulwich College Beijing accommodates the individual student's strengths and weakness in all areas of development, looking at the child as a whole entity whose well-being is determined by the integration of his/her mental, physical, emotional, social and spiritual aspects. However, the school cannot provide special facilities or programmes for students whose mental, physical or emotional needs require intensive and continuous support. We do not offer special education services, such as psychotherapy, speech/language therapy, and physical or occupational therapy, and we therefore cannot admit students with severe learning, language or behavioural needs.

The school can accommodate students requiring in-classroom tutorial assistance, provided it complements the routine functioning of the classroom. The Learning Support team develops and supervises individualised programmes and works with parents, classroom teachers and special assistants to co-ordinate their implementation. If it is determined that the child requires part-time or full-time special assistance in the class, the school will assist in contracting the required support at the parents' expense.

During the admission process, students with learning difficulties are evaluated on an individual basis to determine if the school can meet their needs. Dulwich College Beijing requires applicants with previously identified learning needs to provide past school records, evaluations and accurate information of multi-disciplinary services in use.

Many children begin their education at the school at a very young age when learning or behavioural difficulties have not yet been identified and diagnosed. If a child is identified with a learning or behavioural disorder, the school will review his/her placement in the school in light of our ability to meet his/her needs and make recommendations for alternate schooling options if required.

Activities and the Dulwich Community Programme

Dulwich College Beijing is proud to offer a wide range of activities for students. These run at lunchtimes, after school and at weekends. Students must attend at least one activity per week, many students attend many more. Our main focus is in Sport (competitive and non-competitive), Music

(choirs, bands, individual lessons), Drama (a wide range of plays and performances) and Service (in and out of school) but an extensive additional range of clubs exist to match intellectual, creative and active students' needs (eg debating, arts, chess, Chinese culture, Model United Nations, Global Issues, student newspaper, school magazine, etc.)

The school House system places all students from Year 3 and up into the four teams of Alleyn, Johnson, Soong and Wodehouse. These House teams compete throughout the year in a variety of events including; soccer, speech, drama, sports, etc

Dulwich Community Programmes (DCP) is the weekend and after school programme organised by Dulwich College Beijing but open to the community at large. DCP activities are arranged for children and adults. Announcements concerning these activities are sent out at the beginning of each term.

Homework

Homework is an important part of the Dulwich College curriculum. The effective use of homework fosters good habits and establishes a routine which will stay with students throughout their school career. It is a valuable part of the learning process as it extends and consolidates understanding as well as promoting independent learning.

Students should be encouraged to work unaided, although it is natural for parents to show an interest in their children's work.

- Students must write down the homework in their Planners.
- Students should ensure that the homework is their own work entirely unless otherwise instructed by their teacher.
- Homework should be done at home or in an appropriate quiet study area such as a library unless otherwise directed.
- Students should spend the appropriate amount of time on homework.
- Students concerned about the amount of homework set should approach their subject teacher. If this does not resolve the issue, they should talk to their Form Tutor who will follow up with the teacher concerned.

The appropriate length of time per subject per night is shown below. Students will be asked to complete homework in three subjects on each week night with some extra work at weekends.

Years	Time limit		Comments
7, 8 and 9	3 x 30 minutes	≈ 7.5 hours per week	Schedule set by school. Longer pieces, more open in nature and including extended tasks.
10 & 11	3 x 40 minutes	≈ 10 hours per week	Schedule set by teacher. More extended tasks in line with IGCSE requirements
12 & 13		12 hours per week minimum	Schedule set by teacher. Full range of advanced study tasks.

In addition students should expect to carry out up to 15 minutes per evening language study.

Media Centre

The Media Centre is at the heart of the Legend building. In addition to housing a good range of fiction to encourage students in the enjoyment of reading, the Media Centre offers: non-fiction; reference materials; periodicals; audio-visual sources; and ICT facilities – everything that students need to access information.

The school's role is to teach the students how to access and to use the huge volume of information available to us all today.

Learning Technologies

Students in Years 9-13 are required to bring their own laptop to school each day. This piece of equipment must be with them or in their locked locker at all times. Students in Years 7 and 8 will have access to laptop computers in certain lessons during the week. All students must sign and follow the Acceptable Use of IT Policy.

What can parents do to support their child at Dulwich?

Simple things like showing an interest and being encouraging can make a big difference to how young people feel about school. It can give them the confidence to try out new skills and ideas and learn from mistakes without feeling discouraged. Parents can:

Show an interest in their child's work.	Talk about the school day.
Use the school diary.	Use parent-teacher meetings.
Discuss homework tasks with their child.	Help students to organise their time and paperwork.
Make sure they attend school on a regular basis.	Find them a quiet place to study in the home environment.
Praise their child's achievements.	

Useful websites for parents

Key Stage 3 documents:

www.standards.dfes.gov.uk/keystage3/

This is a very informative website with detailed information on curriculum content and structure.

National Curriculum

www.nc.uk.net

For detailed information about all subject programmes of study.

The Parents' Centre

<http://www.parentcentre.gov.uk>

Includes a section titled Learning at Home and outside school which offers help and advice about revision techniques and homework, information on study support and advice about controlling your child's Internet access.

Parents Online

<http://www.parentsonline.gov.uk/>

Ideas for holiday activities and advice for parents.

BBC Schools

<http://www.bbc.co.uk/schools/>

Pages for parents as well as Bitesize which is useful for revision and practice tests.

Learn.co.uk

<http://www.learn.co.uk>

A great deal of resources for help with homework and revision.

Edexcel

<http://www.edexcel.org.uk>

Edexcel's syllabuses and resources for IGCSE.

Cambridge International Examinations

<http://www.cie.org.uk>

University of Cambridge International Examinations (CIE)'s syllabuses and resources for IGCSE.

International Baccalaureate

<http://www.ibo.org>

Access to a range of resources and information related to the International Baccalaureate

SCHOOL PROCEDURES

School Hours

Registration	8.15	8.25
Period 1	8.30	9.25
Period 2	9.30	10.25
Break		
Period 3	10.55	11.50
Period 4	11.55	12.50
Lunch		
Period 5	1.45	2.40
Period 6	2.40	3.35
Activities	3.40	4.40

PSHE and Assembly take place every Wednesday afternoon.
Activities run throughout the week after school and at lunchtimes.

Uniform

All students in Years 7-11 at Dulwich are required to wear the school uniform. This is different for warm and cold weather, and students should adhere to seasonal requirements. Please be sure that all items are clearly marked with a name. Parents of students in Years 7-11 will be issued with vouchers to the value of RMB800 to purchase school uniform from the Dulwich Uniform Shop located at Legend Garden campus. Students in Years 12-13 are free to choose their own clothing within a separate dress code.

Our students are our ambassadors, and their dress and behaviour convey an impression to the public of what we are like as a school. Please ensure that your child follows the dress code and encourage them to take pride in their appearance. If students consistently do not adhere to school uniform requirements, their parents will be contacted and they may be disallowed from participating in school.

- School uniform must be worn correctly at all times on buses, in school and when on a school trip (unless special permission has been given).
- Students may wear a watch and girls may wear simple stud earrings. No other jewellery may be worn.
- Hair must always be clean and tidy, worn off the face and styled so as not to invite comment for any reason. Boys must be clean shaven.
- Make-up is not permitted.
- Black polishable shoes are a uniform requirement.

Lockers

All students are provided with a locker. Parents should encourage their children not to bring to school valuable items. If students do bring valuable items to school they should ensure they remain on their person or in their locked locker at all times.

Attendance

Due to the international nature of the community in which we live, some absences from school are unavoidable; however regular school attendance is expected as far as possible. If a student is absent for more than twenty days during an academic year, then we cannot guarantee that he/she will complete the curriculum and advance into the next year group.

Please ensure that your child arrives to school on time. If they are late for any reason they must register at Reception. Repeated lateness will result in disciplinary consequences.

If your child will be absent from school due to illness or extended leave, please be sure to inform your child's Form Tutor.

Progress Reports and Parent-Teacher Conferences

We offer three forms of formal communication during the year. Parents will receive:

- Report Cards, which include grades for Attainment and Engagement in each subject, and a Form Tutor comment.
- Full Reports, which include grades for Attainment and Engagement as well as a range of 'Performance Indicator' grades and a written comment in each subject, and a Form Tutor comment.
- Parent Teacher Conferences when parents can meet with subject teachers to discuss their child's progress.

Parents are always welcome to come and discuss their child's progress with teachers and members of the Senior School Leadership Team.

Security

There is no issue the school takes more seriously than the safety of our students. At each campus we employ door monitors who are responsible for ensuring that unauthorised personnel do not enter the school and that students do not leave on their own initiative. We believe the students are very safe during the day on the school premises. We have instituted a number of procedures to ensure the journey to and from school each day is equally safe, and we require your assistance to make these procedures effective.

It is expected that once students have reached Year 7 they are responsible and mature enough to come to and from school without direct supervision.

If a student is leaving the school during the school day, they are required to provide evidence from parents and have an early departure slip signed off and submitted to Reception.

Supervision Times at School

Supervision of students starts at 8am – we ask that children do not arrive at school before this time as there may not be adult supervision. Supervision continues until 5:00pm, after which time we expect students to leave the premises unless they are involved in a recognised, supervised school activity.

Parking

Safety is our foremost concern. Due to the large number of children being dropped off and collected, we ask that you and/or your driver observe extreme caution when driving in the vicinity of the school buildings.

Please do not park in front of the school entrance. This area must be left clear for the school buses to ensure the safety of the children disembarking and boarding.

In addition, please park on the proper side of the road so your child does not cross traffic to reach the school.

Bicycles

Children riding their bicycles to school are asked to park them in the designated area. This is behind the school building at the Legend Garden Campus. We ask that you please review traffic safety with your child repeatedly throughout the school year, but especially at the start of each new school year. Helmets are required for all students riding bicycles to and from school. Parents whose children travel to and from school without adult supervision are requested to submit authorisation for this in writing to the classroom teacher. Children are advised to lock their bikes at all times.

Playground

When using the playgrounds, we ask that all children observe the following rules:

- Be aware of others around you
- Only one child on the slide at a time
- Always go down the slide feet first
- Slides are for sliding down not walking up
- Play co-operatively
- Stick and rocks are not for playing with
- Use playground equipment safely and properly

On the playing fields, we ask that parents and students observe the following rules:

- No food, drinks or pets
- No high heeled shoes
- No smoking
- Don't pull out the grass
- Don't grab or hang on the goal netting
- Don't play in the sand pit
- Don't bury anything in the sand pit
- Don't climb on the fences

Pets at School

Occasionally teachers may request that pets be brought to school to enhance learning. If the teacher has not contacted you, the parent, directly to make an arrangement, then please do not send pets into school with your children.

Dogs must be on a leash at all times whilst on the school premises and should not be in the school building during the school day. Please leave your dog tethered outside the school in the designated areas, particularly at the beginning and end of school when the entrance is busy and your dog may be upset by the crowds or noise. If there is a sports event outside then dogs may attend on a leash but the following breeds must be muzzled: Pit bull terrier, Rotweiller, Dogo argentina, Filo braziliera, or Japanese tosa. This follows UK law.

We are happy to promote good pet owning skills and would ask that if your dog should make a mess that you clean it up.

We are aware of the benefit of a pet in the family but we also have the health and safety of all of our students in mind at all times.

School Medical Policy

The school places exceptional importance on the health of our school children, and it is the responsibility of all members of the school community, parents and teachers alike, to keep the children healthy. If we find that a child has an illness or condition that will affect the health of his/her classmates, we will notify the parents to take the child home from school immediately. The following Medical Policy must be strictly observed:

- A child must not be sent to school if he/she has any signs of fever or sickness. **A student must be free of fever for 24 hours before returning to school.**
- **For the sake of everyone's health, children with heavy coughs or runny noses must not be sent to school even if they are not feverish.**
- If a child has been ill, please keep him/her at home until he/she is able to fully participate in all school activities. Weather permitting, all children will go outside during playtime, and children recovering from illness will not be kept indoors. Children who are too sick to play outside are not well enough to be in school and in contact with the other children.

- Children must not be sent to school if they have any signs of conjunctivitis, as it is highly contagious. They may only return to school after the full course of treatment has been completed and their eyes are completely clear.
- Children requiring medication for an illness should remain at home until the illness is cured. When they are essentially well but must continue with a day or two of treatment they may be sent to school. In this case, a "Medicine Administration Form" must be completed and given to the Teacher or Form Tutor along with the medicine to be given. Please let us know if your child is taking homeopathic medicines as well.
- Children must not be sent to school if they are ill with chicken pox, and they may not return to school until the sores have healed and scabs have fallen off.
- You must notify the school immediately if your child has head lice. He/she must be treated with proper medicated shampoo and be completely free of both lice and eggs before returning to school.
- In case of injury requiring medical treatment, the child's parents will be informed immediately and he/she will be taken to the nearest international medical facility.
- Please be sure to keep vaccinations up to date.
- All children entering the school are expected to have medical insurance coverage. Fees for a student's medical treatment are to be paid by the parent. The school will not assume medical expenses.

Earthquake and Fire Evacuation

Earthquake and Fire Evacuation Plans have been put in place. These are posted on the walls in classrooms and around the school. Drills are held during the year to allow students and staff to practise and become familiar with the evacuation procedures.. If you are on the school premises during an evacuation, please follow the evacuation procedures.

School Bus Service

The school provides a bus service that is contracted through a local bussing company. School bus routes and stops are determined based on the requirements of those using the service, and may vary from year to year. We make every effort to meet the needs of our students. However, Beijing is a large city and we may not be able to accommodate children living in residential complexes far from the school and outside regular school bus routes. Seats are assigned on a first-come first-served basis. If you move during the course of the year, we may not be able to guarantee a seat for your child on the bus route serving your new residence.

Safety of the children on the bus is of paramount importance to us. To this end, all our buses are equipped with seat belts, mobile phones, emergency phone numbers and first aid kits. A bus monitor travels on each bus to ensure that the children remain in their seats with their seat belts fastened. If the bus is significantly delayed, the bus driver will notify the school office and the school office will notify parents. Traffic in Beijing is unpredictable at best, and tie-ups and gridlock are common

events. We ask for your understanding and patience should your child's bus be delayed in traffic en route.

Students are expected to observe the same standard of behaviour on the bus as in the classroom. They are expected to respect the bus driver and monitor, and to observe the following rules, which are posted in each bus:

- Remain seated with your seat belt fastened at all times. Be respectful of your classmates and your bus monitor.
- Keep your voice down.
- Keep your head and hands inside the bus at all times.
- Keep your feet on the floor and off the seats.
- Leave chewing gum, sweets and candies at home.
- Eat your snack before boarding the bus or after you get home.
- Tell your bus monitor immediately if you feel sick.

Please note that neither eating nor drinking is allowed on the bus. Inappropriate behaviour by any student on the bus is unacceptable and if repeated will result in the denial of bus service with no fee refund.

School Lunches

The Lakeview Café at Legend Garden offers tasty, nutritional food to students. The daily menu includes a choice of an Eastern or Western dish. The café is run by the catering company, Sodexo, and students will purchase meals using a photo ID value card which can be loaded at the cashier station. We recommend an initial amount of RMB400 be loaded and reloaded as needed in increments of RMB100. Parents of Children in the Early Years will receive a monthly menu.

Students who do not wish to use the school lunch programme are welcome to bring in their own cold meal. Please note there are no facilities for warming food in the Junior or Early Years canteen. **Parents are responsible for sending in a bag lunch for a child who either does not eat or is allergic to foods on the menu. All Dulwich lunches are nut-free so if you send a bag lunch, please do not send any nut or nut products with your child. In addition, we ask that you do not pack sweets, candies or sodas.**

If your child has a food allergy, it is essential that you note this clearly on the school Health / Medical form and provide a doctor's letter describing the allergy, severity, typical reaction and treatment. Please also indicate any food restrictions (religious or otherwise).

Friends of Dulwich Beijing (Friends)

Dulwich is very much a community school and involvement of parents is an integral part of our school life.

Friends of Dulwich Beijing (Friends) welcome all parents to join, and offer many opportunities for families to become actively involved in the school with other members of the Dulwich community. Friends hold an open meeting every other month with the Headmaster and the Head of External Relations to discuss events within the school, fundraising projects and school developments. Friends

also invite interested parents to become class parent representatives to help support class activities and events.

Friends is run by the Friends Executive Committee. This comprises of a chairperson, Deputy, Secretary, Treasurer, 3 Campus Representatives, Charity Representatives and School Representatives.

Amongst the activities that Friends are presently running are the Friends Newsletter, Connections Club, Culture Club Excursions, the annual Dulwich Charity Ball, the International food Festival, the Friends School Shop and Coffee & Books Coffee Shop. This year Friends have also run photography, flower arranging, ayi cooking classes and supported many charity projects.

To join Friends, parents should contact Vicki O'Neill, Chairperson by email: vicki.o'neill@dulwich-beijing.cn.

Clubs within Friends provide opportunities for smaller groups in the school community to pursue shared interests and hobbies. Some examples are: flower arrangement club and culture club. Participants within each club are responsible for organising activities. The College will endeavour to provide all its facilities and some administrative help to support the various clubs.

Class Representatives facilitate the interaction between the class teacher and the parents of children in the same class. They are expected take a lead role in the communication within their group of parents. Class Representatives work closely with the teacher to provide any support they may need in the class such as preparing for a school play, organising volunteers to help supervise field trips, etc. The usual first step for a Class Representative would be to plan a casual meeting for the active parents in the class so that parents can meet and begin to discuss future projects.

Committees are for parents who are interested in getting involved in areas outside their child's classroom parent group. There are various committees set up to organise events and activities for both students and adults. Some committees will focus specifically on "one-off" events and some may stay together for the whole school year. Some examples of committees are: Charity Committee, Welcome Committee, etc. Each committee is responsible for its own management and communication with the school and the Friends Executive Committee about their plans.

Emergency Communication

Should exceptionally severe weather or other unforeseen circumstances make it unsafe for the children to attend classes; parents will be notified by SMS and email.

Sun Safety

For the safety of your children we operate a No Hat No Play policy. We ask that students wear sunhats that are part of the school uniform and either bring sunscreen to be applied at school or apply it at home before coming to school during the hot weather. During very hot weather, we will limit the student's outdoor time. Water is available on the playground during the hot months.