

# Zhuhai International School



## Parent Handbook 2010 - 2011

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## ***From the Head of School***

Dear Parents:

It is a pleasure and privilege for us to have your children attend Zhuhai International School (ZIS). We look forward to an exciting and challenging year working with the children. Our aim is for all of them to have a happy, safe and successful year.

Zhuhai International School was established in 2007 at the invitation of the Zhuhai Municipal Government to serve the city's expatriate community. We provide a friendly, creative and caring environment to encourage individual growth and social skills, with an emphasis on self-motivation, independence, confidence and a general positive attitude in all students.

Parents are encouraged to be part of our school life and to join ZISPO, the parent's organisation. We hold Assemblies once a week and parents and friends are always welcome to attend. We will inform parents about school activities through weekly newsletters and reports.

The following pages are designed to assist you and the students in the basic understanding of how our school functions.

John Drummond  
Head of School

## 1. ZIS Classes and Staff

Our campus is open to children from age 3 upwards. Our current classes and staffing are as follows:-

Head of School	John Drummond
Primary Principal/PYP Coordinator	Hilton Munro
MYP Coordinator	Mark Williams
Chinese Coordinator	Shirley Hui
Primary Curriculum Coordinator	Rachel Loveridge
Nursery	JoAnn Porterfield & Ring Lin
Reception	Rosemary Voutillainen & Joy Huang
Year 1	Daniel de Graaf & Susie Su
Year 2	Kristian Brodie & Michelle Zhang
Year 3	Rachel Loveridge & Sally Wen
Year 4	Julian Knight & Myra Li
Year 5	Tania Gollins & Marie Liang
Year 6	Matt Broughton & Esther Lin
Art/PE	Josh Doubleday
Music	Janice Lee
Chinese Language Teachers	Shirley Hui, Myra Li, Marie Liang, Esther Lin, Susie Su, Sally Wen, Michelle Zhang
Secondary English	Janice Lee
Secondary Maths/Humanities	Mark Williams
Secondary Science/Humanities	Matt Gollins
Secondary Drama	Lina Forster
EAL	Debbie Hiley
Librarian	Silja Berner

The staff also consists of administration office staff, finance office staff, school nurse, ayi's, grounds and maintenance staff, drivers and security guards.

## 2. ZIS Office Telephone Numbers/Office Hours

The ZIS telephone number is +86-756-331-5580 or +86-756-332-0016.

The ZIS fax number is +86-756-331-0016

School mobile 13727030105

The office is open from Monday to Friday from 8a.m. to 4:55 p.m. and Saturdays and Sundays by appointment.

## 3. Daily Schedule

Supervision of the children in the school begins at 8:40 a.m. Therefore, it is in the best interest of children to arrive after this time

## 4. School Hours

School teaching hours are from 9:00 to 15:30 (Nursery to Year 9)

<u>Primary Timetable</u>		<u>Secondary Timetable</u>	
Morning session	9:00 – 10:40	Period 1 & 2	9:00 – 11:05
Morning recess	10:40 – 11:00	Recess	11:05 – 11:25
Morning session	11:00 – 12:30	Period 3	11:30 – 12:30
Lunch:	12:30 – 13:20	Lunch	12:30 – 13:20
Afternoon session	13:20 – 15:30	Periods 4 & 5	13:20 – 15:30

## 5. Attendance

Students must attend school regularly and be punctual. Good attendance enhances the chances of success in school and in the work force.

If your child is to be absent from school, please call the school on either (86 756) 3320016 after 9:00am or 13727030105 before 9:00am to report his/her absence. Please give:

1. Name of child
2. Class and Teacher's name
3. Reason for absence

Another child in the family who will be present at school can deliver a note to the teacher or to the office in the morning before 9:00 in lieu of the phone call. If a phone call or note is not received, the parents will be contacted by the school.

When a child returns to school, he/she should find out what work was missed and complete it within a reasonable amount of time, as decided by the teachers.

**N.B. Any change in school transportation drop-off or visit to a classmate's home after school must be preceded by a note to the main office.**

## 6. Some Examples of Key Events

### First Semester – September to January

BBQ – Sundowner Family get together  
National Holiday  
Year 8/9 Education outside the Classroom trip  
Introduction to the PYP for parents  
Introduction to the MYP for parents.  
Assessment in the PYP  
Assessment in the MYP  
Moon Festival  
Mid Semester break  
PYP Teacher led conferences & MYP three way conferences  
Christmas Concert  
MYP Mid Year Reports  
PYP and MYP three way conferences

### Second Semester – February to June

Lunar New Year Holiday / Celebration Activities  
Sports Day  
Qing Ming Festival  
Easter – Good Friday holiday  
Labour Day Holiday  
Global Child Day celebration  
Dragon Boat Festival  
Year 7 Education outside the Classroom trip.  
Secondary School Exams  
Annual Art Exhibition  
Year 6 PYP Exhibition  
Year 6 Graduation trip to Yangshuo  
PYP student led conferences  
MYP End of Year Reports

**Note:** Calendar of Events – specific dates and changes will be found in our weekly newsletters.

## **7. Newsletters and Calendars**

One important method we utilise to keep parents informed is the school newsletter. A school newsletter will be e-mailed weekly and also posted on the website.

If you do not receive your newsletter or yearly calendar, please contact the classroom teacher.

Classroom teachers also send home a class newsletter at the start of each Unit of Inquiry and also at the end of each Unit, plus at other times where it is considered necessary to deal with items and issues which are specific to their individual classes.

## **8. Dress Code**

Students are required to wear the Zhuhai International School uniform. There is a summer uniform and winter uniform. The uniforms are to be worn with white socks and black shoes.

Students wear PE uniform each Tuesday and Thursday.

Physical Education (PE) uniform – sports shoes and white sports socks.

The Zhuhai International School requests that the school uniform dress code be adhered to on a daily basis. We appreciate your support to ensure that this policy is enforced at our school. At times there is a tendency to relax the student's wearing of the uniform, but in our aim of maintaining ZIS as a leading school we ask your support of the school in this regard.

## **9. Indoor Shoes**

We request that the students in the Early Childhood programme have a pair of indoor shoes to wear at school at all times. They may be left in the classroom. It is critical that children have shoes on at all times, given the possibility of an emergency.

## **10. Resolution of Conflict**

Our school strives to have students realise that physical and verbal violence is not a socially acceptable method of resolving conflicts. We will develop social skills in our students that will promote a secure learning environment free from physical or mental intimidation.

In maintaining this environment, besides the cooperation of teachers and students, we need the full support of our parents. Together as partners we can work toward a “zero” tolerance of any physical aggression in our school. Zero tolerance means that the Principal will deal with the infraction in an appropriate and just fashion.

## 11. Respect for Authority

Students are expected to comply with the rules of the school and the expectations of their teachers. These rules and expectations are based on respect for self and others. All students are expected to contribute to a positive school environment.

The school policy regarding inappropriate behaviour is as follows:

1. Teachers work with students to develop proper attitudes and behaviour.
2. Teachers contact parents if a student's academic performance or behaviour is less than satisfactory.
3. Constant infractions will be referred to the Principal. Parents will be asked to come in for an interview in order to assist the school in developing positive attitudes and behaviour.
4. Serious and repeated inappropriate behaviour will lead to loss of privileges or suspension.

## 12. Respect for Property

The school buildings, contents (i.e. desks, texts, library books, gym equipment, etc.) and grounds deserve the same respect as one's personal property. **Students are encouraged not to bring valuables or other forms of private property to school. The school is not responsible for loss or breakages of personal items brought to school.** Items which are brought to school should be clearly labeled with the child's name. This is especially important for children's clothing.

## 13. Respect for Peers

Students are expected to show respect for the rights of others at all times. Physical and/or verbal harassment will not be tolerated. Students can show respect by applauding fellow students for their accomplishments. We will strive to instill the value of working, learning and playing together with particular emphasis on sportsmanship.

## 14. General Rules for School Playground Behaviour

Students are expected to -

1. Be courteous and show respect for the rights of others.
2. Play in your designated areas of the school playground.
3. Don't play rough games.
4. Skateboards, hard balls of any kind and dangerous materials or objects are not permitted on school property.
5. Report any injuries to the teacher on yard duty.
6. Obtain permission from the yard duty teacher to use the washroom during recess breaks and lunch.
7. Use of inappropriate language will not be tolerated under any circumstances.

Minor infractions will be dealt with by the teachers or persons on yard duty. Any serious or repeated infractions will be reported to the office which may result in a loss of student privileges etc. Parents may also be contacted.

## 15. Early School Dismissal

Every effort should be made to schedule appointments outside of school hours. Students who are required to leave at some point during the school day must bring a note from home verifying the appointment.

In the event of illness or injury, parents will be contacted by the school office before permission to leave is given. **It is extremely important that parents provide us with accurate phone numbers and notify us of any changes to enable the school to contact them in case of emergency.**

## 16. Camps

The following special excursions are optional and are not included in the annual School fee.

Year 6 have an annual Graduation trip to Yangshuo, usually late May.

Secondary students have a range of EOTC (Education outside the Classroom) trips which may vary from year to year. Parents will be given plenty of notice and information about any trips concerning their children.

## 17. Field Trips and Excursions

Educational excursions are planned to enrich and enhance student experience and learning. Teachers are encouraged to make use of the world beyond the classroom as a reinforcement of learning. We ask for your cooperation and support for these ventures.

## 18. Work Habits

Students are expected to work to the best of their ability and to display a sense of pride in their efforts and accomplishments. This includes such areas as presenting neat work, completing daily assignments and preparing for major projects and tests. Teachers will maintain close communications with parents regarding progress.

Homework may vary from day to day, but as a guideline:

Year 1 and 2 - 30 minutes homework plus 10 minutes reading

Year 3 and 4 - 40 minutes homework plus 10 minutes reading

Year 5 and 6 - 45 minutes homework plus 10 minutes reading

Secondary students – approximately 20 minutes per subject.

Homework can best be described as follows:

1. Unfinished school work. This involves students who did not complete assignments and who were given sufficient time to do so in class. This can vary from student to student, year to year and in length of time required to complete assignments.  
The higher the grade the more common this will become. This is good preparation for higher levels of education.
2. Projects, research, additional practice exercises to reinforce skills learned.
3. Reading alone or to others. (parents, siblings)
4. Remediation.

Please Note:

- 1) The school diary or “communication book” is a form of regular communication between parents and teachers – please check it daily and if there is any communication from the teacher, please sign to show that you have read it.

## **19. Volunteers**

We welcome any parent who is able to volunteer their time to assist on a regular basis. If you wish to help in your child's class, please contact the teacher concerned.

We also have special days during the year when we need extra help. These days include field trips and other special events.

Please try your best to get involved in your child's education. It's worth the effort! Please inform the school if you are able to participate on either a regular or occasional basis. We welcome all of our parents!

## **20. Visiting the School**

If visiting the school when classes are in session, please report to the office before proceeding to any classes or other areas of the school. Parents will be issued with a Parents Card which will enable you to enter the school grounds.

Visitors will be required to sign a form at the gate before entering the premises.

## **21. Getting Acquainted**

Early in the school year there is an opportunity to meet the teachers. The purpose is to discuss your child's needs, routines and to plan communications for the school year.

Interviews with your child's teacher are held formally two times a year. However, whenever there is a need for parent/teacher dialogue we invite either party to initiate a meeting at the earliest possible time.

## **22. Medication**

For safety reasons, no child should bring any form of medication to school without prior approval from the office. If medication is determined necessary there is a form that must be filled out by your doctor to indicate that this must be taken during school hours. The container must be clearly labeled with names (child, parent, doctor) phone numbers, and directions. The school nurse will help your child to take the medicine. Please contact the school to address individual student needs in this regard.

## **23. Busing**

Please call the school at 332-0016 or 331-5580 for any queries regarding routes, time schedule, pick-ups, etc.

Pupils must use the bus they have been assigned; they may not go to a friend's house, the dentist, the doctor, etc. on a school bus. All such arrangements must be made after the child has disembarked at their scheduled stop.

The children should be at their designated stop **at least five minutes** before their assigned pick-up time.

For the safety of the children, a parent/guardian/AYI must be present at the stop at the beginning and ending of each day.

## **24. Rules of Safety and Codes of Behaviour on School Buses**

For the safety of the children riding the bus, it is critical that the home and school emphasise basic safety rules regarding busing.

1. Be on time – at least five minutes before the bus arrival time and wait in a safe place.
2. Don't push or shove.
3. Take your seat right away and stay seated until you leave the bus.
4. Fasten your seatbelt.
5. Respectful manners and appropriate language and behaviour are expected.
6. There is no eating or drinking on the bus.
7. Don't open the window without the bus driver's permission.
8. Don't throw things inside the bus or out the window.
9. The bus driver and bus monitor's instructions must be obeyed at all times.
10. Students who continue to misbehave on the bus may be suspended from using the school bus service.

## **25. Student Evaluation**

Evaluation of a student's progress is based on the total development of the child: academically, socially, physically, and emotionally.

Teachers carry out the student evaluation process using such tools as: observation, tests, work prepared for class, homework completed, participation in class and school activities, parental feedback, projects, effort and punctuality.

Each student is expected to work and progress to his/her level of capability.

## **26. Reports**

Primary students receive six 'End of Unit' reports at the completion of each Unit of Inquiry. They also receive two academic reports focusing on Numeracy and Literacy and the specialist classes. These reports go out at the end of Semesters One and Two.

Students from Year 7 to Year 9 receive two formal reports per year, one in January and one in June.

## **27. Lost and Found**

A Lost and Found box is located in the school office. The contents are available for student/parent retrieval. All articles are also displayed once in the office late in each semester and the entire student body views and claims items belonging to them.

**Please label your child's clothing with name and class so that they can be promptly returned when left outside or elsewhere.**

## **28. Lockers (Secondary students)**

Secondary students will be allocated a locker. They will be issued with a key which they are responsible for keeping. If they lose the key a charge of 10 RMB will be levied for a replacement. The school will keep a spare key and retain the right to access the lockers if we deem it necessary.

## 29. Accident Report

All minor scrapes and cuts will be handled by the teacher on duty and/or school nurse. Injuries will be recorded in the school's accident binder. The school nurse will inform the classroom teacher of any serious injury and the parents will be informed.

## 30. Change of Information Form/Emergency Medical Form

It is important that parents notify the school of any changes in the information given to the school, especially a change in:

- your home telephone number;
- your business telephone number;
- your mobile telephone number;
- emergency contact person;
- e-mail address.

Please take the time to update all other information, in particular:

- allergies;
- change of medical doctor;
- specific medical problems that could affect your child when emergency medical attention is needed.

## 31. School Assemblies

School assemblies will be held on a regular basis. It is a very good opportunity for the students to learn to master public speaking and presentation skills. Parents are encouraged to attend to support their child's efforts.

## 32. ZISPO (Zhuhai International School Parent's Organisation)

ZISPO is a non profit organisation based on the voluntary work of parents whose children attend Zhuhai International School. It focuses on acting as a link between ZIS and parents, organising events to benefit ZIS and parents and supporting ZIS on special occasions.

All parents are encouraged to join ZISPO and you should contact one of the following people to register your interest.

Silja Berner - e-mail address [siljaherz@gmx.net](mailto:siljaherz@gmx.net)

Deborah Barker – e-mail address [thebarkersabroad@yahoo.co.uk](mailto:thebarkersabroad@yahoo.co.uk)

## 33. Questions or Concerns

We want to know your views on what happens at school. If your child tells you something about school that sounds unreasonable, please send a note to the classroom teacher or call.

If you are concerned about a situation in your child's classroom, please talk with the classroom teachers first. If you are not satisfied after talking with the teacher, please bring the matter to the attention of the principal. The Head of School will be available to talk with parents at any time.

We would also like to hear from you when you are especially pleased about something a teacher is doing.

Good communication between home and school prevents misunderstandings.