



**Shanghai Rego International School**

*Many voices, one vision*

# **SRIS Parent Handbook**

**2011-2012 School Year**

## Table of Contents

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>MISSION STATEMENT</b> .....                           | <b>3</b>  |
| <b>2</b> | <b>LETTER FROM THE PRINCIPAL</b> .....                   | <b>4</b>  |
| <b>3</b> | <b>GENERAL INFORMATION</b> .....                         | <b>5</b>  |
| 3.1      | CONTACT WITH SCHOOL.....                                 | 5         |
| 3.2      | REGO NEWS.....   | 7         |
| 3.3      | INFORMATION LETTERS FROM SCHOOL.....                     | 7         |
| 3.4      | WEBSITE .....  | 7         |
| 3.5      | SCHOOL ADDRESS BOOK.....                                 | 7         |
| 3.6      | ANNUAL GENERAL MEETING (AGM) .....                       | 7         |
| 3.7      | PARENT TEACHER STUDENT ASSOCIATION (PTSA) .....          | 7         |
| 3.8      | FRIENDS OF REGO (FoR) .....                              | 8         |
| <b>4</b> | <b>SCHOOL REGULATIONS</b> .....                          | <b>8</b>  |
| 4.1      | BEHAVIOUR AND ATTENDANCE IN SCHOOL .....                 | 8         |
| 4.2      | ABSENCES .....   | 9         |
| 4.3      | MEDICAL ISSUES.....                                      | 9         |
| 4.4      | BEHAVIOUR .....  | 10        |
| 4.5      | UNIFORM AND APPEARANCE .....                             | 11        |
| 4.5.1    | Classroom Dress .....                                    | 12        |
| 4.5.2    | PE Dress.....  | 12        |
| 4.5.3    | Formal Dress.....  | 13        |
| 4.5.4    | Sixth Form uniform policy and dress code .....           | 13        |
| 4.5.5    | Jewellery and other worn accessories .....               | 14        |
| 4.5.6    | Hairstyles .....   | 14        |
| 4.6      | BUS RULES AND REGULATIONS .....                          | 15        |
| 4.7      | ASA BUS .....  | 16        |
| 4.8      | HANDLING OF MONEY AND VALUABLE ITEMS WITHIN SCHOOL ..... | 17        |
| <b>5</b> | <b>SCHOOL LIFE</b> .....                                 | <b>18</b> |
| 5.1      | EQUIPMENT .....  | 18        |
| 5.2      | SCHOOL ASSEMBLY .....                                    | 19        |
| 5.3      | CURRICULUM EVENINGS .....                                | 20        |
| 5.4      | REPORTS AND PARENTS EVENINGS.....                        | 20        |
| 5.5      | EDUCATIONAL VISITS .....                                 | 20        |
| 5.6      | PHYSICAL EDUCATION.....                                  | 21        |
| 5.7      | ACTIVITIES AND AFTER-SCHOOL ACTIVITIES.....              | 21        |
| 5.8      | SPORTING EVENTS AND PUBLIC PERFORMANCES .....            | 22        |
| 5.9      | COURSEWORK.....  | 22        |
| 5.10     | INDIVIDUAL MUSIC TUITION .....                           | 22        |
| 5.11     | ENGLISH AT HOME .....                                    | 22        |
| 5.12     | LOST AND FOUND .....                                     | 23        |
| 5.13     | LUNCH .....  | 23        |
| <b>6</b> | <b>APPENDICES</b> .....                                  | <b>24</b> |
| 6.1      | FULL STAFF LIST .....                                    | 24        |
| 6.2      | SCHOOL CALENDAR.....                                     | 24        |

# 1 MISSION STATEMENT

Our pupils will be challenged in all aspects of school life to aspire to excellence, to be comfortable in a multi-lingual environment, to understand and respect all others as equals, and to be part of a mature 21st century family. Our staff will provide this challenge and stimulate our pupils to think and act beyond their normal realm. Our parents will endeavour to support the school in all activities both in and outside of the classroom.

Rego aims to be a caring, intelligent and truly international school community –we include everyone.

我们的学生在学校生活的各个领域接受挑战，以追求卓越，他们能在多语种的环境中游刃有余，理解并尊重人人平等，成为一个成熟的二十一世纪大家庭中的一员；我们的教职员为此提供强有力的支持，充分激发学生潜能，使他们在思想及行为能力上皆超出自己的平均水平；我们的家长竭力拥护课堂内外的所有活动。

瑞金的目标是要成为一所关爱、睿智、真正体现国际化环境的学校——包括所有人在内！

Nuestro objetivo es el de estimular a los alumnos en todos los aspectos de la vida escolar para que entiendan y respeten a los demás y se sientan parte de una sociedad multicultural. Nuestro personal proporcionará el reto para que los estudiantes piensen y desarrollen sus conocimientos en diferentes ámbitos sociales dentro de una sociedad contemporánea. Los padres están dispuestos a apoyar a los estudiantes en todas las actividades realizadas dentro y fuera del aula.

El objetivo de Rego es el de apoyar y cuidar a todos los alumnos.

Rego présente à ses élèves des défis dans tous les domaines de la vie scolaire et ceci afin de leur faire aspirer à l'excellence, d'en faire des individus épanouis dans un milieu multilingue, de les amener à comprendre et respecter l'autre en tant qu'égal et de faire partie intégrante d'une famille moderne du vingt-et-unième siècle. Nos enseignants fournissent ces défis et stimulent nos élèves à penser et agir au-delà des limites de leur quotidien. Nos parents s'efforcent à soutenir l'école dans toutes ses activités tant intra qu'extra scolaires.

Rego entend être une communauté scolaire véritablement internationale où l'on est traité avec intelligence et attention et où chacun est intégré.

Wij stellen ons tot doel de leerlingen te stimuleren om zich voor alle aspecten van het schoolleven in te zetten en hierbij te streven naar uitmuntendheid, om zich goed te voelen in een meertalige, multiculturele omgeving, om anderen te begrijpen en hen te respecteren als gelijken en om deel uit te maken van een volwassen hedendaagse samenleving. Onze medewerkers zullen deze uitdaging realiseren en zullen de leerlingen aanzetten tot het denken en handelen buiten de grenzen van hun eigen leefwereld. Onze ouders zijn bereid de school te steunen bij alle activiteiten die zowel in de klas als erbuiten gebeuren.

Wij beogen een zorgzame, intelligente en ware internationale schoolgemeenschap te zijn waarin iedereen meetelt.

Unsere Schüler werden in allen Aspekten des Schullebens gefordert. Ihre Leistungen sind hervorragend, sie fühlen sich in einer mehrsprachigen Umgebung wohl, sie verstehen andere und respektieren sich gegenseitig als Teil einer grossen Familie des 21. Jahrhunderts. Unsere Mitarbeiter fordern unsere Schüler und regen darüber hinaus unsere Schüler dazu an über ihre Grenzen hinaus zu denken und zu handeln. Unsere Eltern sind bereit, die Schule bei allen Aktivitäten, sowohl im Unterricht als auch außerhalb des Klassenraums, zu unterstützen. Rego hat das Ziel eine fürsorgliche, intelligente und wahrlich internationale Schulgemeinschaft zu sein, in der jeder berücksichtigt wird.

## 2 LETTER FROM THE PRINCIPAL

Dear Parents

Thank you for entrusting your child's education to us at Shanghai Rego International School. We take our responsibilities to our students and to you, their parents, very seriously.

SRIS uses, as a framework to learning, the English National Curriculum, adapted to local needs, GCSE's and the IB Diploma Programme. These work together, to give us a solid, varied structure to our curriculum and planning. All up-to-date documentation on the National Curriculum, the IB Programme and records of your child's progress, in relation to it, are always available in school and you are most welcome to visit us, to discuss any matters relating to your child's education. More information is available on the Internet ([www.nc.uk.net](http://www.nc.uk.net)). Curriculum links are also available for (I)GCSEs and the IB Diploma Programme, ([www.cie.org.uk](http://www.cie.org.uk), [www.edexcel.org.uk](http://www.edexcel.org.uk), [www.ocr.org.uk](http://www.ocr.org.uk), [www.ibo.org](http://www.ibo.org)) Rego also publishes an overview of current external examination results on our school website and results are included in the school brochure.

We at Shanghai Rego International School pride ourselves on the academic performance and achievements of our students but there is so much more to a good all round education. We aim to strengthen the extracurricular programme at SRIS to ensure that all students can benefit from activities which help to strengthen their bodies and expand their minds. We have state of the art facilities for sports and many other activities, our swimming pool and other sports facilities are first class and we have a number of very competitive and successful sports teams. We are doing all in our power to promote the Performing and Visual Arts. We also have a fully comprehensive activities programme, supported by a professional Activities Director, which caters for all tastes and interests.

I hope that this handbook proves useful and informative and I ask you to keep it as a reference. To supplement it, very Friday, the school publishes and circulates by email, for your information "Rego News" which features up to date news of the school and its activities.

I promise that my staff and I will do all within our power, to ensure that your child will be a happy and successful student, whilst at Shanghai Rego International School.

If you wish to meet with me, to discuss any aspect, relating to your child, please do not hesitate to contact me. Many say it, but I really mean it, when I say "My door is always open".

Yours sincerely

Vanessa Bingham

Principal

### 3 GENERAL INFORMATION

#### 3.1 CONTACT WITH SCHOOL

##### General school contact information

##### Primary Campus

小学部: 闵行莘庄淀南路 159 号

159 Dian Nan Road

201100 Minhang

Tel: 5488 8320

Fax: 5488 5695

EMAIL: enquiries@srisregogo.com

##### Secondary Campus

中学部: 闵行莘庄东闸路 189 号

189 Dongzha Road

201100 Minhang

Tel: 5488 3431

Fax: 5488 5072

EMAIL: enquiries@srisregogo.com

##### Key contact information

|  |   |   |
|--|---|---|
| Principal  | Vanessa Bingham                                       | vbingham@srisregogo.com                           |
| Assistant Principal (Primary)                      | Phillip Butcher                                       | pbutcher@srisregogo.com                           |
| Assistant Principal (Secondary)                    | Duncan Rose   | drose@srisregogo.com                              |
| KS4 Coordinator & IB Coordinator                   | Ian Lindley   | ilindley@srisregogo.com                           |
| KS3 Coordinator                                    | Eleanor Parsons                                       | eparsons@srisregogo.com                           |
| Upper KS2 Coordinator                              | Emma MacArthur  | emacarthur@srisregogo.com                         |
| Lower KS2 Coordinator                              | Janice Kilmurray                                      | jkilmurray@srisregogo.com                         |
| KS1 & Foundation Coordinator                       | Lisa McKay  | Lmckay@srisregogo.com                             |
| School Enquiries & Admissions (Marketing Director) | Christina Decu  | cdecu@srisregogo.com                              |
| Administration Office                              | Jocelyn Dong  | jdong@srisregogo.com                              |
| Head of Mandarin                                   | Eva Xu  | exu@srisregogo.com                                |
| Heads of EAL<br>Primary<br>Secondary               | Lisa Ellery<br>Robin Doherty                          | lellery@srisregogo.com<br>rdoherty@srisregogo.com |
| Activities Director                                | Jonathan Lincoln                                      | jlincoln@srisregogo.com                           |
| School Nurses                                      | Viviane Sisombat<br>Jeanine Orvad<br>Veronique Drivet | snurse@srisregogo.com                             |
| Bus Enquiries                                      |   | bus@srisregogo.com                                |
| Finance Department                                 | Joey Jiang  | accounts@srisregogo.com                           |
| School Uniform                                     | School Campus Stuff                                   | maissan@visiontextiles.com                        |
| School Lunch                                       | Eurest  | regogo.sh@compass-                                |

|                     |  |   |
|---------------------|--|---|
|                     |  | group.com.cn                              |
| Primary Reception   |  | Receptiondesk-<br>primary@srisreggo.com   |
| Secondary Reception |  | Receptiondesk-<br>secondary@srisreggo.com |

It is your right to contact the school at any time by telephone, fax, email or in person. Please be advised, however, that should you come to school without a pre-arranged appointment it may not be possible to see, that day, the member of staff you wish to. In such a case, the nature of your business will be recorded and dealt with to the best of the school's ability under the circumstances prevailing at the time. In such circumstances a further appointment may have to be made and/or you may have to receive follow up from a senior member of staff.

When you do contact the school (Primary campus: 5488 8320, Secondary campus: 5488 3431), please always give the following information **at the start** of any communication:

- Your name
- Your child's name
- The Year Group and/or Class of your child

**The staged referral procedure for all enquiries for current pupils is as follows:**

1. Subject/Class teachers – if it is a subject specific query
2. Form Tutors/Year Leaders – if there are a number of queries
3. Key Stage Coordinators, Head of Upper or Lower schools – for more serious enquiries or persistent issues
4. Assistant Principals
5. Principal

If these members of staff are available they will deal with your enquiry immediately. If they are not available, a message will be taken and you will be contacted usually within one working day. Appointments may be made either with the receptionist or directly.

If you feel the level of your enquiry is sufficiently serious or particularly confidential you may wish to contact the relevant Key Stage Coordinator. They may refer you to the most suitable member of staff to deal with your enquiry or with any issues you raise.

For general school enquiries, the receptionist will put you through to the school office.

**Please contact only the above members of staff in the first instance.** If you wish to see or communicate with other members of staff, appointments can be made for you and, of course, there are formal parents' evenings scheduled throughout the school year. Please understand that no member of staff may be released from a lesson to answer a telephone call except in an extreme emergency.

### **3.2 REGO NEWS**

The Rego News is the weekly newsletter informing the whole school community of the past week's school life. It also informs of the immediate upcoming events.

The REGO News, also known as the Parent Bulletin, is the most important tool used by School to disseminate information within the School Community.

REGO News, published in pdf format, is sent out every Friday. A copy is also available on the website. Should you not receive it, please contact the school, email [enquiries@srisreggo.com](mailto:enquiries@srisreggo.com).

### **3.3 INFORMATION LETTERS FROM SCHOOL**

Special events will be communicated to Parents by emails as well as by formal letter with different colours for Primary (pink), Secondary (blue) or whole school letters (green). For example

- Sports Events
- Concerts
- School Trips
- Medical Announcements
- Etc...

### **3.4 WEBSITE**

General information concerning the school, copies of parent bulletins, staffing information and photo galleries of trips and events are all available on the school website [www.srisreggo.com](http://www.srisreggo.com)

### **3.5 SCHOOL ADDRESS BOOK**

The School Address Book is issued in an Excel format to all parents. It lists all students, their class, and parents contact details.

Publication of contact details in the School Address Book is not obligatory; therefore if you do not want your contact details published, please inform school in writing, [enquiries@srisreggo.com](mailto:enquiries@srisreggo.com).

### **3.6 ANNUAL GENERAL MEETING (AGM)**

An Annual General Meeting is held at the beginning of the School year. The purpose is to review the development of the School over the past 12 months and present future plans. All Parents are invited to join and participate.

### **3.7 PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

The REGO Parent Teacher Student Association (PTSA) promotes cooperation and communication among parents, teachers, students, school administration, and the school owners. The PTSA Committee, consisting of elected parent, student and staff representatives, meets regularly to discuss and address issues facing the

school. Any member of the school community may raise such issues to the Committee.

The PTSA may be contacted at [ptsa@srisrego.com](mailto:ptsa@srisrego.com). Please refer to the school website for information on the PTSA: Goals and objectives and election procedures and current members.

### **3.8 FRIENDS OF REGO (FoR)**

Friends of REGO is a parental support group organising social events aimed at the whole school community. These events include, but are not limited at, regular Coffee Mornings, Christmas Party, Chinese New Year Party, and International Day.

The committee meets regularly to discuss upcoming events. All parents and staff are regarded as members of “Friends of REGO” and therefore eligible to join the committee.

FoR may be contacted at [for@srisrego.com](mailto:for@srisrego.com)

## **4 SCHOOL REGULATIONS**

### **4.1 BEHAVIOUR AND ATTENDANCE IN SCHOOL**

The school hours are 8.45am – 3.40pm for Primary and 8.25am – 3.40pm for Secondary.

All students must be in school during these hours and punctuality is expected at all times.

All students will be provided with a stamped slip and this must be presented to the guards after signing out at reception if they are leaving school early.

Permission to do so will only be granted:-

(a) If there is a written parental request given 24 hours in advance stating a viable reason for leaving the school early. In such a case there must be a clear arrangement with the parents for either they themselves to collect the student or a designated relative or they designate a reliable representative (e.g. their driver) to do so. If a parent gives written permission, a student aged 14 or over may travel independently by taxi. All teachers concerned will be notified about this by the form tutor who will co-sign the leaving slip. For primary age students, all students leaving the school must inform their class teachers and the Assistant Principal.

(b) If the school nurse believes the student should be sent home because of illness the parents will be contacted.

(c) In all other cases only the Principal or Assistant Principals may give permission for a student to sign out early.

## 4.2 ABSENCES

Being absent from school means losing vital education. Extended absence will seriously hinder academic progress. Students and parents must bear this in mind.

The school appreciates that there may be personal instances when you may need, for family or other reasons, to keep your child off school. In cases where such instances are predictable, please contact the school to discuss the issue in advance. If the time out is substantial, the school will do its utmost to assist with the continuation of any programme of work your child is on. We would hope any such instances are kept to an absolute minimum; a school can be sympathetic to such requests but can never be indulgent of them.

All class work and homework missed whilst absent must be caught up on as soon as possible after returning to school.

## MEDICAL ISSUES

Please do not send your child to school when she/he is sick. Infection spreads very quickly in school and in case of sickness, however slight it may seem at times, it is best to keep your child at home.

In the case of sickness preventing your son/daughter's attendance, please: -

1. Telephone the school before 08.20am (Primary campus: 5488 8320, Secondary campus: 5488 3431) or email your class teacher or form tutor.
2. Give your son/daughter's name and year group to the receptionist
3. Indicate initially (if possible) the duration of absence and the cause
4. If this is not possible (e.g. you are taking him/her to the doctor before making a decision) please advise the school later in the day (before 4:00 pm) about the duration of absence
5. If the absence exceeds 3 full consecutive days, please send in a letter explaining the absence or doctor's certificate/ sick note with your son/daughter when she/he returns.

The school has fully-qualified nurses on site and also has a doctor and medical centre on call. Should your child receive an injury, the school reserves the right initially to judge the seriousness of the case and act accordingly. Obviously, you will be contacted immediately in serious cases, but you will always be advised even of the slightest injury to which the nurse has had to attend on any given day.

If your child is on medication you **must** advise the school and ensure the nurse is given the correct medication to issue to your child at the right time(s). Children **must not** carry any medicines on them around the school or feel they can administer their own medications during the school day except for certain pre-conditions such as diabetes, asthma etc). Students will always be allowed out of classrooms to receive medication and clearly it is common sense not to have prescriptive drugs of any kind other than in professional, adult hands within the school environment (apart from inhalers where necessary).

The school nurse can be contacted at [snurse@srisreggo.com](mailto:snurse@srisreggo.com)

It is the parents' responsibility to keep the medical form up to date. The school waives all responsibility of any errors from an inaccurately completed medical form.

### 4.3 BEHAVIOUR

A high level of discipline is expected in school. Whilst the school does encourage and support its students with a wide range of rewards, students must also understand that if they break school rules they may be liable to receive detentions within school hours or outside school hours. Other punishments may include removal of privileges, being put on report, temporary suspensions or, in extremely serious cases, expulsion. Secondary students especially should appreciate that their disciplinary record is kept on file in the school and this is taken into account when giving references either for school transfers or for university or job applications. Students will be held accountable for any behaviour, whether it is inside or outside the school, that the administration feels brings the school reputation into disrepute in any way. In particular the following rules should be an integral part of daily behaviour:

1. Students should not talk in class or disturb classroom lessons in any way. To ask for permission to talk or leave the room for any reason, a student should raise his/her hand and wait until permission is given.
2. Eating and drinking are not allowed in classrooms or within the school building except in designated areas at break and lunchtimes only i.e. tutor rooms, Sixth Form common room and the cafeteria.
3. Students are expected to keep the school clean and free from litter. They should use the litter bins provided at all times.
4. Large sums of money and any items of value e.g. MP3 players, computer games, mobile telephones should not be brought into school. Students in possession of such items who are seen to be using them during the school day may have such items confiscated and return may be delayed as the school considers fit. The school is not responsible for the loss of any personal belongings of any students in school. Students are strongly and repeatedly advised to use their lockers for their books, personal possessions during the school day and not to leave bags unattended.
5. Students have responsibility for, and care of, their property at all times and, although every effort will be made to have a high level of security within the school, the school cannot be held responsible for problems which clearly relate to negligence on the part of the students.
6. Students must not run or play inside the buildings as to do so is dangerous and a nuisance.
7. Students must respect school property as their own. Students may not deface or damage school property in any way. Acts of vandalism or criminal damage by students may necessitate legal action being taken

against the perpetrators as well as school sanctions, which may involve suspension or permanent exclusion.

8. Smoking, drinking alcohol, chewing gum, playing cards and gambling are all strictly forbidden. Obviously, therefore, students may not bring chewing gum, playing cards, lighters, matches or playing cards to school at any time (this equally applies to school trips).
9. Rough play is not acceptable.
10. Bad language is not acceptable.
11. Bullying in any form (physical, mental or verbal) will not be tolerated. Students who bully others are likely to be permanently expelled from school. Students may never take matters into their own hands. If a student feels she/he is being wronged or harassed by other students, she/he or her/his parents should report matters to a member of staff who will discretely deal with the matter. [All instances of suspected bullying will be recorded.]

The school reserves the right to suspend temporarily or, in serious cases, exclude permanently a student whose conduct is totally unacceptable within the school community. It also reserves the right to stop re-registration of students. However, parents must realize that should a student be involved in any of the following activities, she/he will be **instantly excluded temporarily pending investigation and the result may be a permanent exclusion from the school and there will be no right of appeal:**

- Bringing narcotic substances or alcohol into the school either for her/his own use and/or for distribution to other students
- Any deliberate action that endangers the well-being of any member(s) of the school community
- Bringing weapons into the school
- Criminal damage to any part of the school or its property
- Theft of any item or money from the school or any member of the school community

In such cases there will be **NO** refunds of fees paid.

Parents should also note that it is made very clear to students that their **actions inside and outside of school are equally important** and that any behaviour outside of school that the administration deems unacceptable and brings the school into disrepute will merit disciplinary action in school and that could involve suspension, exclusion or refusal to allow re-registration.

#### **4.4 UNIFORM AND APPEARANCE**

School has a firm school uniform policy, which we know you fully support. The school uniform is simple and practical. As part of the school fees you are provided with one complete uniform outfit (including PE/games kit and swimming costume) for your child. We respectfully ask you to purchase sufficient further items of uniform so that your child is **always** properly attired in the correct dress for

school, **always** has the correct dress for P.E./Games and **always** brings her/his swimming kit on the right day.

If, on any occasion, it is not possible to send your child in the proper school uniform, please give your child a note, briefly explaining the circumstances and indicating when the matter of uniform will be resolved. This will save any embarrassment in a situation where a member of staff may wish to challenge your child over non-uniform. We respectfully request that you do not make a habit of giving out such notes. The school will contact you if we feel there is sufficient cause for concern over your child's lack of co-operation with and meeting of the standard of the school uniform regulations.

The school uniform consists of three different outfits: Classroom Dress, PE Dress and Formal Dress.

#### 4.4.1 Classroom Dress

- School jumper (fleece)
- School shirt
- Polo shirt
- Trousers - smart
- Shorts
- Summer/winter skirt
- **Black** shoes or trainers, summer sandals or winter boots as appropriate
- Free choice of coat (no colour restrictions)
- Socks, must be **plain** black, dark blue or white

Classroom dress should be worn daily to attend classes. Students should wear a black belt with their trousers or shorts and shirts (long sleeved) must be tucked in. The school does not adhere to a winter/summer uniform policy. All uniform items may be worn throughout all seasons. (Please note, jeans, tracksuit tops or bottoms are not acceptable as classroom dress at any time. These items are strictly reserved for PE/Games.) **The general appearance of students in their uniform should be clean and smart at all times and the school reserves the right to advise students (and their parents) of what it considers unacceptable with regard to the wearing of the uniform provided.**

In the Secondary campus a moderate amount of makeup and jewellery is allowed for female students. Students should be moderate in their choice of hairstyle, hair colour and hair length and in the use of styling products. Extremes of fashion are to be discouraged. Flip flops are not allowed as footwear (even if they are black!) Students are not allowed to wear outside clothing (coats, scarves etc) inside classrooms. Caps may be worn for outside play or outside PE activities during the summer season.

#### 4.4.2 PE Dress

- Track suit
- PE T-shirt
- PE shorts
- Trainers (students must have a pair of trainers strictly reserved for PE lessons.)
- White socks

- Swimsuit (Nursery to YR11)
- Swimming cap: dark blue or white (not provided by the school but are available at an extra charge from school)

Students must always bring the appropriate kit for P.E. and will be refused permission to participate if they do not do so. Please note that for swimming lessons, the school swimming costume must be worn and a swimming cap must be worn. Students must change into the P.E. kit as required. Please note: the track suit is a part of the P.E. kit and is for use in P.E. context only and should never be worn as any part of general school uniform. Under no circumstances may outside shoes be worn in the gymnasium or for outside games purposes i.e. for timetabled lessons and for activities a change of footwear is essential.

#### **4.4.3 Formal Dress**

- Long sleeved shirt or polo-shirt as specified
- Trousers or shorts as specified
- Summer/winter skirt
- Black leather dress shoes
- Dark blue or black socks or tights

Formal Dress should be worn at all formal occasions as specified by the school (i.e. school performances, school trips, school photos etc.) As with classroom dress, a black belt is required to be worn with trousers and shirts must be tucked in. Due notice, advice and reminders will be given for each and every occasion. Students who do not comply with formal dress as specified when it is required will be refused permission to partake in these activities. Students must have appropriate bags/cases in which to carry and protect their schoolbooks and any kit. Again, these should be of a sensible nature for school use and for protective purposes. Students who infringe uniform regulations will be subject to school disciplinary measures.

The school uniform provider, School campus stuff, offers additional, school uniform related items for sale on their website. These items can be ordered online at [www.schoolcampusstuff.com](http://www.schoolcampusstuff.com)

The uniform company operates a shop located in the Primary building on the ground floor near the Reception. Opening hours are Tuesday morning and Thursday afternoon and items may be exchanged on site.

#### **4.4.4 Sixth Form / IB students uniform policy and dress code**

The Sixth form students at SRIS (years 12 & 13) have a 'senior school dress code'. The dress code acknowledges that senior students must take responsibility for their appearance; understanding that one's appearance affects one's behaviour as well as affecting the way one is perceived and treated by others. The Sixth Form students are, inherently, the junior pupils' role models. As a result, the senior students set the tone and standard for the rest of the school.

Female:

- Black shoes
- White socks OR dark tights
- Black\* dress skirt (knee length) OR trousers (not jeans)
- Matching black\* jacket – when weather appropriate

- Collared blouse

Male:

- Black shoes
- Black socks
- Black\* business trousers (not jeans)
- Matching black\* jacket – when weather appropriate
- Collared business shirt
- Matching tie – when weather appropriate

\*An alternative dark, plain colour e.g. dark grey, dark blue is acceptable. Students may wear plain, dark-coloured sweaters / pullovers. Shoes must be appropriate for school. Conservative, black, plain shoes are most appropriate. High or narrow heels, which are problematic in the school grounds, on fire escapes, and during practical lessons, are not appropriate.

Clothing must be clean, ironed, correctly fitting and worn (i.e. the tie is tied correctly, buttons are buttoned correctly, trousers are worn at the right height etc). Clothing with bold branding or logos is not suitable. Of course, outdoor clothing shouldn't be worn indoors – i.e. hats, gloves, scarves, overcoats, sunglasses etc.

#### 4.4.5 Jewellery and other worn accessories

Face, tongue and nose studs (any piercings) are not permitted. Large earrings may not be worn, although a small / discrete stud or simple earring is permitted. Ostentatiously decorated belts and buckles are not appropriate. Bluetooth earpieces aren't necessary, as mobile phones must be switched off during school time. Chains and bracelets should not be worn.

#### 4.4.6 Hairstyles

Hair must be clean, neat, and conservatively styled. Dramatically dyed, cut, or styled hair is not in keeping with the conservative dress code.

**The overall guiding principle** – whether it applies to clothing, fingernails, or any other aspect of a student's appearance, **is that the student must appear clean, conservative, appropriate and respectful.**

Please note that we require students to wear black footwear and **plain** dark blue, black or white socks. Flip-flops are not permitted to be worn. The school reserves the right to contact parents about footwear or socks it considers inappropriate with regard to our uniform regulations. On formal occasions (speech and prize giving days, school concerts etc) black shoes are mandatory. The school also discourages extremes of fashion, or the wearing of excessive jewellery and again reserves the right to contact parents in such cases if necessary.

Parents are respectfully requested to put a label with their son/daughter's name and class on each item of uniform written clearly in indelible ink. This will assist Reception in returning items of clothing that are found in the school. (Labels with names and class on other items brought to school e.g. bags, personal books etc would also help.) The school bears no responsibility for lost/stolen items.

## 4.5 BUS RULES AND REGULATIONS

Your child will be allowed to travel on school buses to and from school daily as this is included in the fees. Pick up and drop off points and times will be clearly advised and we will try to plan routes such that the time travelling on buses is kept to a minimum. Safety and security on buses will be monitored and, in the event of traffic problems, you will be advised as promptly as possible of delays. It is important the school is fully advised of who may call at the school to take the child home (on occasions) and who will receive each child off the home bound bus or if a parent wishes the child to go home with a friend.

All students are required to wear seat belts throughout their journeys on school buses. All buses have a school appointed monitor who will record and report any misbehaviour by students on buses. In such cases, parents will be informed and the school reserves the right to disbar students from using a school bus for any period of time it sees fit and this may include a permanent ban. In such cases there will be **NO** refunds of fees paid.

If a student damages any part of the bus, parents will be held responsible for paying for the damage. We know you will support our efforts to ensure student behaviour on buses is exemplary as it is not only in their own personal interest but also in the health and safety interests of all passengers. If a student is banned from using a bus, the parents are responsible for ensuring he/she gets to and from school on time.

In cases where students stay after school for any special activity e.g. individual music tuition, rehearsals etc, and parents will be fully advised in advance but it will be their responsibility to arrange transport home for their daughter(s)/son(s).

If parents require their son(s)/daughter(s) to travel on a bus other than their usual designated one (e.g. to go home with a friend) notice **in writing** must be given **at least 24 hrs in advance**. Failure to do so may mean your son/ daughter is not permitted to change buses.

The school will not be responsible for arranging taxis for pupils, but if a parent wishes their child to travel home by taxi, the following list may be helpful:

- Dazhong 968222
- Qiangsheng 62580000
- Jinjiang 96961
- Bashi 96840
- Haibo 96933

Please familiarise yourself and your child(ren) with the above stated rules and regulations and the consequences involved.

- If your child will not be using the school bus, please phone the Bus monitor PRIOR to the scheduled bus pick up time. Both mobile numbers will be printed on the bus routing you will receive before your child starts attending school or at the beginning of the term.
- Please make sure you inform Reception when you move house. You should do this at least 3 working days before the school bus is

supposed to collect your child at the new address. Students are not allowed to change bus on their own initiative!

- Students may only travel on their designated bus. If a temporary or permanent change is required, parents should inform Reception in writing. A note will be recorded in the School Diary.
- Students cannot take visitors onto the bus without having informed the school and having obtained permission from the Assistant Principal in Primary or Secondary. A note will be recorded in the School Diary.
- Keep in mind that the bus does not wait for more than 3 minutes! Please do not call the Bus monitor to request that the bus should wait longer. If your child is late and misses the bus, you are responsible for the transport to school.
- Your child is allowed to join the bus at the next stop (provided there is a next stop) provided he/she will be there on time and you have informed the Bus Monitor.
- Please make sure an adult is present to meet your child (Primary school children only or special requests) at the designated bus drop off point. No Primary school child will be allowed to disembark if there is no adult present to meet the child. Should this occur, please immediately phone the Bus Monitor.

#### 4.6 ASA BUS

The After School Activity Bus (ASA Bus) is a service provided by school with the primary purpose of providing transportation home from school for students who participate in after school activities (ASA) or stay in school until 5pm. The service aims to encourage more students to join after school activities and to help parents solve the transportation problem. It is a paying service.

Currently, it operates one bus route from SRIS to Hongqiao via Gudai Road.

Windsor Park is the general drop-off point.

Additional routes can be added when a cost-efficient number of students apply for it.

Departure time for the ASA Bus is:

17:00 from Primary (outside reception)

17:15 from Secondary (outside reception)

Estimated arrival time in Hongqiao (depending on traffic) is 17:45.

All buses have a bus monitor on board; currently parent volunteers.

When parents sign their children up for a given after school activity they can register them on the same form for the ASA bus service. The student will be put on the regular list for that day and therefore has a seat secured.

By using the school's offer of the ASA bus service parents agree to the following responsibilities:

- to provide and update all necessary contact details

- to be on time at the central collection points if their children need to be collected
- to be responsible for their children's actions and behaviour on the bus
- to cancel, at the latest by lunchtime, in case of absence.  
bus@srisreggo.com

Students are responsible:

- to be on time at the bus departure point
- to obey regular bus regulations (seat belts, behaviour etc.)

Cancellations must be done at the latest on the day of the activity.

Contact: [bus@srisreggo.com](mailto:bus@srisreggo.com) or phone no. 5488 3431, 5488 8320.

Secondary children may also inform the receptionist.

Parents/students can also sign up spontaneously on any day.

Contact: [bus@srisreggo.com](mailto:bus@srisreggo.com) or phone no. 5488 3431, 5488 8320.

If students are not registered but show up at the bus, their transportation can only be provided if spare seats are available.

#### COST

|  |        |
|--|--------|
| To Hongqiao (Windsor Park as collection point) | 30 RMB |
|--|--------|

|            |        |
|------------|--------|
| Gudai Road | 15 RMB |
|------------|--------|

Parents will be billed each term and will receive an electronic copy of the attendance lists.

#### 4.7 HANDLING OF MONEY AND VALUABLE ITEMS WITHIN SCHOOL

From time to time students may need to bring money into school e.g. to update their Euresw swipe card, to pay for music tuition, to cover costs of activities etc. In such cases we respectfully request that parents send in the **exact monies required in a sealed envelope** on which is clearly written:

- Student name
- Student year and form group
- The name of the member of staff to whom the money has to be paid
- The date on which the money is being sent in, along with the money inside the envelope, the parent should write the amount that is enclosed.

Parents should expect a receipt for the amount sent in. In the case of individual books ordered through the school librarian, the receipt will come in the form of the books being brought home and, in the eventuality of the books not being available; a full monetary refund will be given.

There is a collection of lost property in the school and parents should contact reception if their child may have left something at school inadvertently. Lost property is not held indefinitely (for obvious reasons). At the beginning of each term, the school donates all stocks to charitable organisations.

Students are not encouraged to bring valuable items to school; mobile phones or cameras are not allowed during lessons. In case of contravention teachers can confiscate those items and give them back to the students in appropriate time (mostly end of school day). When confiscated items are kept overnight in school, they will be stored in a secure place to prevent loss.

Damage or loss of those items should not occur. If this very unlikely situation would happen, school is responsible for replacement only of confiscated items.

## 5 SCHOOL LIFE

### 5.1 EQUIPMENT

Books being studied in class may be issued to students to take home. These books remain the property of the school and should be cared for carefully. The school reserves the right to charge parents for serious damage to or loss of school texts, which obviously results in replacement costs to the school.

At times, worksheets will be issued to students. Many texts are provided in connection with early stage learning specifically to be copied and issued to students separately. Parents are welcome to discuss with the relevant staff matters relating to books and worksheets and will be given access to inspect classroom books and materials accordingly.

We strongly advise you to provide your child with the following equipment only to bring to school daily or to leave in your child's locker in his/her classroom:

#### Primary

- 2 good ball point pens (black or blue ink) for Years 5&6 students only
- A plastic/zip pencil case with 3 or 4 graphite pencils, a pencil sharpener and rubber
- A plastic 6 inch (15cm) ruler (that fits inside the pencil case)

#### Secondary

- An English Dictionary\*
- A plastic/zip pencil case with pencils, ball point pens (blue and black only), pencil sharpener and a rubber
- An angle measurer and pair of compasses
- A **non-programmable** scientific calculator (including functions *sin, cos, tan* etc)

\*Dictionaries: Longman produce a separate Longman Dictionaries Catalogue that is available in the local Foreign Language bookshop and in Charterhouse Bookshop, Times Square. We recommend you look at this before you select which one you want to purchase for your child. The school is always ready to advise you in this matter and with regard to other materials required for school use.

Please note that coloured pencils, crayons, felt tips etc will all be provided for students for use as appropriate in classrooms. They therefore don't need to bring their own. Since it has long been acceptable to write in biro we discourage the use of fountain pens. Tipp-Ex (whitener) must never be used in school or on any submitted school written work. It is strictly forbidden to take Tipp-Ex (whitener) into any internal or external examination.

Students will be encouraged to complete assignments using computers/word processors and Information and Communication Technology is integrated into the school syllabus with each subject department having written policies concerning the use of this in their subject specialism. There may, however, be specific occasions when this will not be allowed. In Primary, especially, there will be due emphasis on handwriting and presentational skills and, it must be remembered, at present all tests and examinations are hand written and the days of paper-free examinations are, as yet, some years off.

Any Internet use by students during the school day will always be supervised and/or directed by members of staff and will be used only in specific relation to curriculum needs. Students are never allowed to use the Internet without supervision. Parents are also respectfully advised to supervise their children at home when they are accessing the Internet.

Students should carry their books and materials in appropriate, protective bags/cases. Please ensure the bag being used is a sensible one. There will be lockers in all classrooms and your child should not be unduly burdened with materials to carry to and from school daily. If your child brings a packed lunch, please ensure it is very carefully sealed inside the bag, especially if it contains a drink or yoghurt.

**A Student Planner** will be issued to all students. There is a small charge for its replacement if it is lost. It is a very important communication document between the school and parents. It will contain a homework timetable and notes and details of the homework set and when it is due. **It is important that you do inspect this daily, as there may also be very important notes from subject teachers in the planner.** We ask you to sign it at the end of each week. It also offers you a channel of communication should you wish to use it to send messages to your child's class teacher/form tutor. He/she will also be signing it and checking it regularly on a weekly basis.

## 5.2 SCHOOL ASSEMBLY

There is an assembly programme for students. These are essentially non-religious in content and are regarded as part of the curriculum in Personal, Social and Health Education (PSHE) and Citizenship (which is also covered in form time).

However, occasionally there will be special assemblies in which students will receive merit awards, or which students themselves will take, or which a special guest etc may take. Parents are welcome to attend these assemblies and will be advised of them in advance to check if they wish to do so.

### 5.3 CURRICULUM EVENINGS

Primary and Secondary Curriculum Evening are held once a year, at the beginning of the first term.

This is the opportunity to receive all the information regarding the curriculum and meet the subject teachers.

### 5.4 REPORTS AND PARENTS EVENINGS

You will receive three reports each year about your child. Years 11 and 13 will receive two full reports. These reports are issued as specified on the school calendar. In turn these will be followed by a Parents Evening (**in the Christmas and Spring Terms**) with a letter of invitation for parents sent home as a reminder two weeks prior to the Parents Evening that we hope you will attend. An appointment system for these evenings will be arranged so that you gain maximum advantage from your interviews with the staff. If for any reason you are not able to attend, appointments can be made at other, mutually convenient times.

Please treat these reports carefully, if you need more copies you can copy the original and pass them to the school office for an official chop. If you lose the report the school can issue a new report against the payment of 100,--RMB per report.

### 5.5 EDUCATIONAL VISITS

The school actively promotes educational visits for the students. However, there are two types of such visits: -

- a. Those integrated with the curriculum and seen as an absolutely essential part of the course. These visits mainly apply to students in KS3 (Years 7-9) and KS4 (Year 10 & 11) and upwards where the visits may be fieldwork projects or part of a coursework project which is an integral part of their examination. As such they are compulsory and students (and parents) will be made aware of this element before they agree to opt for the course. Costs of such visits will be kept as reasonable as possible and parents will be advised well in advance.
- b. Other visits are entirely optional. Naturally, the school will always point out the benefit of such visits and would always encourage parents to send their child(ren) on the trip. However, we recognise we cannot insist on this. Students, who by parental request, do not go on trips will be fully supervised in school and follow as normal a course of study during the day as possible.

Parents are welcome to give practical support to the school on **daytime** educational trips. Those who wish to do so should give their names and contact phone numbers to the teacher leading the trip (named on the letter which you would receive about the trip) and when a trip is arranged contact will be made to see if you are able to attend and assist the staff during the visit. We

would welcome this as active participation and assure you that should you be involved in this way you will naturally be covered under the school insurance regulations.

## **5.6 PHYSICAL EDUCATION**

Physical Education is an integral part of the curriculum throughout all the key stages. Indeed, Y 10 & 11 students may do an IGCSE examination that involves both practical and written papers. If at any time your child is unable to participate in these subjects, you must provide him/her with a note clearly indicating the reasons for not taking part. A note is acceptable for a period of two weeks only after which the school expects substantiation via supportive medical documentation for a period of prolonged absence from the P.E. programme. Again, we would hope such instances are kept to a minimum since protracted absence from this area of the curriculum will mean your child is not completing the statutory requirements.

Students who are not able to participate in P.E. lessons will be accommodated during these lessons according to school and Physical Education department policies.

Students must not wear P.E./Games kit to school unless otherwise instructed to do so. For all P.E. lessons students will be expected to bring the kit with them and change into (and out of) it for the duration of the lesson. Students are encouraged and advised to shower following intensive P.E.

Please note that swimming is an integral part of the P.E. programme and all Primary students spend one lesson a week in the swimming pool. Secondary students will do swimming every week as part of their P.E. programme during the year. The school's objective is to ensure that every student in Shanghai REGO International School is a competent swimmer. To this end the school recognises Swimming Association Awards. Parents are advised separately about these awards and are encouraged to enter their children for them.

The school runs teams in many different sports and students are actively encouraged to participate in these. Practices and fixtures are often held after normal school hours and we welcome parents supporting these by making appropriate transport arrangements for their sons or daughters following the fixtures or practices. All students should be collected on time. Students, who are not collected from the Primary campus, will be taken to the Secondary campus for collection. The school nurse is on site for the duration of such after school activities.

Throughout the year, the school will be holding various internal sporting competitions (e.g. swimming galas etc) to which parents will be invited. News of these will be circulated via the REGO News and in student planners. Parents are also welcome to attend any sporting fixtures, home or away, in which our school teams are competing.

## **5.7 ACTIVITIES AND AFTER-SCHOOL ACTIVITIES**

Our Activities programme from September 2011 onwards extends a variety of choices throughout the year to all our students. Full details will be issued

separately at the start of term. Please note, however, the following with relation to this programme: -

All activities will be held on Wednesday afternoons and organised on a 6-week cycle. Some activities may be run off-site and/or run by external staff e.g. Fencing, Rock climbing. In such cases parents will be advised that should they wish their child to participate in such activities then a charge to cover the cost of tuition and/or transport may be made and in some cases they may have to be responsible for collecting their son/daughter from the venue of the off-site activity.

## **5.8 SPORTING EVENTS AND PUBLIC PERFORMANCES**

All parents are welcome to attend all school performances and any sporting fixtures either at home or away in which a school team is involved. Full details will be given to parents as far in advance as possible. Where possible such events will be registered on the school calendar. Students will be encouraged to participate in sports teams and school musical, artistic and dramatic productions. In particular we would ask for parental support in encouraging their child to join the school orchestra if he or she has a reasonable level of competence on an orchestral instrument.

There will be a formal Speech and Prize Giving Presentations at the end of the Summer Term for Primary and Secondary sections of the school to which parents will be invited.

## **5.9 COURSEWORK**

Coursework is a vital part of examination in years 10-13. Relevant coursework requirements and dates will be issued to students and parents at the start of the Autumn term. Parents are asked to help ensure that work is completed by the deadline given as no work can be accepted after these dates. Some subjects may require students to work on coursework and revise for internal and external exams during vacations and in these instances it is vitally important that parents' plans for their children allow them to do so.

## **5.10 INDIVIDUAL MUSIC TUITION**

The school offers individual music tuition to students by professionally qualified teachers on the following instruments: Piano, Violin, Flute, Clarinet, Saxophone, Trumpet, Trombone, Drum kit, Electric guitar, Acoustic guitar. It is hoped to expand this provision. Each term a letter will be sent home to all parents who may wish to register their child for individual music tuition.

## **5.11 ENGLISH AT HOME**

Since the medium of teaching within the school is English we would respectfully encourage you to speak English at home at times with your children. We do not in any way wish to discourage your own language or culture but we feel you will be positively helping your children in this respect in their schoolwork. A booklet offering guidance and advice which has been prepared by the EAL Department is available on request from reception.

## 5.12 LOST AND FOUND

All Lost and Found items are kept in the Administration office in both campuses. Please make sure to label all the items and your child will get it back automatically. All unlabeled items will be kept in the office of the campus they were found on; clothes for one month and lunch boxes/bottles for two weeks. Any smelly items will be thrown away after two weeks.

All Lost and Found items will be for sale during the Friends of Rego events and all the leftover will be donated to charity afterwards.

## 5.13 LUNCH

Students may take school lunches or, if they wish to do so, may bring their own packed lunch. Microwave ovens are provided and their operational use in the primary campus is by staff only, on behalf of all students. Parents should send in heating instructions for all meals to be warmed up. The school caterers are Eurest and there is a swipe card (pre -paid credit) system for students who wish to take lunch. Secondary students may also wish to purchase snacks at their morning break. Parents should regularly top up the swipe card to avoid problems of credit. Alternatively, parents can be billed by semester or annually for school lunch. For Foundation, Key Stage 1 and year 3 the lunchtime dessert and/or fruit will be given to the students during a short afternoon break. The caterers operate a sandwich bar alternative to a cooked lunch and this is available for all students in year 3 and above. If a student has forgotten their card, then they should inform their tutor who will help them organise a new one from Eurest and ensure that they still have lunch.

Parents may request a list of all lunches and snacks consumed by their child(ren), by sending an email to the canteen responsible: Lulu in Primary ([rego.sh@compass-group.com.cn](mailto:rego.sh@compass-group.com.cn)) and Lilian in Secondary ([regosecondary.sh@compass-group.com.cn](mailto:regosecondary.sh@compass-group.com.cn)).

## **6 APPENDICES**

### **6.1 FULL STAFF LIST**

### **6.2 SCHOOL CALENDAR**