

# Shanghai REGO International School



## Parent Handbook 2009-10

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## Dear Parents

Thank you for entrusting your child's education to Shanghai Rego International School. We are well aware of the responsibility this places on us, both to the students and to you.

Given that responsibility, we are fortunate in having the framework of the National Curriculum, GCSEs, the (IB Diploma Programme) and A Levels, in which to work and this not only gives us a solid structure for our curriculum and planning, but it also gives a directly accountable structure to the students and to you, the parents. To this end, all up-to-date documentation on the National Curriculum and your child's progress in relation to it is always available for you within the school and, of course, objective information is available on the internet. ([www.nc.uk.net](http://www.nc.uk.net)). Curriculum links are also available for IGCSEs, AS and A levels 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) ). We also publish an overview of current external examination results on our school website and results are included in the school brochure.

This, however, generally only reflects the academic performance of the school and its students. A school must offer much more than this and at Shanghai Rego International School our activities programme provides a good complement to the formal classroom lessons and we are sure this adds to the students' education in its fullest sense. Moreover, in the six years since we opened we have developed opportunities for students in many successful, competitive sports teams and promote the Performing and Visual Arts. We will naturally continue to develop such opportunities for the benefit of our students.

Finally, we do not see ourselves working in isolation with the students: rather we aim at a partnership approach which involves **you** in the collegiate spirit of the school. To that end we have prepared this Parent Handbook which offers prescriptive and descriptive advice for you to follow in relation to school procedures. No document can be all encompassing nor can it ever be written in "tablets of stone" but we would ask you to keep this handbook and act in accordance with it as necessary. To add to this publication, every Friday the school publishes and circulates by email a Parent Bulletin which features up to date news of the school and its activities.

I have every reason to believe your child will be a successful and happy student during his/her time at Shanghai Rego International School.

Yours sincerely

**Richard Naylor**  
**Principal**

## A. Parent Handbook

### 1) Contact with the school

It is your right to contact the school at any time by telephone, fax, e-mail 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, 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:**

**Subject/Class teachers – if it is a subject specific query**

**Form Tutors/Year Leaders – if there are a number of queries.**

**Key Stage Coordinators – for more serious enquiries or persistent issues**

**David Frame (DHT Secondary) or Darren Sibley (DHT Primary)**

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 on the same day. Appointments to see them may be made either with the receptionist or directly when you speak to them.

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

You will in this case be asked to state the general nature of your enquiry before the Principal is contacted. If he is not available, you will be contacted by him within 1 working day (provided he is in Shanghai). You may also make appointments with him through the receptionist.

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 no member of staff may be released from a lesson to answer a telephone call except in an extreme emergency.

### 1) Uniform

Shanghai Rego International 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. You may be contacted by the school 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.

We refer to the attached Uniform Rules and Regulations as stated under Student Rules and Regulations.

### **Sixth Form uniform policy and dress code**

The Sixth form students at SRIS (years 12 and 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.

The guiding principle of the senior students' dress code is that a student's clothing is appropriate for classroom and office work. A student's clothing must be respectful, conservative and plain.

#### **Dress Code**

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, snow-boots, gloves, scarves, overcoats, sunglasses etc.

#### **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 ear-ring is permitted. Ostentatiously decorated belts and buckles are not appropriate. Blue-tooth ear-pieces

aren't necessary as mobile phones must be switched off during school time.

### Hair styles

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, finger nails, 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 jewelry and again reserves the right to contact parents in such cases if necessary.

## 2) Labelling

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 which 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.

## 3) Attendance

Please do not send your child to school when (s)he is sick. Infection spreads very quickly amongst school children (and staff!) and in cases 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 on/before 08.20am
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 16.00) 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 (s)he returns

In cases of extended absence, the school will be pleased to advise you of missed work and will do everything possible to minimise the problem with regard to your child's academic progress.

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. Again, 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.

## 4) Medical Issues

The school has fully-qualified nurses on site and also has a doctor and medical centre on call. Should your child receive an injury in any way, 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. 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.

## 5) Physical Education (P.E.)

Physical Education is an integral part of The National Curriculum throughout all the key stages. Indeed, KS4 students may do an IGCSE examination which involves both practical and written papers. If at anytime 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.** For all P.E./Games 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 activities.

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 on a rotational basis 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. 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 Parent Bulletin and in student planners. Parents are also welcome to attend any sporting fixtures, home or away, in which our school teams are competing.

## 6) Books

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.

## 7) Equipment

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  
Department

An English Dictionary\*

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)

2 good ball point pens (black or blue ink) for Years 5&6 students only

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)

A 12 inch (30cm) plastic ruler

\*Dictionaries: Longman produce a separate Longman Dictionaries Catalogue which 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. We strongly urge you **NOT to** provide your child with a bilingual dictionary (and/or) mini-computer for translation purpose. This could seriously hinder their progress in acquiring and developing English language skills.

Please note that coloured pencils, crayons, felt tips etc will all be provided for students for use as appropriate in classrooms. They therefore **DO NOT** need to bring their own. Often students who do bring their own lose them, lend them to others etc and this creates problems. Since it has long been acceptable to write in biro (and the quality of these is constantly improving) we discourage the use of fountain pens. Tippex (whitener) must never be used in school or on any submitted school written work. (It is strictly forbidden to take Tippex [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.

It is in your child's interest not to bring computer games, MP3-players, other music playing systems or any personal belongings of an expensive nature to school. **Any valuable items brought to school are done so at the student's own risk.** The school also discourages the bringing of mobile phones to school and therefore retains the right to confiscate such items when used during normal school hours and return them as convenient. Your child should also not bring large sums of money for personal use to school. Students are encouraged to use their lockers (to which they are given keys) for security of their personal belongings and not to leave their bags or any personal possessions unattended.

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 organizations. Before stocks are donated, parents have the opportunity to browse through Lost and Found stock at the half-termly 'Friends of Rego' Coffee Morning.

Parents are strongly advised to label clearly all articles of clothing and a student's bag and personal possessions in the interests of securing return in the event of loss.

## 8) Student Planners

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 form tutor. (S)He will also be signing it and checking it regularly on a weekly basis.

## 9) Private Tuition

Shanghai Rego International School firmly believes it is definitely not in your child's interest to have private tuition in school subjects. Our educational reasons are as follows :-

(a) By its very nature, private tuition is different from classroom tuition. Even though the tutor you employ may be completely au fait with the school curriculum and methodology it is likely that the individual (1:1) method of teaching used by the tutor may have slight differences from what your child is receiving in school and this will serve to confuse your child and consequently hinder her/his learning. Please remember, the greatest hindrance to learning is learning itself: try saying the alphabet backwards and you will see what is meant by that.

(b) Children who know they will get private tuition in a certain subject (or subjects) are very likely to lose concentration more quickly in the classroom at school. All children are intelligent enough to ask themselves: *Why should I go through this now in class when I know my tutor will do this with me?* They will therefore not get true value from lessons and may well not only 'switch off' from the lesson themselves but seek to distract others. This, of course, is unacceptable conduct.

If the above two sound educational reasons do not convince you, then the more direct and simple financial one should: you are paying to have your child educated at Shanghai Rego International School so why pay twice by employing a private tutor?

Remember, we have an open school policy and you may approach the school at any time on matters of concern relating to your child's education.

## 10) Suspension and Exclusion and Re-Registration

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. Naturally, before embarking on such action all possible avenues to prevent what is the school's severest disciplinary measure will have been discussed with the parents and attempted with the student. However, parents must realize that should a student be involved in any of the following activities, (s)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** :

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

5. 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.

## 11) Travel

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 homebound 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 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.

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

The school will not be responsible for arranging taxis for pupils.

## 12) 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 KS 3 (Years 7-9) and KS 4 (Year 10 and 11) and upwards where the visits may be field-work 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 **day time** educational trips. Those who wish to do so should give their names and contact phone numbers to the school secretary 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.

### **13) 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 with a letter of invitation for parents sent home as a reminder two weeks prior to the Parents Evening which 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.

There will also be Curriculum Evenings held early in the Autumn Term in both the Primary and Secondary school.

### **14) Activities**

Our Activities programme from September 2009 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 termly cycle in the primary school and 6 week cycle in the secondary school. 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.

The school intends to try to offer some more academic activities within its programme (some of which may lead to examination qualifications) as the internal sporting competitions and development of competitive sports teams should offer more opportunities for all students for participation in a wide range of physical and enjoyable activities throughout the school year.

### **15) School Assemblies**

At the start of the school day (0825 Secondary, 0845 Primary) **all** students go immediately to their classroom/form base where they are registered. 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). Parents are **NOT** permitted to attend these assemblies.

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

### **16) 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.

### **17) No Smoking Policy**

The whole of the school site is a designated no-smoking area. All staff and all visitors to the school will be made fully aware of this with appropriate on-site notices. Thank you for respecting this policy.

### **18) Class Contact Tree**

At the start of each academic year all parents will be asked to confirm their contact details. An emergency class tree contact list will be compiled from this information. All parents should have their contact details on the class tree. The Class tree is not made public.

### **19) School Address Book**

A 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 obliged. Parents have the right not to have contact details published but should inform the school in writing should this be the case.

### **20) English**

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 school work. A booklet offering guidance and advice which has been prepared by the EAL Department is available on request from reception.

### **21) Birthday Celebrations**

The school does not celebrate children's birthdays within the classroom context but will acknowledge an individual's birthday. Please do not embarrass your child or the other students by putting the school in a situation which goes beyond what we consider to be a reasonable approach, e.g. please do not bring in cakes to school because it is disruptive to lessons and difficult to supervise.

### **22) 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 is by staff only, on behalf of all students. 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 and Key Stage 1 students 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. '*Friends of Rego*' works closely together with Eurest to try and improve the quality of the school lunch. 'FoR' has established a Lunch Committee that does lunch checks on a regular basis and would like to encourage all parents to join.

### 23) Parent Bulletin

This is e-mailed to all parents each Friday. Some back issues and the latest issue can be downloaded from the school website ([www.srisrengo.com](http://www.srisrengo.com))

### 24) Friends of REGO

All parents are regarded as members of '*Friends of Rego*' and therefore eligible to join the committee. The core committee exists of 7 members. The aims of Friends of Rego are to promote activities in the school on behalf of the students which are parent led and supported by teachers or vice versa. All parents (and teachers who are free at meeting times) are welcome to attend the monthly meetings and make suggestions and form working parties in relation to such supportive activities. All activities have to be sanctioned by the Principal and they will then appear on the school calendar where they will be afforded due priority.

### 25) 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. In the first week of the Autumn Term a letter will be sent home to all parents who may wish to register their child for individual music tuition. [Priority will be given to those who have already had lessons.] The charge for lessons is 150RMB (one hundred and fifty renminbi) for one half hour lesson. Lessons will be arranged on a rotational basis so that a student does not miss the same lesson(s) repeatedly in school time. There will be a series of 8 to 10 lessons per term (depending on the length of the term.) Parents will be required to opt for a complete term's programme and full payment has to be made, in cash, directly to the tutors within the first three weeks of term (Receipts will be issued.) Failure to pay within the allotted time will mean lessons are discontinued. A letter will be sent home about the availability of lessons at the start of each term and parents will be asked to opt for a programme of tuition that can start during the second week of term. All students receiving individual music tuition are issued with a practice notebook so that both the student and his/her parents may see details of the work covered and what has to be done for the subsequent lesson.

### 26) 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 during vacations and in these instances it is vitally important that parents' plans for their children allow them to do so.

### 27) Money In School

From time to time students may need to bring money into school e.g. to update their Eureswipe 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 within 24 hours. (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.)

## 28) School 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)

## B. Rules and Regulations for Students

Efficient work requires taking the best advantage of the available time. Effective education requires punctuality and discipline. Students must be in class on time in order to reap the benefits of the school timetable: older students may be required to do some work at home. Accordingly, students should be aware of the following school rules and should try to understand the benefit of each rule.

### 1) Discipline

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 take 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.
3. Students are expected to keep the school clean and free from litter. They should use the litter bins provided at all times.
4. 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. Students are strongly and repeatedly advised to use their lockers for their books, personal possessions during the school day and not to leave bags etc unattended.
5. Students should not bring large sums of money to school for personal use.
6. 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.
7. Students must not run or play inside the buildings as to do so is dangerous and a nuisance.
8. 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.

9. Smoking, chewing gum, and gambling are all strictly forbidden. Students may not bring chewing gum, lighters and matches to school at any time.
10. Rough play is not acceptable.
11. Bad language is not acceptable.
12. 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 (s)he is being wronged or harassed by other students, (s)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.]

## **2) Punctuality**

Punctuality is vitally important in all aspects of school life. A student who is late to class not only takes time from himself/herself but also disrupts a class that has already started its work: this is, therefore, unacceptable. It is important to note, that punctuality to lessons implies not just a physical presence on time at the start of the lesson but being fully ready and equipped to participate in that lesson on time. Students who are persistent offenders will be subject to school disciplinary measures.

All students must be in school at or before 08.25 (Secondary), 08.45 (Primary) in order to get to lessons for the start of the school day. Students who arrive late must report to reception where their lateness will be recorded. This does not apply to students on a school bus which is late; these students may go directly (and as quickly as possible) to lessons because the monitor will give the attendance register to reception.

Where there is no break between consecutive lessons students will either remain in the own classroom and get ready for the next lesson or, should they have to move to a different classroom, they must do so as quickly and carefully as possible.

At the end of breaks, students must return to classes as quickly as possible.

## **3) Homework and Coursework**

Supporting school work by working at home is important for the academic development of students. There will be a specified homework timetable given to students and parents which will be followed at all levels for all students in the school. In connection with homework, all students are supplied with a student planner which is a vitally important document in school-home communications. Students must, therefore, look after this very carefully and record their homework and any special notes in it. Moreover, staff have a right to communicate with parents via this document and may do so at any time. Students should ensure their parents should look at this on a daily basis. Failure to complete homework assignments will result in school disciplinary measures being taken against offenders.

## **4) Attendance**

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

Students cannot absent themselves from school unless they are too sick to be in school. Parents should provide students with a sick note to cover all absences and should notify the school accordingly. For absences beyond 3 complete, consecutive school days, parents should provide a sick note/certificate.

If situations arise where parents consider it necessary to keep their children away from school they must contact and notify the Principal in writing giving due notice and reasons and obtain permission in writing from him. In some cases it may be necessary to discuss the need for such absences and due arrangements will have to be made accordingly.

## **5) Uniform**

Shanghai Rego International School insists that all students at all levels wear the appropriate school uniform at all times.

There are no exceptions to this rule. The uniform requirements are relatively simple and extremely practical and therefore there should be no problems in students meeting them and the school insisting on them. One full outfit of uniform (including P E kit and swimming costume) is provided by the school.

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

#### Classroom Dress

- Fleece
- Long sleeved shirt
- Polo-shirt
- Trousers
- Shorts (boys)
- Summer skirt (girls)
- Winter skirt (girls)
- Black shoes or trainers
- 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, track suit 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 school a moderate amount of makeup and jewellery is allowed for female students. Students should be moderate in their choice of hair style, 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.

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)

#### PE Dress

- Track suit
- PE T-shirt
- PE shorts
- Swimsuit (Nursery to year 11)
- Trainers: Students must have a pair of trainers strictly reserved for PE lessons.
- 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.

### **Formal Dress**

- Long sleeved shirt or polo-shirt as specified
- Trousers or shorts as specified
- Summer skirt (girls)
- Winter skirt (girls)
- 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 school books 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.

### **6) Medical**

There will be a school nurse in attendance throughout the school day. Students who feel sick during the day must report to the nurse. If this is during class time they must take an appropriate note from their class teacher. Any student who is taking or has to take prescribed medicines or drugs must be registered with the school nurse. (This is a parental responsibility.) Students must never carry around on their person in school any prescribed medicine or drugs of any kind. These must be given to the school nurse who will ensure medication is given to students as and when required. Please see the medical handbook for full details of all procedures.

### **7) Telephone**

Permission to use the telephone must be obtained from the receptionist. Permission will only be given in cases of emergency and students will only be allowed to telephone parents or guardians.

### **8) Attendance at Lessons**

Rego does not accept the view that certain subjects are considered unimportant and that therefore students may be excused from them. This also applies to the school activities programmes. For cases where students may not for some reason be able to take part in any lesson, a note must always be provided by the parents. For repeated non-participation in lessons, a medical note must be provided. If a student is unable to attend a lesson for any reason, they must see the member of staff concerned, e.g. team fixtures.

### **9) Suspension, Exclusion and Re-Registration**

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. Students should note that (s)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 in the following cases:-**

1. Bringing narcotic substances or alcohol into the school for any reason.
2. Any deliberate action that endangers the well-being of any member(s) of the school community

3. Bringing weapons into school
4. Criminal damage to any part of the school or its property
5. Theft of any item or money from the school or any member of the school community

With regard to narcotic substances, alcohol, offensive weapons and actions towards other school members, students must bear in mind that **conduct outside school will be taken into account with regard to such issues.** Students whose conduct is consistently poor or whose attitude towards school (or in some cases particular subjects) may be considered to be consistently negative and generally non-compliant may be refused the right to re-register as a member of the school.

#### **10) School Buses**

Behaviour of students on school buses is registered by school bus monitors appointed by the school: they must be accorded the same respect as any teaching or ancillary member of the school staff. If a student's behaviour on a school bus warrants a report by the monitor, the offending student will be banned from using the school transport. The school reserves the right to ban a student from using the buses for any period of time depending on the offense(s) and this could mean a permanent ban.

Students must note that wearing a seat belt throughout the bus journey is compulsory and failure to do so will be noted by the monitors and will result in a ban.

A student may only travel on his/her designated bus. If a temporary or permanent change is required, a written request from parents must be given with 24 hours notice to Reception. Verbal requests are not acceptable.

#### **11) School Text and Library Books and Stationery**

The school provides students with text books, allows students to borrow from the school library and issues them with all their stationery (notebooks, paper, and files) needs. Textbooks and library books must be looked after carefully. Students may be charged if they return books in an unacceptable condition and they will definitely be charged for non return or loss of books. Stationery will be issued on a need to use basis and students must not be wasteful in this regard. Students who lose school notebooks may be charged for replacements.

#### **12) The School Library**

There is a separate list of rules (posted separately in classrooms and in the library itself) relating to library use that must be adhered to. Students must understand that the school librarian has all the authority of a teaching member of staff in the library and must be accorded due respect with regard to any instructions she may give. Students need not bring school bags into the library. The bags have to be left at the front of the library beside the librarian's desk. Bottles or cans of water/drink may not be taken to the desks and may only be left in bags if they are brought at all.

#### **13) Movement between Classes/Lessons**

Students should move as swiftly and directly as possible between lessons but there is never a need to run. When going to lessons in the swimming pool, gymnasium or going to the cafeteria for lunch, the outside designated pathways/walkways must be used and students must never take a short cut by using the school playing field.

#### **14) Signing Out**

All students will be provided with an ID card 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:-

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.

If the school nurse believes the student should be sent home because of illness [parental contact will be made before this is done.]

The Principal, Head of Primary, Deputy Head of Primary/Secondary and the school nurse are the only members of staff who may give permission for a student to sign out early.

### **15) Educational Visits**

Going on an educational visit is a privilege. On school trips, students are representing the school and must therefore wear school uniform or senior dress code and their behaviour must be exemplary. Students incorrectly dressed may be refused permission to join a trip. All normal school rules apply but there may also be special requirements about behaviour on trips especially with regard to health and safety when travelling or when in public places or with regard to overnight stays in hotels, hostels etc. Students who misbehave on school trips will be disciplined accordingly and in some cases the disciplining may have to be implemented after the trip is over. In extreme cases, students may even be sent home from a school trip and/or may be denied the privilege of going on subsequent school trips.

**Students must accept school decisions in all matters whether these are included in these rules or not since it is not possible to include all details in any written document.**

## C. PAYMENT POLICY

### 1) Bank Details

Payment can be made in either RMB or in EUR. Please specify your preferred currency of payment as the invoice will be drafted in either RMB or EUR.

Tuition fees are quoted in RMB. Contact the Accounts department for the EUR equivalent, which is calculated based on the school's prevailing exchange rate.

#### IMPORTANT

**Please make sure to mention the student's full name and year group when making a bank transfer. If payment cannot be traced, we cannot guarantee a seat for your child.**

Payment should be settled **before** the following dates

- May 1, 2009: Semester 1 (August 24-February 1)
- November 1, 2009: Semester 2 (February 2-July 2)

All fees should be paid in full before the student can attend classes.

All bank transfer charges should be borne by the payee.

#### EUR Account

ABN AMRO BANK

Account number: 55.81.54.395 (EUR)

IBAN NL31 ABNA 0558 1543 95

Account Name: Shanghai Rego International School.

Bank Address: Coolsingel 119

Postbus 949

3000 DD Rotterdam

The Netherlands

Tel: +31 10 402 4333

#### RMB Account

SHANGHAI PUDONG DEVELOPMENT BANK

浦发银行

Account Number: 076499-98280155300001292

Account Name: Shanghai Rego International School

上海瑞金国际学校

Bank Address: Minhang Branch

上海浦东发展银行闵行支行

## 2) SRIS Payment Policy

### Registration fee

A one time non-refundable 2,500RMB registration fee should be paid upon submitting the application form.

### Seat Guarantee Deposit

Students who (successfully) submit an SRIS application form less than a month before the desired school starting date, can only be guaranteed a seat upon payment of the school fees (including registration fee) in full. This tuition fee payment includes a 15,000RMB non-refundable Seat Guarantee Deposit.

Students who (successfully) submit an SRIS application form more than a month before the desired school starting date, can only be guaranteed a seat upon payment of a 15,000RMB non-refundable Seat Guarantee Deposit. This fee will be credited against the outstanding tuition fees but is non-refundable should the student decide not to take up a seat with SRIS or should the student withdraw within the academic year.

Please note that the 15,000RMB non-refundable Seat Guarantee Deposit will not be refunded in case of withdrawal within the academic year nor will it be refunded in case of withdrawal before the start of a new academic year.

### Enrollment

Fees will be prorated on a bi-monthly basis for students starting school in the middle of a term; i.e. students starting school between the 1<sup>st</sup> and the 15<sup>th</sup> of the month will be charged full fees for that month. Students starting school on or after the 16<sup>th</sup> of the month, will be charged half a month's fees. Official school holidays cannot be deducted from the fees.

All fees must be paid before the first day of attendance. Pupils may only attend school if fees have been paid.

### Withdrawals/Refunds

8 weeks notice of withdrawal should be communicated in writing to the SRIS Accounts department or the equivalent of 8 weeks fees will be payable in lieu of notice. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal. If a withdrawal notice is delivered to SRIS during an SRIS school holiday (see school calendar) it will be deemed received on the first school day following the holiday. Refund of outstanding tuition fees will be calculated based on the date written notification was received by SRIS. Written notification can either be emailed ([accounts@srisreggo.com](mailto:accounts@srisreggo.com)), faxed (021-5488 5696) or mailed to the school's address. **Failure to give written notification negates all outstanding refunds.**

Tuition fees are refundable only for the months in which the student has not attended classes. Any attendance during a particular month will negate a refund for that month.

If a student is permanently excluded from the school, no refund whatsoever will be given (please consult Parent Handbook for detailed exclusion policy).

Students withdrawing before the completion of the academic year or before having attended SRIS for at least 2 semesters, should bear the cost of 3,000RMB for the uniform, notebooks and other teaching materials that were distributed free of charge upon enrollment.

Note: All outstanding financial obligations of the student will be deducted from any refund(s). Please contact the Finance Office at 5488 8320 should you have any questions.

## D. CALENDAR

The school calendar for the school year 2009-10 can be viewed on the school website <http://www.srisreggo.com/school/calendar.htm>

## E. Bus Rules and Regulations

We aim at making the bus journey safer and more pleasant for both students and Bus Monitors. We have therefore implemented following Rules and Regulations. We would really appreciate your support in helping us implement these Rules and Regulations.

### 1) Student

1. The bus journey to and from school is an integral part of the school day. Students should be aware that the Rules and Regulations stipulated in the Student Handbook (See pages 12-19 - Student Handbook- in the Parent Handbook) apply to the school bus journey as well. Bear in mind that school bus behaviour is reflected in the overall student behaviour assessment, which is reflected on the Student Report Card.
2. Students should treat the school bus monitor and bus driver with the same respect as any member of the school teaching/ancillary staff. Disrespectful behaviour towards the bus monitor will result in a ban on using the school bus and will expose the student to the same disciplinary measures that are imposed for disrespectful behaviour towards a teaching/ancillary staff member (as stipulated in the Student Handbook).
3. Students should be punctual. The bus will not wait for more than 3 minutes! If a student is late it is the parent's responsibility to provide transport to the school.
4. Students should remain seated and WEAR A SEATBELT AT ALL TIMES throughout the bus journey, regardless of whether the bus is driving or standing still.
5. Students will be ASSIGNED A SEAT at the beginning of each term and should sit in the seat that has been assigned to them. Younger students and students prone to carsickness will be assigned seats in front of the bus.
6. Students should be quiet throughout the bus journey. Throwing objects, shouting, abusing other pupils/bus monitor/driver physically or verbally are not tolerated.
7. Students should wait for the sign of the bus monitor to disembark from the bus.
8. If a student fails to communicate directly with the bus monitor, he/she should ask the assistance of another pupil who is able to translate from English/Chinese.
9. 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.
10. Students cannot bring friends/other people onto the bus without having informed the school and having obtained permission from the Deputy Headteacher in Primary or Secondary. A note will be recorded in the School Diary

**Inappropriate school bus behaviour will be punished. The school reserves the right to ban a student from using the school bus for any period of time depending on the offence(s). This could mean a permanent ban. Parents will then be responsible for transport to and from the school. No financial compensation will be awarded when a student is not taking the school bus.**

### 2) Parents

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

1. If your child will not be using the school bus, please phone the Bus monitor or the Bus Supervisor 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.
2. 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!

3. 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.
4. Students cannot bring friends/other people onto the bus without having informed the school and having obtained permission from the Deputy Headteacher in Primary or Secondary. A note will be recorded in the School Diary
5. 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.
6. 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.
7. 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.