

# Nottingham Chinese School Handbook (2014-2015)

## The school handbook is designed to

- Help you manage your time
- Help you record and plan your homework
- Assist with planning ahead
- Make communication between school and home easier
- Provide you with useful information, such as school timetable, basic expectations, holidays

## Information for parents

This school handbook is designed to help you gain an understanding of what your child is studying at school; it will also give you some idea of how well he/she is doing, and provide you with an easy way of keeping in touch with us.

**Name:**

**Class:**

**Teacher:**

**Emergency Telephone Number:**

## School Address

Alderman White School and Language College, Chilwell Lane, Nottingham NG9 3DU

## School Management Committee and Contacts

<b>Name</b>	<b>Role</b>	<b>Email</b>
Sun Xuezhong	Head Master	sunxuezhong@gmail.com
Liu Hao	Secretary	liu.hao@nottingham.ac.uk
Liu Dan	Treasurer	ldhxx@yahoo.com
Yue Baigong	Deputy Head Teacher	baigongy@googlemail.com
Qu Rong	Deputy Head Teacher	qurong@hotmail.com
Tong Yan	Deputy Head Teacher	yantjon@hotmail.com

## **Session Timetable**

**Pre-class Activity** Saturdays 1:30 to 2:30pm  
**Mandarin Lesson** Saturdays 2:30 to 4:30pm, Session Break: 3:25 to 3:40pm

## **School Teachers**

ZHANG Taoli	Reception
XU Sujing	Class 1
CHEN Wenxue	Class 2
LIU Dan	Class 3
TANG Jie	Class 4
ZHANG Shuangli	Class 5
DU Xiaoying	Class 6
HE Shaohui	Class 7

## **School Supply Teachers**

LI Xian; Wang Weiqun

## **School First Aider**

Zhang Shuangli

## **Emergency Procedures - Fire Drill**

When the drill announcement is heard, all students should walk briskly and orderly toward the lawn beside the visitor car park. The teacher in charge of the class at the time of the drill will remain in charge of the same group until the drill is concluded. The teacher will check to see that all students have left the building safely.

Refer to Fire evacuation procedure

## **School Fee**

The school collects the term fee at the first few weeks of each term. The school (term) fee is 50 pounds. Extra 5 pounds will be charged for a payment after the half term.

This fee covers school textbooks, excise books.

Additional 5 pounds is collected each year as a deposit of parent school duty and will be refunded when the duty is accomplished.

## **Child Protection Procedures**

All children and young people in Nottinghamshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Nottinghamshire.

More information about Child Protection Procedures within Nottinghamshire can be obtained online, <http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/informationprofessionals/procedures-practice-guidance/>.

The school may put some photos on the school website online. If a parent does not want a picture of his/her child shown on the website, the parent is required to write a note to the school.

## **Complaint Procedures**

Refer to the complaint procedures policy.

## **Rewards and Sanctions**

Refer to the reward and sanction policy.

## **Teacher Rota**

During the session break, students would go out to play and it is vital to have a watching system to ensure their safety during the break. The aim of the teacher rota is to have a teacher on duty during the break to keep students under watch. The teacher on duty needs to keep all students within his/her visual range and stop students to go to the back of the building or the far side of the front yard where he/she can't see them and keep students away from the car park. The teacher on duty needs to inform the school committee or the parents after session if any students don't follow the regulations. The teacher rota is shown on the school calendar.

## **Parent Rota**

Three parents will be on duty each time. They will supervise children to play safely and stay in their view at break time, take tea service back to the kitchen of the reception building before 4:30pm and tidy up the rest area and foyer.

## **School Calendar**

See the excel file

## **Communications**

**Teacher:** Your child's teacher, whose name is on page 2 of this handbook, is the first contact when communicating with school.

**School Management Committee Members:** Committee members, whose names are on page 1 of this handbook and are responsible for school daily running, may be contacted for any inquiries.

**Problems and Help:** If you have a problem – you might have lost something, someone might be making your life unpleasant – ask someone for help. The most obvious people are your teachers or school committee members.

**Illness and Accidents:** These must be reported to your teacher and your teacher will check with the school first aider and contact your parents if necessary.

**Medicines:** You must not take any medicines during school session without the presence of your parents.

**Absence:** Bring a note from home and give it to your teacher. An absence of more than 4 weeks without reasons will lead to suspension of your place. You will be re-admitted only if places are available following the waiting list.

**Lateness:** If you are late arriving at school, i.e., after 2:45, you will be registered as late.

## **Expectations of Students**

Students will be expected to take responsibility for their own behaviours and will be made fully aware of the school policy, procedure and expectations. They should behave in a safe and sensible manner at all times. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported. Students should treat other people and the school with respect and always follow instructions from all staff immediately and without question in an emergency.

### **Preparation Before Sessions:**

- Arrive on time
- Be properly presented for the session
- Be properly equipped for the session
- Take your school handbook to every session.

### **Work During Lessons:**

- Co-operate fully with the teacher's seating plan
- Listen in silence to your teacher or other students and attract attention appropriately
- Present your work neatly and aim for high standards
- Ask for help if you don't understand
- Contribute to the session by answering questions and joining in discussion work
- Take responsibility for your progress by acting on feedback from your teacher to improve
- Record homework in your dairy

### **Behaviour During School:**

- Show respect and consideration to others
- Do not chat during lessons
- Do not distract others from working
- Take care of personal belongings and school venue
- Do not eat during lessons
- Do not bring valuable items to school, i.e., mobiles, walkmans etc
- Do not bring dangerous, banned or illegal items to school.

### **End of a Lesson:**

- Leave the classroom tidy and free from litter
- Complete homework set by the stated date
- Get your dairy signed
- If you are absent, catch up on work missed and seek extra help if needed

### **Safety Rules during Session Breaks:**

- Play in the sport ground and other designated areas only
- Do not go to or play at the back of the building
- Do not go to or play at the far sides outside of the watching area of the on duty teacher
- Do not ride bicycle/scooter/roller skater
- Do not play with any objects with sharp corners
- Keep away from the car park

**Out of Class:**

Behave sensibly, show respect for other members of the school community, and follow rules in support of health and safety. These rules apply to students on the journey to and from school and during session break.

**Bullying**

As a member of the school, you should expect certain things of yourself and other people:

- You should expect to be taken seriously by members of staff if you have a problem which is affecting you either academically or socially
- Any form of bullying will be taken seriously, and if it continues after an initial warning, temporary or permanent exclusion will be considered
- In the case of repeated bullying incidents, parents will be notified and expected to become actively involved
- You have the right, and are expected to complain if you are harassed sexually, racially or socially by students, staff or other members of the school community
- You have the right to be yourself, and not be intimidated by other students into doing anything you don't agree with
- You are expected to fulfill your academic potential.

I have read and understand the items on "Expectations of Students" and "Bullying"

Signed: .....(Parent/Guardian)

Signed: .....(Student)