



PARENT HANDBOOK

A Message from the Head of Harrow Beijing



A very warm welcome to Harrow Beijing. This is a school which prides itself on having a close and caring community with particular emphasis on our parents. We hope you will enjoy many years of shared experiences and memories built around a Harrow educational philosophy which intentionally places much emphasis on the importance of these relationships and those between the staff and the students in their care.

This Handbook seeks to provide a resource and guide for parents – primarily to help school and home partner together appropriately in support of your children. We really value the proactive manner in which our parents work with the school and in particular we enjoy a strong, collaborative working relationship shared across the Harrow community.

Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment. It is important to reflect that we all want our children's educational experience to be fulfilling. We believe strongly that we can achieve this goal when we all work together.

'Educational Excellence for Life and Leadership' encompasses the values we strive to instil in our students. The acquisition of academic skills and qualifications, whilst of paramount importance, is not the sum of human endeavour or experience. Everything we do at Harrow encourages our students to develop themselves holistically. This extends to our relationship with parents and the wider community. Leading universities the world over seek students who are rounded and balanced, ethical, moral and involved citizens. In addition to the right academic qualifications, they seek students of character. I encourage you, the parents of our students, to be involved in the educational journey your sons and daughters will experience at Harrow Beijing, and to work with us in ensuring it is happy, safe, enriching, challenging and fulfilling.

Stet Fortuna Domus,

Mrs. Rachel Dent

Head of Harrow Beijing

History and Tradition

Every student is part of a global Harrow family.

Every student has the opportunity to contribute to the tradition of Harrow.

We honour our connection to the Harrow family through shared symbols, terminology and a commitment to a high quality education.

We are an Academic School

We support every student in achieving academic excellence.

Our students go on to the world's top universities.

We celebrate academic achievement.

All English as additional language learners will achieve native English fluency levels.

Holistic Education

Every student will develop a portfolio of participation, passions and interests through our Leadership in Action activities.

Every student will be encouraged to develop values, morals and conduct in line with the traditions of Harrow and befitting global citizenship.

Every student will be encouraged to be an active and concerned member of our school, local and global communities.

Close Personal Tutoring

Every student will be known by a key staff member.

Every student will have a personalized academic profile to support academic achievement.

Every student will develop leadership attributes through an extensive range of activities.

GUIDELINES FOR PARENTS OF STUDENTS AT HARROW BEIJING

We are delighted that you have chosen to educate your child at Harrow Beijing. The staff and management of the school take very seriously our role in supporting and helping our students to succeed, not only in their academic pursuits, but also in their own personal development, growth, citizenship and leadership.

There is a large body of research that suggests parental involvement in a child's education and the school that they attend is a supporting factor in academic attainment. This handbook seeks to provide Harrow Beijing parents with some guidelines on how the school and home can work together in support of your child's education and personal growth, rules that govern operations on the campus, and guidelines for parents in modelling the values

and ethos of a Harrow Education.

In enrolling your child at Harrow Beijing you are accepting the unique values, ethos, teaching style and curriculum that we offer. We can support you to understand this perspective, but we will not make excuses or change what we know works to suit personally held views or values. All parents need to trust the judgment and professionalism of the staff of the school to deliver the unique learning environment that sets Harrow Beijing apart from other schools.

Above all, it is important to note that parents and the school want the same outcome for the students – happy, healthy, responsible and successful young people.



EDUCATIONAL EXCELLENCE FOR LIFE AND LEADERSHIP

Our mission statement is *Educational Excellence for Life and Leadership*. It is defined as six attributes that we expect our students to increasingly demonstrate during their time in our school and beyond. The leadership attributes are:

- Making a positive contribution to the community
- Applying knowledge with compassion
- Solving problems collaboratively
- Solving problems creatively
- Making just and responsible choices
- Facing challenges with determination

In the tradition of all Harrow Schools, we wish to provide our students with the opportunity to experience a secure and caring community in a setting where staff can further support their learning and education. It is a distinctive feature of the Harrow group of schools to encourage our students to reach the highest academic standards while fostering responsibility and nurturing positive relationships. These and the key values and attributes associated with *Educational Excellence for Life and Leadership* will be greatly enhanced through our academic and pastoral provision within Harrow Beijing.

PARENT CONTACT WITH SCHOOL

The school works to keep our community well informed of the events surrounding Harrow Beijing and their children. Class Teachers and Tutors are your main line of communication regarding academic and pastoral issues, and they play a central role in your child's school life. The progress of each student at the school is carefully monitored by the Class Teacher/Tutor who serves as an important link person between school and home, looking after the overall welfare of the student.

For matters not related to academic progress or wellbeing parents can consult the list of contacts below.

Contact List

Issues		Department/Staff	Contact Email
Health		School Clinic	clinic@harrowbeijing.cn
Transport/School Bus		Operations	transport@harrowbeijing.cn
Admissions		Admissions	admissions@harrowbeijing.cn
LSAs/ELP Selection		LSA Team	activities@harrowbeijing.cn
LS Academic		Class teachers	lsinfo@harrowbeijing.cn
US Academic		Tutors, US AST Team	US_Academic_Support@harrowbeijing.cn
Lost & Found	Main Reception	Ms. Chelsea Guo	chguo@harrowbeijing.cn
	EY Reception	Ms. Kelly Fan	kfan@harrowbeijing.cn
	LS Reception	Mrs. Candice Qin	lsinfo@harrowbeijing.cn
Facilities/Lunch		School Kitchen	catering@harrowbeijing.cn
Uniform		School Shop	schoolshop@harrowbeijing.cn
Finance		Finance	accounts@harrowbeijing.cn
Technology		ICT	it@harrowbeijing.cn
Safeguarding		Mrs. Emma Emerich	eemerich@harrowbeijing.cn
Insurance		Operations	clinicsi@harrowbeijing.cn
House (Upper School)		US Academic Support	US_Academic_Support@harrowbeijing.cn
Sports Events		Ms Shelley Shi	shshi@harrowbeijing.cn
Trips		Mr Andy Chen	andchen@harrowbeijing.cn
Communication		Communications	communications@harrowbeijing.cn

Please kindly note that the contact persons or emails may be changed without notice.

How to Contact the School

Parents are encouraged to raise issues or concerns with the relevant person be that a Class Teacher, Tutor or relevant staff member as outlined above. Please contact the school by email or the telephone. If the matter you wish to contact the school about is not listed above, or if you have any feedback on communication, please contact **communications@harrowbeijing.cn**, or you can call our parent helpline: **+86 10 6444 8900**, then dial number '6' for communications.

When making a phonecall or writing an email to the school, please provide the name and year group of your child, then please state your query.

CONCERNS AND COMPLAINTS

Harrow Beijing values the feedback it receives from parents and the community. Responding to feedback demonstrates the school's commitment to open communication with the school community and the community at large. Complaints about any aspect of the school's operations, service or personnel will be handled responsively, openly

and in a timely manner, with the aim of resolving any complaint via an articulated process and respecting the confidential nature of such matters. Complaints are treated as constructive suggestions, which may be used to improve standards and may prevent cause for further complaint.

As part of our ongoing efforts to optimize the school's communications with our parents, Harrow Beijing is pleased to inform you that we are adopting the SchoolPal system. SchoolPal enables parents to receive notices on their phone, through WeChat. Please follow 'HBJ Comms' WeChat account and contact the communications department to receive your username and password.

SAFEGUARDING POLICY AND GUIDELINES

Harrow Beijing is committed to the safeguarding and promotion of the welfare of children. Safeguarding is the primary responsibility of all members in the Harrow Beijing family and all members of our community, including parents, are expected to share this commitment and understand the school's values with regards to the safe and appropriate care of children. This includes providing a caring, positive, safe and stimulating environment in which the social, physical and moral development of the individual child can be nurtured.

At Harrow Beijing safeguarding refers, following international best practices and expectations, to the continuous process of protecting children

from maltreatment, harm or abuse. We strongly encourage a 'speak up culture' such that any concerns are raised with the Designated Safeguarding Team so that appropriate actions can be taken to ensure the child is safe.

Our emphasis upon safeguarding at Harrow Beijing is underpinned by the understanding that safe children make more successful learners. If you would like to read through our Safeguarding and Child Protection Policy, please refer to our school website.



SCHOOL SECURITY AND SAFETY

The school strives to offer the highest level of security and safety for our students, community and visitors to Harrow Beijing.

Given the pandemic, we are required to close the campus to visitors unless their visits are authorized by the school in advance. Authorized visitors please follow the necessary health check procedures at the front gate and wear a mask during your stay at school. Thank you for your cooperation and understanding.

When visiting the campus, all parents must sign in at the front gate, and wear their parent badge, clearly visible, before entering the school building. As a courtesy, and for security reasons, it is vital that the appropriate staff members are informed of an intended visit. All visitors are asked to sign out.

Parents should only be on-site if they are dropping-off/collecting their children, attending an arranged meeting with a member of Harrow Beijing staff or attending an event, fixture, competition, activity to which they have been invited. We ask that parents wait in the areas designated for such purposes by the school. Unless invited specifically

by staff, parents are not permitted into classroom corridors or other areas of the school facility. It is important that congregating parents do not disturb the lessons or learning of the students during school hours. Parents are welcome to come to the school and support their children in organized games, sports or other activities by invitation. When visiting Harrow Beijing, parents must never take images/videos or recordings of students (other than one's own child) or staff members.

No vehicles are permitted on school grounds. Free parking is available opposite the school's main entrance.

There are bathroom facilities and a parent lounge located in the main reception area. Visitors are requested to only use toilets signposted for adults/visitors.

All visitors are expected to respect the school's no-smoking policy. Smoking is strictly prohibited on the school site.

SOCIAL MEDIA

Harrow Beijing works hard to educate our students in the correct and proper use of Social Media including WeChat and our rules and guidance for students is clearly explained in the School Rules and Guidelines.

To ensure correct and proper use by anyone (including adults) in the Harrow Beijing community, we would like to draw your attention to three broad points about the use of Social Media.

1. Harrow Beijing has clear procedures on how to communicate issues about the school; contacting the pertinent member of staff. Harrow Beijing will not respond to complaints raised via Social Media.
2. The use of Social Media to post negative or derogatory comments about a student, or any

member of the community, is inappropriate and may be considered bullying. Harrow Beijing takes such matters seriously and those found to be offending in this way risk exclusion.

3. Any post on Social Media that brings the good standing or reputation of the school into disrepute is not appropriate. Again, Harrow Beijing takes such matters seriously and those found to be offending in this way risk exclusion.

We hope that you understand the need for everyone in the school community to provide a strong example to the children, so that they may learn to use new technologies in a way that promotes harmony and inclusion.

NEW PARENT TIPS-PREPARATION FOR LIFE AT HARROW BEIJING

Our philosophy of education is based on a strong partnership between school and family. Success for your child will depend on the support structures in both the home and school. Below are a few tips on how you can support your child's transition in Harrow Beijing:

- Model positive attitudes and confidence in the school and in your child's capacity to cope and thrive. Parent confidence can promote confidence and trust in the safety of their learning environment.
- Be excited! Physiologically, excitement and fear are indistinguishable from each other – so reframe fears as excitement: be excited that your child is beginning a challenging adventure that you trust is in their best interest. Be excited that your child is going to grow in maturity, independence and confidence. Additionally, your child is embarking on an exciting journey that will lead them on a pathway that will see them become leaders of the future!
- The concept of 'settling in' should be raised and your child reassured that this is a normal part of life experienced by all students, both old and new. The 'settling in' process will not end in Term 1 and may reappear at the start of each term, but the extent of this will diminish with time.

- If parents have any special concerns about their child(ren) they should let staff know. You can also call and discuss any concerns with the School Counsellor.



STRUCTURE OF THE DAY

The School Day runs from Monday to Friday. The schedules are as follows:

Lower School

Period 1	8:20 to 9:00
Period 2 (inc. Snack)	9:00 to 10:00
Break	10:00 to 10:20
Period 3	10:20 to 11:20
Period 4	11:20 to 12:20
Lunch time	12:20 to 12:50
Play time	12:50 to 13:20
Period 5	13:20 to 14:20
Period 6	14:20 to 15:20
Dismissal	15:20 to 15:30
	(for students without LSAs)
LSA Activities	15:30 to 16:20

Upper School

Period 1	8:30 to 9:10
Period 2	9:10 to 9:50
Period 3	9:50 to 10:30
Break	10:30 to 10:55
Period 4	10:55 to 11:35
Period 5	11:35 to 12:15
Period 6	12:15 to 12:55
Lunch	12:55 to 13:55
Period 7	13:55 to 14:35
Period 8	14:35 to 15:15
	(Only on Mon, Wed and Fri)
Registration	15:15 to 15:30
	(Only on Mon, Wed and Fri)
Holistic Studies	14:35 to 15:30 (Tuesday)
Assembly	14:35 to 15:30 (Thursday)
LSA	15:30 to 16:20

ATTENDANCE

Introduction

Harrow Beijing believes that good school attendance is central to raising student achievement and ensures all students can fulfil their potential. HBJ has an expectation that all students attend school, on time, every day and with minimal disruption in order to flourish.

Parents must play a central role by ensuring their children attend school. If a child starts to miss school due to absences, they are likely to be less motivated to learn, have difficult relationships with their peers and teachers, less commitment to their learning and are at risk of underachieving. Attendance at school is vitally important for the success of your child's pastoral and academic progress and achievement. The school year is 180 days in school and 185 days out of school.

Attendance in school is expected for all academic lessons, morning registration, Holistic Studies and Leadership in Action classes that are all timetabled during the school day. Expeditions Week and Lower School Personal Development Week count as school time. Harrow School attendance expectation for each student is a minimum of 95%. This is measured every 9-weeks. If attendance drops below 95% then actions will be taken.

Lower School

Parents' Responsibility

There are a number of important steps that parents can take to ensure their son/daughter maintains a high level of attendance:

- Ensure their child attends every day, on time, equipped and ready to learn. School starts at 8.20 am.
- Ensure the school has up to date email addresses and telephone numbers. We will contact parents by email or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified.
- If a parent wishes to check their child has arrived at school, they should contact the Lower School Office who will inform parents if their child has been registered.
- Parents should respond to school letters or telephone calls regarding attendance and punctuality.
- Parents should contact their child's Class Teacher if they are experiencing difficulty in getting their child into school.

Absence and Communication

The following are guidelines for parents on how to report an absence to the school:

- If your son/daughter is absent from the school, it is vital that a parent contacts their Class Teacher at the earliest opportunity. Please provide your child's Chinese and English name, and the reason for their absence.
- If no contact is received regarding the absence, it is recorded as 'unauthorised' until they clarify the reason for their child's absence.
- Medical appointments should, whenever possible, be made outside normal school hours. If this is unavoidable then parents should inform the school as soon as possible once the appointment has been confirmed. These include dentist, doctor or specialists appointments.
- In case of illness, parents should contact and update the school each day with details of the illness.
- We would normally ask that you provide a medical certificate for any absence more than 2 days / 48 hours in duration.

Leave of Absence during the Day - the Process

If a child needs to leave the school during the day the following needs to happen:

- Parent to email Class Teacher with a reason for absence well in advance.
- Student must collect a blue early exit form from Lower School Office. This needs to be correctly filled out.

- The Class Teacher must approve absence by signing the form. The Class Teacher has a right to decline request if the absence is not for a valid reason.
- BLUE form must be presented to Reception before leaving the building. Tear off slip removed.
- This slip must be presented to the guards at the Front Gate.

Upper School

Parents' Responsibility & Absence Communication

- Ensure their child attends every day, and the school has up to date email addresses and telephone numbers.
- Parents must excuse their child from school on medical grounds via email to the Tutor and the designated US attendance mailbox: **absence@harrowbeijing.com**.
- If a student is injured or ill and will not be able to attend swimming or PE classes, it is essential that a doctor's note is brought in to explain the reason.
- Doctor's notes are required for health absences for longer than 48 hours.
- Parents are to seek routine medical or other appointments outside of the designated school hours. If this is unavoidable, parents should email a reason to the tutor explaining the absence then the student follows the 'Planned Absence' protocol.

- If a student falls ill during the school day and needs to see a doctor or go home, he/she should follow the procedures for using the Clinic. If the nurse agrees the student is too ill to remain in school, the nurse will call the parent to pick the child up.

Planned Absence: (Incl. Leave During School Day)

If a student needs to leave the school during the day the following needs to happen:

- Parents must email Tutor and absence@harrowbeijing.cn with a reason by 4.20 pm the previous day of school.
- The Tutor has a right to decline request if the absence is not for a valid reason.
- When leaving school student must sign out via the main reception, who will then inform the Guard House to let the student leave.
- If a student returns during the school day, they must sign back in at Main Reception and report to their next lesson.

Unplanned Absence

- If a child is absent from school, it is vital that parents contact their child's Tutor and absence@harrowbeijing.cn with a reason for their absence before 7.50 am.
- If no contact is received, it is recorded as "Unauthorised" until the reason of absence is clarified.

Authorised Absence and Unauthorised Absence

- **Authorised Absence:** The parent has contacted the tutor and absence@harrowbeijing.cn with a valid reason, in line with the 'Attendance Policy', for their child being absent. Please see the list below.
- **Unauthorised absence:** The parent has contacted the tutor and absence@harrowbeijing.cn without a valid reason for their child being absent. Please see the list below.
- Please kindly note that all emails of this nature automatically imply 'notified' but does not imply 'authorised' and normally parents will receive a response explaining refusal of authorization or asking for further information.

Extended absence:

- Parents are to notify The Tutor or House Leader in advance of an extended absence, via email by requesting permission from school.
- An extended leave of absence request will be dealt with by the student's House Leader and Head of Phase. All requests of this nature must be reviewed and ultimately approved by Head of US at which point parents will be informed of the authorisation decision in writing by email.
- **Low Attendance Letters :** If a student's attendance falls below a certain threshold the school will notify parents through a written letter sent via iSAMS. This letter will highlight our concern on the impact of poor attendance on a child's learning. If low attendance is persistent and continues to be a concern, the school will call parents in for a meeting with their child's Tutor or House Leader.

ATTENDANCE CLASSIFICATION

Present	Authorised Absences	Unauthorised Absences
<p>In every lesson and on time.</p> <p>Lesson registration is completed within the first 10 minutes, arrival after 10 minutes and a consequence should be given if a valid reason is not communicated</p>	<p>A student may have their absence authorised and accepted by school for these reasons:</p> <ol style="list-style-type: none"> 1. The student is ill. They can be excused for one-day's absence with parental verification with an email to the Tutor/class teacher. 2. The student has a longer period of illness and is signed off by the doctor with a note, which is handed in to the Tutor/class teacher. 3. General dentist and doctor check-up appointments are authorised for a half day. 4. There is a death of an immediate family member. 5. Internally organised school examinations, events, trips, sports or activities. 6. There is a family emergency e.g. car accident or a parent needs care. 7. A religious holiday that is observed annually, 8. With the school clinic or the school counselor for a valid reason. 9. Registration with local government authority. 10. School closed to students (Government issued 'Red Alert' pollution days / staff Inset). 11. University visits: 6th form only – Will be authorised only if invited for interview by the university- Letter/email must be viewed by Tutor/Hm. 12. Proof of Visa renewal. 13. Sitting external examinations (TOEFL, SATs, IELTS etc.) for 1 day only. 14. High level external music exam, external sports event or dance competition. 15. Approved study-leave for public examinations. 16. Excluded - external. 	<p>The parent has contacted the Tutor/ class teacher and requested permission for their child to be out of school. If the student is absent, this means they are out of school for an unauthorised reason. Examples of these include, but are not limited to:</p> <ol style="list-style-type: none"> 1. All unexplained absences. These will be noted as truancy on the student's iSAMs profile. 2. Family holidays or family business trips 3. Visiting another school. 4. Overseas school interviews 5. Driving tests 6. Private tutoring 7. Over 10 minutes late to a lesson without a valid reason

All attendance examples cannot be fully summarised within this policy, and unforeseen circumstances may arise. Therefore, when attendance authorisation is uncertain, please contact the tutor/class teacher in the first instance to decide whether a student's absence is authorised or unauthorised.

LEADERSHIP AND SERVICE ACTIVITIES (LSA)

At Harrow Beijing, we offer a world class enrichment programme, which complements academic excellence and embodies our school mission statement in the context of China and Global Citizenship. Our programme consists of four major strands:

- Arts
- Service Learning
- Sports
- Super Curriculum

Students from Reception classes to Year 13 have opportunities every day to be actively involved in after school activities and the extended learning

programme. We offer a vast range of enrichment, for all abilities, including LAMDA, Sports, Arts, Aquatics, cognitive, physical and social activities with cultural experiences and service learning in helping others. Students are encouraged to embrace a broad and balanced enrichment education with working towards outcomes like performing, competing, debating, playing, problem solving and producing their work. Students can also lead their own LSA programme, developing gifts and passions in activities they care about and can share with other students. The Harrow Beijing staff are committed to offering high quality LSA opportunities, that students enjoy, extending their learning, developing further skill acquisition in our quest for *Educational Excellence for Life and Leadership*.

HOUSE SYSTEM

The House System was introduced in 2008 and is modelled on the Houses of Harrow School. The school is divided vertically into six Houses:

Churchill (yellow) – named after Winston Churchill, British Prime Minister, Old Harrovian.

Kong Zi (blue) – named after Confucius (Kong Zi), Chinese philosopher.

John Lyon (orange) – named after John Lyon, founder of Harrow School in London.

Song Qing Ling (purple) – named after Madame Sun Yat-sen (also Soong Ching Ling), politician/philanthropist.

Curie (green) – named after Marie Curie, Nobel Prize winning chemist and physicist.

Ju Ching Chu (red) – named after the philanthropist and mother of Daniel Chiu, founder of Harrow Beijing.

The House system at Harrow Beijing is central to our students' wellbeing and personal development as they journey through their school career and progress into life beyond school. Based on the traditional boarding house systems of Harrow UK, it is a fundamental ingredient in providing a personalised learning environment in which each child is personally known by a key member of staff.

All students belong to one House and develop a strong sense of belonging and allegiance to their House over the course of their time at Harrow Beijing. Harrow's House system offers pupils a personalized experience, which is modelled on the best practice of British independent boarding schools.

In the Lower School students come together in their Houses for such events as competing for House sport trophies, singing competitions and even building shelters to raise awareness and donations for children who are homeless. Each student's pastoral care is provided by their Class Teacher and guidance and oversight is provided by the Heads of Phase in the Lower School.

Students in the Upper School also belong to one of these six Houses. Each House is led by a Senior House Leader in the Senior phase and Prep House Leader in the Prep phase. The House Leaders are supported by the Head of Senior Phase and Head of Prep Phase which provides further tiers to our approach to a collaborative pastoral support system.

The House system allows close personal tutoring to become a reality and is at the heart of the Harrow philosophy. Such a system develops and maintains a 'small school' atmosphere, within a large school structure. Importantly the House system serves as an important link between school and home, one in which parents can benefit from a clear line of communication from their child's tutor and House Leader.

As part of the strategic vision at Harrow Beijing the House system is vital to ensuring all students achieve their full academic and individual potential, which will in turn offer them a supportive environment in which they can flourish.

House events include:

- Sports Days
- Charity events
- Dance, singing, artistic competitions
- Harrow Ducker
- House Music
- Different sports and swimming competitions

The Houses afford students a smaller, closer community within the school, and broaden the range of activities and support available.

Each student's uniform includes a House tie and House T-shirt, worn during House events.

Points are awarded to Houses for winning and placing in competitions. At the end of each academic year, the number of points accumulated by each House is totaled and the 'winning' House is recognised.

SCHOOL SHOP/PURCHASING

School uniforms can be purchased at the School Shop. Parents should supply the receipt issued by the Finance department when purchasing school uniforms. Appointments can be made to visit the School Shop by calling (86 10) 6444 8900 extension 6852. Email the shop at schoolshop@harrowbeijing.cn.

Shop opening hours (Monday to Friday):

07.45-08.30 10.20-10.40

12.30-13.30 15.20-16.35

N.B. Closed on the 25th of every month for inventory check.



MEDICAL, HEALTH AND CLINIC PROCEDURES

It is our school policy to promote a safe and supportive environment for all students. Our pastoral care processes are carefully designed and reviewed regularly to provide support and care for all students. Support staff and selected academic staff have regular first aid training. We have a designated Clinic in the school which can be accessed by students as needed for first aid treatment.

Medical information on all students is required annually from parents/guardians in order that the school appropriately caters for students during normal school activities. Additional information will be sought for particular participation in excursions and trips. New health problems, any changes to condition, medication or special requirements must be given to the school immediately.

THE SCHOOL CLINIC

The School Clinic is located in the main school off the lower school playground. Procedures are based both on the Beijing Health Bureau guidelines and on UK guidelines for health provision within schools.

The School Clinic is run by Beijing United Family Hospital and staffed by first aid qualified nurses. In addition, doctors are present on site twice a week and appointments can be made to see them through the nurses.

Clinic opening hours:

Monday to Friday 8.00 - 17.00

Clinic contact details

Telephone: (86 10) 6444 8900-6100/6200 (LS, US) - 6012(EY)

Email: clinic@harrowbeijing.cn

As a school we promote good health to our students and have very clear guidelines on when a child should not come to school due to illness. We know that young children are often in close proximity to each other so please be reassured that we are very conscientious of our students' health and do all we can to reduce the risk of illnesses spreading.

As a school we exclude all students who have a temperature above 37.3 degrees Celsius and ask that they remain at home until they have been fever-free for 72 hours without medication. Any student who has gastric symptoms (vomiting or diarrhoea) must also be kept home until they have been symptom-

free for 72 hours. This reduces the risks of these infections being passed onto others. When a common infective childhood illness occurs during term time, we send out letters to the specific year groups affected reminding parents to be vigilant. Additional deep cleaning of the school environment will also be organized.

During the admission process, all parents complete the Medical Health Record and Immunisation Form for their child. This gives us essential information on your child's health needs and emergency contact details.

If a student becomes unwell during the school day or sustains an injury, teachers bring students into the Clinic. Clinic staff will carry out any necessary first aid and then parents will be contacted if the child requires further medical attention from a doctor or hospital. Even if your child is well enough to return to class, you will receive an email informing you of the reason they visited. In the case of an injury to their head or another serious condition, parents will be contacted immediately.

The Clinic stocks basic over-the-counter (OTC) medicines and parents will have received consent forms for the administration of basic medication when your child first joined the school. If your child has been ill and requires regular medication during the school, we ask that parents provide a doctor's prescription along with the medication in the original container with the instructions clearly visible.

Please contact the Clinic if you have any concerns, or would like to update them with new information.

THE SCHOOL COUNSELLING SERVICE

The school has two full time counsellors that work in line with guidelines set out by The British Association for Counselling and Psychotherapy (BACP) and guidelines provided by the local Education Bureau as part of our commitment to Moral Education. The School's records of our medical and health services are governed by the Data Protection Policy and strictly confidential and secure.

The School recognizes that whilst some of our students will need access to specialist guidance and support to help them deal with issues/distress and meet their potential; all students will benefit

from the unique perspective that counsellors can offer. The counsellors deliver preventative interventions, support skill-acquisition in small-groups and provide one-to-one therapeutic care when required throughout the School at all phases of the school. Students can access this support through self-referral or staff-referral. If you feel that your child could benefit from this type of support, please speak with their class teacher/tutor.

ICT

When a child joins Harrow Beijing they will be given school account details to enable them to access school ICT system and application, e.g. iSAMs Student Portal, Microsoft Office 365, Teams etc. Parents too will be given required information to login iSAMs Parent Portal and other ICT-related service and applications. Students can bring their devices such as laptops and phones to the ICT service department in school to be able to access school network service and related ICT applications.

Harrow Beijing is trying to be 'paperless' in its communication with parents, including reports. Parents can log into iParent App to access your children's school reports, timetable and other academic-related information. We run an extensive enrichment activities programme and through SchoolBuddy parents can see school trips, events, fixtures and then sign up for these activities for their children.

AQI POLICY

The AQI is an index for measuring daily air quality. It tells how clean or unhealthy the air is, and what associated health effects might be of concern. The School Clinic monitors the outdoor environment each day. It posts colour cards visibly around the School so that the current air quality, and whether pupils can go out to play, is clear to teachers and students. This has been modified to take account of the increased sensitivity to pollution in younger children:

All students will stop all outdoor activities once the AQI value reaches 170 and above.



THE SCHOOL UNIFORM

The school has a strict uniform policy to encourage students to take pride in their appearance and school identity. Upon joining the school, students are required to wear the standard school uniform. Any student arriving at school in non-uniform clothing may expect to be sent home to change. All first-time students are required to buy their school uniform at the School Shop (except for training shoes and white sports socks). Subsequently, second-hand uniforms are available, if so desired. Please contact Friends of Harrow for more information.

Friends of Harrow contact details:
foh@harrowbeijing.cn

The School Dress Code

The standard guidelines for the School Uniform are as follows:

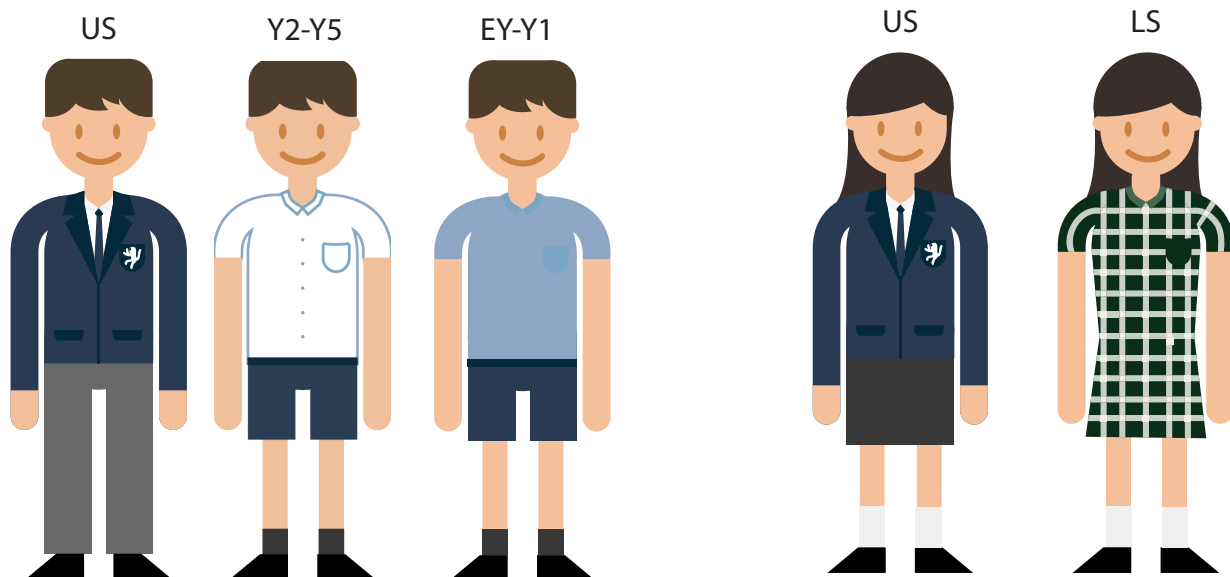
- Shoes should be well polished.
- Shirts are ironed and tucked in at all times.
- Top button is secured with the tie sitting neatly on top.
- Boys are not permitted to wear earrings. Girls should wear only one pair of stud earrings, no other jewellery.
- Hair should be tied off the face, no nail varnish or make-up should be visible.

- Mobile phones and electronic devices are not allowed in school unless permission has been granted by the teacher.

School Uniform Reminders:

- Please ensure that all items of your uniform and P.E kit are marked clearly with your name.
- Only Harrow uniform is acceptable. You will be asked to change if you fail to adhere to this dress code.
- Scarves, coats and boots can be worn to school but then must be placed in lockers upon arrival.
- Hair should be neat and tidy – it should not be dyed an unnatural colour. Nor should the ends be ‘dipped’ or contrasting streaks applied to hair.

Summer Uniform



Boys

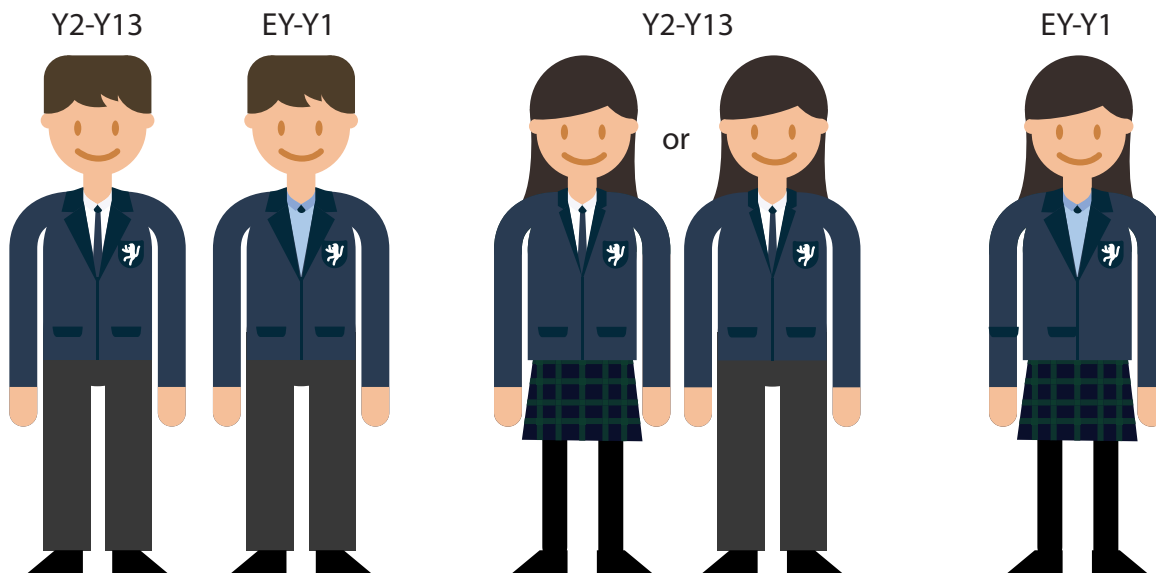
- Harrow blazer
- Harrow short sleeved, white shirt with collar (Y2-US)
- Harrow short sleeved, blue polo (EY-Y1)
- Harrow tie (Y2-Y13)
- Harrow grey summer tailored trousers (US)
- Harrow blue shorts (LS)
- Plain grey or black socks
- Plain black polished leather shoes

Girls

- Harrow blazer
- Harrow short sleeved, white shirt with collar (US)
- Harrow tie (Y2-Y13)
- Harrow grey skirt (US)
- Harrow summer dress (LS)
- White coloured tights (LS) or plain white ankle socks
- Flesh coloured tights or plain white ankle socks (US)
- Plain black polished leather shoes - no high heels

Summer uniform is worn from the start of the year until the October Holiday and then for the whole of the Summer Term.

Winter Uniform



Boys

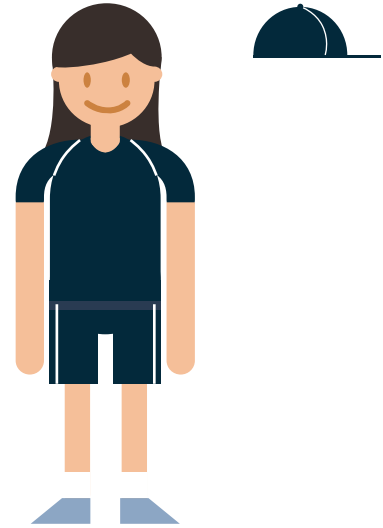
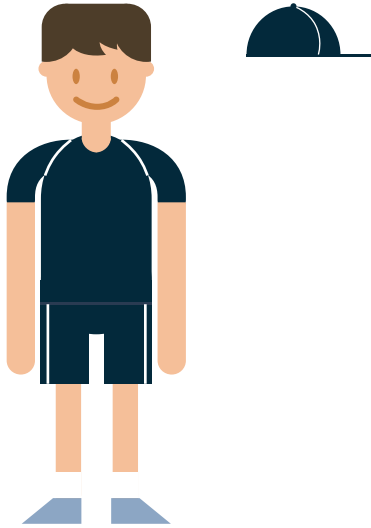
- Harrow blazer
- Harrow long sleeved, white shirt with collar (Y2-Y13)
- Harrow long sleeved, blue polo (EY-Y1)
- Harrow tie (Y2-Y13)
- Harrow grey winter tailored trousers
- Plain grey or black socks
- Plain black leather shoes
- Harrow navy blue, woollen V-necked pullover (optional)
- Harrow winter scarf (optional)

Girls

- Harrow blazer
- Harrow long sleeved white shirt with collar (Y2-Y13)
- Harrow long sleeved, blue polo (EY-Y1)
- Harrow tie (Y2-Y13)
- Harrow winter dress (LS)
- Harrow grey winter tailored trousers or winter skirt (US)
- Plain black tights
- Plain black leather shoes - no high heels
- Harrow navy blue, woollen V-necked pullover (optional)
- Harrow winter scarf (optional)

Winter uniform is worn upon the returning of the October holiday until the end of the Spring Term.

Sport Uniform



Boys

- Harrow sports shirt
- Harrow sports shorts
- Harrow tracksuit
- Harrow swimwear
- Training shoes
- White/navy sports socks
- P.E. cap
- House T-shirt

It is expected that a Harrow Beijing student understands the value of property. S/he will treat other people's property with respect and be responsible in caring for his/her own. Items of great value should be left at home.

Girls

- Harrow sports shirt
- Harrow sports shorts
- Harrow tracksuit
- Harrow swimwear
- Training shoes
- White/navy sports socks
- P.E. cap
- House T-shirt

All items brought to school must be clearly labelled with your son/daughter's name and House. Clothing labels can be easily organized and purchased on-line. More information may be obtained through School Shop.

MEALS AND LUNCHESES

The school serves lunches for all students. The lunches are balanced and low in processed carbohydrates and fat. There is a fair choice of Western, Asian and vegetarian options together with soup, salads and a range of desserts.

Details of the current menu can be found on the website.

For Early Years, Pre-Prep and Prep phases, student snacks are available at break time and are free of

charge. For Senior School and Sixth Form snacks are available for free or for purchase at break time from the kitchen.

Eating together is an important part of the culture of the school and there are formal occasions when the whole school shares lunch in celebration of British, local and international festivals.

PARENTAL INVOLVEMENT

Parent Partnership Programme

Extensive research shows that parental involvement in their children's education has a very significant positive influence on exam results and behaviour. As a result of this, Harrow Beijing has developed the Parent Partnership Programme. This scheme is based on the national standards from the United States according to a model developed by Professor Joyce Epstein from Johns Hopkins University. The Parent Partnership Programme encourages parents to be involved in the school in six different areas: Parental Training, Learning at Home, Communication, Collaborating with Community, Volunteering and Decision Making for Student Success. The school provides many information sessions, workshops and other activities that allow parents to participate

in these areas. For more information please see the Parent Partnership Programme Handbook or the school website.

Friends of Harrow

Through the "Friends of Harrow", parents hold events to welcome new families, help organise school fairs, raffles, more formal events and help to facilitate communication with all the different communities of an International School. Occasions such as the annual Speech Day provide an opportunity for all those with whom we have links to mix with children, staff, parents and governors to celebrate the school's achievements that year.

Parent Class Representatives

In the Lower School, parent class representatives serve a primary role in maintaining good communication between parents, teachers and the school in general. The class representatives also facilitate social interaction amongst families in the school community. Parent class representatives may organize activities relating to the class, receive questions on a specific subject i.e. (school trips, transport, health and safety, canteen, etc.) from parents. They can communicate messages from other classes or school groups, raise questions, ideas and problems directly with the teachers. Importantly they are a point of contact for new parents. Class representatives are not used to help other parents express concerns about their own children. This should be organised directly between the parents themselves and the teacher.

Parent Consultative Committee

In the Upper School the Parent Consultative Committee (PCC) again serves a primary role in maintaining good communication between parents and the school. The PCC is made up of one parent from each Phase in each House. It meets once a term to discuss with the school and answer any questions that may be asked by parents. This enables the PCC representatives to effectively communicate with the parents in their Houses. They can also communicate with the House Leaders directly and assist with the many House events that take place each year.

Translators

Through our Parent Liaison Team, there are a number of translators that can be used to support parents during parent meetings. The Support Teachers in the Lower School can also be used to help with translations during meetings, as can the Academic Support team in both the Upper and Lower Schools.

As we are an English speaking school, we will always send correspondence out first of all in English. However, we endeavour to supplement some unofficial documents in other languages as needed in order to communicate with a wider audience. The Parent Liaison Team can support parents with translating documents which have not been previously translated.

LOWER SCHOOL REPORTING AND ASSESSMENT SCHEDULE

1. Parent meetings and Reports

Parent Teacher Settling in Evenings: September

Autumn Term Reports: December

Parents' Evenings: January

Parents' Evenings: April

Summer Term/End of Year Reports: June

2. Assessments:

Baseline Assessments (Pre-Nursery and new pupils only): September

Winter Assessments: November

Summer Assessments: May

UPPER SCHOOL REPORTING AND ASSESSMENT SCHEDULE

US Report Schedule 2021 - 2022

Date	Report	Year Group
Term 1 (Autumn)		
15 Oct	Snapshot Report Published	
5 Nov	Student-Parent-Teacher Conference	
10 Dec	Reports Published	
Term 2 (Spring)		
3-14 Jan	Mock Exams	Yr 11-13 Only
1 April	Reports Published	
Term 3 (Summer)		
30 Jun	Reports Published	

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