



THE BRITISH SCHOOL
OF BEIJING, SANLITUN
A NORD ANGLIA EDUCATION SCHOOL

SCHOOL INFORMATION 2023-24





CONTENTS

Welcome from the Principal	5
Contact Information	7
General Information	8
School Uniform Guide	10
Our Philosophy - Be Ambitious	12
School Day Timetables	14
Teaching and Learning	15
• Curriculum, Class Trips and Residentials	15
• Assessment and Reports	17
• Specialists' Subjects, After School Activities (ASAs)	17
• Languages, PE	18
• Performing Arts, Global Campus	21
Houses	22
Homework	24
Communication with Parents	26
Safeguarding Policy	28
Air Quality Policy	29
Transportation	32
• School Buses	32
• Parking, Drop-off and Pick-up	32
• Use of Electronic Devices	32
Life in School	34
• School Lunches and Snacks	34
• School Nurse	34
Parents' Association	36
Term Dates 2023-24	39
Glossary	40
Our Directions	42



WELCOME FROM THE PRINCIPAL



Dear Parents,

Welcome to The British School of Beijing, Sanlitun. We are situated in the heart of downtown Beijing serving a vibrant and diverse community of international families. As a valued BSB Sanlitun family, I hope that you will come to share our commitment and enthusiasm for education, and experience the exciting, lifelong benefits (for pupils AND parents) that come from time spent at a Nord Anglia school.

Our academic Curriculum based on the best elements of a British Curriculum, cherry-picks the essential core curriculum elements of Maths, English, languages, Science, humanities and the arts, and allows teachers from Pre-Nursery through to Year 6 to track, monitor and continually assess each individual pupil on their journey through school.

We take great pride in getting to know each and every one of our pupils, in order that we can help guide them through their early and primary school years in the best and most appropriate way for them, whatever their talents and interests may be.

As part of the wider Nord Anglia family of schools, at BSB Sanlitun our pupils have the wonderful opportunity of being involved in collaborations with leading international educational institutions such as MIT and The Juilliard School. This gives BSB pupils unprecedented access to programmes in STEAM subjects as well as the Performing Arts aimed specifically at the younger age range and which develop the resilience, creativity, collaborative skills and problem-solving capabilities that are becoming increasingly necessary in the 21st century world of work.

I do hope that this handbook will be a helpful aide memoir for you. That said, please do not hesitate to come and see me if you would like to discuss any aspect of your child's schooling or life at BSB Sanlitun; my door is open more than it is closed and you are most welcome to pop in.

With best wishes.

John Brett MA

Principal

WELCOME FROM THE ADMISSIONS TEAM

Whether you are a new or returning family, BSB Sanlitun's Admissions team is here to help you get up-and-running into the new school year as quickly as possible and, where possible, provide helpful information for your transition to Beijing.

Ph: +86 (0)10 8531 1999
sltadmissions@bsbsanlitun.com

Enjoy an exciting and successful school year!

CONTACT INFORMATION

San Building Reception	85311999	receptionslt@bsbsanlitun.com
Li Building Reception	85311980	receptionsltey@bsbsanlitun.com
Admissions	85311999	sltadmissions@bsbsanlitun.com
Bus Service	85311999 ext 2639	sltbus@bsbsanlitun.com
Nurse (San Building)	85311999 ext 2619	sltnurse@bsbsanlitun.com
Nurse (Li Building)	85311980 ext 2682	eynurse@bsbsanlitun.com
Uniform Shop	85321999 ext 2624	sltuniform@bsbsanlitun.com
Finance	85321999 ext 2628	bsbfee@britishschool.org.cn

Principal	John Brett	john.brett@bsbsanlitun.com
Head of Primary and Early Years	Hannah Sanders	hannah.sanders@bsbsanlitun.com

Our school website address is:
www.bsbsanlitun.com

Follow us on WeChat:



GENERAL INFORMATION

SCHOOL LOCATION

We have three buildings: the San Building, the Li Building and the Tun Building.

The San Building comprises Year 2 up to Year 6.

The Tun Building comprises Year 1.

The Li Building comprises Pre-Nursery up to Reception.

SCHOOL DAY

The school day begins at 8.20am. Students not travelling by school bus should be dropped off at school between 8.10am and 8.20am.

In Early Years, we have a staggered start to the school day: 8.15am for Reception, 8.20am for Nursery and 8.30am for Pre-Nursery children.

Half-day Pre-Nursery and Nursery students finish school at 11.45am. Half-day Pre-Nursery students staying for lunch must be picked up at 12.00pm, while pick up time for Nursery students staying for lunch is 1pm.

For Early Years students, who are staying for a full day, Pre-Nursery pick up time is 3pm, Nursery pick up time is 3.15pm and Reception pick up time is 3.30pm. Pick up is from the Li building playground.

For Primary students, the school day finishes at 3.30pm, except for Tuesdays and Wednesdays, when

Year 1 to 6 students have after school activities (ASAs) until 4.30pm. You will be notified when ASAs begin and end each term.

Pick up for Year 1 is from the Tun playground, pick up for Year 2 and 3 is from the San Playground and pick up for Year 4-6 is from the front of the San Building.

TERMINOLOGY:

You will sometimes hear the following terms used for our year groupings.

Early Years (EY): Pre-Nursery, Nursery, Reception

Key Stage 1 (KS1): Years 1 and 2

Lower Key Stage 2 (LKS2): Years 3 and 4

Upper Primary: Years 5 and 6

INVOICING AND TUITION FEES

For finance and fee-related queries, please contact our Finance team at: bsbfee@britishschool.org.cn

KEEP US INFORMED

Parents are asked to keep the school informed of any changes that may occur to their contact details.

Please make sure you inform the Admissions team of any changes as soon as possible so we have the most up-to-date information in our database. Email us at: sltadmissions@bsbsanlitun.com

WHAT TO BRING

Early Years

School backpack*, bag with a change of clothes, indoor shoes and a water bottle. Mid-morning and afternoon snacks are provided by the school.

Years 1 to 6

School backpack* with a water bottle and a healthy snack (nut-free) to eat during the morning.

* All children are required to use our regulation school backpack which can be purchased from our Uniform Shop.

WHAT TO WEAR

School uniform is compulsory attire for all students attending the school. Official BSB Sanlitun uniforms can only be purchased from the School Uniform Shop located in the San Building and must be paid for by WeChat, cash or credit card.

To make an appointment to buy uniforms or if you have any enquiries about school uniforms, please contact: sltuniform@bsbsanlitun.com

Other items (such as footwear and socks) need to be purchased elsewhere. Please note that flat black leather shoes are required for both boys and girls from Year 1 onwards. We do not sell these at the Uniform Shop.

* Please ensure all items are clearly labelled with your child's name.

SCHOOL UNIFORM GUIDE

SCHOOL UNIFORM REQUIREMENTS

At the beginning of the school year, students should attend school wearing Summer uniform. Winter uniform is usually worn from mid-October until the end of March, the school will advise on the exact date depending on weather. These days may change at the discretion of the Principal. In the weeks before and after the uniform changeover students are welcome to wear whichever uniform is appropriate to the weather. We ask that students avoid wearing leggings or tops under Summer uniform.

All clothes worn to school (uniform and non-uniform items) should be clearly labelled with the child's name and class. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each school year.

Students are expected to arrive at school every day in clean clothes, worn in a tidy manner. On PE and Performing Arts days, Year 1 to 6 students should come to school wearing PE kit.



EARLY YEARS (Tadpoles, Pre-Nursery, Nursery and Reception)

Summer

Navy polo shirt; navy shorts.

Winter

Teal polo shirt (long-sleeved); navy tracksuit top; navy tracksuit trousers.

PRIMARY (Years 1 to 6)

Summer

Teal polo shirt; grey shorts; skirt, skort or summer dress.

Winter

Blue tie; blazer; white shirt/blouse; navy sweater/cardigan; grey trousers (Y1 - Y6); pinafore (Y1 - Y3); skirt (Y4 - Y6).

* TERMS NOT AVAILABLE FROM OUR UNIFORM SHOP

Early Years

Trainers/sneakers/sandals (summer).

Trainers/sneakers (winter).

Primary

Black socks; black tights (winter); white ankle socks (summer); flat black leather shoes; flat black leather boots can be worn with the Winter uniform.

Primary PE

White-soled trainers/sneakers; white ankle socks.

PLEASE NOTE:

- Skirts should be of an appropriate length.
- Hair accessories should be kept to a minimum and should be in line with the school colours.
- Hair below shoulder length must be tied back.
- No jewellery except sleepers or studs in ears.
- No nail varnish, extreme hairstyles or colour.

OUR PHILOSOPHY - BE AMBITIOUS

ACADEMICALLY AMBITIOUS

Our teachers believe there is no limit to what our students can achieve and inspire them to be academically ambitious.

With small class sizes, we know each individual child and how to enable each one to make exceptional achievement in all areas of their schooling. We encourage our students to be ambitious, and our dedicated teachers are there to guide your child's every ambition... building their confidence along the way.

SOCIALLY AMBITIOUS

We encourage our students to be socially ambitious and learning beyond the classroom is a key part of their development. We have a large variety of inspiring, educational and cultural experiences

that will help to create confident and compassionate individuals, preparing the next generation of global citizens.

provides opportunities for all students to form part of our school choirs, performing in our school productions.

PERSONALLY AMBITIOUS

We provide a varied schedule with lots of opportunities for students to be personally ambitious.

Our After School Activities programme (ASAs) cover physical, academic, creative and performing arts including learning to play the ukelele, being part of the School Council and forming part of the musical school theatre.

Sport for all abilities is an important part of nurturing talent and we equip the students to participate in both non-competitive and competitive sporting competitions.

A key component of school life is our choral programme which

We believe there are no limits to what our students can achieve. With a team of highly qualified teachers, an ambitious ethos and our supportive community base, we create a learning environment in which students attain excellence across all areas of the school.



SCHOOL DAY TIMETABLES

The school day begins at 8.20am. Students arriving late should register at the Security desk using the Late Arrival/Early Departure Log Book. In the case of your child being sick and unable to attend school complete the absence survey via the QR code (see page 35), before 8.20am. If your child takes the bus, the bus coordinator will also need to be informed that your child will not be on the bus.

EARLY YEARS TIMETABLE	
8.15am - 8.30am	Students arrive and the day starts
8.30am - 11.30am	Playing to learn activities and flexible outdoor learning activities
11.30am - 12.30pm	Lunchtime
11.45am	Half-day students finish school
1.00pm - 1.30pm	Nursery Quiet Time
12.30pm - 2.15pm	Pre-Nursery Quiet Time
2.55pm - 3.15pm	Early Years Breaktime
3.30pm	School day ends (parent and bus pick-up)

PRIMARY TIMETABLE	
8.10am - 8.20am	Students arrive
8.20am	Registration
8.30am	Lessons begin
9.30am - 9.50am	KS2 Morning breaktime
10.30am - 10.50am	KS1 Morning breaktime
11.50am - 12.40pm	KS2 Lunchtime
12.40pm - 1.30pm	KS1 Lunchtime
1.40pm - 2.00pm	KS2 Afternoon breaktime
2.40pm - 3.00pm	KS1 Afternoon breaktime
3.30pm	School day ends (parent and bus pick-up)
TUESDAYS AND WEDNESDAYS	
3.30pm - 4.25pm	After School Activities (ASAs)
4.30pm	School day ends (parent and bus pick-up)

TEACHING AND LEARNING

CURRICULUM

British education is the first choice for many families, who know they may be moving between countries, since it ensures consistency and continuity for pupils. We ensure that all skills and objectives are delivered according to the English National Curriculum, which ensures that if a pupil moves to another British school in another country they will be able to pick up exactly where they left off, without any gaps in their learning. As we are fortunate to be in an international environment we tailor the topics we teach according to the environment we are in and the pupils we teach. We aim to ensure that all pupils find relevance in the topics they are learning about and can apply the skills they have learnt to any topic they may study in the future.

CLASS TRIPS AND RESIDENTIALS

Learning beyond the confines of a classroom is a crucial element of education and we are extremely fortunate that we have access to some of the most amazing resources by being situated in Beijing.

From a visit to the Space Museum to the local flower markets we make sure our trips are relevant, linked to topics and enhance the students' learning. Trips help to bring learning alive and provide children with a practical perspective on what they are learning in the classroom.

Key Stage 2 also has overnight residential during the year. We take each Year group from Year 3 to Year 6 on an unforgettable adventure during which the children take part in a wide variety of cultural, physical and teamwork challenges

to help them develop their Be Ambitious skills. The children experience a different part of China and about being away from home. These are an integral part of their school experience and foster independence, teamwork and confidence and they certainly are one of the highlights of the school year. The trips are inspiring, educational, cultural and fun.

Whether the children go on a school trip for a morning or a week long residential, full risk assessments are conducted prior to the visit taking place, ensuring that even the most exciting and challenging activities are well-prepared, managed and safe for all.



ASSESSMENT AND REPORTS

Our teachers are continually assessing students to refine the pace and content of future lessons. We will provide plenty of feedback to parents on the progress of your child with an initial 'settling in' meeting, Parent-Teacher Consultation evenings and mid-year and end of year reports.

SPECIALISTS' SUBJECTS

We are proud of our highly qualified team of Specialists, in addition to EAL, Chinese and German, we have experts in Performing Arts and PE. Children receive Music, Choral, Drama and Dance lessons and enjoy two weekly PE sessions. There are opportunities for children to join the school choir and play in school teams.

AFTER SCHOOL ACTIVITIES (ASAs)

We offer a range of ASAs that include: cookery, football, art, bucket drumming, indoor games and IT.

ASAs are held from 3.30pm to 4.25pm on Tuesdays and Wednesdays for all students from Year 1 to Year 6. Usually in the second week of each term your child can select two ASAs. The most popular ASAs can only be chosen once a year. Some ASAs have a maximum number of participants.

The cost of ASAs are included in the school fees.

On ASA days, buses for Year 1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to travel back to school to collect the older children.

LANGUAGES

We offer a variety of language options for students. We fully understand that we are an International School, and we have an obligation to help support develop the multilingual abilities of our students.

Chinese

Chinese is taught as a specialist lesson to our students from Nursery through to Year 6. Within their year group children are grouped according to their language ability allowing for targeted teaching and learning to take place.

EAL (English as an Additional Language)

We are very used to children arriving with limited English and have an excellent EAL (English as an Additional Language) Programme to cater for this. Children have 3 hours of EAL classes each week and are given a lot of

support within the classroom to enable them to acquire English quickly. We find that children pick up English incredibly quickly in this environment.

German Programme for Native Speakers

We provide German lessons to our native German speakers. This is in addition to the curriculum that takes place during the school day for 3 hours a week. Students study reading and writing as well as spoken German in order to maintain their mother tongue.

PE

At the Primary Campus we have an indoor gymnasium and one astro-turf playing field. We also have arrangements with community sports facilities to ensure that swimming and athletics can

be provided as per the requirements of the English National Curriculum.

Primary children enjoy two weekly PE sessions. There are opportunities for children to play in school teams with both friendly and competitive tournaments in football, handball and T-ball.

Our sports programme gives opportunities to learn, build skills and have fun new experiences outside of the normal classroom environment.

At BSB Sanlitun we aim to provide a very high standard of coaching and competition for our athletes as well as enable all our students to find something they can enjoy in the sports arena.





PERFORMING ARTS

Your child will study an inspiring curriculum featuring works which represent a wide variety of music genres, styles and cultures. We bring these works to life in the classroom through hands-on experiences for students of all ages. Activities such as improvisation and basic composition will unlock your child's creativity.

Your child will also gain an understanding of how music functions and its role in our cultural and social history. Children in KS2 can join the school choir and participate in both school and outside performances. Our choir have performed at a number of events including Christmas tree lighting ceremonies around Beijing.

Children experience wide-reaching benefits from studying the arts. Our programme will

support your child's learning across the whole curriculum, fostering valuable life skills, such as creativity, communication and critical thinking.

For further details of Juilliard see: www.juilliard.edu

GLOBAL CAMPUS

Global Campus connects BSB Sanlitun with a family of 82 premium schools across Nord Anglia Education to give our students daily access to global opportunities.

Our students develop a truly international perspective through outstanding online, in school and worldwide experiences.

BSB Sanlitun has been an active participant in a number of Global Challenges.

HOUSES

HOUSE SYSTEM

All pupils at The British School of Beijing, Sanlitun belong to a House. There are four Houses:



NORMANS
(Red)



ROMANS
(Blue)



SAXONS
(Green)



VIKINGS
(Yellow)

REWARDS AND SANCTIONS

We have high expectations of our pupils in their work and for behaviour and it is important that we reward good work and behaviour and consistently apply school rules.
P. 22

Pupils are awarded house points for individual displays of good behaviour and participation in lesson as well as for good work in lessons and for their homework.

They can also earn 'marbles' for their class based on the whole class working together and displaying excellent behaviour and teamwork in lessons and around school.

Additionally, individual children are also recognised during school assembly when 'Star Citizens' are awarded badges for displaying excellent examples of behaviour or good manners, and 'Learners of the Week' are identified in all areas of the curriculum.

HOUSE T-SHIRTS

House T-shirts are required for special events such as Sports Day. T-shirts are available from the School Uniform Shop. The children always take great delight in showing their

allegiance to their house on these special days.

THE HOUSE SYSTEM HAS TWO PARTS:

- Children can earn house points for their house through good work and demonstrating our Be Kind philosophy in their actions. House points can be awarded by class teachers and specialist teachers for great work in class or with homework. Each week all of the individual house points are collated and the leading house announced - usually with great excitement - to the whole school in assembly.

* Throughout the school year a number of internal competitions take place between the houses such as sports events, swimming galas, charity sales and so on.



HOMWORK

Each term, children are encouraged to complete at least one of these tasks each week.

THE TASKS MAY BE TIMED DIFFERENTLY, BUT WILL IN ESSENCE BE AS FOLLOWS:					
Subject	Chinese	Maths	Spellings and Handwriting	Reading at home	Other homework from the class teacher *
Year	<p>Can include written or reading task, flash cards, discussion topic, research, etc.</p> <p>Native classes and advanced non-native classes receive additional character or writing challenges.</p>	Weekly maths homework is set for all children.	Words to learn and/or spelling activity.	<p>(Rec-Y2): with an adult.</p> <p>(Y3 - Y6): independently and to an adult at times.</p>	
Pre-Nursery and Nursery	n/a	n/a	n/a	Weekly library book to read to child, enjoy and talk about (and reread again and again as desired by the child).	See information in daily email and termly home learning ideas sheet for practical activities and discussion topics related to work in the classroom.
Reception	n/a	n/a	n/a	10 mins per day	
Year 1	Approximately 30 mins per week	1 task per week	1 task per week	15 mins per day	<p>Home learning tasks linking to curriculum topics covered in class and whole school projects are set as a 'homework grid' each term.</p> <p>Children should complete at least one of these tasks each week.</p>
Year 2	Approximately 30 mins per week	1 task per week	1 task per week	15 mins per day	
Year 3	Approximately 30 mins per week	1 task per week	1 task per week	15 mins per day	
Year 4	Approximately 30 mins per week	1 task per week	1 task per week	20 mins per day	
Year 5	Approximately 30 mins per week	1 task per week	1 task per week	20 mins per day	
Year 6	Approximately 30 mins per week	1 task per week	1 task per week	20 mins per day	

COMMUNICATION WITH PARENTS

DAILY EMAIL AND LETTERS

Parents receive a daily email, updating parents on important school events, and what lessons the students had that day. Parents are kindly requested to make sure that the school is always kept informed of current email addresses, to ensure these newsletter updates are properly received.

Parents should always email their child's class teacher with any questions.

Our weekly newsletter covers events from the entire school appears on a Friday and can also be found on our website.

PROGRESS REPORTS

Progress reports are sent home each term.

In Early Years, the first report is a 'settling in' report, and will mainly be a pastoral account of how your child has settled into class and their attitude to learning. The mid-year and end-of-year reports will focus on academic achievement as well as personal and social matters, and the mid-year report will include targets for future learning.

In Primary you will be invited to attend a meeting with your child's class teacher to see how they have settled into their new class during the

first half term and at the end of the term there will be a written report. In Term 2, a report shared with you followed up by a chance to meet with your child's class teacher. In Term 3 your child will receive a further written report.

Children joining the school mid-way through the school year will receive a 'settling in' report after the student has been in school for six weeks.

Please note that in accordance with the school's Fees Policy, reports will not be handed out to students where fees are still in arrears.

OPEN DOOR POLICY

Parents need not wait for an official opportunity to meet with teachers, but are kindly requested to make an appointment in advance, usually email is the best method. This will avoid disappointment if the member of staff is not available and will prevent any disruption to the teaching day.

Parents who wish to meet with the Principal, should contact him directly either by telephone

or email (you will find his details at the beginning of this booklet).

Alternatively, parents may wish to contact the Head of Primary and Early Years.

PARENT/TEACHER CONSULTATION

A curriculum and 'Meet and Greet' session will be held during the first weeks of the academic year, providing parents with an opportunity

to meet the teaching staff, visit the classroom(s) and learn more about the teaching and learning programme for the coming year.

Parent/Teacher Consultation events are held twice per year. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters.



SAFEGUARDING POLICY

POLICE CHECK REQUIREMENTS FOR VOLUNTEERING IN SCHOOL

As part of our Safeguarding procedures, all regular volunteers in school need to provide police background checks for the last 10 years.

If you have previously resided outside of Beijing in the last 10 years, you need to provide a police check from any countries that you have resided in. Each country will have their process for applying for a police check. You will need to contact the relevant department e.g. The Department of Justice. An internet search could be your first point of action as most countries provide information online regarding this process. Unfortunately, due to the number of nationalities we have in the school and the different systems in each country, we are unable to support on an individual basis.

You will also require a police check covering the time that you have been resident in Beijing and our staff will support you with this. Please contact Ping Yuan: ping.yuan@bsbsanlitun.com

If you currently have a diplomatic passport, we can provide a letter for you to take to your embassy explaining why you need a letter from them stating that they see no reason why you cannot work with children. This letter will cover the time that you have held a diplomatic passport. If this is not for the full 10 years, you will need to provide a police check from any country where you did not have diplomatic immunity.

AIR QUALITY POLICY

There are times of the year when we experience poor air quality in Beijing and we know this is an issue of importance for many of our parents. At The British School of Beijing, Sanlitun, we try our best to ensure we provide a safe environment for our children to learn in and so we have put in place the following guidelines:

- All pupils across Early Years, Key Stage 1 and Key Stage 2 stay indoors should the AQI rise above 200 (PM2.5 and PM10).
- We use the US Embassy AQI reading.
- PE lessons for all pupils will be taught indoors if the AQI rises above 200 (PM2.5 and PM10).
- If the AQI rises above 300 (PM2.5 and PM10) indoor PE lessons will be restricted to low level exercise.
- Pupils of all ages with respiratory problems or health issues affected by poor air quality may stay indoors if the AQI is above 150. Parents should notify the school nurse of such issues (with a doctor's note), who in turn should notify the class teacher.
- When the AQI is above 100 all external windows and doors will be closed.
- All areas of the school have air purifiers and these are kept on at all times and when the AQI level is above 100, on the highest setting.
- Notices will be placed at the main entrance of each campus alerting children, parents, staff and guests as to the AQI level.

PERSONS RESPONSIBLE

- All class teachers are responsible for ensuring the windows and doors to their classroom are closed during times of poor air quality.
- A member of the admin team is responsible for reporting the most recent AQI reading to staff on an hourly basis via email.
- Front desk is responsible for updating the notices at the main entrance of each campus.
- Email notification is sent to all staff if it is indoor break.
- The security guards and cleaners are responsible for ensuring external doors and windows are closed in shared areas of the building; main entrance, hall, corridors, staff room, meeting room.
- Admin staff are responsible for closing the windows and doors to their own offices.
- The Principal is responsible for updating the policy according to new measures being taken.

SCHOOL CLOSURE

According to the latest policy in place by the Beijing Government as well as the Beijing Municipal Commission of Education, if the air quality is forecast to be at high level of pollution for three consecutive days then all schools should close. Schools will be alerted to this by the Beijing Municipal Commission of Education (BEC) and will notify parents via the school website, by email and by SMS. If parents do not receive any communication, it is because the school has not been contacted by the BEC and therefore will remain open. We do of course fully understand that parents may wish to keep their children at home during high levels of pollution. It is also really important that the school has the most up to date information regarding parent contact numbers and emails so that timely alerts about any school closures can be issued. P. 29



ACTIVITIES DURING INDOOR BREAKS AND LUNCHTIMES

The Atrium (Tun Building)

Children in Year 1 can have time to play and explore in the Atrium area during indoor break times making full use of this flexible space and play based resources.

Library (San Building)

The Library is conveniently placed near the playground allowing children to spend time sharing a book with friends. Pupils who stay indoors when the AQI is over 150 but less than 200 can use the Library under the supervision of the Librarian. Our Upper Primary students are also able to access the library during their breaktimes.

The Hub (San Building)

The Hub offers our Upper Primary students an additional space outside of the classrooms where they can relax with a book, play board games and chat with their friends. These are also great spaces for children to take part in group work tasks, independent research and other

challenges set by their teachers.

Learning Lounges (San Building)

The Learning Lounges offer additional space outside of the classrooms where children can relax with a book, play board games and chat with their friends. These are also great spaces for children to read with parent volunteers, their teaching assistants and teachers.

Soft Play Area (Li Building)

Children in Early Years can have play time in the Soft Play area during indoor break times.

Library (Li Building)

Pupils are also able to sit with friends in the library and look through all the wonderful books that we have at our Li Building, encouraging children to develop a love of reading from an early age. Early Years children who stay indoors when the AQI is between 150 and 200 are taken to other classes to join in with their activities.



TRANSPORTATION

SCHOOL BUSES

BSB Sanlitun operate over 20 buses from most of the surrounding residential areas and compounds and offer some 60+ pick up locations. You can choose one way or return trips and a full bus timetable is available from our bus coordinator. A charge is made based on distance from the school.

Each parent will be given a contact number of the bus monitor who will contact parents if there is any delay to the service on either the outward or return journey.

Children from 2 years old can take the bus. However, due to space limitations, parents can not travel on the school buses.

The timetable for buses is changed on ASA days. Buses for Year 1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to P. 32

travel back to school to collect the older children.

Children taking the school bus must be accompanied to the bus stop and collected from the bus stop by a designated adult. For children in Year 3 to Year 6, parents can request permission for their child to walk home alone from the bus stop. This form is available from our bus coordinator.

PARKING, DROP-OFF AND PICK-UP

The school is located in the embassy area of Sanlitun and the surrounding roads are generally quiet during the day. However in the morning, with our school buses arriving and other local 'rush hour' traffic, the roads outside of both EY and Primary buildings can be very busy. Please consider other road users and pedestrians when parking your car or if you are just pulling up to drop off your child.

The same traffic issues can often occur at school pick-up time

and unfortunately poorly parked cars will quickly clog up the local streets and cause delays especially to our large school buses!

* The playground equipment is closed after school hours.

USE OF ELECTRONIC DEVICES

Children are not allowed to bring electronic devices into school which includes iPads, smart phones and smart watches.

This includes bringing items in their school bags and using them on school buses.

The exception to this is our Upper Primary students who each have a school provided iPad as part of our 1:1 device programme which must be brought into school everyday.

Children with school iPads are not permitted to use these on school buses. Any items found/reported will be confiscated and their parents will be asked to come into school to collect them from the Head of Primary and Early Years

CONTACT INFO (BUS COORDINATOR)

8531 1999 ext 2639
sltbus@bsbsanlitun.com

Emergency (bus-related):
138 1192 1424



LIFE IN SCHOOL

SCHOOL LUNCHES AND SNACKS

A hot lunch is served to all children in school every day. School lunches are paid for in advance and are included in tuition fees. If your child has dietary restrictions (whether for health, religious or allergy reasons), please inform the school immediately if you have not already done so. We will inform the school kitchen and special arrangements will be made to provide suitable alternatives. A balanced meal is served, with three choices each of main course or a sandwich and choice of salad bar and dessert. Drinks include milk or water and there is a choice of yoghurt.

Lunch is self-service in the school dining hall and is offered in year-group order. Reception, Nursery and Pre-Nursery children eat their lunch in their own

dining hall. Children in Year 1 upwards take a tray and make their own lunch choices with the assistance of their teachers.

Healthy snacks are served both in the morning and afternoon in Early Years stage.

Children in Year 1 and above should bring in a suitable healthy snack from home (fruit, dry biscuit) to eat at the breaktimes.

Please note that the school is a nut-free zone.

On their first day at school, all Early Years and Primary School children with special lunch requirements will be issued with a special brightly coloured badge to wear at lunchtime and a red tray to use to help the kitchen staff identify them easily and make sure they are given the correct meal.

SCHOOL NURSE

The school employs two qualified nurses on campus during school hours. They deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, parents will be asked to meet their child and the School Nurse at school or the local hospital. Payment is the responsibility of the parent. For this reason, parents must complete the Medical Insurance Form and return it to the Admissions Team at their earliest convenience.

Medicines

If your child needs to take medication, it should be brought to the School Nurse, where you will be asked to sign a consent



form to confirm the details. Pupils may not administer their own medicine. Please advise us of any medical problems your child may have, particularly when there is an allergy to materials or food.

Absences

Regular daily attendance at school is expected but sometimes absence is unavoidable. We take the safety and wellbeing of children very seriously and ask parents to use our Absence Form via QR code to report all absences to school. Absences should be

reported by 8.15am. Any absence not recorded by 8.15am will be treated as unauthorised and school staff will then telephone you to establish the reason for your child's absence.



Please also inform the school immediately if your child has an infectious illness or condition (i.e. chicken pox, hand foot and mouth, head lice, measles, pink

eye, ringworm, etc). Following regulations by the CYEC, children with a fever must stay at home for 48 hours, and for 72 hours with an upset stomach, before returning to school.

If your child takes the school bus, the bus coordinator will need to be informed that your child will not be on the bus.

Absences due to extended holidays are strongly discouraged.

PARENTS' ASSOCIATION



BSB SANLITUN 

THE PARENTS' ASSOCIATION

Community • Fun • Partnership

The Parents' Association (PA) is a fun, social and welcoming organisation, it works to promote and encourage interactions between parents and the school community. Through this principal function it acts as a meeting place for parents and facilitates fund-raising activities that provide for the school community and for charitable causes. All parents become a member of the PA as soon as their child joins the school.

The PA is led by the PA Committee who work together in collaboration with the school to organise monthly meetings, school and community events and activities.

All parents are welcome to come along to the PA meetings which are held each month in the coffee shop and which provide parents with the opportunity to find out about upcoming events, but also ask about any aspect of school life.



ACADEMIC YEAR 2023-24

TERM DATES AND HOLIDAYS

AUTUMN TERM

Thursday 31st August

Orientation Morning for new families, 9am-12 noon

Friday 1st September - First day of Autumn Term

First day for Primary, Reception and Nursery (returning children)
Stay and Play morning, 9-10.30am, Tadpoles & Pre-Nursery

Monday 4th September

First day for Nursery (new children)
Stay and Play morning, 9-10.30am, Tadpoles & Pre-Nursery

Tuesday 5th September

First day for Tadpoles & Pre-Nursery

Friday 29th September - School closed for Mid-Autumn Festival

Monday 2nd October to Friday 6th October - School closed for National Day holidays

Friday 17th November - School closed for Staff Training

Friday 15th December - Last day of Autumn Term

SPRING TERM

Wednesday 3rd January - First day of Spring Term

Friday 9th February to Friday 16th February - School closed for Chinese New Year holidays

Friday 29th March - Last day of Spring Term

SUMMER TERM

Monday 8th April - First day of Summer Term

Monday 29th April to Wednesday 1st May - School closed for Labour Day holidays

Monday 10th June - School closed for Dragon Boat Festival

Wednesday 26th June - Last day of Summer Term

*Monday 21st August - Holiday learning at home, school will provide learning materials for children to warm up for the new school term.

GLOSSARY

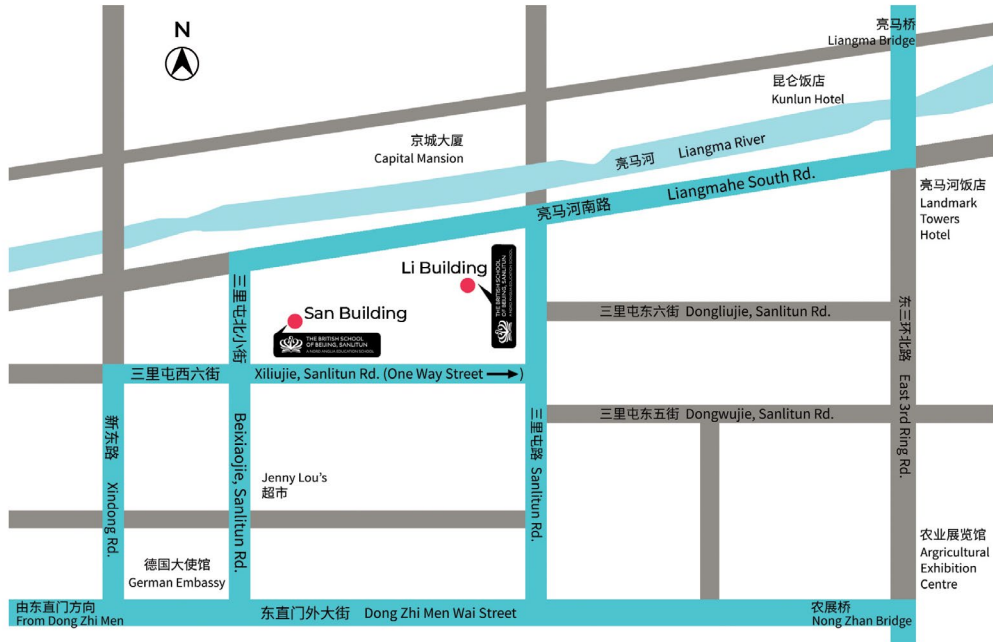
- **AQI** - Air Quality Information. [See page 29](#)
- **ASA** - After School Activity. [See page 17](#)
- **Class Assembly** - Each class will take a turn on a Friday afternoon to present a short show to their parents. This will often feature music, songs and videos about their learning journey.
- **EAL** - English as an Additional Language. [See page 18](#)
- **EY** - Early Years (from Tadpoles to Reception, children aged 1 to 5).



- **Global Campus** - Global Campus connects BSB Sanlitun with our Nord Anglia Education family of 82 premium schools. [See page 21](#)
- **KSI** - Key Stage One (children in Years 1 and 2).
- **LIDO** - A local offsite sports facility used by the school for PE.
- **LKS2** - Lower Key Stage Two (children in Years 3 and 4).
- **NAE** - We are a Nord Anglia Education school. This means that we are part of a family of 82 international schools, boarding schools and private schools located in more than 31 countries around the world. Together, we educate more than 68,000 students between the ages 1 and 18 years old.
- **One to One** - An adult allocated to assist a specific child in class.
- **PA** - Parents' Association. [See page 36](#)
- **Pastries with Parents** - An opportunity to meet teachers and other parents over a coffee and pastries.
- **PE** - Physical Education. [See page 18](#)
- **PSED** - Physical, Social and Emotional Development.
- **PSHE** - Physical, Social and Humanities Education.
- **STEAM** - Science, Technology, Engineering, Art and Mathematics.
- **TA** - Teaching Assistant, an adult working with a class.
- **Upper Primary** - Children in Years 5 and 6.



OUR DIRECTIONS



THE BRITISH SCHOOL OF BEIJING, SANLITUN

- **San Building and Li Building**
5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing, 100027
北京市朝阳区三里屯路西六街5号北京英国学校, 100027

Please contact us on 010 8531 1999 if you have any difficulties or require a Chinese speaker to help with directions.



