



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

SCHOOL INFORMATION 2025-26





CONTENTS

Welcome from the Principal	5
Welcome from the Admissions Team	7
Contact Information	9
School Uniform Guide	10
A Learning Experience That's Designed for the Future	12
School Day Timetables	14
Homework	17
Communication with Parents	17
School Policies	17
Transportation	18
• School Buses	18
• Parking, Drop-off and Pick-up	18
• Use of Electronic Devices	18
Life in School	20
• School Lunches and Snacks	20
• School Nurse	20
Parents' Association	23
Term Dates 2025-26	25
Our Directions	26



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 curriculum is based on the best elements of a British curriculum, selects 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 continually assess, support and challenge each individual pupil on their journey through school to ensure they achieve their best.

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 way for them, developing their individual talents and interests at each step of their learning journey.

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.

Joanne Prabhu

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 in the new school year as quickly as possible, providing helpful information for your transition to Beijing.

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

KEEP US INFORMED - If your contact details change, please email sltadmissions@bsbsanlitun.com as soon as possible to ensure your child's records are always up to date, especially in case of emergency.

TERMINOLOGY

San Building	<ul style="list-style-type: none">• Year 2 - Year 6 classrooms• Primary Dining Room, Performance space, Primary Library, School Uniform Shop• Year 1 to Year 6 arrival and departure
Li Building	<ul style="list-style-type: none">• Tadpoles, Pre-Nursery, Nursery and Reception classrooms• Dance Studio, Makers Space, Art Studio, Student Kitchen, Indoor Soft Play, Early Years Dining Room, Early Years Library, Nurses' Room
Tun Building	<ul style="list-style-type: none">• Year 1 classrooms, Well-being Yoga Studio
Early Years (EY)	<ul style="list-style-type: none">• Tadpoles, Pre-Nursery, Nursery and Reception
Key Stage 1 (KS1)	<ul style="list-style-type: none">• Years 1 and 2
Lower Key Stage 2 / LKS2	<ul style="list-style-type: none">• Years 3 and 4
Upper Primary / UKS2	<ul style="list-style-type: none">• Years 5 and 6

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 (Primary)	85311999 ext 2619	slt nurse@bsbsanlitun.com
Nurse (Early Years)	85311980 ext 2682	ey nurse@bsbsanlitun.com
Uniform Shop	85321999 ext 2624	sltuniform@bsbsanlitun.com
Finance / Tuition Fees / Invoices	85321999 ext 2628	bsbfee@britishschool.org.cn
Principal	Joanne Prabhu	joanne.prabhu@bsbsanlitun.com
Head of Primary and Early Years	Stephanie Fedorowicz	stephanie.fedorowicz@bsbsanlitun.com
Director of Admissions and Marketing	Helen Lock	helen.lock@bsbsanlitun.com

Our school website address is:
www.bsbsanlitun.com

Follow us on WeChat:



SCHOOL UNIFORM GUIDE

SCHOOL UNIFORM REQUIREMENTS

School uniform is compulsory attire for all students attending the school. Official BSB Sanlitun uniform can be purchased from the School Uniform Shop located in the San Building or online. To make an appointment to purchase uniform, or if you have any enquiries related to the uniform, please contact sltuniform@bsbsanlitun.com

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 for the weather. If students wish to wear leggings under summer dresses, please ensure they are short (above knee). 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.

*** Flat black leather shoes are required for both boys and girls from Year 1 and above.** Shoes can be purchased from the school shop or other suppliers.

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

WHAT TO BRING

EARLY YEARS

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

Backpack with a water bottle and a healthy snack (nut-free) to eat during the morning and afternoon break.

P. 10

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/skort (Y1 - Y6).

* ITEMS 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/skorts should be of an appropriate length.
- Hair accessories should be kept to a minimum and should be in line with the school colours.
- Hair longer than shoulder length must be tied back.
- No jewellery except sleepers or studs in ears.
- No nail varnish, extreme hairstyles or non-natural hair colour.

A LEARNING EXPERIENCE THAT'S DESIGNED FOR THE FUTURE

At BSB Sanlitun, we're dedicated to shaping a generation of successful, creative and resilient global citizens - a generation that will change our world for the better. Being a Nord Anglia school, our education is always based on:

1 ACADEMIC EXCELLENCE

Our approach to teaching and learning is personalised to each student to meet the needs of our international cohort of students. We take great care over the quality of education we provide, giving our students a strong academic platform on which to build when they move on to secondary school.

WORLD-CLASS TEACHERS

At BSB Sanlitun, we are proud of our dedicated and inspiring team of teachers who have a wealth of experience both in the UK and overseas. All hold UK Qualified teacher status or an equivalent; you can rest assured that your child will be learning from some of the world's most passionate, expert educators.

3 ADVANCED LEARNING ENVIRONMENTS

We bring your child's learning to life with both world-class technology-enabled learning and school facilities that ignite their imagination. Our learning spaces and technology are designed to give students the best education possible - one that's fit for the future.



SOCIAL PURPOSE

We know that education has the power to change the world.

At BSB Sanlitun, we believe it's important to teach our students the importance of community and of being a globally minded citizen from a young age. We aim to equip them with necessary skills, opportunities and resources to amplify voice to impact both local and global communities through purpose-driven initiatives.

5 ENGLISH SUPPORT

Developed and guided by our specialist team of EAL (English as an Additional Language) experts, we run tailored EAL programmes for primary students who need additional help with their English language to help them quickly find their feet in our supportive learning community.

VIBRANT COMMUNITY

When you join the Nord Anglia family, you become part of a global community of students, parents and alumni, opening up a world of opportunities for your child.

TECHNOLOGY-ENABLED LEARNING

In a rapidly-changing world, we're always working on new ways to unlock each student's learning. So we're reimagining education as we know it by creating a teacher-led, technology-enabled school environment. It's an innovative approach that means we'll be able to personalise each child's learning journey like never before.



SCHOOL DAY TIMETABLES

The school day begins at 8.25am.

LATE / ABSENT

Students arriving late should register at the reception desk. In the case of your child being sick and unable to attend school, complete the absence survey via the QR code (see page 19), 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				
YEAR GROUP	START TIME (students can arrive from)	HALF DAY END (before lunch)	HALF DAY END (after lunch)	FINISH TIME (full day)
TADPOLES	8am	11.15am	11.50am	3.15pm
PRE-NURSERY	8am	11.15am	12pm	3.15pm
NURSERY	8am	11.45am	12.15pm	3.20pm
RECEPTION	8am	N/A	N/A	3.30pm

PRIMARY TIMETABLE	
8am - 8.25am	Students arrive
8.25am	Registration / School begins
8.30am	Lessons begin
9.25am - 9.45am	KS2 Morning breaktime
10.20am - 10.40am	KS1 Morning breaktime
11.35am - 12.25pm	KS2 Lunchtime
12.30pm - 1.20pm	KS1 Lunchtime
1.20pm - 1.40pm	KS2 Afternoon breaktime
2.15pm - 2.35pm	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)

HOUSES

HOUSE SYSTEM

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



NORMANS
(Red)



SAXONS
(Green)



ROMANS
(Blue)



VIKINGS
(Yellow)

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.





HOMEWORK

In Early Years, children's home learning is focused on reading.

- Pre-Nursery and Nursery: children visit the Library every week, parents can read the Library books to their child.
- Reception: daily reading practice.

In Primary, tasks to practise basic skills, such as reading, spelling and number facts, will be set weekly. Students are expected to read daily, as this is extremely important. In addition, there's a termly homework grid and it's recommended that students complete one of these tasks weekly.

Year 6s may be set additional tasks, in order to prepare them for the transition to secondary school.

COMMUNICATION WITH PARENTS

Home-school partnership is key in supporting children's progress. As a school, we have an "open door" policy and are happy to arrange meetings with parents throughout the year.

In addition, we have the following scheduled:

- 1:1 meetings with new families and teachers (during orientation).
- Returning families optional drop-in (during orientation).
- Settling in meeting with new families within the first few weeks of students starting at the school.
- "Meet and Greet" - a chance to meet the new teaching team in the first few weeks and get an overview of the year ahead.
- Parent Teacher Conferences (PTCs) take place in Term 1 and Term 2.
- Reports go to parents at the end of Term 1 and Term 3.
- A data Snapshot will be given to parents in Term 2.

* **Seesaw is an essential part of home-school communications.** Teachers share a weekly update, as well as regular posts and photos of classroom learning.

SCHOOL POLICIES

To ensure we provide a safe and healthy environment for our students to learn in, we do a timely review of the school's **Safeguarding** and **Air Quality** policies, which can be found on the "[Parent Essentials](#)" page on our school website.

TRANSPORTATION

SCHOOL BUSES

Many parents find the school bus convenient. 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.

*** Please get in touch with our bus coordinator if your child needs to use the bus service but is younger than two.**

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 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. Please consider other road users and pedestrians when parking your car or if you are just pulling up to drop off your child.

*** The playground equipment is closed after school hours.**

USE OF ELECTRONIC DEVICES

Children are not allowed to bring electronic devices into school, this 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 daily.

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 lunch fees are included in the tuition fees. If your child has dietary restrictions please inform the school immediately. We will inform the school kitchen and special arrangements will be made to provide suitable alternatives. A balanced meal is served, with choices of main courses or a sandwich and choice of salad bar and dessert. Drinks include milk or water and there is a choice of yoghurt.

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

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

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

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 either be asked to collect their child at school or to meet their child and the School Nurse at 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 given to the School Nurse with a signed consent form to confirm the details. Pupils may not administer their own medicine.



ABSENCES

Regular daily attendance at school is important. However, in the event of an absence please use our Absence Form via QR code. Absences should be reported by 8.15am.



Please also inform the school immediately if your child has an infectious illness or condition. 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.

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 2025-26

TERM DATES AND HOLIDAYS

AUTUMN TERM

Thursday 14th August

New student and parent orientation (by appointment, all day)
Returning student and parent optional drop in (PM)

Friday 15th August - First Day of Autumn Term

Tadpoles (new and returning) joined by parents - 'Stay and Learn'

Pre-Nursery (new and returning) joined by parents - 'Stay and Learn'

Nursery to Year 6 (new and returning) - normal school day today and all following days

Monday 18th and Tuesday 19th August

Tadpoles (new and returning) - short day - 8.30-9.30am or 10-11am

Pre-Nursery (new and returning) - short day - 8.30-9.30am or 10-11am

** The times will be shared by the class teacher. Parents drop off and pick up.*

Wednesday 20th August

Tadpoles and Pre-Nursery - normal school day today and all following days

Wednesday 1st to Wednesday 8th October

School closed for National Day holidays and Mid-Autumn Festival

Friday 21st November - School closed for staff training

Friday 12th December - Last day of Autumn Term

SPRING TERM

Monday 5th January - First day of Spring Term

Monday 16th to Friday 27th February - School closed for Spring Festival

Friday 10th April - Last day of Spring Term

SUMMER TERM

Monday 20th April - First day of Summer Term

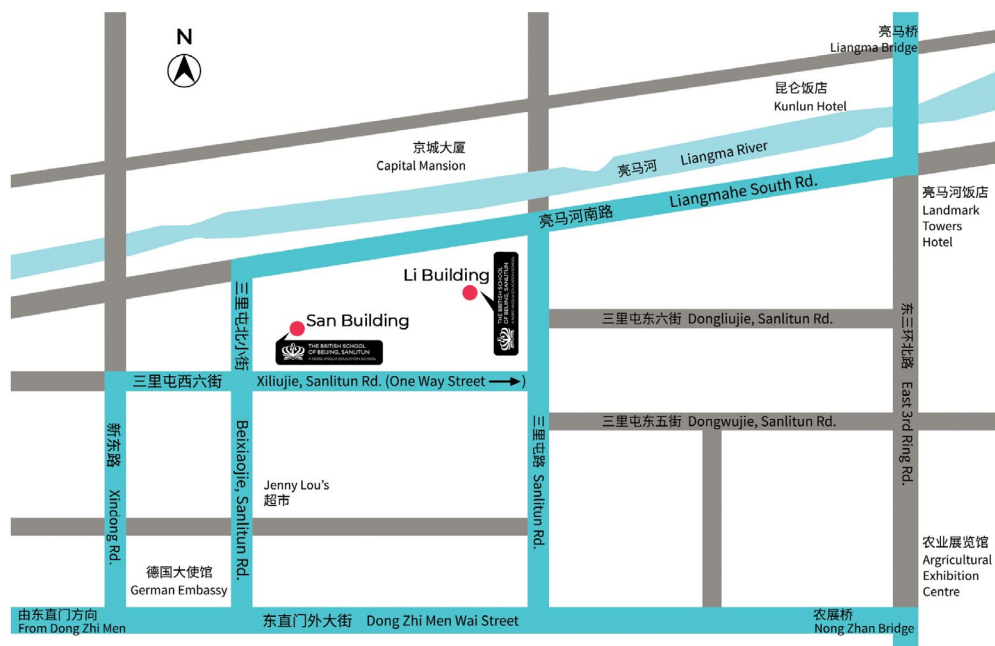
Friday 1st and Monday 4th May - School closed for Labour Day holidays

Thursday 18th June - Last day of Summer Term

** Friday 19th June - School closed for Dragon Boat Festival*



OUR DIRECTIONS



THE BRITISH SCHOOL OF BEIJING, SANLITUN

- **San Building (Primary) and Li Building (Early Years)**

5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing, 100027
北京市朝阳区三里屯路西街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.



Contact us

The British School of Beijing, Sanlitun
5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing,
China 100027

Email

sltadmissions@bsbsanlitun.com

Phone

+86 (0)10 8531 1999

Follow us on WeChat



Website

www.bsbsanlitun.com