



BROMSGROVE SCHOOL
M I S S I O N H I L L S

柏朗思观澜湖学校

BMH PARENT HANDBOOK

2019-2020



BROMSGROVE SCHOOL
MISSION HILLS
柏朗思观澜湖学校



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WELCOME TO BROMSGROVE SCHOOL MISSION HILLS

Welcome

We are pleased that you have elected to be a part of our flourishing BMH community. These are exciting times as we continue along our journey towards building a dynamic school together. We believe in the notion of School as Community and in order to foster a deep sense of this, we must begin by accepting the notion that each individual has a part to play. If every member of staff, student and parent is prepared to work in a cooperative mode, to act always in a responsible and respectful manner, to communicate honestly, to be kind to each other so as to build meaningful relationships that go deeper than the operational aspects of the school day, then we can build a successful school community that is engaging and inspirational and will give us a place that our students enjoy returning to each and every day.

Purpose

The purpose of this Parent Handbook is:

- To share information with you to help your child make the most of their time at school
- To ensure strong, clear communication is established from the outset
- To build three-way relationships between parents, school and children within the context of our larger school community.

The Parent Handbook does not seek to provide detailed information about the curriculum. For more detailed information about our programme please attend the Workshops, Coffee Mornings and Parent-Teacher Conference that will take place regularly throughout the school year and be sure to sign up to the official BMH WeChat platform for regular updates about life and learning in and outside of the classrooms.

You can also find more information about the school on our website at www.bromsgrove.mhis.education and can view information about our partner school at www.bromsgrove-school.co.uk .



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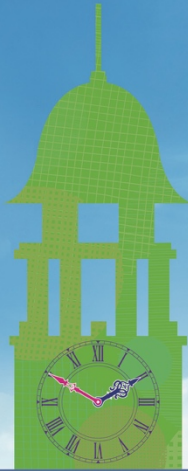
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Vision, Mission, Values, Virtues



BROMSGROVE SCHOOL
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Vision
 Mission



CORE
 VALUES

To build a pre-eminent and innovative school where all students recognise and achieve their fullest potential.

Motivation

We inspire confidence in students to develop a passion for learning and to embrace the challenges of the future.

Mutual Respect

We are an inclusive, welcoming community and acknowledge that each student has intrinsic value and is deserving of respect.

Holistic

We are committed to providing a balanced, broad based programme and an enriched learning environment for students.

Happiness

We aim to build strong student-teacher relationships and recognise the importance that genuine happiness has in advancing the learning process.

To empower our students to pursue excellence in its many forms and to acquire the skills necessary to become critical thinking, problem solvers and compassionate global citizens.

Intellectual Rigour

We believe in high standards and value knowledge and the ability to apply, communicate and reflect on that knowledge.

Internationally Minded

We aspire to be caring, understanding and environmentally aware global citizens.

Service

We are fully committed to a culture of service both within and outside our school community and will act to make a positive difference for those in need.

Success

We value and celebrate the pursuit of excellence across the intellectual, creative and physical domains.

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Ren
Compassion

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Yi
Principled

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Li
Respect

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Zhi
Wisdom

信

Xin
Honesty



BMH LEADERSHIP

School Board

The BMH Board is ultimately responsible for all aspects of the school. More specifically, they are responsible for hiring the Senior Leadership Team; establishing the school's strategic plan including the identification of major curriculum thrusts; setting the school budget; and overseeing all aspects of the school building programme. Operational and managerial decisions are the responsibility of the division Heads of School.

The BMH Board of Governors is comprised of the following members:

Dr. Catherine Chu Group Executive Director
Mr. Bill Wang Executive Director
Mr. Ian Shi Director of Business Development and Finance
Mr. Peter Clague (Bromsgrove School UK)
Ms. Lesley Brookes (Bromsgrove School UK)
Mr. Michael Luckman (Bromsgrove School UK)
Ms. Anna Packman (non-voting)
Dr. Charles Wall (non-voting)

Ms Anna Packman	Head of Pre School and Prep School	annapackman@bmh.education
Ms Yola Fu	Deputy Head of Pre School	yolafu@bmh.education
Mr Dan Rhodes	Deputy Head (Holistic and Pastoral) Prep School	danielrhodes@bmh.education
Ms Arlene Chen	Deputy Head (Academics) Prep School	arlenechen@bmh.education
Ms Penny Liu	Deputy Head (Chinese Operations) Prep School	pennyliu@bmh.education
Ms Joanna Callaway	Pre School Curriculum Coordinator	joannacallaway@bmh.education



COMMUNICATION and PARENT ENGAGEMENT

General Information Enquiries

The first point of contact for parents for the majority of enquiries will be your child's classroom teachers (K1-P3) and House Tutors (P4-P6).

For all other matters relating to daily operations and information about the school, please contact our Admin Team:

Email: bmhinfo@bmh.education

Phone: 0755 28063666, extension 37800, 37804 (Prep); 37910, 37911 (Pre)

The following principles guide communication at BMH:

- Effective communication between stakeholders is key to the success of our students, community and school
- Communication should be professional and respectful
- Communicated information should be pertinent
- Communication channels should be convenient and appropriate for the content
- Communication should be structured to facilitate optimal learning, well-being and success for our students and our school

As parents, you are the most important people in your child's world. You know your own family culture, languages, routines and history and, as such, are fundamental in creating your child's sense of who they are. It is crucial, therefore, for school and family to work closely together, informing, supporting and communicating. To this end, please aim to follow our above principles and be sure that your latest contact information, including phone numbers and email addresses, are updated whenever necessary via your child's class teachers.

Academic and Pastoral Enquiries

For all matters relating directly to your child, including academic and pastoral matters, parents are asked to communicate with Class Teachers from K1-P3, or House Tutors in P4-6, as standard. House Tutors and CoTeachers are bilingual and are happy to receive messages from both English and Chinese speakers; Overseas (Homeroom for K1-P3) Teachers are English speakers. In K1-P3, both teachers in the classroom communicate with each other on a daily basis and will share your messages internally as needed. Where the communication relates to learning or development in a Specialist or Subject Area (e.g. PE, Music etc), please still connect first with your child's class teachers or House Tutor and they will advise on next steps.



Your child's Class Teachers or House Tutor will share their email addresses with you at the start of the school year, as well as all platforms through which you may connect with them. Please be sure to attend the Orientation Morning (new families) and Back to School Night (all families) to be sure to have all relevant information pertaining to class teachers and academic and pastoral enquiries.

Admissions and School Bus Enquiries

For all matters relating to Admissions procedures, including queries about documents for submission, as well as enquiries about BMH School Buses please contact:

Email: admissions@bmh.education
Phone: 0755 2801 0733

CCAs

For all matters relating to our CoCurricular Activities Programme:

Email: cca@bmh.education
Phone: 0755 28063666, extension 37807

We have a range of communication and parent engagement channels at BMH. Please see a brief overview of these below:

Email

Email is a preferred method of formal distance communication at BMH. Parents are requested to check their emails on a regular basis.

Communication from parents will be responded to with 24 hours during the working week.

SeeSaw

SeeSaw is a key platform for facilitating and celebrating student learning at BMH. Each class has a SeeSaw account and parents will be shown how to access SeeSaw via a QR code at the start of the year (please attend Orientation Day and Back to School



Night). Parents may view photos, videos and comments from their child's teachers related to varied areas of learning and assessment. It is a key platform for building shared understanding about your child's progress and experiences at the school.

WeChat

Parents are required to scan the QR codes for our Official BMH WeChat platforms to ensure that you are connected to this important communication platform which provides regular updates, information and reflections on school life. In addition, it is through WeChat that important last minute information is shared, such as in case of school closure due to weather warnings. Thank you for ensuring you have access to this official communication channel.

Each class will also have a WeChat account for the posting of last minute or important information specific to the class between the hours of 8am and 4pm. Parents are reminded to use WeChat wisely, pertinently and positively and to only anticipate responses from teachers between the hours of 8am and 4pm and when they are not teaching students. Please see Digital Citizenship section at the end of this Handbook for more information.

Please do not ask BMH staff to share their personal WeChat information with you, in order to help preserve their work-life balance. Thanks for your understanding.

Fortnightly School Newsletter

Once a fortnight, we will electronically share the latest School Newsletter for all parents via our BMH Official WeChat platform. This will include information about previous and upcoming Coffee Mornings and workshops, an overview of the upcoming school calendar, along with any other pertinent information or celebrations of school success.

Workshops

A rolling programme of workshops and information sessions for parents will run over the year, centred around fortnightly coffee mornings and occasional evening get-togethers. These will be based on the School curriculum and ways to support your child at home, as well as around updates and information sharing about school operations and development. Parents are encouraged to attend as often as possible to learn more about the school and to share thoughts and ideas with School Leaders and Teachers. If parents have specific requests for workshops, please share these with your child's Class Teachers or House Tutor and, should a wider interest across the parent body be apparent, attempts will be made to incorporate corresponding workshops to meet parents' needs.

Assessment, Reports and Conferences

Assessment is an ongoing process and is integral to all teaching and learning with the prime objective to provide purposeful feedback on the learning process. It informs instruction and allows teachers, students and parents to reflect upon learning as well as identify what students know, understand and demonstrate at different stages of the learning process.

At BMH, assessment is carried out against the appropriate Programme Expectations using a range of techniques. SeeSaw is also used as an assessment platform for sharing with parents, capturing student activities, learning and progress on an ongoing basis.

If you have information to share from home that you think is relevant to your child's progress, please feel free to share this with your child's Class Teachers or House Tutor.

Over the course of the academic year, teachers will report to parents formally about your child's progress in different curriculum areas. Please see below for the timeline and information related to key reporting dates:

Title	Type	Description	Due Date
Settling In Report	Written comment plus tick boxes	Brief (max 1 page) overview of how your child has adapted to life at BMH and in the class	October 25 th , 2019
Two Way Conference	Verbal parents and teacher only	Parents and teachers meet for short discussion based on Settling In Report. Student free day.	November 1 st , 2019
Term 1 Report	Written comments for different areas plus tick boxes	Comprehensive summative report of student's progress and achievement over the first Term.	January 17 th , 2020
Three Way Conference	Verbal parents, student and teacher	Parents, student and teacher meet with a focus on reviewing portfolio and setting targets.	February 21 th , 2020
Term 2 Report	Written comments for different areas plus tick boxes	Comprehensive summative report of student's progress and achievement over the second Term.	July 2 nd , 2020



School Website

Please visit www.bromsgrove.mhis.education

Celebrations, Exhibitions and Community Events

Throughout the year, parents will be invited into class informally to celebrate and share in student learning, or to attend assemblies and performances as appropriate. Please come along to these showcases, which provide you with great insight into student learning at the school.

Christmas and Chinese New Year celebrations, International Week, Sports Day and other celebratory events are scheduled throughout the year and include strong elements of parent involvement. It is your help with such events that makes them true community experiences.

For all Celebrations and Community Events, parents are asked to refer to Fortnightly Whole School Newsletters for information, and to view dates in our School Calendar sent over the Summer before the start of the year and also included on our School Website (www.bromsgrove.mhis.education)

Class Parent Representatives

Over the first few weeks of the year, class teachers will approach parents to take on the role of 'Class Parent Rep'. This is an important, voluntary position, which aims to enhance communication and support teaching and learning through parent engagement.

The Class Parent Rep will act as a communication point between the Class Teachers and the other parents of that class, sharing information about upcoming events, asking for parent help as needed and passing on ideas or concerns representative of the class parent (or House Tutor) group. In Upper Grades House Tutors may elect Class or House Parent Reps as they deem appropriate. Please note that it is common practice for 2 parents to share the role, which has been found to be mutually supportive in the past; we discourage more than 2 parent reps per class.

Please let your child's Class Teachers or House Tutor know if you are keen to apply for this role. Teachers will gather requests and inform parents of the designated Class Parent Rep/s once they have made a decision.



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Parent-Teacher Association (PTA)

We are excited to launch our BMH PTA this year. More information about the structure and development of our PTA will be shared over the course of Term 1.

Phones (including student access)

Phone calls are used by our Admin team (or Coteachers in Prep School) to confirm student absence, for example.

Each Coteacher and House Tutor across BMH has a BMH mobile phone which is to be used for emergency calls only. Class WeChat groups are also established using these school mobile phones. See 'Digital Citizenship' section at the end of the Handbook for more information.

Teachers may sometimes phone parents to discuss a particular issue. However, teachers generally use written electronic platforms in order to record communication and facilitate dual language communication as needed.

School policy dictates that staff do not provide their personal mobile numbers to parents. Thank you for respecting this policy and our staff's personal time.

Please note that no mobile or smart phones are permitted for student use at BMH. This includes phone-watches. Please note that phones of any description found in use by students during the school day will be confiscated by the teacher for the duration of the school day.

Parent Incursions

Parents may be invited to come in to share specific skills related to an Inquiry Unit or Programme Expectations. If you have skills you would like to share, please speak directly to your child's class teachers.

Resolving Concerns

In the event of parent concerns or grievances, please be advised to communicate these to your child's Classroom Teachers or House Tutor as a first point of contact, who will arrange a meeting at the earliest possible mutually convenient time.

Our Concerns and Complaints Policy (please request from Class Teachers, House Tutors or bmhinfo@bmh.education) offers guidance for any parent who finds their



concerns are not satisfactorily resolved through Class Teachers or House Tutors. Please note that the named Complaints Officers for the Pre and Prep School are:

Ms Yola Fu (Pre School): Deputy Head - yolafu@bmh.education

Ms Arlene Chen (Prep School): Deputy Head - arlenechen@bmh.education

Gift Giving

The support and generosity of our parent community is always greatly appreciated. Sometimes parents choose to communicate their thanks and support to school staff through the giving of gifts. Please be reminded that no extravagant gifts should be offered. Money or vouchers with monetary value cannot be accepted by staff in any circumstances. Thanks for being balanced in your approach.

SCHOOL ROUTINES and LOGISTICS

The Campus

There are four buildings and three entry points for the BMH Pre and Prep campus. The Pre School (Bamboo Building) is at the rear and hosts all K1-K3 classes as well as our Finance, Business and Operations Offices. Access may be gained by students on school buses at the appropriate time, or by entry on foot from the gate opposite the mall or from the underground car park (-1 floor, Area C). The Prep School consists of three buildings - Oak (Library, and Art Rooms), Kapok (Atrium, Admissions Offices, School Leadership, Prep 1-3, Music Rooms, Uniform Store) and Maple (Dining Hall, Prep 4-6, House Tutors, Counsellor and Specialist Rooms). Access may be gained by students on buses at the appropriate time or from the main entrance. Our Sports Field is housed opposite to the school buildings.

Arrival and Departure

All BMH students are required to *walk* into and out of school. Pre School students and above are expected to carry their school bag independently. Only pushchairs for younger siblings will be permitted beyond the Guard Hut. Security is a top priority and ID badges must be used at the gates to gain entry to the campus. Staff and parents are reminded that students are not permitted to use the elevators, even when accompanied, as this may encourage them to do so independently, which is a potential safety risk. Stairs should be used by students at arrival and departure times, as well as throughout the school day.



Arrival

School gates open from 8:00am and ID badges are required to gain entry. Guards and our School Medical Officers (who carry out Morning Health Checks), will greet individuals in English or Chinese and students are encouraged to respond.

In Pre School, K1 parents are encouraged to stay with their child until 8:20am, when they may make their way to their classrooms to begin their day. Parents should accompany their child to class between 8:20-8:30am and are asked to drop their child at the classroom door, rather than enter the classrooms, which can be disruptive to learning and unsettling to the students; a classroom door drop off still allows parents to say goodbyes and pass over important messages to the teachers as needed. From 8:20am, our K1 Classroom Assistants and Teachers will bring in K1 Bus Students from the outside area. If there is any reason why you are unable to remain with your K1 child from 8-8:20am please inform your child's class teachers in advance and ensure you handover your child to the responsible adult (teacher or Classroom Assistant) on arrival at the Pre School campus to ensure they are led to class along with the K1 Bus Students between 8:20-8:30am.

K2 and K3 students are able to be dropped on campus from 8am and K2 and K3 teachers will collect their students from the outside area at 8:25am. K2 Teachers will arrive under the Bamboo Roof, and K3 Teachers will arrive under the line of trees on the grass area. At this point any parents who have elected to remain with their child can say goodbye and handover to the teachers in the outside area.

In Prep School, students are encouraged to say goodbye to parents at the gate and enter the campus independently. However, parents are welcome to come onto campus from 8:00am if they would like to remain with their child at this time. At 8:15am, Prep School Teachers arrive in the Quad to collect students and lead them up to class. Any parents on campus are requested to say their farewells to students outside. Please note that on Monday in Prep School all students will make their way directly to the Atrium for our regular Prep Assembly.

Bus Students begin to arrive from 8:00am and are met and welcomed off the bus by BMH Staff and escorted into the outside area by Bus Buddies.

In the case of specific outside learning activities planned and set up by teachers for later in the day, cones and signs will be used to demarcate the area - please direct your child not to disturb the planned learning activity.

Parents are asked to leave the campus directly after drop off unless they have a scheduled appointment.



Departure and Dismissal

The school day ends at 3:30pm (Pre) and 3:35pm (Prep). Bus Students are accompanied by Bus Buddies to their relevant bus for 3:30pm (Pre)/3:35pm (Prep) departure. School gates are opened only once Bus Students are all accounted for and on board their buses. At this time, parents with ID Badges are welcomed onto the campus. K1-P3 students may be collected from their classrooms and P4-P6 students may be collected from the Atrium; parents may be asked to reshow their ID badges at point of collection.

If your child is not a bus student, please aim to collect your child on 3:30pm (Pre) and 3:35pm (Prep) each day, or 4:35pm on End of Day CCA days.

ID Cards and Pick Up

At BMH we have security systems in place to protect the safety of our students and community members. Parents are provided with 2 ID badges for each child (free of charge) and may request additional ID Cards for other family members or responsible adults at a cost of RMB30 per card. Information is available from Admissions about requirements. As multiple ID cards may be obtained it is our expectation that student collection from the school campus is only facilitated by ID card holders with a relationship to that child. Upholding this system protects the integrity of our security systems.

Late Arrival or Departure

Parents are expected to ensure their child is on time each day. If you arrive after 8:25am (Prep) or 8:40am (Pre), please report to the Reception desk to collect a 'Late Pass'. Children in Pre School must be escorted to class by their adult and the late pass handed to the class teachers. Prep School students may take the late pass to class independently.

Please avoid being late at the end of the school day. However, if you are late to collect your child:

In Pre School, from 4pm please go to the Bamboo Reception Desk to collect your child from the Admin Assistants on duty.

In Prep School, from 3:45-4pm, please go to the Kapok Atrium to collect your child from the Teachers on duty. After 4pm please go to the Kapok Reception Desk to collect your child from the Admin Assistants on duty.



Please note that all late arrivals and departures are recorded and letters will be sent to remind parents about school policy as needed. In the case of repeated incidents of lateness, a meeting with a member of the Senior Leadership Team will be scheduled.

If you have information about late arrival or collection of your child, please call the school, so Class Teachers/ House Tutors can be informed, and also WeChat your child's Bus Buddy where appropriate. Information about changes to your child's regular collection routine must be communicated by 2pm.

If your child is going to be absent due to illness for example, parents are required to contact the Class Teachers or House Tutor by email by 8am on the day of absence at the latest.

Leave Requests

For short term leave of 1-2 days, parents are asked to contact the Class Teachers/ House Tutor directly via email to inform them. Longer term leave requests, of 3 days or more, should be emailed to the Head of School directly for consideration. We encourage all students to attend school each day to best support their learning and development and ask families to plan their holidays in line with our school calendar. Please note that it is the responsibility of the parent to make arrangements for catch-up where required, and the school will not be held accountable should the student fall behind expectations for the year group as a result of absence. Meetings, workshops and pre-arranged sessions will not be rescheduled to facilitate absences (with the exception of compassionate or bereavement leave).

School Buses

School buses are used by the majority of BMH students and are outsourced to reputable Shenzhen bus companies. Parents may sign up in advance by completing the relevant forms sent home over the summer. In some instances bus allocation may be sought mid-term by speaking to the Admissions Team. Bus Buddies are employed for each bus route and will pick up students in the morning at designated points and times. Parents are asked to arrive with their child at the collection point in good time and wait with them until the bus arrives, at which point they should ensure their child is registered with the Bus Buddy before they leave. Bus Buddies oversee the well-being and safety of students throughout their journey. On arrival at the school, Bus Buddies help Prep students to disembark the bus at the side entrance, ensuring they have their personal belongings with them. They escort the Pre School bus students to the Bamboo outside Area, weather permitting, for supervised play and help them to line up in their designated class line at 8:25 (K3) or head to class with CAs and Teachers at 8:20am (K1 and K2).



Buses will wait for 2 minutes at the designed stop and will leave after that time if students have not arrived. If a family is in the driver's sight and less than 1 minute away the bus may wait for that student to arrive.

At the end of the day, Bus Buddies help students to board the bus and begin the journey home. Buses depart at 3:30pm(Pre) /3:35pm (Prep) on Monday, Wednesday and Friday, and at 4:30-35pm on Tuesday and Thursday to accommodate End of Day CCAs (starting in October and in line with CCA dates in the school calendar). Drop offs are made at designated points and times along each of the routes. Parents should arrive in advance of the designated collection time to avoid delays and must show their ID badge to the Bus Buddy in order to collect their child.

Please be reminded that no food should be consumed on the school buses. All students are required to wear seat belts at all times when on board the school bus. Teachers promote bus safety by providing regular reminders to Bus Students about related Essential Agreements. Further details of prices and routes are available directly from our Admissions Team.

Catering

BMH aims to provide students with healthy, balanced meals that will promote physical well-being and learning, as well as opportunities for learning about positive dietary choices. The Head of School, Deputy Heads and School Medical Officers work with the Chefs to ensure menus are nutritious and varied. Meal fees are paid separately from tuition fees at BMH.

Students are provided with a morning snack. We do not provide breakfast as we want children to start their day focused on their stimulating learning environment, and ask that all parents provide breakfast at home before leaving for school. Students should not come onto campus in the morning eating their breakfast. For those students who live further away and have an early start, we can offer simple, healthy and fast breakfast ideas - please ask at Reception for details.

Menus are shared via WeChat. Please let us know if your child has severe allergies that we need to be aware of and we will do our best to accommodate your child's needs. In Pre School meals are served to students within their classroom, with Teachers and Classroom Assistants serving the meals and making the most of the teaching and learning opportunities this represents. In Prep School, morning snack and lunch are served in the Dining Hall, with afternoon snack delivered to classrooms. Students are encouraged to try new dishes and Chefs will provide ample food from both Chinese and Western choices to facilitate this. If you have suggestions for dishes and additions to our menu, please feel free to share these with us via email: bmhinfo@bmh.education



Birthdays

We enjoy making our students feel special and, as such, birthdays are recognised and celebrated at BMH. The class will sing happy birthday to the birthday boy or girl and students may often be encouraged to make cards for their birthday classmate. If parents would like to extend the celebration, they are permitted to send in cupcakes (individual and easy to distribute) on the day. Parents may come to class for a maximum of 15 minutes during the day at a time mutually agreed with the class teachers, for the distribution of any cakes or singing of the birthday song as appropriate. No birthday gifts, party bags or decorations are to be included - though parents are of course welcome to host their own parties outside of school. If birthday invitations for out of school celebrations need distributing please ask your child's teachers to help distribute these via students' school bags.

Timetables

Your child's daily schedule will follow a routine to build familiarity, independence and confidence. Each class schedule is a little different and Class Teachers and House Tutors will distribute class schedules once school starts.

Library

Daily reading is encouraged throughout BMH, both at home and at school. Inquiry-based learning promotes the use of texts as an information source and promotes libraries as environments for the development of the skills required for inquiry. As such, the library at BMH is centrally located to represent the value we place on library learning.

Each student has their own student number and barcode which are used to facilitate the checkout of library books. Every class has at least one scheduled visit to the Library each week, during which time teachers will focus on teaching developmentally appropriate Library and Research skills to the students. Browsing and check out time are also built in to the weekly class schedules and additional visits are arranged by the teachers as appropriate.

Please be sure to check your child's timetable for details of their scheduled Library day and ensure that their library book is sent into school for exchanging on that day. Lost books will incur a fine of RMB 100 as standard.

Library is open before and after school on most days and parents are welcome to visit with their child to enjoy and exchange books under the guidance of our Library Team.



CCAs

Co-Curricular Activities (CCAs) are offered to further enrich the holistic programme offered at BMH in breadth and depth, and to provide students and parents with the opportunity to enhance areas of learning based on students' interests, talents and skills. CCAs may run during the school day in Prep School (such as Choir, Tennis Club etc) or as an End of Day CCA. End of Day CCAs are charged at an additional rate to school fees, with the exception of Prep School internally offered CCAs, based on selected activities. They run during a term for 12~14 weeks or a whole academic year depending on the features of the specific CCA.

End of Day CCAs are offered from Monday to Friday; BMH strongly recommends students and parents decide the CCAs after considering various elements including logistics, price and interest. On Tuesdays and Thursdays, the school bus will depart at 4:35pm and the range of CCAs offered is more extensive. School buses shall leave at 3:30pm (Pre) and 3:35pm (Prep) on Mondays, Wednesdays and Fridays, which means parents would need to come to pick up students by themselves on these days if End of Day CCAs on those days are selected.

If your child requires particular items or PE uniform for their CCA please ensure they bring these items with them in the morning.

All students must be collected by 4:35pm if assigned to a CCA. Please note that CCAs are non-refundable as payments to CCA providers are made by prior agreement and based on the number of students who sign up. We encourage students to learn new skills and persevere. Influenced by teaching resources and feedback systems, CCAs may be subjected to change between items.

Parents can be invited to participate or celebrate in the process of children' learning in line with the CCA teacher or coach's suggestions, but are requested not to come to school to observe as standard practice in order to allow the students to focus and in order to streamline security procedures in the BMH campus.

School Uniform

Our BMH uniform is an important part of our identity. Wearing the correct uniform is an affirmation of belonging to, believing in and respecting our learning community. Students are required to wear the BMH uniform each day, with formal uniform being worn as a default and PE uniform worn on any day in which PE or Sports classes are scheduled for their class. School bags should be brought each day and school hats must be worn for Outside Learning on sunny days. If parents wish to purchase the uniform at other times please visit the Receptions of Prep School and Pre School for information. Parents will be informed via email once uniform is ready for collection or uniform may be sent home with your child where payment is made in advance.



Payments are submitted to the Finance Team or made via the China Merchants Bank APP. You will see what additional (non uniform) requirements are needed including a water bottle for all students across the school in the Enrollment Package. All uniform, and required items, must be labelled with your child's name in English and Chinese.

Please ensure that Pre School students have a spare set of school uniform on campus at all times in case of accidents that require your child to change their clothes. Please include spare underwear and socks, and make sure that this set of clothing is also clearly names with both English and Chinese.

Lost and Found

For uniform or other items that are lost around the school, there is a Lost and Found rack at the Reception (Bamboo for Pre School, Kapok for Prep School) and students and parents may visit the Reception Desks to reclaim items.

Homework

In line with our Values of Holistic, Happiness, Mutual Respect, Success and Intellectual Rigour, at BMH we treat Homework in a pragmatic and balanced way.

Hours of homework should not be required in the Prep School years and we hope students will be able to enjoy CCAs and a range of other engaging, holistic experiences outside of school hours. We aim to respect the developmental needs of the children in our school.

Homework is offered and completion of all set tasks expected as an additional channel to support successful learning and the development of a comprehensive range of academic and life skills. The quantity of homework will increase as students move through the Prep School.

At BMH, we believe there are two effective functions of Homework:

- 1) Practice and Consolidation
- 2) Meaningful and Real-life experiences

Homework is not set in Pre School, although ideas for learning opportunities that may be engaged in by families will be shared regularly through school communication platforms. From K2, reading books will be sent home and parents should use these as the basis for a few minutes of reading each day with their child.

As the role-model for students, parents are expected to make reading part of your daily life, and spend time with your child reading books.



30 minutes per day is the estimated homework expectation for Prep 1 to Prep 3, including daily reading. Weekend homework will not be set.

45 minutes per day is the estimated homework expectation for Prep 4 and above, excluding daily reading. Weekend homework may be set as needed.

Students are encouraged to be independent with homework tasks and homework should be an accurate reflection of the students' ability and thinking. The exception is for homework tasks that involve out of school and real-life contextual learning, which parents may be well placed to facilitate. Besides, parents can help by monitoring their child's homework is completed effectively and efficiently.

Parents and students are welcome to request the Homework Policy and supporting appendices if further information or clarification is required.

HEALTH and SAFETY

At BMH our students' health, safety and well-being are our top priority. We aim to promote a happy and fun-filled environment where positive learning experiences and risk-taking can occur, while always ensuring that safety aspects have been carefully considered. Prevention of illness and accident are key, with regular routines such as hand washing, shared behavioural agreements and risk-assessments built in to school procedures and planning.

Student Illness and Accidents

We encourage parents to recognise that children will become ill at certain points in their development, which is part of their learning and life experience and will serve to strengthen their immune systems as they grow. It is also possible that accidents will occur and students will encounter minor injuries on occasion while at school. However, please rest assured that we will always demonstrate care and consideration for your child and work together to resolve and respond to such situations should they arise.

We ask for parents' help in the following ways. It is the parents' responsibility to adhere to school policy by ensuring your child remains at home if they have the following symptoms:

- Temperature of 37.5C or above
- Vomiting or Diarrhoea within 24 hours
- Unidentified or disease related rash or spots appears anywhere on the body
- Pink eye (conjunctivitis) symptoms present (inflamed membranes, 'weeping' eye)
- Head lice symptoms present (student may return once these are treated)
- Respiratory or breathing problems present



- Extreme lethargy or fatigue
- Your child is diagnosed with a contagious disease

In such cases the Classroom Teachers/ House Tutors should be informed by 8am on the day of absence at the latest, and parents should seek advice from your local hospital. If any of the above symptoms develop during the school day, your child will be sent to the School Medical Office and you will be asked to come and collect your child as soon as possible. If a student is away from school having contracted a contagious disease, before they return to school, parents will be required to bring a letter from a tertiary hospital to the School Medical Office confirming that they are well enough to return to school. Please use the following chart as a guide to incubation and isolation periods for common contagious diseases:

Disease	Incubation Period (days)	Isolation Period
Mumps	12-25	9 days from the onset of swelling
Measles	7-18	4 days from appearance of rash
Rubella (German Measles)	14-23	7 days from appearance of rash
Chickenpox	14-21	Until all vesicles have dried up

As well as keeping your child at home if they are unwell, parents are asked not to come on campus if they are displaying any symptoms of illness in order to preserve a healthy campus.

If your child is involved in a minor accident or incident at school, the School Medical Officers will treat your child accordingly, communicate with the Classroom teachers/ House Tutor and inform you via a note in your child's bag at the end of the day. Any accidents or incidents involving, even minor, injury to the head or spine will result in an immediate phone call to you, giving you the option to come and collect your child and take them for a check-up at hospital.

Medicine

Teachers are NOT allowed to dispense medicine for any student at any time. Students are not allowed to carry medicine or store it in their backpacks or cubby. Exceptions to this policy can be given only with administrative approval. Teachers are not allowed to apply sunscreen or insect repellent. If a parent needs the School Medical Officers to dispense medicines to a student during school hours, a doctor's prescription and the parent's authorisation signature are required.



Outside Play

The School Doctor is responsible for checking temperature, UV index and pollution levels on a daily basis and will inform staff if levels are too high to allow children to play outside. The information is also displayed each day for parents to see on entry to school on our Morning Weather Report. Students are required to wear sun hats for outside play. Please apply sunscreen and mosquito repellent to your child, or ask them to do so, in the morning, prior to coming to school, if you wish to do so.

CAMPUS SECURITY

All staff at BMH share responsibility for maintaining a safe school environment. In addition we ask for your help as parents to support our procedures and security protocols as follows.

Parent Visitors

Parent visitors are welcomed at BMH, following prior arrangement with your child's classroom teacher or another member of staff. Visits may be to meet with staff or to support learning in class, for example, by reading stories with students.

Be sure to bring your ID card to gain access to the campus and report to Reception on arrival (Bamboo for Pre School, Kapok for Prep School), doing so again prior to departure. This will allow us to track visitors in the campus in case of an emergency evacuation.

Early Leave

Parents who wish their child to leave school during school hours should inform their classroom teachers/ House Tutors in advance wherever possible. Whenever leaving early, parents should contact the Reception to arrange an Early Leave Pass and sign out their child. Students will not be allowed out of the school gates unless accompanied by an adult wearing the appropriate ID badge and carrying the Early Leave Pass. The Early Leave Pass must be handed over to security to exit the campus.


Parents are required to collect their child each day. However, in the occasional situation where an emergency arises and a parent is unable to collect their child and asks another parent to do so, teachers/tutors must be informed in advance by email by 2pm wherever possible. On arrival at school the other parent will be provided with a Student Leave Form to show to the guards on exit to be permitted to leave with the student in question.

Closure, Evacuation Procedures and Government Guidelines


The school may be closed on short notice due to a typhoon or a rainstorm, or a warning of a typhoon or a rainstorm. If the government dictates that school are to close, our general procedure where timings allow (see table below) is to announce such a closing by 7:00 am via school WeChat platforms, in order that students do not board buses and are not sent to school. When a weather warning comes into effect during the school day, standard practice is for students to be collected from school as soon as possible. School buses are unlikely to run in such instances. Please check personal devices when inclement weather is anticipated and follow specific advice from the school.

The Shenzhen Municipal Meteorological Bureau is the official weather site used by the school and parents are advised to check this themselves in case of pending weather warnings for the most up to date information: <http://weather.sz.gov.cn>


Rainstorm warning signal:

Warning Signal/Icon	Issued Time	MOE Countermeasure Guidelines
Rainstorm Orange Alert 	1. Issued during 6:30-8:00am, or issued before 6:30am but still in effect during 6:30-8:00am	If parents find the rainstorm might pose danger to students on their way to school, they can reschedule and inform the school, and escort students to school after all dangers are eliminated. Safety is the top priority. In this case, students will not be recorded as being late to or absent from school.
	2. Issued during 12:00-14:30pm, or before 12:00 but still in effect during 12:00-14:30pm	
	1. Issued before 6:30 (before school time)	Pre-Schools, Prep-Schools and middle schools in this city are closed all day





Rainstorm Red Alert 	2. Issued during 6:30-8:00am (on the way to school)	Pre-Schools, Prep-Schools and middle schools in this city are closed all day Students on their way to school should return home if it is safe to do. A person in charge should be designated to make sure the safety of students and Pre-School kids on campus. Unless otherwise permitted or accompanied by a guardian, students on campus cannot be allowed to leave school. In case of any emergency, schools should guide students to a safe place.
	3. Issued after 8:00 am (on campus)	Pre-Schools, Prep-Schools and middle schools remain open. In case of any emergency, schools should guide students to a safe place.

Typhoon warning signal:

Warning Signal/Icon	Issued Time	MOE Countermeasure Guidelines
Typhoon Yellow Alert 	1. Issued before 6:30am (before school time)	Pre-Schools, Prep-Schools and middle schools in this city are closed all day
	2. Issued during 6:30-8:00am (on the way to school)	Pre-Schools, Prep-Schools and middle schools in this city are closed all day Students on their way to school should return home if it is safe to do. A person in charge should be designated to make sure the safety of students and pre-school kids on campus. Unless otherwise permitted or accompanied by a guardian, students on campus cannot be allowed to leave school. In case of any emergency, schools should guide students to a safe place.



	3. Issued after 8:00am (on campus)	at	Pre-Schools, Prep-Schools and middle schools in this city are closed all day. A person in charge should be designated to make sure the safety of students and pre-school kids on campus. Unless otherwise permitted or accompanied by a guardian, students on campus cannot be allowed to leave school. In case of any emergency, schools should guide students to a safe place.
Typhoon Orange Alert 	Issued at any time	at	Pre-Schools, Prep-Schools and middle schools in this city are closed all day
Typhoon Red Alert 	Issued at any time	at	Pre-Schools, Prep-Schools and middle schools in this city are closed all day

The <http://weather.sz.gov.cn> website may also be used for all official weather postings and guides to Air Quality Index and UV levels to ascertain safety of outside learning. Where the Air Quality Index registers at >200, outdoor learning and play will be relocated or cancelled.

Supervision

Each class has a Homeroom Teacher and Co Teacher, or House Tutor in P4-6 and allocated Subject Teachers, and Pre School classes also have a Classroom Assistant, to facilitate high quality teaching and learning throughout the day. The Specialist Teachers, and Deputies as required, support with teaching, learning and supervision throughout the week, delivering lessons to support learning opportunities and teacher release time as per the schedule. In addition, MH Academies and Ice Castle support our



physical education programme such as with the provision of golf, and skating coaches, and lifeguards for swimming (Prep School only).

During outside learning and play times a strong adult to child ratio is upheld as per weekly schedules in Pre School and as per duty schedules in Prep School. Students and teachers work together to create agreements about expected behaviour for outside play and learning, which are adhered to with regular reminders about these expectations and follow up sanctions and discussions as required.

Families are requested to leave the campus promptly after student pick up at the end of the day as there is no additional supervision in place at this time. Once collected from class, each student is the responsibility of the parent or adult who collected them.

Parking and Road Access

When visiting BMH by car, parents are required to park in the extensive carpark that spans the area under the school and the mall. For the most direct access to the school, parents may use the -1 floor and drive towards area C, where you may park and an access ramp brings you directly to the side road on foot. Parents must not park on the main road outside the school as this is regulated by external parking controls and parents may incur fines if they park here. Quick drop off for Prep School students directly outside the school gate is permitted, with the driver remaining in the car to allow for ongoing movement through this access point.

Only school buses and emergency vehicles are permitted access to the side road during the working day. No private cars may gain access through the side road for student safety.

PASTORAL CARE

At BMH, students are cared for and nurtured within safe environments with clear expectations and routines. High standards of behaviour are encouraged, supported by reference to our school values and virtues.

Celebrating School Values

Teachers highlight specific Values and Virtues from our school's Guiding Statements throughout the year, as they focus on different areas of learning and work with students to resolve issues and overcome challenges as these arise. We offer positive feedback to students about their progress in line with those Values and Virtues by awarding related certificates to students who have recently demonstrated these at our regular assemblies (K2 and above). Parents are encouraged to communicate with their child's



Class Teachers/ House Tutors about any good examples of value-centred actions at home in order that we can work together to reinforce and encourage such positive behaviours both at home and at school.

School Agreements

Rather than impose class rules on students, teachers/tutors work with their class to create their own 'Agreements' about behavioural expectations. Through collaborating on these agreements, students have a sense of ownership and an understanding of why these agreements have been made. Along with our School Values and Virtues, these are referred to on a daily basis and whenever social or behavioural issues arise. Ask your child if they can tell you some of the Agreements from their class.

We ask that parents also sign the BMH Parent-School Agreement at the start of the school year. This agreement speaks to our school values and its purpose is to help us share our expectations for the building of positive, respectful and mutually supportive agreements between parents and the school.

Problem Solving

We recognise that children are undertaking a journey to learn about themselves, about how to interact with others and how to make 'good choices'. As such, we respond to problems that arise with patience, respect and understanding. Our main aims are always to encourage our students to reflect on the situation and their response, help them identify the issue they were trying to solve and look forward to ways to prevent similar problems from arising in the future.

Class Teachers and House Tutors (Upper Prep) are the key Pastoral Carers for your child and will be central in any communication pertaining to problems that may have arisen. Teachers may seek support from colleagues, including their Head of Year or Deputy Heads, in response to ongoing or challenging behaviours; in such instances communication about students is always respectful and solutions focused. More information may be viewed via our Behaviour and Discipline Policy if required.

Reporting Issues to Parents

Your child's teacher or House Tutor will report issues or incidents to you as they deem appropriate. They may simply want to ask for some insight from you, or ask you to try to support your child with certain areas of development, or ask you to come in for a meeting to discuss in more depth. Our focus is always on working together for positive outcomes and we encourage parents to be open and honest with us to facilitate this. Please note that, in cases where your child has been involved in an issue involving



peers, staff are not permitted to share names or details of other students due to confidentiality protocols.

Please note that, where a student's behaviour or actions are deemed to be unsafe, harmful or highly disrespectful to themselves or others, a temporary exclusion from class - either on or off campus - may be the required course of action. Parents will be involved at all steps of the communication process in such instances.

CONFIDENTIALITY and DATA PROTECTION

Digital Citizenship and Cyber ABCs

The use of technology to enrich learning is embedded within the BMH Curriculum; it creates exciting and innovative learning skills and experiences. At the same time, we must recognise the challenge that technology can bring to our community and personal wellness. For example, screen time should be balanced with physical and outdoor time, online discussion should be managed with a mindful attitude and cyber safety should be a key priority for us all. At BMH, we expect all community members to use technology in a respectful, mindful and positive manner and to refer to the Cyber ABCs for guidelines on hardware and software usage.

Personal and Contact Details

In line with school policy, we will not circulate or distribute parent email addresses, phone numbers or other personal information to any third party without prior consent. This includes other BMH parents. Class Parent Reps will collate and distribute class parent contact details early in the academic year for those who wish to share this information.

Photos

Throughout the year we will take photos of our school campus, community and students at work and play in a range of contexts. These photos are used solely for school related purposes including enhancement of teaching and learning tasks in class, individual assessment documents, learning displays, school newsletters, WeChat posts, our BMH website and school marketing materials. If you wish to discuss this further please contact the Head of School to do so.

Parents are requested not to take photos or videos of any students, including their own child, when on the school campus in the interests of data protection and personal privacy. Formal exceptions may be made to this policy by the Head of School on special occasions such as class performances or whole school celebrations.



BROMSGROVE SCHOOL
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-- The End --