

PARENT HANDBOOK

A Guide to Harrow Beijing for Parents



HARROW
INTERNATIONAL SCHOOL
—
BEIJING

Leadership for a better world

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MESSAGE FROM THE HEAD MASTER

Dear Parents,

Welcome to Harrow International School Beijing. Deciding which school will be the best fit for your daughter or son is such a complicated process and I am delighted that you have chosen to join us.

At Harrow, we pride ourselves on the way we carry out our mission of '*Leadership for a better world*' combining close personal tutoring with a commitment to academic excellence and giving children the widest range of enrichment activities that we can.



'*Leadership for a better world*' is a fine and strong statement which in its simplest terms, should be understood as living up to the ideal of improvement of self and others. Please also read the full statement of how this mission is supported by the range of leadership values and skills upon which we base much of our curriculum.

We strive to be an open and open-minded school where we are able to respond to parent questions and listen to positive suggestions for improvement. We believe we do a good job but know that there are always ways that the system can be improved.

On April 8th 2013, after eight years of service on two separate sites, Harrow Beijing came together on its new purpose built campus at Hegezhuang. The move marks the opening of a new phase in our development and I am sure that the opportunities of location coupled with our state-of-the-art facilities will ensure the continuing health and strength of Harrow in Beijing for hundreds of years to come.

Our Latin motto, taken from our parent School in London is most relevant today:
"Stet fortuna domus" – "May the fortune of the house (school) stand"

A handwritten signature in blue ink that reads "M Farthing".

Matthew Farthing
Head Master

COMMUNICATION AT HARROW

The School works to keep our community well informed of the events surrounding Harrow and their children.

Newsletter

Each week students and families of Harrow receive the Harrow Newsletter which highlights the most recent events at the School, forthcoming events, the next week's calendar and all the important information that you need to know. The newsletter is vital for you and your child to make the most of the School and if for any reason you are not receiving it, please send an e-mail to admissions@harrowbeijing.cn.

Academic Reports

Academic term reports are issued to parents in electronic format via a system called Engage. You will access Engage here:

<http://mis.harrowbeijing.cn/Login.aspx>

Progress reports are issued regularly on Engage. E-mail notices will be sent to parents when the reports are available. You will have received your username and password for Engage as you joined the School. If for any reason you do not have this, please send an e-mail to it@harrowbeijing.cn.

Tutors are your main line of communication for specific queries about your child

If you would like to discuss the welfare or academic achievement of your child you should contact your child's tutor. Your child's tutor will also address any academic concerns by communicating with your child's subject teachers as necessary.

At the beginning of the school year parents will be provided with the email address of their children's tutors and invited to a welcome reception so that they have an opportunity to meet them too.

There will also be other occasions during the school year when you are invited to have one-on-one meetings with your child's tutor and teachers - as well as the regular academic consultations where you will be able to meet all the subject teachers too.

THE FRIENDS OF HARROW

The Friends of Harrow (FoH) provides a link between parents and the school, and is involved in supporting school activities throughout the year. The main purpose of FoH is to welcome parents and build a community across the school. This includes but is not limited to:

- Promotion and extension of good and productive relationships between parents, staff and other friends of the school
- Welcoming new families and helping new parents understand the nature and workings of the school
- Organising school events, which might include activities such as fundraising for charity and other purposes, school fairs, balls, coffee mornings etc.

Structure

Everyone is a member! All parents and members of staff are automatically part of Friends of Harrow. To help facilitate communication across the school the structure of FoH is broken down as follows:

- The Chair and Vice-Chair are responsible for the Upper School and Prep, Pre-Prep and Early Years phases respectively. They are supported in their roles by a Secretary and a Treasurer. Any parent may volunteer for these positions. Each year elections are held during the Annual General Meeting to appoint officers for the following year.
- The FoH committee also includes the Headmaster and representatives from the teaching and administrative staff. Each year group also appoints 1-3 Class Representatives comprised of parents. The responsibility of the Reps includes: attending FoH meetings, sending FoH letters to the class parents as the need arises, organising coffee mornings, lunches or other activities to enable parents in the year group to get to know each other, finding volunteers for FoH activities etc.

Events

FoH holds regular meetings throughout the year to help organise events. The School hosts a regular Friends of Harrow coffee morning each Thursday morning between 8:00 and 9:00 at which a senior member of staff is always available to answer questions.

The FoH school calendar starts with welcome coffee mornings on the first day of each term. Class Reps are also encouraged to hold small events for their year groups, to welcome new parents and develop friendships.

The Autumn Fair is the main event of the first term and is also the main source of FoH funds for the year. Many stalls and activities are run entirely by parents. The six Harrow School Houses also organise stalls to raise money for their chosen charities. Harrow students come from many different countries and the Autumn Fair is a fantastic show of the diverse cultures, food and traditions within the school community. These have in the past included, Thai, Chinese, British,

Korean, Indian, Pakistani, Middle Eastern, South American, Japanese and many more.

One event that is always a highlight in the staff calendar is the Staff Appreciation Lunch. This also takes place during the Autumn term. Parents are asked to cook and serve a meal for staff as a token of their appreciation for all that staff do.

Friends of Harrow also support school activities during the year such as the Winter Fayre, Chinese New Year celebrations and Harrowthon.

The end of the school year is marked by the annual summer dinner which is attended by parents and staff.

Contacting Friends of Harrow

Friends of Harrow can be contacted by email as follows:

Upper School parents please contact us via fohupper@harrowbeijing.cn

Prep, Pre-Prep and Early Years parents please contact us via fohlower@harrowbeijing.cn



SCHOOL SECURITY & SAFETY PROTOCOL

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

At Harrow International we have an electronic registration system. All visitors, staff and students are required to register at reception. Parents of students will be issued a pass which will enable them to have access at the gate without the required signing in. Once on the premises please proceed to the reception. The receptionist will assist you with your visit to the school. Visitors (including parents) who do not have a pass are required to register at the Guard's Office situated at the entry gates.

It should also be noted that if a student has a Driver or Ayi who on a regular basis picks up the student, they too should be issued a pass. School passes can be arranged by contacting the ICT department at the following e-mail:

it@harrowbeijing.cn

Your e-mail request should include the name of your child, year group, tutor group and the name of the person who will receive the pass.

Exit During the School Day

All students are required to bring a note from home explaining the reason why a student will be leaving the school during the school hours.

If a student leaves the school during the day they are required to get a Blue Slip from reception and have it signed by their Tutor. If a student returns to school later on the same day they will need to sign in at the registration desk.

After School Hours

Students are not allowed on the school premises after school hours without the direct supervision of a Teacher or prior consent from the school.

Vehicles

No vehicles are permitted on School grounds with the exception of authorized or school appointed vehicles.

Students below Sixth Form are not allowed to ride motorbikes or electric bikes to School and will not be allowed onto school property. All students should wear helmets for safety. Anyone riding into school on a bicycle (or a motor/electric bike) without a helmet is not allowed to bring their bicycle on site.

LEAVE OF ABSENCE

Parents are asked to follow the these guidelines if their child is going to miss school because of illness or any other reason:

- Contact your teacher (for Pre-Prep students) or tutor via e-mail or phone as soon as you know your child will be away from school
- Contact should be made by telephone before 07.45 hrs. on the day of absence
- Contact your bus driver – at the beginning of the school year each student will be provided with the bus driver's mobile number. If a student is unable to take the bus arrangements should be made to notify the driver as early as possible.

Your child's tutor will then notify all other parties who need to know of your child's absence. If parents know that their child will be away from School in advance, permission needs to be granted in advance by the Head of your child's Phase.

SCHOOL BUS TRANSPORTATION

School buses operate routes all over the city and the School aims for no student's journey time to exceed 45 minutes. School buses travelling with Early Years or Pre-Prep students benefit from a Bus Monitor who ensures that students are safe at all times while travelling.

For questions regarding bus schedules and transportation options please send an inquiry to: Transport@harrowbeijing.cn

MEALS AND LUNCHES

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

Details of the current menu can be found on the website at:
<http://www.harrowbeijing.cn/SchoolLifeTransportMeals.aspx>

For Early Years, Pre-Prep Phase and Prep Phase students snacks are available at break time and are free of charge. For Senior School and Sixth Form snacks are available for purchase at break time from the kitchen. To purchase snacks students will be required to purchase a snack card.

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

HEALTH AND WELL-BEING

Harrow has two School Nurses that are on staff at all times. Students are encouraged to visit the clinic if they are not feeling well.

Families are encouraged to meet with the Head Nurse for any specific health needs that you as a family would like to bring to the attention of the school or nursing staff.

Medical and Dental Appointments

It is best for parents to make medical appointments outside of school hours. If a student must leave school during the day for any reason then please have them bring a note signed by a parent in advance of the appointment date or leave from school.

Prescription Medicines

Below are a few guidelines regarding prescription medicines:

- Medicines should be brought to school only when essential.
- The nursing staff can only accept the administration of medicines that have been prescribed by a recognized (Dentist, Doctor) medical professional.
- Medicines should be provided in the original containers as dispensed by a Pharmacist and include the instructions for administration clearly labelled in English.
- The clinic will dispense over-the counter medicine providing it is accompanied with a written consent by the parent. The parent medicine agreement form can be found on the website.
- It is against school policy for students to keep any medication on them apart from asthma inhalers and Epi-pens.

AQI Outdoor Activity Policy

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

Early Years (Pre-Nursery to Reception) will stop outdoor activities once the AQI value reaches 151 and above.

Pre-Prep (Years 1 to 5) will stop all outdoor activities once the AQI value reaches 201 and above.

The **whole School** will stop all outdoor activities once the AQI reaches 251 and above.

THE SCHOOL UNIFORM

The School has a strict uniform policy to encourage students to take pride in their appearance and school identity. Upon joining the school, students are required to wear the standard school uniform. Any student arriving at school in non-uniform clothing may expect to be sent home to get changed. All first time students are required to buy their school uniform at the School Shop. Subsequent uniforms can be purchased via the School Shop.

There are also second hand uniforms available to those family whose child has grown out of their first uniform. Contact Friends of Harrow for further details regarding the availability of second hand uniforms:

Upper School Parents - FOHUpper@harrowbeijing.cn

Early Years, Pre-Prep and Prep Phase Parents - FOHLower@harrowbeijing.cn

For a complete listing of the School uniform by School section, please go to the website:
<http://www.harrowbeijing.cn/OutsideSchoolUniform.aspx>

The School Dress Code

The standard guidelines for the school uniform are as follows:

- Shoes should be well polished
- Shirts are ironed and tucked in at all times
- Top button is secured with the tie sitting neatly on top
- Scarves and coats worn into School which are not part of the uniform and should be stored in the student's locker
- Girls should wear only one pair of stud earrings, no other jewellery. Hair should be tied off the face (different privileged regulations apply to the Sixth Form), no nail varnish or make-up should be visible.
- Mobile phones and electronic devices are not allowed in class unless permission has been granted by the teacher.

SCHOOL SHOP/PURCHASING

Basic school supplies along with school uniforms can be purchased at the School Shop. Appointments can be made to visit the School Shop by calling (10) 6444 8900 extension 6852.

Miscellaneous supplies can be purchased by parents or students by using cash. Parents should supply the receipt issued by the Accounts department when purchasing School Uniform.

CODE OF CONDUCT

The aim of Harrow International School Beijing is to have as few rules as possible. If all students bear in mind at all times the following three principles, there is no need for many restrictions:

- Obey the law of the land
- Show care and respect for all other people and their property
- Maintain the good name of Harrow International School of Beijing

The following are guidelines that have been presented to all students in their Diary:

- Bullying: All forms of bullying, verbal abuse or intimidating behavior are forbidden. Any occurrence must be reported to a member of staff.
- Drugs: Smoking, use of alcohol, use of illegal or non-prescription drugs are strictly forbidden.

Positive and Respectful School Environment

All students and staff have a joint obligation to maintain a respectful and harassment-free workplace. We expect students to treat each other with respect, in every interaction. We also expect employees to take action to help create a positive and respectful workplace.

All students and staff have an obligation to represent the school in a responsible manner, conducting oneself with honesty and integrity.

This includes, for example:

- Not removing or using private documents where it is reasonable for you to assume the documents are confidential
- Safeguarding, and not stealing property of the School, employees and students
- Using school property or equipment appropriately (i.e. internet, telephone, fax, printers, music or sports)

STRUCTURE OF THE DAY

The School day runs from 8:00 to 16:00 Monday to Thursday and runs from 8:00 to 15:00 on Fridays. The timings are as follows:

Sixth Form and Senior School

Tutor Time	8:00 to 8:15
Period 1	8:15 to 9:15
Period 2	9:20 to 10:20
Break	10:20 to 10:40
Period 3	10:40 to 11:40
Period 4	11:45 to 12:45
Lunch	12:45 to 13:45
Tutor Time	13:45 to 13:55
Period 5	13:55 to 14:55
LiA Activities	15:00 to 16:00
Buses leave	16:15



Prep Phase

Tutor Time	8:00 to 8:15
Period 1	8:15 to 9:15
Period 2	9:15 to 10:15
Break	10:15 to 10:45
Period 3	10:45 to 11:45
Period 4	11:45 to 12:45
Lunch	12:45 to 13:45
Period 5	13:45 to 14:45
Tutor Time	14:45 to 14:55 (and snack-time)
LiA Activities	15:00 to 16:00
Buses leave	16:15



Pre-Prep Phase

In Pre-Prep snack and break time is from 10:15 -10:45, and lunch from 11:45 - 12:45. There is another snack at 14:45 each afternoon for all children. The majority of lessons are taught by the class teacher and run in one hour blocks. Specialist lessons of Music, Mandarin and PE are timetabled throughout the week and you will receive further details of these from the class teacher.

Early Years

The Early Years day also runs from 8:00 to 16:00 Monday to Thursday and 8:00 to 15:00 on Fridays. However, parents have the option of collecting children at 14:45 Monday to Thursday if they do not wish their child to take part in LIAAs. Early Years morning snack and break time is from 9:45 - 10:15 and lunch from 11:45 - 12:45. There is another snack at 14:30 each afternoon for all children.

The majority of the Early Years day is spent in their own environment with their class teacher, and 30 minute specialist lessons of Music, Mandarin and PE are timetabled throughout the week. You will receive further details from your child's class teacher.

The Pre Nursery (children aged 2 to 3 years old) half day is from 8.30 to 11.30 and the full day is from 8.30 to 15.30. Pre Nursery children will need to be dropped off and picked up as School buses are not available for this age range.

Weekly Calendar and Term Dates

Key dates are published in the newsletter each Friday. Calendar dates for the term ahead can be found on the website here: <http://www.harrowbeijing.cn/Calendar.aspx>

Term dates can be found on the website here:
<http://www.harrowbeijing.cn/NewsCalendarTermDates.aspx>



THE CURRICULUM

Early Years (Nursery and Reception)

The children within our Early Years are aged between 3 and 5. The Early Years Foundation Stage (EYFS) is the start of each child's own learning journey and is designed to build the foundations of their learning in a safe, supportive and caring environment filled with opportunities for everyone.

Learning at Harrow International School Beijing is fun, exciting and inviting, with all children learning through playing and by doing. We offer a broad curriculum linked through topics to provide opportunities for the children to extend experiences and further their learning and knowledge. Languages, Music and Sport are key parts of the experience with PE, Music and Mandarin being taught by specialist teachers.

Above all, in every area we encourage independence, thinking and investigating, enquiring minds, imagination, creativity, self-confidence and communication. We treat every child as an individual and believe that happy children are learning children.

We base our curriculum on the UK Early Years Foundation Stage Curriculum (EYFS), but we believe in a flexible approach adapting the curriculum to meet the needs of our individual and international children. Flexibility is key - especially if that means taking a break to play in the first snow of the year or admire a rainbow! The high adult to pupil ratio in the classrooms allows an individualised approach to the education of our youngest pupils.

The EYFS works within four key principles:

A Unique Child

Positive Relationships

Enabling Environments

Learning and Development

With these four principles in mind, the curriculum features seven areas of learning and development.

There are three prime areas:

Personal, Social and Emotional Development

Communication and Language

Physical Development

These three prime areas run along side four specific areas of learning:

Literacy

Mathematics

Expressive Arts and Design

Understanding of the World

Pre Prep Phase (Year 1 to Year 5)

Pupils enter the Pre-Prep Phase in Year 1 and remain part of the phase until they complete Year 5. In the Pre-Prep Phase they are assigned a class teacher who teaches many of the core lessons. This is supplemented by teaching from specialist teachers in subject areas such as Music, Mandarin and PE.

Within the Pre-Prep phase we base our curriculum on the UK National Curriculum, especially in the core subjects of English and Maths. However, we believe in a flexible approach adapting the curriculum to meet the needs of our individual and international children. The core subjects of Mathematics and English are distinct subjects and taught separately in the Pre-Prep Phase, but they also often link to specific units of work. Units themselves are normally connected with subjects such as History, Geography, Art, and Design Technology, and the teaching is quite closely linked across these areas to ensure students gain the maximum benefit from each unit of work. Depending on the curriculum area being studied, Science may either be studied as a distinct subject or closely linked with the unit of work. ICT features in all areas of the curriculum as well as being a skill-based lesson in its own right.

Above all, in every area we encourage independence, thinking and investigating, questioning and enquiring minds, imagination, creativity, self-confidence and communication. We treat every child as an individual and believe that happy children are learning children.

A key focus within the Pre-Prep phase is English, and with all subject being taught through the medium of English the “English as an Additional Language” pupils quickly pick up the vocabulary and language needed to progress in all areas of the curriculum. Strong support from the EAL department provides the specific individualised teaching needed by some of our pupils.

Children within the Pre-Prep Phase participate in our Leadership in Action activities. These LIAs, along with lunchtime clubs, choirs and sports training, as well as inter-house competitions provide a broad and varied experience for all. The curriculum is further enhanced through the use of appropriate expeditions, local trips and visitors throughout the school year.

Prep Phase (Years 6, 7 and 8)

Harrow's Prep Phase offers pupils a unique experience. Modeled on the best practice of British Preparatory Schools and International Middle Schools, the Prep Phase is a blend of specialist based subject teaching within the security of a Form Tutor framework.

At the core of the Prep Phase are the subjects of English, Mathematics and Science, each differentiated and delivered by specific subject teachers. Setting in these subjects caters to pupils' strengths and allows students to be supported where necessary and extended when needed. The pupils in the Prep Phase are also exposed to a wide and varied curriculum delivered by Specialist Teachers, including: Art, Design Technology, Drama, Humanities, ICT, Mandarin, Music, PE and Games as well as the Modern Foreign Languages of French, German and Spanish.

Regular assemblies are held to acknowledge and celebrate student achievement and conduct. Prep students are rewarded using the House Point system and based on their number of House Points, students can receive Bronze, Silver or Gold conduct badges.

Close personal tutoring is at the heart of the Harrow philosophy. Each pupil has a Form Tutor who is responsible for their day to day welfare, both academically and personally. In this way, the Prep Phase maintains a 'small school' atmosphere, within a large school structure, allowing the pupils the benefits of a Senior School approach within the care of the Prep Phase.



Senior School (Years 9, 10 and Year 11)

Our curriculum in Year 9 is designed to build on the learning and skills students have developed in the Prep Phase and equip them for success in public examinations. Many of our courses take themes and skills from iGCSE and introduce them to students early. This provides a strong bridge into Year 10 and ensures students are well prepared to follow the courses of their choice.

During Year 10 and Year 11 students follow the GCSE, and/or iGCSE courses. All GCSE and iGCSE courses are at the same level and of the same value. Which course is chosen is based on the needs of students in our school. The school has received accreditation from Edexcel, AQA and CIE Examination Boards.

GCSE and iGCSE provide a curriculum and methods of assessment appropriate for a wide ability range. They have been designed as two-year programmes which lead to internationally recognised, and worldwide valued, accreditation.

The School currently offers the following subjects at GCSE: Art and Design, Biology, Business Studies, Chemistry, Design and Technology, Drama, English Language, English Literature, English as a Second Language, French, Geography, German, History, Mandarin, Mathematics, Music, Physical Education, Physics, Science, Spanish.

Any courses that students undertake in Year 10 will carry on through Year 11; students do not change courses between Year 10 and 11.

Sixth Form (Years 12 and 13)

When students enter Year 12 they usually study four subjects at Advanced Subsidiary level (AS). The subjects offered at AS Level are Art and Design, Biology, Business Studies, Chemistry, Chinese, Critical Thinking Skills, Design Technology, Drama & Theatre Studies, Economics, English Literature, French, Further Mathematics, Geography, German, History of Art, History, Japanese, Mathematics, Music, Physics, Psychology, Spanish and Sports Science. In Year 13 students then decide to continue with normally three subjects at A2 level.

Course Outlines

Course outlines for each of the school years can be found under the tab Academic Success sub-tab course outlines at <http://www.harrowbeijing.cn/AcademicCourseOutlines.aspx>

Personal Tutor

At Harrow International School Beijing the Personal Tutor plays a central role. The progress of each student at the school is carefully monitored by a Personal Tutor who serves as the important link person between school and home, looking after the overall welfare of an individual student.

The Personal Tutor holds regular discussions of the specifics of achievement (or poor performance) with the student and in this respect makes a special contribution to student motivation and is the ear for individual student's personal concerns.

LIBRARY SERVICES

The library holds over 16,000 titles covering all curriculum areas including an extensive fiction collection. The library welcomes suggestions regarding new titles. The Library organises a number of Book Weeks throughout the year for the different Phases of the School, usually focussed on a specific genre, with many activities including authors invited in to run workshops with the students.

Students can borrow up to 10 items from the library (not including text books) for a period of 14 days. Pre-Prep students can borrow up to 4 items. Resources can be renewed provided they are not required by another borrower.

The Library will send e-mail reminders for overdue items to students every 7 days. The first three notices will be sent via email and then a printed copy of the notice will be sent to the student's parents.

There are a wide range of materials available to students in the library, from online periodicals to a DVD and audio collection. Details of all the resources can be found on the website.

OUTSIDE THE CLASSROOM

Music

Music is strong at the school with over 70% of students taking instrumental lessons. Performance opportunities include the Show Choir, Apri Canentes, the Madrigal Group, Orchestra, Jazz bands, flute and piano trios and rock bands! There are formal and informal concerts and recitals every term; particular highlights are the Christmas Carol Concert, the Upper School Poetry and Music Evening and the Pre-Prep Phase Afternoon of Song.

The School Song

Unique to the Harrow family of schools is its famous School Song *Forty Years On*, sung at ceremonial occasions. It was first composed in 1872 with an additional verse written for Sir Winston Churchill's ninetieth birthday.

Drama

The study of Drama teaches students confidence, the importance of collaboration and working as an ensemble. In the last eight years, Harrow audiences have enjoyed a rich variety of stunning productions. These have taken place across the different phases of the School, highlighting students' commitment and passion for these events. Productions have been varied in style and genre to challenge and entertain international audiences and performers. Over the years the school has showcased many memorable performances such as 'Othello' (Shakespeare), 'Blood Brothers' (Russell), 'Alice in Wonderland' (Henry), 'Woyzeck' (Buchner), 'Joseph and the amazing Technicolour Dreamcoat' (Lloyd Webber), 'Trojan Women' (Aristophanes) and 'Pirates of the Currybean' as well as many many others.

The School has an active Drama club which teaches students performance skills and exposes them to other important aspects of production such as lighting and sound design, stage management, costume and set design, writing and direction.

Harrow has many links with local and touring theatre companies who regularly visit the school to run workshops and perform for our students. We have a culture of visiting live performances both locally and internationally.

Public Speaking

The Senior School holds regular school debates where students have the opportunity to argue their points on a range of issues in front of the school. These give students the chance to hear different points of view and develop critical thinking skills.

Sports and Expeditions

As members of FOBISSEA (Federation of British International Schools in South East Asia), ISAC (International Schools Athletic Conference) and ACAMIS (Association of China and Mongolia International Schools), we are able to offer students a diverse range of competitive opportunities throughout Asia.

All students from the Pre Prep Phase to the Sixth Form successfully compete on a seasonal basis in football, volleyball, basketball, netball, rugby, track & field athletics, swimming and tee ball as well as handball, tennis, table tennis, badminton and cross country running. We encourage as many students to represent the school as possible as well as the elite sportsmen and women; Sportsmanship is a paramount part of our ethos.

Further sporting opportunities are available in skiing, horse riding, martial arts, sailing and many other competitive sports.

Taking learning outside the classroom, we are committed to offering the widest and richest range of extra-curricular activities possible. Some of the activities offered include: Scrabble, Bridge, tai ji, table tennis, football, fencing, cricket, rugby, cooking, Scottish country dancing, drama club, calligraphy, share trading club, film club, circuit training, mathematical model-making, and a journalism club.

Equally, and with similar objectives, all students from Year 4 onwards are encouraged to join the week long annual expeditions, which start the year by fostering camaraderie and school spirit. The younger years also hold expeditions week but as a series of themed day trips with residential trips starting in Year 4.

We also arrange frequent trips to exhibitions and areas of special cultural interest in Beijing and further afield.

Work Experience

As part of the Harrow philosophy of providing a full and rounded educational experience, and preparing our students to take up leading roles as global citizens, we offer work experience and internships to our pupils.

Part of our programme of study in Year 10 is to require all students to complete a period of work experience after their summer exams and before the end of term. This is invaluable in preparing

our students for the realities of the world of work which include commitment and responsibility. We support students by encouraging them to contact local organizations and businesses, to use their existing family contacts and to design their own work experience programme that will be most useful to them. This is planned in PSHE sessions with their form tutors. We also encourage students to think longer term, investigating possible future summer internships that they may undertake after their GCSEs or during A-Level and university study.

We do try and put students in touch with organizations when we are aware of possibilities. If, as a parent, you can support this invaluable work experience programme, and you feel your workplace could offer a stimulating, productive and rewarding week for one or more of our students, please contact the School on enquiries@harrowbeijing.cn and we can provide further details.

The International Award

The International Award for Young People is designed to challenge individuals. It presents a balanced, non-competitive programme of voluntary activities which encourages personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to their community.

There are three levels of The International Award - Bronze, Silver and Gold and the International Award is divided into four sections:

Service - In this part of the Award students learn a sense of responsibility to each other and to their community.

Adventurous Journey - The aim of Adventurous Journey is to encourage a spirit of adventure and discovery. Students are taught how to plan for and safely run an expedition which includes learning map reading skills and completing a first aid course

Skills - In this section students are encouraged to try new skills or to improve on existing ones. The extensive activities programme at Harrow International School Beijing already caters for most students' needs though new activities have since been added as a result of The International Award.

Physical Recreation - As The International Award is non-competitive all students are encouraged to work hard in improving their own physical endurance.

Critical Lunches

Critical Lunches at Harrow are the brainchild of former Chair of Friends of Harrow, Dr Helen Wing. The idea, like most really good ideas is very simple: it's to provide an informal setting for students to meet interesting people and talk about interesting ideas with them. Speakers are invited into the school about once a month to share their thoughts and responses to a big, searching question which provides the title for the Lunch. Questions in the past have included such fascinating and varied questions as 'What's the point of going to Space?', 'Should everyone be a feminist?', 'What is an explorer?' and 'What should you do with your life if you don't have a passion?'.

The speaker begins the lunch by giving a short talk about the question and then the students have a chance to discuss these ideas in a bit more detail with them over lunch. The informal structure of the Lunches tends to lead towards lively conversation and the chance for students to meet and interact with some pretty amazing people, develop their conversational skills and hopefully increase their interest in and understanding of the wider world.

Since Beijing shelters a large number of very interesting people, many of whom seem to be generous enough to let us persuade them to give up their time to speak to us, we have been fortunate to enjoy an amazing variety of interesting conversations so far, with speakers from all sorts of interesting areas of human endeavour including architecture, economics, the world of international rugby, human rights, photography, art, writing, animation, exploring, space, forensic accountancy, advertising, the list is dizzying!

The Critical Lunch programme is now in its fifth year; we look forward to more fascinating questions, speakers and answers in the coming terms.

HOUSE SYSTEM

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

- Churchill (yellow) - named after Winston Churchill, British Prime Minister, Old Harrovian.
- Curie (green) - named after Marie Curie, Nobel Prize winning chemist and physicist.
- Ju Ching (red) - named after the Philanthropist and mother of Daniel Chiu, founder of Harrow International School Beijing.
- Kong Zi (blue) - named after Confucius (Kong Zi), Chinese philosopher.
- Song Qing Ling (purple) - named after Madame Sun Yat-sen (also Soong Ching Ling) politician.
- Lyon (orange) - named after John Lyon, founder of Harrow School in London

Each House is led by a teacher called the Head of House. Each house also has House Captains as well as other leadership roles. The House Captains assist the House Leader with the coordination and organisation of student participation in house events.

All students from Pre-School (age 3) to the Upper Sixth (age 18) are enrolled in the Houses. The Houses compete in a number of competitions and activities held throughout the year in order to win House trophies. The Houses are very involved in local community and charity work and this has been their main focus. The House Representatives in each Year Group help the house captains to arrange activities and lead the houses. The house events turn leadership into actions and help the students to develop a number of key leadership skills.

These include, amongst other things:

- Sports Day
- Charity Events
- Dance Competition
- Music Competition
- Football Competitions

These houses afford the student a smaller, closer community within the school, and broaden the range of activities and support available to the students.

As members of the respective houses, students' uniform will include a House tie and House t-shirt, which is worn during house events.

Points are awarded to the houses for winning competitions – with a decreasing number of points available going down in placing. House points are also awarded for reds and for students who successfully participate in other ('non House') events. At the end of each academic year, the number of points accumulated by each house is totalled and the 'winning' house recognised.

THE HARROW FAMILY

The Harrow Family of Schools comprises Harrow School, The John Lyon School, and the Harrow International Schools of Bangkok, Beijing and Hong Kong.

The group of Harrow International Schools is united by the work of Harrow International Management Services (HIMS) who meet with the Heads of the Schools at least 3 times a year. HIMS has the overarching responsibility for Quality Assurance, Additional Services, Recruitment, Human Resources and Marketing.

The Harrow Family of Schools has the following ethos in common:

Spirit of Harrow

Above all, the spirit of Harrow is to inspire students to develop their talents and reach for excellence in everything they do. This is epitomised by one of its most famous sons, former British Prime Minister, Winston Churchill. It is this dogged determination that each school seeks to emulate and nurture in its students.

Academic Excellence

Academic achievement and excellence in teaching and learning are foremost amongst Harrow's goals. Each of the Harrow schools seeks to achieve the best academic standards, appropriate to each student's potential. The goal is to provide all students with the best opportunities to gain access to tertiary education based on teaching to the English Curriculum and the summative assessment pathways provided by GCSEs (and iGCSEs), A-levels and value-added tests such as those provided by the University of Durham. The schools believe that A-levels provide more flexibility and choice, and study of selected subjects to a greater depth, than other curricula available at this level. Teachers are highly qualified and experienced, and are committed to holistic schooling.

Broad-based Learning Experience

All schools offer extensive after-school and weekend extra-curricular programmes that aim to provide opportunities for participation and excellence in a wide range of pursuits from games, music, drama, and art to outdoor education, community service and hobbies. The objectives of these are to provide students with access to a wide range of pursuits that could become lifetime passions; expose students to the benefits of both fair play and team loyalty and build confidence; to be on the edge of students' comfort zones whereby they develop resilience and loyalty to peers; and provide opportunities to interact with their teachers outside the classroom. Through these pursuits, students are given a range of opportunities to develop leadership skills such as School Monitors/Prefects, House Captains/Heads of House, and team captains.

Teacher/Pupil Relationships

The foundation of what each school provides is the commitment, dedication and expertise of the teaching staff. There is a range of contexts in which these relationships are nurtured, for example, in Houses, extra-curricular activities, the classroom and the tutor-tutee relationship.

Traditional Framework

The Schools aim to bring the best of Harrow traditions together with the best of current practice. Various customs, symbols and protocols are carried forward from the past, from the Harrow hat to historical reference points. Students are expected to interact with teachers and peers with courtesy, tolerance, understanding and respect. Within this traditional framework, the schools are dynamic and constantly looking at ways to improve the quality of their educational offering and its relevance.

Intercultural Relations

Harrow School is renowned for its famous non-British Old Harrovians (for example, Jawaharlal ‘Pundit’ Nehru and King Hussein of Jordan) as well as its British icons. Today there is a wide range of nationalities, cultures and religious traditions represented within and across the student bodies of all four schools.

Values

Harrow School has demonstrated a willingness to lead the way in terms of bridging gaps with other religious traditions, such as the introduction of a Roman Catholic chaplaincy. Consistent with the recognition of the spiritual dimension in human development, all schools seek to promote independence of thought, respect for others, creativity and responsibility and, to nurture a sense of virtue and morality, in their students. This is perhaps best summed up in the Golden Rule: treat others as you wish to be treated yourself.

Community Service

The very origins of Harrow School, as personified by John Lyon’s Charter, have their roots in service towards those who, for some reason, are constrained in their opportunity to access educational opportunities. The founding of The John Lyon School demonstrates this. Seeking opportunities to serve local and distant communities lies at the heart of the charter and it is contingent upon each school, for each generation, to be guardians of this time-honoured legacy.

Facilities

All schools seek to provide the best quality of facilities and educational resources available, needed to support their extensive curricular and extra-curricular programmes.

Governance

All five schools seek to manage with financial responsibility, for the purpose of a sustaining a high quality of education. Heads are accountable to their own Governors and several Harrow Governors have representation on the other three schools’ governing bodies, at least two attending each meeting, in order to maintain consistency and accountability. The financial management of all four schools is subject to full disclosure to the Harrow Governors and auditing by internationally recognised auditing firms. The schools are expected to produce sufficient financial return to ensure financial viability and sustainability.

MISSION AND VALUES STATEMENT

The mission statement of the Harrow International Schools is ‘*Leadership for a better world*’, which draws on the great tradition of famous leaders emanating from Harrow School such as Winston Churchill, Pundit Nehru and King Hussein of Jordan.

Leadership involves having the motivation, skills and determination to make a difference. It can mean leading from the front or influencing from within as an effective team player.

‘*Leadership for a better world*’ is defined as six attributes that we aim for our students to increasingly demonstrate during their time in our schools and beyond. The leadership attributes are:

- Contributing positively to community
- Applying knowledge with compassion
- Solving problems collaboratively
- Solving problems creatively
- Making just choices
- Facing challenges with determination

It is the intention of the Harrow International Schools to reinforce these themes throughout the learning life of our students in a number of integrated ways.

GOVERNORS

As with Harrow’s first international school in Bangkok, Harrow International School Beijing is strengthened through Harrow School’s active involvement in its governance and strategic planning.

The current members of the School Board meet three times a year and are responsible for monitoring school progress along with supporting the strategic and developmental planning.

–	Mr. Daniel Tat Chiu	(Proprietor)
–	Mr. Louis Fel	(Vice Chairman)
–	Mrs. Ming Ho	
–	Mr. Edward Gould	(Harrow School)
–	Ms. Grace Wang	
–	Mr. Kevin Gilbert	(Harrow School)
–	Dr. Robert Shi	
–	Mr. Nicholas Smith	
–	Dr. Mark Hensman	(Secretary to the Board)

FINANCE AND PAYMENT OF FEES

To ensure enrolment for the next academic year, an initial payment of 20% of the full school fees is required on acceptance of an offer of a place at the school and by 20th May for returning students. The full balance of the school fees is required by August 1st and two weeks before the start of each term if payment is being made in installments.

When student enrolment takes place during the course of the academic year, fees are charged from the week of enrolment. In this case fees are reduced on a pro rata basis.

Discounts

For tuition fees a sibling discount is offered to families with three or more children enrolled in the Harrow International School Beijing as follows: a 5% discount for the third child, 10% for the fourth child and 15% discount for the fifth and subsequent children.

Afternoon Activities and Individual Music Lessons

The cost of activities is included in the tuition fee except for special activities for which there is an additional charge. Individual instrumental music lessons are subject to an extra charge and payable termly.

School Lunches and Snacks

The cost of school lunches is RMB 6,000 for the Academic Year 2013/2014. In the Upper School snacks are available at break times and after school and paid for separately. In the Early Years, Pre-Prep and Prep Phases snacks are available at break time and are included in the lunch fee.

Expeditions

The cost of the annual expedition is included in the fee structure. For some further trips and expeditions additional charges will apply.

Uniforms

The cost of both basic sets of summer and winter uniforms and games kit, sport cap, scarf and bag issued at the point of enrolment will be charged at RMB 4000. Extra individual items are available through the school shop and are paid for separately.

Transport

A Transport fee will be charged at RMB12,000 (more than 5 kilometers) and RMB8,000 (within 5 kilometers) for the full Academic Year for those students who require the school bus to collect and take back home. Otherwise, the transport fee will be calculated on a pro rata basis.

Examinations

Separate fees are charged for the cost of external Public Examinations at GCSE, iGCSE, AS and A-Levels. Internal examinations are not charged.

EAL Fees

Additional charges may be levied for students who require further English language support both during and after the normal school day.

Deposit

A refundable deposit of RMB5,000 is payable by each student. The deposit is reserved to cover the loss or non-return of school books and equipment. Should the lost items or non-return school books be worth more than RMB5,000, payment for the difference is required.

Methods of Payment and Payment schedule

Following acceptance of the offer to take up a place at Harrow International School Beijing, full fee invoices will be issued by the School's Accounts Department. Fee payments should normally be made within one month of receipts of invoices. Late payments are subject to a late payment charge at 1% per month.

- In RMB with cheques drawn on a local bank
- In foreign currency with cheques drawn on an international bank
- By Telegraphic Transfer (see bank details below)

Following the offer of a place, full fee invoices will be issued by the school's Accounts Department. Fee payments should normally be made within one month of receipt and not later than two weeks before the start of each term or academic year when fees are paid in full. Late payments are subject to 1.5% interest charges.

Harrow International School Bank details

For RMB payments:

Bank name: Heng Seng Bank Beijing Branch 恒生银行（中国）有限公司北京分行
Account name: Harrow International School Beijing 北京哈罗英国学校
Account No: 531031680020

For US Dollar and other foreign currency payments:

Bank name: China CITIC Bank Beijing Anzhen Sub. Branch 中信银行北京安贞支行
Account name: Harrow International School Beijing 北京哈罗英国学校
Account No. 7113011482600000720
Swift code: CIBKCNBJ100

Refunds

For withdrawal of students from school, notification needs to be made in writing to the Admissions Office and Finance Department. Refunds of tuition and bus fees are on a term prorata basis.

Please refer to the Withdrawal and Refund Schedule below:

Notification Date	Term 1 Tuition & Bus	Term 2 Tuition & Bus	Term 3 Tuition & Bus
Before and on 1st July	Full Refund	Full Refund	Full Refund
Before and on 1st day of Term 1	No Refund	Full Refund	Full Refund
Before and on 1st day of Term 2	No Refund	No Refund	Full Refund
After 1st day of Term 2	No Refund	No Refund	No Refund

LEAVING

When you leave Harrow Beijing you need to notify the Registry in writing of your leaving date and the reason for your departure.

Once you have notified the Registry that you are leaving, your child will collect a Leaver's Orange Form that has to be signed off by teachers, library, account etc. to confirm the return of resources. Once this form is complete the deposit is returned to you.

If you require School references or letters of studentship, please contact admissions@harrowbeijing.cn

MY CONTACTS

My child's Tutor is: _____

E-mail: _____



Head Master - Matthew Benjamin Farthing
Headmaster@harrowbeijing.cn



Deputy Headmaster - Martin Towse
mtowse@harrowbeijing.cn



Head of Upper School - Lynne Oldfield
loldfield@harrowbeijing.cn



Head of Sixth Form - Nicholas Rickford
nrickford@harrowbeijing.cn



Head of Prep Phase - Peter Rizzardini
prizzardini@harrowbeijing.cn



Head of Pre-Prep - Hannah Sanders
hsanders@harrowbeijing.cn

Admissions
admissions@harrowbeijing.cn

Main Switchboard: +86 (10) 6444 8900

CHANGE OF DETAILS

Please ensure that the School has your current contact details at all times in case of emergencies.

You can update your details: e-mail, telephone, mobile phone etc, through the parent portal or by e-mailing admissions@harrowbeijing.cn.

FEEDBACK

If you have any feedback you would like to give us on this Handbook (i.e.: what we missed, what was helpful, what was not) we would welcome your comments. Please detach this page and submit it to the Human Resources Department or e-mail us on hr@harrowbeijing.cn.

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HARROW

INTERNATIONAL SCHOOL

BEIJING