



杭州市萧山区惠立学校
Hiba Academy Hangzhou
Wellington College Education

寄宿学院手册 BOARDING HANDBOOK



明 Ming

从心, 致远。Be You. Be More.

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欢迎来明院

Welcome to Ming House

明院就像家一样。寄宿生在这里生活、睡觉、放松和学习，建立起值得珍藏一生的友谊。热情洋溢的教职员工在这里认真聆听、引导、启发、激励着寄宿生，给出建议。我们关爱每一个学生，认真对待每一个孩子的需求。

由教学团队与学生关怀体系成员组成的寄宿学院教师团队与学生建立起牢固的师生情谊，让学生以饱满的姿态积极开展学习生活。我们的团队在支持青少年成长方面有丰富的经验。在老师们的指导和支持下，学生们的寄宿生活充满精彩。

Ming House is very much considered a home. It is the place where the boarders will live, sleep, relax and work. It is the place where enduring friendships are formed and where enthusiastic staff are on hand to listen to, guide, inspire, advise and motivate our boarders, taking into account the individual needs of everyone within our care.

Our team of boarding staff, comprising a mix of teaching and pastoral staff, is dedicated to building strong relationships with pupils to ensure they are engaged and motivated. Our team have a wealth and variety of experience to support children facing adolescence. Pupils receive guidance and support, which helps them enjoy their time.



我们的使命

Our Mission Statement

在惠灵顿（中国）教育集团杭州校区，寄宿生活超越了传统的住宿模式，已然成为全人教育体系中不可或缺的一环。我们致力于培养兼具惠灵顿和惠立特质的学生，使其成长为具备积极、慎思、独立、个性、包容特质的个体。

秉承“从心，致远”的愿景，我们融汇东西方教育精粹，开创性地打造独特的寄宿体验。寄宿社群以“仁、义、礼、勇、信”为核心价值观，致力于塑造心怀仁爱、品格坚韧、视野广阔的世界公民。

明院营造了一个安全、温馨、宛如家一般的成长环境，孕育出信任、互敬与共情的生活氛围。通过多元化、结构化的寄宿项目，我们全方位助力学生的学业精进、品格塑造与个人成长。在这里，学生们不仅培养了独立性，更建立起终身难忘的友谊以及深厚的归属感，为未来在互联互通的世界中卓越发展奠定基础。

我们的目标是打造一个“家外之家”——在明院这片成长的港湾，学生们既能获得从容自信的成长养分，更能磨砺直面挑战的勇气，探索人生志趣的无限可能。通过赋能学生成为积极的时代变革者，我们助力其以扎实技能、核心价值与坚韧品格为支点，构建幸福充盈的人生图景，为世界持续输出正向影响力。

At Wellington College Education (China) - Hangzhou, boarding is more than just accommodation—it is an integral part of our holistic education, fostering the Wellington and Hiba identity in pupils who are Inspired, Intellectual, Independent, Individual and Inclusive.

Guided by our vision to ‘Be You. Be More’, we create a pioneering boarding experience that blends the educational excellence of the East and West. Our boarding community is built on the core values of Kindness, Responsibility, Respect, Courage and Integrity, shaping pupils into resilient, compassionate and accomplished global citizens.

Ming House offers a safe, caring and family-like environment where trust, mutual respect and empathy thrive. We nurture academic growth, character development and personal enrichment through a structured yet dynamic boarding programme. Pupils develop independence, lifelong friendships and a deep sense of belonging, preparing them to thrive in an interconnected world.

Our ultimate aim is to be a home away from home—where pupils grow in confidence, embrace challenges with courage and discover their passions. We empower them to become changemakers, equipped with the skills, values and resilience to lead happy, fulfilling lives and make a positive impact on the future.





明院住宿设施

Ming House Accommodation

寄宿学院为一幢精心设计的六层独立建筑。每层楼根据学生性别安排。学生居住的舒适性和安全非常重要。因此，寄宿学院的设计可以方便学生快速使用到各种现代化设施。

寄宿学院中有多功能游戏和活动室，自由活动时间内学生可以在里面放松休息和社交。在那里，学生们可以发展社交技能，和朋友一起享受时光。

寄宿生的房间为舒适的双人间。每个房间内都有学习空间、空气净化器和可调温空调。每层楼配备有过滤水机和热水设施。

寄宿学院的设计充分考虑学生关怀和安全。整幢楼配有门禁系统。学生携带学生卡只能进入自身居住楼层。所有走廊和公共区域都安装有监控。

经验丰富的教职员工会帮助学生更快地适应并熟悉寄宿学院的环境、日常作息、学校和寄宿学院的要求。

Boarders are accommodated in a separate, purpose-built building with six floors, with each floor divided according to gender. The comfort and care of our pupils are important to us, and with this in mind, the boarding house has been specifically designed to provide our pupils with access to all the modern facilities and features you would expect.

There are multiple games and common rooms in which pupils can relax and socialise during their free time. They are places where pupils can develop their social skills and enjoy time with their friends.

Boarders are accommodated in comfortable double bedrooms with a study space. Each room is fitted with air purifiers and adjustable air conditioning. Each floor has access to a water filter machine and hot water facilities.

The boarding house has been designed with pupil care and safety in mind. It features a secure door system with ID integration within the building. Pupils can only access their own floor using their ID card. The building is equipped with CCTV cameras throughout the corridors and common areas.

Experienced staff assist with the settling-in process to ensure pupils become familiar with their surroundings, routines and the school's and house's expectations.

宿舍

Rooms

我们的住宿条件是高规格的。两人间内配备两张单人床，两套书桌、衣柜以及抽屉。每张床下还有额外的储存空间。学生可以携带一些个人物品装扮房间，例如照片、玩偶或者海报，给宿舍一种家的感觉。学生要保持房间整洁干净，正确放置衣物和书本。

我们要求所有学生根据季节自带床具。床垫尺寸为90cm x 200cm。每个房间均配备空调和空气净化器。空调根据季节转换冷热模式。同宿舍的两位学生可以根据自身需求调节空调温度。

到达寄宿学院后，每位学生会安排与同年级、同性别的另一位学生合住。由于学生人数因素，可能会有学生一人一间房。在学生到达明院后，房间安排信息会和学生们分享。如果您的孩子有特别的室友意向，请提前联系寄宿学院以便让我们及时了解。但是，我们不能保证满足所有需求。

学会如何与他人共处一室是孩子们重要的学习和成长经历。和不同个性和生活习惯的人一起居住可能会让人心里犯难。出现问题时，我们建议孩子们坦诚布公地谈，做出合理的妥协。当问题未能解决时，学生应该寻求寄宿学院教职员工的帮助。换宿舍是万不得已的最后一步。

The accommodation is of a very high standard. Pupils share a double room with two single beds, and each pupil has an individual desk space, a wardrobe and drawers. There is additional storage space under each bed. Pupils can bring a few personal items, like photos, a cuddly toy, or posters, to make their room feel more like home. Pupils are encouraged to keep their rooms tidy, with personal space remaining tidy, with clothes and books stored correctly.

We require all pupils to bring their own bedding for their room, taking into account the current season. The mattresses on the beds are 90cm x 200cm in size. Each room is fitted with Air Conditioning and an air purifier. The Air Conditioning is switched between hot air and cooling mode according to the season. The children can adjust the temperature to the needs of both children who share the room.

Upon arrival, each pupil is allocated a room to share with a pupil of the same age and gender. Due to numbers, there can be occasions when a child has to room alone. Room plans will be shared with the pupils when they arrive at Ming House. If your child wishes to share with a friend, please contact the boarding house in advance to ensure their request is noted. However, we do not guarantee that we can follow all requests.

Adjusting to living with a roommate is one of the greatest learning experiences your child will face. It can be daunting to learn to live with someone who has a different personality and habits. If issues arise, it is always advisable for your child to air their differences with their roommate and seek a reasonable compromise. If the situation escalates, the pupil should seek the advice of a member of the boarding staff. Rooms are only changed as a last resort.



明院的医疗保健

Healthcare in Ming House

寄宿学院有自己的医务室，配有资质齐全的护士。医务室开放时间为学生放学后的下午4点至晚上10点。每晚都有通宵值班护士。

护士是明院幸福关怀团队的一部分。所有成员通力协作，为孩子们提供支持。

为更好地照顾您的孩子，我们需要您孩子的最新准确信息。请及时填写学校提供的表格。

Boarding has its own Medical Clinic, staffed by qualified nurses. The Clinic is open from 4 pm, when the children return from school, until 10 pm each evening, with a nurse on call overnight.

The nurses form part of the pastoral team within Ming House, all of whom work together to support the needs of the children in their care.

For the team to care for your child correctly, it is vital that we have accurate and up-to-date information about your child. Please ensure that all information is shared using the forms provided by the school before arrival.

明院的药物处理

Medication in Ming House

学生不能自己携带药物到校。所有药物需由医生开具，并由家长直接交至护士。药物的原包装必需完好清晰并标有学生名字和医嘱。非处方药和中药必须附有医嘱。孩子可以携带一周所需的维生素。同时，为了确保所有孩子的安全，我们会定期检查用药量是否适量。

孩子的所有医疗信息，包括疫苗接种信息对我们的医务团队有重要的意义。为保障孩子的安全，请务必在学年初携带疫苗本到校，这也是入学条件之一。

Pupils are not to bring their own medication into the school. Any medication must be prescribed by a doctor and be handed directly and immediately to the nurse by the parent. The medication must be in its original packaging, clearly labelled with the child's name along with the prescription. Over-the-counter medication and Chinese medicines are only allowed with a doctor's prescription. Your child is welcome to bring in enough vitamins for a week; however, please be aware that regular checks will be done to ensure that your child has the appropriate amount. This is to ensure we fully safeguard and protect all children.

It is essential that the nursing team have up-to-date medical records, including vaccination records for pupils. Please ensure you bring in your green card at the beginning of the academic year so we can keep your child safe. Please note, this is a requirement for entry.



当孩子身体不适时

If Your Child Feels Unwell

孩子的健康是我们的第一要务。孩子身体不适时可以前往医务室。护士会评估孩子的状况，如有需要会与家长取得联系。孩子时，需由家长接走，在家休养到自然退烧后48小时。如果孩子一直有不适的状况或者腹泻，家长也需要从宿舍接孩子回家，休养至症状消失后24小时。

在这种情况下孩子呆在家里会更加合适，家长要认识到这是防止疾病扩散的重要保护措施。当家长不便接孩子回家时，请务必确保有一名成年人可以全天候接送孩子。我们无法长时间为孩子提供专门的隔离护理。

Your child's health is of utmost importance to us. If your child becomes unwell, they will visit the nurse in the clinic. The nurse will assess the child and contact the parents if necessary. Children with a fever will need to be collected by a parent and remain at home until fever-free for 48 hours without fever-reducing medication. Children with ongoing symptoms of sickness or diarrhoea will also need to be collected from boarding and stay at home until they have been symptom-free for 24 hours.

It is essential that your child feels comfortable at home in these situations, and that parents understand this is also a preventative measure to reduce the likelihood of the illness spreading. We request that parents ensure there is always an available adult who can collect the child if they are unable to do so. We are unable to offer isolated care for a child.



校外医疗预约

External Medical Appointments

如果您的孩子因为任何原因需要校外就医，请直接联系我们。我们希望这些预约尽量安排在周末，否则很容易干扰学院的日常作息。

Please get in touch with us directly if your child needs to attend external medical appointments for any reason. We request that appointments be arranged during the weekends rather than during the week, as this can be very disruptive to the routines of the house.

医务室联系方式

Contacting the Medical Clinic

邮箱: nurse.hah@hibaacademy.org

寄宿学院医务室: 0571-82396396

学校医务室: 0571-82396394

Email: nurse.hah@hibaacademy.org
Boarding Medical Clinic: 0571-82396396
Main Medical Clinic: 0571-82396394

与家人联系

Contact with Home

对任何年龄的孩子而言，从家里搬到寄宿学院生活都是人生中的一大步。这一步挑战连连，想家就是其中一个。寄宿学院的孩子可以在固定时间与家人联系，但联系时长有限，因为过于频繁地联系家人反而会加剧想家的情绪。

孩子们可以使用寄宿学院的电话与家人联系，也可以使用自己的手机（更多手机使用相关信息详见电子设备篇）。

如果有任何问题，不论多琐碎的事，孩子们（和家长）都应该随时告诉教职员。只有了解到问题，我们才能更好地给予帮助并努力解决问题。

我们渴望与寄宿生家长建立开放式的关系，双方信息互通尤其重要。如果您觉得需要就任何事宜与寄宿学院的教职员讨论，请随时联系我们。

每个家长都希望听到孩子们的消息，但是有的孩子在忙碌或者玩耍会忘记联系家人。我们明白这可能使家长产生焦虑情绪；因此，我们建议您在固定时段与孩子通话，通话时长也尽量保持一致，这有利于建立起良好的沟通习惯。

通常孩子在寄宿学院会过得非常快乐，但是孩子们偶尔也会心情低落。您可以聆听孩子的心声，同时也要明白孩子们说的可能并不是事情的全貌，表达的情绪也不能代表其长期的情绪状况。您可以安慰他们，告诉他们偶尔情绪低落也是正常的现象，必要时可以寻求教职员的帮助。请不要因为孩子恳求就轻易心软接孩子回家，要鼓励孩子们留下来、解决问题。

如果您对孩子有任何担心，请第一时间联系我们。有问题应该当下尽快解决。

“钉钉”是惠灵顿（中国）教育集团杭州校区广泛使用的应用程序，也是联系寄宿学院最便捷的方式。此外，您可以在上午8点至下午6点联系寄宿学院前台。

Moving away from home and into a boarding environment is a big step for a child of any age, and this can present them with many challenges, including homesickness. Children are allowed to contact home at set times during their time in boarding; however, we recommend that contact time is limited, as this can occasionally prolong homesickness.

Children are welcome to use the house phones to contact home as well as their own mobile phone (more information about the use of mobile phones is under Electronics).

Children (and parents) should always let a member of staff know if they are worried about anything, no matter how trivial they think it is. We can only help if we know about the problem, and we will always try to find a solution.

We want to establish an open relationship with parents of boarders, and for this to happen, it is important that information flows both ways. You must contact the boarding house staff at any time if you have something you need to discuss.

Whilst every parent would love to hear from their child, children often tend not to call home when they are busy and happy. We understand that this can usually leave parents anxious or worried. To establish a good routine, we suggest setting up a regular time slot and sticking to it for speaking with your child.

Remember that your child will often have lots of fun and enjoy their time in boarding; however, there are times when children are upset. Ensure you listen to them, but also bear in mind that this is not the whole picture and does not reflect their feelings all of the time. Reassure them that it is normal to feel down and encourage them to seek support from a staff member within the house. Please do not feel tempted to collect them from Ming House, even if they plead, encourage them to stay and work through their problems.

Please get in touch with us immediately if you have any concerns about your child; it is much easier to help resolve issues at the time rather than later on.

The easiest way to contact staff in Ming House is through DingTalk. DingTalk is a widely used app across Wellington College Education (China) - Hangzhou, facilitating fast and easy communication with the boarding house. Alternatively, you can contact the Ming House reception desk between 8:00 am and 6:00 pm.



每周学生接送安排

Weekly Collection and Drop-Off

明院实行周寄宿制。家长需要在每周五下午从寄宿学院接走孩子，每周日晚将孩子送回寄宿学院。

每周五家长接走寄宿生的时间为下午4点20分。家长需要向负责解散学生的教职员工出示监护人卡。如果您本人不能前来，为了确保放学流程的高效顺畅以及您孩子的安全，请提前做好替代方案并告知我们。所有学生必须在下午4点30分之间离开。

寄宿生每周日晚返校时间为下午6点至8点。学生可以从学校东门或南门入校。

由于周围有较多低年龄段学生，所以您前来接送孩子的时间段路面将会比较拥堵。为了确保所有人的安全，在此恳请各位家长务必注意路面状况，控制车速。行车和停车时请注意周边环境。

您的孩子可以在周一上午7点20分至7点40分之间返校。他们需要行李直接带到明院。如果您的孩子在早上7点40分以后到校，请勿将行李寄放门卫室，请将行李直接带进教室。

At Ming House, we offer weekly boarding only. This means parents need to collect their children at the end of the school week and drop them off again at the start of the week.

Parent collection time for boarders is at 4:20 pm on Friday. Parents are expected to present their parent badge to the member of staff responsible for dismissing their child. If you are unable to collect your child in person, then it is your responsibility to make alternative arrangements to ensure your child is collected on time. You can organise for other known people to collect your child or take a secure taxi. All alternative arrangements must be communicated to us in advance to ensure a smooth and efficient dismissal and the safety of your child. All pupils should have been collected no later than 4:30 pm.

Drop-off each week is on Sunday evening between 6:00 pm and 8:00 pm. All pupils should enter via the South Gate or East Gate.

It can get quite congested at drop-off and pick-up times due to the large number of young people around. We kindly ask parents to be mindful of this and respect the speed at which they travel, as well as be considerate of others when parking, to ensure everyone's safety.

Your child can return to boarding on Monday morning. They should return between 7:20 am and 7:40 am, when they must bring their belongings straight to Ming House. If your child is late and arrives after 7:40 am, they must take their suitcase to the classroom; it should not be left in the Guard's Hut.



请假报备

Reporting Absences

周日晚间请假报备：

若您的孩子周日晚上无法返回宿舍，请尽早通过“钉钉”应用软件告知值班舍监。若为常规性周日晚间不返校的情况，仅需首次报备，后续若有变动再行通知。若学生周一白天课程也需请假，请另行通知班主任进行报备。

关于早退安排（上午7点40分至下午4点）：

若您的孩子需在此时间段提前离校（如参加预约活动等），请务必事先向学部提交早退申请并获得批准，并通过“钉钉”通知寄宿学院老师，以便我们及时更新考勤信息，有效避免在下午4点例行考勤时引发不必要的困惑。

寄宿时段离校规定（下午4点至凌晨7点40分）：

若学生需在晚间寄宿时段离开宿舍，请提前通过“钉钉”告知值班舍监以便进行协调安排。
出于学生安全考虑，寄宿生离校时必须满足以下任一条件：
家长发送文字信息或直接致电寄宿学院前台进行请假。

Sunday Evening Absence:

If your child will not return to boarding on a Sunday evening, please notify the Duty Boarding Mistress via the DingTalk app as soon as possible. If it is a regular Sunday absence, you only need to let us know once, and then only again if the situation changes. If your child will also be absent from school on Monday, we kindly ask that you inform their day school tutor as a courtesy.

Early Leave (7:40 am - 4:00 pm):

If your child needs to leave school before dismissal (e.g., for an appointment), please contact the day school for permission and notify Boarding Reception or the Duty Boarding Mistress on DingTalk. This will allow us to update our register and avoid unnecessary concern when completing our registers at 4 pm.

Leaving During Boarding Hours (4:00 pm - 7:40 am):

If a pupil needs to leave the boarding house during the evening, please let the Duty Boarding Mistress know beforehand via DingTalk so arrangements can be made.

For safeguarding reasons, boarding pupils cannot leave the site without:
Written parental permission OR
A direct call to Boarding Reception confirming approval.

寄宿生规范

Boarders' Expectations

明院教职员努力确保所有寄宿生和员工的安全。为了建立一个温暖、友好和安全的环境，我们制定了一套道德准则和行为规范。

所有学生和员工都应：

- 尊重所有明院和学校的教职员
- 倾听和尊重他人的建议
- 文明用语
- 请体谅他人，注意行为举止和态度
- 关爱自己、他人和周边环境
- 对他人礼貌、友好、坦诚
- 妥善对待自己和他人的物品
- 严格遵守寄宿学院日常作息，做好时间管理

The Ming House staff aim to ensure that all boarders and staff feel safe and secure in Ming House. To help achieve this, boarders are provided with a set of moral principles to follow, creating a warm, friendly and safe environment in which everyone can thrive.

All pupils and staff should:

- Always be respectful of each other, the staff who work with them, the house environment and the school.
- Be prepared to listen and respect the opinions and points of view of other people.
- Communicate respectfully using a language that is common to all present in the vicinity.
- Ensure that your actions and attitude result in everyone feeling safe and secure.
- Take responsibility for yourself, others and your environment.
- Be polite, friendly and open with each other.
- Respect your belongings and those of others.
- Follow the boarding routine, ensuring good timekeeping.

奖惩制度

Rewards and Sanctions

我们一直鼓励积极向上的行为举止。明院奖惩制度和学校的奖惩制度保持一致。我们贯彻学校仁、义、礼、勇、信的价值观，鼓励所有成员之间相互尊重。

我们以保持寄宿学院的环境积极向上为目标。教职员一直在热情地认可和表扬学生好的行为，并给与学院积分作为奖励。

在明院表现卓越、超出预期的寄宿生都能受到表彰。我们会在学年中的家长信和“钉钉”信息更新中公布。在学生介绍会上，我们也会介绍惩罚机制，但我们更希望让大家保持正面积极的心态。我们会和学生一起探讨如何改进他们的行为，是否需要额外的帮助。

We are continuously looking to reinforce positive behaviour. Ming House rewards and sanctions are consistent with the school policy for rewards and sanctions. We seek to promote behaviour based on mutual respect between all members of the community and on the school values of Kindness, Responsibility, Respect, Courage and Integrity.

We aim to keep the boarding environment positive. Staff are encouraged to recognise good behaviour with praise, enthusiasm and by awarding house points to individuals.

Boarders who have endeavoured above and beyond our expectations are recognised in our regular award presentations, newsletter and DingTalk updates throughout the academic year. We do have a sanctions system that we share with the children during pupil induction; however, we prefer to maintain a positive approach. We would seek to work with any pupil on improving their behaviour should they need additional support.

电子设备

Electronics

本着国家政策精神，为了让学生拥有更高质量的寄宿生活，我们希望孩子们能享受不受手机、平板、笔记本电脑、智能手表等电子设备干扰的时间。

学生最多仅可携带一部电子设备，且必须在抵达寄宿学院时即刻上交至教职员工。学生仅可在周末离开寄宿学院时使用自己的电子设备。如您的孩子因线上课程、订单运送、需联系海外家人等特殊原因而需使用自己的电子设备，则家长必须申领电子设备使用表格，详细写明使用意图。经批准后，学生将仅可在固定时间段在寄宿学院公共区域使用自己的电子设备。所有电子设备上必须标明学生姓名。

如需联系家人，寄宿生可在下午4点至8点半使用学院座机。请注意，如果在晚上8点30分后遇到特殊情况需要联系家长，学生仅可使用学院电话。

六年级以上的学生需要携带自己的电脑，并且家长已经被告知不要在孩子的设备上安装VPN，学校同样不允许学生使用自己的WIFI或者热点，因为学校的网络具有必要的安全措施以保护孩子们的网络安全。

放学后的自由活动时间和晚自习是学生使用自己电子设备的时间。但是，如果学生被发现错误使用电子设备如在自习时玩游戏，电子设备会被没收一些时间。所有的电子设备必须每晚上交到充电车，随后充电车落锁充电。学生只能在早上去学校的时候拿走电脑。

In line with National Government Policy and in an effort to best support your children while they are boarding, it is essential that they have time without electronic devices (mobile phones, iPads, laptops, smart watches, etc.).

Children are allowed to bring a maximum of one mobile device, which must be declared immediately upon arriving at boarding and handed to staff. Children will only be able to have access to their devices when they leave boarding at the end of the week. Should your child need access to their mobile device for a specific reason, e.g., online classes, ordering transport/contact family abroad, then parents must request our electronic form and fill it out, detailing their wishes. Once approved, children will only have access to their device during a set time in a designated area of the boarding house. All devices MUST be clearly named.

Children also have access to the house phones between 4:00 pm and 8:30 pm, should they need to contact home. Please note that pupils should only use the house phones after 8:30 pm in exceptional circumstances.

For pupils in Grade 6 and above, the school has a BYOD policy in place, and parents are asked not to install VPNs on their children's devices. Pupils are also not allowed to use their own Wi-Fi or hotspots, as the school Wi-Fi already has the necessary protection to ensure their safety.

Pupil devices can be used during free time after school and during prep time. However, if a pupil is found misusing their device, such as playing games during prep, it may be confiscated for a specified period. All devices must be handed in each evening and charged overnight in our locked trolleys. Pupils can collect them each morning for use at school.



就餐时间和零食

Meal Times and Snacks

我们鼓励所有寄宿生培养健康均衡的饮食习惯。请查阅幸福关怀手册，了解健康均衡饮食的内容。

食物对每个人，尤其是长身体的孩子而言都至关重要。寄宿生每天可在学校食堂享用健康的三餐，餐点选择丰富多样，有需要时还可继续添加。我们希望所有学生不论是否感到饥饿，都应正常享用早、中、晚三餐。如果孩子的用餐情况出现异常，我们会及时联系家长。

周内早餐自动扣费，每日缺勤名单均会发送至餐饮供应商，因此缺勤学生当日不扣费。在周日，学生需要在晚餐后返校。菜单将提前发送至学生家长，寄宿生应确保卡内有充足的餐费。

学生可携带少量零食到明院。零食要健康、富有营养，有助于学生的体力恢复，提供维生素、矿物质、蛋白质和纤维等必要的营养物质。学生不得食用汽水、含糖饮料和外卖食品，不得食用方便面或其他须加热食品。学校奉行无坚果政策，校园环境为无坚果环境，因此学生的零食也应为无坚果零食。

家长应避免给孩子带过多零食。学生的零食量为每天一小份，带够一周的量即可。为避免出现食品过敏现象、保障健康的饮食量，我们不允许学生分享零食。

学生应始终佩戴校园卡。校园卡可用于刷校内门禁、使用学校图书馆、从食堂购买食物等。请为校园卡充值，用于从食堂购买食品，操作详情请仔细阅读服务团队发送的详解。校园卡一旦遗失，则需重新购置新卡。

We encourage all our boarders to eat a healthy and balanced diet. Pupils learn about what a healthy and balanced diet looks like through the wellbeing programme.

Food is essential to all of us, particularly growing children. Boarders are provided with a choice of three healthy meals a day, which they eat in the school canteen. If children are hungry at meal times, they are welcome to return for more food; there is always plenty of choice. We expect all our children to eat breakfast, lunch and dinner each day, and staff will notify parents if we have any concerns about your child's eating habits.

Breakfast is automatically charged for during the week, and an absence list is sent to the caterers daily, so pupils who are absent from school are not charged. Pupils should eat dinner on Sunday evening, before arriving at Ming House. Dinner during the week is 'à la carte', giving pupils a varied choice of food to select from, with dishes being charged for accordingly. Menus are sent to parents in advance, and boarders must have credit on their ID cards to pay for their meals.

Children are welcome to bring a small amount of healthy snacks to Ming House, provided they have good nutritional value. Please consider if they can make a valuable contribution to their energy and nutrition needs, ensuring they provide vitamins, protein and fibre. Fizzy and sugary drinks, as well as takeout, are not permitted in Ming House. Instant noodles and any other food that requires heating are also not allowed. Snacks should be nut-free as the campus is a nut-free campus. The school operates a nut-free policy.

It is important that parents resist the temptation to send in too many snacks with their children. Children should have enough for just one small snack per day for a week. Sharing snacks is not permitted due to the risk of potential food allergies and to ensure that pupils do not consume excessive amounts.

Pupils are required to wear their ID cards at all times. ID cards provide children with access around school, the ability to use the library and to purchase food from the canteen. ID cards need to be topped up with credit to buy food from the canteen – please follow the instructions sent out by the services team. If your child loses their card, they will need to purchase a new one.

快递

Deliveries

有时候孩子会不慎将自己的物品遗忘在家中。如果遗忘的是重要或紧急物品，我们会要求学生自行联系家人运送物品。其他类型的物品运送必须通过“钉钉”或寄宿学院前台征得同意并安排运送。生日蛋糕可以随时派送。学生不得自行安排任何方式的快递或使用蜂巢快递柜，由于员工的首要关注点是监督和保障学生安全，因此，老师们会在工作结束后去门口取包裹。

We realise that occasionally children accidentally leave belongings at home. If it is essential or an emergency, then we will ask your child to contact home to organise what they need. Any other deliveries must be organised and agreed through DingTalk or the Boarding reception. Birthday cakes are always welcome. Children are not permitted to manage any form of delivery themselves, including food deliveries, or use the hive boxes. We kindly remind parents that the primary focus of our staff is the supervision and safety of our pupils. So, any collection of parcels from the gate will be done as soon as possible when they are free.

洗衣服务

Laundry and Clothing

紧急时，我们可以提供洗衣设备。如遇紧急情况，学生需要联系教职员工后在他们的帮助下使用洗衣设备。

目前，我们不提供负责清洗学生被褥的外部洗衣服务。所有学生需每两周更换一次被褥，并带回家中清洗。请大家按时更换被褥，保持寄宿学院较高的卫生标准。

校内不提供校服和便装清洗设备。周五，请所有寄宿生将所有除床具外需要清洗的物品带回家清洗。

We do offer minimal on-site laundry facilities for use in emergencies. If a child needs to use the laundry urgently, they should speak with a member of the boarding staff, who will assist them.

Currently, we do not have an external laundry service for bedding, and pupils are expected to change their bedding every two weeks. Bedding should be taken home to wash. We request that all bedding be changed on the dates set by the boarding staff, as this helps to ensure the highest hygiene standards.

There is no facility at school to wash school uniforms or casual clothing, and therefore, children are required to take all their laundry home on weekends to be washed.

校服商店

Uniform Shop

关于校服具体标准和详细信息，您可以参照家长手册的校服商店页面。

家长有任何问题，可以通过以下电话联系校服商店：+ 86 571 82396397

您也可以在线购买校服，网址为 <http://pc.hal-frin.com/shop/login/login>

校服须在到校前购买。

Full details of uniform requirements and information about the on-site uniform shop can be found in the main Parent Handbook.

Parents can contact the uniform shop on the following number if they have any enquiries: + 86 571 82396397

It is possible to purchase uniforms online via the website <http://pc.hal-frin.com/shop/login/login>

Uniforms should be purchased in advance of arrival at the school.

着装要求

What to Wear

白天：

每天早上学生必须穿着整套校服并携带运动服。请寄宿生确保携带一周充足的服装。

晚间：

学生在每天放学返回明院后需要换上便装。请在准备行李时充分考虑气温因素进行适时合理调整。所有孩子应该备有雨衣。

就寝时间：

学生应该穿着适合的睡衣。请让孩子备好沐浴和如厕时方便穿戴的家居服和拖鞋。

关于需要准备什么物品的具体信息，请参阅第17页。

Daytime:

Every morning, pupils must wear the full school uniform and bring their sports attire. Boarding pupils should ensure they have enough clothing for the week.

Evening:

After returning to Ming House (or "Ming Yuan") from school each day, pupils should change into casual clothes. Please consider the temperature when packing and make appropriate adjustments. All children should have a raincoat.

Bedtime:

Pupils should wear suitable pyjamas. Please ensure your child has comfortable loungewear and slippers for bathing and toilet use.

For specific details on what to prepare, please refer to Page 17.

需要带什么？

What to Bring?

我们并不提倡孩子们之间分享个人物品。请时刻注意天气变化，根据您孩子的实际情况准备和携带个人物品。我们建议您携带以下物品：

We do not recommend that children share their own personal belongings for any reason. Please keep in mind the weather conditions and make sure your child can carry their items independently. Therefore, we suggest that your child bring the following items:

- 一床床具 | 1 set of bedding
- 毛巾 | Towel
- 个人洗手液 | Personal hand sanitiser
- 个人消毒湿巾 | Personal antibacterial wipes
- 口罩 (不强制) | Personal face masks (personal preference)
- 一周的洗漱用品 | Toiletries for 1 week
- 一周的内衣 | Underwear for 1 week
- 家居服 | Pyjamas and Dressing gown
- 洗澡时穿的鞋子 | Footwear for showers
- 校服与学生卡 | School uniform including ID Card & Boarding lanyard
- 一周的便装 | Casual clothes for 1 week
- 一双学校要求的皮鞋 | 1 pair of school shoes
- 一双休闲鞋 | 1 pair of casual shoes
- 雨衣 | Raincoat
- 个人阅读书籍 (一周的量) | Personal reading books - only enough for 1 week
- 一些小型玩具 (例如乌诺牌) | Small personal game - such as uno
- 小型章鱼型衣架 | Small octopus hanger to dry clothes
- 一个盛放脏衣服的袋子 | Small laundry bag for dirty clothes

日常作息示例（三至五年级）

Example of Daily Routine (Grade 3-5)

时间 Time	日常作息 Daily Routine
上午6:30 6:30 am	起床 Wake-up
上午7:00-7:40 7:00 am-7:40 am	早餐 Breakfast
上午7:40-4:00 7:40 am-4:00 pm	学校学习 Normal school day
下午4:00-5:00 4:00 pm-5:00 pm	自由活动 Free time/Sports/Academy
下午5:00-5:30 5:00 pm-5:30 pm	晚餐 Dinner
下午5:30-6:30 5:30 pm-6:30 pm	自习时间 Prep time
晚上6:30-7:30 6:30 pm-7:30 pm	活动时间 Activity time
就寝 Bedtime	三年级8点15分，四、五年级8点30分 G3 for 8:15 pm G4 & G5 for 8:30 pm

日常作息示例（六年级至高中部）

Example of Daily Routine (Grade 6-Sixth Form)

时间 Time	日常作息 Daily Routine
上午6:30 6:30 am	起床 Wake-up
上午7:10-7:40 7:10 am - 7:40 am	早餐 Breakfast
上午7:40-下午4:00 7:40 am - 4:00 pm	学校学习 Normal school day
下午4:00-5:00 4:00 pm - 5:00 pm	自由活动 Free time/Sports/Academy
下午5:00-6:00 5:00 pm - 6:00 pm	晚餐 Dinner
晚上6:00-7:30 6:00 pm - 7:30 pm	自习时间 Prep time
晚上7:30-8:30 7:30 pm - 8:30 pm	活动时间 Activity time
就寝 Bedtime	六、七年级9点15分，八年级9点30分， 九年级9点45分，十年级和高中部十点 G6&7 for 9:15 pm G8 for 9:30 pm G9 for 9:45 pm G10 & Sixth Form 10:00 pm

自习时间

Prep Time

为了确保学生们有完成作业和一定的阅读时间，我们每天安排了固定的自习时间。自习可以保持学生的学习热情，激励他们对感兴趣的领域深入探索。

三至五年级学生：通常在图书馆自习，由一名寄宿学院员工负责监督学生认真学习，必要时提供支持。

六至十年级学生：通常在明院自习。在此期间，寄宿学院辅导教师将监督学生学习，教职员将为学生提供支持，监督学生认真学习。学生有机会参与每晚监督下的拓展自习时间。

周日晚上我们将6:30-7:30设置为自习时间。学生可在这一段时间为下周生活做好安排，做好收尾工作。如学生有周末作业，则须在家与家长完成。如果学生未完成作业，相关老师会联系明院，在这种情况下，我们会以小组的形式密切关注学生，帮助他们改善学习和时间管理能力。



There is dedicated prep time each day to ensure that all pupils have the opportunity to complete their homework, as well as time for them to read during this period. This helps to fuel their thirst for knowledge and encourages them to explore deeper into areas of interest to them.

For Grades 3 – 5, prep usually takes place in the library where a member of the boarding staff supervises them to ensure they are on task and provides support should it be required.

Grades 6 - 10 will usually have the option to study in the boarding house during prep sessions. During this time, they will be supervised by boarding staff who are there to support pupils and to help ensure they remain focused and on task. All pupils have the opportunity to attend extended supervised prep time each evening during activity time.

On a Sunday evening, we set aside one hour of quiet time between 6:30 pm and 7:30 pm. This time provides pupils with the opportunity to get organised for the week ahead and complete any outstanding work. Should pupils have homework set over the weekend, it should be completed at home with parental supervision before returning to boarding on Sunday evening.

If a pupil's homework is incomplete, their teacher will notify the boarding staff. In such cases, we will work closely with the pupils in smaller groups to help them improve their study skills and time management abilities.

活动时间

Activity Time

寄宿学院晚间活动每晚进行。我们提供了各式各样对学生充满吸引力的活动。学生可以把握这个机会尝试多个领域的新鲜事务，挑战自己。我们的活动气氛轻松，组织合理，是一个寄宿生活和延申课堂所学的重要组成部分。每日活动包括运动、艺术、烘焙、音乐、舞蹈、设计与技术、小游戏、游泳等等。所有活动会定期变化，以便学生可以参与尽可能多样的活动。

我们在晚上有大量的学校设施供我们使用，在工作人员允许的情况下，我们会尽可能地利用这些设施。例如，大多数晚上，如果学生需要的话，我们可以为学生提供机会，使用个别的音乐练习室练习表演时需要使用的乐器。

所有活动由寄宿学院教师领导。我们鼓励学生选择他们感兴趣的活动，同时我们鼓励学生主动引导活动，在员工的监督下，学生可以获得安全并精彩的活动体验。除活动外，这段时间同样也是额外晚自习的时间，对于家庭作业有问题的学生，寄宿学院团队会进行家庭作业干预直到他们回归正轨。

我们努力使孩子们的寄宿生活有趣丰富。我们非常欢迎关于每晚活动的建议，鼓励寄宿生参与决策过程。

Boarding activities are organised each evening. We offer a range of activities to appeal to a broad number of pupils. It is an opportunity for pupils to try out new things and challenge themselves in a wide variety of areas. Activities take on a relaxed yet structured approach. They are a very important social aspect of the boarding experience, as well as providing the opportunity to extend beyond the daily curriculum. Daily activities include sports, arts, baking, music and dance, design technology, board games and swimming, to name but a few. These activities are put on a rotational basis, so all children get the option to take part in them at some point.

We have a wealth of school facilities available to us in the evenings, and when staffing allows, we utilise as many as possible. For example, most evenings we can offer pupils the opportunity to use the individual music practice rooms in the performing arts department to practice their chosen instrument if desired.

The boarding staff leads activity sessions, and we encourage pupils to choose the activities that interest them. We also support pupil-led initiatives, which will be overseen by supervising staff to ensure a safe and engaging experience. In addition to our activities, this time can also be utilised for additional prep time. For pupils who have been identified as falling behind with their homework, the boarding team will run homework interventions during activity time to help them get back on track.

We strive to make boarding an enjoyable and enriching experience. We welcome suggestions for evening activities and encourage our boarders to participate in the decision-making process, helping shape what we offer.



常见的问题

Frequently Asked Questions

我的孩子在明院怎样进步成长？

明院寄宿生的日常表现总是让我们印象深刻。我们理解家长希望多多了解自己的孩子。我们欢迎所有家长前来明院和我们一起探讨您孩子的情况。您可以通过钉钉或者电话联系我们，如果我们会选择双方都方便的时间进行一次谈话。通过我们的对话，您可以更多地了解您的孩子。您同样可以通过钉钉联系孩子所在楼层的管理老师了解孩子的近况。

如果有学习方面的问题，我可以联系谁？

如果您有任何关于学习方面的问题，请联系相应学科的任课老师。您可以通过EDU365应用程序找到您孩子的任课老师信息。如果您想进一步了解孩子在明院的表现，请通过钉钉直接联系我们。

我的孩子可以使用电子词典或者自己的笔记本电脑翻译作业吗？

我们强烈建议孩子们使用纸质词典而不是任何电子翻译工具。通过纸质词典，学生们除了明白陌生的词汇的意思之外，还可以学习构词法。而电子词典只是一种单纯获得词义但不得甚解的方式。我们鼓励学生先标注不懂的词汇，晚些时候再复习巩固。白天在学校的时间里，学生不能使用任何电子设备。晚上，我们也鼓励他们首先选择使用纸质词典。

我孩子生日的时候会有庆祝活动吗？

如果您的孩子过生日，您可以在当天送蛋糕来学校庆祝。您的孩子可以与好朋友分享蛋糕。如果您的孩子有任何食物过敏请务必留意，同时蛋糕不能含有坚果。很抱歉，我们不接受家长前来明院与您的孩子共同庆祝生日。

我担心孩子每晚不及时上交电子设备。

只有当家长提交申请表后孩子才可以使用手机。详情请见本册第13页相关介绍。学生应该准时上交电子设备，展示自身的诚实。一旦发现不及时上交的，都将面临处罚。

家长对我们的支持非常重要。除了周五叫车或买火车票之外，孩子没有实际使用手机的必要。我们随时记录上交手机情况，并会保持检查。如有学生曾经携带手机但是近期没有，必要时我们会联系家长核实。请各位家长提供我们准确的信息，保障孩子的安全。上交电子设备有助于保障学生的睡眠。学生也见不得使用任何电子产品。

如果我的孩子要请假，我需要与谁联系？

如果您的孩子由于各种原因需要请假，例如事先已经安排好的家庭假期等，请依照学校规定联系负责批准学生请假事宜的校领导。与此同时，请提前告知班主任和寄宿学院。这样教职员工才能做好必要安排，防止您的孩子因此落下太多功课。如果由于不可抗力因素导致您的孩子不能到校，学校后续会尽可能安排补习等措施。

如果使用寄宿学院钉钉软件，我多久可以收到回复？

大部分通过钉钉提出的问题都将会在当天得到回复。但是在下午4点和9点之间由于我们集中精力照顾孩子，所以回复会有所延迟。请您选择合适的时间联系我们，也请谅解我们只在工作时间回复您。

当我孩子的室友中途回家住时，我的孩子变得非常焦虑。一周中关于孩子中途回家有什么规定吗？

周一至周四，除孩子身体不适或者家长事先安排之外，所有学生必须居住在寄宿学院。我们非常理解室友的突然暂时离开会导致孩子们的焦虑。但是，因为日常作息会被打乱，所以中途回家居住会导致焦虑情绪。因此，如果您的孩子需要离开寄宿学院，请提前而不是等到离开当天才通过钉钉告知我们。对于不可抗力因素，我们会给予充分理解并做好相应安排。

下周我们要离开杭州——我需要告知学校吗？

如果父母双方由于任何原因需要离开家，请您务必告知我们您离开的日期。同时，为避免您的孩子若有不适需要人接的时候我们无人可以联系，您需要向我们提供一位紧急联系人姓名和电话。如果周五您不能亲自前来接孩子，请您务必告知我们代替您接孩子的监护人信息。

如果我的孩子丢失了学生卡，不能付款，怎么办？

首先，您的孩子应该检查宿舍房间、学校失物招领处以及自己家里。学生卡很有可能就落在以上某一处。办新卡需缴付制作费。孩子们需要先请班主任向财务处提交新卡申请并付款制作新卡。信息技术部门会给新卡增加权限并取消旧卡权限。我校餐饮服务商会将旧卡的余额转移至新卡。我们明白家长可能想确认找不到旧卡后再申领新卡。在过渡时期，学生可以先签名消费。在校内，学生卡非常重要。所以请各位学生务必妥善保管好自己的学生卡。

我的孩子需要带现金来学校吗？

学生大部分时间不需要携带现金。周一到周五寄宿生可以使用学生卡支付餐费，没有其他任何消费。如果有校外旅行或者其他校内活动时才有可能用到现金。组织策划的老师会提前告知家长。如果您的孩子要求带现金到校，我们建议您与孩子确认清楚。

为什么每天放学后我的孩子要在明院门口排队签到？

孩子们需要在每天放学后在明院门口排队签到。这是为所有寄宿生的安全考虑。我们要确保每一个寄宿生都回到明院。安全是第一要务。如果少了任何一个学生，我们必须迅速发现并采取行动。签到是寄宿学院确保学生安全的日常流程和作息的一部分。我们会尽可能控制队伍长度并根据不同天气因素做出调整。

How is my child making progress within Ming House?

We are always very impressed with how our Ming House boarders represent themselves on a day-to-day basis. We also understand that parents are often keen to know more about how their children are doing. In Ming House, we are always happy for parents to come and speak to us about their children. Please contact your child's boarding matron via DingTalk, who will be glad to answer your questions, or the boarding mistresses will be happy to organise a mutually convenient time to have a meeting if you prefer.

Whom should I contact regarding academic matters?

If you require any information regarding academic matters, please contact the subject-specific teacher. You can find out who your child's subject teacher is through the EDU365 app. Should you wish to know more about your child's performance in boarding, please contact us directly via DingTalk.

Is my child allowed to use an electronic dictionary or their own device to help with translation for their homework?

It is highly recommended that all pupils have a paper dictionary rather than relying on electronic translators. By using a paper dictionary, we encourage pupils to understand how words are constructed, while also translating only the words that they genuinely do not understand. Using an electronic dictionary is too easy and does not help with fully understanding a word, and is only a quick fix. Pupils are encouraged by teachers to highlight words they do not understand and review them later to consolidate their learning. During the day, pupils are not allowed to use any form of electronic device to help with this process. During the evening, they are also encouraged to use a paper dictionary first and foremost.

It's my child's birthday – how can they celebrate?

If it is your child's birthday, you are welcome to send in a cake on the day to help celebrate. There is an opportunity for your child to share the cake with their friends. Please be mindful of food allergies and that the cake is nut-free. We cannot allow parents into Ming House to participate in any celebrations.

I am concerned that my child is not handing in their electronic devices each night.

Pupils can only access their electronics if their parent has completed our electronics form. Please refer to our electronics policy page 13. Children MUST hand in all electronic items; this demonstrates their integrity. If a pupil is found not to have handed in their device, then they can expect to receive a relevant sanction.

Parental support with electronics is very much appreciated. Pupils do not need electronic devices unless for a specific reason, such as ordering a Didi or train tickets for the end of the week. We keep a record of who has handed in their devices, which is cross-checked. We will also contact parents if we are concerned that a child has previously had an electronic device but has not brought it to school with them. It would be very helpful for you to confirm this with us, and also to support us in ensuring that your child is kept safe. Handing in electronics is essential in helping to safeguard all our pupils, as well as ensuring they have a good night's sleep. Pupils are not to have access to any electronics overnight.

Whom should I contact if my child will be absent from school for an extended period?

If your child will be absent from school for any length of time, such as a pre-planned family holiday, you will need to follow school protocol and contact the head of school in advance. The head of school is responsible for granting permission for pupils to be absent for any length of time. It would also be good practice to let their homeroom teacher and boarding know your plans in advance. This information must be shared to make allowances, ensuring that staff can provide any work to pupils who would otherwise fall behind. If your child is going to be absent due to unforeseen circumstances, then allowances will always be made to help and support them as much as possible.

How quickly can I get a response when using the boarding DingTalk group?

Most DingTalk questions will be responded to on the same day. However, between 4:00 pm and 10:00 pm, we are busy looking after the children; therefore, the response may be slower. Please consider the times you send messages and keep in mind that you will only get a response during working hours.

My child becomes very unsettled when their roommate goes home. What are the rules for children going home during the week?

All children should remain in the boarding house during the week unless they are unwell or there has been a specific arrangement made with their parents well in advance. We understand that it is unsettling for all pupils when their roommate goes out unexpectedly. It is also unsettling for the pupil to leave the House, as it upsets their midweek routine too. We ask that, should your child need to be absent from boarding for any good reason, parents contact us via DingTalk well in advance and not on the day. We realise that unforeseen circumstances may arise, making this difficult, and we will always make allowances in such situations.

We are heading out of Hangzhou for the next week – should we let anyone know?

It is essential that if either parent will be away from home for any reason, please let us know. We need to be able to contact someone in case of an emergency. Please provide us with the details and dates of when you are going to be away, the name of an emergency guardian and a telephone number that we could contact should we need to collect your child if unwell. Also, if you are not collecting your child in person at the end of the week, we must have the details of who will collect them.

What happens if my child loses their School ID Card and is then unable to pay for food?

The first thing the child should do is check everywhere in their room, lost property and at home; it is easy to leave the card somewhere. The card can be replaced at a small cost. To do this, the pupils should ask their homeroom teachers to request a new card to finance and pay for it. The IT department will then produce a new access card and cancel any pupil access on the old card. Our catering provider will transfer any remaining balance to the new card. We understand that parents may want to wait a while before ordering a new card to see if the original one turns up. In the meantime, a transaction to charge will be written down to the account. The card is a very important necessity for getting around school, so we encourage pupils to ensure they take great care of them.

Does my child need to bring cash or money to school?

Pupils do not need to bring money to school for most purposes. Children need money on their access cards to pay for their meals during the boarding day; there is no need for anything additional. The only exceptions would be if there were a trip out of school or a special event happening within the school. With the teachers organising, parents will know in advance. If your child asks for additional money to bring to school, it is worth asking them what it is for, as they should not need it for any other reason.

Why does my child need to line up to register at Ming House each day when returning from school?

Children are expected to register each day when they return to Ming House. This is for safeguarding reasons and to ensure we can account for all our boarders. Safeguarding is a priority, and we must be able to identify any missing pupils quickly and efficiently. Registers are taken throughout the boarding day and are part of our routine to ensure children are kept safe. Queues are kept to a minimum, and the weather is taken into account.

联系我们

Contact us

寄宿学院前台

Boarding reception: 8:00 am - 6:00 pm (周一至周五 Monday - Friday)

电话号码

Telephone number: 0571-82396372



Miss Katy Piper
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值班老师钉钉: 请扫描二维码
Duty Teacher DingTalk: Please scan the code



杭州惠立学校
微信公众号
Hiba Academy
Hangzhou Official
WeChat Account



杭州惠立学校
微信视频号
Hiba Academy
Hangzhou WeChat
Channel

Be You. Be More. 从心, 致远。

惠贤育能, 立德树人。

**Pioneering education to serve
and help shape a better world.**

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