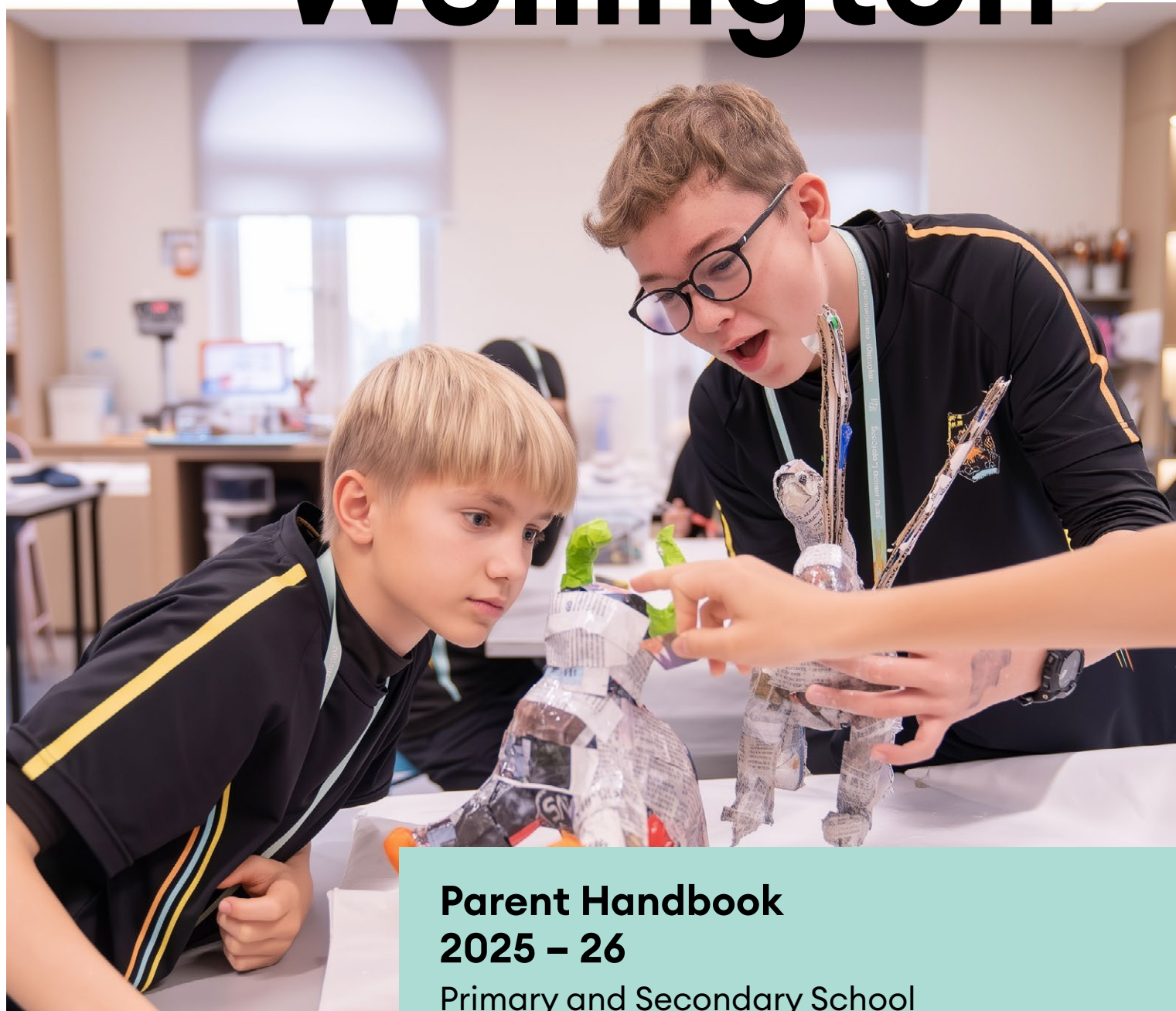




WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Welcome To Wellington



**Parent Handbook
2025 – 26**

Primary and Secondary School

Be You. Be More.

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School Leadership Team

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Dear Parents,

Thank you for choosing Wellington College International Shanghai as the school for your child. Entrusting your child to a new school is one of the most important decisions a parent can make, and my colleagues and I are committed to ensuring that we fully deserve the trust you have placed in us.

A Wellington education places your child's best interests at the heart of everything we do—whether in the classroom, on the playing fields, on stage, or in the pool. Our staff, both academic and non-academic, form one part of the partnership we build with you, our parents, who are the other essential ingredient. Together, as the key stakeholders in your child's education and development, we strive to nurture them in a values-led community where every individual feels a sense of belonging and purpose. We live by our core values of respect, kindness, responsibility, integrity, and courage, ensuring that every child learns in a safe, ambitious, and purposeful environment. You are always welcome to visit the school and meet with me or my colleagues as we strengthen this home-school partnership, grounded in trust and shared commitment.

Wellington has a proud academic record at every level. Our youngest pupils consistently meet and often surpass UK standards in English while far exceeding equivalent standards in mathematics. Older pupils achieve outstanding results in IGCSE and IB DP examinations, outperforming peers in China and worldwide as they progress to top universities in the US, UK, Australia, Hong Kong, and Europe. Yet a Wellington education extends far beyond examinations. We offer an exceptional range of clubs and activities, from music and debating to sports, drama, dance, and service-led initiatives. These opportunities enrich each child's experience, helping them develop new skills, forge friendships, and thrive in our outstanding facilities.

I look forward to getting to know each of you in the coming weeks and months. Until then, let me thank you once again for placing your child, and your trust, in our school.

Best wishes,
Julian Jeffrey
Master & Chief Executive Master

School Leadership Team



Julian Jeffrey
Master & CEM



Peter Murison
Second Master



Kay Yang
Deputy Head (Whole College)



Charlotte Knight-Benjafield
Principal of Early Years



Alastair Phillips
Head of Primary



Charles Debieux
Head of Secondary



Liya Liao
Bursar



Lee Mack
Director of Admissions & Marketing



2025–26 Academic Year



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2025 August					1	2	3	11 SLT in school, 13 SMT in school 11-15 New staff induction 18-21 All staff induction 21 New pupil induction (EYC) 22 New pupil induction (Y1-13) 25 Start of Michaelmas term (all)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
September	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
October			1	2	3	4	5	1-7 National Day and Mid-Autumn Festival
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
November						1	2	14-17 Mid-Term break
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	19 End of Michaelmas term 22 Dec-2 Jan Winter break
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
2026 January				1	2	3	4	5 Start of Lent term
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
February							1	16-27 Chinese New Year
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28		

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2026 March							1	31 End of Lent term
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
April			1	2	3	4	5	1-3 Qing Ming 6 Start of Summer term
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
May					1	2	3	1-6 Labour Day
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
June	1	2	3	4	5	6	7	18 End of Summer term 19 Dragon Boat Festival 22 Summer break starts
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
July			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
August						1	2	*The start date for the academic year 2026-27 is to be confirmed.
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

Staff induction and training Pupil induction Weekend
Start or end of semester School holidays

Campus Map

- Please kindly note that parents are welcome to visit during the school day via pre-arranged appointments with staff or the relevant school secretary.
- During the course of the academic year, drop-off and pick up locations may change. These will be communicated via our parent communications channels which can be found on page 13.



Timetable Overview

Primary School (Years 1-6)		Secondary School (Years 7-13)	
08:15	Registration	08:15	Registration and tutor time
08:20	Morning lessons	08:45	Morning lessons
09:10	Morning lessons	9:45	Morning lessons
10:00	Break	10:45	Break
10:25	Morning lessons	11:15	Morning lessons
11:15	Morning lessons	12:15	Morning lessons
12:05	Lunch	13:15	Lunch, clubs, etc.
13:05	Afternoon lessons	14:15	Afternoon lessons
13:55	Afternoon lessons	15:15	End of school day (unless CCA)
14:45	Pastoral time / Guided reading	16:45	End of school day (CCA day)
15:15	End of school day (unless CCA)	On Fridays school ends 15:15	
16:45	End of school day (CCA day)		
On Fridays school ends at 15:15			

Checklist of Items to Bring

Pupils are requested to bring the following equipment to school daily:

- Pupil ID card/Lanyard
- Reading books
- Pencil case (year 3 and above)
- Water bottle
- Pupil Planner (years 1-6)
- Healthy and filling snacks (morning and afternoon snacks are provided for years 1-2; morning snacks for years 3-4; year 5 and older may bring their own snacks)
- Sun hat (if required)
- Mosquito repellent/sun cream (if required)
- Raincoat/umbrella (if required)
- Secondary School pupils require a mathematics calculator; the recommended model is the Casio fx-85ES PLUS. Year 12 pupils will also need a graphical calculator (details can be obtained from the Mathematics Department).
- Secondary School pupils need to prepare a personally owned laptop with recommended specification requirements (see page 17 of this Handbook for the exact specifications)

Mobile Phone: We have a no-phone policy at school for all pupils, except for those in IB. IB pupils are permitted to use their devices in the Sixth Form Centre only. Pupils will not require their mobile phones to support their learning and those who bring these devices to school must switch them off and leave them in their locker for the entire school day. Any calls that need to be made during school hours should be made via one of the school offices.

If mobile phones are found in use, staff will confiscate them and communicate this to the pupil's class teacher or tutor. Pupils will be able to collect their mobile phones from the Primary/Secondary School office at the end of the day.

Camera watches may not be brought to school. Money may not be brought to school unless required for a fundraising event. All money that is brought into the school should be given to either the teacher or school office for safekeeping.

Start of the day – arrivals	- Pupils should arrive between 08:00 and 08:15 and go immediately to class. - Primary pupils who arrive before 08:00 and who are not involved in organised activities should wait in The Nest; Secondary pupils should wait in the Secondary Hub where there will be staff available to supervise them.
Break time – snack	- Pupils in years 1 to 4 will be provided with a healthy and filling snack; this is included in their daily lunch fee. - Pupils in year 5 and above should bring in their own healthy and filling snacks or may purchase snacks from the Dining Hall during break time using their lunch card - We operate a nut-free campus. Pupils must not bring anything containing nuts.
End of the day – collection and departure	- If pupils are being collected from the College, the process is as follows: Year 1: The Dino Egg playground Year 2: The year 2 playground entrance Years 3-6: The basketball courts - Parents should enter the campus via Gate 7 as the Main Gate is closed in the afternoon. All pick-up areas will be clearly signposted. - Checks will be made at the exit security gates to ensure that pupils are leaving with an adult or that they have authority to leave unaccompanied. - Pupils taking the school bus will be accompanied to meet their bus monitor (Primary School) or dismissed to make their own way to the bus park.
Pupils leaving before the end of the school day	- If parents are aware that their child(ren) will need to leave school early during the school day, they must inform the class teacher or form tutor by email, copying the respective school secretary. Bus riders should also inform School Services by email to cancel the bus. - For Primary parents, please collect your child(ren) from the Main Reception and obtain a permission slip, which will need to be signed and stamped by the school office. Secondary pupils need a permission slip from the school secretary to exit the gate. On leaving the site, the permission slip must be submitted to the security guards. - The security guards will be instructed to turn back any pupil who does not have the required permission slip, even if they are accompanied by a parent.
Absence from the College	- Parents must contact their child's class teacher or form tutor as soon as possible if they know in advance that their child will be absent from school. - For absence due to unforeseen circumstances, such as illness, parents should contact their child's class teacher or form tutor as well as the school secretary via email before 08:00 or call the relevant school secretary (see page 14 of this Handbook for Key Contacts).
Lockers	- Every pupil will be assigned a locker where they can keep their belongings during the school day. Pupils should use their lockers appropriately, keeping them neat and tidy and making sure their belongings are secure at all times. - The College is not responsible for the loss or damage to any electronic equipment that is brought into school.
Lanyard	All Secondary pupils must wear their lanyard every day without exception to uphold safeguarding protocols and ensure efficient operations.

Communication Process

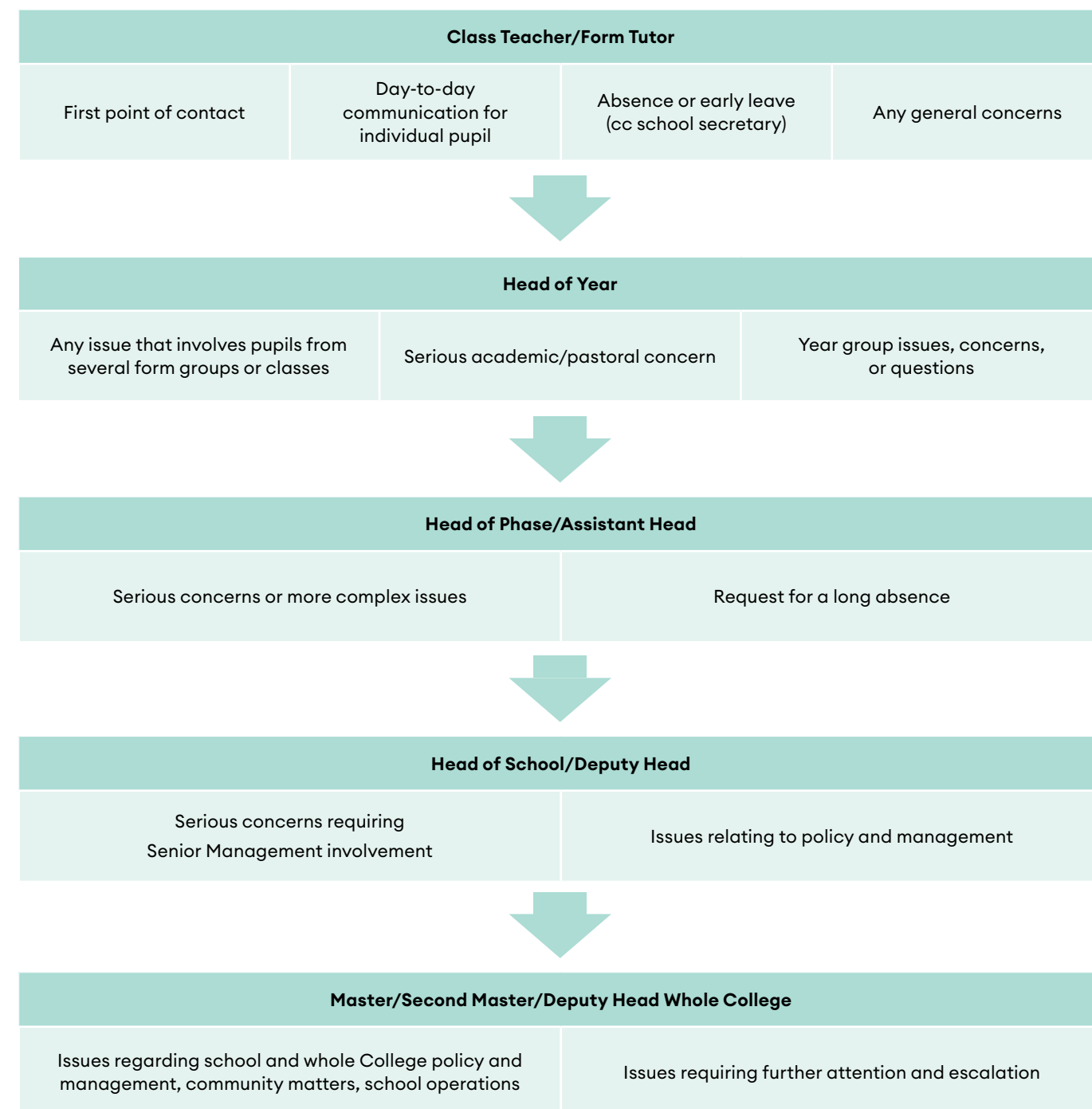
Parents are encouraged to contact the school by email whenever they have a concern or query. Our staff are committed to responding to all parental communication within 24 hours (during the school week). If a matter is considered urgent, please contact the school secretary directly via phone or email.

For any questions regarding your child(ren)'s academic or pastoral welfare, **the first point of contact** is the class teacher in the Primary School (years 1-6) or the form tutor in the Secondary School (years 7-13).

When needed, concerns or questions can be further directed to the Head of Year, Head of Phase/Assistant Head, Senior Management Team or the Senior Leadership Team.

TEACHER EMAIL FORMAT:

firstname.lastname@wellingtoncollege.cn



Communication Channels

Email		Day-to-day communication for your child's absence, sick leave, questions and concerns.
Edu365		One-stop mobile app for parents with easy access to: • your child's school reports • your child's timetable • teacher's name • general school news • school services portal
Seesaw (Primary)		• Message and announcements from teachers • Information on classes and activities • Posts from your child(ren) • Learning resources • Homework tasks
Teams (Secondary)		• Teacher-pupil communication channel • Information on classes and activities • Learning resources • Homework assignments
SchoolsBuddy		• Co-Curricular Activities (CCA) sign-up
WeChat		• Parent chat group by class (Primary) • Parent chat group by year group (Secondary) • Friends of Wellington (FoW) social groups
School Report		Term report, three times a year
Parent-Teacher Conference		Primary • Termly meeting, two times a year Secondary • Meet the tutor once a year • Subject-specific parent - teacher meeting once a year

Whole College Office	021 5185 3866 schooloffice.shanghai@wellingtoncollege.cn
Primary School Office (years 1-2)	Ext. 6111 elsa.he@wellingtoncollege.cn
Primary School Office (years 3-6)	Ext. 6167 bonnie.ma@wellingtoncollege.cn
Secondary School Office (years 7-9)	Ext. 6217 astrid.li@wellingtoncollege.cn
Secondary School Office (years 10-11)	Ext. 3873 sylvia.zhang@wellingtoncollege.cn
Secondary School Office (Higher Education and Careers Counseling and Sixth Form)	Ext. 6114 zephy.xue@wellingtoncollege.cn
Finance Office (tuition and fee payment)	Ext. 3882 finance.wcis@wellingtoncollege.cn
Healthcare Centre	Ext. 3889 nurse.wcis@wellingtoncollege.cn
Co-Curricular Activities	Ext. 6147 enrichment.shanghai@wellingtoncollege.cn
Wellington Extra programme	extra.wcis@wellingtoncollege.cn
Edu365 App questions and support	ict.shanghai@wellingtoncollege.cn
Catering (lunch fee, account top-up, menus)	021 5185 3861 services.shanghai@wellingtoncollege.cn
School Buses (registration, fees, schedule, policy)	021 5185 3861 services.shanghai@wellingtoncollege.cn
Uniform (location, opening times, guidelines)	021 5185 6120 services.shanghai@wellingtoncollege.cn

Enrichment

Co-Curricular Activities (CCA)

Co-curricular activities (CCAs) provide an exciting opportunity for Wellington pupils to explore new activities, cultivate new interests and develop a variety of skills and values. The annual tuition fees include participation in the CCA programme.

Activities – The CCA selection includes activities across Sports, Arts, Culture, Science and Innovation. Activities range from enrichment to teams and ensembles as well as academic competitions and life skills.

Participation – The CCA programme for Year 1 is incorporated into the school day. CCAs are optional but strongly encouraged for years 2-13. Years 2 and 3 pupils are limited to two CCA activities per week, in order to manage their activity load at a young age, while years 4-13 are able to engage in more activities, should they wish.

Wellington Extra Programme

Wellington Extra (WeX)

WeX is an after-school/weekend/holiday extension programme aimed at giving pupils access to opportunities over and above our already exceptional Co-Curricular offering.

Through WeX, pupils explore their passions, develop new skills, and excel beyond the classroom. Throughout the year, pupils can sign up for a wide range of carefully curated premium activities, ranging from weekly classes and specialist training to holiday camps and educational tours.

These activities are separately charged and Wellington pupils enjoy discounted rates. All WeX activities are delivered by official school partners, affiliated organisations, and/or trusted, high-quality providers—ensuring WeX experiences are engaging, meaningful, and aligned with the Wellington values of holistic education and excellence.

How to sign up?

At the start of each term, parents will receive information regarding the activities available and sign up instructions for both CCAs and WeX.

Please direct any questions regarding CCAs and the Enrichment Programme to: enrichment.shanghai@wellingtoncollege.cn

Sports Teams, Try-Outs and Auditions

All new and returning pupils are invited to try out for Sports teams at the start of each new season and are then able to practice as part of the CCA programme, with fixtures both midweek and at weekends. Those not selected for teams are still able to participate in those sports as part of our intramural/recreational games programme. Sports are offered seasonally to fit into the competitive sporting calendar, with several sports, such as football and swimming, offered as year-long programmes. Teams are coached by specialist staff from within the school or by external specialists as appropriate.

- **General questions:**
sports.shanghai@wellingtoncollege.cn
- **Basketball:** Mr Michael Farrell
michael.farrell@wellingtoncollege.cn
- **Football:** Mr Dan Munns
dan.munns@wellingtoncollege.cn
- **Volleyball:** Mr Daniel Tuitt
daniel.tuitt@wellingtoncollege.cn
- **Swimming:** Mr Miguel Alvarado
miguel.alvarado@wellingtoncollege.cn
Mr Alex Wong
alex.wong@wellingtoncollege.cn
- **Wellington Extra:** Mr Jacob Charrot-Grinsdale
jacob.charrotgrinsdale@wellingtoncollege.cn or
extra.wcis@wellingtoncollege.cn

Drama production auditions will be advertised well in advance. Productions may run at the same time as CCAs but will also require some late finishes and weekend rehearsals or performances. To learn more about Performing Arts or other arts activities, please email: michael.larsen-disney@wellingtoncollege.cn

For more information about music ensembles, please email: music.shanghai@wellingtoncollege.cn

Enrichment

Individual Music Lessons

Wellington offers individual music lessons on most instruments (including voice and music theory) and we have a dedicated team of highly qualified teachers, many of whom have trained in the UK. Our teachers are all experienced in preparing children for the internationally recognised ABRSM exams. As well as the full range of orchestral instruments, we also offer a comprehensive rock curriculum leading to RSL Rock School exams. These lessons are the perfect complement to our many bands, orchestras and choirs which rehearse during lunch and CCA time.

Each lesson costs RMB250 for half an hour and they take place during the school day on a rotation ensuring that there is no adverse impact on a child's academic progress.

To learn more or to sign up, please send an email to music.shanghai@wellingtoncollege.cn or scan the QR code below:



Individual Music Lessons

Digital Learning

Primary School

Central to digital learning in Primary is our digital portfolio platform, Seesaw. Our teachers use Seesaw to empower pupils to create, reflect, share, and collaborate through the use of photos, videos, drawings, text and links. Pupils are able to respond to teacher-created activities, or upload work to share with a wider community.

Primary pupils also will be given a school-owned iPad in years 2-6 (with year 1 sharing iPads on a 1:2 ratio) to promote independence, support pupil agency, and provide pupils with access to technology throughout the school day when required.

Secondary School

All Secondary pupils are given a Wellington Microsoft 365 Edu account. This account provides access to the online suite of Microsoft 365 applications including Microsoft Teams. Pupils will also be given access to a wide variety of online websites and subject specific software to further support learning in curriculum subjects.

Pupils must have access to a personally owned laptop, which meets specific technical requirements to ensure they are able to engage with all aspects of their learning needs.

Specification Requirements

- Maximum 14" display size. Pupils need to carry their laptop around with them for the entire day. A large laptop (such as a gaming laptop), not designed for educational use, becomes very heavy by the end of a busy week.
- Minimum 8GB Memory. This is the minimum recommended memory for casual computer users, using laptops for internet browsing, email, Office programs, and multitasking. IGCSE and IB Computer Science, Design and Technology and Music pupils may require 16GB due to the file size of subject specific software.
- Minimum 256GB Storage. We expect pupils to make use of their collaborative OneDrive cloud storage which not only ensures data is secure but also frees up space on their personal devices.
- Minimum Windows 10 or Mac OS 12 (Monterey) English Operating System. It is important that the operating system of all devices is set to English so teaching staff are able to fully support pupils with their learning.

Having researched the most effective and appropriate educational laptops available, with detailed follow up discussions with our tech supplier regarding suitability, quality and cost, we recommend the following four laptops:

1	Apple MacBook Air		13" M4 chip 16 GB memory 256 storage
	Apple MacBook Pro		14" M4 chip 16 GB memory 512 storage
	Microsoft Surface Laptop 7		13.5" touchscreen 16 GB memory 256 storage
	Microsoft Surface Pro 11		13" intel i5 touchscreen including keyboard 16 GB memory 256 storage

For tech support, please email: ict.shanghai@wellingtoncollege.cn.



Laptop Set Up Guide



Digital Learning Handbook

Healthcare and Safeguarding

Healthcare Centre

Wellington College has a Healthcare Centre run by fully qualified nursing professionals located just behind the Sports Hall in the T Building.

Before starting at the College, all children must have a physical check-up. Parents must complete and return a medical form along with a physical examination report detailing any allergies or illnesses that their child(ren) may have before starting at Wellington.

School Nurse Contacts:

Head Nurse: Ms Sarah Tang sarah.tang@wellingtoncollege.cn

Nurse's office: 021 5185 3889

Nurse's mobile: 137 0198 1931

Nurse's email: nurse.wcis@wellingtoncollege.cn

Medication

If a doctor has prescribed for your child a medicine that needs to be administered during the school day, you must send it into school, clearly labelled in English with your child's name, class, time, dosage and what the medication is for. This should be marked for the attention of the school nurse. Your child's teacher will pass this on to the Healthcare Centre. A signed 'Authorisation for Administering Medication' form along with a copy of the prescription will be required as well. This can be obtained from the Healthcare Centre.

For items such as Epipens or Ventolin inhalers, at least two must be left with the school – one in the care of the child or their class teacher and one in the Healthcare Centre – to be on hand immediately if required. It is the responsibility of parents to ensure their child - and the school - has the medication they need, and the medication must not be expired.

If Your Child Becomes Ill at School

If your child becomes ill during school time, you will be contacted and asked to collect your child. If your child has sustained a minor injury, we will contact you either by telephone or email, depending on the severity. In more serious cases of injury that require hospital treatment, we will ask you to either collect your child and take them to the hospital or, if required in an emergency, that you meet one of the nurses with your child at Raffles Hospital. We have chosen Raffles Hospital for its high international standards, 24-hour emergency services and proximity to the College.

Emergency Medical Treatment

If your child requires urgent medical attention while under the care of the College, we will attempt to obtain your prior consent. However, should we be unable to contact you in the event of an emergency, parents have authorised (in the College Terms and Conditions) the Master to consent on their behalf to the pupil receiving emergency medical treatment recommended by a doctor (including general or local anaesthetic, operation or blood transfusion unless you have previously notified us that you object to blood transfusions).

In addition, should it be necessary for the College to arrange for your child to see a doctor, it will be the parents' responsibility to ensure that their child has adequate insurance or pay for the medical cost.

Medical Disclosure

Throughout a pupil's time at the College, the nurse shall have the right to disclose confidential information about the pupil if it is considered to be in the pupil's own interests or necessary for the protection of other members of the College community. Such information will be given and received on a confidential 'need to know' basis.

Exclusion from School for Sickness

Some pupils have medical conditions that make them vulnerable to infections that are rarely serious to the majority of children. Parents should always keep the College updated with any health issues regarding their child(ren). Pupils with a potentially infectious disease should not attend school in order to avoid cross infection. Pupils suffering from a fever of 37.3 degrees Celsius or above (under armpit) must remain at home for an additional 48 hours after being fever free. Pupils experiencing vomiting and/or diarrhoea must remain at home for another 72 hours after the last episode. Otherwise, a doctor's certification that rules out the possibility of infectious disease will be required.

Raffles Hospital



Address: 200 Yuanzhao Road,
Pudong New District
Tel: 021 6129 3000

Air Quality Policy

Wellington College provides Honeywell brand air purification systems in all classrooms and offices. We monitor pollution levels regularly during each school day, using the information provided by our in-house system as well as information provided by local authorities.

Air Quality Guide for PM2.5 / AQI – Air Pollution Level Health Implications

Level	AQI	Colour	Air Quality	Pupil Activities	Procedures
1	0-100	Green	Good	Normal	No additional procedures
2	101-149	Yellow	Mild / Moderate Pollution	Normal	Doors and windows closed All air purifiers on
3	150 -174	Orange	Mild / Moderate Pollution	Pupils with respiratory problems excused from outdoor activities	Doors and windows closed All air purifiers on
4	≥175	Red	Moderate / Heavy Pollution	No outdoor activities	Doors and windows closed All air purifiers on

Safeguarding

Wellington College places the safety and wellbeing of its community at the heart of all that we do. This includes robust child protection and safeguarding policies and procedures. All members of staff understand the central importance of this commitment and undergo annual training in safeguarding young people. Also, they are required to read and sign the College's Safeguarding Policy and Staff Code of Conduct annually. The College adheres to the recommendations of the International Task Force on Child Protection (ITFCP) for its recruitment processes. Applicants to the College staff are required to undergo rigorous background checks before they are appointed.

Lost and Found

Lost and Found is located in the Main Reception area of Building R.

Staff and pupils are expected to respect the property of the College and of others, and to take all reasonable measures to safeguard this property and their own personal items they bring to school. Pupils are expected to take responsibility for their belongings while at school.

Pupils should label their clothing and bags. Pupils must also check that they have the right belongings. If your child brings home someone else's belongings, please make sure they bring them back to the school office as soon as possible so they can be returned to the owner.

If you would like to report a lost item, please contact Main Reception by email (schooloffice.shanghai@wellingtoncollege.cn) or check with them in person.

School Bus

Bus Application

Wellington College provides safe transport to and from school in cooperation with licensed and professional third-party transportation companies. We have an extensive network of buses serving the whole city. If you wish for your child to travel to Wellington via school bus, please contact our Services team: services.shanghai@wellingtoncollege.cn or scan the QR code to get information about bus registration, bus fee, Welly lines etc.

Bus Regulations

Each bus is supervised by one or two bus monitors who register pupils as they board and leave the bus as well as managing pupil behaviour. All parents of pupils using the school bus service are required to read the school bus regulations and ensure their child(ren) are aware of the behaviour expected of them.

Emergency Contact

In case of any emergency, delay or general questions, please contact, in the following order:

- Your designated bus monitor
- Our Bus Services department at services.shanghai@wellingtoncollege.cn or 021 5185 3861



Bus Application



Bus Regulations



Catering



Aden

School Lunch

Lunch Options and Fees

Wellington College's catering is provided by Aden, a leading food service and integrated facility management company with over 20 years of operational experience in China. Aden operates from an onsite kitchen located adjacent to the Dining Hall. Please scan the QR code to get information about lunch options, snack policy, lunch fees and recharge.

Please make sure your child(ren)'s lunch card balance is always sufficient. If there is any credit remaining on the pupil's ID card at the end of the academic year, the balance can be carried forward to the next academic year. Alternatively, a refund can be processed by Aden. Scan the QR code to recharge your account or view the recharge guide.

Food Tasting

To help you better understand your child's lunch experience at school, we will arrange food tastings for parents by year groups during the school year. An invitation will be sent via The Week Ahead for you to sign up based on your availability.

You are also welcome to visit the school for a food tasting during the school year; please schedule an appointment with our Service team in advance by email: services.shanghai@wellingtoncollege.cn.

Food Service Feedback

Food committee

We have a food committee comprising parents and staff representatives. The food committee offers all parties the chance to give feedback directly to our catering service.

Parent feedback

If you have any questions about our food service, you can reach us via email: services.shanghai@wellingtoncollege.cn

Additionally, if you have any feedback or suggestions regarding school lunches throughout the year, please feel free to scan the QR code below to leave a message. Your input will go directly to our Operations Manager, and our Service team will follow up with you accordingly.



Lunch Feedback

Home Lunch Box and Food Delivery

All pupils are expected to take up the offer of school lunches, though special exceptions may be made. Any pupil not eating school lunches will require an official communication and permission from the pupil's Head of Phase. Food deliveries to the guard house are not accepted.

Allergy and Food Policy

A number of pupils in the school have severe or moderate allergies to a range of foods and substances. The school therefore strives to maintain a nut-free environment and aims to ensure that none of the food provided, served or purchased within the school contains nuts.

If parents are sending food into school, they should read the ingredient labels fully before sending in any item. If you send a birthday cake or other foods to be shared with other children, you assume responsibility for its ingredients and will be required to provide bakery and ingredient information at the main gate before the item can be taken into school.

As with any large institution, it is impossible to monitor 100% of the food on site at any time; at special events attended by pupils or with foods potentially served on school trips this becomes increasingly difficult. Therefore, discretion is advised to all pupils and families to monitor what they eat on the occasions where the school cannot guarantee 100% food origin.

School Uniform

Uniform Requirements

Wellington has a uniform policy which all pupils are required to follow. Pupils are expected to present themselves in a neat, clean and professional manner at all times. There are specific uniform restrictions around jewellery, make-up, hair, footwear, etc. Please scan the QR code for more information.

Uniform Shop

Online

School uniform and sports kits are available from the online shop at <http://wellington.haodan.vip> or scan the QR code (invitation code is 1261).

Onsite

The Uniform Shop is located next to the V&A Café, 1st floor of Building A. The shop is open for parent visits during the following school day hours:

Monday & Friday: 8:00 to 12:00
Tuesday - Thursday: 13:30 to 17:00

Uniform Guidelines

Please scan the QR code below to see the uniform guidelines for each year group:



Uniform Requirements



Uniform
(Primary School)



Uniform Shop



Uniform
(Secondary School)



Uniform
(Sixth Form)

Parental Engagement

We foster strong connections between parents and teachers while sharing valuable insights with our community to engage, inform, and collaborate with families to support pupil success.

Opportunities include:

- Parents as Partners Workshops to strengthen the home-school partnership.
- Parent Information Talks on pastoral care, academic updates, and school trips etc.
- Parent-Teacher Conferences with opportunities for personalised conversations with teachers about your child’s progress.
- Pupil performances and showcases to celebrate their talents and achievements.
- Parent reader/volunteer

Stay informed through The Week Ahead updates every Friday, and emails from the school

Friends of Wellington

What is Friends of Wellington (FOW)?

One of the best ways to get involved in school life is getting involved with FOW. FOW is a big family consisting of all parents, staff, and teachers. We come together to form a vibrant Wellington community.

Responsibilities: FOW has three key responsibilities. It builds a supportive community for growth, organises varied activities with different goals, and manages activity funds by seeking sponsorships and ensuring proper use.

Core Committee: The FOW Core Committee is composed of eight enthusiastic parent volunteers who play key roles in different fields.

Parent Clubs: FOW has established several parent clubs which are organised and led by parents.

FOW Space is a vibrant community hub for parents, families, and friends to connect through events, talks, and meaningful conversations. At its heart is a cozy coffee nook – perfect for relaxing and meeting others. A second-hand and souvenir area gives new life to uniforms and books. More than just a venue, FOW Space is a launchpad for parents to explore their interests and passions. FOW Space is located directly opposite the school gate on Haiyang West Road.

To find out more about FOW, please contact Carmen Foo at carmen.foo@wellingtoncollege.cn or friendsofwellington@wellingtoncollege.cn

Core Committee

President
Chair
Communications
Treasurer
Secretary
Events
Talks
Charities

Parent Clubs

Walk&Talk Club
Book Club
Fitness Club
Fine Dining Club
Fashion Forward Club
Art and Culture Club
Choir Club
Shopping Experience Club
Sports Club

How can you get involved?

- Email: friendsofwellington@wellingtoncollege.cn
- FOW SPACE: Opposite the school gate on Haiyang West Road, 1st Floor Building S3-110, New Bund Red Lane (under MENSA PILATES)

Campus Access

We are committed to upholding the highest standards in safeguarding while remaining open and engaged with our parent community.

Parent/Guardian College ID card

- Always wear your ID card while on campus.
- Keep your ID card secure and do not lend it to others. If lost, notify the school office promptly to deactivate the card and apply for a new one.

Morning Drop-Off (7:50AM – 8:15AM)

- All pupils should be dropped off at the designated gates on Yaolong Road or Gate 7 (Qiantan Avenue), where staff will be available to assist.
- Unless previously arranged, parents and guardians are not permitted to enter the campus during morning drop-off.

After-School Pick-Up (3:00PM – 3:30PM)

- Parents may enter the campus from 3:00PM, ahead of the 3:15PM dismissal.
- Please remain in the designated pick-up areas during this time.
- We kindly ask that families not involved in after-school activities or meetings leave the site promptly, as many programmes are underway across the campus in the afternoon.

CCA & Wellington Extra (WeX) Pick-Up (4:30PM – 7:00PM)

- Parents are welcome to access the campus from 4:30PM to collect children attending CCA or WeX activities.

Meetings and Appointments

- Parents are welcome to visit during the school day via pre-arranged appointments with staff or the relevant school secretary.
- For all visits, please check in with security. Parents entering the campus will be invited to meet teachers or staff at Main Reception, the V&A Café, or in designated meeting rooms.
- For parent readers/volunteers, vests can be collected at Main Reception.

School Talks and Events

For any on-campus events, please ensure you have registered in advance. This is essential to ensure a smooth check-in process. Our security team will be available to assist upon arrival.

Non-food Deliveries

- Items may be dropped off at the guardhouse and will be moved to Main Reception by our team for pupil collection during the day.
- Please inform your child’s class teacher or the relevant school secretary in advance where needed.
- Should you require an exception or have specific needs, kindly contact the school office ahead of time.

Uniform Shop

- The Uniform Shop is open on a limited weekly schedule (see page 21). Please inform security upon arrival; you will be directed straight to the shop located in the V&A Café. Kindly ensure you have your lanyard or guardian card visibly displayed.

Weekend Access

- With many different events and activities taking place over the weekend on campus, parents are welcome to enter campus during weekends through the Haiyang West Road gate from 8:00-17:00. When required, Wellington staff will always be on site to facilitate authorised activities and assist parents as needed.

Frequently Asked Questions

Q: How do I contact my child’s teacher?
A: The first point of contact is the class teacher for the Primary School (years 1-6) and the form tutor in the Secondary School (years 7-13). Teacher email format: firstname.lastname@wellingtoncollege.cn
Q: How to find out who my child's teachers are?
A: Parents can view their child(ren)’s teachers on the Edu365 app.
Q: What should I do if the bus doesn’t arrive or my child misses it?
A: In case of any emergency, delay or general questions, please contact, in the following order: • Your designated bus monitor • Our Services Department at services.shanghai@wellingtoncollege.cn or 021 5185 3861
Q: Whom should I contact with questions about school lunch options or services?
A: Please contact the following if you have any questions or leave feedback through our survey. • College’s Services email: services.shanghai@wellingtoncollege.cn • Caterer’s email: wcis@adenservices.com
Q: Whom should I notify if my child is sick or will be absent from school?
A: Parents must inform the class teacher or form tutor by email, copying the school secretary. Bus riders should also inform Services by email to cancel the bus.
Q: Whom should I contact for help with technical issues using any school digital systems?
A: Please email ict.shanghai@wellingtoncollege.cn for guidance.
Q: Whom should I contact if I or my child loses their ID card?
A: If an ID card is lost, please notify the school office/receptionist promptly to deactivate the card and apply for a new one.



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI



shanghai.wellingtoncollege.cn



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