



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Welcome To Wellington



**Everything You Need to Know
2023 – 24**

Be You. Be More.



Welcome From the Master

A very warm welcome to Wellington College International Shanghai. We are so pleased that you have decided to join our thriving community.

We are, at our heart, a values-based school. Whilst we are incredibly ambitious and constantly strive to do the very best for each and every child in our school, we never compromise on our core principles. Rooted in our Wellington Values, we have a firm belief that academic success can only and should only be built on a respect for and acknowledgement of individual needs. Every Wellington Shanghai pupil should feel safe, be happy and have the opportunity to make friends. It is in this context that we provide the space, resources and inspiration for all pupils to experience success in a way that is meaningful to them. We prepare them not only for tertiary education and the world of work, but to be changemakers, influencers and protagonists for a positive and sustainable future in the world.

Already appreciated as one of the best schools in the region, our aim is to be recognised as one of the leading schools in the world. In doing so, we aim to provide a holistic education that brings out the passion and spark in your children. Of course, we cannot achieve this without the support from you, our parents. We know that the most fulfilling and rewarding education is built on strong links between the school and home, so we value the role that you have to play in your child's education. This guide will help to give you an overview of all the important information that you will need as Wellington Shanghai parents. As a key part of our school community, we commit to always keeping you well informed and to constantly seeking your feedback on how we can do better.

Thank you for choosing our school. Our Wellington Family is better off for it.

Brendon Fulton
Master



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Being A Wellingtonian

At Wellington College International Shanghai, we offer pioneering education to serve and help shape a better world.

We combine the very best of British and international education models to create a pupil-centric, multilingual, multicultural and inclusive learning experience.

We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

Be You. Be More.

Inspiring our children to be Learners, Connectors and Changemakers

We are Learners with the passion, intrinsic motivation and critical thinking that enables us to solve real world challenges.

We are Connectors with the confidence, openness and empathy to bridge cultural chasms and bring our world closer together.

We are Changemakers with the knowledge, networks and commitment to better serve our community and make a positive impact on the future.

Alongside this vision sits our **Wellington Values: Kindness, Courage, Integrity, Respect and Responsibility**. Together they ensure that we offer a broad and wide-ranging, genuinely holistic education. By collectively upholding the Wellington Values, we will make the experience of living, working and studying at Wellington College one that enhances and enriches life.



Kindness

Showing consideration for others and acting selflessly for their benefit.

Responsibility

Being reliable, dependable and accountable for one's conduct. Fulfilling a duty. Acknowledging the need to serve the communities in which we operate.

Respect

A positive feeling of esteem for a person, group, entity or quality, resulting in acting with fairness. This can include self-respect which involves not compromising one's values just to gain approval from others.

Courage

The ability to confront fear, pain, danger, uncertainty or intimidation. To take calculated risks in the pursuit of goodness.

Integrity

Consistency and authenticity. Acting in consort with one's values or beliefs.



Part 1

Day-to-Day Life



The School Day Overview

Pre-Nursery and Nursery	
08:15	Registration
08:30	Morning Circle
09:15	Morning lessons
11:00	Lunch
11:30	Nap
13:00	Afternoon lessons
14:45	Story time
15:15	End of school day

Reception	
08:15	Registration
08:30	Phonics
09:15	Morning lessons
12:00	Lunch
12:30	Afternoon lessons
14:45	Story time
15:15	End of school day

Years 1 and 2	
08:15	Registration and pastoral time
08:45	Morning lessons commence
10:15	Break
10:45	Morning lessons continue
12:15	Lunch
13:15	Afternoon lessons commence
14:15	CCAs (once a week)
15:15	End of school day

Years 3 to 5	
08:15	Registration and pastoral time
08:45	Morning lessons commence
10:45	Break
11:15	Morning lessons continue
12:15	Lunch
13:15	Afternoon lessons commence
15:15	End of school day for years 4 and 5, and year 3 on non-CCA day
16:45	End of school day for years 4 and 5, and year 3 on CCA day
On Fridays, school ends at 15:15	

Years 6 to 13	
08:15	Registration and tutor time
08:45	Morning lessons commence
10:45	Break
11:15	Morning lessons continue
13:15	Lunch, clubs, etc.
14:15	Afternoon lessons commence CCA day
15:15	End of school day (unless CCA)
16:45	End of school day on CCA day
On Fridays, school ends 15:15	

Details of the co-curricular activity sessions can be found in **PART FOUR** of this booklet.

Start of the Day – Arrivals

Pupils should not arrive before 08:00.

If arriving before 08:15, pupils should go to the designated playground (years 1 to 2) or their form rooms (years 3 and above).

Break Time

Pupils should bring in their own healthy and filling snacks for the school day. Upper Prep and Senior School pupils may purchase snack items from the dining hall during break time.

We operate a nut-free campus, so pupils must not bring anything containing nuts. Pupils in the Early Years are provided with appropriate morning and afternoon snacks.

End of the Day – Collection and Departure

If pupils are being collected from the College, the process is as follows:

Years 1 to 5: Year 1-5 parents collect their children from the pick-up area. Your child’s class teacher, teaching assistant or CCA leader (a Wellington staff member) will bring them to the collection point at the end of the school day and will ensure that every child is leaving with a known adult.

Handing a child over to a ‘known adult’ means that the Wellington staff member has checked with the child that they have located the person they are expecting to collect them at the end of the school day and that the child can verbalise that this is a known adult. If the child is not sure, checks will be made directly with the adult collecting the child, and we will verify that they are in possession of a guardian ID card bearing the photograph of the child.

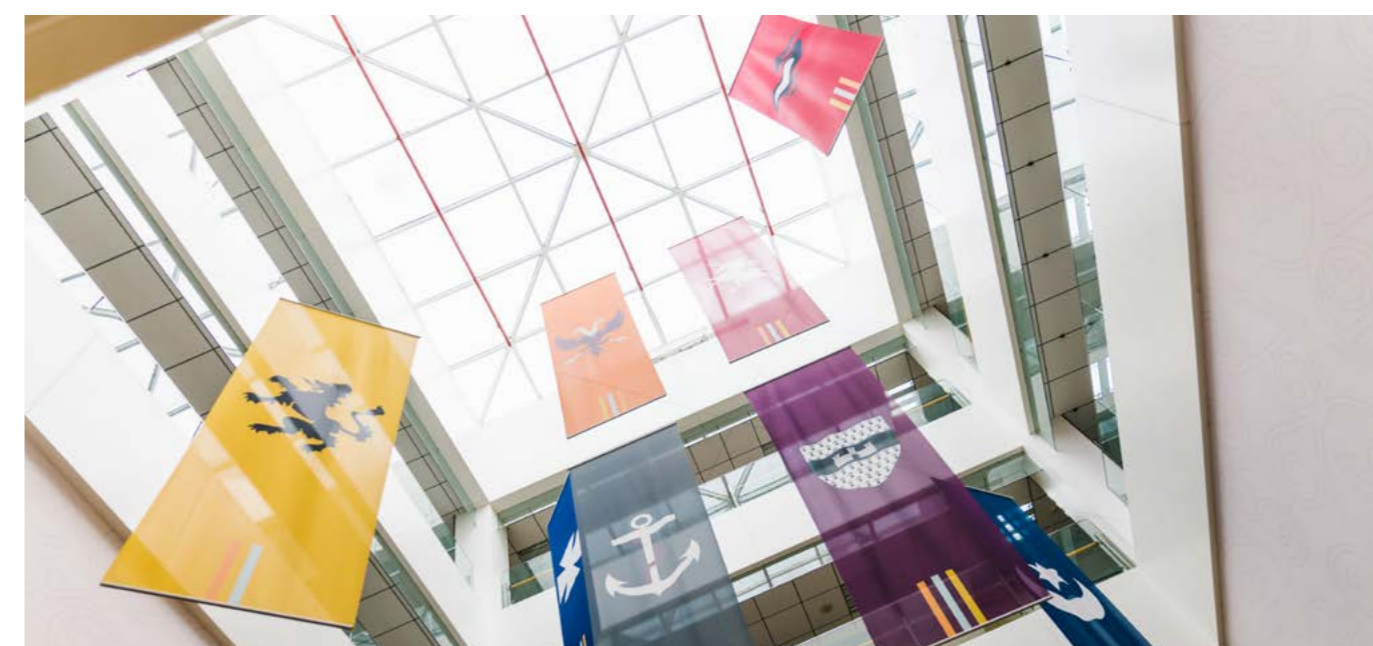
Years 1 to 5: Pupils may be permitted to leave the campus without an adult collecting them where parents have given express authority. For example,

your child gets collected by car and parents are comfortable in the child leaving school to walk directly to the car. In order for pupils in years 1 to 5 to leave unaccompanied, they will need to have a special card issued by the school office. This card will need to be shown to the security guards at the exit gate. If you wish to apply for this card, **please complete an application form.**

Years 6 and above: Pupils are permitted to leave the school without being collected by a guardian and without further checks having been made. When they exit the school unaccompanied, they will need to show their school ID card at the exit gate.

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 (year 5 and below) or dismissed to make their own way to the bus park.



See our handy pull-out sheets at the back of this booklet highlighting key information.

Absence From the College

Taking time out of school can be disruptive to your child's learning and is not recommended. If leave during term time is unavoidable and parents know in advance that their child will be absent from school, they must contact their child's class teacher or head of year as soon as possible.

If a pupil is going to be absent from school due to unforeseen circumstances, such as illness or bereavement, parents should contact their child's class teacher/head of year/school office via email before 08:00. Alternatively, parents can call the relevant school office:

Early Years 021 3175 6690
louise.pan@wellingtoncollege.cn

Pre-Prep 021 5185 3866 ext. 6111
elsa.he@wellingtoncollege.cn

Lower Prep 021 5185 3866 ext. 6167
bonnie.ma@wellingtoncollege.cn

Upper Prep 021 5185 3866 ext. 6217
astrid.li@wellingtoncollege.cn

Senior School 021 5185 3873
sophia.wang@wellingtoncollege.cn

In the event of an absence related to illness, please also contact our school nurse:

Early Years nurse
021 3175 6692
starry.tang@wellingtoncollege.cn

Pre-Prep to Senior School nurse
021 5185 3889
nurse.wcis@wellingtoncollege.cn

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, form tutor or head of year by email. Bus riders should also inform Services by email to cancel the bus.

The teachers will then inform the relevant school secretary. Please collect your child(ren) from the main school reception and obtain a permission slip, which will need to be signed and stamped by the school office. 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.

Checklist of Items to Bring

It is vital that pupils are well prepared for the school day. Pupils are requested to bring the following equipment to school daily:

- **Reading books**
- **Pencil case** (year 3 and above)
- **Water bottle**
- **Healthy and filling snacks** (year 3 and above)
- **Sun hat** (if required)
- **Mosquito repellent/sun cream** (if required)
- **Raincoat/umbrella** (if required)
- **Senior 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).

During the Summer term, Wellington follows a strict 'No Hat, No Play' policy. If your child does not have sun hat, they will have to stay indoors for their own health and safety.

Camera watches may not be brought to school. Money may not be brought to school unless required for a fund raising event. All monies that are brought into the school should be given to either the teacher or school office for safe keeping.

Lockers

Every pupil will be assigned a locker where they can keep their belongings during the school day. This will be located in their classroom or in or near their form room. 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.



Part 2

Academic Overview

Overview in the Early Years

Pre-Nursery, Nursery and Reception

Children begin their educational journey following the Wellington College Early Years Curriculum. Our curriculum is based on the finest aspects of the UK Early Years Foundation Stage (EYFS) curriculum and is developed to best support pupils in our context.

We take a play-based approach based on the concept of ‘The Unique Child’. The key focus on skill development and positive learning behaviours, or ‘Characteristics of Effective Learning’, ensures that our youngest learners thrive as they progress through school.

The Wellington College Early Years Curriculum offers a holistic approach to learning and encompasses seven distinct areas: three prime (or core) and four specific areas of learning. They are:

- **Communication and Language** (Core)
- **Personal, Social and Emotional Development** (Core)
- **Physical Development** (Core)
- **Literacy** (Specific)
- **Mathematics** (Specific)
- **Understanding the World** (Specific)
- **Expressive Arts and Design** (Specific)

These areas of development are supported and explored through daily teaching and follow children’s specific interests through projects or topics. Projects and topics allow pupils to develop skills by following questions they are interested in, sparking a meaningful level of engagement.

Phonics and maths are taught as integral parts of our daily routine. Children also participate in daily Dual Language lessons for 45 minutes, weekly library visits, music and PE classes.

Overview in the Prep School

Pre-Prep (Years 1 and 2)

As pupils transition to the Prep School, they continue to enjoy a nurturing environment in which strong relationships are established between children and with caring, inspirational teachers. Children in year 1 quickly progress to achieving the objectives outlined in our bespoke Prep School curriculum, which is based on the English National Curriculum for literacy, mathematics and phonics.

Our transdisciplinary Programme of Inquiry is knowledge and skills based (encompassing science, history and geography objectives and linking to other areas of the curriculum and the wider world). But it also allows pupils to follow their interests and develop a wide range of skills and learner attributes, which they will build upon throughout their time in the Prep School as they engage with our Prep Learner Profile. Phonics, reading, writing and maths learning facilitated by class teachers and teaching assistants are the core focus of each day, enriched by specialist lessons in Chinese, music, PE, art and drama with specialist support in class for computing.

An exciting recent development for the Prep School has been the introduction of our Dual Language Pathway. Building upon the skills developed in our Early Years Centre, Dual Language classes are as follows:

- Two classes in year 1
- Two classes in year 2.

CCA is an allocated period one afternoon per week within the school (see part 4).

Lower Prep (Years 3 to 5)

Our Prep School curriculum continues to be facilitated by class teachers and

teaching assistants in Lower Prep, with reading, writing and maths again being the foundation around which wider pupil learning is built. Our transdisciplinary Programme of Inquiry continues through to year 5, with purposeful, contextual links made across subject areas to maximise pupil opportunities. However, from year 3, science is taught more discreetly, with meaningful connections made to other areas of the curriculum.

Along with specialist lessons in Chinese, music, PE, art and drama, ed tech is built into the curriculum. In this way, we offer the ‘best of both worlds’, with the focused attention of a class teacher and the specialist knowledge of subject teachers working together, providing a personalised teaching and a smooth transition to Upper Prep.

In our year 3 and 4 Dual Language classes, our genuinely bilingual and bicultural programme nurtures our pupils towards academic excellence in both Chinese and English, while also growing up as competent and confident individuals, with a strong sense of identity, as their mother tongues and cultural traditions are celebrated. This approach makes the most of both Western and Chinese approaches to education, leading to an international outlook and a deep understanding of Chinese culture.

- One classes in year 3
- One class in year 4.

A wide range of CCAs are offered to our Lower Prep pupils as well (see part 4).

Inquiry Learning

At Wellington, we follow a programme of inquiry from years 1 to 5. We designed this curriculum to meet our high standards and provide relevant and meaningful assessment. Moreover, it allows space for pupils to explore their



own points of interest within areas of learning. It offers a comprehensive, thematic and creative programme where a variety of topics are covered, with each providing a theme around which to frame the learning. Cross-curricular opportunities include making links with English, maths, science ICT, music, creative arts and more.

The pupils start each new unit with a ‘Hook Day’, which the teachers carefully plan to get the children excited about their upcoming unit.

Over the ensuing weeks, the children will take part in a variety of learning experiences, projects and tasks all geared towards the theme of their current unit. Ultimately, the pupils finish with a final project, which is an opportunity for the pupils to further explore and showcase the knowledge, skills and understanding they have developed in that particular unit. During the course of each unit, the teachers will undertake regular assessment of pupil progress and pupils will be part of the process, assessing themselves against clear success criteria for the unit.

The programme of inquiry focuses on three areas, which are knowledge, skills and understanding.

Knowledge: Facts that we as educators think our pupils need to know. This is information that we know is true and the way we answer a knowledge question will be either right or wrong. For example: Paris is the capital of France. That is knowledge.

Skills: Finding out how to do things. Skills are practical and can be described as ‘being able’ to do something. For example: being able to tie shoelaces, being able to read a map, being able to perform an operation. There are skills within every subject that children study at school; from mathematics to art to history to science to music. Skills take time to develop and as we learn, we learn skills in small, progressive steps.

Understanding: Developing a sense of the meaning behind why we know and do things. Understanding involves a combination of accumulated knowledge, practiced skills and reflection over time. Understanding is personal, can differ from person to person and can change over time. However, it can be assessed in terms of a pupils capacity to explain and justify their understanding of something. Our programme of inquiry prepares our pupils for the ever-changing world in

which we live by giving them the skills to be independent thinkers, adaptable and open-minded.

Staff

Each child in the Early Years, Pre-Prep and Lower Prep has a class teacher and teaching assistant. Dual Language classes also have a Chinese teacher. The class teacher teaches the main parts of the curriculum and leads the pastoral role. The class teachers are supported by other specialist teachers, who take a larger role as the children get older. This allows children to become familiar with a variety of adults, which promotes their independence and adaptability skills.

All our class teachers are trained to the highest standards and are experienced in teaching the English curriculum. Many of our teachers have degrees in Early Years and primary education, in addition to mandatory teaching qualifications. Our teaching body reflects the international profile of our pupils, with teachers joining us from around the world. We ensure that our teaching staff embody the values and high expectations of Wellington as well as bringing their own personality and interests into the classroom.

Upper Prep (Years 6-8)

Pupils in Upper Prep learn best with the tools to shape their own learning in an environment where they feel safe and comfortable enough to test their courage, experiment and learn from their mistakes. When our year 8 pupils leave the Prep School, they will have developed the necessary depth and breadth of knowledge, skills and competencies needed for them to thrive in the Senior School and eventually go out and make a difference in the world.

From year 6 and above, all lessons are taught by subject specialists. English, mathematics and Chinese are the subjects central to our curriculum. An overview of each is set out below. A focus on the Prep Learner Profile complements subject teaching and is a key feature of lessons and outcomes. As a result, Upper Prep pupils are introduced to the approaches to learning that form an important aspect of the IB Diploma Programme they will take part as pupils in years 12 and 13.

Upper Prep operates on a two-week cycle of lessons, with each week being designated as week A or week B. Pupils will start the day with a pastoral session led by their form tutor. There are five subject lessons each day, followed by a wide range of CCAs which are offered at the end of the day from Monday to Thursday (minimum of two, two optional).

English

We aim to provide pupils with a wide range of experiences that foster language learning and vocabulary development, paving the way for independence, lifelong learning and effective communication of knowledge, ideas, values and opinions. Language and literacy are at the heart of learning in the Prep School. Therefore, the development of oracy, receptive language, reading and writing skills are a top priority for us across all phases and subjects.

All of your child's teachers are responsible for supporting their language development, and as our teachers get to know your child, they can plan a wide range of one-on-one, small group and whole-class opportunities to practise and gain confidence in their language skills. Our teachers are trained in content and language integrated learning (CLIL) techniques. These ensure that pupils focus on delivering the content of their subject as well as develop children's thinking, reasoning, communication and collaboration skills.

Children are encouraged to become independent thinkers and to express themselves thoughtfully and articulately in both speech and writing when we ask them to engage in 'Big Writing'. The aim of a 'Big Write' is to raise attainment levels in speaking, listening and writing. It also encompasses 'Talk for Writing'. Pupils are taught to speak with accuracy, making use of sophisticated vocabulary, which they are expected to apply in their written work and increasingly to avoid spelling and grammar errors.

Our goal is to provide children with the tools necessary to become confident, independent and successful readers, speakers and writers. This is achieved through studying and engaging with appropriate texts, analysing language, participating in discussion, debates, research, role-play, drama and through effective assessment.

Teachers continuously assess the children's learning to gain insights into their strengths and areas for development to inform planning and to provide useful feedback. Children are also involved in the assessment process by peer reviewing work, offering constructive criticism. This form of assessment improves pupils' understanding as well as improving their metacognitive skills.

All children are encouraged to broaden and develop their reading by choosing from a wide range of books from the school library. Each year group is allocated one hourly library session per week in which they are introduced to our information literacy curriculum. The librarian provides classroom teachers with relevant books to enhance inquiry journeys and cross-curricular links as well.

Mathematics

Mathematics in the Prep School is taught with the needs of our international community in mind. Children need to be prepared for their eventual transition either to our Senior School (where the IGCSE and IB are taught) or to other schools with different courses. As such, we endeavour to stretch children as far as possible with a wide-ranging and comprehensive syllabus that supports ongoing mathematical development.

In Pre-Prep and Lower Prep we use the White Rose maths programme. The programme focuses on the concrete-pictorial-abstract approach, making maths fun. Pupils learn higher-order thinking skills such as reasoning and justifying, in addition to fluency and flexibility with numbers, which allows them to get a deep understanding of the concepts. In Upper Prep, pupils progress to the challenging Mathematics Enhancement Programme (MEP), a syllabus developed by the Centre for Innovation in Mathematics Teaching at the University of Plymouth. This syllabus is more rigorous than the English National Curriculum, and is based on a 'spiral' of learning (in which material is revisited and expanded upon) rather than a linear progression from one topic to another. Problem-solving, logic and the use of correct mathematical terminology are key features of the programme, which is based on the methodologies used in other mathematically high-performing countries.

From year 6 onwards, mathematics is taught in streamed sets. For those who struggle with some of the work, we provide additional support, and the most able children are stretched through an exciting enrichment provision which combines mathematics with computer programming. This includes coaching for international mathematics competitions and olympiads.

Organisation and good routines are strongly promoted, and we set high expectations of children for presentation and accuracy of work, and for motivation and effort. To reinforce learning, homework is set twice weekly for all years, and to support independent learning we subscribe to carefully-chosen online resources that allow children to practice and refine key skills at home. Assessment is a continuous process, but we hold five formal written examinations every year.

Chinese

Chinese is compulsory for all pupils up to year 9. All pupils in the Prep School study Chinese intensively, with children in years 1 to 6 receiving around nine hours of instruction per fortnight. Pupils in years 7 to 9 all receive a minimum of seven hours per cycle with the option for native speakers to increase this to 11 hours per cycle. Pupils are set, based on their prior learning and experience of the language, and each year group is taught in a minimum of three streams. Prep is set twice-weekly, at around 20-30 minutes per piece. Writing practice makes up the bulk of prep tasks, although sometimes children will be asked to complete a reading assignment, watch or listen to a dialogue, memorise vocabulary or produce work for display purposes.

Chinese language and culture are essential elements of studies at the College, and we promote both through exciting enrichment activities and special events. The Chinese department offer a range of CCAs which include calligraphy, Chinese folk dance, Chinese singing, Chinese painting, paper folding/origami, Chinese reading, Chinese debating, dragon dance, Chinese storytelling, Kung Fu and more.

For those pupils in years 7, 8 and 9 who are of native or near-native Chinese language ability, as an alternative to studying French or Spanish, they may opt to take an additional course, Chinese Cultural Studies. Through the exploration of the multiple aspects of Chinese culture (e.g. history, geography, literature, art, technology, and philosophy) and the use of selected multimedia and literary materials, the course aims to further develop pupils' skills of appreciation and expression.

Prep School planners

Our teachers, pupils and parents use planners frequently. They are an important and useful communication tool between home and school, so please check your child's planner regularly.

We ask parents to sign or initial the planner at least once a week to show that they have seen any messages. In year 3 and above, children will also use their planner to record details of their homework and its due date.

Homework

Homework is an integral part of the learning process as a child grows up and takes on more responsibilities. It is designed to ensure pupils are prepared for lessons by providing the opportunity for retrieval practice, review and consolidation of knowledge. Teachers use homework and independent study projects in a number of ways to enhance learning.

Pupils can consolidate skills and understanding. They begin independence in learning without giving up. They develop a range of research skills and learn self-discipline and self-management. This will vary significantly from subject to subject and across the year groups, increasing in volume as the children get older.

Parents can play an important role in learning at home by establishing good routines. For example by setting a regular, uninterrupted study time each day in a quiet, well-lit area and talking to your child about the assignments in their planner whilst helping them to focus on the learning provides further motivation for them to produce work of a high standard, both at school and at home.

Please refer to phase and subject specific guidance on homework that will be provided at the start of term.



Overview in the Senior School

The Senior School operates on a two-week cycle of lessons, with each week being designated as Week A or Week B. Regardless of the week, pupils have five lessons each day. From 14:45 onward, pupils undertake a range of activities as part of a co-curricular activity, a sporting endeavor, independent study (or prep) time or interacting with their tutor group. These are shortened on Friday to accommodate our early finish at 15:15pm.

The Senior School curriculum comprises three separate stages:

Year 9 pupils will develop a love of learning for its own sake. Teachers will support them as they cultivate curiosity, creativity and critical thinking. They will be thoroughly prepared for subsequent years of learning, acquiring the appropriate skills for their respective subject choices and the agility needed to master new and challenging disciplines.

IGCSE (years 10 and 11) – pupils follow a broad range of subjects which culminate in the IGCSE examination. This is an externally examined award taken, for the most part, at the end of year 11. Full details of the available options are outlined in a separate IGCSE Options booklet.

Having made their choices at IGCSE, pupils will embark on courses in a wide variety of subjects, which will include compulsory courses such as English language, English literature, global perspectives, mathematics, chemistry plus one other science. In addition, pupils are required to take at least one humanities subject as well as a foreign language. Most of our pupils will study 10 subjects at this level, with a selection designed to keep many options open to pupils for study in higher education. Options are available within a

structured framework, to which modest changes are made each year. The objective is to give pupils a degree of choice, while ensuring they maintain a broad selection of subjects and do not become overly focused on one area or close potential future paths of study.

Sixth Form (years 12 and 13) – pupils follow the International Baccalaureate (IB) Diploma Programme, in which they select six subjects, three at Higher Level and three at Standard Level, together with the core components of this programme. Full details of the available options are outlined in a separate IB Options booklet.

The IB Diploma Programme, the world's foremost university entrance qualification, requires pupils to study six subjects through a mixture of obligation and choice. All pupils will undertake one subject focused on language or literature, another further acquiring a language that is not their mother tongue as well as mathematics.

Pupils' IB choices are strongly influenced by their thinking about what their chosen university degree or potential major might be. However, the IB is more than an academic qualification. Its core components – CAS (Creativity, Action, Service), ToK (Theory of Knowledge), and the Extended Essay – encourage independence of thought, responsibility and the development of research skills.

Ambition, mental agility and self-sufficiency are qualities that are considered in all three stages of the Senior School's academic programme. In the 21st century, robotic attainment and an ability to recite knowledge are no longer good enough. Wellington pupils learn that education is most effective when it is enjoyable, energetic, inquiring, mutual and rigorous.



Homework

Homework is a very useful part of the whole learning process as a child grows up and takes on more responsibilities as the years go by. It is about preparation for lessons and studies and teachers will use this in a number of ways to enhance learning.

Pupils can consolidate skills and understanding; they begin independence in learning without giving up; they pick up research skills; they learn breadth and depth of knowledge and develop self-discipline and time management. This will vary significantly from subject to subject and across the year groups increasing in volume as the children get older.

In Pre-Prep, homework is focused on phonics, reading and maths with occasional topic-related tasks. In Lower Prep, homework is focused on spelling, reading and maths with occasional topic-related tasks. Further guidance will be shared at the start of each term.

In the Upper Prep and Senior Schools, opportunities to complete Prep are woven into the start of the school day. Although we expect that some of the homework will be completed at school, parents can still play an important role in learning at home by establishing a routine, setting a regular, uninterrupted study time each day in a quiet, well-lit study area with no distractions.

It is ideal if a parent can monitor their child's organisation and daily list of assignments in their handbook whilst helping them to focus on the learning, not to just get the work done.

Learning Support

A child's academic experiences and baseline levels can vary greatly and this is no different at Wellington. All pupils are capable learners, but some may need the support of additional, bespoke provision to fully access the curriculum at some point in their school lives. Children may require short-term or a long-term support depending on their needs, and at Wellington, we are committed to developing our each and every pupil's academic potential, as well as their personal and social growth.

Our Learning Support department provides support and guidance to pupils with learning difficulties at varying levels. In order to help pupils reach their full potential, we work closely with teachers, pupils and their parents in identifying needs, planning and implementing that support and reviewing it regularly. Additionally, in some cases we will engage external partners, should the need demand it.

Wellbeing

Pupil wellbeing at Wellington is not only cultivated through our ethos, values and holistic approach to education, but through the dedicated teaching of social and emotional learning throughout the school. Our class teachers and form tutors lead this effort, with support from heads of year and specialists from the Pupil Services department.

We aim to help pupils explore what 'living well' means to them through the delivery of a bespoke curriculum, which

has been developed in partnership with the Institute of Positive Education. We include elements of personal, social, health and economic (PSHE) education in a culturally sensitive and age-appropriate way. Designed specifically for Wellington College Shanghai, our curriculum both informs and builds upon the work done by class teachers, form tutors, and the College's wider pastoral systems.

Some lessons feature a strong practical component, promoting teamwork, problem-solving or creativity. In the Senior School, certain lessons delve more into theory, exploring concepts such as Maslow's Motivation Model, the impact of the hedonic treadmill, or the ways our cognitive biases can influence our decisions. Throughout the College, there is a significant emphasis on emotional health and literacy, ensuring pupils understand how to support themselves and others, as well as when to seek help.

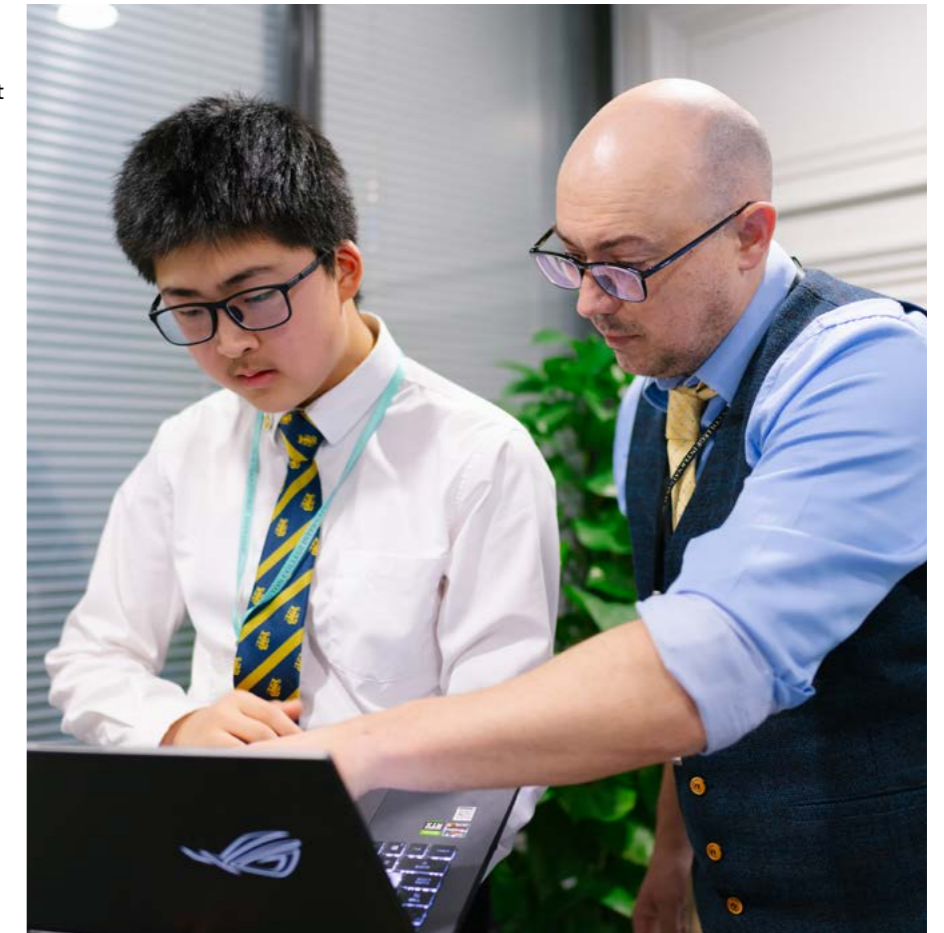
Importantly, we do not suggest there is a one-size-fits-all formula that can be applied to solve life's complexities, nor do we aim to eliminate the challenges everyone encounters. Instead, we hope that by developing awareness and understanding, challenging preconceptions, and teaching practical skills, our pupils will be better equipped to navigate the road ahead.

Higher Education and Career Guidance

The College has a dedicated Higher Education and Careers team with three full-time counsellors who support pupils in all aspects of university and career exploration and preparation. Although they are primarily focused on supporting sixth form pupils preparing university applications, they are available to advise and support pupils and parents of all year groups.

Wellington follows a bespoke university guidance programme in the Senior School – 'The Higher Education Pathway' – to ensure that all pupils are fully prepared for life beyond school. It starts in year 9 with pupils starting to build up a picture of what their future might look like – using their extra-curricular activities to evidence their skills and strengths. It continues through the Senior School with pupils receiving advice about their IGCSE and IB choices and learning about various university destinations and employment options. In the sixth form, pupils attend timetabled lessons which ensure that they research their university options thoroughly and their progress is checked through regular internal deadlines and individual interviews.

Pupils are also supported in taking the various assessments needed for university applications. Wellington College International Shanghai is a registered centre for ACT, SAT and AP tests and a programme of support sessions is on offer to ensure that preparation for a variety of assessments is done in an effective but sustainable manner. The school receives regular visits by representatives of universities from around the globe and it organises an annual higher education fair attended by over 100 institutions. Overall, this equates to a comprehensive programme of advice, support and guidance which supports pupils from early on and extends to when they receive their final IB results and confirm what university they will attend.





COMBERMERE



HARDINGE



HILL



HOPETOUN



LYNEDOCH



ORANGE



STANLEY



WELLESLEY

Part 3

Pastoral Care and Houses

Pastoral Care

Pastoral care is central to the College's ethos. It influences every aspect of our role as educators and the developmental process of the pupils in our care. We recognise that each pupil is unique, with individual needs, potential, limitations, circumstances, feelings, opportunities and expectations. We aim to provide a transformative experience that brings our pupils the greatest likelihood of happiness and fulfilment. Guided by the Wellington Values of Kindness, Courage, Integrity, Responsibility and Respect, we foster personal and emotional development as well as academic ambition. Pupils are encouraged to express themselves and cultivate mindfulness as they learn from life's challenges.

For our pupils in Early Years to year 5, pastoral support will come from their class teachers, who are in turn supported by their head of year. Pupils in year 6 onward will receive pastoral support from their heads of year and tutors. Every school day will begin with a pastoral session. During this time, one-to-one and group discussions will take place, as well as quiet self-study and reflections on wellbeing. Pupils will also use this time for year group, house and school assemblies.

Houses

Wellington College International Shanghai's eight houses are selected from the 17 houses of our partner school in England. All pupils are allocated a house designation upon joining the College, and they will remain a member for the duration of their time here. Our house system is designed to engage and inspire our pupils, to give them a chance to shine. A pupil's house will be a rallying point for the various academic, artistic and sporting activities that our house coordinators will plan throughout the year. These activities are designed to provide our pupils with opportunities to try something new, venture out of their comfort zone and discover and showcase their talents.



COMBERMERE



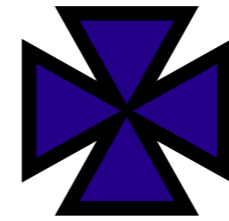
HARDINGE



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ORANGE



STANLEY



WELLESLEY



Part 4

Enrichment and Community

Co-Curricular Activities (CCAs)

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. Within the Prep School, our CCAs are organised for pupils across the range of year groups, allowing our pupils to connect and make friends with children of different ages. The annual tuition fees include participation in the CCA programme Monday to Thursday.

Pupils can participate in selective activities such as sports teams, competitions, arts performances and clubs and societies like Model United Nations (MUN), Physics Olympics, chess and more. There will also be activities in which engagement and participation are emphasised rather than competition. Moreover, we offer a range of affiliated CCAs where we facilitate pupils going to a range of external activities, such as horse riding, golf and skiing.

Participation

The CCA programme for Pre-Prep is built into the school day. Year 3 pupils can choose a maximum of two CCAs per week. From year 4 onwards, a minimum of two CCAs should be chosen each week.

Try-outs and auditions

Some activities such as sports teams and drama productions are selective. Try-outs/auditions will be held, often at the start of each term, to select those participants. Teams and productions may run at the same time as CCAs, but they will also require some late finishes and weekend fixtures, rehearsals or performances.

Lunchtime and breaktime enrichment sessions

As well as the CCA program, pupils can use some of their recreation time in a more structured way. Some music ensembles rehearse at lunchtimes. This includes more formal groups like choirs and big band as well as more informal jam sessions and rock bands. Some pupil leadership committees and subject specific groups also meet during these times.

Affiliated CCA and Wellington Extra

We cooperate with a range of external providers to facilitate pupils doing CCAs that cannot realistically happen on campus, such as horse riding, kayaking and skiing. These activities provide supervised transport from Wellington to the venue and parents can pick their children up afterwards. The cost of these affiliated CCAs is paid directly to the vendors or to an approved agent.

A range of paid activities are offered at the college at weekends as part of Wellington Extra. These paid activities are fully endorsed by the college and complement the program that runs during the week.

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

Physical Education

In PE, pupils have the following curriculum allocation:

- Early Years–Pre-Nursery has one PE lesson every week. Nursery and Reception have two PE lessons every week, plus Reception participates in two eight-week swim blocks
- Years 1 and 2 have two PE lessons and two swimming lessons per fortnight
- Years 3–5 have four PE lessons per fortnight
- Year 6 have four PE lessons per fortnight
- Years 7 and 8 have three PE lessons per fortnight
- Year 9–13 have two PE lessons per fortnight

All PE lessons are taught in a carousel rotation ranging from four to six weeks depending on year group and unit. Swimming is taught all year in years 1 and 2 and as individual units in all other year groups. Activities are underpinned by the UK National Curriculum but are planned and delivered appropriate to an international school setting.

Years 10 and 11 can also study examinable PE as an IGCSE subject and Senior School pupils may choose to study within the IBDP in Sports Exercise and Health Science.

Specialist teachers and appropriate coaches are used to deliver PE at every possible stage and implement an integrated PE and sports programme which challenges every pupil appropriately.

Sports

Wellington's sports programme aims to provide a high-quality experience for all pupils, encouraging lifelong participation in physical activity regardless of skill level. The programme offers a wide range of sports and physical activities, including football, basketball, volleyball, touch rugby, tennis, swimming and gymnastics, as well as recreational activities like table tennis, tee ball, softball, ultimate frisbee and running club. Fitness-based activities like spinning, circuit training and weight training are also available. The College's excellent sporting facilities enable us to host a variety of sporting events throughout the year.

Competitive sports leagues

Wellington offers a wide range of competitive sporting opportunities for pupils to represent the College in Shanghai, China and abroad. We compete in events as part of SISAC (Shanghai International Schools' Athletic Conference), CISSA (China International Schools Sports Association), SSSA (Shanghai Schools Sports Association) and SSL (Shanghai Swim League) as well as international sporting conferences ACAMIS (Association of Chinese and Mongolian International Schools) and FOBISIA (Federation of British Schools in Asia). These organisations provide regular fixtures for Wellington pupils to enjoy.

Sports teams are selected following tryouts and are then able to practice as activities 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 inter-mural Games programme, where students participate in internal sports competitions. Sports are offered seasonally to fit into the competitive sporting calendar, with focus sports, such as football and swimming, offered as year-long programmes. Teams are coached by specialist staff from within the school and by external specialists as appropriate.

Individual Music Tuition

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 so that the same curriculum lesson is not missed each week. This system, common in British curriculum schools, ensures that there is no impact on a child's academic progress. In fact, research shows it actually boosts attainment. Those in year 10 and above have their lessons timetabled to fit in around their exam classes.

Individual lessons are offered from Reception upwards, and our many concerts and recitals each year are hugely popular. To learn more or to sign up, please send an email to music.shanghai@wellingtoncollege.cn



Service at Wellington

Wellington College has a strong tradition of service embedded in the ethos of our values. Each pupil has both the opportunity and a duty to carry out various forms of service during their time at Wellington. This can be within College, at a local, national or international level, and can take many forms, all of which help in the holistic education and personal development of those involved.

The idea of service begins at an early age at Wellington, in the Pre-Prep, with opportunities for charitable and other more specialist support work. The College has a series of designated charities, some of which open up possibilities for individual involvement. This continues into the Prep and Senior Schools, where our commitment to service culminates in the CAS programme (Community, Action and Service) in the IB and, our programme of Service Learning.

The Service Learning programme is embedded within academic projects, ensuring that service explicitly relates to the subjects the pupils study. Service Learning projects offer pupils a chance to engage in a meaningful way with the community while also expanding their depth of study in a particular subject. All Service Learning projects allow pupils to apply an academic interest to a real-world setting.



The aim of the Friends of Wellington (FOW), an association which includes all parents and staff, is to support the College by arranging educational and cultural events and to enrich the Wellington College experience for all involved and to raise funds for charity.

They organise events such as the International Food Festival, coffee mornings with speakers, forums for parental links with class teachers, lunches, social evenings, a Winter Market, the Summer Festival and the Annual Ball.

The FOW also runs many activities, interest and sporting groups. Whether it is city walks, tennis matches or even art, there is something for all parents who want to be more involved in the Wellington Community. We encourage all parents to support FOW whether regularly being active in one or more committees, helping occasionally or supporting events through participation.

**To find out more about FOW,
please contact Carmen Foo by email
carmen.foo@wellingtoncollege.cn.**

Part 5

Services

School Uniform

Wellington has a uniform policy which all pupils and parents are required to follow. Our school uniform promotes a sense of pride in our school and solidarity between pupils. School uniforms are expected to be cleaned regularly and cannot deviate from the style and colour choices. Pupils are expected to present themselves in a neat, clean and professional manner at all times.

Sensible adherence to this policy is the responsibility of everyone in the school community. Parents, guardians, carers, staff and pupils all have a role to play in making it work.

The school uniform and sports kits are available exclusively from the online shop or by going to the uniform shop next to the V&A Café. The shop carries the complete line of pupils' uniforms and PE kits. Specific uniform requirements can be found on our website.



The uniform shop is open for parent visits during term time on Monday and Friday mornings and Tuesday through Thursday in the afternoon. Please contact the uniform shop at 5185-3866*6120 for enquiries on Monday and Friday mornings, and Tuesday to Thursday afternoons; or visit online shop at <http://wellington.haodan.vip>.

Pupils are permitted to wear informal dress of their choice at specified times. Such attire should be suitable for a co-educational environment.

Pre-Nursery to Year 11

- All clothing must be neat and clean.
- No frayed, torn or excessively worn items.
- No non-uniform sweaters, sweatshirts, jackets, etc.
- Shirts should be tucked in at all times.

- Skirts must be at least knee length; no alterations to skirt lengths are permitted.
- Jackets and coats may be worn to and from school and during break. Jackets and coats must be school uniform or may be black, navy or grey.

Years 12 and 13

The sixth form pupils have the distinction of not being obliged to wear the school uniform except for sports kits when required. They are still expected, however, to present in a manner that promotes a sense of pride in themselves and our school. Pupils are expected to wear a suit or equivalent (e.g. formal jacket and trousers). Trainers/flip-flops, denim, and sportswear (including hoodies) are not permitted. Sixth form pupils can seek guidance from their form tutors or the Head of Sixth Form if they are unsure.

Jewellery/make-up

The only acceptable forms of jewellery may include one or more of the following:

- A single set of earrings; these being plain studs or sleepers worn in the lower ear lobes.
- A watch.
- A discrete necklace or chain that must be tucked inside the school shirt and not visible.
- All jewellery is to be removed by pupils before playing sport and for practical PE lessons.

Makeup, tattoos, body piercings, stickers, message buttons, etc. must not be visible.

Hair

Hair is to be clean, neat and tidy at all times. No excessive use of hair styling products.

- Hair colour must be consistent with natural hair colour.
- Hair beyond shoulder length is to be worn tied back as a health and safety measure. Ribbons, clips, bands and 'scrunchies' should be navy, black or school uniform.

Footwear

Black leather shoes are to be worn by all pupils during the school day. Shoes must not have any large branding on them and must be kept clean and polished.

For all sporting and performing arts activities, specific footwear for each discipline must be worn, for example, boots for football and rugby, training shoes with non-marking soles for court sports and athletics, etc.

Pupils are expected to have a sufficient number of each of the compulsory uniform items so that items can be regularly laundered. A full uniform list for each of the different schools is available online and in the joining information. Every item of clothing must be clearly marked with the pupil's name.

School Lunch

Wellington College's catering and integrated facilities management is provided by Aden. Aden operates from an onsite kitchen which is located adjacent to the dining hall.

Lunch options

The standard daily cost for lunch is RMB 33.00 for pupils in years 1 and 2 and RMB 35.00 for pupils in year 3 and above and provides one of the following lunch options:

- Western or Asian set menus
- Customised sandwich set menu
- 'La Piazza' (Mediterranean themed) set menu
- Noodle set menu

Each set menu is completed with a drink, a dessert and access to free-flow salad bar.

This information is for the main dining hall only (not Early Years). At standard, all pupils are required to eat lunch. Special exceptions, such as religious or medical reasons, may be made. Any reason for not being able to eat school lunches will require official documentation and permission from the pupil's head of school.

- Early Years pupils will have lunch in their own dining hall and lunch boxes are provided. Healthy snacks are provided in addition to lunch as well.
- Pupils in years 1 and 2 eat in our Pre-Prep dining hall. Food is served cafeteria style.
- Pupils in years 3 to 13 eat in our main dining hall on a rota system. Food is served cafeteria style.
- Pupils in years 7 to 9 may eat in dining hall 3 after 1:00 PM on a daily rota. Prices differ from our standard daily rate.
- Year 10 and sixth form pupils dine in our a la carte dining room. Prices differ from our standard daily rate.

Snack policy

We are committed to promoting a balanced diet which suits the needs of growing, active children and supports concentration and learning. A morning snack is a perfect opportunity to boost energy levels and to add nutrients to their diets. For those who choose to bring their own snacks, we expect them to be low in sugar and nutritious. Please be aware that, for health reasons, the College maintains a nut-free environment. Foods containing nuts are not permitted on campus. Pupils in years 3 and above may bring their own snacks to eat when permitted during the school day. These snacks must be healthy. There should be no chocolate bars, large bags of crisps or biscuits. Healthy drinks such as milk or water should be encouraged.

Lunch fees

The lunch fees can be settled either annually, termly via regular top-ups online or at the V&A Café on the ground floor of Building 5. Upon a payment being made to Aden Services, a credit is registered onto a pupil's identity card and this is swiped every day for lunch consumption. For payments made on the school online payment portal website, parents can also check balances and request an electronic fapiao.

Credit will be added to lunch accounts. Pupils can spend the credit to purchase snacks at morning break (Upper Prep and Seniors only) and at the V&A Café (sixth formers only) at certain times of the day. A printout of expenditures can be obtained upon request from the V&A Café.

Scan the QR code on the right to recharge your account. Recharge guidance is available on the website.

<https://digipay.adenservices.com>

Please understand that our catering company reserves the right to suspend lunch service if the lunch card balance is overdue. 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 Services.

Food committee

We have a food committee that consists of parents and staff representatives. The food committee offers all parties the chance to give feedback directly to Aden Services. Regular surveys are taken and acted upon. Pupils also get an opportunity to provide feedback via the student council.

Please contact your representative if you have any questions or suggestions for our next meeting:

College services
services.wcis@wellingtoncollege.cn

Parent representatives
foodcomm.wccsi@wellingtoncollege.cn

Caterer
wcis@adenservices.com



Bus Service

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, and you will be able to spot them on the roads by their distinctive colour. Each bus is supervised by a bus monitor, who registers pupils as they board and leave the bus as well managing pupil's behaviour. All parents of pupils using the school bus service are required to carefully read the school bus regulations and ensure their child(ren) are aware of the behaviour expected of them. Please make them aware of the following:

- Pupils must be waiting at the bus stop at least three minutes before the bus arrival time.
- Seat belts must be fastened for the duration of the journey.
- Eating and drinking are not permitted on the bus unless drinking from a water bottle.
- We expect our pupils to be polite and courteous to the bus monitor, driver and fellow passengers.
- Inappropriate behaviour, such as standing, shouting, teasing, throwing things, will not be tolerated. Bad language is strictly forbidden.
- Pupils who are late because of the bus will not be registered as late.
- Pupils are required to comply with any government-mandated health and hygiene practices.

The first two weeks of each new term are considered to be 'trial' weeks for bussing families. After this period, the bus fee is non-transferable, non-refundable in case of cancellation of classes and shall not be pro-rated for partial use.

If you wish for your child to travel to Wellington via school bus, please contact our Services team at services.shanghai@wellingtoncollege.cn

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

- Your designated bus monitor
- Our Services Department
services.shanghai@wellingtoncollege.cn
021 5185 3861



Part 6

Campus
and Facilities

Library

The library is the central resource centre of the College and houses over 43,000 books, with regular arrivals of new books. Inside the library there is a 'knowasis' which contains all the non-fiction books for access by all of our teachers and pupils. There is also a dedicated Chinese section which is resourced and monitored by the Chinese department; books are being added all the time. The library is intended for use by our pupils in year 3 and above with our Nest library containing the books for our youngest pupils.

Opening times:
08:00 to 16:45 Monday to Thursday
08:00 to 15:45 Friday

Our IB pupils have their own designated area in Building 5 as well as access to the main library throughout the day.

ICT Facilities

We have a wealth of technology available to support teaching and learning. All of our classrooms are equipped with Maxhub interactive panels, which connect to a range of devices, including laptops, tablets and visualisers. In the Prep School, we have a 1:1 iPad programme from year 3, providing pupils with access to a range of educational apps to develop their knowledge and understanding, as well as their creativity, independence and digital literacy skills. Senior pupils follow a 'Bring Your Own Educational Device' (BYOED) programme, which allows them ownership of their device. Teachers receive ongoing training to use technology effectively and enhance learning experiences for our pupils. We have four, purpose-built computer labs, as well as VR headsets and a 180-degree digital projection

planetarium, providing a wide range of technology to engage pupils and promote active learning.

Mobile phones

We recognise that pupils may need to bring a mobile phone to school, especially if parents need to make arrangements at the end of the school day. However, we have a no-phone policy at school for all pupils, except for those in IB. Pupils who bring mobile phones 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. IB pupils are permitted to use their devices in the Sixth Form Centre only.

Healthcare Centre

To ensure the safety and wellbeing of all our pupils and staff members, Wellington College has an excellently equipped healthcare centre which is run by fully-qualified nursing professionals. The centre is located just behind the sports hall.

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. The healthcare centre will attend to any injuries or illnesses but sometimes we need to contact the pupil's parent or guardian, so it is vital that we always have your current contact details.

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 easy access from the College. Facilities are high quality and English is widely spoken there as well.

Raffles Hospital

200 Yuanzhao Road, Pudong New District
 Tel: 021 6129 3000
 上海莱佛士医院: 上海浦东东园照路200号

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 your child has been prescribed medication by a doctor 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.

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 be unexpired.

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 the 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.

Allergy and food policy

The College recognises that although most food intolerances produce symptoms that are uncomfortable, some people can suffer a severe food allergy with more serious consequences and in some instances these may even be life-threatening. 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 contain nuts.

The school kitchen does not serve nut-based foods or use nut oils in any of its food preparations. 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 shall 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 foods 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 safety.

Exclusion from school

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 degree 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.



Air Quality Policy

There are some periods of the year when we experience poor air quality in Shanghai, and we know this is an issue of importance for parents. At Wellington, we make every effort to provide a safe environment for our pupils to learn in and therefore have put the following systems and procedures in place.

Wellington College International Shanghai provides Honeywell brand air purification systems in all classrooms and offices. All fresh air systems are fitted with suitable purification devices and filters. These are electronic air cleaners, rather than the less effective lower-cost filter machines. The Dome has excellent air filtering and allows more sports activities to continue when the air quality is poor.

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.

The AQI index is measured at several sites across Shanghai, and we combine the average reading for the three sites closest to the College, which are Shanghai Normal College Primary Division, Shanghai Normal University and the Shanghai US Consulate, to provide the most appropriate reading for the College.

We review the AQI at the beginning of the day, before morning break time, before lunch and before the start of CCAs. The readings are then emailed to all College, so that the appropriate measure in the table below can be implemented.

Please also note that we take a reading at 07:30am each Saturday morning and email our relevant staff. If the AQI is over 175 on a Saturday morning parents may be contacted with further instructions regarding their child's weekend sport fixtures or Academy session. Coloured indicators will be placed at all main entrances to indicate which measures are in force.

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

Lost and Found

Lost and Found is located in the reception foyer.

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. The College asks that all pupils label their clothing and bags. Pupils must also check that they have the right belongings. If your child brings home the 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 rightful owner.

Safe Surroundings and Security

Security is a high priority and security guards are located in the school premises to ensure safety and security procedures. Every person coming onto the campus is required to wear a school access pass at all times. Visitors without a school access pass (including anyone who has forgotten their pass) are required to register with security. In order to gain entrance to the College, all visitors must make an appointment. Security guards will issue a visitor's pass upon confirmation with the school office.

Fire drills

The fire drill evacuation plan is displayed in each classroom. In the event of a fire alarm, pupils will be escorted from their

classrooms or play areas by their teachers to the central assembly point where registers will be taken. There will be a fire drill once every term.

Closure of the College

On some occasions, it may be necessary to close or cancel school. The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, important government events, etc. The health and safety of pupils shall be the primary consideration in all decisions or actions taken at times of inclement weather or other emergencies.

Prior to the school day:

- In the case of important government events, the College is usually given prior warning via the Education Commission.
- The Master will ensure that all parents and staff are notified via an SMS message and a message will also be placed on the College website.

Procedures for closing school while in session:

- The Master will ensure that all parents and staff are notified via an SMS message system, and a message will be placed on the College website.
- The Master will inform teachers when pupils may

be released. Prep pupils must be collected from the designated point by a parent or nominated guardian as soon as possible after the phone call.

- The Master will determine whether school buses are able to run. If deemed safe, pupils will be dismissed to their buses. All other pupils will remain at school under teacher supervision until a parent or nominated guardian arrives to take them home.
- If the College buildings must be evacuated, all pupils and staff will exit the buildings in an orderly fashion as rehearsed. Pupils will be kept at the designated meeting place or other suitable location until parents can arrange to collect them.

Parking at Wellington

Parking spaces inside the College ground are only available to our staff or invited guests. Public parking spaces for parents of pupils can be found outside of the College. There are no parking spaces within the College itself.

Parking is available at Crystal Plaza or Shanghai Oriental Sports Centre (Gates 12 and 6) about five to 10 minutes' walk from the College. Passengers can be dropped off on the road alongside the College entrance on Haiyang West Road. We do not advise that you park on this road as this is prohibited and maybe subject to a fine. The Oriental Sports Centre Metro station is served by Lines 6, 8 and 11 and is about 10 minutes' walk from the College.





Part 7

Communication

2023-24 Academic Year

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2023 August		1	2	3	4	5	6	7-18 New staff induction 21-25 Staff training 28 EYC pupil induction 29 Y1-Y13 pupil induction 30 Start of Michaelmas term
	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	29 Mid-Autumn festival
	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	2-6 National Day
	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							
November			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				
December					1	2	3	15 End of Michaelmas term 18 Dec-2 Jan Winter break
	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	
2024 January	1	2	3	4	5	6	7	3 Start of Lent term
	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	2	3	4	5-16 Chinese New Year
	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				

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2024 March					1	2	3	29 End of Lent term
	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	6	7	1-5 Qing Ming 8 Start of Summer term
	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	4	5	1-3 Labour Day
	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	7-10 Dragon Boat Festival 28 End of Summer term
	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	
July	1	2	3	4	5	6	7	1 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	31					
August				1	2	3	4	*The start date for the academic year 2024-25 is to be confirmed.
	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		

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

How We Communicate

Wellington College is a supremely busy, ambitious and stimulating environment, with a great deal going on. We strive to keep our parents up to date with everything that is happening in the College, whether it is your child's latest report, or an upcoming concert. Not only do we have a variety of places for you to find our latest news, either on social media, our app, website or newsletters, but we also encourage you to keep in touch with us as well, all of our teachers' emails can be found on the website, as well as our numerous services, such as buses and uniforms. We aim to ensure no parent feels left out. Parents are encouraged to contact the school by email whenever they have a concern or query. For any questions regarding your son or daughter's academic or pastoral welfare, the first point of contact is the housemaster in the Senior and Upper Prep schools or the class teacher in the Lower Prep, Pre-Prep and Early Years.

Early Years, Pre-Prep and Lower Prep Biweekly Newsletter

Parents receive weekly communications from the heads of phase which they are asked to read. This is our most important method of communication with parents and it is crucial that you read it as it has content regarding parents' evenings, upcoming events, important updates about the school and many more crucial bits of information. Please do not ignore this email.

The Week Ahead

Every Friday afternoon we send out 'The Week Ahead' to all parents. This contains a round-up of the week for the whole College and highlights upcoming events. Please do make an effort to read this. All parents should be automatically on our email list. However, in the rare case you are not, please email the School Office Team at schooloffice.shanghai@wellingtoncollege.cn.

The website

Please check the College website, where information, including the calendar, is accessible. The website has information relating to College activities and descriptions of the individual schools. There is also a media section where regular news, photos and videos are posted.

Getting social

For immediate news, photo and video updates, we offer WeChat and Facebook.

For Facebook, you will need a VPN. Our Facebook account is www.facebook.com/WellingtonCollegeShanghai

For WeChat, do follow us and enjoy the variety of content we post each week. Follow us here:



Parent Portal

For reports and tracking, we use our parent portal, which is a secure way for you to access important information about your child and the school.

In order to access the parent portal, visit parents-wccsi.wellingtoncollege.cn

The login details will be included in your child's welcome pack, please then follow the instructions on the page to register and activate your account. If the login information you have received is not working, please contact schooloffice.shanghai@wellingtoncollege.cn.

iParent APP

Our iParent App makes all of the information on the parent portal easily

accessible on a mobile phone. You must activate your account on the parent portal to have access on the iParent App. The app is available from the Apple app store or Google Play, search for 'iParent'. When running the app for the first time, you will need to provide the school code, WCIS. You will then need to enter your parent portal username and password to login. If you have any problems while using the app, please contact our school office at schooloffice.shanghai@wellingtoncollege.cn

College calendar

The College uses an online calendar system. This allows parents, pupils and staff to be able to subscribe to school events via iCal, or RSS feeds. Apple iPhone users are also able to subscribe.

Whom to call

For general enquiries, please call 021 5185 3866.

Master's office ext. 3881

Senior School office ext. 3873

Upper Prep office ext. 6217

Lower Prep office ext. 6167

Pre-Prep office ext. 6111

Early Years Centre 021 3175 6687

Finance office ext. 3880

Services office ext. 3861

Admissions office ext. 3885

How to contact us

firstname.surname@wellingtoncollege.cn

Full details, including a short biography and photograph of all teachers and support staff, can be found on the College website.



Part 8

Key Information

Early Years Key Information

Pre-Nursery, Nursery and Reception

My child's information		The school day		The school day	
Class teacher		Pre-Nursery and Nursery		Reception	
Chinese teacher		08:15	Arrival and registration	08:15	Arrival and registration
PE day		08:30	Morning circle	08:30	Phonics
Swimming day (Reception only)		09:15	Morning lessons	09:15	Morning lessons
Uniform and PE kit		11:00	Lunch	12:00	Lunch
Every day:	Full set of smart uniform	11:30	Nap	12:30	Afternoon lessons
PE day:	They may wear their PE kit all day	13:00	Afternoon lessons	14:45	Story time
Swimming day:	Normal uniform and change for swimming	14:45	Story time	15:15	End of school day
		15:15	End of school day		

Start and end of day

Pupils may arrive from 08:10. The Early Years Centre will open at 08:15. Pre-Nursery parents may escort their children to the "Pre-Nursery Nest" on the third floor. Nursery and Reception children will be escorted to the main gate, where they will be greeted by staff, enter school and make their way directly to their classrooms.

All children should go directly to the classroom if it is raining or pollution is high.

End of the day – collection: Pre-Nursery children are collected from their classroom from 15:00. Nursery and Reception pupils may be collected from their classrooms starting from 15:15.

End of the day – bus users: Children will be taken to the Nursery corridors where they will be escorted to the shuttle bus.

Children are under parental supervision once collection has taken place.

Lateness

If you know your child is going to be late, please inform the class teacher and school secretary as soon as possible. The school day starts promptly at 08:15. Equally if you are going to be late collecting your child, please contact us. Late arrivals and collections will be monitored.

Attendance

Maximum attendance will ensure maximum attainment and progress for all children. Please let us know if your child is absent and the reason for the absence.

Sickness: Email your class teacher, school secretary, bus services and school nurse as soon as possible on the day of illness. If they have a fever, vomiting or diarrhoea children might need to remain absent for 48 or 72 hours.

Planned absence: Holidays during term time are discouraged due to the impact that this could have on learning. If unavoidable, please send an absence request to the Head of Early Years. Absences due to holidays will be unauthorised. Authorised absences can be given for situations that are unavoidable. Bus services must be informed of any planned absences.

Leaving early: Please schedule non-urgent medical appointments outside of school hours, where possible. Should you need to collect your child before the end of the school day, please get a stamped early leave permission form from the school secretary to show the guards as you leave.

Lunches and snacks

Please ensure that your child's lunch card is regularly topped up with funds. This can be done via the web address or the QR code below. <https://fs-wellington.adenservices.com/login>

We aim to operate a **nut-free campus** so please ensure any food brought onto site does not contain nuts. This includes any birthday cakes or treats.

Be prepared – what to bring to school

- Reading books and reading record (Reception only)
- Water bottle
- Sun hat (if required)
- Mosquito repellent/sun cream (if required)
- Rain coat/umbrella (if required)
- Please keep a change of clothes (preferably uniform), rain coat and rain boots at school

During the hot months, we have a strict 'No Hat, No Play' policy.

Site security – keeping our children safe

- Please remember to bring your ID card every time you wish to enter the site, without the ID card your identity will need to be verified which may take time.
- Your ID card on the orange lanyard should be worn in a visible place at all times – if it is not visible, expect to be challenged.
- Only one person can enter the security gate with one ID card – please do not share cards or tailgate.
- Our security guards are under instructions to strictly follow these rules and will not make exceptions, even if they recognise you.

Please respect and support our security guards in this regard.

Key contact information

Early Years school secretary:
Louise Pan: 021 3175 6690

Early Years Centre reception: 021 3175 6687

Services team for buses, uniform, lunches: services.shanghai@wellingtoncollege.cn or 021 5185 3861

Head Nurse, Sarah Tang:
021 5185 3889
(call 137 0198 1931 in a medical emergency)

Executive Head of Early Years: Charlotte Knight-Benjafield

Associate Deputy Head of Early Years: Lucy Qu
Master: Brendon Fulton

For email:
firstname.lastname@wellingtoncollege.cn

Reporting to parents

We formally meet or report to parents four times per year:

1. Parents evening in November
2. Written report at the end of Michaelmas term
3. Parents evening at start and finish of Lent term
4. Full written report at the end of Summer term

Appointment with teachers

If you wish to speak with your child's class teacher or a specialist teacher at any other time of year, please email them to make an appointment.

Important information



school calendar



uniform shop



parent portal



lunch top up

Pre-Prep Key Information

Years 1 and 2

My child's information		The school day	
Class teacher		08:15	Registration and pastoral time
Chinese teacher		08:45	Morning lessons commence
PE day		10:15	Break
Swimming day		10:45	Morning lessons continue
		12:15	Lunch
		13:15	Afternoon lessons commence
		14:15	CCAs (once a week)
		15:15	End of school day

Uniform and PE kit	
Every day:	Full set of smart uniform
PE day:	They may wear their PE kit all day
Swimming day:	They may wear their PE kit all day and change for swimming

Start and end of day

Pupils should not arrive before 08:00. If arriving before 08:15, pupils should go to the playground. They should only come straight to the classroom if it is raining or pollution is high.

End of the day – collection: The class teacher, teaching assistant or CCA leader will bring pupils to the designated collection area and will ensure that every child is leaving with a known adult.

End of the day – bus users: Children will be taken to the dining hall or directly to the buses on CCA days where they will be handed over to their bus monitor. Children are under parental supervision once collection has taken place.

Lateness

If you know your child is going to be late, please inform the class teacher and school secretary as soon as possible. The school day starts promptly at 08:15. Equally if you are going to be late collecting your child please contact us. Late arrivals and collections will be monitored.

Attendance

Maximum attendance will ensure maximum attainment and progress for all children. Please let us know if your child is absent and the reason.

Sickness: Email your class teacher, school secretary, bus services and school nurse as soon as possible on the day of illness. If they have a fever, vomiting or diarrhoea children might need to remain absent for 48 or 72 hours unless they have a doctor's note to return.

Planned absence: Holidays during term time are discouraged due to the impact that this could have on learning. If unavoidable, please send an absence request to Head of Pre-Prep. Absences due to holidays will be unauthorised. Authorised absences can be given for situations that are unavoidable. Bus services must be informed of any planned absences.

Leaving early: Please schedule non-urgent medical appointments outside of school hours when possible. Should you need to collect your child before the end of the school day, please get a stamped early leave permission form from the school office to show the guards as you leave.

Lunches and snacks

Please ensure that your child's lunch card is regularly topped up with funds. This can be done via the web address or the QR code below or by making a payment in the V&A café. <https://fs-wellington.adenservices.com/login>

Pre-Prep children are not permitted to use the V&A unless accompanied by a parent or carer.

Pre-Prep pupils are provided a snack from Aden each morning. This will include a drink, a piece of fruit and a savoury/sweet snack. Children can bring their own snack on their CCA day. We operate a **nut-free campus** so please avoid sending any snacks which may contain nuts.

Be prepared – what to bring to school

- Reading books and homework folder
- Water bottle
- Sun hat (if required)
- Mosquito repellent/sun cream (if required)
- Rain coat (if required)
- Sports kit for CCAs (if required)
- Y1 change of clothes labeled

During the hot months, we have a strict 'No Hat, No Play' policy.

Site security – keeping our children safe

- Please remember to bring your ID card every time you wish to enter the site, without the ID card your identity will need to be verified which may take time.
- Your ID card on the orange lanyard should be worn in a visible place at all times – if it is not visible, expect to be challenged.
- Only one person can enter the security gate with one ID card – please do not share cards or tailgate.
- Our security guards are under instructions to strictly follow these rules and will not make exceptions, even if they recognise you.

Please respect and support our security guards in this regard.

Reporting to parents

We formally meet or report to parents four times per year:

1. Parents evening around October
2. Michaelmas term written report
3. Parents evening at the start of Lent term
4. Lent term written report
5. Summer term written report

Key contact information

Pre-Prep school secretary
Elsa He: 021 5185 3866 ext 6111

School reception: 021 5185 3866

Services team for buses, uniform, lunches:
services.shanghai@wellingtoncollege.cn or 021 5185 3861

Head Nurse, Sarah Tang:
021 5185 3889
(call 137 0198 1931 in a medical emergency)

Acting Head of Prep School: Mark Wright

Head of Pre-Prep: Michael Orchard

Head of Year 1: Loren Eichhorn

Head of Year 2: Deirdre Maguire

For email:
firstname.lastname@wellingtoncollege.cn

Appointment with teachers

If you wish to speak with your child's class teacher or a specialist teacher at any other time of year, please email them to make an appointment.

Important information



school calendar



uniform shop



parent portal



lunch top up

Lower Prep Key Information

Years 3, 4 and 5

My child's information		The school day	
Class teacher		08:15	Registration and pastoral time
Chinese teacher		08:45	Morning lessons commence
PE day		10:45	Break
Swimming day		11:15	Morning lessons continue
		12:15	Lunch
		13:15	Afternoon lessons commence
		15:15	End of school day for years 4 and 5, and year 3 on non-CCA day
		16:45	End of school day for years 4 and 5, and year 3 on CCA day
		On Fridays, school ends at 15:15	

Start and end of day

Pupils should not arrive before 08:00. If arriving between 08:00 and 08:15, pupils should go straight to the classroom.

End of the day – collection: The class teacher, teaching assistant or CCA leader will bring pupils to the designated collection area and will ensure that every child is leaving with a known adult.

End of the day – bus users: Teaching assistants will take the children directly to the buses.

Children being collected by parents or guardian are under parental supervision once collection has taken place.

Lateness

If you know your child is going to be late, please inform the class teacher and school secretary before 08:00. The school day starts promptly at 08:15. Likewise, if you are going to be late collecting your child please contact us. Late arrivals and collections will be monitored.

Attendance

Maximum attendance will ensure maximum attainment and progress for all children. Please let us know if your child is absent and the reason.

Illness: Email your class teacher, school secretary, bus services and school nurse before 08:00 on the day of illness. If they have a fever, vomiting or diarrhoea, children might need to remain absent for 48 or 72 hours unless they have a doctor's note to return.

Planned absence: Holidays during term time are discouraged due to the impact that this could have on learning. If unavoidable, please send an absence request to head of Lower Prep. Absences due to holidays will be unauthorised. Authorised absences can be given for situations that are unavoidable. Bus services must be informed of any planned absences.

Leaving early: Please schedule non-urgent medical appointments outside of school hours when possible. Should you need to collect your child before the end of the school day, please get a stamped early leave permission form from the school office to show the guards as you leave.

Lunches and snacks

Please ensure that your child's lunch card is regularly topped up with funds. This can be done via the web address or the QR code below.

Lower Prep children are not permitted to use the V&A unless accompanied by a parent or carer.

Please send snacks for the school day for eating during the morning break and prior to CCAs. Snacks should be healthy and filling. We operate a **nut-free campus** so please avoid sending any snacks which may contain nuts.

Be prepared – what to bring to school

- Reading books and homework folder
 - Water bottle
 - Healthy and filling snacks
 - Sun hat (if required)
 - Mosquito repellent/sun cream (if required)
 - Rain coat/umbrella (if required)
 - Sports kit for CCAs (if required)
- During the hot months, we have a strict 'No Hat, No Play' policy.

Site security – keeping our children safe

- Please remember to bring your ID card every time you wish to enter the site, without the ID card your identity will need to be verified which may take time.
- Your ID card on the orange lanyard should be worn in a visible place at all times – if it is not visible, expect to be challenged.
- Only one person can enter the security gate with one ID card – please do not share cards or tailgate.
- Our security guards are under instructions to strictly follow these rules and will not make exceptions, even if they recognise you.

Please respect and support our security guards in this regard.

Reporting to parents

We formally meet or report to parents five times per year:

1. Pastoral evening at the end of September
2. Pupil-led conferences mid-November
3. Michaelmas term written report
4. Parents evening mid-February

5. Lent term written report
6. Pupil-led conferences at the start of June
7. Summer term written report

Key contact information

Lower Prep School secretary:
Bonnie Ma: 021 5185 3866 ext. 6167

School reception: 021 5185 3866

Services team for buses, uniform, lunches:
services.shanghai@wellingtoncollege.cn or
021 5185 3861

Head Nurse, Sarah Tang:
021 5185 3889
(call 137 0198 1931 in a medical emergency)

Acting Head of Prep School: Mark Wright

Head of Lower Prep: Dr Tania Blatti

Head of Year 3: Chris Corbett

Head of Year 4: Michael Johnstone

Head of Year 5: David Selwood

For email:
firstname.lastname@wellingtoncollege.cn

Appointment with teachers

If you wish to speak with your child's class teacher or a specialist teacher at any other time of year, please email them to make an appointment.

Important information



school calendar



uniform shop



parent portal



lunch top up

Upper Prep Key Information

Years 6, 7 and 8

My child's information		The school day	
Head of year		08:15	Registration and tutor time
Tutor		08:45	Morning lessons commence
Chinese teacher		10:45	Break
PE/Swimming day		11:15	Morning lessons continue
		13:15	Lunch, clubs, etc.
		14:15	Afternoon classes commence / CCA day
		15:15	End of school day (unless CCA)
		16:45	End of school day on CCA day
			On Fridays, school ends at 15:15

Uniform and PE kit
Every day: Full set of smart uniform
Swimming and CCAs: Normal uniform and change into kit as required
Pupils to wear PE kit all day

Start and end of day

Pupils should not arrive before 08:00. If arriving before 08:15, pupils should go to their form room.

End of the day: Pupils will be dismissed from their final session to make their own way to the school bus, to be collected or to travel home independently.

Lateness

If you know your child is going to be late, please inform the tutor and school secretary as soon as possible. The school day starts promptly at 08:15. Equally, if you are going to be late collecting your child please contact us. Late arrivals and collections will be monitored.

Attendance

Maximum attendance will ensure maximum attainment and progress for all children. Please let us know if your child is absent and the reason for the absence.

Sickness: Email your tutor, school secretary, bus services and school nurse as soon as possible on the day of illness. If they have a fever, vomiting or diarrhoea children might need to remain absent for 48 or 72 hours unless they have a doctor's note to return.

Planned absence: Holidays during term time are discouraged due to the impact that this could have on learning. If unavoidable, please send an absence request to Head of Upper Prep. Absences due to holidays will be unauthorised. Authorised absences can be given for situations that are unavoidable. Bus services must be informed of any planned absences.

Leaving early: Please schedule non-urgent medical appointments outside of school hours when possible. Should you need to collect your child before the end of the school day, please get a stamped early leave permission form from the school secretary to show the guards as you leave.

Lunches and snacks

Pupils in Upper Prep are responsible for their own lunch cards and will use these to purchase food from the dining hall at break and lunch. Please ensure that your child's card is regularly topped up with funds. This can be done via the web address or the QR code on this page or by making a payment in the V&A café. <https://fs-wellington.adenservices.com/login>.

Upper Prep children are not permitted to use the V&A unless accompanied by a parent or adult.

Homework and Homework diaries

Upper Prep pupils will be required to undertake appropriate quantity of homework to support their learning in lessons.

Homework serves as an important link between home and school, keeping parents informed of your child's learning and reinforcing and extending school learning, experiences, and interests.

Assignments have the following purposes:

- To prepare for, reinforce and extend concepts introduced in class
- To activate prior knowledge and be purposeful
- To establish study habits and self-reliance
- Opportunity to develop skills and knowledge
- Pupil-led learning
- To engage the parents with the learning from the classroom

Pupils are responsible for managing their own homework and meeting deadlines. However, tutors will monitor and support pupils with homework as part of the daily pastoral sessions. These sessions allow pupils the opportunity to discuss tasks with their peers and seek clarification.

Pupils should make effective use of their Homework diaries in order to prepare for the school day. Pupils are encouraged to record details of their homework activities and deadlines. Homework diaries are monitored regularly by tutors. Parents are encouraged to check them too.

Site security – keeping our children safe

- Please remember to bring your ID card every time you wish to enter the site, without the ID card your identity will need to be verified which may take time.
- Your ID card on the orange lanyard should be worn in a visible place at all times – if it is not visible, expect to be challenged.
- Only one person can enter the security gate with one ID card – please do not share cards or tailgate.
- Our security guards are under instructions to strictly follow these rules and will not make exceptions, even if they recognise you.

Please respect and support our security guards in this regard.

Reporting to parents

Throughout the academic year, parents will have the chance to meet with subject teachers and tutors or receive a written report to ensure they understand how their child is progressing.

1. Upper Prep parent welcome (Michaelmas term)
2. Core subject engagement feedback (Michaelmas term)
3. Meet the Tutor (Michaelmas term)
4. Michaelmas term written report
5. Parents evening (Lent term)
6. Summer term written report

Key contact information

Upper Prep Secretary, Astrid Li
astrid.li@wellingtoncollege.cn

School reception: 021 5185 3866

Services team for buses, uniform, lunches:
services.shanghai@wellingtoncollege.cn or 021 5185 3861

Head Nurse, Sarah Tang:
021 5185 3889
(call 137 0198 1931 in a medical emergency)

Acting Head of Prep School: Mark Wright
Head of Upper Prep: Daniel Eldred
Head of Year 6: Katy McKenzie
Head of Year 7: Leticia Perez
Head of Year 8: Will Martinez

For email:
firstname.lastname@wellingtoncollege.cn

Appointment with teachers

If you wish to speak with your child's head of year, tutor or subject teacher at any other time of year, please email them to make an appointment.

Important information



school calendar



uniform shop



parent portal



lunch top up

Senior School Key Information

Years 9 to 13

My child's information		The school day	
Head of year		08:15 Registration and tutor time	14:15 Afternoon classes commence / CCA day
House tutor		08:45 Morning lessons commence	
Chinese teacher		10:45 Break	15:15 End of school day (unless CCA)
PE/Swimming day		11:15 Morning lessons continue	16:45 End of school day on CCA day
Uniform and PE kit		13:15 Lunch, clubs, etc.	On Fridays, school ends at 15:15
Every day: Full set of smart uniform			
PE, swimming and CCAs: Normal uniform and change into kit as required			

Start and end of day

Pupils should arrive between 08:00 and 08:15 and should go to their tutor room for morning notices and registration and their pastoral period.

End of the day: Pupils will be dismissed from their final session to make their own way to the school bus, to be collected or to travel home independently.

Lateness

If you know your child is going to be late, please inform the tutor and school secretary as soon as possible. The school day starts promptly at 08:15. Equally, if you are going to be late collecting your child please contact us. Late arrivals and collections will be monitored.

Attendance

Maximum attendance will ensure maximum attainment and progress for all children and is shared in pupils' termly reports to parents. Please let us know if your child is absent and the reason for the absence.

Sickness: Email your child's tutor, school secretary, bus services and school nurse as soon as possible on the day of illness. If they have a fever, vomiting or diarrhoea children might need to remain absent for 48 or 72 hours unless they have a doctor's note to return.

Planned absence: Holidays during term time are discouraged due to the impact that this could have on learning. If unavoidable, please send an absence request to the head of senior school. Absences due to holidays will be unauthorised. Authorised absences can be given for situations that are unavoidable. Bus services must be informed of any planned absences.

Leaving early: Please schedule non-urgent medical appointments outside of school hours when possible. Should you need to collect your child before the end of the school day, please get a stamped early leave permission form from the school secretary to show the guards as you leave.

Lunches and snacks

Senior pupils are responsible for their own lunch cards and will use these to purchase food from the dining hall at break and lunch times. Please ensure that your child's lunch card is regularly topped up with funds. This can be done via the web address or the QR code on this page or by making a payment in the V&A Café.
<https://fs-wellington.adenservices.com/login>

Only pupils in the sixth form are permitted to use the V&A Café.

Homework and homework diaries

Senior School pupils will be required to undertake appropriate quantity of homework to support their learning in lessons.

Homework serves as an important link between home and school, keeping parents informed of your child's learning and reinforcing and extending school learning, experiences, and interests.

Assignments have the following purposes:

- To prepare for, reinforce and extend concepts introduced in class
- To activate prior knowledge and be purposeful
- To establish study habits and self-reliance
- Opportunity to develop skills and knowledge
- Pupil-led learning.
- To engage the parents with the learning from the classroom.

Pupils are responsible for managing their own homework and meeting deadlines. However, tutors will monitor and support pupils with homework as part of the daily pastoral sessions. These sessions allow pupils the opportunity to discuss tasks with their peers and seek clarification.

Pupils should make effective use of their Homework diaries in order to prepare for the school day. Pupils are encouraged to record details of their homework activities and deadlines. Homework diaries are monitored regularly by tutors. Parents are encouraged to check them too.

Site security – keeping our children safe

- Please remember to bring your ID card every time you wish to enter the site, without the ID card your identity will need to be verified which may take time.
- Your ID card on the orange lanyard should be worn in a visible place at all times – if it is not visible, expect to be challenged.
- Only one person can enter the security gate with one ID card – please do not share cards or tailgate.
- Our security guards are under instructions to strictly follow these rules and will not make exceptions, even if they recognise you.

Please respect and support our security guards in this regard.

Reporting to parents

The Senior School strives to keep parents informed about the progress of their children. For each year group, there is one annual pupil-parent-teacher. Timings vary depending on year group. Termly

reports for Michaelmas, Lent and Summer terms are sent to pupils and parents. These reports will always include attainment data from each subject. Each report will also communicate children's reflections on learning and comments from subject teachers or tutors. Throughout the year, teachers, tutors and heads of year are always available to discuss anything of concern.

Key contact information

Senior School secretary, Sophia Wang
021 5185 3873

School reception: 021 5185 3866

Services team for buses, uniform, lunches:
services.shanghai@wellingtoncollege.cn or
 021 5185 3861

Head Nurse, Sarah Tang: 021 5185 3889
 (call 137 0198 1931 in a medical emergency)

Head of Senior School: Dr Charles Debieux

Assistant Head Sixth Form: Martin O'Brien

Assistant Head Pastoral: Penny Lewis and Maxine Stander

Head of Year 9: Connor Gibson

Head of Year 10: Julien Barrett

Head of Year 11: Maxine Stander

For email:
firstname.lastname@wellingtoncollege.cn

Appointment with teachers

If you wish to speak with your child's head of year, tutor or subject teacher at any other time of year, please email them to make an appointment.

Important information



school calendar



uniform shop



parent portal



lunch top up

Wellington College International Shanghai 2023-24 Academic Year

2023	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
August								
	7	8	9	10	11	12	13	7-18 New staff induction
	14	15	16	17	18	19	20	21-25 Staff training
	21	22	23	24	25	26	27	28 EYC pupil induction
	28	29	30	31				29 Y1-Y13 pupil induction
								30 Start of Michaelmas term
September								
	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		29 Mid-Autumn festival
October								
	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						2-6 National Day
November								
	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								
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	15 End of Michaelmas term
	18	19	20	21	22	23	24	18 Dec-2 Jan Winter break
	25	26	27	28	29	30	31	
2024								
January	1	2	3	4	5	6	7	3 Start of Lent term
	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								
	5	6	7	8	9	10	11	5-16 Chinese New Year
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29				

2024	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
March								
	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	29 End of Lent term
April								
	1	2	3	4	5	6	7	1-5 Qing Ming
	8	9	10	11	12	13	14	8 Start of Summer term
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
29	30							
May								
	6	7	8	9	10	11	12	1-3 Labour Day
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
June								
	3	4	5	6	7	8	9	7-10 Dragon Boat Festival
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	28 End of Summer term
July								
	1	2	3	4	5	6	7	1 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	31					
August								
	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		


*The start date for the academic year 2024-25 is to be confirmed.

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

NOTES



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