



WELLINGTON COLLEGE
HANGZHOU
惠灵顿杭州校区



家长手册

SIXTH FORM PARENT HANDBOOK



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总校长致辞 Welcome from the Master

欢迎来到惠灵顿杭州校区。

本手册旨在为家长提供支持学生在校生活的各项依据和指导。

Welcome to Wellington College Hangzhou.

This booklet is designed to be an easy reference point for much of the information you will need as a Wellington parent to support your child or your children.

“最好的教育是建立在家校紧密联系的基础上。在学生创造世界一流的学习体验的过程中，您作为家长将扮演非常重要的角色。

The very best education is built on strong partnerships between school and home, so you will have a big role to play in helping us provide a world-class experience for all our pupils.”

感谢您为孩子选择惠灵顿杭州校区。

在惠灵顿学校迅速成长的过程中，我们始终把惠灵顿教育细化到每一位学生和每一个家庭，依据其需求提供个性化的学习体验。本手册包含许多家长关心的问题，如仍有疑问，欢迎您随时与我们联系。

惠灵顿杭州校区是一所独具特色的学校。惠灵顿的教育理念植于其特质与价值观，教育内容内涵极为丰富。我们致力于让每一位惠灵顿学子成为秉持惠灵顿特质和价值观、具备优质综合才能和终身学习能力、并乐于为他人提供服务的社会人才。

惠灵顿杭州校区秉承英国最具声誉的学校之一——英国惠灵顿公学的优良教育传统，并与惠灵顿公学及其他惠灵顿姊妹学校保持着紧密联系，我们对此也深感自豪。这样的伙伴关系至关重要，让大家庭中的成员能够互相借鉴优秀的办学经验。

身处这样一所优质的学校，拥有崭新的教学环境、先进的教学设备和优秀的学生，我们感到非常荣幸。我希望您也同样为孩子成为惠灵顿学子而感到骄傲。

Kathryn Richardson
惠灵顿杭州校区校长

I am delighted that you have chosen Wellington College Hangzhou.

Wellington is growing rapidly, but we will always be small enough to provide a personal experience tailored to the needs of each pupil and each family. This booklet should answer many of the questions you may have, but I would also encourage you to contact us whenever you need guidance and support.

Wellington College Hangzhou is a very special school. Our Wellington identity and values provide the starting points for an education that encompasses so much more. Our aim is for those children in our care to become true Wellington pupils, encompassing those identities, values, a confidence in their own abilities, a commitment to service and a passion for life-long learning.

We take great pride in our deep roots and strong links to one of England's greatest schools as well as our partnership with the other Wellington schools here in China. Those partnerships are important in sharing good practice throughout the whole group.

We are privileged to have a wonderful school, a new environment for learning and great pupils. I hope you enjoy seeing your children become Wellington pupils.

Kathryn Richardson
Master of Wellington College Hangzhou



惠灵顿学子 Being a Wellington pupil

我们对每位惠灵顿人都有明确清晰的期望。我们称之为“惠灵顿特质”。

每个惠灵顿学子都是**积极、慎思、独立、个性和包容**的。

积极是指我们希望惠灵顿学子在校期间能够对他们所做的每一件事情都感到兴奋，并始终保持面对生活的热情。**慎思**是能够批判性地思考问题，进行深层次的学习，不拘泥于所学的课程。**独立**是学会锻炼个人、认知、人际、学习技能以适应日新月异的世界，在其中茁壮成长。**个性**是指给予学生自由和鼓励，帮助学生全面发展真实的自我，并提供充分的机会让学生发展个人才能和技艺。**包容**是指认识自己所享有的权利，并通过培养道德价值观、社会良知和行善助人的精神来防止精英主义和排他性。我们为惠灵顿杭州校区的国际化、双语课程和丰富的教学支持项目感到十分骄傲。

在惠灵顿杭州校区，我们不会问：“这个孩子有多聪明？”而会问，“这个孩子擅长哪些项目？”每个孩子都是有天赋的，只是不同的孩子擅长的领域不同而已。

我们相信每一个孩子都是特别的，有其独特的天赋和才能。可能孩子们还不清楚自己的天赋是什么，因此随着时间的推移，他们需要不断地去尝试许多不同的经历。作为教育工作者，我们的任务就是要与学生以及家长一起在课堂之外，挖掘学生的兴趣，发展他们的技能。

善良、勇气、正直、尊重和责任是惠灵顿的五大核心价值观。五大价值观作为一个整体，确保我们能为学生提供全面、广泛，真正的全人教育。通过集体秉承五大价值观，我们可以将惠灵顿杭州校区的生活、工作和学习都变得更加丰富多彩、生机勃勃。

勇气指克服恐惧、痛苦、危险、未知或恐吓的能力，以及为了追求成功而敢于冒险的精神。

尊重指对个人、群体表现出尊敬平等的态度。这包括了自我尊重，即保持真我，不为获得别人的认可而放弃自己的价值观。

正直指个人行为符合其价值观和信仰，它体现了个人的一致性和真实性。

善良指能为他人着想并无私奉献的精神。

责任指为人可靠、可信，对自己的行为负责，为自己所在的社区履行相应的义务，乐于服务他人。

We have very clear vision of what a Wellington Pupil will become. We call it the Wellington **IDENTITY**.

A Wellington Pupil is **Inspired, Intellectual, Independent, Individual** and **Inclusive**.

Being **inspired** is to be excited by our time at the school and to develop a zest for life. Being **intellectual** is to think critically and to engage in deep learning not limited by any curriculum. Being **independent** is to have the personal, cognitive, social and study skills to thrive in a rapidly changing world. Being **individual** is to be given the freedom and encouragement to be yourself in every sense and to be given the rich experiences to develop your personal skills and talents. Being **inclusive** is to recognise our privileges and to reject elitism and exclusivity by developing moral values, a social conscience and a desire to serve. We take great pride in our internationalism, our co-educationalism and our service programme.

At Wellington, we do not ask: 'how intelligent is this child?', but rather, 'in what ways is this child intelligent?' For all children are intelligent and they are intelligent in many different ways.

We also believe that all children are special and all have unique skills and gifts. They may not realise what those gifts are and so may therefore need to be involved in many different experiences over time. That is part of our role as educators – to work with parents and children to discover what their passions, interests and skills are—above and beyond the curriculum that we are offering.

Wellington's five core **VALUES** are **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 School one that enhances and enriches life.

Courage is the ability to confront fear, pain, danger, uncertainty or intimidation and to take calculated risks in the pursuit of goodness.

Respect is the positive feeling of esteem for a person or group. It encourages us to act with fairness. It includes self-respect: being true to ourselves and not compromising our values.

Integrity is honesty, consistency and authenticity. It requires us to act in line with our values.

Kindness is showing consideration for others and acting selflessly for their benefit.

Responsibility is being reliable, dependable, and accountable for our conduct. It can include developing a sense of duty and the desire to serve and support our communities.



第一部分：日程安排
Part one: Day to day life

教学日
The school day

高中部
Sixth Form

| | |
|-------------|-----------|
| 07:45 | 班主任登记 |
| 08:00 | 幸福课/上午课开始 |
| 09:55 | 课间休息 |
| 10:20 | 上午课继续 |
| 12:20 | 午餐与午休 |
| 13:15 | 下午课开始 |
| 15:15-16:00 | 校园活动/第七节课 |
| 16:00 | 回家 |
| 16:15 | 课外课程学院 |

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|-------------|--|
| 07:45 | Registration in tutor room |
| 08:00 | wellbeing time /morning lessons commence |
| 09:55 | Break |
| 10:20 | Morning lessons continue |
| 12:20 | Lunch and break |
| 13:15 | Afternoon lessons commence |
| 15:15-16:00 | School Activities/lesson 7 |
| 16:00 | Home time |
| 16:15 | Academy for those taking part |

以上为暂定课表, 新学期前可能会有变动。
Please note the timetable is ongoing and reflective and may be changed to ensure it is meaningful and relevant.

一天的开始——到校

Start of the day — arrivals

学生每天上午7.30到校门口，前往高中部中心。学生须在上午7.45前于班主任处登记。

Pupils can be dropped off at the school gate from 07:30 and will be allowed to make their way to the Sixth Form Centre. All pupils are expected to arrive by 07:45 for registration in their tutor room.

休息时间

Break time

学生可在晨间休息时购买食堂的餐点。请确保学生卡上有余额，以供购买食品。

Pupils can purchase refreshments from the canteen during morning break. Please ensure your child has credit on their card to make any purchases.

零食应为易饱腹的健康食品，不得携带碳酸饮料、能量饮料、巧克力或糖果。我们校园内实行无坚果政策，因此请学生不要携带任何含坚果的食品进入校园。

Snacks should be healthy and filling. No fizzy drinks, energy drinks, chocolate, or sweets. We operate a nut-free campus so pupils must not bring anything containing nuts.



一天的结束——离校

End of the day — departure

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|---|
| 由家长接回家的学生将于下午4点前往学校东门，等待家长。 |
| 高中部学生可于每天下午4点至5点在高中部中心做作业、学习或读书。此时，学生须向高中部校长报备，确保有教师监督。 |
| 下午4点，搭乘校车的学生须自行前往校车点乘坐校车。 |
| 参加惠灵顿课外课程学院的学生将在课程结束后自行回家或在东门接送点等待家长接孩子。 |
| 提前接孩子 如需提前接走孩子，请向高中部校长助理告知早退或提前接孩子的事由，并准时从保安室接走孩子。 |
| 超时接孩子 这里的“超时”指下午16:15以后接孩子回家的情况。出现三次以上超时接孩子的情况，学校校长或学部校长将向相关家长发送一份严正信函。 |

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| Pupils being picked up by parents at 16:00 will meet their parents at the East gate. |
| Sixth Form pupils are permitted to use the Sixth Form Centre from 16:00- 17:00 every day for homework, academic studies or reading. Pupils must report to the Head of Sixth Form to ensure that they are supervised. |
| Children taking the bus will make their own way to the buses at 16:00. |
| Children attending the Academy, once finished, will make their way to the east gate where they will be picked up by their parent or make their own way home. |
| Early pickup Parents are required to inform the PA to the Head of Sixth Form regarding the reasons for any early leave and pick up pupils from the security guard office on time. |
| Late pickup Pick-ups later than 16:15 will be considered as 'late'. Parents who have late pickups for more than three times will receive a formal letter from the Principal/heads of school. |

请假

Absence from the school

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|---|
| 在校期间请假会对学生的学习造成不好的影响，因此学校不允许学生随意请假。如果确实有必要请假且家长已确认需请假日期，务必通过邮件或钉钉尽快告知高中部校长助理。 |
| 如果学生因疾病或丧恸等突发情况需要请假，请在上午8:00前致电或使用钉钉联系学校相关部门。 |
| 高中部办公室:0571 82396323 |

学生早退

Pupils leaving before the end of the school day

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|--|
| 如果在教学日学生需提早离校，请家长尽可能提前通过邮件或钉钉软件告知高中部校长助理。 |
| 请您在校门口接孩子。学生离校前要先取得由相关学校办公室签字的早退许可单，离校时必须向保安出示早退许可单。 |
| 保安有权让没有获得离校许可的学生留在校内，即使当时陪同学生的是其家长。 |

| |
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| Taking time out of school can be disruptive to your child's learning and is not viewed favourably by the school. If leave during term time is unavoidable and parents know in advance that their child will be absent from school, they must contact the PA to the Head of Sixth Form as soon as possible via email or Dingtalk. |
| If a pupil is going to be absent from school due to unforeseen circumstances, such as illness or bereavement, parents should contact the relevant school offices via phone or Dingtalk before 08:00. |
| Sixth Form office: 0571 82396323 |
| If parents are aware that their child(ren) will need to leave school early during the school day, they must inform the PA to the Head of Sixth Form by email, or Dingtalk – well in advance of the event. |
| Please collect your child(ren) from the school gate. They will need to obtain a permission slip, which will need to be signed by the relevant school office before leaving the site. The permission slip must be submitted to the security guards when leaving. |
| 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. |

需携带的物品清单

Checklist of items to bring

提前为每天的学习做好准备是非常重要的。学生每天需携带以下物品来校：

- 笔记本电脑
- 阅读书籍
- 铅笔盒
- 水笔
- 橡皮擦
- HB铅笔
- 削笔刀
- 剪刀
- 彩色铅笔
- 科学计算器
- 尺子
- 胶水
- 量角器
- 记号笔
- 水瓶

除非有特殊活动需要, 否则学生不得带零花钱进入学校。所有带入校园的钱财需交由班级教师或学院教师或相关学校办公室代为保管。

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

- Laptop
- Reading books
- Pencil case
- Writing pens
- Rubber
- HB pencil
- Sharpener
- Scissors
- Colouring pencils
- Scientific calculator
- Ruler
- Glue
- Protractor
- Highlighter pen
- Water bottle

Money must 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 class teacher or school office for safe keeping.

柜子

Lockers

每个学生都有一个储物柜, 可以放置在校期间的个人用品。

学生需要将自己的储物柜密码告知班级教师。储物柜位于高中部中心。学生应合理使用储物柜, 保持柜内整洁, 并确保所有个人物品安全。

Every pupil will be assigned a locker where they can keep their belongings during the school day.

Locks are combination locks and children need to give their class teacher a copy of their combination. The locker will be located in the Sixth Form Centre. Pupils should use their lockers appropriately, keeping it neat and tidy and making sure their belongings are secure at all times.





第二部分：教学概览

Part two: Academic overview

高中部概览

Overview of the Sixth Form

在高中部阶段，学生们将成长为具备独立生活能力的年轻人，成为能在未来的大学生活和人生中蓬勃发展的个人。

在惠灵顿杭州校区高中部，我们最重视的特质是“独立”。在大学阶段的学习中，学生能得到的支持会大幅减少。我们希望惠灵顿学子毕业后不仅能适应大学生活，还能在新的环境中蓬勃发展。我们将为学生提供锻炼独立能力的众多机会，同时也让学生知道我们将始终是他们坚强的后盾。

A Level预备课程

学术方面，我们提供两个课程体系的精华：学生不仅可以取得正式的IGCSE资质，还能受益于专门的基础课程教学，为后续A Level阶段的学习做准备。学校采取全方位教育方式培养学生，提供辅助型课程以促进学生的个人成长。学生的成长由专门的幸福关怀团队管理。

我们致力于让学生为下一阶段的学习做好准备。学生将完成三门IGCSE课程和四门基础课程的学习，这些课程经专门设计，旨在确保学生掌握课程知识、专业术语和实操技能，进而成功地开展后续的A Level课程学习。

学生将受益于热情洋溢而经验丰富的教师团队、小班规模、优质的现代化设备，以及温馨而热情的学校大家庭。高一（Pre A班）的学习生活精彩纷呈，将为学生的A Level课程学习奠定坚实的基础，带领您的孩子向理想的大学生活更近一步。

Sixth Form is a time for pupils to develop into young adults who are not just ready for independent living, but into individuals who will thrive in both higher education and the real world.

The identity that rings most true for WCH Sixth Form is 'Independent'. This is because there is far less support for students at university and we want our graduates to flourish in their new environments. We will give our pupils plenty of opportunities to develop their independence, while making sure that our learners also know that we are always here to support them.

Pre A Level programme

Academically, we offer the best of both worlds – where pupils gain formal IGCSE qualifications and benefit from bespoke Foundation courses to prepare them for their A Levels. We take a holistic approach to developing our pupils and offer them complementary courses to promote personal development. Our learners' growth is overseen by our dedicated pastoral team.

We ensure that our pupils are academically prepared for their next steps. Pupils will complete three IGCSE qualifications and four Foundation courses, which have been specifically designed to ensure that pupils have the knowledge, technical vocabulary and practical skills in order to successfully access their counterparts in the A Level programme.

Our learners benefit from a team of passionate and experienced teachers, small class sizes and excellent modern facilities as well as our warm and welcoming community. An excellent year in the Pre A Level course will be a fantastic foundation for A Level studies and bring your child one step closer to university.

高中部概览

Overview of the Sixth Form

高中课程

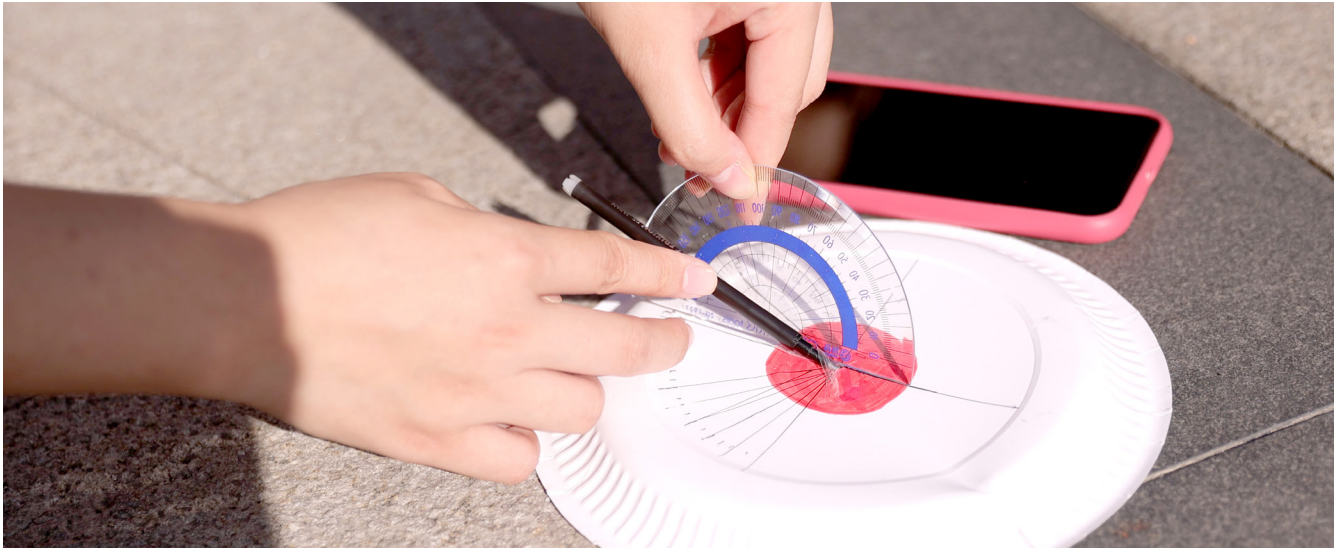
英国高中课程 (A Level) 是一门备受推崇的16 岁后的两年制课程, 因其学术严谨程度而知名, 被视为英国教育的黄金标准。A Level 是一项在全球范围内被广泛认可的资质, 成绩优秀的学生可进入世界顶尖大学深造。

在A Level 学习阶段, 学生一般会选择三至四门课程进行学习。同国际文凭 (IB) 和高考相比, A Level 课程能让学生从小专攻所选领域, 深度钻研相关的知识, 为大学学习夯实基础。A Level 课程旨在通过引人入胜的学科知识和专业技能的培养来奠定在高等教育中取得成功的关键基础, 而其对独立学习能力的重点培养将助力学生在未来实现蓬勃发展。

A Level programme

The Advanced Level (A Level) course is a post-16 two year course that is a highly respected course that is known for its academic rigour and is seen as the gold standard in British education. Being a globally recognised qualification means that examination success in this course will open doors to top universities worldwide.

Pupils will typically choose three or four subjects to study. This is a different approach to the International Baccalaureate (IB) or Gaokao, but the A Level course allows pupils to specialise in their chosen fields from an early age and focus on gaining the depth of knowledge that is invaluable as a foundation for university education. The A Level course has been designed such that the engaging subject content and specialist skills development form part of the key to success in higher education, but it is the focus on developing independent learning that will really enable its participants to flourish in the future.



辅助课程

Complementary courses

辅助课程旨在培养学生的非学术技能。幸福课遵循由积极心理学领域顶尖研究人员设计的积极教育课程; 大学准备课由经验丰富的升学指导老师开展, 与学生一同探讨其个人高校选择, 传授强化大学申请的方法。

体育课有助于培养学生健康的生活方式; 独特的生活技能课专为充分培养学生独立生活的技能而开设。辅助课程旨在培养学生的非学术技能。幸福课遵循由积极心理学领域顶尖研究人员设计的积极教育课程; 大学准备课由经验丰富的升学指导老师开展, 与学生一同探讨其个人高校选择, 传授强化大学申请的方法。

体育课有助于培养学生健康的生活方式; 独特的生活技能课专为充分培养学生独立生活的技能而开设。

Our Complementary courses help pupils develop their non-academic skills. The Wellbeing course follows a Positive Education programme that has been designed by top researchers in the field of positive psychology. The University Preparation lessons are run by our experienced guidance counsellors who work with individuals on researching higher education options and share methods on enhancing applications.

The Physical Education lessons help promote a healthy lifestyle and the contents of the unique Lifeskills course has been designed to fully prepare pupils for independent living.



环境 Environment

学生不仅能学习具有挑战性的学科内容,还能在学习的过程中提升独立能力、创造力、批判性思维和沟通能力。除语文外的其他科目均采用英语授课的方式。

惠灵顿学院体系在高中部有着重要意义。在各自学院中,学生将在班主任的支持、指导和鼓励,以及同窗间的支持下大步向前,建立起牢固而持久的关系,丰富未来的人生。

员工 Staff

高中部

学校拥有世界一流的幸福关怀支持体系,将幸福关怀视为重中之重。每组配备两名班级教师,保障实现清晰的沟通、注重细节。放学后,寄宿生可以向寄宿学院指定的辅导教师倾诉或寻求支持。班级教师和辅导教师与高水平心理辅导团队密切合作,为每一位学生提供全方面的支持。

Pupils learn in an environment that not only exposes them to challenging subject content, but also requires pupils to engage with learning in a way that promotes independence, creativity, critical thinking and communication. All subjects will be delivered in English, apart from Chinese..

The Wellington House system plays a fundamental role to life in Sixth Form. Pupils are allocated to a House and benefit from the support, guidance and counselling from their tutors along with the mutual support of their peers. Together, pupils build strong and lasting relationships that are essential as they progress towards life after secondary education.

Sixth Form

Our world class pastoral support ensures that wellbeing is paramount, where we have not one, but two tutors per group to ensure clear communication and to allow for attention to detail. The expat tutor is the contact teacher for children in their tutor group, whilst the parent contact is the Chinese tutor. Those who choose to live on campus will be assigned boarding mentors who will be there to listen and support our boarders outside of school hours. These tutors and mentors work closely with our highly skilled counselling team to provide all round support for every individual.



学业辅导

Academic support

作业

家庭作业在整个学习过程中是至关重要的一部分。随着年级的增长,其重要性也会日益增加。作业就是提前预习课程或复习巩固所学知识。教师会利用各种不同形式的作业延伸强化学生的学习成果。

做作业有助于学生巩固所学技能、增进理解,锻炼独立学习不放弃的能力,掌握研究调查的技巧;在拓展学习深度和广度的同时,培养学生自律的习惯,学会管理自己的时间。不同科目和不同年级的作业有很大的不同。随着学生年龄的增长,作业量也会随之增加。

家长在学生的学习中有着重要的作用。家长在家可以为学生安排固定的学习时间以及专门的学习场所,保证其每天在家有一段安静的学习时间。

希望家长可以通过学校许可的在线交流平台,监督学生的日常生活,了解学生的日常作业清单,帮助学生专注于学习,而非单纯地完成作业。

特殊教育需求

Special Educational Needs

学生的学习经历和基础各有不同。有些学生的学习潜力未得到充分挖掘,这时可能会需要特殊教育课程协助他们更好地理解教学内容,跟上学习进度。特殊教育课程的持续时间有长有短,根据学生的个体情况有所不同。

我们重视发展学生在学业成绩上的能力,同时也非常注重学生的

Prep

Homework or 'prep' as it is called at Wellington, 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. Prep 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.

Parents 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 through school approved online communication platforms whilst helping them to focus on the learning, not to just get the work done.

Children's experiences and baselines vary greatly. Some pupils are capable learners but may need special educational provision to access the curriculum at some point in their school lives. It may be a short-term or a long-term support depending on their needs.

At Wellington, we are committed to developing children's academic achievement as well as personal and social growth. Our SEN

个性发展和综合社交能力的培养。学校的特殊教育部门专门为有学习困难的学生提供帮助,从社交、情感上给予学生及家长关怀和支持。为了充分挖掘学生的潜力,我们的教师会和家长保持密切联系,找到学生真正的需求,全面评估学生的能力,从而给予最恰当的帮助。我们希望所有学生都能在学业上取得进步,充分认识自己各项能力和潜力,茁壮成长,迎来成功的人生。

在惠灵顿,我们有一名全职的心理咨询教师,为需要调节自身情绪的学生提供专业的建议和支持。心理咨询教师会单独为有需要的学生提供帮助,他们可能是由其他教师推荐或自己选择私下寻求心理咨询教师的帮助。

幸福课程

Wellbeing

幸福课程

惠灵顿杭州校区的幸福课程含三大主题

- 健康与幸福
- 人际关系
- 更广阔的世界

幸福课程面向一年级及以上的学生开设,与正式课程和校园活动同步开展,旨在为精彩的校园生活创造条件。幸福关怀是我校不断进取的教育方式的关键因素。我们致力于培养全面发展的人才,在提高学生学业技能的同时,建设学生的情绪恢复力,助力学生在日新月异的世界中茁壮成长。

department provides support to pupils with learning difficulties, offering social and emotional support to both pupils and parents. In order to help pupils reach their full potential, we work closely with teachers and parents identifying needs, assessing the child, planning the right support, and implementing and reviewing SEN support. We want all pupils to make progress, recognising ability and potential as well as celebrating high attainment.

At Wellington, we also employ a full time counsellor whose role is to offer advice and professional support to any child who is going through any emotional issues. The counsellor will work privately with children who are referred or choose to see the counsellor in private.

Wellbeing

Wellbeing at Wellington is made up of three core themes:

- Health and wellbeing
- Relationships
- Living in the wider world

Wellbeing lessons are taught to pupils from Grade 1 and above. They sit alongside the formal curriculum and school activities and aim to create the conditions for an engaging life at the school. Wellbeing is an essential element of our continually evolving educational approach as we aim to develop our pupils holistically, giving them the emotional resilience as well as the academic skills necessary to thrive in a rapidly changing world.



第三部分：学院制和幸福关怀
Part three: Houses and pastoral care

教育理念
Philosophy

幸福关怀是惠灵顿教育理念的核心，影响着作为教育者和学生成长的方方面面。我们相信每个学生都是独一无二的，有各自的需求和不同的特长。幸福关怀强调每个学生的个体差异，最大化挖掘他们的潜能，帮助他们实现蜕变，成为秉持惠灵顿价值观及特质、多元智能全面发展的人才，以便其能收获长远的幸福和成功。

惠灵顿杭州校区有五个学院和一个寄宿学院。所有学生在入学时都会被分派至一个相应的学院，且一直归属于同个学院，直到最后毕业离校。

每位学生都会将自己归属的学院当做自己在学校的家，而且都会认为自己所在的学院是最棒的。学生会以学院为单位参加学院竞赛、组织慈善活动，学院也会为学生提供与不同班级和年级的学生沟通交流的机会。

Pastoral care at Wellington is central to the school's ethos; it affects and influences every aspect of our role as educators, as well as the developmental process of the pupils in our care. We understand that each pupil is unique, with individual needs, potential, limitations, circumstances, feelings, opportunities and expectations. Our policy is to be concerned for the child as an individual and to develop to a maximum the all-round potential that is inherent in all children. We aim to provide a transformative experience, developing to the full each pupil's aptitudes in order to bring the greatest likelihood of long term happiness and fulfilment.

We have five houses and one boarding house at Wellington College Hangzhou. All pupils will be allocated a house upon joining the school in which they will remain for the duration of their time here.

Wellington pupils undoubtedly feel that their house is very much their home in the school and it is a real strength that every pupil feels that their house is the best. The children will work as a house from time to time in competitions and charity work. The house provides an opportunity to connect with pupils outside of their class and grade.

杭州惠灵顿学校的五所学院分别是：
At Wellington College Hangzhou the five Houses are:



住在明院 Boarding at Ming House

我们为所有高中部学生提供周寄宿，备有六层楼的床位，寄宿生按性别入住不同楼层。大多数寝室配有两张单人床，每间寝室精心规划，设施设备完善，为学生提供足够的空间学习和放松。寄宿区域设有多个公共空间，寄宿生可在下午和晚上使用校园设施学习、休憩。

周寄宿生的一周从周日晚上开始，学生需在周日晚5:30至7:30之间到校，这样能让寄宿生更加从容地准备次日课程，且有足够的时间整理寝室。周寄宿生将在完成周五的课程后离开学校回家。

更多详情，请参阅《寄宿手册》。

We offer extensive weekly boarding to any pupils for all Sixth Form pupils. Boarders are accommodated in a separate purpose-built building with six floors, with the floors being split according to gender. Most pupils are accommodated in double rooms furnished to ensure all boarders are comfortable with adequate space to work and relax. Individual boarding rooms are supplemented by multiple common rooms, as well as opportunities to use campus facilities for study and leisure in afternoons and evenings.

For most weekly boarders, our week will start on Sunday night. Drop off is from 17:30 to 19:30. Arriving on Sunday night allows our boarders time to prepare for the week and settle back into their rooms. Weekly boarders will then stay for the rest of the week and go home at the end of the school day on Friday.

For more detailed information, please refer to the Boarding Handbook.





第四部分：课外活动和惠灵顿社群 Part four: Enrichment and community

课外活动——校园活动 Enrichment — School Activities (SAs)

惠灵顿杭州校区的校园活动让学生有机会参与新的活动，培养新的兴趣爱好并学习各种新的技能。除了提供额外学术加强活动之外，辅助课程教学活动中还包含各类体能和创造性活动。校园活动是跨年级开展的，因此学生有机会与不同年龄的同学沟通交流。从一年级开始，校园活动就是课程的重要组成部分。

校园活动每年有两次选课机会，每个课程周期约15周左右，每个学期一期课程。学生需在线选择三项感兴趣的校园活动。学校会尽量根据学生第一志愿进行分配，但有些课程因为人数限制，部分学生可能会被分配到第二志愿。虽然越晚提交信息，分配的优先级顺序会越低，但我们并不是单纯以先到先得的方式分配课程。下一课程周期可供选择的课程确定后，学校会第一时间告知学生家长。

校园活动为学生提供了广泛的课程选择，并将在每学期开始后尽快开放。任何关于校园活动的信息，可以联系校园活动经理。

校园活动选课和家长会报名通过SchoolsBuddy系统进行。家长预留在学校的邮箱为默认登录账户。SchoolsBuddy登录地址为<https://huilishchoolhangzhou.schoolsbuddy.net/>

Wellington's School Activities (SAs) programme provides an exciting opportunity for Wellington pupils to explore new activities, cultivate new interests and develop a variety of skills. The SA programme places emphasis on academic enrichment and support alongside the physical and creative activities. Within the school, the activities are run for pupils across the range of year groups allowing our pupils to connect and make friends with children of different ages. From Grade 1 onwards, SAs form an integral part of the school day.

SAs choices change twice per year, each session last for approximately 15 weeks with new activities being allocated at the start of each term. The SAs options are selected online and pupils are asked to indicate three choices for each session. We will try our best to accommodate a pupil's first choice option; however some activities are restricted to a maximum number of pupils therefore some pupils will be allocated their second choice activity. Allocations will not be made on a first-come-first-served basis, although late submissions will be given lowest priority. Parents will be notified when the activities for the next term are available for selection.

During the SA programme, pupils will select from a wide range of activities. The SA programme will start as soon as possible after term starts. Any questions regarding the SA programme should be directed to SA Manager.

Schools use SchoolsBuddy system for schools activity sign up and parent conference booking. Parent's email will be used as login ID. Please access SchoolsBuddy via <https://huilishchoolhangzhou.schoolsbuddy.net/>

课外活动——音乐教学 Enrichment – music tuition

惠灵顿杭州校区音乐课程中的一个重要部分是邀请客座音乐讲师来校教学。目前,我们仅提供小提琴和钢琴私教课程;随着时间的推移,我们希望能为学生提供更多的此类课程,如中提琴、大提琴、长笛、小号、长号、架子鼓、吉他(古典、电子和低音吉他)等。我们也会根据学生的需求和报名人数考虑开设其他乐器课程。

乐器私教课的时长和费用为25分钟300元人民币(含来回表演艺术中心的时间,共计30分钟)。寄宿生私教课学生的上课时间为周一至周五的放学后时间段(下午4点至7点30);走读生私教课时间为周一至周五的上学时间段,课程轮流开设,由学生每周根据老师的时间安排在不同的时间段去上课。私教课开启前,须签署一份乐器学费同意书并支付一学期的全额学费。该课程面向三年级及以上的学生开设。

除了付费的乐器私教课以外,在辅助课程教学活动中也涵盖了很多音乐活动。目前,学校正在开展校管弦乐团和乐队的选拔活动。不演奏乐器的学生也能参与到其他更多的音乐活动(如合唱团、奥尔夫乐团、唱片骑师、尤克里里学习)中。

Visiting music teachers are an important part of Wellington music programme. Currently we offer individual tuition on violin and piano. Over time we aim to be able to offer lessons in other instruments such as viola, cello, flute, trumpet, trombone, drum kit and guitar (classical, electric and bass). We may be able to accommodate tuition on other musical instruments upon request and depending on numbers of pupils interested.

The cost of instrument lessons is 300RMB for a 25 minute session (30 minutes including getting to and from the Performing Arts floor). Lessons for boarding pupils are timetabled after school (from 16:00 until 19:30) Monday to Thursday. Lessons for non-boarding pupils are timetabled during the school day (Monday to Friday) on a rotating basis, with pupils usually moving forward to a different time in the tutor's timetable every week. Receipt of a signed instrumental tuition agreement form and full payment of tuition fees per term are requested to start these lessons. This programme is offered to pupils in Grade 3 and above.

In addition to the private music tuition, many music activities are offered through our CCA programme. There is currently an audition process for the school orchestra and band activities. Many other music activities may be open to pupils who do not play an instrument (e.g. choirs, Orff band, Djing, Ukulele).

课外活动——体育 Enrichment – sports

体育课上,我们注重从实际和理论层面拓展学生对“体能”的理解。整个学年中,学生有机会体验羽毛球、篮球、手球、游泳、排球、足球等运动,不断学习新技能。秉持着“全员运动”的理念,我们为学生提供利用并体验各项运动的机会,培养学生的情感、思维、体能和社交能力。

惠灵顿杭州校区的体育运动旨在打造积极生活的理念,培养对体育运动的终身热爱,重视多样化的体育发展,强调让学生实现自身潜能。我校的体育运动注重培养强健的体能和全方面的发展。

不论是否擅长运动,每一位同学都能在惠灵顿杭州校区的体育运动中得到启发。我们希望所有学生都能在体育运动中获得快乐,在各自擅长的领域追求卓越,保持健康的生活方式。我们的教师团队能力出众,全心全意为学生创造绝佳的运动环境。通过丰富多彩的体育活动,我们致力于将我校打造为杭州,甚至中国体育表现最好的学校。

In Physical Education we are keen to extend pupils understanding of the word 'physical' in both a practical and theoretical way. All pupils have the opportunity to learn new skills as pupils experience badminton, basketball, swimming, volleyball, handball and football as well as many other sports across the year. Our teaching philosophy is based on 'sports for all' – the opportunity for our pupils to take advantage of, and experience, many sports whilst building their emotional, mental, physical and social skills throughout.

The aim of sport at Wellington College Hangzhou is to create an 'active life' philosophy that promotes lifetime involvement in sport and physical activity. Our ethos focuses on not only inclusion but a huge emphasis on our athletes reaching their full potential. Sport at our school does not only focus on physical excellence, but it develops the whole person.

Sport at Wellington College Hangzhou seeks to inspire both elite and novice. We aim for all pupils to enjoy their sport, to seek excellence in their field and maintain a healthy lifestyle. Our dedicated physical education team strive to create the best possible environment for pupils to achieve their sporting best. Through our sports enrichment programme we strive to be the best sporting school in Hangzhou and China.

惠灵顿公益服务
Service at Wellington

惠灵顿一直坚持公益服务的传统，并将其融入惠灵顿价值观。每个学生在校期间都有机会和义务参与各种公益服务活动。这些公益活动形式灵活多样，可能是在学校内部，也可能是杭州当地、或者全国乃至世界范围内的公益活动。所有这些活动都有助于开展全人教育，也能帮助学生实现其个人成长。

在惠灵顿，我们从很早就开始培养学生的公益服务意识。因此从幼儿园起，学生就有机会参与到慈善或其他一些更加特殊专业的公益活动中。学校会和一些特定的慈善机构建立联系，让学生有机会参与相应活动，这一点也会延续到小学、初中和高中阶段。

Wellington school believes in 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 school, 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 Early Years, with opportunities for charitable and other more specialist support work. The school will make connections with a series of designated charities, some of which open up possibilities for individual involvement. This continues into the Primary, Junior High and into the Sixth Form.





惠灵顿课外课程学院 Wellington Academy Programme

惠灵顿课外课程学院让校内外学生有机会在专业且富有经验的教练和教师的带领下学习专业知识、丰富学习经验。由世界顶尖教练和部分惠立学校教师组成的专业教学团队，辅以一流的校园设施，惠灵顿课外课程学院已经顺利成立，它将为 students 提供精心安排的课程。

惠灵顿课外课程学院所提供的课程不同于辅助课程教学活动，它需要学生缴纳一定学费。不过，学生可以自愿选择。以下是一个学期的典型课程示例：

- 英语
- 足球
- 花样游泳
- 疯狂科学
- 乐高
- 儿童拳击
- 旱地冰球
- 法语

更多信息，可访问网站：

<https://academy.wellingtoncollege.cn/hangzhou/>了解详情。

课外课程学院课程报名及付费通过SchoolsBuddy系统进行，默认登录账户为家长预留在学校的邮箱。SchoolsBuddy登录地址为<https://huilishoolhangzhou.schoolsbuddy.net/>

学校在课外课程学院课程结束后不提供校车服务。课程起始时间依据教学日历而定，因此放假期间不提供课外课程。部分课外课程可能会在周末进行。

The Wellington Academy Programme is a fantastic opportunity for our own pupils and children from the wider Hangzhou community to be taught by coaches and teachers with incredible experience and expertise. The staff, consisting of world class coaches from this area as well as some Huili teachers, coupled with the standard of the school facilities make such an ambitious programme possible.

The Academy Programme is separate from the co-curricular activities programme and incurs additional costs. However the Academy Programme is optional. An example of a typical term's offering from the Academy:

- English
- Football
- Synchronised swimming
- Mad science
- Lego
- Boxing
- Floorball
- French

The Academy page on the school website contains more details on the activities offered and a breakdown of fees.

<https://academy.wellingtoncollege.cn/hangzhou/>

Academy Programme activity sign up and payment process will all within SchoolsBuddy System. Parent's email will be used as login ID. Please access SchoolsBuddy via

<https://huilishoolhangzhou.schoolsbuddy.net/>

The school is unable to provide transportation at the end of the Academy Programme. The programme will follow the school calendar and therefore will not run during school holidays. Some programmes may run during the weekend.



惠灵顿杭州家委会 Friends of Wellington College Hangzhou

惠灵顿之友执行委员会成员主要由学生家长、教师 and 社群成员构成。他们会为学校活动提供支持帮助，比如咖啡晨会、学生家长与班级教师交流会、学生家长和学校教职员社交午宴和晚宴，或是主题蛋糕分享、夏日嘉年华或年末年度舞会等。

惠灵顿之友家委会旨在通过参与一系列教育文化活动支持学校，为所有参与者丰富各种经验。

惠灵顿之友家委会组织十分灵活，鼓励家长以各种形式参与进来。我们邀请所有家长加入惠灵顿之友家委会，可以定期参加一个或多个委员会、也可以偶尔协助组织活动、也可以是报名参加某次活动。

如果您想了解更多家长会信息，请发送邮件至总校长行政助理沈老师 grace.shen@huilieducation.cn。

The Friends of Wellington Executive Committee consists of parents, teachers and members of the community. They support many events at the school such as Chinese New Year, summer carnival, productions and end of year ball.

The aim of the Friends of Wellington is to support the school by putting on a number of educational and cultural events and to enrich the Wellington school experience for all involved.

FOH is a flexible organisation which encourages parents to engage in ways that suit them. We invite all parents to support FOH whether regularly being active in one or more committees, helping occasionally or supporting events through participation.

If you would like to become a member of FOH, please contact the EA to the Master Grace Shen by email grace.shen@huilieducation.cn.



第五部分：服务
Part five: Services

着装规范
Dress code

为彰显学生的成熟与独立，高中部学生的着装要求为“商务装”。学生着装应整洁得体，避免奇装异服。

着装规范：

- 简约利落的深色（黑色、藏青色或深灰色）裤装或裙装，搭配配套外套
- 白色短袖或衬衫，须装进下衣内
- 黑色或棕色皮鞋，跟高不超过两英寸
- 及膝的半身裙或连衣裙
- 冬天，深色（黑色、藏青色或深灰色）V领开衫或毛衣
- 正式商务风格的外套

请注意：

- 男生应系领带
- 内裤、纹身和耳坠必须遮挡起来
- 领口开口应适度，不得露肩
- 妆容和配饰应适度
- 头发应整洁、发色自然，不得有奇形怪状的发型
- 学生应始终佩戴校牌

In recognition of their growing maturity and independence, the dress code for Sixth Form is 'Businesswear' for all pupils. Everyone should appear smart and tidy at all times, avoiding all extremes of dress.

All pupils should wear:

- smart, plain business suits with matching jackets in dark colours (black, navy blue or dark grey)
- white shirt/blouse that must be tucked in
- black or brown leather shoes with heel no higher than two inches
- skirts and dresses must be knee length

In cold weather, pupils may wear a:

- smart V-neck jumper or cardigan in dark colours (black, navy blue or dark grey) in winter
- smart top coat in formal business style

Note:

- boys should wear a tie
- underwear, tattoos and body piercings must not be visible
- necklines must be modest and shoulders must be covered
- make up and jewellery should be discreet
- hair must be neat and a natural colour and no extreme haircuts
- pupils must wear their lanyards visibly at all times

关于服装是否适宜,高中部校长有最终决定权。

参加体育活动和表演艺术活动时,学生须按要求着特定鞋类。上体育课时,学生须穿学校的运动服套装和非设计师品牌的基础款黑色或白色运动鞋。运动服可从校服商店购买。

学校不为丢失的物品承担责任。

Where there is any doubt regarding the suitability of outfits, the Head of Sixth Form has the final say.

For all sporting and performing arts activities, specific footwear for each discipline must be worn. For PE lessons, pupils will be required to wear school uniform PE kit and basic, non-designer branded trainers in either black or white only. PE kit can be purchased from the uniform shop.

The school cannot take responsibility for lost items.



餐饮 School catering

经过严格的招标流程,学校挑选了知名专业餐饮供应商索迪斯入驻学校餐厅。该集团作为行业的先驱,为全国超过50所国际学校,以及众多国内及国际500强企业提供配餐,覆盖区域超过20多个城市,雇佣员工超过3000人。

惠灵顿杭州校区设有独立的厨房和餐厅,菜品当日现场制作。学校餐厅为住宿学生提供早中晚三餐,为走读学生提供午餐。午餐为自选菜单。

学校医务室每年会收集新入学学生的过敏信息,其中家长可选择其孩子是否需要到过敏窗口取餐。如果孩子有食物过敏或者食物不耐受的情况但孩子可以自行辨认过敏原信息,可在常规窗口取餐。若孩子不能辨识过敏原,则建议家长选择孩子从过敏窗口打餐。打餐阿姨会根据过敏信息来相应打餐。

After a rigorous bidding process, catering is provided by Sodexo Group, which serves more than 50 international schools in China as the market leader and has more than 3,000 employees. Its clients include both Chinese and International Top 500 companies located in more than 20 cities in China.

Wellington College Hangzhou has its own kitchen and canteen, all meals are freshly made on site. The canteen provides day pupils' lunch and daily three meals for boarding pupils. It is A La Carte menu for lunch.

School clinic will collect the food allergy information for all new pupils, parents can choose whether this pupil will need to take food from allergy counter. If the pupil has food allergy or food intolerance but they can recognize the allergen, they can dine like other pupils and get food from regular counters. If the pupil can't identify the allergen, we would like to recommend this pupil to get food from allergy counter, the serving staff will get the food based on the allergy information.

| 餐费 Meal price | | |
|-------------------------------------|--|---|
| 2022-23 学年 2022-23 academic year | | |
| | 类别 Category | 价格 (元) Price (RMB) |
| 惠灵顿杭州校区 | 7 年级以上课间点心 Morning break snack Grade 7 and above | 单品4~12 元, 最高限额24 元 4-12 per item, RMB 24 limit |
| | 半自助式早餐 Breakfast-semi buffet | 16 |
| | 自选午餐 Lunch - A La Carte menu | 单品3~15 元, 最高限额45 元 3-15 per item, RMB 45 limit |
| | 自选晚餐 Dinner-A La Carte | 单品3~15 元, 最高限额45 元 3-15 per item, RMB 45 limit |



餐饮 School catering

餐费

家长可以通过索迪斯餐饮公司的微信公众号在线充值, 餐卡即学生卡。学校服务部在新生入学时会发送学生学号供家长做绑定, 绑定后全天24小时都可充值, 家长可通过此公众号查询孩子的日常消费明细、查看菜单以及样餐图片。公众号上也可以申请餐费发票, 索迪斯最多需要15个工作日来开具发票。

自选餐学生刷卡结算餐费, 若按照同等标准取餐年费基本相近。住宿部学生全年餐费预估在14,500元左右。学生在学年结束时如有余额剩余, 将自动结转至下一学年。若餐费余额少于200元, 索迪斯微信公众号会发送信息提醒家长及时充值。

索迪斯餐饮服务办公室联系电话:**0 571 8239 6398**。

零食

出于安全考虑, 校园内禁止坚果类食物, 请家长和我们共同营造无坚果的环境。

Canteen card top up

The pupil ID card also serves as a canteen card, and parents can top up from the Sodexo online WeChat public account. The pupil ID number will be sent to parent whilst enrolled and parents can bond the ID number to Sodexo system. The online top-up opens 24 hours every day from WeChat. From the same public WeChat account, parents can view the daily consumption history, monthly menu and sample meal pictures. Sodexo will take charge of issuing invoices for the lunch fees / top-up fees, the request can be made via WeChat public account, which takes 15 working days to process at most.

Grade 1-3 day pupils' lunch fee will be deducted based on the registration, the yearly lunch fee is around RMB 5,700. The cost for A La Carte meal will vary based on the option, the average cost of A La Carte style lunch would be similar on cost. The annual meal fee for boarding pupils is around RMB 14,500. Any balance remaining on the pupil's ID card at the end of the academic year will be carried forward to the next academic year. If the balance on the card is lower than RMB 200, Sodexo WeChat account will be sending top up reminding information.

The onsite contact of Sodexo office is **0571 8239 6398**.

Snack

Parents can prepare healthy snack for pupils for break times. Due to health concerns, nuts are forbidden in our campus. We wish parents can work us to thrive for a nut-free environment.

餐饮 School catering

食品委员会

惠灵顿学校膳食委员会(膳食委员会)由家长和教职员工代表共同组成。膳食委员会致力于充当餐饮供应商和学校团队之间的联络人, 其职责是忠实地代表学生群体不同的饮食偏好, 并将家长与餐饮供应商联系起来, 创建一个平台, 讨论与学校的餐饮服务相关问题。膳食委员会也会定期组织家长来餐厅试餐并定期抽检, 学校和索迪斯会根据家长意见调整餐食或者其他相关安排。学生若有餐饮方面的意见可向学生会反馈情况, 校方服务部会定期和学生会开会讨论并解决问题。

职责范围:

膳食委员会致力于打造一个积极、有活力的团队来共同维护我们学生的饮食健康。其职责范围包括:

- 每学期组织食品委员会会议, 对餐饮方面的问题进行讨论, 检查餐饮供应商提交的报告
- 讨论家长代表收集的反馈信息, 制定相关的整改措施
- 回顾之前会议的整改措施以及评估结果
- 促进每个阶段学生的健康饮食
- 评估对于任何原因需要额外增加膳食委员会会议的必要性

Food committee

Wellington has a running food committee that consists of parents and staff representatives. The food committee offers all parties a chance to feedback directly to Sodexo and regular surveys will be taken and acted upon. The food committee would organise parents for meal tasting and spot canteen checks, changes will be made by Sodexo based on parent feedback. Pupils can also provide feedback to the Pupil Council, services team will meet with Pupil Council to discuss issues raised by pupils.

Work scope:

Food committee is committed to forge a proactive and dynamic group with shared goal of safeguarding the wellbeing of our pupils. The scope of food committee includes:

- Organise a food committee meeting once a term to discuss any issues in terms of catering and review food report provided by catering vendor.
- Discuss any feedback gathered by parent representatives and make targeted action plans if any.
- Review the results of actions required from previous meetings and evaluate the results.
- Promote healthy dining for pupils at each stage.
- Review the necessity of arranging extra food committee meetings for any special reasons.

校车服务

Bus service

为了学生和家长的便利，我们与杭州新航线校车运营管理服务有限公司合作为学生提供日常上下学接送服务。2021-22学年校车将分为小学部校车，初高中部校车，路线覆盖了杭州的主要学生居住区。

我们的校车有24座和43座车型，小车配备一名校车照管员，大车配备二名校车照管员，负责学生乘坐校车期间的安全和健康，并管理学生行为。

我们致力于为所有学生提供安全舒适的乘车体验，学生均可申请校车服务，根据教育局的规定，惠立幼儿园的小朋友不可乘坐校车。

校车路线

学校服务部每年6月底结合有乘坐校车需求的新录取学生住址和现有校车乘坐学生的住址进行线路安排，确定好路线后报批杭州各区的交警中队和教育局进行线路审批。校车路线审定后一学年内不做调整。

校车申请流程

校车申请报名在暑期进行，家长需认真阅读**校车条例**，签署校车条例确认单，填写**校车申请表**，并将校车条例确认单和校车申请表的扫描件发送至 services.hsh@huilieducation.cn。

学校服务团队会根据校车席位余量确认符合条件的家庭，在开学前给家长发送校车确认函，并请家长下载校车系统“WCC TMS”使用。此后需要校车的家庭可电话 [0571-82396338](tel:0571-82396338) 或邮件咨询。

For the convenience of our pupils and parents, we provide a daily school bus service in cooperation with Hangzhou New Navigator School Bus Operation and Management Service Co., Ltd. There are separated Primary bus routes and Junior High and Sixth Form bus routes for the 2021-22 academic year and most living area of Hangzhou are covered.

We have 24-seater and 43-seater buses. The 24-seater bus is supervised by one school bus monitor, two bus monitors for 43-seater bus. Bus monitors are responsible for pupils' safety and wellbeing during the journey while also managing children's behaviour.

We aim to provide all pupils with a safe and comfortable transportation experience. Pupils of Wellington College Hangzhou can apply for school bus service. However, school bus service is not open for pupils of Huili Nursery Hangzhou according to the regulations of the Education Bureau.

School bus route

At the end of June each year, the school services team prepares a route plan according to the addresses of the newly enrolled pupils (who wish to take the school bus) and the addresses of existing bus pupils, and then submits the route to the traffic police bureau of relevant district and Xiaoshan Education Bureau for approval. No adjustment can be made during the school year after the school bus route has been approved.

Registration process

The school bus registration takes place during the summer. Parents need to read the school bus policy carefully, sign the confirmation of the school bus policy, and fill out the school bus application form. A scanned copy of the completed application form and the confirmation on school bus policy need to be sent to services.hsh@huilieducation.cn as registration.

校车服务

Bus service

在实际运行中，校车各个站点接送时间可能会有变化。一旦发生任何变化，学校会提前告知学生和家长。

校车计费原则

- 校车费用一学期为9,975元，一学年为19,950元。学校将根据校车费收取情况登记您孩子的座位。
- 校车以学期为计费周期，中途申请校车的学生以申请表上的开始乘坐日期按比例计费。
- 校车服务在开学后三周内可申请取消，取消时按比例退款。开学三周后不再接受校车退款（转学除外）。

家长接送

家长/接送者在校车站点接送孩子时务必佩戴身份卡，请家长或监护人确保学生在提前5分钟抵达校车站点。

下午放学的校车与晚高峰时间上有重叠之处，校车到达各个站点时间需视当天路况，不一定能符合校车线路表的到达时间，还请家长谅解。家长可通过校车系统“TMS”来查看校车的具体位置，调整到达站点的时间。

如有任何关于校车路线的问题，请发送邮件至

services.hsh@huilieducation.cn 咨询详情。

The services team will send the bus confirmation letter including bus details to parents once the registration is confirmed. The registration is based on the availability of routes and seats. Parents who missed the registration deadline can call [0571-82396338](tel:0571-82396338) or email us your inquiries.

The exact running time may differ from the announced time in actual practice, and pupils and parents shall be notified in advance should this be the case.

Bus fee

- School bus fee is RMB 9,975 per term; RMB19,950 per year. The registration is valid upon receiving of payment of school bus fee.
- At the beginning of the term, the bus fee will be charged in full. After the term starts, the bus fee will be charged on a pro rata basis from the starting date on the school bus application form.
- A pro-rata refund can be arranged if parents decide to cancel the school bus service within 3 weeks from the start of the bus service. No refund will be given after 3 weeks from the start of the term (exclusive of school transfer).

Parent/guardian pickup

Parents/guardians should wear ID cards when they drop off and pick up their child(ren) at the bus stops. Parents/guardians are asked to ensure that pupils are at the bus stop 5 minutes before the departure time.

The timing of afternoon school bus overlaps with the evening rush hour. The bus arrival time at each stop depends on the traffic condition during the day and may not meet the arrival time of the school bus schedule. Parents can find the real-time location of the bus through Bus APP TMS system to check the real time location and adjust their arrival time to the stop.

Please email services.hsh@huilieducation.cn directly if you have any enquiries regarding bus routes.



第六部分：校园设施

Part six: Campus and facilities

图书馆

Library

简介

学校图书馆是一项动态资源，能为学生提供成千上万种中英文资源，包括：

- 纸质书
- PlayAways (可使用个人耳机的电子书)
- Sora 和EBSCO平台提供电子书和电子有声读物
- 百科全书和数据库等多项线上资源

除了传统与数字资源外，热情耐心的图书馆团队将帮助学生挑选完成班级任务所需的图书和自己感兴趣的图书，培养学生的图书馆技巧和搜索技巧。

惠灵顿杭州校区共有两所图书馆：小图书馆主要面向小学部一至三年级学生，其他同学如需特定资源，也能前去浏览；主图书馆主要面向四年级及以上年级的学生。

如有任何问题或需要指导，请发送邮件至
library.hangzhou@wellingtoncollege.cn。

访馆

各班每周都会来到图书馆挑选读物，在项目研究等其他时候访馆选书。此外，四年级及以上的学生如有特定需求，还可在午休时来到主图书馆。每学年接近尾声时，三年级同学还将应邀访问主图书馆，为四年级的学习做好准备。

初中和高中学部的学生可以在放学后至下午5点使用主图书馆。寄宿生还能在晚间活动和学习时间段使用主图书馆。

借阅

学生每次最多可借六本书。账户状况良好的同学可在图书馆主管老师的许可下，根据需求借阅其他书籍。书籍借阅期限为两星期，可续

Introduction

Our school library service is a dynamic resource that provides pupils with access to thousands of English and Chinese resources, including:

- Physical books
- PlayAways (audiobooks that pupils can use with personal headphones)
- eBooks and eAudiobooks available through Sora and EBSCO
- Online resources including encyclopedia and databases

In addition to the traditional and digital resources, we have a welcoming team of library staff who can support your child in selecting materials for classwork and personal interest as well as train them in library and research skills.

There are two libraries in Wellington College Hangzhou: The primary library is focused on children in Grades 1-3, although other children are also able to visit for specific resources. The main library is focused on children and pupils in Grade 4 and above.

If you have questions or need guidance regarding our resources, please email library.hangzhou@wellingtoncollege.cn.

Visiting

Classes visit the libraries on a weekly basis to select reading materials and at additional times according to need – during research projects, for example. In addition to this, children in Grade 4 upwards can visit the main library during lunchtimes if they have a particular purpose. Towards the end of each school year, Grade 3 are also invited to visit main library to help them prepare for Grade 4.

Pupils in Junior High and Sixth Form can use main library after

图书馆 Library

借一次。逾期未还书籍不收费, 但有超30天未还书籍的学生在归还该书之前, 不得借阅其他书籍。

线上资源

图书馆服务包括电子图书馆, 提供一系列广泛的数字资源。您可扫描所附二维码, 进入电子图书馆网页, 了解学校的主要资源, 获取搜索支持。读者可查询推荐读物清单, 也能向图书馆推荐读物。除此之外, 读者还能通过扫描下方二维码, 打开图书馆目录页面, 快速进入部分上述链接。

部分资源需读者登录方可使用。大多数情况下, 账号和密码与登录微软Teams时使用的学校邮箱和密码一致; 部分需要特殊登录信息的网页, 请向图书馆员工了解登录详情。



电子图书馆二维码
eLibrary QR code



图书馆目录二维码
Library catalogue QR code

school for studying until 17:00. Our boarding residents also use the library during some evening activities and study sessions.

Borrowing

Readers may borrow up to six items at a time. If their account is in good standing, they may be able to borrow additional items based on need and at the discretion of the Head Librarian. All items are leant for two weeks and may be renewed once. No overdue fines are charged, but readers with items more than 30 days overdue will not be able to borrow anything further until they return the overdue item(s).

Online resources

The library service includes a wide selection of digital resources through an eLibrary. This website, which can be accessed through the QR code to the left, provides links to our key resources and support in research skills. Readers are also able to access recommended reading lists and suggest books for inclusion in the library. In addition, some of these links are available on our library catalogue page for quick access (see below for additional QR code).

Some resources require users to log in. Wherever possible, these details are the same as the school email and password used for Microsoft Teams. When single sign on is not available, the login details are available from library staff.

信息技术设施 ICT facilities

所有教室都配备了智能互动平板。教师会定期参加培训, 拓展平板使用知识。

我们的实验室配备了苹果一体机 (iMac)、台式机和笔记本电脑 (Surface), 可供全校学生使用。此外还有 iPads 和手提电脑辅助学生学习, 且专门配备了供 iPads 和笔记本电脑充电的电车。每间教室都配备电脑, 供教师结合信息技术开展课程授课。高中部学生可携带自己的电子设备, 学生及其家长均须签署《惠灵顿杭州校区信息设备使用规范》。无线网络覆盖率办公学习区。

手机

高中部学生可携带手机来校。学生手机必须:

- 课上要关机, 其他时间要静音
- 仅可在高中部中心使用
- 不得干扰他人
- 恰当合理地使用

如不遵循上述规定, 手机会被没收。

学校不为带入学校的任何电子设备或移动电话的损失或损坏承担责任。

All of our classrooms are equipped with smart interactive flat panels and teachers have regular training to extend their usage of this.

We have labs of iMacs and Windows PCs plus tablet devices for children throughout the school as well as trolleys of iPads and laptops for use in their learning. In addition, we have computers in every classroom to enable teachers to integrate aspects of ICT into lessons as appropriate. We employ a Bring Your Own Device system for Sixth Form pupils where all pupils and parents must sign the Wellington College Hangzhou Responsible Use of ICT Agreement. Wi-Fi coverage is provided in all teaching areas.

Mobile telephones

Sixth Form pupils are permitted to keep their phones with them during the school day. Pupils' mobile phones must:

- be off during lessons and in silent mode the rest of the time
- ONLY be used in the Sixth Form Centre
- not disturb others
- be used appropriately and sensibly

If these rules are not adhered to, mobile phones may be confiscated.

The school does not accept responsibility for the loss or damage to any electronic equipment or mobile telephone that is brought into school.

医务室
School clinic

为确保学生和教职工的健康安全，惠灵顿杭州校区设立了设施设备完善的医务室。医务室由专业的护士全职负责。

在您的孩子入读惠灵顿杭州校区之前，您需在OpenApply系统上填写并递交一份学生医疗信息表，内容包括学生的食物过敏或健康问题等情况，并上传完整的疫苗接种记录。医务室会负责处理所有学生的意外受伤或疾病，但有时需要联系学生家长或监护人，因此请务必提供您最新的联系方式。

如果学生在校期间出现症状，如发热、呕吐、腹泻等，我们会联系家长接学生去医院就诊。如果学生意外受伤，我们会根据严重程度，以就诊单或电话的方式通知您。如果学生伤情较严重，需送医院治疗，我们会联系您，请您接学生去医院。紧急情况下，护士会陪同学生前往医院就诊，请您前往医院与孩子和学校护士会合。

联系方式：

惠立医务室(周一至周五8:00-16:00)
0571-8239 6394
寄宿学院卫生室(周日至周四16:00-21:30)
0571-8239 6396
邮箱:nurse.hsh@huilieducation.cn

在校用药政策

任何在校内服用的药物(包括处方药和非处方药)都必须提供医生处方或就诊病历。为让学校护士了解学生具体用药需求，请填写服药单并签名。家长需将服药单、医生处方或病历记录以及具有完整包装的药物交给护士，经护士核对后由护士协助孩子在学校服药。

To ensure the safety and wellbeing of all our pupils and staff members, we have a fully equipped medical clinic which is run by fully qualified nursing professionals.

Parents should note that prior to your child starting at the school, you must have completed and submitted the medical information form detailing any food allergies or health problems that your child(ren) may have, as well as the entire immunisation records on OpenApply. The school clinic 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 develops symptoms during school time, such as fever, vomiting, diarrhea, you will be contacted and asked to collect your child to see the doctor. If your child has sustained an accidental injury, you will be informed by the note from nurse or a phone call 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, to meet one of the nurses with your child at a local hospital.

Contact information:

HSH Clinic (Mon to Fri 08:00-16:00): 0571-8239 6394
Boarding Clinic (Sun to Thu 16:00-21:30): 0571-8239 6396
Email: nurse.hsh@huilieducation.cn

Medication policy

Any medication, including RX and OTC, given on campus should be provided with a doctor's prescription or medical records. In order to clarify the medication requirements, medication form must be completed in its entirety and signed. All medication must be sent to the nurse with clear instructions and a doctor's prescription or medical records. All medication that are passed to nurses must be in its original package. School nurses will give the medication to your child based on the information on the medication form and prescription.

医务室
School clinic

药物需保存在医务室。若无许可，学生在校内不可自行携带药物。哮喘吸入器等急救药品可由孩子自己保管，或交给班级教师/学院导师，并通知护士，确保在需要时能立刻使用。家长需要确保自己的孩子以及学校有足够孩子使用的药品。

紧急医疗救治

若学生在校期间需要接受紧急医疗救治，我们会尽快征求您的同意。但如遇突发紧急情况，且我们无法与您取得联系时，依据家长所签署的《条款与条件》，将授权由总校长代表家长同意接受医生建议的紧急医疗救治，包括全身或局部麻醉、手术或输血(除非您已提前告知我们您拒绝输血)。

此外，当学校依据实际需要为学生安排就诊时，家长有责任确保学生有足够的医疗保险或支付相应的医疗费用。

医疗信息披露

为了保障学生在校期间的健康安全，医务室会将其饮食需求和健康问题告知相关员工和部门，如班级老师/学院导师、体育老师或餐饮部门等。

All medication should be kept in school clinic. No pupil is allowed to carry or self-administer any medication without explicit permission from the school. Items for medical emergency such as asthma inhalers may be left in the care of the child or their class teacher/house tutor and informed to the nurse, to be on-hand immediately if required. It is the responsibility of parents to ensure their child and the school have the medication they need.

Emergency medical treatment

If your child requires urgent medical attention while under the care of the school, 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 school 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 school to arrange for your child to see a doctor, it will be the parents' responsibility to ensure that their child(ren) has adequate insurance or pay for the medical cost.

Medical disclosure

In order to protect the health safety of pupils during school days, nurse team will inform the relevant staff and departments of diet requirements and health problems, such as class teacher/house tutor, PE team, canteen and so on.

医务室 School Clinic

食物过敏和“无坚果”政策

尽管大部分普通食物过敏都只会引起轻微症状,但有些人会因为严重食物过敏而产生更加剧烈的反应,在某些情况下,甚至会危及生命。

学校可能会有部分学生对坚果产生严重过敏反应。因此学校致力于维护一个无坚果的生活环境。所有由学校提供的食物都不含有任何坚果成分。请您不要让孩子将坚果以及含有坚果成分的食物带入校园。

和所有其他大型机构一样,要随时随地百分之百监控所有食物是不可能的——比如在学生参加某些特殊活动时,或是在学校组织的短途旅行中——都将使食物监管变得非常困难。因此,在学校无法保证百分之百食品安全时,建议学生和家长更为谨慎,务必仔细检查所食用食物的成分。

Food allergy and “nut-free” policy

The school 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 may have severe allergies to nuts and nuts products. The school therefore strives to maintain a nuts-free environment and aims to ensure that none of the food provided, served or purchased within the school contain nuts. Please do not bring nuts or nuts products into school.

As with any large institutions, 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 in circumstances on the occasions where the school cannot guarantee 100% food safety.



空气质量政策
Air quality policy

我们都知道杭州的空气质量有时候并不理想，家长也非常关注这个问题。在惠灵顿，我们会尽一切努力确保为学生提供一个安全的学习环境，因此学校配备了先进的系统设备并制定了相应的政策。

学校的教室、寝室和办公室都配备了空气过滤净化系统。

依据学校内部监测系统以及当地政府所提供的数据信息，我们可以在每个教学日定时监控空气污染程度。

我们会在各个主入口放置颜色指示牌，提示应采取的措施。学校规定,AQI超过175时禁止所有户外活动。

此外请注意，我们每天早上7:30和11:30会读取数据，并将数据发送给相关员工。此外当周六早上AQI指数超过175时，学校会联系家长，调整学生周末的体育比赛或课外课程。

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

Wellington College Hangzhou provides air purification systems or filters in classrooms, boarding dormitory and offices.

We monitor pollution levels on a regular basis during each school day, using the information provided by our in-house system as well as information provided by local authorities.

Coloured indicators will be placed at all main entrances to indicate which measures are in force. As a rule, children are not allowed outside if the AQI rises above 175.

Please also note that in addition we take a reading at 07:30 and 11:30 each morning will email all 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.

PM2.5 空气质量指南 | Air quality guide for PM2.5

空气污染水平对健康的影响

AQI- Air pollution level health implications

| | | |
|---------|---|--|
| 0—50 | 健康 Good | 空气质量令人满意，空气污染程度低，无危害 Air quality is considered satisfactory, and air pollution poses little or no risk. |
| 51—100 | 中等 Moderate | 空气质量可以接受；但是对于极小部分对空气污染极度敏感的人群存在一定的健康隐患。 Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution. |
| 101—150 | 对敏感人群不健康 Unhealthy for Sensitive Groups | 对于敏感人群可能会有一定健康影响。但是大部分人基本不受影响。 Members of sensitive groups may experience health effects. The general public is not likely to be affected. |
| 151—175 | 不健康 Unhealthy | 所有人可能都会感受到身体不适；敏感人群或许会受到更大程度的影响。 Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects. |
| 176—300 | 非常不健康 Very Unhealthy | 紧急健康预警；所有人都极有可能受到影响。 Health warnings of emergency conditions. The entire population is more likely to be affected. |
| 300+ | 危险 Hazardous | 健康警报：每个人的身体健康都会受到严重影响。 Health alert: everyone may experience more serious health effects. |

失物招领
Lost and found

失物招领处设在主楼前台。

所有工作人员和学生都要爱护学校及他人的财物，保管好自己的私人物品。

学生有责任保管好自己在校期间的私人物品。学校要求所有物品都贴好姓名标签，且学生应当自我检查是否有错拿他人物品。如学生的确不小心将他人物品带回家，请尽快将其送回至学校办公室，以便物归原主。

环境安全问题
Safe surroundings and security

安全是我们首要考虑的重要问题。学校安保人员全天值岗，确保校园的安全秩序。所有访客进入学校需全程佩戴通行证。没有通行证的访客（包括忘记带通行证）需在门卫室登记。

消防演习

学校计划每学期至少进行一次消防演习。每个教室都粘贴了消防演习疏散计划。火灾警报一响，教师会组织学生从教室或休息娱乐区域有序撤离，一路护送其至集合点，进行点名登记。

学校停课

在某些情况下，学校可能会需要停课。当恶劣天气或突发事件发

Lost and found items are located at the reception foyer in the main building.

Staff and pupils are expected to respect the property of the school and of others, and to take all reasonable measures to safeguard their own personal items they bring to school.

Pupils are encouraged to take responsibility for their belongings at school and the school requests that all items of clothing and bags should be properly named and each individual should check that he or she has the right belongings. If your child does bring home the wrong belongings, please ensure it gets back to the school office as quickly as possible, so that we can return it to the rightful owner.

Security is a high priority and security guards are located oin the school premises to ensure safety and security procedures are always adhered to. 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 in the security booth.

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 practice fire drill at least once a term.

Closure of the school

On some occasions, it may be necessary to close or cancel school.

生时，我们的所有决定或行动都会将学生的健康和放在首位。如遇恶劣天气或重大政府活动等导致学校必须停课，我们会遵循以下流程：

停课日之前

如遇重大政府活动，教育局通常会提前通知学校。

总校长会确保通过钉钉软件通知所有家长和员工。该通知也会发布在学校网站。

当天停课

总校长会确保通过邮件和钉钉软件通知所有家长和员工。

总校长会通知教师和学生可以离校回家的具体时间。电话通知完毕后，幼儿园学生必须尽快由家长或指定监护人从教室接走。

总校长会根据情况判断校车能否正常使用。如果确认安全，学生会被送至校车上车点，其余学生则在教师的看顾下，留在学校，等家长或指定监护人到校后接走。

当所有人必须撤离学校教学楼时，学生和工作人员将按照演习时的路线，有序地疏散。学生在指定地点或其他安全区域集合，直至家长将其接回。

停车

校内停车位仅供学校工作人员和受邀贵宾使用。

禁止吸烟

惠灵顿杭州校区为无烟校园，校内禁止吸烟。哪怕只是接触环境中残余的烟草也会危害身体健康。因此为了保护所有学生，学校规定校园内以及校园周边人行道范围均禁止吸烟。吸烟后会在衣服和皮肤上留下气味及残留物，因此我们也在校园内提供洗手液，要求所有成年人必须使用。

The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, important government events or for health and safty reasons. 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 school is usually given prior warning via the Education Bureau.

The Master will ensure that all parents and staff are notified via Dingtalk and a message will be placed on the school website.

Procedures for closing school while in session:

The Master will ensure that all parents and staff are notified via email and Dingtalk.

The Master will inform teachers when pupils may be released.

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 school 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

Parking spaces inside the school grounds are only available to our staff or invited guests.

No smoking

The school is a no smoking campus. We acknowledge that exposure to environmental tobacco smoke causes harm and negative health effects. To assist in protecting children from exposure to environmental tobacco smoke, smoking is not permitted on school property or pavement around the campus. We ask that all adults be mindful of the odour and residue smoking can leave on clothes and skin, and as such are requested to use the hand sanitiser dispensers available throughout the school.



第七部分：沟通

Part seven: Communication

我们的沟通方式

How we communicate

惠灵顿杭州校区工作节奏异常忙碌，工作氛围积极向上，同事之间互相激励，许多工作都在同步展开。在惠灵顿，我们尽可能让家长及时了解学校一切动态信息，无论是学生的最新报告还是即将举行的音乐会。家长不仅可以通过社交媒体、学校官网或惠灵顿社群快讯等各种途径了解学校的最新进展，同时我们也鼓励家长和学校保持密切的联系。家长可以从官网找到学校高级管理团队成员的邮箱，以及校车、校服和课外课程学院等的联系方式。

若家长有任何担忧或疑问，可通过邮件或“钉钉”(DingTalk)联系学校。所有关于孩子学业或幸福关怀方面问题，家长可以联系班级教师。

每周快讯

每周五下午，我们会在学校微信公众号发布“每周快讯”，简要总结学校本周工作进展及即将开展的活动等。

学校官网

在杭州市萧山区惠立学校官网，家长可以浏览包括教学日历等在内的学校信息。同时，家长也能了解学校的各项活动信息，以及各所学校的介绍。此外，学校相关新闻也会定期上传至新闻资讯一栏。

社交媒体

学校将通过多种社交媒体渠道定期更新发布校园近期消息。若有新增渠道，将及时告知所有社群成员。目前，我们会定期在微信公众号和学校官网更新相关信息。此外，教师会直接通过邮件和钉钉软件与家长及时沟通相关情况。请搜索“[杭州惠立学校](#)”关注学校微信公众号。

Wellington College Hangzhou is a busy, ambitious and stimulating environment. At Wellington, we strive to keep our parents up to date with everything that is happening in the school, whether it be 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, website, but we also encourage you to keep in touch with us as well. All of the Senior Leaderships Team's emails can be found on the website, as well as our numerous services, such as buses, uniforms and the Academy Programme.

Parents are encouraged to contact the school by Dingtalk or 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 homeroom teacher.

The Week Ahead

Every Friday afternoon we send out 'The Week Ahead' to all parents and publish it on our WeChat account. This contains a round up of the week for the whole school and highlights upcoming events.

The website

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

Getting social

We aim to provide regular updates through a variety social media channels and we will inform our community members as new channels become available. We currently post regular updates on our official WeChat account and the school website. Additionally, teachers will directly communicate updates to parents through email and Dingtalk. To follow our official WeChat, please search '[杭州惠立学校](#)'.

我们的沟通方式

How we communicate

学校日历

学校使用在线日历系统, 可访问学校官网查看。

联系人

| | |
|-------------------------|----------|
| 一般咨询, 请拨 0571-8239 6300 | |
| 总校长办公室 | 分机号 6302 |
| 惠立校长办公室 | 分机号 6363 |
| 高中部办公室 | 分机号 6323 |
| 惠立初中部办公室 | 分机号 6306 |
| 惠灵顿中学部办公室 | 分机号 6633 |
| 小学部办公室 | 分机号 6308 |
| 招生部 | 分机号 6388 |
| 财务部 | 分机号 6328 |
| 主楼卫生站 | 分机号 6394 |
| 寄宿学院保健室 | 分机号 6396 |
| 校服店 | 分机号 6397 |
| 索迪斯 (餐饮) 驻校办公室 | 分机号 6398 |
| 新航线 (校车) 驻校办公室 | 分机号 6399 |

School calendar

The school uses an online calendar system, which is available on the school website.

Who to call

| | |
|---|-----------|
| For general enquiries, please call 0571 8239 6300 | |
| Master's office | ext. 6302 |
| HSH Principal office | ext. 6363 |
| Sixth Form school office | ext. 6323 |
| HSH Junior High school office | ext. 6306 |
| WCIH Senior School Office | ext. 6633 |
| Primary school office | ext. 6308 |
| Admission's office | ext. 6388 |
| Finance office | ext. 6328 |
| Clinic at main building | ext. 6394 |
| Clinic at Boarding house | ext. 6396 |
| School uniform shop | ext. 6397 |
| Sodexo (Catering) onsite office | ext. 6398 |
| New Navigator (School Bus) onsite office | ext. 6399 |





2022-23 学年 Academic Year



惠灵顿杭州校区高中部 Wellington College Hangzhou Sixth Form

| | 一 M | 二 T | 三 W | 四 T | 五 F | 六 S | 日 S | 事件 Event |
|--------------------|-----|-----|-----|-----|-----|-----|-----|---------------------------------------|
| 2022 八月 August | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 29 | 30 | 31 | | | | | 31 迎新日 Orientation |
| 九月 September | | | | 1 | 2 | 3 | 4 | I 学期开始 Start of Term |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10-12 中秋节假期 Mid-Autumn Festival |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | | | |
| 十月 October | | | | | | 1 | 2 | I-9 国庆节假期 Golden Week Holiday |
| | | | | | | 8 | 9 | |
| | | | | | | 15 | 16 | |
| | | | | | | 22 | 23 | |
| | | | | | | 29 | 30 | 27 高一家长会 |
| 十一月 November | | | | | | | | Pre A Level Parent-teacher conference |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 十二月 December | | | | | | | | |
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| 2023 一月 January | | | | | | | | |
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| | 一 M | 二 T | 三 W | 四 T | 五 F | 六 S | 日 S | 事件 Event |
|---------------------|-----|-----|-----|-----|-----|-----|-----|--------------------------|
| 2023 二月 February | | | 1 | 2 | 3 | 4 | 5 | I-5 春节假期 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Chinese New Year Holiday |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 6 学期开始 Start of Term |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | | | | | | |
| 三月 March | | | | | | | | |
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| 四月 April | | | | | | | | |
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| 五月 May | | | | | | | | |
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| 六月 June | | | | | | | | |
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| 七月 July | | | | | | | | |
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学期开始和结束 Start and End of Term 学校假期 School Holidays 周末 Weekend 迎新日 Orientation

笔记

Notes



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