



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI
EARLY YEARS CENTRE

Welcome To Wellington



**Early Years Centre
2025 – 26**

Be You. Be More.



Dear Parents,

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

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

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

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

Best wishes,
Julian Jeffrey
Master & Chief Executive Master



Welcome From the Principal of Early Years

I would like to extend you a warm welcome to the Early Years Centre, Wellington College International Shanghai. At the Early Years Centre, our dedicated educators make it their priority to create a warm, nurturing environment so all our children love to learn. We recognise that happy children with high levels of wellbeing achieve their potential and become independent lifelong learners.

At the Early Years Centre, your child begins their educational journey as a young Wellingtonian, and what a journey it will be! With our whole-child approach to Early Years education, your child will not only thrive academically, but also develop their social and emotional skills providing them with a toolkit for life.

Our Wellington values of respect, responsibility, courage, integrity and kindness also provide us with a framework for our learning and our behaviour. Our 'Values in Action' support our children to grow into socially responsible young adults. We also ask you to support our Wellington Values at home, so that we can work in partnership to strengthen our cohesive Wellington Community. I am proud of our positive relationship with our parents and the significant impact it has on our children. Together we are the very best we can be.

We have a proud tradition from one of the best UK schools. Through the celebration of the rich culture and history of China as well as the internationalism of our families we offer an education for the future. This unique educational journey supports our youngest learners to thrive and achieve their potential. I look forward to supporting your child's development through these important formative years and to sharing all the wonderful experiences they have ahead of them.

Thank you for choosing Wellington College International Shanghai and welcome to our family.

Charlotte Knight-Benjafield
Principal of Early Years

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Ethos of
Education

Our Vision

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

We combine the very best of British and international education 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.



The Wellington Values

The Wellington values reflect who we are and how we believe others should be. We hold an expectation that our families believe in these values equally, that they wish their children to be educated in a setting which imbues such values to support a holistic education. We are different from many other Early Years Centres, in that the values run through the very veins of who we are; they are part of our educational DNA.

The Wellington values underpin the conversations we have with pupils, the messages we give out in our daily communication and our interactions with the Wellington Community.

These values are who we are; they are how we behave, how we interact and how we wish others to conduct themselves. They drive our rewards and sanctions and they lie at the very heart of our educational ethos.

The Wellington values are: kindness, responsibility, respect, courage, integrity

When we act in the name of Wellington, we will uphold these five values above all others.

Kindness

Kindness, we hope, is displayed everywhere within our Early Years setting. The pupils will always help each other or their teachers with small tasks in class and outside. This can be shown in a simple gesture of giving their friends a guiding hand, encouraging them to play together or taking care of them when they are sad.

Responsibility

We encourage and promote independence in all of our Early Years pupils. They will quickly begin to understand the importance and satisfaction in being able to complete tasks by themselves. Our curriculum helps pupils to develop greater self-care skills such as dressing without support.

Respect

Within the Early Years educational setting, this value is shown in many ways. Pupils will follow the rules and expectations of their learning environment, always wishing their teachers and friends ‘Good morning’ as they pass them by and being polite to everyone in our school.

Courage

In younger pupils we see this when they attempt a new activity for the first time. An example can be seen when children experience their first school swimming lesson or use new technology without support.

Integrity

We often see younger pupils showing their determination to do the right thing; they are routinely helping each other to stay true to their feelings and beliefs in a variety of situations. For example, encouraging others to be helpful and kind even when someone has not treated them in this manner.



The Wellington Journey

At Wellington College International Shanghai, we follow the English Early Years Foundation Stage (EYFS) alongside the Chinese Early Years National Curriculum. This curriculum is delivered through a contextual approach that allows children to explore and develop their knowledge through a series of topics.



The School Day Overview

Pre-Nursery and Nursery	
08:10	Registration
08:30	Morning Circle
09:15	Morning lessons
11:00	Lunch
11:30	Nap
13:00	Afternoon lessons
14:45	Story time
15:00	End of school day (Pre Nursery)
15:15	End of school day (Nursery)

Reception	
08:10	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

Early Years Foundation Stage

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

Our curriculum advocates a play-based approach and is founded on the concept of ‘The Unique Child’. At Wellington every unique child is celebrated and supported to learn in a variety of ways.

The key focus on skill development and positive learning behaviours, or ‘Characteristics of Effective Learning’ supports our youngest learners to thrive as they progress through exploring the world around them via a project-based learning approach.

The Wellington College Early Years Curriculum offers a holistic approach to learning and encompasses nine distinct areas. They are:

- English Communication and Language
- Chinese Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- English Literacy
- Chinese Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We explore these areas of learning through daily teaching in addition to exploration through play. By following pupils’ guided interests through class ‘Projects’ we inspire curiosity and support every child to be an intrinsically motivated and successful learner.

Phonics and maths are explicitly taught as integral parts of our daily routine. Children also participate in daily Chinese ‘Dual Language’ lessons daily alongside weekly library visits and lesson with our specialist Music and PE teachers.

The Characteristics of Effective Learning

The characteristics of effective learning enable us to better understand the way in which every pupil engages with their learning and the world around them.

Playing and exploring, active learning and creating and thinking critically underpin learning and development across all areas and support pupils to be effective and engaged learners.

Playing and Exploring – Engagement

- Finding out and exploring
- Playing with what we know
- Being willing to have a go

Active Learning – Motivation

- Being involved and concentrating
- Keep on trying
- Enjoy achieving what we set out to do

Creating and Thinking Critically – Thinking

- Having our own ideas
- Making links
- Choosing ways to do thing

Being Prepared

We use the term school ‘readiness’ at Wellington to see if children are able to access the year group in which they are beginning. This means they will be able to progress and thrive within our learning environment.

Many aspects of school readiness begin at home and we share with parents these expectations of what we believe our children can do. These are known as our ‘I can’ statements.

PRE-NURSERY

In **Pre-Nursery**, we expect our children to be able to say "I can..."

Listening and Communication

- Sit for a period of time
- Understand communication in English and/or Chinese
- Articulate some needs: when I am hungry, upset or want to play

Behaviour and Social Interaction

- Play alongside others
- Settle myself with support

-Use my manners by saying ‘please’ and ‘thank you’

Self-Care

-Dress and undress myself with some support

-Wash my own hands

-Begin to indicate when my nappy needs changing or the toilet is needed

Independence

-Use a fork/spoon independently and drink from an open cup

-Eat a variety of foods and be willing to try new ones

-Sit and look at a book by myself

NURSERY

In **Nursery** we expect our children to be able to say “I can...”

Listening and Communication

-Sit and listen for a short while

-Listen and respond to adults

-Use my manners – saying ‘please’ and ‘thank you’

-Say ‘good morning/good afternoon’

-Listen to stories that are read to me

Behaviour and Social Interaction

-Play nicely with others, without snatching or fighting for toys

-Understand and cooperate with routines and boundaries

-Say ‘sorry’ if I have done something that I should not do

-Settle myself after being upset

-Join in singing my favourite songs

Self-Care

-Dress and undress myself with some support

-Put on my coat

-Take off my coat and put it away into my cubby

-Put my shoes on independently

-Use the toilet independently, always remembering to wash my hands

Independence

-Carry my own bag into and out of school

-Look after things in my classroom

-Use a fork/spoon independently and begin to use a knife

-Eat a variety of foods and be willing to try new foods

-Sit and look at a book by myself

-Hold mark-making tools using a tripod grip

-Hold and use items such as pencils and scissors with some control

RECEPTION

In **Reception** we expect our children to be able to say “I can...”

Listening and Communication

-Listen and respond to adults, following directions when given

-Listen and talk to my classmates and talking partners and ensure I look at them

-Use my manners – saying ‘please’, ‘thank you’ and ‘excuse me’

-Say ‘good morning/good afternoon’ and greet unfamiliar people

-Listen to stories and talk about them

-Sit and listen during teaching time on the carpet and join in with whole-class sessions

Behaviour and Social Interaction

-Play, learn and share with my classmates

-Understand and cooperate with routines and boundaries

-Say ‘Sorry’ if I have done something that I should not do

-Try to solve problems using kind words and actions

Self-Care

-Dress and undress ‘easy clothes’ by myself with some support, e.g. when changing for swimming and ask for help with buttons

-Put on my coat and try to zip it up

-Remember to cover my mouth when coughing or sneezing and get myself a tissue if necessary

-Use the toilet completely independently, always remembering to wash my hands

Independence

-Carry my own bag into and out of school

-Look after things in my classroom

-Use a fork/spoon independently and begin to use a knife

-Eat a variety of foods and be willing to try new foods

-Sit and look at a book by myself

-Hold mark-making tools using a tripod grip

-Hold and use items such as pencils and scissors, with some control

-Settle myself after being upset

CHECKLIST OF ITEMS TO BRING

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

-Book bag

-Water bottle

-Sun hat (as required) during the summer months. Please note that the Early Years Centre follows a strict ‘No Hat, No Play’ policy. If your child is not in possession of a sun hat, he/she will have to stay indoors for their own health and safety.

-Mosquito repellent / sun cream (as required)

-Raincoat and Wellington boots (can remain in school)

-Spare change of clothes for ALL year groups. These can be non-school uniform items.

Within their first week they will be given their home school bag, which they can use for carrying library books and taking work home. Children in Reception will also use this bag for their reading book and reading record, which they are given later in the year.



Life at Wellington Early Years Centre

Important information linked to expectations for our children and their parents.

Pastoral Care

This aspect is a hugely important part of the education we offer at Wellington. In Early Years, our pastoral care is mainly provided by the class teacher and teaching assistant, who are there to oversee the safety and wellbeing of their children throughout the day. They are the first point of contact for both children and parents.

Settling In and Transition

For many of our Early Years children, this will be their first experience of school, so we have developed an approach that will support children as they settle in. We have a staggered start at the beginning of the year for all children. This is especially aimed at children who are new to us. We then increase their time at school until we feel they are ready to access a full school day. As this can be different for each child, we ensure we operate this policy on a very personalised, individual level.

When the time comes for children to leave the Early Years Centre, we work closely with our colleagues on the Main Campus to ensure their transition into year 1 is as smooth as possible. We have a detailed transition process with regards to information about each child, including their current learning levels. We also allow time between the teachers to discuss each child. Finally, we ensure parents are given key information regarding the new year group in the Summer term.

Staffing and Classes

In the Early Years Centre we will have nine classes – one Pre-Nursery, four Nursery and four Reception. The Pre-Nursery will have one teacher, 2 teaching assistants, and 2 early years assistants for 20 pupils. Nursery classes will have one teacher, two teaching assistants and 20 pupils. Reception classes will have one teacher, a teaching assistant and 22 pupils. All children will have specialist teachers for Dual Language, PE and Music. Only Reception children will have swimming instruction.

Our class teachers are internationally educated, with the vast majority coming from the UK. Specialist teachers are qualified within their specialism. Most of our teaching assistants are from China, graduating from some of its best universities.

Links to the Main Campus

The Early Years is part of Wellington College International Shanghai. Though it is situated on its own campus, the links between the two campuses remain strong.

We will continue to attend key events at the Main Campus, including our Christmas and Chinese New Year performances.

Behaviour

Adults are active role models for children. Our expectations of behaviour do not only apply to the pupils and staff. Our expectations apply to every family member, visitor and guest to the Early Years Centre. Basic courtesies are a daily feature of life at the setting and it is imperative that, for our partnership to be successful, we have your full support.

Please talk to all family members, family representatives and your children to remind them of the importance of the following:

- Saying good morning, good afternoon, goodbye
- Speaking appropriately for an Early Years setting
- Having an ‘indoor voice’
- Using kind words and kind hands always
- Holding doors open for each other and showing general courtesy for all
- Encouraging children to walk for themselves, pack and carry their own bag
- Turning off mobile phones within the setting
- Looking after the property and belongings of the setting, so that it is fit and safe for the children to use
- Encouraging the pupils to tidy up after they have played in any area or learning space
- Ensuring that your child is supervised appropriately once they are picked up from the classroom

We have a clear behaviour policy and expectations. We have a consistent policy of rewards and sanctions that is utilised across the Early Years. We believe that praise is the best way to encourage children to follow those expectations. Children in Early Years are awarded ‘smiley faces’ when they have shown positive learning behaviours. We also celebrate children’s work in class and at weekly assemblies. Our behaviour track in class is a visual reminder to the children to stay on green and aim for gold. We use the yellow and red tracks as a deterrent to poor learning behaviours as well as sanctions such as ‘time out’.

The Use of Mobile Phones

This is to ensure that while you are within the setting, your attention is focused on the pupils and staff. We ask that phones are silenced until you are outside of the building. Mobile phones are not to be used around the Centre for taking photographs or videos. We appreciate that the use of social media is a popular method of sharing information amongst the community. However, parents must be respectful and responsible when considering sharing images of other people’s children and to this end we support a no mobile phone policy at all times. Where possible, during performances, we will ensure that video footage is taken and shared accordingly, affording parents and families the chance to sit back, relax and enjoy the show.

General Conduct While in and Around the Setting

We kindly ask that ALL members of the Wellington Family conduct themselves responsibly at all times. Language should be appropriate for an Early Years setting and we ask that everyone acknowledges each other with a suitable greeting. Smoking is not permitted in and around the building and spitting is prohibited. Any members who display behaviour which disregards the Wellington values will be asked to leave the premises and may be barred from future visits. Please take time to talk with grandparents, relatives, drivers and ayis (and anyone else who may be involved in your child’s care) who act as representatives for the family about conduct in and around the setting and advise them that their conduct reflects upon your family.

Home Routines

Children thrive when they are well fed, well rested and well cared for. When a child sleeps, their body rests and recovers after a busy day.

Throughout the day, we keep pupils’ bodies and minds very busy and, to this end, they need to be prepared each day for the adventure that awaits them. Tired children make poor learners; they are often emotional and grumpy. They react badly to situations and they learn little or nothing as they disengage with the world around them. We strongly advise that children have well-established sleep patterns by the time they start at the Early Years Centre, so that they are given every advantage for development.

Children aged between 3-6 years old require around 10.5-11.5 hours per day. Nursery pupils will nap from 12:30-13:30, therefore it is important that the other 10 (minimum) hours is achieved at home, during the evening and preferably as a solid block of sleep. Reception pupils do not nap, and therefore will likely be very tired by the end of the day.

A consistent routine is essential in supporting your child’s development with family time, dinner time, bath time and bedtime hopefully taking place by 19:30, affording a good night’s sleep for your child. We strongly recommend that you arrive at the setting before 08:15, so that your child has time to mentally adjust to making the transition from home to the setting in preparation for the day ahead.

The day for most pupils is supported by an established routine, so we do ask that pupils are collected on time by a familiar, approved adult. The teaching teams work with the pupils during the core hours of the day, with the final hours of their working day allocated for preparation, planning, meetings and training. Late collection of children has a significant impact upon the teachers’ work time and therefore we ask that parents and families are mindful and respectful of this.

Attendance and Illness

Excellent attendance at school is crucial to a child’s development. We want every pupil to be the very best version of themselves and this can only be achieved with consistent attendance and punctuality. We monitor attendance, illness and lateness through the year.

Taking time out of education can be disruptive for your child’s learning. If some period of 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 and the Head of the Early Years Centre to obtain permission as soon as possible. If a child is going to be absent from school due to unforeseen circumstances, such as illness, parents should inform their child’s class teacher or the admin staff before 08:00 that day.



Pupils Leaving Before the End of the Day

If parents are aware that their child will need to leave early during the day, they must inform the class teacher by email or in writing. The teachers will then inform the school admin office. Please complete a permission slip (obtained from the school admin office) which will then be signed by the class teacher. On leaving the site, the permission slip must be submitted to the security guards in the guard house. The security guards will be instructed to turn back any pupil who does not have the required permission slip, even if accompanied by a parent who is well known to them.

Child Protection

At Wellington the safety of every child is our priority. All staff undergo annual child protection and safeguarding training. We hold ourselves to the standard expected in the UK.

A child protection issue is when we are alerted to a child having faced some sort of abuse or neglect in the home. This often comes in the form a disclosure by the child. If this happens, the adult to whom this is disclosed will report it to our Head of Safeguarding. Details are recorded and further conversations with the child may take place.

This often results in the Designated Safeguarding Lead speaking directly with the parents about the incident. Our policy and approach are clear. We do not condone or support any kind of physical punishment, emotional abuse or neglect. Such an approach is completely against the ethos and values of Wellington. We work in partnership with our parents to best support children's wellbeing and safety.

Catering and Lunch

Wellington College International Shanghai's catering is provided by Aden Services, a professional catering and integrated facilities management company. Aden operates from an onsite kitchen. All pupils are required to eat lunch in the Early Years Centre, except for those who have special requirements due to religious or medical reasons. Any reason for not being able to eat school lunches will require official documentation and permission from the Head of the Early Years Centre. Pupils in Pre-Nursery will eat in their classroom. Nursery and Reception pupils will have lunch in our main dining hall, with lunch served to them at the table. All snacks are provided by Aden Services – Wellington College International Early Years Centre aims to be a nut-free setting and therefore foods containing nuts are not permitted.

Lunch menus are available on the school website and are published every six weeks.

Collection and Departure

Pupils should be collected from their classrooms by an adult who is known to the class teacher and team (approved adult). Parents should inform either the class teachers or the centre admin office if there is to be a different person collecting the pupil. The adult responsible for collection must have an official Wellington College International Shanghai ID card. We will NOT under any circumstances allow a pupil to leave the premises with an adult that is not known to us.

Celebration of Birthdays

Birthdays are a special occasion for your child, and we would love to celebrate with them at school. On their birthday, we invite your child to wear their own special clothes to school so that everyone can recognise and celebrate their special day.

We kindly request that cakes, treats and gift bags not be sent to school to be shared with the class, as we want to ensure the safety and health of all students, especially those with allergies or dietary restrictions. Thank you for your understanding and cooperation.

Gifts

We understand that, at times, parents wish to show their appreciation for the teaching team's hard work and efforts with the pupils. We kindly ask that parents refrain from giving personal gifts to the staff, as this may affect the relationship between you. Parents wishing to say 'thank you' at the end of term should liaise with the class parent representative to offer a suitable gift.

Uniform

Pupils are expected to be smart and tidy in their Wellington uniform and take pride in their personal appearance. For Nursery and Reception pupils, the school uniform is expected at all times*. Pre-Nursery pupils are expected to wear their PE kit. You will be provided with a full list of required uniform items for spring/summer and autumn/winter. We strongly recommend that you purchase sufficient school uniform items to get through a school week comfortably.

All clothing should be clearly named, properly maintained and well fitting. The uniform is available exclusively from Wellington which carries the complete line of pupils' uniforms and accessories. The uniform shop is open from Monday to Friday during term time. All uniforms can be purchased online from the link available at <http://wellington.haodan.vip>

Hours of opening are as below:

Monday - Friday: 8:00 to 12:00

Tuesday - Thursday: 13:30 to 17:00

* Pupils are permitted to wear informal dress of their own choice only at specified times, such clothing should be suitable for an Early Years pupil.

Swimming Kit

Children in Reception have swimming classes. During their swimming block they will need to bring:

- School swimming bag
- School swimming kit
- Towel (big enough to cover them)
- Flip flops or swimming shoes
- Goggles

Jewellery

Girls may wear no more than one earring or stud in each ear during term time. No other jewellery is permitted in Early Years. Boys may not wear jewellery.

Footwear

Plain black leather shoes are to be worn by all pupils during the day. Shoes must not have any prominent branding on them and must be kept clean and polished. For PE days, children can wear trainers, though these must be suitable for sport and be modest in appearance (glitter, sparkles and lights are not permitted).

Hair, Make-up and Tattoos

All pupils are required to be well groomed and to keep their hair tidy. Children are not permitted to wear nail polish or temporary tattoos.

Name Labels

Every item of clothing must be clearly marked with the pupil's name and class, without which clothing cannot be identified. Name labels must be placed on the inside of the clothing where possible. Footwear should also be similarly marked.





Communication From the Early Years Centre

Communication is a key element to a successful partnership between the Centre and the Wellington families. We operate an open-door policy and actively encourage our parents and families to talk to us about life at the Early Years Centre. We believe that by communicating openly, we strengthen the partnership between us, and we work for the shared purpose of providing the best holistic experience for the pupils of the school.

How We Communicate

The Early Years Centre is an extremely busy and stimulating environment with a great deal going on each day. We strive to keep our parents up to date with everything that is happening in the centre, whether it be your child's latest report, or an upcoming event. Not only do we have a variety of places for you to find our latest news, either on social media, website or newsletters, but we encourage you to keep in touch with us as well.

All our teachers' email addresses can be found on the website. We aim to ensure that all parents feel included. Parents are encouraged to contact the school by email whenever they have a concern or query. For any query regarding your child's progress, the first point of contact should always be the class teachers.

Weekly Newsletters

This is a year group newsletter, which acts as an important form of communication between the school and home. Notes of interests and ad hoc notices will also be placed in the weekly newsletter along with a retrospective look at what your child has been doing during their week at school. This is our most important communication with parents and it is crucial that you read it, as it has information regarding upcoming events and important updates about the classroom. It is however, the responsibility of the parents and family members to check the notices.

The Week Ahead

Every Friday afternoon we send out The Week Ahead to all parents via email. This is to ensure our families are up to date with upcoming events across the entire college, as we are aware many of our families will have siblings at the main campus.

Please do not ignore this communication, as you will miss out on the latest news from Wellington College International Shanghai. All parents should be automatically on our communication list, however in the rare case that you are not, please inform the main reception and we can rectify any problems.

Edu365

Edu365 is comprehensive parent-school communication platform and is a convenient one-stop-shop, providing parents with easy access to school news, essential information regarding your child's academic journey, including reports, timetable and a diverse range of school services.

Search Education 365 in Apple, Huawei, Xiaomi or Samsung Stores and enter school registered mobile number or email address to login.

Parent Representatives

Our success is underpinned by the strength of the partnerships formed within the Centre. Clear, open and effective communication is imperative to afford the partnership every chance of success. To this end, we rely on positive, face-to-face communication as much as possible. To enhance communication links between the Centre and the parent body, we advocate the appointment of class parent representatives.

Each class will have a parent representative who acts on behalf of the class in the interest of the Wellington Family and Community. Parent representatives will support in the gathering of opinions on life at Wellington College International Early Years Centre and will be a voice for the setting's wider community. They will meet with the Head of Early Years monthly to discuss important topics related to the school.

How to Email Staff

To email any staff at Wellington College International Early Years Centre, enter: firstname.surname@wellingtoncollege.cn

Please note that staff are NOT permitted to give out their personal mobile numbers, WeChat IDs or email addresses to parents. This is to maintain a professional relationship with all parents, and to ensure that everyone acts in the best interests of our pupils.

The Website

Please check the Wellington College International Shanghai website, where information, including the calendar, is accessible. The website has information relating to Early Years Centre activities. There is also a media section where regular news items are posted:

<https://shanghai.wellingtoncollege.cn/news-and-media/latest-news/>



Please follow us and enjoy the variety of content that we post regularly on WeChat.

Campus and Facilities

Healthcare Centre

To ensure the safety and wellbeing of all our pupils and staff, we have a fully equipped medical clinic, located off the main reception in the Early Years Centre. The medical clinic is staffed by our qualified nurses. Prior to your child starting at the Centre, you must complete and return the medical form detailing any allergies or illnesses that your child may have. The medical clinic will manage all injuries and illnesses but sometimes we need to contact the pupil's parent or guardian. Therefore, it is vital that we always have your current contact details. Every child must have a brief medical check before entering the Centre.

Should your child show signs of illness, you will be required to take them home and follow the advice of the nurse on next steps to be taken. If your child becomes ill during the day, 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 upon the severity. In more serious cases of injury that require hospital treatment we will ask you to either collect the child and take them to hospital or, if required in an emergency, for you to meet the nurse with your child at Raffles Hospital. If you wish for your child to be taken to a specific hospital, it is the responsibility of the parent to get the child there and not the responsibility of the Early Years Centre.

Medication

Please note that any medication that has not been prescribed by a doctor will not be administered by the nurse. This is to follow the regulations of the Shanghai Municipal Education Bureau and other applicable regulations. Your support will be highly appreciated. If your child has been prescribed medication by a doctor that needs to be administered throughout the day, you MUST send it in to the Early Years Centre clearly labelled with your child's name and class. Information regarding the time, dosage and what the medication is for must be provided by the doctor. This should be marked for the attention of the nurse. A signed 'Authorisation for Administering Medication' form and a copy of the prescription will be required as well.

If your child has asthma and needs to use an inhaler, please make sure you leave one at the nurse's room to be on hand immediately in an emergency. It is the responsibility of the parents to ensure their child and the school has the medication that their child needs.

Medical Disclosures

Throughout the pupil's time as a member of the Early Years Centre, the nurse shall have the right to disclose medical information about a pupil if it is considered to be in the

pupil's own interests or necessary for the protection of the Wellington community. Such information will be given and received on a confidential need-to-know basis.

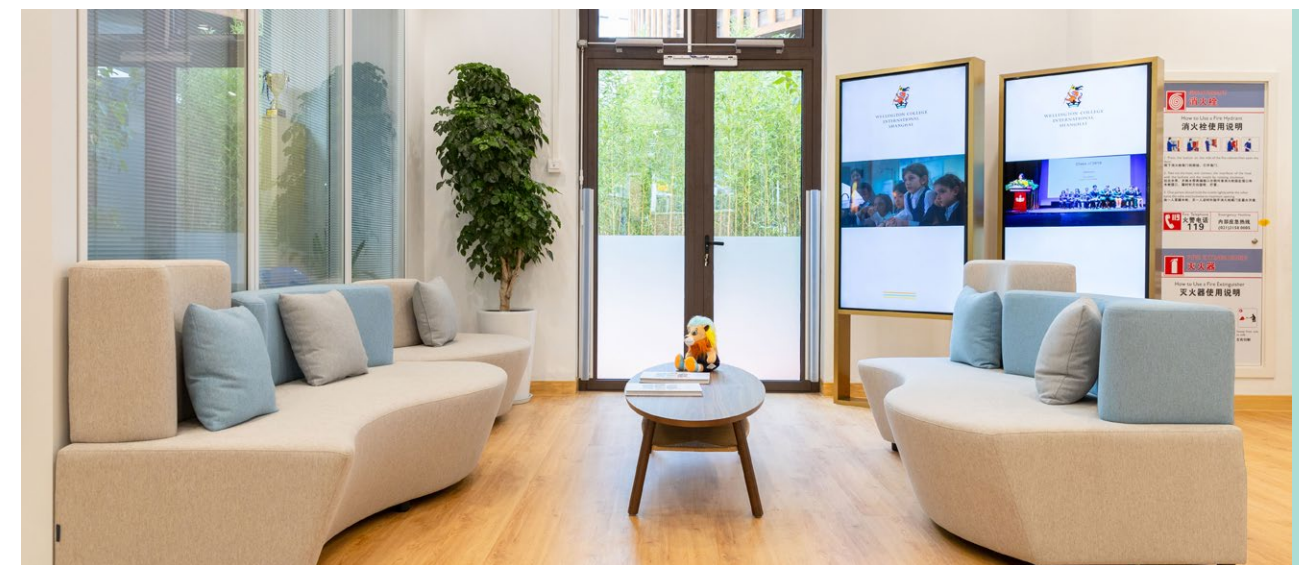
Emergency Medical Treatment

If your child needs emergency medical attention while under the care of our 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 (This is in the Wellington College International Shanghai Terms and Conditions) the Head of Early Years 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 is the responsibility of parents to ensure that the child has adequate insurance or pay for medical costs incurred.

Raffles Hospital
Add: 200 Yuanzhao Road, Pudong New District
Tel: 021 612 930 00

上海莱福士医院: 上海浦东园照路200号



Allergy and Food Policy

Wellington 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 Early Years Centre therefore strives to be a nut-free environment and aims to ensure that none of the food provided or served within the setting contain nuts. The caterers do not serve nut-based foods or use nut oils in any of the food preparation. To minimise the risk of incidents, we request that no external food is brought onto site. Children are provided with snacks and lunch throughout the day, therefore we kindly request that children are fed outside of the premises.

Where there are special events, and parents are sending food into the Centre, they should read the ingredients labels fully before sending in any item. If this requires Chinese-to-English translation, we ask that parents do this to avoid nut traces entering the school premises.

As with any large institution, it is impossible to monitor 100% of the food on site at any time; at special events attended by pupils 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 cannot guarantee 100% food origin.

Parking Spaces

Public parking spaces for parents of pupils can be found outside of the Early Years Centre. There are no parking spaces within the setting itself.

Fire Safety

The fire evacuation plan is displayed in each classroom. In the event of a fire alarm, pupils will be escorted from their classrooms or learning spaces by their teachers to a central assembly point where registers will be taken. For the safety of our pupils, teachers and staff, we conduct random fire drills every term.

Lost and Found

Lost and found is located at reception. Staff and pupils are expected to respect the property of the school and of others and to take all reasonable measures to safeguard this property and their own personal items they bring to school.

Pupils are encouraged to take responsibility for their belongings in school, and we kindly request that all items of clothing and bags should are properly labelled. Everyone should check that he or she has the right belongings. If your child does bring home the wrong belongings, please ensure they get back to the main reception as quickly as possible so we can return it to the rightful owner.

Safe Surroundings and Security

Security is a high priority and security guards are located in the school premises to enforce procedures. Every person coming in to the campus, except pupils wearing the Wellington uniform, is required to wear an approved adult pass at all times.

Visitors without an approved adult pass (including anyone who has forgotten their pass) are required to register with security. To gain entrance to the school, they must provide a form of photo identification (Chinese ID card, passport, driver's licence, etc.) with the security guards in exchange for a temporary pass. The identification will be held securely by the guards for the duration of the visit and returned upon departure from the campus. CCTV cameras are installed throughout the school to ensure our pupils' safety.

Closure of the Early Years Centre

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, fire, 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 START OF THE DAY

In the case of important government events, the College is usually given prior warning via the Education Commission. The Head of Early Years will ensure that a message will be placed on the school website.

PROCEDURES FOR CLOSING THE CENTRE WHILE IN SESSION

The Head of Early Years will ensure that a message will be placed on the school website. At all times when 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. The Head of Early Years will inform teachers when pupils may be released. Pupils must be collected from the classroom by a parent or a nominated guardian as soon as possible after the phone call.

Air Quality Policy

Providing a safe and healthy environment for our pupils, staff and families is our top priority. All of our facilities on campus are equipped with reliable air filtration systems. The air filtration systems encompass electronic air cleaners rather than the less effective, lower cost filter machines.

We monitor pollution levels on a regular basis each day, using information provided by the local authority. The AQI index is measured at several sites across Shanghai and

we combine the average reading for the three sites closest to the campus, which are Shanghai Normal College Primary Division, Shanghai Normal University and the Shanghai US Consulate to provide the most appropriate reading specifically for the Early Years Centre.

We review the AQI at the beginning of the day, at 10:30, 13:30 and 14:30. At the Early Years Centre, we have strict measures in place regarding what pupils and staff are permitted to do during periods when AQI ratings are high in Shanghai. These rules are created to

safeguard our pupils from exerting themselves during physical activities when the air quality is poor. Staff members are kept informed of changes in AQI throughout the day so that they can respond and modify their activities when necessary.

Colour indicators will be placed at all main entrances to indicate which measures are in force.

AQI	Colour	Air Quality	Pupil Activities	Procedures
0-100	Green	Good	Normal	No additional procedures.
101-149	Orange	Mild Pollution	Pupils will be allowed outside to play during breaks but will not take part in strenuous activities	Doors and windows closed. All air purifiers on.
150-199	Red	Moderate Pollution	<ul style="list-style-type: none">No outdoor activitiesAll PE and related activities will be modified and carried out indoorsAll field trips will be modified or postponedTeachers report any signs of respiratory difficulty in children to the nurse immediatelyNurse takes necessary action and monitors children reported with respiratory sensitivity	Doors and windows closed. All air purifiers on.
>200	Purple	Heavy Pollution	<ul style="list-style-type: none">No outdoor activitiesAll PE and related activities will be modified and carried out indoorsAll field trips will be modified or postponedTeachers report any signs of respiratory difficulty in children to the nurse immediatelyNurse takes necessary action and monitors children reported with respiratory sensitivity	Doors and windows closed. All air purifiers on.



Early Years Key Information

My child's information		Uniform and PE kit	
Class teacher		Every day: Full set of smart uniform	
Chinese teacher		PE day: They may wear their PE kit all day	
PE day		Swimming day: PE kit and change for swimming	
Swimming day (Reception only)			
		The school day	The school day
		Nursery and Reception	Pre-Nursery
		08:05-08:30 Arrival and registration	08:05-08:30 Arrival and registration
		15:15 End of school day	15:00 End of school day

Start and end of day

Pupils may arrive from 8:00. At 08:05 doors open and parents can take their children to their class. Doors will close at 08:30.

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 08:30. 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 Principal. 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 email your class teacher. They will then arrange for your child to be brought to the gate at the arranged time.

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.

Be prepared – what to bring to school

- Water bottle
- Sun hat
- Mosquito repellent/sun cream (if required)
- Raincoat and wellingtons (keep at school)
- Please keep a change of clothes (preferably uniform)

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 pink 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:
Chloe Chen: 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)

Principal: Charlotte Knight-Benjafield

Head of Early Years: Yuki Gong

Master: Julian Jeffrey

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 the start of Summer 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

Thank You for Reading





shanghai.wellingtoncollege.cn



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