



MING 寄宿学院手册

HANDBOOK

2020-21



目录 CONTENTS PAGE

5	欢迎来到明院 Welcome to Ming House	21	寄宿要求 Boarder's Expectations
6	我们的使命 Our Mission Statement	22	奖惩制度 Rewards and Sanctions
8	明院住宿设施 Ming House Accommodation	24	电子设备 Electronics
10	房间 Rooms	26	就餐时间和零食 Meal Times and Snacks
12	明院的医疗保健 Healthcare in Ming House	28	洗衣服服务 Laundry and Clothing
13	明院的药物处理 Medication in Ming House	31	需要带什么 What to bring
14	如果您的孩子感觉不舒服 If your child feels unwell	32	日常作息 Daily Routine
15	校外医疗预约 External Medical Appointments	34	自习时间 Prep Time
15	医务室联系方式 Contacting the Medical Clinic	36	活动安排 Activity Time
16	与家人联系 Contact with Home	38	常见的问题 FAQs
18	每周学生接送安排 Weekly Collection and Drop Off	44	联系我们 Contact Us
		45	校历 Academic Calendar
		47	附录 Appendices





欢迎来明院 WELCOME TO MING HOUSE

明院好似一个家。寄宿生在这里生活、睡觉、放松和学习。长期友谊在这里建立，热情的教职工在这里聆听、引导、启发、建议和激励寄宿生。我们关爱每一个学生，认真对待每一种个性需求。

我们的辅导员团队由教师组成。致力于鼓励学生更加融入集体，并和学生建立牢固的关系。我们团队在处理青春期少年问题方面有丰富和广泛的经验。学生们可以接受到许多引导和支持，他们的生活也会非常愉快。

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

Our team of boarding mentors, made up from the teaching staff, are there to build strong relationships with pupils to ensure they are engaged and motivated. Our team have a wealth and variety of experience to support children facing adolescence. Pupils receive guidance and support helping them to enjoy their time.



我们的使命

OUR MISSION STATEMENT

在杭州惠灵顿学校，寄宿学院旨在贯彻惠灵顿和惠立价值观发展而设计。我们的学生积极、慎思、独立、个性并且包容。这一切在寄宿学院中所有人为教育不断做出的努力中形成。

在信任、互敬、开放和共情的紧密联系基础上，明院营造了一个安全并充满关怀的家庭式社群。我们鼓励学生在学业和个性上的共同发展和进步，支持他们百花齐放。

我们安排的有组织、各式各样的寄宿学院项目有助于学生专注学业的同时兼顾个性发展。我们希望在一个充满温暖关怀和支持的环境中学生的社交、学业、精神、道德和独立自主力可以得到激发和提升。

我们的目标是成为学生茁壮成长的第二个家。在这里，他们建立终身友谊，学习和不同的人交流，更好地学习。我们旨在帮助学生们成为独立自主、有同理心、同情心的人，同时成为拥有未来快乐丰富生活所必需技能的世界公民。

At Wellington College Hangzhou, the boarding experience is designed to support the development of the Wellington and Huili identity; pupils who are Inspired, Intellectual, Independent, Individual and Inclusive. This is achieved through our commitment to an holistic education that is enhanced through boarding.

Ming House provides a safe, caring, family community that is built on a foundation of trust, mutual respect, openness and empathy within our close-knit community. We support pupils to flourish as individuals through encouraging academic growth, character development and enrichment.

Our structured, rich and varied boarding programme allows pupils to focus on their academic work as well as

supporting their individual talents. Pupils are encouraged to develop socially, academically, spiritually and morally as well as foster a culture of independence in a caring, supportive and warm environment that seeks to inspire and empower pupils.

Our ultimate aim is to provide a home away from home where pupils thrive in all that they do, where they develop life long friendships, learn how to interact with different people and enjoy their education to the fullest. We aim to help pupils to become resilient, with a sense of understanding and compassion for others and grow into accomplished global citizens equipped with all the skills to enable them to lead happy and fulfilling lives.

明院住宿设施

MING HOUSE ACCOMMODATION

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

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

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

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

有经验的教职工会帮助学生更快适应并熟悉寄宿学院环境、日常作息和学校、院的要求。

Boarders are accommodated in a separate, purpose built building with six floors, with the floors being split according to gender. The comfort and care of our pupils is important to us and with this in mind the boarding house has been specifically designed where our pupils have access to all the modern facilities and features that you would expect.

There are multi games and common rooms in which pupils can relax and socialize during their free time. They are a place where pupils can develop their social skills and enjoy time with their friends.

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

The boarding house has been designed with pupil care and safety in mind. It includes a secure door system with ID integrated into the building. Pupils can only access their own floor using their ID card. The building is fitted with CCTV throughout the corridors and common spaces.

Experienced staff help with the settling in process to ensure pupils become familiar with their surroundings, the routines and expectations of the school and house.



房间 Rooms

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

我们要求所有学生根据季节自带床具。床垫尺寸为90cm x 200cm.每个房间均配备空调和空气净化器。空调根据季节转换冷热模式。同一房间的两位学生可以根据自身需求调节空调温度。

到达寄宿学院后，每位学生会安排与同年纪和性别的另一位学生合住。由于学生人数因素，可能会有学生一人一间房。同样的安排会持续一整个学期。在学生到达明院后，房间安排信息会和学生们分享。如果您的孩子有特别的室友意向，请提前联系寄宿学院以便让我们及时了解。

适应和室友一起生活可能是您孩子将会面对的一个极大学习成长经历。和不同个性和生活习惯的人一起居住可能会让人产生害怕心理。如果有这样的问题，我们建议您的孩子尽力消除差异、合理地妥协。如果情况加剧，学生们应该寻求寄宿学院教职工的帮助。换房间是最后的方式。

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

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

Upon arrival each pupil is allocated a room which they will share with another pupil of the same age and gender. Due to numbers there can be occasion where a child has to room alone. This will be their room for the semester. Room plans will be shared with the students when they arrive at Ming House, should your child wish to share with a friend please contact the boarding house in advance to ensure this request is noted.

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



明院的医疗保健 HEALTHCARE IN MING HOUSE



寄宿学院拥有自己的医务室，配有资历齐全的护士。医务室在每天下午4点学生回来后开放到晚上10点。同时，每晚都有通宵值班护士。

护士是明院幸福关怀团队的一部分。所有成员协力保障孩子们的需要。

由于我们的团队要恰当地照顾您的孩子，所以需要关于您孩子的准确和最新信息。请确保相关信息已经填好在您到达前学校提供的表格。

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

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

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

明院的药物处理 MEDICATION IN MING HOUSE

学生不能自己携带药物到校。所有药物需要由医生开具，并由家长直接交至护士处。药物的原包装必需完好清晰并标有学生名字和医嘱。非处方药和中药必须附有医嘱。您的孩子可以携带一周所需的维他命。但是我们会进行定期检查以确保药物是适量的。这是为了确保所有孩子的安全。

您孩子的所有医疗信息，包括接种疫苗信息对我们的护士团队非常重要。为了我们可以保障您孩子的安全，请务必在学年初带好他们的疫苗本，这也是入学条件之一。

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

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



如果您的孩子感觉不舒服... IF YOUR CHILD FEELS UNWELL...

您孩子的健康是我们的第一要务。如果您的孩子不舒服，他们需要来到医务室。护士会评估孩子的状况，如有需要会与家长取得联系。发烧的孩子需要由家长接走，呆在家直到自然退烧后48小时。如果孩子持续不舒服或者腹泻，家长也需要从宿舍接孩子回家直到症状消失后24小时。

在这种情况下孩子呆在家里会更加合适，家长也必须明白这是防止疾病扩散的重要保护措施。我们希望您自己不方便时，请确保有一名成人可以全天候接送孩子。我们不能长时间为一个孩子提供专门隔离护理。

(在疫情期间，我们会严格遵守教育局相关规定。)

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

It is important that your child is made to feel comfortable at home in these situations and that parents understand it is also a preventative measure to reduce the likelihood of the illness spreading. We request that parents ensure there is an available adult at all times who is able to collect the child if you are unable to. We are unable to offer isolated care for a child.

(For COVID-19, we follow the guidance from the Local Education Bureau.)

校外医疗预约 EXTERNAL MEDICAL APPOINTMENTS

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

Please contact us directly if your child needs to attend external medical appointments for any reason. We do request wherever possible that appointments are arranged during the weekends rather than during the week as this can be very disruptive to the routines of the house.

医务室联系方式 CONTACTING THE MEDICAL CLINIC

邮箱: nurse.hsh@huilieducation.cn

mail: nurse.hsh@huilieducation.cn

寄宿学院医务室: 0571-82396300

Boarding Medical Clinic: 0571-82396300

学校医务室: 0571-82396394

Main Medical Clinic: 0571-82396394



与家人联系

CONTACT WITH HOME

从家里搬到寄宿学院居住，融入这里的环境对所有孩子都是人生中的一大步。他们会遇到很多挑战，包括想家。孩子们在寄宿学院的固定时间可以与家人联系。但是我们会限制时间，因为过长时间会加剧想家的情绪。

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

如果有任何问题，不论多琐碎的事，孩子们（家长）都应该随时告诉教职工。我们知道问题的存在才可以更好地给与帮助并努力解决问题。

我们渴望与寄宿生家长建立公开的关系，双方信息互通尤其重要。如果您觉得需要就任何事宜与学院教职工商讨，请随时联系我们。

每个家长都希望听到孩子们的消息，但是有的孩子在忙碌或者太开心时会忘记联系家人。我们明白这可能使家长产生焦虑情绪。为了建立一个好的习惯，我们建议您形成并坚持一个固定时间和时长与您的孩子通电话。

通常您的孩子在寄宿学院会非常快乐，但是他们偶尔会心情低落。您可以聆听他们的心声，同时也要明白他们说的可能不是事实之全部，也不代表他们长期的情绪状况。您可以安慰他们，告诉他们不开心很正常，他们可以寻求教职工的帮助。请不要因为他们恳求就轻易心软接他们回家。请您鼓励他们留下来尝试解决自己的问题。

如果您对孩子有任何担心，请第一时间联系我们。有问题应该尽快解决，而不是等到事后很久再追溯。

联系明院教职工最快速的方式“老师说”。这也是杭州惠灵顿学校最广泛使用的手机程序。通过它您可以简单快捷地联系到寄宿学院。我们会尽量在一小时内回复。但是晚上教职工在工作 and 看管孩子时回复时间可能会延迟。

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

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

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

We would like to establish an open relationship with parents of boarder and for this to happen it is important that information flows both ways. It is essential that you can contact the boarding house staff at any time if you feel you have something that you need to discuss.

Whilst every parent would love to hear from their child, children have a tendency to not ring home when they are busy and happy. We understand that this can often leave parents anxious or worried. In order to establish a good routine, we would suggest you set up a regular slot and length of time to speak with your child and stick to this.

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

Please contact use immediately if you are concerned in any way about your child, it is much easier to help solve things at the time rather than later down the line.

The easiest way to contact staff in Ming House is through Tchat. Tchat is an app which is widely used across Wellington College Hangzhou and enables fast and easy communication with the boarding house. We aim to reply to all messages within one hour however this may be slightly longer of an evening when the children are in residence due to staff supporting the children within the house.



每周学生接送安排

WEEKLY COLLECTION AND DROP OFF

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

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

寄宿生每周日晚返校时间为下午5点30分至晚上7点30分。4、5和6年级学生请从学校东门进校，7、8和9年级学生请从学校南门进校。

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

您的孩子可以在周一上午7点20分至7点40分之间返校。他们需要将行李直接带到明院。如果您的孩子在早上7点40分以后到校，请勿将行李寄放门卫室，请将行李直接带进教室。每学期开学第一天，所有学生必须在前一晚上到达明院。

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

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

Drop off each week is on Sunday evening between 5:30pm – 7:30pm. Grades 4, 5 and 6 should enter via the East Gate and Grades 7, 8 and 9 through the South Gate.

It can get quite congested at drop off and pick up times with a lot of young people around. We request that parents are mindful of this and respect the speed at which they travel and are considerate of others in the way they park to ensure everyone is kept safe.

It is possible for your child to return to boarding on Monday morning. They should return between 7:20am to 7:40am when they must bring their belongings straight to Ming House. If your child is late and arrives after 7:40am they must take their suitcase to the classroom, it should not be left in the Guard's Hut. It compulsory for all children to arrive at Ming House on the first night before a semester starts.





寄宿要求 BOARDER'S EXPECTATIONS

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

所有学生和员工都应：

- 尊重所有明院和学校的教职工
- 倾听和尊重他人的建议
- 请使用文明用语与人交流
- 请考虑他人的感受，注意你的行为和态度
- 为自己、他人和周边环境负责
- 对他人礼貌、友好、开放
- 妥善对待你和他人的物品
- 严格遵守寄宿学院日常作息，做好时间管理
- 寄宿口号为“严以律己”

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

All pupils and staff should;

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



奖惩制度

REWARDS AND SANCTIONS

我们一直鼓励积极向上的行为举止。明院奖惩制度和学校的奖惩制度保持一致。我们贯彻学校勇气、友善、尊重、正直和责任的价值观，鼓励所有成员之间相互尊重。

我们以保持宿舍学院的环境积极向上为目标。教职工一直在热情地认可和表扬学生好的行为，并给与学院积分作为奖励。

每周表现卓越、超出预期的寄宿生都能受到表彰。每学年的一周时事通讯和“老师说”信息更新中也会公布。

在学生介绍会上，我们也会介绍惩罚机制。但是我们希望保持大家正面积极的心态。我们会和学生一起探讨如何改进他们的行为，是否需要额外的帮助。

We are continuously looking to reinforce positive behaviour. Ming House rewards and sanctions are consistent with the School's policy for rewards and sanctions. We seek to promote behaviour based on mutual respect between all members of the community and on the school values of courage, kindness, respect, integrity and responsibility.

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

Boarders who have endeavored to above and beyond our expectations are recognised in our weekly awards, newsletter and weekly Tchat updates throughout the academic year.

We do have a sanction system that we share with the children during pupil induction, however, we like to be positive. We would seek to work with any pupil on how to improve behaviours should they need additional support.



电子设备 ELECTRONICS

为了最好地帮助您的孩子在寄宿学院生活，我们相信他们需要远离电子设备（手机，平板电脑，笔记本电脑，智能手表等）。

我们明确规定学生只能携带一个智能设备。所有设备在学生回到寄宿学院以后必须上交，每天他们只能在下午4点至5点间使用。所有设别必须标记姓名，向教职工申报并每天上交，然后会在教职工办公室上锁保存。

孩子们可以在下午4点至5点间使用寄宿学院座机联系人。

学校会为高年级学生（6年级以上）提供一台微软平板电脑。该电脑只能用于学习。学生可以在放学后的自由活动时间和自习时间使用电脑。如果发现学生不合理使用电脑，例如玩游戏，我们会立即没收电脑、联系家长。学生的微软平板电脑每晚必须上交充电，第二天早上上学前可以领取。

In an effort to best support your children while they are boarding we strongly believe it is important that they have time without electronic devices (mobile phones, iPads, laptops, smart watches etc.).

We have a clear policy where children are only allowed to bring the maximum of one smart device. All devices are collected in on arrival at boarding and they can access their devices between 4pm and 5pm each day. All devices MUST be named, declared and handed in to staff, they will then be locked away each day in a staff office.

Children have access to the house phone between 4pm and 5pm, should they need to contact home.

The older children (Grade 6 upwards) are provided with a Microsoft Surface device by the school. These devices are for educational purposes only. Children are able to use these devices both during their spare time after school and during prep time. If a child is found to be misusing their device, for example playing games, it will be confiscated immediately, and parents will be informed. Microsoft Surface devices are to be handed in each evening and charged overnight; they are able to collect them each morning for use at school.



就餐时间和零食 MEAL TIMES AND SNACKS

我们鼓励所有寄宿生健康饮食，营养平衡。学生们在幸福关怀项目中可以学习什么是健康平衡的饮食。

食物对所有人都很重要，特别是正在成长的孩子。每天，学校食堂为寄宿生提供了三种餐食选择。如果午餐时孩子很饿，他们还可以加餐，并且有很多的选择。我们希望孩子们即使不是很饿，也能保证每天三餐都要吃。

一周内的所有餐食学校将会自动扣款。为了避免缺勤学生被扣款，每天缺勤学生名单会发送至餐厅。周日晚餐供应时间为晚上6点15分至7点15分。餐厅会根据还没吃晚餐的学生数合理准备晚餐。

孩子们可以带少量零食来到明院，但是所有零食必须是健康并且有营养的。带零食之前，请确认它们是否可以补充能量和营养所需，是否富含维生素、蛋白质和膳食纤维。汽水和含糖饮品以及外卖禁止进入明院。方便面或者其他任何需要加热的食物也禁止携带。由于我校为无坚果学校，零食必须不含坚果。

请家长为您的孩子准备一周的零食量即可，不要过量。零食不能分享。

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

Food is very important to all of us and particularly growing children. Boarders are provided with a choice of three healthy meals a day which they eat in the school canteen. If children are hungry at mealtimes they are welcome to return for more food, there is always plenty of choice. We expect all our children to eat breakfast, lunch and dinner each day, even if they don't feel hungry.

All food is automatically charged for during the week and an absence list is sent to the caterers on a daily basis so pupils who are absent from school are not charged. On Sunday evening's food is provided between 6:15pm and 7:15pm. Meals are cooked on demand for pupils who have not already eaten.

Children are welcome to bring a small amount of snacks to Ming House, however; they should be healthy and have good nutritional value, please consider if they can make a useful contribution to their energy and nutrition needs, ensuring they provide vitamins, protein and fibre. Fizzy and sugary drinks, as well as takeout, are not permitted in Ming House. Instant noodles or any other food which may need heating up are also not permitted. Snacks should be nut free as the campus is a nut-free campus.

Please can parents resist the temptation to send in too many snacks with their children. Children should only have enough for themselves for one week, they should not share their snacks.



洗衣服务

LAUNDRY AND CLOTHING

干洗

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

9年级的学生可以使用洗衣设备。

我们有合作的校外干洗服务商负责清洗学生床具。所有学生需每隔一周卸下床具送洗。如果家长不愿选择校外供应商，请您自行将孩子的床具带回家清洗。请大家按时换好床具以保持寄宿学院较高的卫生标准。

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

校服商店

关于校服具体标准和详细信息，您可以参照家长手册的校服商店页面。

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

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

校服须在到校前购买。

着装要求

白天：

每天早上学生必须穿着整套校服并携带运动服。请寄宿生确保携带一周充足的服装。

晚间：

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

就寝时间：

学生应该穿着适合的睡衣。请确保他们拥有可以方便去洗手间的家居服和洗澡时可以穿的拖鞋。

关于需要准备什么物品的具体信息，请参阅第 34 页

Laundry

We do offer very limited onsite laundry facilities for use in emergencies. Should a child require use of the laundry for something urgent then they should speak with a member of the boarding staff who will help them.

Pupils in grade 9 are able to make full use of the laundry facilities.

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

There is no facility to wash school uniform or casual clothing at school and therefore children are required to take all washing home at the weekends to be laundered.

Uniform Shop

Full details of uniform requirements and information about the onsite uniform shop can be found in the main Parental Handbook.

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

It is possible to purchase uniform online via the website <http://pc.halfrin.com/shop/login/login>

Uniform should be purchased in advance of arrival to the school.

What to wear

Daytime:

Each morning pupils will get dressed into their full school uniform and take any sports they need to school with them. Please make sure your child has enough to last them throughout the week.

Evening time:

Pupils are expected to change out of their uniform into more casual clothes on their return to Ming House at the end of the school day. Please take into account the temperature when packing casual clothes and make amendments according to this. All children should have a raincoat that they wear when it is raining.

Bedtime:

Pupils are expected to wear suitable nightwear and to ensure they bring a dressing gown and shower shoes to wear when showering or going to the bathroom.

Please refer to page 34 for more details about what to bring.





需要带什么？ WHAT TO BRING?

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

We do not advocate children sharing their own personal belongings for any reason. Please be mindful of the weather conditions and that your child should be able to carry their items independently. Therefore, we suggest that your child brings the following items:

- 一床床具 | 1 set of bedding
- 毛巾 | Towel
- 个人洗手液 | Personal hand sanitizer
- 个人消毒湿巾 | Personal antibacterial wipes
- 口罩 (不强制) | Personal face masks (personal preference)
- 一周的洗漱用品 | Toiletries for 1 week
- 一周的内衣 | Underwear for 1 week
- 家居服 | Dressing Gown
- 洗澡时穿的鞋子 | Footwear for showers
- 校服 | School Uniform
- 一周的便装 | Casual clothes for 1 week
- 一双学校要求的皮鞋 | 1 pair school shoes
- 一双休闲鞋 | 1 pair casual shoes
- 少量零食 | Small amount of snacks
- 个人阅读书籍 – 一周的量 | Personal reading books - only enough for 1 week
- 一些小型玩具 - 例如乌诺牌 | Small personal game - such as uno
- 小型章鱼型衣架 | Small octopus hanger to dry clothes



日常作息（3-6年级）

DAILY ROUTINE (Grade 3-6)

时间 Time	日常作息 Daily Routine
上午6:30 6:30 am	起床 Wake-up
上午7:00-上午7:25 7:00 am-7:25 am	早餐 Breakfast
上午7:45 - 下午4:00 7:45 am-4:00 pm	学校学习 Normal school day
下午4:00 - 下午5:00 4:00 pm-5:00 pm	自由活动 Free time
下午5:00 - 下午5:30 5:00 pm-5:30 pm	晚餐 Evening meal
下午5:30 - 晚上6:30 5:30 pm-6:30 pm	自习时间 Prep time
晚上6:30 - 晚上7:30 6:30 pm-7:30 pm	活动时间 Activity time
就寝	3年级8点, 4年级8点15分, 5年级8点30分, 6年级8点45分 G3, 8:00 for 8:15pm G4, 8:15pm for 8:30pm G5, 8:15pm for 8:30pm G6, 8:30pm for 8:45pm

日常作息（7-9年级）

DAILY ROUTINE (Grade 7-9)

时间 Time	日常作息 Daily Routine
上午6:30 6:30 am	起床 Wake-up
上午7:25-上午7:50 7:25 am-7:50 am	早餐 Breakfast
上午7:50 - 下午4:00 7:50 am-4:00 pm	学校学习 Normal school day
下午4:00 - 下午5:00 4:00 pm-5:00 pm	自由活动 Free time
下午5:00 - 下午5:40 5:00 pm-5:40 pm	第一次自习时间 1st Prep Time
下午5:40 - 下午6:15 5:40 pm-6:15 pm	晚餐 Evening meal
晚上6:15 - 晚上7:30 6:15 pm-7:30 pm	第二次自习时间 Second Prep
晚上7:30 - 晚上8:30 7:30 pm-8:30 pm	活动时间9年级额外可选择自习时间(图书馆) Activity Time Grade 9 Optional Additional Prep(library)
就寝	7年级9:00, 8年级9:00, 9年级9:15 G7 9:00pm for 9:15pm G8; 9:00pm for 9:30pm G9:9:15pm for 9:45pm



自习时间 PREP TIME

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

低年级学生在学校教室自习，寄宿学院老师会在场监督孩子们认真学习，并在必要时提供帮助。

高年级学生可以在自己房间自习，寄宿学院老师也会在周围巡逻监督，保证他们专注学习的同时提供必要帮助。

对于将要参加普通中学教育证书考试的学生，他们可以在每天晚上在图书馆参加延长自习时间。自习的时长根据孩子们的不同年级和需求灵活安排。

每周日晚，我们会安排一小时的安静时间。我们提供这段时间给孩子们完成作业并为接下来一周的学习和生活做好充足的准备。学生的所有周末作业必须在家完成。

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

For the younger grades prep takes place in a classroom where a member of the boarding staff supervises them to ensure they are on task and providing support should it be required.

The older grades are given the opportunity to work in their own rooms with members of the boarding team moving between rooms. Staff are there to support pupils and to help ensure they remain focused and on task.

For GCSE examination grade pupils there is an opportunity to attend extended prep time in the library each evening.

Each week on Sunday evening we set aside one hour of quiet time. This time provides pupils with the opportunity to get organised for the week ahead and finish off any work. Should pupils have homework set over the weekend then this should be done at home.



活动时间

ACTIVITY TIME

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

我们允许学生表达练习乐器的需求。我们可以保证每个孩子可以每周一晚利用活动时间进行乐器练习。每人的练习时间是固定并不可协调的。孩子们可能会因此错过我们安排的活动。孩子们应该自己决定是否选择练习乐器，而不是家长做主。

所有活动由寄宿学院教室领导。4至8年级学生必须参加。9年级可以选择继续自习。

所有学生由许多的活动选择，活动中可以自由使用我们提供的设备设施。

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

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

We also offer limited opportunity for your child to register their interest in practicing their musical instruments. We endeavor to offer each child should they wish an opportunity to practice once a week during activity time. This time will be set and non-negotiable and may mean the child can miss other activities on offer. It is important that children are able to make an independent choice to play their instrument and should be child led rather than parent driven.

All activity sessions are led by the boarding staff and it is compulsory for all pupils in Grades 4 to 8 to take part in them. Grade 9 will be given some option alongside extended prep sessions.

There are plenty of activities for all pupils to get involved in and it also provides opportunity to make use of the wide range of facilities on offer.

We strive to make boarding an enjoyable and enriching as experience. We are open to suggestions for evening activities and encourage our boarders to be involved in the decision process and what is on offer.



常见的问题

FREQUENTLY ASKED QUESTIONS

我的孩子在明院怎样进步成长？

明院寄宿生的日常表现总是让我们印象深刻。我们理解家长希望多多了解自己的孩子。我们欢迎所有家长前来明院和我们一起探讨您孩子的情况。如果您有此需求，请通过老师说或者明院前台电话联系我们。我们会选择双方都方便的时间进行一次谈话。通过我们的对话，您可以更多地了解您的孩子。

我如何检查孩子的作业完成情况？

所有学生有一本作业日记本记录每天自习时间需要完成的功课。他们每天都要将日记本带到学校。很多学生习惯用中文记录日记，其实他们也应该要使用英语。希望各位家长在每周末通过检查您孩子的日记本了解一周以来课堂上所学知识并确保他们适当运用所学知识。6、7、8、9年级的学生不可使用学校提供的电脑来替代日记本。寄宿学院辅导老师会定期检查作业完成情况并签名。如果您有任何问题，请第一时间联系负责孩子学习情况监控的班主任老师。

如果有学习方面的问题，我可以联系谁？

如果您有任何关于学习方面的问题，请联系相应学科的任课老师。您可以通过ISAM应用程序找到您孩子的任课老师信息。

我的孩子可以使用电子词典或者学校提供的笔记本电脑翻译作业吗？

我们强烈建议孩子们使用纸质词典而不是任何电子翻译工具。通过纸质词典，学生们除了明白

陌生的词汇的意思之外，还可以学习构词法。而电子词典只是一种单纯获得词义但不得甚解的方式。我们鼓励学生先标注不懂的词汇，晚些时候再复习巩固。白天在学校的时间里，学生不能使用任何电子设备。晚上，我们也鼓励他们首先选择使用纸质词典。

我孩子生日的时候会有庆祝活动吗？

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

我担心孩子每晚不及时上交电子设备。

每天，学生只能在下午4点至5点使用电子设备。我们要求孩子们及时上交电子设备，让我们看到他们正直的品质。如果我们发现有学生不上交电子设备，他们将会受到一周禁止使用电子设备的惩罚。我们非常希望各位家长可以控制孩子的电子设备拥有数量。我们会每天记录电子设备上交情况并定期检查。如果有学生曾经带过电子设备，但是近期没有，我们会联系家长进行再次确认。在此方面，我们非常需要各位家长的协助。因为这对于孩子们的安全非常重要。及时上交电子设备有助于保护孩子并确保他们有良好的睡眠质量。

如果我的孩子要请假，我需要与谁联系？

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

如果使用寄宿学院老师说软件，我多久可以收到回复？

大部分通过老师说提出的问题都将会在一小时内得到回复。但是在下午4点和9点之间由于我们集中精力照顾孩子，所以回复会有所延迟。请您选择合适的时间联系我们，也请谅解我们只在工作时间回复您。

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

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

下周我们要离开杭州——我需要告知学校吗？

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

如果我的孩子丢失了学生卡，不能付款，怎么办？

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

我的孩子需要带现金来学校吗？

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

为什么每天放学后我的孩子要在明院门口排队签到？

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



How is my child making progress within Ming House?

We are always very impressed with how our Ming House boarders represent themselves on a day-to-day basis. We also understand that parents are often keen to know more about how their children are doing. In Ming House we are always happy for parents to come and speak to us about their children. Please just contact us via TChat or call the boarding reception number; we will be happy to organise a mutually convenient time to have a conversation. Often it is through conversations that you find out more about your child.

How can I check what homework my child has been doing?

All pupils have a homework diary, which they are encouraged to use to record their prep tasks in. They need to take them to school every day and while many of the children write in Chinese within them, they should also write in English too. I would urge parents to ask to see their children's planners at weekends to see what your child is doing in lesson time but also to ensure they are being used properly. The Microsoft Surfaces in Grades 6, 7, 8 & 9 are not a substitute for their planner. Boarding mentors check their planners on a frequent basis and sign them checking if homework is being completed. If you have any concerns, then please contact their homeroom teacher in the first instance as they are overall responsible for tracking the academic progress of a child.

Who do I contact about academic matters?

Should you require any information regarding academic matters then you should contact the subject specific teacher. You can find out who your child's subject teacher is through the ISAMs app.

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

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

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

If it is your child's birthday you are welcome to send in a cake on the day to help celebrate. There is the opportunity for your child to share the cake with their friends and we will take photos and send them to you. Please be mindful of food allergies and that the cake is nut free. We are unable to allow parents into Ming House to take part in any celebration.

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

Pupils only have access to their electronics between 4:00pm and 5:00pm each day. We expect our children to ensure that they hand in all their electronics and demonstrating their integrity. If a student is found to have not handed in their device then they can expect to receive a relevant sanction where they do not have

access to their device for a week. Parental support with keeping electronics to a minimum is very much appreciated. In all reality students do not need to have any electronics with them. We do keep a daily record of who has handed in their devices and this is cross checked. We will also contact parents if we are concerned that a child has previously had an electronic but has not brought it to school with them. It is very helpful for you to confirm this with us, but also your support in ensuring that your child is kept safe: handing in electronics is essential in helping to safeguard all our pupils as well as ensuring they have a good night's sleep.

Who do I contact if my child is going to be absent from school for any length of time?

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

How quickly can I expect a response when using the boarding Tchat group?

Most Tchat questions will be responded to within an hour. However, between the hours of 4:00pm and 9:00pm we are busy looking after the children therefore the response may be slower. Please consider reasonable

times for sending messages and be aware you will only get a response during working hours.

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

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

We are going to out of Hangzhou for the next week – do we need to let anyone know?

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



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

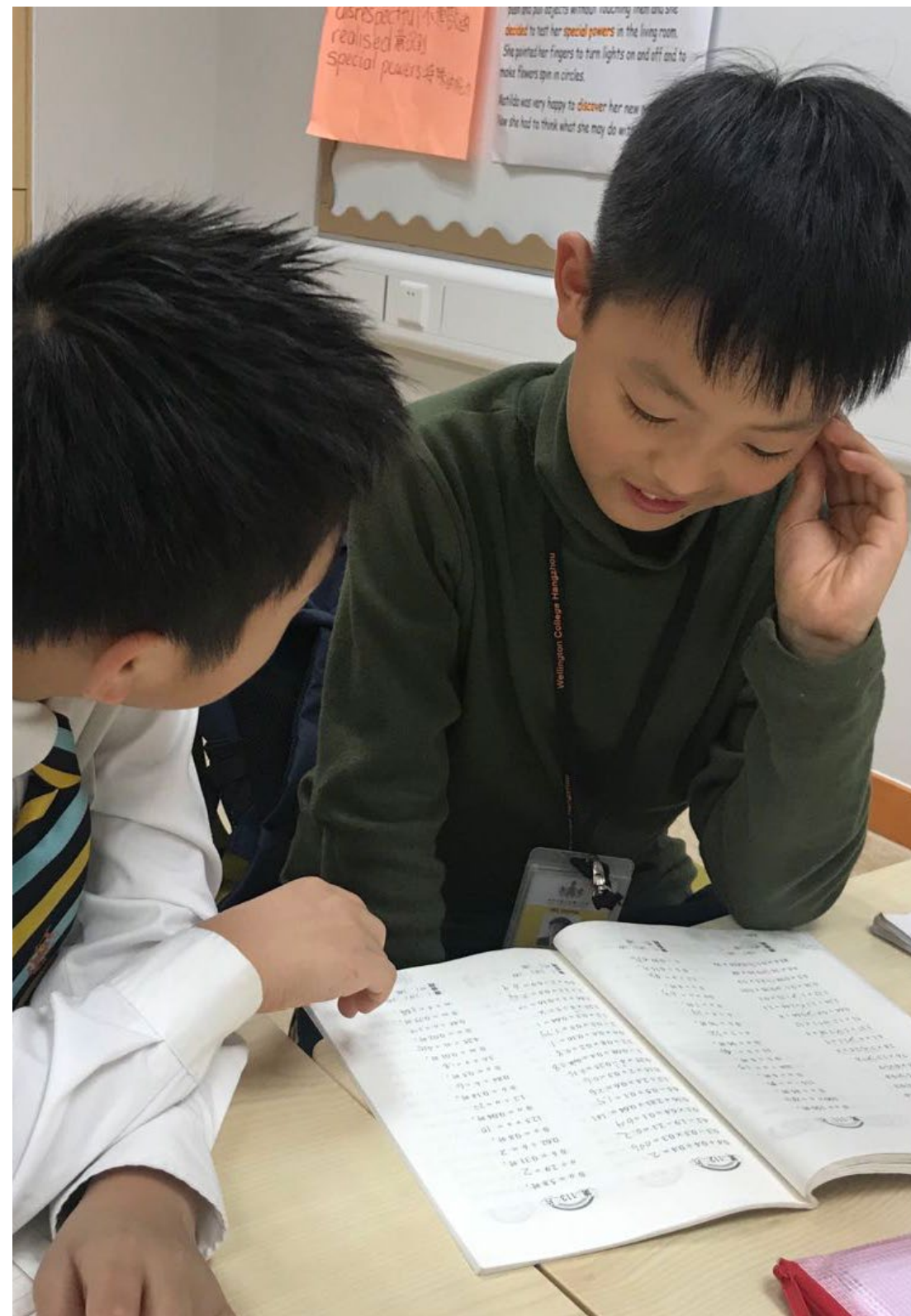
The first thing the child should do is check everywhere in their room, lost property and at home; it is easy to leave the card somewhere. The card can be replaced at a small cost. To do this the pupils should ask their home-room teachers to make the request for a new card to finance. The IT department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

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

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

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

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



联系我们 CONTACT Us

BOARDING RECEPTION

寄宿学院前台 Crystal Gan | 8:00 am - 5:30 pm
电话号码 | Telephone number
0571-82396372



Mrs ALISON ARMSTRONG
寄宿学院舍监 | Boarding Mistress

邮箱地址 | Email
alison.armstrong@wellingtoncollege.cn



Mrs LUCY DONKIN
寄宿学院助理舍监 | Assistant Boarding Mistress

老师说 | via Tchat
邮箱地址 | Email
lucy.donkin@huilieducation.cn

老师说班级编码 | Tchat Codes:

- | | |
|---|---|
| <input type="checkbox"/> 三年级 Grade 3: BWQ | <input type="checkbox"/> 七年级 Grade 7: UFJ |
| <input type="checkbox"/> 四年级 Grade 4: J9N | <input type="checkbox"/> 八年级 Grade 8: WA3 |
| <input type="checkbox"/> 五年级 Grade 5: FN7 | <input type="checkbox"/> 九年级 Grade 9: V7Y |
| <input type="checkbox"/> 六年级 Grade 6: H9B | |

2020-21 学年 Academic Year



2020	一月	二月	三月	四月	五月	六月	七月	八月	九月	十月	十一月	十二月	2021	一月	二月																
August	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		
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
November	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
December	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
January	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			
February	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			
March	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
April	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					
May	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		
June	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August	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	

2021	三月	四月	五月	六月	七月	八月																									
March	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
April	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					
May	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		
June	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August	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	

学期开始和结束 Start and End of Term
 学校假期 School Holidays
 新生入学 New Pupil Orientation
 教工入职 New Staff Induction
 周末 Weekend

2020年06月 June 2020



附录 APPENDICES

此部分附有部分学年中需要用到的文件和表格。我们会定期更新版本，但是主要内容保持不变。任何调整会通过老师说告知大家。

- [做好寄宿准备](#)
- [医疗信息表](#)
- [投诉流程](#)
- [退宿流程](#)

In this section of the handbook you will find useful documentation and forms you may need throughout the academic year. Please be aware that whilst these may need to be updated the general content should remain the same. Any changes to the documentation and forms will be sent via Tchat.

- [Preparing your Child for Boarding](#)
- [Medical Form](#)
- [Complaints Process](#)
- [Leaving Process](#)



寄宿前准备：给家长的建议

PREPARING YOUR CHILD FOR BOARDING ADVICE FOR PARENTS

惠灵顿为学生们提供了一个有利于个性发展的校园学习环境和舒适的住宿生活环境。学生在这里提高学业成绩的同时，通过各式各样的社交活动增强自信心，培养独立能力，学习如何与同龄人共处同一空间，和谐相处。此外，学生能够更加独立地完成作业，更加适应离开家居住在外面的生活。这些都是寄宿生活所需的必要技能。

您一旦决定让孩子寄宿，请让他们知道自己即将面临的挑战并为此做好充足的准备。离开家，开始寄宿生活对孩子们来说是人生中的一大步，所以为了能够让他们在抵达寄宿学院的那一刻就迅速进入状态，提前做好准备是非常重要的。

在来到寄宿学院的第一天，我们不会要求您的孩子有完美的表现。在真正开启寄宿生活之后，他们会有无数的机会可以提升自己独立生活的各种技能。后续我们也会提供相应指导和建议，帮助学生度过前期的适应期，从而真正融入寄宿学院。

为寄宿生活积极准备

- 在抵达寄宿学院时，试着为您的孩子营造积极的离别气氛，让孩子可以笑着和您挥手告别
- 充分考虑您孩子的自身发展情况。
- 一些孩子，尤其是年级比较小的孩子，对远离家庭居住感到焦虑，这很常见。您不用背负太大压力。
- 如果您的孩子无法适应离开家生活，可以尝试先让孩子和其他家人或者朋友居住一晚，再逐渐延长离家时间。
- 如果您的孩子离开你们生活确有困难，请尝试让他们单独和熟悉的其他亲人或者朋友在自己家里居住，和您分开一晚。这样可以减轻分别的焦虑感。
- 让他们习惯独自在一个房间睡觉。夜灯可以舒缓他们的情绪。孩子可以独自入睡是寄宿生活非常重要的一个环节。

在以前的学校，您的孩子可能在某些方面出类拔萃，但是来到新学校后可能会有所改变。所以请让他们为自我定位方面有可能出现的变化做好准备。

- 这段时间请逐步让他们准备迎接自我定位方面的变化。他们需要适应新环境和变化。
- 我们愿意与您见面进一步了解您孩子的需求，以便更好地帮助他们。

- 告诉孩子他们永远是您的骄傲。抓住每个机会表扬您孩子付出的努力，而不仅是在取得好成绩时才表扬他们。
- 与孩子分享努力快乐而不是过分担心他们的成绩或者在意他人的评价。
- 不要对孩子寄予太高的期望。鼓励他们多和您或者他人分享自己的感受和想法。

鼓励学生加强自我管理和独立能力

- 让您的孩子为自己的行为和个人物品负责
- 好习惯的培养需要时间，加强孩子这方面的意识，使其成为日常作息的一部分
- 虽然您的帮助会让孩子更好更快地收拾好行李并完成作业。但是鼓励他们自己独立完成更加重要。
- 如果您的孩子在自我管理能力上的确有困难，请为他们准备一份行李物品清单
- 墙上张贴一份待办事项表有利于培养自我管理的能力。
- 让您的孩子习惯自己铺床。教他们如何铺床，每天检查他们的完成情况。他们在明院也需要这样做。
- 参照寄宿学院的日常作息时间表，尤其是就寝时间。

积极乐观的心态

- 在和孩子讨论寄宿生活时，请记得寄宿学院会为孩子创造一个丰富充实的环境，让他们能够茁壮成长
- 了解孩子的想法，引导他们从积极的角度思考问题

学习如何与他人共处同一空间

- 能够自信快乐地与他人相处对于积极向上的寄宿体验是至关重要的
- 您的孩子会和另一个孩子成为室友。因此，两人之间友好地讨论如何尊重对方的私人空间和个人物品是非常重要的。
- 积极地、有礼貌地探讨问题和解决问题。
- 在家居住时，请在朋友和家人的协助下，寻找一些机会让您的孩子锻炼这些技能。

想家

- 您的孩子可能会思念家人、朋友、宠物等等。这很正常。
- 送他们来的第一晚，我们建议您尽快离开，以免引起他们的不安。
- 一周内尽量少地联系您的孩子。
- 如果您曾经对孩子们使用电子设备时长没有限制，请减少他们每天的使用时间。

如果您的孩子有其他需求，请尽早联系学校

- 家长和老师之间开放透明的交流对寄宿生尤为重要。
- 我们非常愿意理解和满足您孩子的需要，尽我们的所能帮助孩子。



Wellington is an incredibly welcoming place and boarding offers a brilliant opportunity for pupils to grow as individuals. It helps them to grow socially and academically developing their self-confidence and independence. Understanding how to share space with their peers in a considerate manner, becoming more independent with homework and feeling comfortable staying away from home are all helpful skills required in boarding.

Once you have made the decision that your child will board then beginning to discuss and prepare them for the adventures ahead of them is vital. Preparing for boarding and moving away from home can be a big step for children so it is important to prepare them in order to be prime and ready to maximize their experience of boarding when they arrive.

We do not expect pupils to be perfect at boarding on entry as there will be plenty of opportunity to develop these skills when actually boarding but the following provide recommendations to help your child get to a good start and help with the settling in process.

In the your child arriving in boarding try to build in positive opportunities for your child to stay away happily from home.

- Take into account your child's stage of development
- Some children feel anxious about staying away from home, it is common, particularly in the young, but this should not be a point of pressure.
- If your child is worried consider building up from an overnight stay with family or friends, to longer breaks away.
- If your child is particularly troubled at the thought of staying away, consider letting

them stay in the family home environment with close family or friends while you stay elsewhere for a night. This can really ease separation.

- Get them used to sleeping in a room alone. Nightlights can provide reassurance but it is important that a child feels confident to sleep alone should the occasion ever happen in the boarding house.

In their previous school your child may have excelled in a particular area and this may change when they are amongst others when they are new to the school. It is therefore important to prepare your child for this potential shift in their identity.

- Prepare them gently over this time for this possible shift in identity. They are going to have to adapt to new dynamics and possible changes.
- Let your child know that they will never be a disappointment to you. Find every opportunity to praise your child's efforts rather than achievements to reinforce this message.
- This helps a child's enjoyment in what they are doing rather than worrying about what they will achieve or how others will respond.
- Reducing the weight of expectation encourages children to talk to you and others about how they are feeling.

Encourage organisation / independence:

- Help your child to take responsibility for themselves and their belongings.
- Good habits are formed over a period of time and should become part of their daily

routine.

- While it may be quicker and easier to pack and empty their bags for them, or manage their homework schedule – it is essential that you encourage them to do it themselves.
- If your child struggles with organisation then provide them with a daily checklist of items they should pack.
- Simple organisation know how such as having a wall planner of what needs to be done and when is a great help.
- Get your child used to making their own bed. Show them how to fold their bedding and check they are doing it on a daily basis. They will be expected to do this themselves when in Ming House.
- Mirror the boarding routine, especially at bedtime.

Positive Mindset:

- When discussing the move to boarding remember it will most likely be an enriching environment that will see your child flourish
- Acknowledge any apprehensions that exist in your child's mind and try to make positives out of them.

Learn how to share space considerately:

- Being able to live confidently and happily with others is essential to the positive boarding experience.
- It is likely that your child will share a room with another child, therefore, re-laxed discussions about how to be respectful of other's personal space and belongings are impor-

tant.

- Talk positively about how to politely and kindly resolve any issues.
- Find ways to help your child practice these skills while still living at home, use peers and family members to help.

Homesickness:

- There will be times where your child misses home, family, friends, pets etc. and this is perfectly normal.
- When it comes to dropping them off on their first night we recommend that you do not stay and leave quickly with the minimum of fuss.
- Keep contact during the week to a minimum
- If you allow your child unlimited access to electronics then cut down the amount of time they spend on them to a defined amount each day.

Ask for help if your child has additional needs:

- Share as much information with the school as far in advance as possible
- Open and transparent communication between parents and teachers is even more important when a child is boarding.
- We would like to meet with and understand your child's needs and know best how to support them.





杭州市萧山区惠立学校服药单

在填写此服药单前请家长仔细阅读《杭州市萧山区惠立学校学生服药准则》。

我授权杭州市萧山区惠立学校护士按照如下用药信息给我的孩子服药：

班级	学生姓名	家长姓名	用药原因
----	------	------	------

若为寄宿生，请勾选：是 否 明院寄宿生

药物使用详细信息

药物一 药物名称：_____

用药开始日期	用药停止日期
药物服用时间	每次服药剂量
用药途径(口服, 滴眼等)	药物是否需要冷藏保存?

我将承担全部责任，包括任何使用该药物可能产生的不良反应，我同意免除学校和医务室监管指定药物的全部责任。

家长签名：_____

日期：_____

接受护士签名：_____

日期：_____

是否需要服用多种药物：是 否

(若需服用多种药物请继续往下填写，签名同样有效。)



HSH Medication Form

Please read HSH Medication Policy carefully before completing this Medication Form.

I give my permission for the HSH nurse to give or apply the following medication to my child as follows:

Class	Pupil's name	Parent's name	Reason for taking medication
-------	--------------	---------------	------------------------------

Please tick if boarding Yes No Ming House Boarding

Directions for medication

The name of first medication: _____

Date to begin giving medication	Date to stop give medication
Time of day medication is to be given	Amount (dosage) of medication each time given
Directions (oral, eye drops, etc.)	Does the medication need refrigeration?

I will take full responsibility for any adverse reactions that may occur after giving such medications and I agree to hold school and clinic free from all responsibility for the administration of specified medication.

Parent/Guardian Signature: _____

Date: _____

Received by Nurse (Signature): _____

Date: _____

More than one kind of medication? Yes No

(Please fill out the following tables if more than one kind of mediation are needed. Signature is also valid for following page)



投诉流程

COMPLAINTS PROCESS

杭州惠立学校寄宿生投诉流程如下：

- 如果寄宿生有投诉需要，他们可以找到宿管老师或者其他信任的教职工。
- 寄宿学院委员会和定期举行的调研活动也是寄宿生表达心声的机会。
- 如果孩子有比较严重的事情需要投诉，为了尽快解决问题，请第一时间联系首席宿舍辅导老师。
- 如果孩子们认为事情没有得到妥善解决，请联系舍监或者助理舍监。
- 有些投诉可能需要转交班主任或者年级组长处理。
- 所有舍监接收的投诉都会被记录在明院档案中。
- 投诉事件和处理结果共同记录在案。
- 在一些极端情况下，或者是直接涉及舍监工作的投诉将会直接转交至幸福关怀部门主管处理。

另外，非寄宿事宜，请各位家长依照学校投诉流程

The complaints procedure for Boarders at Huili School, Hangzhou is as follows:

- If boarders have specific concerns or complaints, they can talk to Matron or other members of staff who they feel confident speaking to.
- The House Committee, and House Surveys offer other opportunities to voice opinion.
- If a child has a serious complaint it should be directed towards their Lead Boarding Mentor in the first instance where hopefully any issues can be resolved early.
- If the child feels any problem has not been resolved, then they should take their concerns to the Boarding Mistress or Assistant Boarding Mistress.
- Some complaints may need to be re-directed in the first instance to their tutor or Grade Leader.
- All complaints to the Boarding Mistress will be recorded in the Ming House file.
- The outcomes of the complaint will be recorded along with the complaint.
- In extreme circumstances, or the complaint relates to the conduct of the Boarding Mistress, a complaint should be made directly to the Head of Pastoral.

In addition, parents are reminded of the whole school's complaints procedure for non-boarding specific issues.

退宿流程

LEAVING PROCEDURE

如果您的孩子决定退宿，请遵循以下流程：

1. 家长联系通知寄宿学院团队（舍监，助理舍监或者寄宿学院前台）。
2. 家长提交退宿申请表。
3. 舍监和校长会安排与家长会面了解退宿原因。
4. 孩子在寄宿学院开始为期一周的思考过渡期。
5. 过渡期后，家长和寄宿学院教职工做出最终决定。

退宿申请表已附。您提出申请后，将会收到发自寄宿学院前台的电子版退宿申请表。

If at any point you wish that your child leaves boarding, then the following process should be followed:

1. Parent contact the boarding team (Boarding Mistress, Assistant Boarding Mistress or Boarding Reception) and informs them.
2. Parent will then be requested to submit the leaving form.
3. A meeting will then be arranged with the parents to discuss reasons for leaving with Boarding Mistress and Head of School.
4. A period of one week of reflection begins where the child remains in boarding.
5. After the reflection period a decision is made with parents and boarding staff.

You will find the leaving form is part of the appendix and will also be sent out electronically should you request to leave via the Boarding House reception.





