



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



杭州市萧山区惠立学校  
HUILI SCHOOL HANGZHOU



家长手册

PARENT HANDBOOK



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## 总校长致辞 Welcome from the Master

欢迎来到杭州市萧山区惠立学校。

本手册旨在为家长提供支持学生在校生活的各项依据和指导。

Welcome to Huili School Hangzhou.

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

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

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

感谢您为孩子选择杭州市萧山区惠立学校。我们的目标是成为浙江省最好的双语学校，并最终发展成为全球最好的双语学校之一。

在惠立学校迅速成长的过程中，我们始终把惠立教育细化到每一位学生和每一个家庭，依据其需求提供个性化的学习体验。本手册包含许多家长关心的问题，如仍有疑问，欢迎您随时与我们联系。幼儿园和小学一二年级的家长可以直接联系学生的班级教师，他们对您的孩子非常了解；您也可以联系学生对应学部的教学管理层，联系方式详见手册第82页。三年级及以上的学生会由班主任负责辅导其在校期间的学习生活，为学生和家长提供支持和建议。

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

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

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

Kathryn Richardson  
惠灵顿杭州校区校长

I am delighted that you have chosen Huili School Hangzhou. Our aim is to be the best bilingual school in Zhejiang Province and ultimately one of the world's best.

Huili is growing rapidly, but we will always be small enough to provide a personal experience tailored to the needs of each pupil and each family. This booklet should answer many of the questions you may have, but I would also encourage you to contact us whenever you need guidance and support. Parents of Early Years and Grades 1-2 can directly contact your child's class teacher, who will know your child very well. Alternatively, you can contact members of the academic leadership at each level and more details can be found at the back of this book. Grade 3 and older pupils have homeroom tutors who will provide support and advice to pupils and families throughout their time at Huili.

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

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

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

Kathryn Richardson  
Master of Wellington College Hangzhou



## 惠立人 Being a Huili pupil

我们对每位惠立人都有明确清晰的期望。我们称之为“惠立特质”。

每个惠立人都是**积极、慎思、独立、个性和包容**的。

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

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

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

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

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

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

**正直**指个人行为符合其价值观和信仰，它体现了个人的一致性和真实性。

**善良**指能为他人着想并无私奉献的精神。

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

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

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

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

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

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

Huili's five core **VALUES** are **KINDNESS, COURAGE, INTEGRITY, RESPECT** and **RESPONSIBILITY**. Together they ensure that we offer a broad and wide-ranging, genuinely holistic education. By collectively upholding the Huili Values, we will make the experience of living, working and studying at Huili School one that enhances and enriches life.

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

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

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

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

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





## 第一部分：日程安排 Part one: Day to day life

### 教学日 The school day

一至二年级

周一至周五

07:45	报到和教室活动
08:15	晨会
08:45	自然拼读课
09:15	上午课程
11:30	午餐
12:00	专业课程
13:00	下午课程和项目学习
14:40 – 15:40	辅助课程教学活动
15:40	离校
16:15	惠灵顿课外课程学院

Grade 1-2

Monday - Friday

07:45	Registration and class activities
08:15	Morning meeting
08:45	Phonics
09:15	Morning learning sessions
11:30	Lunch
12:00	Specialist sessions
13:00	Afternoon learning and project sessions
14:40 – 15:40	Co-Curricular Activities
15:40	Home time
16:15	Academy for those taking part

以上为暂定课表, 新学期前可能会有变动。

Please note the timetable is ongoing and reflective and may be changed to ensure it is meaningful and relevant.

## 教学日 The school day

三至六年级

周一至周四

07:40	教室报到
08:00	学生晨会
08:15	上午课程开始
09:40	眼保健操和课间休息
10:05	上午课程继续
11:25	午休
12:25	下午课程开始
14:35	物品整理
14:40 – 15:40	自习/辅助课程教学活动/幸福课
15:40	离校
16:15	惠灵顿课外课程学院活动

Grade 3-6

Monday - Thursday

07:40	Registration in class/in Houseroom
08:00	Assembly
08:15	Morning lessons commence
09:40	Eye exercises and break
10:05	Morning lessons continue
11:25	Lunch and break
12:25	Afternoon lessons commence
14:35	Pack up
14:40 – 15:40	Prep/Co-Curricular Activities/wellbeing
15:40	Home time
16:15	Academy for those taking part

以上为暂定课表, 新学期前可能会有变动。

Please note the timetable is ongoing and reflective and may be changed to ensure it is meaningful and relevant.

## 教学日 The school day

七至十年级

Grade 7-10

07:45	学院报到
08:00	幸福课 /上午课程开始
09:55	眼保健操和课间休息
10:15	上午课程继续
12:15	午休
13:15	下午课程开始
15:15 – 16:00	校园活动/第七节课/集会
16:00	离校
16:15	惠灵顿课外课程学院活动

07:45	Registration in houseroom
08:00	wellbeing time /morning lessons commence
09:55	Eye exercises and break
10:15	Morning lessons continue
12:15	Lunch and break
13:15	Afternoon lessons commence
15:15 – 16:00	School Activities/lesson 7/Assembly
16:00	Home time
16:15	Academy for those taking part

以上为暂定课表, 新学期前可能会有变动。

Please note the timetable is ongoing and reflective and may be changed to ensure it is meaningful and relevant.



## 一天的开始——到校

### Start of the day –arrivals

#### 小学一至二年级

学生抵校时间为早上7点40分后, 抵消后直接前往小学部教学楼和教室。

搭乘校车的学生将在校园内指定地点下车, 随后前往各自教室。

早上7点45分, 学生将开启一天的学习。

#### 小学三至六年级

搭乘校车的学生会在校园内指定地点下车, 并在学校操场集合, 值班教师会在现场管理秩序。早上7点40分, 他们会自行前往各个教室。

不搭乘校车的学生, 需由家长陪同抵达校门口后, 自行进入学校, 并前往学校操场集合。早上7点40分, 学生须前往各自教室。学生不可在此时间前单独进入教室。

#### 初中七至十年级

早上7:30开始, 学生陆续抵达校门口, 自行前往各自班级教室。所有学生需要在7:45分前到达签到。

#### Grade 1-2

Students can be dropped off at school from 07:40 so that they can make their way directly to the primary building and their classrooms.

Children taking the bus will be dropped off within the school grounds and will make their way to their classrooms and learning environments.

Students will be welcomed into their learning environments from 07:45 to begin their day.

#### Grade 3-6

For children taking the bus, they will be dropped off within the school grounds and meet on the school field where there will be teachers on duty. At 07:40, they will make their way to their classrooms.

For children not taking the bus, parents will bring them to the school where they will be dropped off at the school gate where they will make their way to the school field. At 07:40, they will make their way to their classrooms. No children should go to classroom alone before this time.

#### Grade 7-10

Students can be dropped off at the school gate from 07:30 and will be allowed to make their way to their tutor room. All students are expected to arrive by 07:45 for registration.

## 休息时间

### Break time

小学部学生可在晨间休息时享用水果和饮品。小学部学生不得从家里携带任何零食到校。如有需要, 学校全天提供水果。

初中部学生可在晨间休息时购买食堂的餐点。请确保学生卡上有余额, 以供购买食品。

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

Fruits and a drink will be provided for Primary pupils during morning break. Primary pupils are not allowed to bring any snacks from home. Fruits will be available throughout the day if it is required.

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

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



## 一天的结束——离校

### End of the day — departure

由家长接回家的流程如下：

#### 小学一至二年级

下午3点40分,由家长接回家的学生将在班级教师陪同下前往学校东门外的指定接送点,接送孩子的成年人必须在接孩子回家时向学生的班级教师展示监护人卡。

搭乘校车的学生会与下午3点40分在教师陪同下前往校车上车点。

参加惠灵顿课外课程学院的学生会在教师陪同下于下午5点20分前往东门接送点。

#### 小学三至六年级

下午3点40分,搭乘校车的学生会在校车的陪同下前往校车上车点。

参加惠灵顿课外课程学院的学生将在教师陪同下于下午5点20分前往东门接送点。家长可从此处接走学生。

由家长接回家的学生将于下午3点40分在班主任陪同下前往学校东门外的指定接送点。接送孩子家长必须在向教职员工展示监护人卡。

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

#### Grade 1-2

Pupils being collected by parents must present a guardian card to the member of staff when collecting their child. At 15:40 the pupils will be taken to their designated pick-up points outside the east gate by their class teachers. All adults collecting a student must present a guardian card to the pupils class teacher when collecting their child.

Bus children will be escorted to the buses by teaching staff at 15:40.

Pupils participating in Academy classes will be escorted to the east gate for collection at 17:20.

#### Grade 3-6

Children taking the bus will be escorted to the buses by teaching staff at 15:40.

Children attending Academy will be escorted to the east gate where they will be picked up by their parents at 17:20.

Pupils being picked up by their parents at 15:40 will be escorted to the pick up area by teaching staff. Parents must present a guardian card to the member of staff when collecting their child.

## 一天的结束——离校

### End of the day — departure

#### 初中七至十年级

由家长接回家的学生将于下午4点前往学校东门,等待家长。

初中部学生可于每天下午4点至5点在学校图书馆做作业、学习或读书。此时,学生须向图书馆员工汇报,确保有教师监督。

下午4点,搭乘校车的学生会在校车的陪同下前往校车上车。

参加惠灵顿课外课程学院的学生会在课程结束后自行前往学校东门接送点,家长可从此处接走孩子。

#### 提前接孩子

如需提前接走孩子,请向班主任教师或学院教师告知早退或提前接孩子的事由,并准时从安保室接走孩子。

#### 超时接孩子

这里的“超时”指4:15以后接孩子回家的情况。出现三次以上超时接孩子的情况,学校校长或学部校长将向相关家长发送一份严正信函。

#### Grade 7-10

Students being picked up by parents at 16:00 will meet their parents at the East gate.

Junior High children are permitted to use the library from 16:00-17:00 everyday for homework club, academic studies or reading. Students must report to the library staff to ensure that they are supervised.

Children taking the bus will make their own way to the buses at 16:00.

Children attending the Academy, once finished, will make their way to the east gate where they will be picked up by their parents.

#### Early pickup

Parents are required to inform the homeroom teacher regarding the reasons for any early leave and pick up pupils from the security guard office on time.

#### Late pickup

Pick-ups later than 16:15 will be considered as 'late'. Parents who have late pickups for more than three times will receive a formal letter from the Principal/heads of school.



## 请假

### Absence from the school

在校期间请假会对学生的学习造成不好的影响,因此学校不允许学生随意请假。如果确实有必要请假且家长已确认需请假日期,务必通过邮件或老师说尽快告知学生班级教师。

如果学生因疾病或丧恸等突发情况需要请假,请在上午8:00前致电学校相关部门。

小学部办公室:0571 82396308

初中部办公室:0571 82396306

Taking time out of school can be disruptive to your child's learning and is not viewed favourably by the school. If leave during term time is unavoidable and parents know in advance that their child will be absent from school, they must contact their child's homeroom teacher as soon as possible via email or tchat.

If a pupil is going to be absent from school due to unforeseen circumstances, such as illness or bereavement, parents should contact the relevant school offices via phone before 08:00.

Primary office: 0571 82396308

Junior High office: 0571 82396306

## 学生早退

### Pupils leaving before the end of the school day

如果在教学日学生需提早离校,请家长尽可能提前通过邮件或老师说软件(T-Chat)告知学生班级教师或学院长,之后他们会通知学校相关部门。

小学部学生接送点在前台,初中部学生接送点在校门口。学生离校前要先取得由相关学校办公室签字的早退许可单,离校时必须向保安出示早退许可单。

保安有权让没有获得离校许可的学生留在校内,即使当时陪同学生的是其家长。

If parents are aware that their child(ren) will need to leave school early during the school day, they must inform the class teacher by email, or T-Chat – well in advance of the event. The teachers will then inform the relevant school office.

Please collect your child(ren) from the reception (for Primary) or the school gate (for Junior High). They will need to obtain a permission slip, which will need to be signed by the relevant school office before leaving the site. The permission slip must be submitted to the security guards when leaving.

The security guards will be instructed to turn back any pupil who does not have the required permission slip, even if they are accompanied by a parent.





## 需携带的物品清单 Checklist of items to bring

提前为每天的学习做好准备是非常重要的。学生每天需携带以下物品来校：

- 阅读书本
- 铅笔盒 (1年级及以上)
- 笔
- 橡皮擦
- HB铅笔
- 削笔刀
- 剪刀
- 彩色铅笔
- 科学计算器 (六年级及以上)
- 尺子
- 胶水
- 量角器
- 水瓶
- 遮阳帽 (若有需要)
- 驱蚊剂/防晒乳 (若有需要)
- 雨衣/雨伞 (若有需要)

在夏季,杭州惠立学校实行“无帽子不游戏”政策。若您的孩子没有戴遮阳帽,出于健康和安全的考虑,他们可能需要待在室内。

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

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

- Reading books
- Pencil case (Grade 1 and above)
- Writing pen
- Rubber
- HB pencil
- Sharpener
- Scissors
- Colouring pencils
- Scientific calculator (Grade 6 and above)
- Ruler
- Glue
- Protractor
- Highlighter pen
- Water bottle
- Sun hat (when required)
- Mosquito repellent/sun cream (when required)
- Rain coat/umbrella (when required)

During the summer months, Huili School Hangzhou follows a 'No Hat, No Play' policy. If your child is not in possession of a sun hat, he/she may have to stay indoors for their own health and safety.

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

## 柜子 Lockers

一年级以上的每个学生都有一个密码柜,可以放置在校期间的个人用品。学生需要将自己的密码告知班级教师。

柜子一般会在教室、学院教室或其附近。学生应合理使用柜子,保持柜内整洁,并确保所有个人物品安全。

Every pupil from Grade 1 upwards, will be assigned a locker where they can keep their belongings during the school day.

Locks are combination locks and children need to give their class teacher a copy of their combination. The locker will be located either in their classroom, house room or close by their house room. Pupils should use their lockers appropriately, keeping it neat and tidy and making sure their belongings are secure at all times.







## 第二部分：教学概览 Part two: Academic overview

### 小学概览 Overview of the Primary School

#### 一至二年级

在杭州惠立学校，我们认为每个孩子都有权利享受规划周密、趣味盎然的全人教育。在惠立小学部低年级，我们培养学生为迎接未来生活中的机遇、责任和体验做好准备，引导学生学习必备知识，成长为自信、独立而积极的个体。惠立教育理念的核心是对学校教育的全身心投入。教师、学生和家长携手创建并维系真正独一无二而丰富多样的环境。教职员工时刻鼓励学生迎接各种各样的体验，培养学生的惠立价值观和特质。

为在中国环境中进一步提供国际化的教育，我们将中国小学阶段课程大纲与英国国家教育大纲相结合，积极支持学生的发展。

**三至六年级**课程以周为单位循环。学生每天有七、八节课，每节课40分钟，此外每天还需参加1小时的校园活动。校园活动包括学业课程、体能发展和创造性活动等。校园活动是杭州惠立学校极其重要的一个组成部分，因此我们将确保其保持高水平的教学质量。

小学部以国家义务教育课程大纲为基础，按照浙江省义务教育课程设置要求，结合国际小学课程的优势开展教学。此外，还有英语语言和文学课程以及以单元学习为主的跨学科主题式课程。

#### Grade 1-2

At Huili School Hangzhou, we believe that every child has the right to a well-planned, joyful, and holistic education. In Lower Primary at Huili, we prepare our pupils for the opportunities, responsibilities, and experiences of later life and provide them with an introduction to the essential knowledge they need to become confident, independent, and inspired individuals. Key to our educational ethos is full commitment to the school, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere. Our staff are committed to encouraging our pupils to embrace a wide range of experiences and to foster the Huili values and identity.

In furthering the delivery of an international education in a Chinese context, we have merged the Chinese Primary-School Curriculum with the UK National Curriculum to support our pupils.

**Grade 3-6** operates on a weekly cycle of lessons. Every day, the pupils will have seven or eight lessons, each of which is 40 minutes long, followed by a further hour where they will participate in the School Activity programme on selected days. The SAs cover academic, physical and creative activities. SAs are an extremely important part of what we offer at Huili School Hangzhou and as such we ensure that they are run as professionally as we can.

Our pupils use the compulsory Chinese National curriculum as a base for their academic study whilst ensuring that the Zhejiang Province Guidelines are also met. This is suitably enhanced with additional content taken from the International Primary Curriculum and the National Curriculum for England. In addition, pupils receive English language literacy, and Theme lessons which present cross-curricula units of work.



## 小学概览 Overview of the Primary School

学校采用英国国家标准课程教授英语语言及文学，引入牛津RWI英语课程进行拼读教学，加入数学教材以强化数学双语课程。随着学生年级的增长，学科会逐渐细分，具体如下：

**三年级**-增设信息技术课

**四年级**-增设科学课和戏剧课

**六年级**-增设中文社会研习，英文社会研习，设计工艺

**小学和初中**所有年级都设有体育、音乐、视觉艺术等学科课程。

此外，学生每周还有一节幸福课。幸福课是惠立教育架构的重要组成部分，旨在培养每个学生对自己身心健康的自我认知，促进学生的全面发展。

The school uses the National Curriculum for England for English language literacy, and phonics, using the “Read, Write Inc” scheme; and maths textbooks to enhance the maths curriculum. As the pupils pass through the school more and more specialist subjects are added as follows.

**Grade 3** – Information technology is added

**Grade 4** –Specialist-taught science and drama are added

**Grade 6** – Chinese social studies, English social studies, and Design & technology

The Pupils also receive specialist PE, music and visual art tuition throughout their time in the Primary and Junior High School.

In addition, the pupils receive a wellbeing lesson each week as part of a structured programme that runs throughout the whole school, ensuring we are educating the whole child.



## 主题式教学 Theme

惠立学校小学部一至五年级采用国际小学课程倡导的主题式教学。主题式教学采用国际化教学方法，遵照高标准的课程要求，使用大量互相关联且富有意义的评估方式，是一种探究型学习工具。

通常，一个主题单元可能会涵盖科学、历史、地理、艺术、信息技术、国际和社会，以及音乐和技术等各学科知识。在单元中往往不会有特定的某一个学科占据主导地位，但在有些单元中可能会更关注某一特定的学科领域。每当开始一个新的主题单元，学校会给家长发送邮件，介绍详细课程信息，便于家长了解孩子在该单元中需要学习的内容和完成的任务。当学生开始学习一个新的主题单元时，教师会通过“Wow Day”激发学生对新单元的学习兴趣，然后通过“Knowledge Harvest”活动鼓励学生就自己对新单元的已知信息进行思考并记录。在接下来几周里，便进入单元“The Big Picture”，学生将参加各种围绕主题单元开展的课程、项目和活动。最后，进入“Exit Point”，学生总

At Huili, we use themed units based from the International Primary Curriculum from Grade 1-5. The themed units have an international approach, high curriculum standards and relevant and meaningful assessments. Theme is an inquiry-based learning tool.

Typically, a themed unit might include science, history, geography, art, ICT, international and society aspects, as well as music and technology. Whilst no one particular subject dominates the themed units, some units may focus more on a particular subject area. A detailed curriculum letter is sent to all parents at the beginning of a new unit, which informs them what their children will be learning and doing in the unit. The pupils start each new unit with a ‘Wow Day’, which the teachers organise to get the children excited about their upcoming unit, followed by a ‘Knowledge Harvest’, where the pupils think about and record what they





## 主题式教学 Theme

结在本单元所学到的东西最终完成主题学习任务。在各单元过程中，教师将对每个学生进行过程性评估，同时学生可以根据一套明确的标准进行自评。主题式教学重点关注三个领域——知识、技能、理解。

**知识：**教师认为学生应该掌握的事实性知识。我们都知道这些信息是真实的，而答案也是非对即错。例如：法国的首都是巴黎，这便是知识。

**技能：**找出做事的方法。技能非常实用，就是“能够”做某事。例如：能系鞋带、能看懂地图、能执行操作等。从数学到艺术、历史、科学、音乐等，学生在校学习的每个科目都能培养其一定的技能；技能发展需要时间，学生在学习过程中可以扎实渐进式地培养自身技能。

**理解：**培养学生树立理解所学知识和所做之事背后意义的意识。理解包括随着时间的推移，不断积累知识、反复实践技能和进行自我反思。此外，主题式教学的真正优势在于教师们可以结合中国及世界范围内丰富多样的文化；这能够为教师的教学提供大量示例，从而丰富学生的学习经历。比如学习地理和历史时，教师可以适当使用“以中国为基础”的范例和课程进行教学。主题式教学能够更好地为学生做好准备以面对现今这个瞬息万变的社会，他们能够进行独立思考，适应环境，开放性思维。目前，这一教学方式在惠灵顿中国其他姊妹学校都已经取得了巨大成功。

already know about their upcoming unit. Over the ensuing weeks, the children will take part in a variety of lessons, projects and activities all geared towards the theme of their current unit. This is known as 'The Big Picture'. Ultimately, the pupils finish with an 'Exit Point', which is essentially an amalgamation of what they have learned in that particular unit. During the course of each unit, the teachers will undertake selected assessments of each pupil and the pupils will have the opportunity to assess themselves against a clear set of criteria. Themed teaching focuses on three areas, which are knowledge, skills and understanding.

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

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

**Understanding:** Developing a sense of the meaning behind why we know and do things. Understanding involves a combination of accumulated knowledge, practiced skills and reflection over time. In addition, a real strength of theme is that it allows teachers to celebrate the rich cultures and diversity that is present both inside China and in the wider world; it provides examples and learning experiences to teach their pupils. This means that when learning through subjects such as history and geography, the teachers will be able to teach using 'China based' examples and lessons where appropriate. Themes prepare our pupils for the ever-changing world in which we live by giving them the skills to be independent thinkers, adaptable and open-minded. It has been a great success at Huili so far.



## 初中部概览 Overview of the Junior High School

惠立学校以中华民族丰富的文化遗产为学习基础,设计研发了独有的惠立课程以提升学生的道德修养,培养其综合才能。我们的课程从小就开始培养学生树立正确的世界观,在具备国际意识的同时,还重视培养学生的民族精神。我们注重培养学生的社会责任感,提升其学习能力,使其能够成为终身学习者。我们鼓励学生发扬创新精神,关注可持续性发展、人文和科学教育,倡导健康生活方式,保持身心健康。我们的课程将帮助学生通过不同阶段的学习提升个人素质。

初中部致力于帮助学生学习和掌握升入高中所需的知识和技能,积极备考IGCSE和A-Level。

初中部的教学模式将紧密围绕惠立五大核心价值观和特质设计,旨在培养积极、慎思、独立、个性、包容的学生。

初中部的课程设置将以国家课程标准和浙江省义务教育课程设置要求为基础,在教学实践中运用惠立教育理念,以科学、系统的教学法引导学生的学习与发展。

学生将在浸润式的双语环境中学习,最大限度地发展双语能力。相比小学课程,初中每个学科的课程内容都将更加深入,涉及面也将更加广泛,包括科技和表演类课程也将更为丰富。学生将学习语文、数学、英语、科学和社会研习、体育、技术和表演相关的科目等。大部分学科以英语授课,但有时在练习巩固过程中会运用中文加以辅助,确保学生学习专业知识的同时,提高该领域的语言水平,掌握专业技术及文化词汇,从而成长为真正的双语人才。

在惠立学校的学习环境中,学生不仅能学习各门学科的内容,还能培养并提升其独立能力、创造力、批判性思辨能力、沟通能力等。

Drawing on the unique focus of Chinese heritage and culture as a foundation of learning, Huili School Hangzhou has developed a curriculum designed to enhance moral integrity and foster individual talents. Our curriculum develops our pupils' world outlook from an early age, whilst at the same time emphasizing the importance of having a national spirit with an international mindset. We equip our pupils with an understanding of the concepts of social responsibility, study skills and strategies for lifelong learning. We encourage our pupils to develop a spirit of innovation focused on sustainability, humanity, scientific literacy and the promotion of a healthy lifestyle that combines both physical and psychological health. Our curriculum helps pupils cultivate their personal qualities as they progress through the different stages of education.

Our Junior High curriculum particularly targets the development and mastery of the knowledge and skills required for our pupils to be ready to engage in our IGCSE and A-Level programmes.

The educational model for Junior High is structured around the Huili values and identity. In design, it ensures pupils are Inspired, Intellectual, Independent, Individual and Inclusive.

Learning is based on the rigorous Zhejiang Province and Chinese National Curriculum but delivered in a way that is consistent with the Huili ethos. The pedagogical and structural approaches ensure pupil learning and development is designed to achieve the vision for the school.

Pupils study in a bilingual environment with the outcomes deliberately designed to promote the very highest standards of bilingualism. The study of each subject becomes much deeper and richer. Pupils have the opportunity to access a broader curriculum

## 初中部概览 Overview of the Junior High School

学校学院制管理对学生的初中生活具有重要影响。学生会拥有自己分属的学院,年级组长、学院长和学院教师会给予学生持续的关怀和辅导,同学之间也会彼此照顾和支持。在这个时期,他们正逐渐成长为青少年,因此能和同学建立起纯真长久的友谊是至关重要的。

进入初中之后,学生的课业会更加繁忙,学校也会对其学业成绩和学习进度进行有计划地跟踪和汇报。课程方面也会有所调整,开始帮助学生为高中高段的各类考试做好准备。但是,初中部依然为学生提供丰富的辅助课程教学活动,以平衡学术课业学习,开发学生的多元智能。辅助课程教学活动有助于学生培养特长、陶冶情操、塑造个性,更轻松地应对未来的学习和生活。



offering; including increasing access to technological and performance related subjects. Pupils study subjects such as Chinese, mathematics, English, science along with social studies, physical education and the arts. Most subjects will be delivered in English but learning is sometimes challenged and extended through application projects and studies in Chinese. This ensures that pupils language acquisition develops coherently with learning in subject areas and ensures that a pupil's develop the technical and cultural language required to be fully bilingual.

Pupils learn in an environment that not only exposes them to challenging subject content, but also requires pupils to engage with learning in a way that promotes independence, creativity, critical thinking and communication.

The Huili house system plays a fundamental role to life in Junior High School. Pupils are allocated to a house and benefit from the support, guidance and counselling of the grade leaders, house masters and their tutors along with the mutual support of their peers. Together, pupils build strong and lasting relationships that are essential as they develop into young adults.

As pupils progress through Junior High, learning is rigorous and pupil progress and attainment is tracked and reported systematically. Learning is structured to support pupils on their journey to excel in examinations that await in Sixth Form. However, learning and progress in academic subjects is balanced with exposure to a wide range of Co-Curriculum Activities (CCAs) that allow pupils to develop a wide range of aptitudes. This is essential if pupils are to acquire the skills, disposition and character needed to thrive in the school and in life beyond.



## 小学部和初中部核心课程 Core subjects in Primary and Junior High School

### 语文

一至十年级所有学生都将深入细致地学习语文，课程内容严格遵循中国教育部义务教育课程标准，采用经审核通过的教材。课后作业包含各种不同的写作练习，辅以阅读、视听对话、词汇记忆等习题，时而会要求学生制作用于展示的作品。

汉语言及其文化是惠立学生重要的学习内容，学校致力于通过丰富有趣的辅助课程活动和特殊的节日庆典活动帮助学生更好地理解 and 掌握汉语言及其文化。

语文课程部为学生提供了广泛的校园活动。我们的目标是开设尽可能多的各种活动课程，可能会包括书法、国画、折纸、古文阅读、诗歌朗诵、汉语辩论、趣味汉语、汉语讲故事等。

语文课利用各种专业的多媒体设备和丰富的文学资料，从多个方面探索中华文化（如历史、地理、艺术和技术等），进一步培养学生的赏析和表达能力。

### 数学

一至十年级数学课程的教学是以满足处于最前端学习能力的学生的学习需求为依据的。在整个小学阶段，所有数学课程由中国教师执教，授课语言为中文。同时，为了让学能够顺利过渡到初中课程，以及之后的高中课程（IGCSE阶段），在数学课程的教授过程中会逐步提升英语授课的比例。

学校致力于为学生提供内容丰富、涵盖面广的课程内容，尽可能延伸拓展学生的能力，以稳固支持后续数学科目的学习和发。浙江省审批通过的中文数学教材是惠立学校数学课程的主要教材，但同时我们也会参考其他一系列优秀的国外数学教材。着重提升学生解决问题的能力，逻辑推理的能力以及正确使用学术术语的能力是惠立学校数学课程的核心特色。

### Chinese Language

All pupils in Grades 1-10 study Chinese intensively, following the Chinese compulsory curriculum using approved textbooks. Writing practice makes up the bulk of prep tasks, although sometimes children will be asked to complete a reading assignment, watch or listen to a dialogue, memorise vocabulary or produce work for display purposes.

Chinese language and culture are essential elements of studies at the school, and we endeavor to promote both through exciting enrichment activities and special events.

The Chinese department will also offer a range of School Activities. Our aim is to work towards a wide range of activities which may include calligraphy, Chinese painting, paper folding/origami, Chinese reading, poetry reading, Chinese debating, fun Mandarin, Chinese storytelling and more.

Through the exploration of the multiple aspects of Chinese culture (e.g. history, geography, art and technology) and the use of various professional selected multimedia and literary materials, the course aims to further develop pupils' skills of appreciation and expression.

### Mathematics

Mathematics in Grades 1-10 is taught with the needs of our pupils at the forefront of our thinking. Our children are taught maths in Chinese by Chinese maths teachers throughout the school. That said, children need to be prepared for their eventual transition first to Junior High and then Sixth Form where the IGCSE is taught, thus we incorporate increasing amounts of English into the delivery of maths as children pass through the school.

We endeavour to stretch children as far as possible with a wide-ranging and comprehensive syllabus that supports ongoing mathematical development. Whilst our maths will use approved

## 小学部和初中部核心课程 Core subjects in Primary and Junior High School

从一年级开始，数学就由学科教师执教。特别擅长数学的学生还可以通过学习相关辅助课程延伸数学能力，如参加国际数学竞赛辅导项目。

学校大力倡导保持组织性和良好学习习惯的重要，且对学生课业的卷面整洁及准确度给予极高要求。学生的学习动力及日常努力度也是学校设立高要求的标准之一。为了巩固所学知识，所有学生每周都要参加自习，这其中也包括部分数学内容。此外，为了培养学生的独立学习能力，学校也会做相应安排让学生得以在家里继续锻炼和加强这些重要的能力。尽管我们采用持续性评估的方式，但每个学期依然会举行笔试。

Chinese textbooks we will support it with a range of international maths texts. Problem-solving, logic and the use of correct mathematical terminology are key features of the programme.

From Grade 1 onwards, mathematics is taught by specialist teachers. The most able children are stretched through an exciting enrichment provision. For example, this may include coaching for international mathematics competitions.

Organisation and good routines are strongly promoted, and we set high expectations of our pupils for presentation and accuracy of work, and for motivation and effort. To reinforce learning, prep is set weekly for all years which will include some maths, and to support independent learning we allow children to practice and refine key skills at home. Assessment is a continuous process, but we hold written examinations every semester.





## 小学部和初中部核心课程

### Core subjects in Primary and Junior High School

#### 英语

我们致力于为学生营造一个浸润式的英语学习环境, 提供丰富的学习素材和内容, 拓展学生的学习经历, 夯实英语语言基础。在此基础上, 培养学生的独立学习和终身学习能力, 让其能够与他人有效地交流所学知识、分享个人观点、价值观、态度和各自的经历等。我们倡导平衡的教学方法, 让学习第二语言或外语的学生可以提高学习效率。

在惠立学校, 一至十年级的英语教学将借鉴英国国家英语课程标准。教师通过创造浸润式的语言学习环境以启发学生, 通过融合不同课程的教学方法以制定具有创新性的课程计划。同时也会充分利用各类社会资源, 确保学生参与全方位的学习活动。惠立学校关注每一个学生的不同需求, 致力于为学生提供个性化的教学。同时我们认为信息技术是惠立课程中不可分割的重要组成部分, 使学生可以进行研究、创造, 且用各种不同的形式将自己的作品最终呈现出来。

学校注重培养学生的独立思考能力, 开设了诸如“Big Write”等活动, 鼓励学生以口头或写作等形式清晰到位地表达自己的想法和观点。“Big Write”等活动旨在提高学生的口语表达、听力辨析和行文写作能力, 同时强调了“口语表达是为了更好地写作”的理念。因此, 学生需要学习标准的英语口语, 从而在写作中减少拼写及语法错误。

#### English

We aim to expose the children to a wide range of contexts and learning experiences giving learners a secure foundation in English. This will pave the way for independent and lifelong learning and effective communication of knowledge, ideas, values, attitudes and experience. We promote a balanced use of approaches appropriate to the needs of second or foreign language learners to facilitate effective learning.

In Grades 1-10, English follows the National Curriculum for England and teachers inspire the pupils by creating a language-rich environment and innovative lesson plans through planning a cross-curricular approach to learning, and making use of community resources to enable learner participation in life-wide learning activities. The needs and requirements of every child are considered and work is differentiated accordingly. We believe ICT is an integral part of the curriculum and enables children to research, create and present their work in a wide range of formats.

Children are encouraged to become independent thinkers and to express themselves thoughtfully and articulately both orally and through creative writing in such activities as 'Big Write'.

## 小学部和初中部核心课程

### Core subjects in Primary and Junior High School

我们的目标是通过研读学习适合的文本, 解析其语言, 加入讨论、辩论、研究、角色扮演、戏剧表演和测评等各种方式, 培养学生各项必备技能, 让其能够成长为自信、独立、成功的阅读者、演讲者和写作者。

教师会对学生进行持续性评估, 不断了解学生的优势和不足, 从而制定个性化的方案, 及时提供反馈, 确保学生能够不断取得进步。同学之间还会进行互评, 为彼此提供建设性意见, 这也使得学生能够参与到整个评估过程中。这种评估形式能够提高学生的理解能力, 并提升其认知技能。

学校鼓励学生从图书馆借阅各类题材书籍, 拓宽阅读面, 提升阅读能力。每周每个年级都会在图书馆内进行一次一小时的读书会。学生还会在馆内参加其他有组织和引导性的阅读训练。图书管理员也会协助教师准备相关书籍, 以拓展延伸其课题, 并加强跨学科之间的联系。

The aim of a 'Big Write' is to raise attainment levels in speaking, listening and writing. A 'Big Write' also emphasises the 'talk for writing' concept. Therefore, pupils are taught to speak standard English in order to help them make fewer spelling and grammar mistakes in their inspired written work.

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

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

All children are encouraged to choose a wide range of fiction and non-fiction books from the school library to broaden and develop their own reading. Each year group is allocated an hourly session per week in the library where they also participate in structured, guided, reading sessions. The librarian provides classroom teachers with relevant books to enhance the topic and cross-curricular links.

## 员工 Staff

### 小学部和初中部

杭州惠立学校以文化融合的定位而自豪,认同并尊重所在教育环境的文化。在惠立,东西方文化和教育理念充分融合,惠灵顿公学的精华不可磨灭地贯穿于我们的文化基因中。

小学一、二年级以班级为单位,各班执行联合教学模式,成为班级团队的重要组成。在联合教学模式下,教师们对惠立理念的理解不断加深,共同思考并承担班级教学的责任。

三至六年级是由班主任老师在班级内教授思想品德与社会以及幸福课并负责与该班级学生的家长沟通联系。班主任老师负责为组内每一位学生提供幸福关怀与指导。

七至十年级学生以班级为单位,每天清晨在导师室报到。初中部执行双语导师制,由一名外方导师和中方导师负责为组内学生提供幸福关怀与指导。其中,外方导师是学生的导师组联系人,中方导师是家长的联系人。

### Primary and Junior High School

At Huili School, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

In the Primary School, Grades 1-2 are class based and each class has its own co-teaching partnership, which forms an integral part of the class team. Strengthened by a shared understanding of the Huili ethos, teachers in such partnerships share responsibility for the class's learning and jointly reflect on it.

In Grades 3-6, the pupils are class based with homeroom teachers who teach moral society and wellbeing. They are the contact teacher for that class. The homeroom teachers are responsible for the pastoral care and guidance of each pupil in their group.

In Grades 7-10, the children are class based and each morning will register in the tutor room. Junior High has a bilingual tutor system containing both an expat tutor and Chinese tutor who are responsible for the pastoral care and guidance of each pupil in their tutor group. The expat tutor is the contact teacher for children in their tutor group, whilst the parent contact is the Chinese tutor.

## 学业辅导 Academic support

### 作业

家庭作业(在惠立学校称为Prep)在整个学习过程中是非常重要的。随着年级的增长,其重要性也会日益增加。作业就是提前预习课程或复习巩固所学知识。教师会利用各种不同形式的作业延伸强化学生的学习成果。

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

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

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

### 英语语言辅导

英语对于很多学生而言是第二语言甚至第三语言,为了确保这些学生的语言能力能跟上学习进度,学校专门开设了一门英语语言辅导课程,在课内外帮助学生提高英语能力。学校在学生入学时会对其进行语言能力评估,以了解其英语水平 and 课程接受能力。如果评估结果表明学生的英语能力不足,无法顺利跟上课程,学校则会安排该生进行英语辅导学习。

### Prep

Homework or 'prep' as it is called at Huili, is a very useful part of the whole learning process as a child grows up and takes on more responsibilities as the years go by. Prep is about preparation for lessons and studies and teachers will use this in a number of ways to enhance learning.

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

Parents play an important role in learning at home by establishing a routine, setting a regular, uninterrupted study time each day in a quiet, well-lit study area with no distractions.

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

### English Support

As a school we are very conscious of the need to support pupils for whom English may be a second or even third language, and as such we have designed and implemented a curriculum for English language acquisition which has a focus on pupil learning and experience both in and outside of the classroom. All pupils are assessed on entry to the school to evaluate their level of English and their ability to access the curriculum. If a pupil's assessment outcome indicates a level of English which could potentially result in experiencing problems in mainstream classes, the pupil will be considered for the English support programme.

## 学业辅导 Academic support

精通一门新语言是一个十分漫长的过程，需要经过不同的阶段。很多家长会在校外为学生安排额外的英语辅导，请务必让其与学校的英语辅导教师保持密切交流，确保教学风格和教学方法保持一致，才能不混淆学生的英语学习，或对他们的学习进度造成负面影响。

班级教师和英文辅导组组长会根据学生英语评估结果，结合日常学习进度，分析学生是否需要继续进行英语辅导。如果学生不再需要英语辅导，校方也会及时告知学生家长。

### 特殊教育需求

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

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

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

Acquiring a new language to an advanced level is a long process with many steps. Many parents have additional English tutors outside school hours and we strongly encourage contact between the English support teacher and tutors to ensure that similar styles and methods of teaching are being used, so as not to confuse the child or cause damage to their learning.

When a pupil is deemed ready to exit the English support programme, their parents are informed in advance. Exiting the English support programme is only done after assessments have taken place, day-to-day work has been scrutinized, and if we feel that a pupil is ready to leave. This decision is made with the close consultation of the pupil's class teacher and the Head of English Support.

### Special Educational Needs

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

At Huili, we are committed to developing children's academic achievement as well as personal and social growth. Our SEN department provides support to pupils with learning difficulties, offering social and emotional support to both pupils and parents. In order to help pupils reach their full potential, we work closely with teachers and parents identifying needs, assessing the child, planning the right support, and implementing and reviewing SEN support. We want all pupils to make progress, recognising ability and potential as well as celebrating high attainment.

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

## 学业辅导 Academic support

### 幸福课程

杭州惠立学校的幸福课程含三大主题

- 健康与幸福
- 人际关系
- 更广阔的世界

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

### Wellbeing

Wellbeing at Huili is made up of three core themes:

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

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







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

## 教育理念 Philosophy

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

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

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

每个学院长都会任命个别学生为学生主席、副主席以及学院大使等，给予他们相应的责任。这些学生会与学院长、学院教师和同学一起工作，锻炼自己的领导力、组织能力和人际交往能力。

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

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

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

Each house master will appoint certain pupils with additional responsibilities in the house such as Head of House, Deputy Head of House and School Ambassadors. Each of these positions will give the pupil the opportunity to develop their leadership, organisational and interpersonal skills, working closely with their housemaster, house tutor and peers.

## 学院和幸福关怀 Houses and pastoral care

在惠立学校，我们一共有五个学院：惠院、贤院、立院、德院、思院，  
以及一个寄宿学院明院。

Hui House, Xian House, Li House, De House, Si House and Ming  
House (Boarding)



惠 Hui



贤 Xian



立 Li



德 De



思 Si



明 Ming

## 住在明院 Boarding at Ming House

杭州惠立学校为三至十年的学生提供周寄宿，备有六层楼的床位，寄宿生按性别入住不同楼层。大多数寝室配有两张单人床，每间寝室精心规划，设施设备完善，为学生提供足够的空间学习和放松。寄宿区域设有多个公共空间，寄宿生可在下午和晚上使用校园设施学习、休憩。

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

若有需要，可在2021年8月后从前台领取寄宿生手册，了解更多详情。

We offer extensive weekly boarding to any pupils from Grade 3–10. Boarders are accommodated in a separate purpose-built building with six floors, with the floors being split according to gender. Most pupils are accommodated in double rooms furnished to ensure all boarders are comfortable with adequate space to work and relax. Individual boarding rooms are supplemented by multiple common rooms, as well as opportunities to use campus facilities for study and leisure in afternoons and evenings.

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

For more detailed information, please refer to the Boarding Handbook which is available at Reception from August 2021.







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

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

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

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

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

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

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

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

Schools use SchoolsBuddy system for schools activity sign up and parent conference booking. Parent's email will be used as login ID. Please access SchoolsBuddy via

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

## 第四部分：课外活动和惠立社群 Part four: Enrichment and community



## 课外活动——音乐教学 Enrichment – music tuition

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

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

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

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

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

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





## 课外活动——体育 Enrichment – sports

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

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

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

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

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

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





## 惠立公益服务 Service at Huili

惠立学校一直坚持公益服务的传统，并将其融入惠立价值观。每个学生在校期间都有机会和义务参与各种公益服务活动。这些公益活动形式灵活多样，可能是在学校内部，也可能是杭州当地、或者全国乃至世界范围内的公益活动。所有这些活动都有助于开展全人教育，也能帮助学生实现其个人成长。

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

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

The idea of service begins at an early age at Huili, in the Early Years, with opportunities for charitable and other more specialist support work. The school will make connections with a series of designated charities, some of which open up possibilities for individual involvement. This continues into the Primary and Junior High School.







## 惠灵顿课外课程学院 Wellington Academy Programme

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

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

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

更多信息，可访问网站：

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

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

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

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

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

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

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

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

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

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

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



## 惠立之友家委会 Friends of Huili

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

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

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

如果您想了解更多家长会信息，请发送邮件至总校长行政助理沈炎格 [grace.shen@huilieducation.cn](mailto:grace.shen@huilieducation.cn)。

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

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

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

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





## 校服 School uniform

杭州市萧山区惠立学校所有家长和学生须共同遵守校服制度,穿着校服有助于增强校园自豪感和集体荣誉感。校服应以合身为宜,风格颜色搭配得当,并且需定期清洗。学生在校期间应按要求穿着校服,保持整洁得体,注重个人仪表。

学生可根据季节变化穿着冬款或夏款校服,校服款式中不包含鞋类,平日正装时搭配朴素的黑皮鞋,穿运动装时配备素色的运动鞋。

Huili School Hangzhou has a uniform policy, which all pupils and parents need to adhere to. We believe that our school uniform promotes a sense of pride in our school and solidarity between pupils. School uniforms are expected to be worn by the pupil appropriately and they cannot deviate from the style and colour choices. Pupils are expected to present themselves in a neat, clean, and professional manner at all times.

Pupils can choose the winter uniform or summer uniform as the season changes; shoes are provided by the uniform shop. For standard uniform, the shoes required is plain black leather shoes, for PE kits, the shoes required is dark colour plain sports shoes.



## 第五部分：服务 Part five: Services

## 校服 School uniform

### 校服购买

在线校服商店在每年6-7月开放预售通道, 新生家长可凭学校的邀请码注册并登录在线校服商店采购全年的校服并快递到家, 便于孩子有充足的时间和场地试衣。若需要调换, 家长可按照订单上的信息在线安排更换校服, 也可在新生报到日直接在学校体育馆(临时场地)更换并采购额外的校服。

若平日需添置校服, 家长可到校服商店实体店购买, 也可以通过在线校服商店选购, 校服网上零售时间为1-5月和8-12月(寒暑假除外), 订单购买成功后, 校服会在5-7日内快递到家。

杭州市萧山区惠立学校邀请码: **1262**

家长可通过位于校内的实体校服商店或者校服线上商城选购学生校服和运动装, 实体校服商店在每个教学日开放, 营业时间为8:00-16:30。

具体校服穿搭指南可查询学校官网。

校服商店联系电话: **0571-8239 6397**。

### Uniform purchase

The school uniform online shop opens for pre-order every June to July for newly enrolled pupils. Parents of new pupils may register with the invitation code from the school and log on to the online school uniform shop to purchase school uniform for the whole year and have it delivered home. This would allow children to have enough time and space to try on their clothes. If exchange is required, parents can change school uniform online according to the information on the order. Alternatively, parents can also change and purchase additional school uniform directly at the school gymnasium (temporary venue) on the orientation days for new pupils.

Besides the pre-order period, parent can buy uniform at the school uniform shop or through online school uniform shop. The online retail time is from January to May and from August to December (except for winter and summer vacation). After successful purchase, the school uniform will be delivered home within 5-7 days.

Initial activation code: **1262**

Parents can purchase uniform from the uniform shop located inside the school or online. The onsite uniform shop is open during term time with the business hours of 08:00-16:30.

The detailed uniform standard can be viewed on the website.

Uniform shop contact number: **0571-8239 6397**

## 校服 School uniform

### 基本要求

- 所有衣物需保持整洁干净。
- 不得破损或过于陈旧。
- 衬衫需要塞进裤子/裙子
- 裙子长度至少及膝, 不得裁改裙子长度。
- 上下学和课间休息允许穿夹克和外套。夹克和外套必须是校服, 或是黑色、海军蓝或灰色外套, 设计简单且不带任何商标。

- 所有学生的校服搭配必须符合学校的要求。

### 饰品/化妆

仅允许佩戴以下饰品:

- 手表
- 佩戴任何首饰均需获得班主任的批准
- 上体育课或进行任何体育运动前须摘除所有饰品

学生不得化妆、不得携带非学校徽章; 可佩戴一对款式简单的耳钉; 指甲应剪短、保持自然, 不得涂指甲油。具体政策可依据学生的文化和宗教背景做一定调整, 总校长对此拥有最终决定权。

### 发型

发型需随时保持整洁、干净、清爽, 不得使用凝胶、摩丝、发胶或发蜡等定型剂, 或其他非常规的发型制品。

### General rules

- All clothing must be neat and clean.
- No frayed, torn or excessively worn items.
- Shirts should be tucked in at all times.
- Skirts must be at least knee length; no alterations to skirt lengths are permitted.
- Jackets and coats may be worn to and from school and during break. Jackets and coats must be school uniform or may be black, navy or grey. Such jackets are expected to have a plain design with no logos.
- All pupils' school uniform must conform to school requirements.

### Jewellery/ Make-up

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

- A watch
- All jewellery must get approval from homeroom teachers.
- All jewellery is to be removed by pupils before playing sport and for practical PE lessons.

Makeup, tattoos and non-school badges are not acceptable at school. One pair of simple stud earrings are permitted. Nails should be natural and short without nail polish. Adjustments to the policy can be made for cultural or religious reasons at the discretion of the Master.

### Hair

Hair is to be clean, neat and tidy at all times. No use of hair styling agents i.e. gel, mousse, hairspray, wax and other hair products for unconventional or unnatural hairstyles is permitted.



## 校服 School uniform

- 头发不得遮挡眼睛。
- 不得剪奇异的发型, 如线条、图案、多层次等。
- 不得染发, 需保持自然发色。
- 出于健康和安全考虑, 齐肩长发或中长发需扎起来。扎辫子的丝带、回形夹、头箍或橡皮筋颜色应选择海军蓝、黑色或与校服颜色保持一致。

### 鞋

教学日学生需穿着黑皮鞋。鞋子不应有任何明显商标, 且必须保持鞋面整洁光亮。

参加各类体育运动和表演活动时, 应当穿着相应适合的鞋子。体育课上, 须穿非设计师品牌及奢侈品牌的黑色或白色基本款鞋。

学生需准备足够数量的校服, 以便于定期换洗。学生可在官网上了解学校各学部的全套校服信息。每件衣物都须清楚标明学生姓名。学校对衣物遗失不承担责任。

### 书包

推荐学生购买校服商店的书包。非学校标志的书包须与学校书包颜色相似、大小一致。不许使用设计师品牌或奢侈品牌的书包。

- Hair may not hang over the eyes.
- Haircuts or styles may not be distracting in any way; no lines, patterns or multi-levels are permitted.
- Hair colour must be consistent with natural hair colour.
- Hair of shoulder length or longer is to be worn tied back as a health and safety measure. Ribbons, clips, bands and 'scrunchies' should be navy, black or school uniform.

### Footwear

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

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

Pupils are expected to have a sufficient number of each of the compulsory uniform items so that items can be regularly laundered. A full uniform list for each of the different schools is available online. Every item of clothing must be clearly marked with the pupil's name. The school cannot take responsibility for lost uniform items.

### Backpack

Pupils will be recommended to purchase a backpack from the school uniform shop. Any non-school branded backpacks should be with similar colour and size. Designer branded backpacks are not permitted.





## 餐饮 School catering

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

惠立学校设有独立的厨房和餐厅，菜品当日现场制作。学校餐厅提供住宿学生的早中晚三餐以及走读学生的午餐。小学一年级至三年级学生午餐为套餐，四年级及以上学生为自选餐。小学一年级到六年级学生在十点大课时都由餐饮公司提供水果和牛奶（牛奶和果汁轮换），初中以上的学生在大课时可至餐厅购买课间点心。

除特殊情况，如宗教原因或身体不适等，惠立学校要求所有学生在校用餐。学生按照不同的就餐时间，在学生餐厅排队自取餐食。若学生不能食用学校餐厅餐食，需得到相应学部校长的书面许可。

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

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

Huilì School Hangzhou has its own kitchen and canteen, all meals are freshly made on site. The canteen provides day pupils' lunch and daily three meals for boarding pupils. The lunch for Grade 1-3 is set meal, for Grade 4 and above, it is A La Carte menu for lunch. Snack will be provided for primary pupils at the 10:00 morning break. The snack is composed of fruit and drink (The drink rotates from UHT milk and juice). Junior High students can purchase snack from canteen during the morning break.

All pupils are required to eat school lunches, except for those who have special reasons, such as religious or medical reasons. Any reason for not being able to eat school lunches will require official documentation and permission from the respective Head of School.

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





餐费 Meal price		
2021-2022 学年 2021-22 academic year		
	类别 Category	价格 (元) Price (RMB)
惠立学校	7 年级以上课间点心 Morning break snack Grade 7 and above	单品4~12 元, 最高限额24 元 4-12 per item, RMB 24 limit
	一年级到三年级套餐 Lunch-Set meal Grade 1-3	31
	四年级以上自选午餐 Lunch-A La Carte Grade 4 and above	单品3~15 元, 最高限额45 元 3-15 per item, RMB 45 limit
	半自助式早餐 Breakfast-semi buffet	16
	自选晚餐 Dinner-A La Carte	单品3~15 元, 最高限额45 元 3-15 per item, RMB 45 limit

## 餐饮 School catering

### 餐费

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

一年级到三年级走读生凭出勤信息扣午餐费, 全年午餐费为5,700元左右, 自选餐学生刷卡结算餐费, 若按照同等标准取餐年费基本相近。住宿部学生全年餐费预估在14,500元左右。学生在学年结束时如有余额剩余, 将自动结转至下一学年。若餐费余额少于200元, 索迪斯微信公众号会发送信息提醒家长及时充值。

索迪斯餐饮服务办公室联系电话: **0571 8239 6398**。

### 零食

出于安全考虑, 校园内禁止坚果类食物, 请家长和我们共同营造无坚果的环境。

学生本人不可在池畔咖啡消费。

### Canteen card top up

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

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

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

### Snack

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

Pupils cannot purchase any food at the poolside café by themselves.

## 餐饮 School catering

### 食品委员会

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

#### 职责范围:

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

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

### Food committee

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

#### Work scope:

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

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





## 校车服务 Bus service

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

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

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

### 校车路线

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

### 校车申请流程

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

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

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

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

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

### School bus route

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

### Registration process

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

## 校车服务 Bus service

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

### 校车计费原则

- 校车费用一学期为9,500元,一学年为19,000元。学校将根据校车费收取情况登记您孩子的座位。
- 惠立学校校车以学期为计费周期,中途申请校车的学生以申请表上的开始乘坐日期按比例计费。
- 校车服务在开学后三周内可申请取消,取消时按比例退款。开学三周后不再接受校车退款(转学除外)。

### 家长接送

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

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

如有任何关于校车路线的问题,请发送邮件至 [services.hsh@huilieducation.cn](mailto:services.hsh@huilieducation.cn) 咨询详情。

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

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

### Bus fee

- School bus fee is RMB 9,500 per term; RMB19,000 per year. The registration is valid upon receiving of payment of school bus fee.
- At the beginning of the term, the bus fee will be charged in full. After the term starts, the bus fee will be charged on a pro rata basis from the starting date on the school bus application form.
- A pro-rata refund can be arranged if parents decide to cancel the school bus service within 3 weeks from the start of the bus service. No refund will be given after 3 weeks from the start of the term (exclusive of school transfer).

### Parent/guardian pickup

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

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

Please email [services.hsh@huilieducation.cn](mailto:services.hsh@huilieducation.cn) directly if you have any enquiries regarding bus routes.



## 第六部分：校园设施 Part six: Campus and facilities

### 图书馆 Library

#### 简介

学校图书馆是一项动态资源, 能为学生提供成千上万种中英文资源, 包括:

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

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

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

如有任何问题或需要指导, 请发送邮件至  
[library.hangzhou@wellingtoncollege.cn](mailto:library.hangzhou@wellingtoncollege.cn)。

#### 访馆

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

初中及以上的学生可以在放学后至下午5点使用主图书馆。寄宿生还能在晚间活动和学习时间段使用主图书馆。

#### 借阅

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

#### Introduction

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

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

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

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

If you have questions or need guidance regarding our resources, please email [library.hangzhou@wellingtoncollege.cn](mailto:library.hangzhou@wellingtoncollege.cn).

#### Visiting

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

Students in Junior High and above can use main library after school



## 图书馆 Library

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

### 线上资源

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

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



电子图书馆二维码  
eLibrary QR code



图书馆目录二维码  
Library catalogue QR code

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

### Borrowing

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

### Online resources

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

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

## 信息技术设施 ICT facilities

所有教室都配备了智能互动平板。教师会定期参加培训,拓展平板使用知识。

我们的实验室配备了苹果一体机(iMac)、台式机和笔记本电脑(Surface),可供全校学生使用。此外还有iPads和手提电脑辅助学生学习,且专门配备了供iPads和笔记本电脑充电的充电车。我们的每间教室都配备了电脑,以便教师在授课过程中可以将信息技术与其他课程结合起来。六年级及以上,每位学生都将有一台笔记本电脑供其使用。无线网络覆盖率办公学习区。

### 手机

学生不得携带手机至校园,不得在校园使用手机。如需联系家长,可在经过教师许可后使用学校电话。五年级及以上的学生如需使用手机,必须经过学部校长的同意。请与学校办公室联系,获取许可表。获得可携带一部手机许可的学生应在抵校时将手机交至学校办公室助理,放学后从学校办公室领取。

任何带至学校的电子设备或手机如有遗失或损坏,学校概不负责。

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

We have labs of iMacs and Windows PCs plus tablet devices for children throughout the school as well as trolleys of iPads and laptops for use in their learning. In addition, we have computers in every classroom to enable teachers to integrate aspects of ICT into lessons as appropriate. We employ a system of 1:1 laptops for all children to use in Grades 6 above. Wi-Fi coverage is provided in all teaching areas.

### Mobile telephones

Pupils are not allowed to bring or use personal mobile devices on campus; if pupils need to contact parents, they can use the school telephone after getting teacher's permission. From Grade 5 and above, should a pupil require a mobile telephone, permission must be granted from head of schools. Contact the school office for the form. Pupils with permission to bring a mobile to school should hand in the mobile to PA in school office when arriving in school and pick up it from school office when leave school daily.

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

## 医务室 School clinic

为确保学生和教职工的健康安全,惠立学校设立了设施设备完善的卫生站。卫生站由专业的护士全职负责。

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

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

### 联系方式:

惠立学校卫生站(周一至周五8:00-17:00)

0571-8239 6394

寄宿学院卫生室(周日至周四17:00-21:30)

0571-8239 6396

### 在校用药政策

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

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

Parents should note that prior to your child starting at the school, you must have completed and submitted the medical information form detailing any food allergies or health problems that your child(ren) may have, as well as the entire immunisation records on OpenApply. The school clinic will attend to any injuries or illnesses but sometimes we need to contact the pupil's parent or guardian, so it is vital that we always have your current contact details.

If your child develops symptoms during school time, such as fever, vomiting, diarrhea, you will be contacted and asked to collect your child to see the doctor. If your child has sustained an accidental injury, you will be informed by the note from nurse or a phone call depending on the severity. In more serious cases of injury that require hospital treatment, we will ask you to either collect your child and take them to the hospital or, if required in an emergency, to meet one of the nurses with your child at a local hospital.

### Contact information:

HSH Clinic (Mon to Fri 08:00-17:00): 0571-8239 6394

Boarding Clinic (Sun to Thu 17:00-21:30): 0571-8239 6396

### Medication policy

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

## 医务室 School clinic

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

### 紧急医疗救治

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

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

### 医疗信息披露

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

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

### Emergency medical treatment

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

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

### Medical disclosure

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



## 医务室 School Clinic

### 食物过敏和“无坚果”政策

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

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

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

### Food allergy and “nut-free” policy

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

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

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



## 空气质量政策 Air quality policy

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

学校的教室、寝室和办公室都配备了空气过滤净化系统。

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

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

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

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

Huili School provides air purification systems or filters in classrooms, boarding dormitory and offices.

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

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

Please also note that in addition we take a reading at 07:30 and 11:30 each morning will email all relevant staff. If the AQI is over 175 on a Saturday morning parents may be contacted with further instructions regarding their child's weekend sport fixtures or Academy session.

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

空气污染水平对健康的影响

AQI- Air pollution level health implications

0-50	健康 Good	空气质量令人满意，空气污染程度低，无危害 Air quality is considered satisfactory, and air pollution poses little or no risk.
51-100	中等 Moderate	空气质量可以接受；但是对于极小部分对空气污染极度敏感的人群存在一定的健康隐患。 Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
101-150	对敏感人群不健康 Unhealthy for Sensitive Groups	对于敏感人群可能会有一定健康影响。但是大部分人基本不受影响。 Members of sensitive groups may experience health effects. The general public is not likely to be affected.
151-200	不健康 Unhealthy	所有人可能都会感受到身体不适；敏感人群或许会受到更大程度的影响。 Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
201-300	非常不健康 Very Unhealthy	紧急健康预警；所有人都极有可能受到影响。 Health warnings of emergency conditions. The entire population is more likely to be affected.
300+	危险 Hazardous	健康警报：每个人的身体健康都会受到严重影响。 Health alert: everyone may experience more serious health effects.



## 失物招领 Lost and found

失物招领处设在主楼前台。

所有工作人员和学生都要爱护学校及他人的财物，保管好自己的私人物品。

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

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

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

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

## 环境安全问题 Safe surroundings and security

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

### 消防演习

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

### 学校停课

在某些情况下，学校可能会需要停课。当恶劣天气或突发事件发生时，我们的所有决定或行动都会将学生的健康和放在首位。如遇恶劣天气或重大政府活动等导致学校必须停课，我们会遵循以下流程：

### 停课日之前

如遇重大政府活动，教育局通常会提前通知学校。

总校长会确保通过“老师说 (Tchat)”软件通知所有家长和员工。该通知也会发布在学校网站。

### 当天停课

总校长会确保通过邮件和“老师说 (Tchat)”软件通知所有家长和员工。

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

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

Security is a high priority and security guards are located in the school premises to ensure safety and security procedures. Every person coming onto the campus is required to wear a school access pass at all times. Visitors without a school access pass (including anyone who has forgotten their pass) are required to register in security booth.

### Fire drills

The fire drill evacuation plan is displayed in each classroom. In the event of a fire alarm, pupils will be escorted from their classrooms or play areas by their teachers to the central assembly point where registers will be taken. There will be a practice fire drill at least once a term.

### Closure of the school

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

### *Prior to the school day:*

In the case of important government events, the school is usually given prior warning via the Education Bureau.

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

### *Procedures for closing school while in session:*

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

The Master will inform teachers when pupils may be released.

The Master will determine whether school buses are able to run.

## 环境安全问题 Safe Surroundings and Security

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

### 停车

校内停车位仅供学校工作人员和受邀贵宾使用。

### 禁止吸烟

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

If deemed safe, pupils will be dismissed to their buses. All other pupils will remain at school under teacher supervision until a parent or nominated guardian arrives to take them home.

If the school buildings must be evacuated, all pupils and staff will exit the buildings in an orderly fashion as rehearsed. Pupils will be kept at the designated meeting place or other suitable location until parents can arrange to collect them.

### Parking

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

### No smoking

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







## 第七部分：沟通 Part seven: Communication

### 我们的沟通方式 How we communicate

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

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

#### 每周快讯

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

#### 学校官网

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

#### 社交媒体

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

Huili School Hangzhou is a busy, ambitious and stimulating environment. At Huili, we strive to keep our parents up to date with everything that is happening in the school, whether it be your child's latest report, or an upcoming concert. Not only do we have a variety of places for you to find our latest news, either on social media, website, but we also encourage you to keep in touch with us as well. All of the Senior Leadership Team's emails can be found on the website, as well as our numerous services, such as buses, uniforms and the Academy Programme.

Parents are encouraged to contact the school by Tchat or email whenever they have a concern or query. For any questions regarding your son or daughter's academic or pastoral welfare, the first point of contact is the homeroom teacher.

#### The Week Ahead

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

#### The website

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

#### Getting social

We aim to provide regular updates through a variety social media channels and we will inform our community members as new channels become available. We currently post regular updates on our official WeChat account and the school website. Additionally, teachers will directly communicate updates to parents through email and T-Chat. To follow our official WeChat, please search '[杭州惠立学校](#)'.

## 我们的沟通方式 How we communicate

### 学校日历

学校使用在线日历系统,可访问学校官网查看。

### School calendar

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

### 联系人

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

### Who to call

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





# 2021-22 学年

# Academic Year



	一 M	二 T	三 W	四 T	五 F	六 S	日 S	事件 Event
<b>2021 八月</b> August							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
<b>九月</b> September			1	2	3	4	5	1 学期开始 Start of Term
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	18-21 中秋节假期 Mid-Autumn Festival
	27	28	29	30				
<b>十月</b> October					1	2	3	1-3 国庆节假期 Golden Week Holiday
	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	
<b>十一月</b> November	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
<b>十二月</b> December			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	14-31 学期·元旦假期 Winter Break
	27	28	29	30	31			
<b>2022 一月</b> January						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	21 学期结束 End of Term
	24	25	26	27	28	29	30	24-31 春节假期 Chinese New Year Holiday
	31							

学期开始和结束 Start and End of Term
  学校假期 School Holidays
  周末 Weekend
  迎新日 Orientation

	一 M	二 T	三 W	四 T	五 F	六 S	日 S	事件 Event	
<b>2022 二月</b> February		1	2	3	4	5	6	1-11 春节假期 Chinese New Year Holiday	
	7	8	9	10	11	12	13	14 学期开始 Start of Term	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28								
<b>三月</b> 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					
<b>四月</b> April					1	2	3	4-8 清明节假期 Qing Ming Festival	
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
<b>五月</b> May		2	3	4	5	6	7	8	2-3 劳动节假期 Labour/May Day
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							
<b>六月</b> June			1	2	3	4	5	3 端午节假期 Dragon Boat Day	
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30					
<b>七月</b> July					1	2	3	1 学年结束 End of Year	
	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		

新员工培训开始 Start of induction new staff
  全体员工返校 Start of induction all staff







杭州市萧山区惠立学校

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0571-8239 6388

[admissions.hsh@huilieducation.cn](mailto:admissions.hsh@huilieducation.cn)