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HARROW

BEIJING 哈罗北京



# HARROW BEIJING PARENT HANDBOOK





## A MESSAGE FROM THE HEADMASTER

As Harrow Beijing celebrates its 20th anniversary, I write with immense pride and gratitude to our students, staff, parents, and alumni, each of whom has shaped this school's remarkable journey. This milestone stands as a testament to our shared commitment to excellence, community and enduring values.

It has been my great honour to lead and serve this community, and to be part of a school so rich in tradition, but also one that has great desire to evolve and grow into an exciting future. Every day, I am inspired by the spirit, talent, and resilience of our students, and by the unwavering dedication of our staff. This year, we have witnessed many memorable moments, from sporting successes and captivating musical performances to community initiatives that reflect our school spirit. These experiences have not only brought our community together but have also highlighted the diverse talents and passions of our students.

Over the past two decades, Harrow Beijing has built a proud reputation for academic excellence, with students securing coveted places at some of the world's most prestigious universities. This year, we are especially proud of the university offers received, including offers from both Oxford and Cambridge — a remarkable testament to the calibre of our students and the educational foundation we provide. In addition to these distinguished offers, our students continue to achieve outstanding scores on standardised tests such as the IELTS and TOEFL, further reinforcing our commitment to educational excellence.

Yet our vision of Educational Excellence for Life and Leadership extends far beyond academic performance. At the heart of Harrow Beijing is a belief in nurturing well-

rounded individuals, young people who are intellectually curious, emotionally intelligent, morally grounded, and socially engaged. Through a vibrant programme of extracurricular activities, cultural experiences, and service opportunities, we prepare students to make a meaningful impact on the world.

Supporting this vision are our core values: Courage, Honour, Humility, and Fellowship. These values guide our students to be brave in the face of challenge, to act with integrity, to remain grounded in times of success, and to build strong, meaningful connections with others. The passion of our students, the dedication of our staff, and the support of our families continue to drive our growth and success, making Harrow Beijing not just a school, but a truly exceptional community.

The next chapter of our story promises continued growth, innovation, and excellence, building upon the strong foundation we have established and ensuring that the legacy of our first 20 years continues to inspire generations to come.

With pride and gratitude,

Philip Akerman

Headmaster of Harrow Beijing

# Educational Excellence *for* Life and Leadership

Our mission statement is Educational Excellence for Life and Leadership. It is defined as six attributes that we expect our students to increasingly demonstrate during their time at Harrow Beijing and beyond. The leadership attributes are:



In the tradition of all Harrow Schools, we wish to provide our students with the opportunity to experience a secure and caring community in a setting where staff can further support their learning and education. It is a distinctive feature of the Harrow group of schools to encourage our students to reach the highest academic standards while fostering responsibility and nurturing positive relationships. These key values and attributes associated with Educational Excellence for Life and Leadership will be greatly enhanced through our academic and pastoral provision within Harrow Beijing.



## HARROW VALUES

The values that Harrow School London upholds and that have remained at its core throughout its 450 years’ old history and tradition are adopted to support a shared understanding of what it means to be a part of the wider Harrow family of schools.

At Harrow Beijing, our vision is to create within the school a vibrant, happy and proud community, which upholds the Harrow values, ethos and high academic standards. All our students and members of staff are nurtured through and by the values of Courage, Honour, Humility and Fellowship.

COURAGE encourages us to innovate and take risks, inspiring change for the better. It means challenging adversity and complacency, making the most of opportunities, putting fear of failure to one side and staying the course, even when it is difficult.

HONOUR is about doing the right thing, having the highest standards and leading by example. It involves taking responsibility and, ultimately, is what makes us worthy of the trust of others.

HUMILITY asks us to recognise that one’s self is a work in progress and that struggling with one’s weaknesses is essential to growth. Humility increases our awareness that talent and achievement alone, however impressive, are not sufficient to succeed as a human being – and that none of us is at the centre of the universe.

FELLOWSHIP means building binding, constructive relationships that help us all to make a positive contribution. This is resonant with our belief that the strongest relationships of all are based on faith, hope and love.

### History and Tradition

Every student is part of a global Harrow family.

Every student has the opportunity to contribute to the tradition of Harrow.

We honour our connection to the Harrow family through shared symbols, terminology and a commitment to a high quality education.

### We are an Academic School

We support every student in achieving academic excellence.

Our students go on to the world’s top universities.

We celebrate academic achievement.

Our goal is to help learners achieve English fluency approaching native-level proficiency.

### Holistic Education

Every student will develop a portfolio of participation, passions and interests through our Leadership and Service activities.

Every student will be encouraged to develop values, morals and conduct in line with the traditions of Harrow and befitting global citizenship.

Every student will be encouraged to be an active and concerned member of our school, local and global communities.

### Close Personal Tutoring

Every student will be known by a key staff member.

Every student will have a personalized academic profile to support academic achievement.

Every student will develop leadership attributes through an extensive range of activities.



# GUIDELINES FOR PARENTS

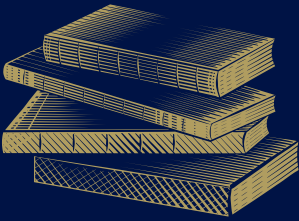
We are delighted that you have chosen to educate your child at Harrow Beijing. The staff and management of the school take very seriously our role in supporting and helping our students to succeed, not only in their academic pursuits, but also in their own personal development, growth, citizenship and leadership.

There is a large body of research that suggests parental involvement in a child’s education and the school that they attend is a supporting factor in achieving outstanding academic results. This handbook seeks to provide Harrow Beijing parents with some guidelines on how school and home can work together in support of your child’s education and personal growth, rules that govern operations on the campus and guidelines for parents in modelling the values and ethos of a Harrow Education.

In enrolling your child at Harrow Beijing you are embracing the unique values, ethos, teaching style and curriculum that we offer. We will support you to understand these facets of school life and welcome your contribution to Harrow Beijing. Above all, it is important that our entire community, including but not limited to teachers and parents, want the same outcome for our students that they be happy, healthy, responsible and successful young people.



## SECTION 1: SCHOOL LIFE



# STRUCTURE OF THE DAY

The school day runs from Monday to Friday. The schedules are as follows:

| Lower School     |               |                |               | Upper School   |                |
|------------------|---------------|----------------|---------------|----------------|----------------|
| Monday-Thursday  |               | Friday         |               | Monday-Friday  |                |
| Form Time        | 08:00 - 08:15 | Form Time      | 08:00 - 08:15 | Form Time      | 08:00 - 08:15  |
| Period 1         | 08:15 - 08:55 | Period 1       | 08:15 - 08:55 | Period 1       | 08:15 - 08:55  |
| Period 2         | 08:55 - 09:35 | Period 2       | 08:55 - 09:35 | Period 2       | 08:55 - 09:35  |
| Period 3         | 09:35 - 10:15 | Period 3       | 09:35 - 10:15 | Period 3       | 09:35 - 10:15  |
| Break            | 10:15 - 10:40 | Break          | 10:15 - 10:40 | Break          | 10:15 to 10:40 |
| Period 4         | 10:40 - 11:20 | Period 4       | 10:40 - 11:20 | Period 4       | 10:40 to 11:20 |
| Period 5         | 11:20 - 12:00 | Period 5       | 11:20 - 12:00 | Period 5       | 11:20 to 12:00 |
| Lunch            | 12:00 - 12:50 | Lunch          | 12:00 - 12:50 | Period 6       | 12:00 to 12:40 |
| Spelling/Phonics | 12:50 - 13:10 | Period 6       | 12:50 - 13:30 | Lunch          | 12:40 to 13:30 |
| Period 6         | 13:10 - 13:50 | Period 7       | 13:30 - 14:10 | Period 7       | 13:30 to 14:10 |
| Period 7         | 13:50 - 14:30 | Period 8       | 14:10 - 14:50 | Period 8       | 14:10 to 14:50 |
| Period 8         | 14:30 - 15:10 | Golden Time    | 14:50 - 15:10 | Period 9       | 14:50 to 15:30 |
| Dismissal        | 15:20         | Form Time      | 15:10 - 15:20 | LSA (Optional) | 15:30 to 16:20 |
| LSA (Optional)   | 15:30 - 16:20 | Dismissal      | 15:20         |                |                |
|                  |               | LSA (Optional) | 15:30 - 16:20 |                |                |

# ATTENDANCE

Harrow Beijing believes that good school attendance is central to raising student achievement and ensures all students can fulfil their potential. Harrow expects all students to attend school on time, every day and with minimal disruption to flourish.

Parents must play a central role in ensuring their children attend school. If a child starts to miss school due to absences, they are likely to be less motivated to learn, have difficult relationships with their peers and teachers, less commitment to their learning and are at risk of underachieving. Attendance at school is vitally important for the success of your child’s pastoral and academic progress and achievement.

Attendance in school is expected for all activities in school. Expeditions Week and Personal Development week count as school time. Harrow School attendance expectation for each student is a minimum of 95%. If attendance drops below 95% then there will be communication to identify if support is needed.

### Low Attendance Letters

If a student’s attendance falls below a certain threshold the school will notify parents through a written letter sent via iSAMs. This letter will highlight our concern of the impact of poor attendance on a child’s learning. If low attendance is persistent and continues to be a concern, the school will follow up with further communication.

### Attendance Classification

| Present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | US                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>Morning registration at 08.15 andafternoon registration after lunch.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>In morning Tutor/ class teacher registration before 08.00am.</li><li>In every lesson and on time.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Authorised Absences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| A student may have their absence authorised and accepted by school for these reasons:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>The student is ill. They can be excused for 48 hours absence with parental verification with an email to the Tutor/class teacher.</li><li>The student has a longer period of illness and is signed off by the doctor with a note, which is handed in to the Tutor/class teacher.</li><li>General dentist and doctor check-up appointments are authorised for a half day.</li><li>There is a death of an immediate family member.</li><li>Internally organised school examinations, events, trips, sports or activities.</li><li>There is a family emergency e.g. car accident or a parent needs care.</li><li>A religious holiday that is observed annually.</li><li>With the school clinic or the school</li></ol> | <ol style="list-style-type: none"><li>counselor for a valid reason.</li><li>Registration with local government authority</li><li>School closed to students (Government issued ‘Red Alert’ pollution days / staff Inset)</li><li>University visits: 6th form only – Will be authorised only if invited for interview by the university- Letter/ email must be viewed by Head of Sixth Form.</li><li>Visa renewal</li><li>Sitting external examinations (TOEFL, SATS, IELTSs etc.) for 1 day only</li><li>High level external music exam or external sports or dance competition.</li><li>Approved study-leave for public examinations.</li><li>Excluded – external</li></ol> |
| Unauthorised Absences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| The parent has contacted the Tutor/ class teacher and requested permission for their child to be out of school. If the student is absent, this means they are out of school for an unauthorised reason. Examples of these include, but are not limited to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>All unexplained absences. These will be noted as truancy on the student's iSAMs profile.</li><li>Family holidays or family business trips</li><li>Visiting another school</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ol style="list-style-type: none"><li>Overseas school interviews</li><li>Driving tests</li><li>Private tutoring</li><li>Over 10 minutes late to a lesson without a valid reason</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## Lower School

### Parents' Responsibilities

There are several important steps that parents can take to ensure their child maintains a positive level of attendance:

- Ensure there is prompt communication with the school regarding any planned absences to see if they can be authorised.
- Ensure their child attends every day, on time, equipped and ready to learn. Students are encouraged to arrive by 8am, the register will be completed at 8:15am prior to the first lesson.
- Ensure the school has up to date email addresses and telephone numbers. We will contact parents by email or by telephone if your child is absent and you have not contacted the school.
- If a parent wishes to check their child has arrived at school, they should contact the Class Teacher in the first instance and copy [lsinfo@harrowbeijing.cn](mailto:lsinfo@harrowbeijing.cn), who will inform parents if their child has been registered.
- Parents should respond to school letters or telephone calls regarding attendance and punctuality.
- Parents should contact their child's Class Teacher if they need support in bringing their child into school.

### Absence and Communication

The following are guidelines for parents on how to report an absence to the school:

- If your son/daughter is absent from the school, it is vital that a parent contacts their Class Teacher at the earliest opportunity. Please provide your child's Chinese and English name, and the reason for their absence.
- Parents are to notify the Class Teacher and [lsinfo@harrowbeijing.cn](mailto:lsinfo@harrowbeijing.cn)

[harrowbeijing.cn](http://harrowbeijing.cn) at least one day in advance of a planned absence, via email to request a permission from school. Proof for an authorised absence may be requested.

- If no contact is received regarding the absence, it is recorded as 'unauthorised' until the reason for the absence is clarified.
- Medical appointments should, whenever possible, be made outside normal school hours. If this is unavoidable, parents should inform the school as soon as possible once the appointment is confirmed. These include dentist, doctor or specialists appointments.
- In case of illness, parents should contact and update the school each day with details of the illness.
- We would normally ask that you provide a medical certificate for any absence more than 2 days/48 hours in duration.
- If the duration of absence is longer than 5 days, the parent should request permission from the Head of Lower School. This request may be denied.

### Leave of Absence during the Day – the Process

If a child needs to leave the school during the day the following needs to happen:

- Parents should email Class Teacher with a reason for absence at the start of the day. If it is urgent, please phone LS reception 64448900 ext. 6208.
- Student must collect a blue early leave form from Lower School Office. This needs to be correctly filled out.
- The Class Teacher will approve the absence by signing the blue early leave form. However, the request may be declined if the absence is not for a valid reason.
- The blue form must be presented to Reception before leaving the building.
- This blue form must be presented to the guards at the Front Gate.

## Upper School

Attendance is taken on iSAMs every morning during morning registration at 8:00am and every academic lesson. Leadership and Service activities (LSAs) attendance is recorded on iSAMs.

Attendance is central to raising achievement and ensures all students work toward achieving their best. Students with poor attendance tend to underachieve academically, which leaves students vulnerable to falling behind. Attendance is tracked weekly by the Assistant Director of Wellbeing.

### Student Responsibilities

- Ensure they attend every day, on time, equipped and ready to learn.
- To maintain good communications between parents and school.
- If a student falls ill during the school day and needs to see a doctor or go home, they should follow the procedures for using the Clinic. If the nurse agrees the student is too ill to remain in school, the nurse will call the parent to pick up.
- It is the student's responsibility to catch up on all missed work, homework, assignments, tests and exams if they are absent from school.

### Parents' Responsibilities

There are a few important steps that parents can take to ensure their son/daughter maintains a high level of attendance:

- Ensure their child attends every day, on time, equipped and ready to learn.
- Ensure the school has up to date email addresses and telephone numbers. We will contact parents by telephone or email if your child is absent and the parent has not contacted the school. This ensures that a missing child is quickly identified.

- If a parent wishes to check their child has arrived at school, they should contact the school reception (64448900 ext. 6000) who will inform parents if their child has been registered.
- Parents should contact [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) if they are experiencing difficulty in getting their child into school.
- Parents must excuse their child from school on medical grounds via email to [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) before 07:50am.
- Parents are to notify [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) at least one day in advance of a planned absence, via email by requesting permission from school. Proof of an authorised absence must be provided.
- If the duration of absence is longer than 5 days, the parent should request permission to the Assistant Director of Wellbeing. This request may be denied.
- Parents are to seek routine appointments for doctors, dentists, hospitals, visas or opticians outside of the designated school hours as not to disrupt learning. If this is unavoidable, parents should email a reason to the tutor explaining the absence then the student follows the 'Planned Absence' protocol.

### Planned Absence: (Incl. Leave During School Day)

For a planned absence or if a student needs to leave the school during the day the following needs to happen:

- Parents must email [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) with a reason for the absence (by at least before 16:20 pm the previous school day).
- The subject of the email should include the child's name, Year group and House.
- Academic Support Team may authorise the absence of the student. If admin support is unsure, they can email the Assistant Director of Wellbeing.



- The Attendance Team must assign the student out of school on iSAMs.
- When leaving school, the student must sign out via the main reception.
- If reception staff do not have a record of the student's absence being authorised they will not be permitted to leave the school site.
- Main reception will then contact the main gate guards. The guard house will only let a student leave if they have been informed the student is leaving by reception.
- If a student returns during the school day, they must sign back in at Main Reception and report to their next lesson. Reception will assign them back in school at this time.

#### Authorised and Unauthorised absence

If parent has contacted [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) with a valid reason, in line with the 'Attendance Policy', the school will authorise; If the parent has contacted [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) without a valid reason for their child being absent, the absence will be recorded as 'unauthorised'.

#### Extended Absence

Any other correspondence from parents regarding student absence should be forwarded to [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) who will liaise with the Assistant Director of Wellbeing for further discussion and approval. All parental requests for extended leave of absence should be sent through to [absence@harrowbeijing.cn](mailto:absence@harrowbeijing.cn) and Assistant Director of Wellbeing. All requests of this nature must be reviewed and ultimately approved by Head of US at which point parents will be informed of the authorisation decision in writing by email.

#### Procedures to Follow when Students Arrive Late

Students should arrive at school by 07:50am and be in their tutor room by 08:00am for registration. Students who arrive late, after 08:00am will be marked as late if the tutor has already completed the register. The morning register must be completed by 8:10am. All arrivals after 8:15am must sign in, as late, at main reception.

All students should arrive on time for each lesson, including LSAs. Accumulative poor attendance and/or punctuality will be followed up by the Pastoral Team .



# SCHOOL REPORTING AND STUDENT PARENT TEACHER CONFERENCE (SPTC) SCHEDULE

## LOWER SCHOOL

SPTC: October 2025  
SPTC: March 2026

Mid-year Report: January 2026  
End of Year Report: June 2026

SPTC With Specialists: January 2026

Parents will be provided with formal reports twice a year. These reports aim to provide valuable, detailed information for parents on all subjects within the Lower School curriculum. These reports will share progress and attainment levels, strengths and targets, a summative statement about each subject and an evaluation of students’ demonstration of the Harrow Values. This will be shared as a digital document through Learning Ladders.

SPTCs will be held twice throughout the year with class teachers and Mandarin teachers, during October 2025 and March 2026. SPTC with specialists will also be held in January 2026. Students are encouraged to attend these conferences to be involved in discussions around their learning. Parents will be invited into school to view examples of learning and to discuss attainment, progress and wellbeing with the class teacher. STPCs are often used to share the strengths and successes of the students as well as to share next steps on their learning journey along with how this can be supported at home.

## UPPER SCHOOL

Over the course of the school year, parents will receive information on their child’s progress in the following formats:

- Progress Report – this contains details on your child’s ‘overall grade to date’ in every subject and an assessment of their ‘behaviour for learning’, such as organisation, language development and participation in lessons.
- Full Report – this contains similar details to their progress report, with the addition of written comments from each of your child’s teachers highlighting their strengths and areas for development in each subject.
- Student Parent Teacher Conference (SPTC) - this is an opportunity for you and your child to come and meet each of their teachers in person to discuss their academic progress and strategies for improvement. In Years 7, 8 and 9 this is scheduled to take place over a whole day in January. For Years 10-13 this is scheduled for evening sessions at strategic times during the academic year.
- Reports for students in Years 7-11 will also contain the results of the two GSE (General Standard of English) tests

that students sit during the course of the year.

- Cause for concern meeting – for those students in Years 11 and 13 facing iGCSE and A Level examinations, there are additional opportunities for parents and students to meet with teachers should there be any concerns around their progress in any particular subjects.

At an early stage in the academic year, parents will receive specific detail on the dates that they can expect the above communications to take place depending upon their year group, as well as further guidance on the format and content of the reports we provide to better aid their understanding.

If at any time you have any concerns about your child’s progress, you are advised to contact their form tutor in the first instance, who will be able to direct your query to the best placed person to investigate and reply.

# SAFEGUARDING POLICY AND GUIDELINES

Harrow Beijing is committed to the safeguarding and promotion of the welfare of children as outlined in the PRC Law on Protection of Minors, Keep Children Safe in Education 2025, UN Convention on the Rights of the Child. Safeguarding is the primary responsibility of all members of the Harrow Beijing community. All members including parents, are expected to share this ethos and commitment to uphold school’s safeguarding values with regards to the safe and appropriate care of children. This includes providing a caring, positive, safe and stimulating environment in which the social, physical and moral development of all children and students can be nurtured.

At Harrow Beijing safeguarding refers to following international best practices and expectations, as well as domestic laws and regulations to the continuous process of protecting children from maltreatment, harm or abuse. This includes regular school attendance as set out in the Article 13 of Chinese Compulsory Education Law. We strongly encourage all community members to embrace the ‘speak up culture’ to openly raise any concerns with the Designated Safeguarding Team so that appropriate actions can be taken to ensure the child/children are safe. We pride ourselves in having a strong emphasis upon safeguarding at Harrow Beijing is underpinned by the understanding that safe children make well-rounded, emotionally literate and successful learners.

### The School Counselling Service

The school has two full time bilingual counsellors that work in line with guidelines set out by AISL safeguarding policy and procedures, and guidelines provided by the local Education Bureau. All student data are confidential and kept by individual counsellor and the safeguarding team. The School’s records of our medical and health services are governed by the Data Protection Policy and strictly confidential and secure.

The School recognizes that whilst some of our students will need access to specialist guidance and support to help them deal with wellbeing issues and distress and meet their potential; all students will benefit from the unique perspective that counsellors can offer in both English and Mandarin. The counsellors work collaboratively with the Safeguarding team to develop preventative interventions, group work and provide one-to-one bespoke care when required throughout the School. Students can access this support through self- referral or staff-referral. If you feel that your child could benefit from this type of support, please speak with their class teacher/tutor or Head of Year.

### Parent CPD and Pastoral Support

At Harrow Beijing, we believe that strong partnerships between home and school are vital in promoting student wellbeing, safety, and success. As part of our commitment to family engagement, the Pastoral and Safeguarding Team will offer a comprehensive Parent CPD (Continuing Professional Development) programme throughout the academic year. These sessions will support parents in understanding and navigating key areas of their child’s development, both in and out of school. Topics will include Safeguarding Level 1 for Parents, Online Safety, Managing Behaviour at Home, Mental Health and Wellbeing, Anti-Bullying, Parenting Strategies, and an Introduction to PSHE. These sessions will run alongside key themed weeks such as Anti-Bullying Week, Dignity, Diversity & Inclusion Week, and Online Safety Week. In addition, our popular Parent Coffee Mornings will provide a more informal setting for parents to connect with staff and each other. We warmly encourage all parents to take part in this programme as part of our shared responsibility to nurture confident, compassionate, and resilient young people.



# LEADERSHIP AND SERVICE ACTIVITIES (LSAs)



Harrow Beijing is committed to delivering world-class opportunities to enrich student lives, developing skills and passions in preparation for leadership in our global community. Leadership and Service Activities (LSAs) are the body of enrichment opportunities at Harrow Beijing, which is underpinned by the school's own six leadership attributes and the school's core values, aim to realise our core strategic aim of Holistic Education.

A daily Leadership and Service Activities (LSA) programme is offered after school from 15:30- 16:20 pm every day. Through this programme students get access to a range of enriching activities. The programme aims to be balanced to ensure students have access to a broad range of high-quality activities delivered by dedicated professionals, which are inclusive and allow them to try new things, whilst also nurturing excellence.

Our programme consists of four major strands:

|        |                  |
|--------|------------------|
| Arts   | Service Learning |
| Sports | Super Curriculum |

Students from Reception to Year 13 have opportunities every day to be actively involved in afterschool activities and the extended learning programme. We offer a vast range of enrichment, for all abilities, including LAMDA, Sports, Arts, Aquatics, cognitive, physical and social activities with cultural experiences and service learning helping others. Students are encouraged to embrace a broad and balanced enrichment education working towards outcomes like performing, competing, debating, playing and problem solving. Upper School students can also lead their own LSA programme, developing gifts and passions in activities they care about and can share with other students. The Harrow Beijing staff are committed to offering high quality LSA opportunities that students enjoy, extending their learning, developing further skill acquisition in our quest for Educational Excellence for Life and Leadership.

## STUDENT CHOICE AND ALLOCATIONS

- 1. Student sign-up period:**
  - Parents of Lower School children complete the sign up link for their children. LS parents can request a change to another activity however this depends on availability.
  - US Parents can view the activities on offer, but US students are the only ones who can sign up for their own activities.
  - There is a period of a few days where students can discuss choices with their parents and co-ordinate LSA days with siblings.
  - Upper School students can change to another activity within the system themselves before it closes.
  - Adjustment period and payment period: When the LSA sign up has closed, there is a period of 1 week for adjustment, and an opportunity to sign up for LSAs by clicking “ask to join”. This is where parents and students email the LSA Administrator to make changes in the SchoolsBuddy system. This is also the time payments should be made. When all payments are made for this activity, it will freeze and no further students can be added.
- 2. Activity period:** once the adjustment period has closed, activities start and students are expected to remain in the chosen activities until the end of Season.
3. Please note if your child takes the school bus, LS students must be enrolled in an LSA, US school bus students need to sign up for activities or they will be assigned to the Homework Club.

## PRE-SIGN-UP

Some activities require commitment from specified groups of students, prior to LSAs commencing or for more than one season. The teachers will pre-allocate these students to an activity on a certain day, which requires explicit agreement of students and parents. For example:

- Sports team trials / selection
- School production, Orchestra, Choirs (which runs for more than one term)
- Certain performing arts programmes which are preparing for an event later in the year.
- Some competitive or exam-based activities (LAMDA, FOBISIA Games for example)

If you have any questions or need support, please contact [activities@harrowbeijing.cn](mailto:activities@harrowbeijing.cn)





## HOUSE SYSTEM

The House System was introduced in 2008 and is modelled on the Houses of Harrow School. The school is divided into six Houses:

Churchill (yellow) – named after Winston Churchill, British Prime Minister, Old Harrovian.

Kong Zi (blue) – named after Confucius (Kong Zi), Chinese philosopher.

Ju Ching Chu (red) – named after the philanthropist and mother of Daniel Chiu, founder of Harrow Beijing.

John Lyon (orange) – named after John Lyon, founder of Harrow School in London.

Curie (green) – named after Marie Curie, Nobel Prize winning chemist and physicist.

Song Qing Ling (purple) – named after Madame Sun Yat-sen (also Soong Ching Ling), politician/ philanthropist.

The House system at Harrow Beijing is central to our students' wellbeing and personal development as they journey through their school career and progress into life beyond school. Based on the traditional house systems of Harrow UK, all students belong to one House and develop a strong sense of belonging and allegiance to their House over the course of their time at Harrow Beijing. It is a fundamental ingredient in providing a personalised learning environment in which each child is personally known by a key member of staff.

In the Lower School, students come together in their Houses to compete in House sport trophies, singing competitions and even building shelters! Pastoral care is provided by the Class and Support Teachers while guidance and oversight is

provided by the Year Group Leaders and Head of Pre-prep.

Students in the Upper School also belong to one of these six Houses. Each House is led by a House Tutor. The House Tutors are supported by the Assistant Director of Wellbeing which provides further tiers to our approach to a collaborative pastoral support system.

The role of the House Tutor is to set the 'tone' of the House and will plan, implement and lead many aspects of what gives a House a distinctive feel.

As part of the strategic vision at Harrow Beijing the House system is vital to ensuring all students achieve their full academic and individual potential, which will in turn offer them a supportive environment in which they can flourish.

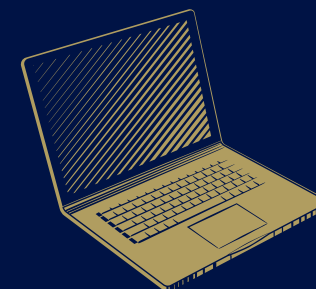
House events may include:

- Sports Days
- Charity events
- Dance, singing, artistic competitions
- Harrow Ducker
- House Music
- Different sports and swimming competitions

The Houses afford students a smaller, closer community within the school, and broaden the range of activities and support available.

Points are awarded to Houses for winning and placing in competitions as well as for good performance during their daily activities. At the end of each academic year, the number of points accumulated by each House is calculated and the 'winning' House is recognised.

## SECTION 2: SCHOOL OPERATION





# MEALS AND LUNCHES



The school serves lunches for all students. The lunches are balanced and nutritious to meet the demands of students at all stages. There is a fair choice of options together with porridge, soup and fruits.

For Pre-Prep and EY, school provides lunch and two snacks. For Upper School, school provides lunch and one snack every day.

Eating together is an important part of our culture and there will be special dishes in celebration of British, local and international festivals.

### Breakfast Club

We run a highly successful Breakfast Club at Harrow. Breakfast Club runs every weekday from 07:10 am-08.00 am. During this time, the students have a nutritious breakfast and can take part in activities and have time to socialise with their peers before school starts. Attending Breakfast Club enables students to be dropped off at school from 07:05 am.

| Category     | Lunch & Snack                                                         | Paid Snack (Optional) |
|--------------|-----------------------------------------------------------------------|-----------------------|
| School Phase | EY&Lower School: 1 lunch+ 2 snacks<br>Upper School: 1 lunch + 1 snack | Upper School only     |
| Price        | 42                                                                    | 10                    |

Catering fees will be collected by the school, for more details please refer to school emails. For catering issues, please contact [catering@harrowbeijing.cn](mailto:catering@harrowbeijing.cn).

# ICT

Students will be given school account details to access the school's ICT systems and applications, such as the iSAMs Student Portal, Microsoft Office 365 and more.

We have a Bring Your Own Device (BYOD) policy for students in Years 5-13. The Bring your own device (BYOD) approach ensures that students have increased access to technology and the internet to enhance learning, enjoy greater opportunities for personalised and independent learning, as well as improved digital literacy and confidence using online tools. Students may bring their own devices to the ICT department on the 3rd floor to connect to the school network and set up the necessary applications. All students using their own devices must comply with the school's ICT policy.

To ensure student safety at all times throughout the school day, students are required to add school SSI to their devices to enable them to log on the school WIFI. Harrow Beijing operates a robust filtering and monitoring system monitored by the ICT and Pastoral Teams.

The recommended device specifications are :

- Laptop PC with a full Windows operating system
- Recommend Windows 11 version or newer
- Support modern web browser Microsoft Edge, Firefox, Chrome and can connect to Internet
- 13-inches screen (Touch screen and a stylus are optional; New Y5 and Y6 students should bring WOS laptop with touch screen)
- 14th Generation Intel Core i5 Processor
- 16GB RAM, 256GB Solid State Disk
- Anti-virus software
- 3-Years Warranty
- MS office (Students do not need any Office 365 subscription with this as it is available to download using their school logins from office.com).

Alternatively, students will already have a suitable device (including Apple MacBook). Please ensure the device meets specification below:

- Laptop with a full operating system
- A minimum 12-inch screen size and physical keyboard
- Support modern web browser Safari, Firefox, Chrome and can connect to Internet
- MS office (Students do not need any Office 365 subscription with this as it is available to download using their school logins from office.com. We encourage all students to download the Office apps onto their devices for ease of use and access. The School ICT team can help assist with this)
- Able to read eBooks, images and PDF files
- Good battery life (6 hours+)
- Updated Anti-virus software installed
- A camera that can support video and sound recording
- Microphone



### ICT Platform Guide:

| Platform                                                                                                                   | Purpose                                                                                  | Contact                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parent Portal</b><br><a href="http://parents.harrowbeijing.cn">http://parents.harrowbeijing.cn</a>                      | US parents to access school reports, timetable and other academic-related information.   | <a href="mailto:it@harrowbeijing.cn">it@harrowbeijing.cn</a>                                                                                                                                         |
| <b>Learning Ladders</b><br><a href="https://www.learningladders.info/login/">https://www.learningladders.info/login/</a>   | Y2-Y6 parents to access school reports.                                                  | <a href="mailto:lsinfo@harrowbeijing.cn">lsinfo@harrowbeijing.cn</a>                                                                                                                                 |
| <b>Seesaw</b><br><a href="https://app.seesaw.me/#/login?role=parent">https://app.seesaw.me/#/login?role=parent</a>         | EY and LS Parents to communicate with teachers and receive academic-related information. | <a href="mailto:lsinfo@harrowbeijing.cn">lsinfo@harrowbeijing.cn</a>                                                                                                                                 |
| <b>SchoolsBuddy</b><br><a href="https://harrowbeijing.schoolsbuddy.net">https://harrowbeijing.schoolsbuddy.net</a>         | Students & parents to select LSAs and make payment for paid activities.                  | <a href="mailto:activities@harrowbeijing.cn">activities@harrowbeijing.cn</a>                                                                                                                         |
| <b>Meet the teacher</b><br><a href="https://harrowbeijing.meettheteacher.com">https://harrowbeijing.meettheteacher.com</a> | Parents to book SPTC meetings.                                                           | LS parents:<br><a href="mailto:lsinfo@harrowbeijing.cn">lsinfo@harrowbeijing.cn</a><br>US parents:<br><a href="mailto:US_Academic_Support@harrowbeijing.cn">US_Academic_Support@harrowbeijing.cn</a> |

# THE SCHOOL UNIFORM



The school has a strict uniform policy to encourage students to take pride in their appearance and school identity. Upon joining the school, students are required to wear the standard school uniform. Any student arriving at school in non-uniform clothing may expect to be sent home to change.

### The School Dress Code

The standard guidelines for the School Uniform are as follows:

- Shoes should be well polished.
- Shirts are ironed and tucked in at all times.
- Top button is secured with the tie sitting neatly on top.
- Boys are not permitted to wear earrings. Girls should wear only one pair of stud earrings, no other jewellery.
- Hair should be tied off the face, no nail varnish or make-up should be visible.
- Hair should be neat and tidy – it should not be dyed an unnatural colour. Nor should the ends be ‘dipped’ or contrasting streaks applied to hair.
- During the summer, LS students are expected daily to bring in and wear summer hats for outdoor play and PE lessons.

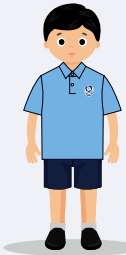
It is expected that a Harrow Beijing student understands the value of property. S/he will treat other people’s property with respect and be responsible in caring for his/her own. Items of great value should be left at home.

### School Uniform Reminders:

- School uniforms can be purchased from Collegepro online website: <https://www.collegepro.cn/> or Wechat Official Account “Collegepro”. The school code is HBJHIS(LS and US), hllschooluniform(Kindergarten).
- Please ensure that all items of your uniform and P.E kit are marked clearly with your name.
- Only Harrow uniform is acceptable. You will be asked to change if you fail to adhere to this dress code.
- Scarves, coats and boots can be worn to school but then must be placed in lockers upon arrival.

### Pre-nursery - Year 1

**Summer Uniform** The uniforms are different from year groups. The full details can be found in School Uniform purchase guide.



Boys

- Summer Short Sleeve Shirt
- Summer Shorts
- Grey Ankle Socks (Optional)
- School Bag (Optional)
- Book Bag
- Boater (Optional)



Girls

- Summer Gingham Dress
- White Ankle Socks
- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)

**Winter Uniform** Winter uniform is worn upon the returning of the October holiday until the end of the spring.



Boys

- Wind Jacket (Optional)
- Winter Trousers
- Winter Woolen Jumper (Optional)
- Winter Long Sleeve Shirt
- Winter Dress
- Boater (Optional)
- White Long Knee Socks (Optional)
- Pantyhose



Girls

- Wind Jacket (Optional)
- Winter Dress
- Boater (Optional)
- White Long Knee Socks (Optional)
- Pantyhose

### Summer Sports Uniform



Boys

- PE Short Sleeve T Shirt
- PE Shorts
- House T Shirt
- Summer Rash Swimsuit (Optional)
- Sport Kit Bag (Optional)
- Rrimmed Hat (Optional)
- Swim Cap (Optional)



Girls

- PE Short Sleeve T Shirt
- PE Shorts
- House T Shirt
- Summer Rash Swimsuit (Optional)
- Sport Kit Bag (Optional)
- Rrimmed Hat (Optional)
- Swim Cap (Optional)



### Winter Sports Uniform



Boys

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)
- Long Sleeve House T Shirt
- PE Long Sleeve T Shirt



Girls

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)
- Long Sleeve House T Shirt
- PE Long Sleeve T Shirt

### Years 2-6

**Summer Uniform** The uniforms are different from year groups. The full details can be found in School Uniform purchase guide.



Boys

- Blazer
- Summer Short Sleeve Shirt
- Summer Shorts
- Grey Ankle Socks (Optional)
- Tie
- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)



Girls

- Blazer
- Summer Gingham Dress
- White Ankle Socks (Optional)
- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)



**Winter Uniform** Winter uniform is worn upon the returning of the October holiday until the end of the spring.



Boys

- Blazer
- Winter Woolen Jumper
- Winter Long Sleeve Shirt
- Winter Trousers
- Tie
- Grey Long Knee Socks (Optional)



Girls

- Blazer
- Winter Woolen Jumper
- Winter Long Sleeve Shirt
- Winter Pinafore Dress
- Tie
- Black Tights



### Summer Sports Uniform



Boys

- PE Short Sleeve T Shirt
- PE Shorts
- Boy's Jammer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)
- Boy's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)



Girls

- PE Short Sleeve T Shirt
- PE Shorts
- Girl's Summer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)
- Girl's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)



### Winter Sports Uniform



Boys

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)
- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)



Girls

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)
- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)



Years 7-11

**Summer Uniform** The uniforms are different from year groups. The full details can be found in School Uniform purchase guide.



**Boys**

- Blazer
- Summer Short Sleeve Shirt
- Summer Trousers
- Grey Ankle Socks (Optional)
- Tie

- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)

**Girls**

- Blazer
- Summer Short Sleeve Shirt
- Summer Skirt
- White Ankle Socks (Optional)
- Tie

- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)

**Winter Uniform** Winter uniform is worn upon the returning of the October holiday until the end of the spring.



**Boys**

- Blazer
- Winter Woolen Cardigan
- Winter Long Sleeve Shirt

- Winter Trousers
- Tie
- Grey Long Knee Socks (Optional)

**Girls**

- Blazer
- Winter Woolen Cardigan
- Winter Long Sleeve Shirt

- Winter Pleated Skirt
- Tie
- Black Tights

Summer Sports Uniform



**Boys**

- PE Short Sleeve T Shirt
- PE Shorts
- Boy's Jammer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)

- Boy's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)

**Girls**

- PE Short Sleeve T Shirt
- PE Shorts
- Girl's Jammer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)

- Girl's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)

Winter Sports Uniform



**Boys**

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)

- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)

**Girls**

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)

- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)

Years 12-13

**Summer Uniform** The uniforms are different from year groups. The full details can be found in School Uniform purchase guide.



**Boys**

- Blazer
- Summer Short Sleeve Shirt
- Summer Trousers
- Grey Ankle Socks (Optional)
- Tie

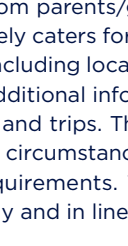
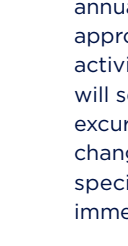
- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)

**Girls**

- Blazer
- Summer Short Sleeve Shirt
- Summer Skirt
- White Ankle Socks (Optional)
- Tie

- School Bag (Optional)
- Book Bag
- Boater (Optional)
- Plain Black Leather Shoes (Optional)

**Winter Uniform** Winter uniform is worn upon the returning of the October holiday until the end of the spring.



**Boys**

- Blazer
- Winter Woolen Cardigan
- Winter Long Sleeve Shirt

- Winter Trousers
- Tie
- Grey Long Knee Socks (Optional)

**Girls**

- Blazer
- Winter Woolen Cardigan
- Winter Long Sleeve Shirt

- Winter Pleated Skirt
- Tie
- Black Tights

Summer Sports Uniform



**Boys**

- PE Short Sleeve T Shirt
- PE Shorts
- Boy's Jammer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)

- Boy's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)

**Girls**

- PE Short Sleeve T Shirt
- PE Shorts
- Girl's Summer Swimsuit
- House T Shirt
- Summer Rash Swim Shirt (Optional)
- White Training Shoes (Optional)

- Girl's Sports Leggings (Optional)
- Sport Kit Bag
- Baseball Cap
- Swim Cap
- Sport Ankle Socks (Optional)

Winter Sports Uniform



**Boys**

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)

- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)

**Girls**

- PE Tracksuit
- PE Pants
- Winter 3 in 1 Jacket (Optional)

- Long Sleeve House T Shirt (Optional)
- PE Short Sleeve T Shirt
- Sport Mid-Calf Socks (Optional)

# MEDICAL, HEALTH AND CLINIC PROCEDURES

It is our school policy to promote a safe and supportive environment for all students. Our health care processes are carefully designed and reviewed regularly to provide support and care for all students. Support staff and selected academic staff have regular first aid training. We have a designated Clinic in the school which can be accessed by students as needed for first aid treatment.

Medical information on all students is required and collected annually from parents/guardians in order that the school can appropriately caters for students' needs during normal school activities including local and international residential trips. We will seek additional information for particular participation in excursions and trips. The school must be notified of any new changes to circumstances including conditions, medication or special requirements. This must be provided to the school immediately and in line with our safeguarding policy.

THE SCHOOL CLINIC

The School Clinic is located in the main school off the lower school playground. Procedures are based both on the guidelines and on UK guidelines for health provision within schools.

The School Clinic is staffed by first aid qualified nurses.

Clinic opening hours:

Monday to Friday 7.00AM. – 17.00PM.

Clinic contact details

Telephone: (86 10) 6444 8900-6100/6200

Email: [clinic@harrowbeijing.cn](mailto:clinic@harrowbeijing.cn)

As a school we promote good health of our whole community and have very clear guidelines on when a child should not come to school due to illness. We know that young children and students are often in close proximity to each other so please be reassured that we are very conscientious of our students' health and do all we can to reduce the risk of illness spreading.

As a school all students who have a temperature above 37.3 degrees Celsius, we ask that they remain at home until they have been fever-free for 48 hours without the assistance of medication. Any student who has gastric symptoms such as vomiting or diarrhea must also be kept home until they have been symptom-free for 72 hours based on local guidelines, please speak with the health team for details. This reduces the

risks of these infections being passed onto others. When a common childhood illness occurs during term time, we send out letters to the specific year groups that may be affected reminding parents to be vigilant. Additional deep cleaning and disinfection of the school environment will also be organized by the school.

During the admission process, all parents must complete the Medical Health Record and Immunisation Form for their child accurately. This gives us essential information on your child's health needs and two emergency contact details. In specific cases, for students with special health needs, a medical care plan may be put in place in consultation with the parents, school and sometimes external specialists.

In Lower School, if a student becomes unwell during the school day or sustains an injury, school teachers bring students into the Clinic. In Upper School, students are given permission and slips to visit the Clinic for safeguarding purposes. Clinic staff will carry out any necessary first aid and then parents will be contacted if the child requires further medical attention from a doctor or hospital. Even if your child is well enough to return to class, you will receive a communication informing you of where your child visited. In the case of an injury to their head or another serious condition, parents will be contacted immediately to come to school or meet at the hospital. Regular audits take place within the school.

The Clinic stocks basic over-the-counter (OTC) medicines and parents will have received consent forms for the administration of basic medication when your child first joined the school. If your child has been ill and requires regular medication during the school, we ask that parents provide a doctor's prescription along with hospital reports along with the medication in the original container with the instructions clearly visible.

Please contact the Clinic if you have any concerns or would like to update them with new information.

AQI POLICY

The AQI is an index for measuring daily air quality. It tells us how clean or unhealthy the air is, and what associated health effects might be of concern.

All students will stop all outdoor activities once the AQI value reaches 175 and above

# SCHOOL SECURITY AND SAFETY

The school strives to offer the highest level of security and safety for our students, community and visitors to Harrow Beijing.

When visiting the campus, all parents must scan our QR system provided at the front gate. All parents/guardians must in possession of and wear their parent ID and yellow lanyard, and ensure these are clearly visible. As a courtesy, and for security reasons, it is vital that the appropriate staff members are informed of an intended visit. All visitors to the Harrow community are asked to sign out.

Kindly note that making an appointment is necessary for entry into the school during school hours. Our security team will verify your identity and appointment with relevant personnel and guide you to the waiting area.

Should you misplace or forget your parent ID, you will be asked to sign in at the front gate and receive a temporary yellow lanyard for your visit. ID must be provided as part of this process. Parents will be asked to wait whilst the security team confirm their identity and appointment.

Parents should only be on-site if they are dropping- off/collecting their children, attending an arranged meeting with a member of

Harrow Beijing staff or attending an event, fixture, competition, activity to which they have been invited. We ask that parents wait in the designated areas as directed by the school. Unless invited specifically by staff, parents are not permitted into classroom corridors or other areas of the school facility. It is important that congregating parents do not disturb the lessons or learning of the students during school hours. Parents are welcome to come to the school and support their children in organized games, sports or other activities by invitation. When visiting Harrow Beijing, parents must never take images/videos or recordings of students (other than one's own child) or staff members without consent.

No vehicles are permitted on school grounds. Free parking is available opposite the school's main entrance. Parents should drop children off in the designated places. Bathroom facilities are located at various locations of the school. Parents and visitors are prohibited from using the student's bathroom facilities and must only use the designated adult bathrooms.

All visitors are expected to respect and adhere to the school's no-smoking policy. Smoking is strictly prohibited in all areas of the school.



## SECTION 3: PARENT-SCHOOL COMMUNICATION







# CONCERNS AND COMPLAINTS

Harrow Beijing values the feedback it receives from parents and the community. Responding to feedback demonstrates the school's commitment to open communication with the school community and the community at large. Complaints about any aspect of the school's operations, service or personnel will be handled responsibly, openly and in a timely manner, with the aim of resolving any complaint via an articulated process and respecting the confidential nature of such matters. Complaints are treated as constructive suggestions, which may be used to improve standards and prevent the recurrence of similar issues.



### It's Good to Talk!

At Harrow Beijing we want everyone to feel that their voice is heard. We understand that sometimes it's difficult to know who to speak to. This guide will help you decide who to go to.

#### Pastoral (well-being)

Things like...

- Friendship issues, loneliness, unhappiness, Social and emotional issues,
- Coping skills, conflict resolution, crisis intervention etc

You can talk to

Tutors or Class teachers, School Counsellors, Heads of Year, or the Director of Wellbeing

#### Co-curricular (LSA, Sport, Arts)

Things like...

- Sports teams
- Coaches and team selection
- Expeditions and trips
- Orchestras, bands, exhibitions etc

You can talk to

Tutors or class teachers, Sports Coaches, Activity Leaders, Directors of PE & Sport or Head of Music or the Head of Arts

#### Academic

Things like...

- Homework, classwork, tests,
- Extra help and support with schoolwork
- Subject choice matters
- Careers and university advice
- Pathways and teacher allocation etc.

You can talk to

Tutors or class teachers, Heads of Departments, Heads of Year or the Director of Studies

#### Any matters still not yet resolved

You can talk to the Communications Department or the Head Master

#### School-wide or operational matters

Things like...

- Policy and procedure
- Management and leadership
- Finance and facilities
- School lunch and school bus
- Lost and found
- Safety matters

You can talk to

SLT or Operation staff

You can get the contact details for any of these people easily via the school helpline: 64448900 ext. 6, or [communications@harrowbeijing.cn](mailto:communications@harrowbeijing.cn)

# PARENTAL INVOLVEMENT

## Parent Partnership Programme

Extensive research shows that parental involvement in their children's education has a very significant positive influence on exam results and behaviour. As a result of this, Harrow Beijing has developed the Parent Partnership Programme. This scheme is based on the national standards from the United States according to a model developed by Professor Joyce Epstein from Johns Hopkins University. The Parent Partnership Programme encourages parents to be involved in the school in six different areas: Parental Training, Learning at Home, Communication, Collaborating with Community, Volunteering and Decision Making for Student Success.

The school provides many information sessions, workshops, parent newsletter and other activities that allow parents to participate in these areas.

## Friends of Harrow

Friends of Harrow is a parent community composed of dedicated parents from all year levels. Through the 'Friends of Harrow', parents hold events to welcome new families, help organise school fairs, raffles, more formal events and help to facilitate communication with all the different communities of an International School. Occasions such as the annual Speech Day provide an opportunity for all those with whom we have links to mix with children, staff, parents and governors to celebrate the school's achievements that year.

## Parent Class Representatives

In the Lower School, parent class representatives serve a primary role in maintaining good communication between parents, teachers and the school in general. Parent class representatives may organize activities relating to the class, receive questions on a specific subject i.e. (school trips, transport, health and safety, canteen, etc.) from parents. They can communicate messages from other classes or school



groups, raise questions, ideas and problems directly with the teachers. Importantly, they are a point of contact for new parents. Class representatives are not used to help other parents express concerns about their own children. This should be organised directly between the parents themselves and the teacher according to the school's Communications Policy.

## Parent Consultative Committee

In the Upper School the Parent Consultative Committee (PCC) again serves a primary role in maintaining good communication between parents and the school. The PCC is made up of one parent from each Phase in each House. It meets once a term to discuss with the school and answer any questions that may be asked by parents. This enables the PCC representatives to effectively communicate with the parents in their Houses. They can also communicate with the House Leaders directly and assist with the many House events that take place each year.



# FEE STRUCTURE

## ACADEMIC YEAR

### 2025/2026



### Tuition Fee

The tuition fee covers teaching and learning on campus, online or a hybrid of both.

| Year Group           | Tuition Fee (RMB) |
|----------------------|-------------------|
| Pre-nursery, Nursery | 228,600           |
| Reception            | 259,600           |
| Year 1               | 282,600           |
| Year 2               | 295,800           |
| Years 3,4            | 305,800           |
| Years 5              | 306,800           |
| Years 6              | 309,800           |
| Years 7*, 8*         | 321,600           |
| Years 9,10*,11       | 336,000           |
| Years 12, 13         | 352,600           |

Year groups marked with an asterisk (\*) will offer intensive classes. If your child is enrolled in an intensive class, an additional annual tuition fee of RMB 20,000 will be charged.

To be entitled to early bird discount, the tuition fee must be paid in full by the due date stated on the invoice. The early bird discount ceases once the student withdraws from Harrow Beijing during the academic year.

### Discounts

In an effort to assist families, the school has a tuition discount for families with multiple siblings. Discounts will be applied for siblings who are in the school at the same time. The discount is applied to the second and subsequent sibling(s) in the order of birth.

|                             |             |
|-----------------------------|-------------|
| 2nd child                   | 5% Discount |
| 3rd child                   | 10%Discount |
| 4th and subsequent children | 15%Discount |



### Withdrawal and Refund Policy

A written notice must be given 3 months prior to a student's withdrawal from the school. This is to ensure the school has sufficient notice with which to plan fee levels, other resources and the curriculum. Following a timely withdrawal, the refund will be as below:

| Withdrawal Date                                             | Each Semester |
|-------------------------------------------------------------|---------------|
| Before semester starts                                      | Full refund   |
| Within 1 month after semester starts                        | 80% refund    |
| More than 1 month but within 2 months after semester starts | 60% refund    |
| Two months after semester starts                            | No refund     |

Refunds of tuition fees will only be made after the return of the Official Tax Receipt (Fapiao) issued by the school.

The Head of School and the School Governors may review withdrawals/refunds on a case-by-case basis at their discretion.





# HARROW BEIJING SCHOOL CALENDAR 哈罗北京 2025/26 校历

| 8月 |    | AUGUST |    |    |    |    |  |
|----|----|--------|----|----|----|----|--|
| M  | T  | W      | T  | F  | S  | S  |  |
|    |    |        |    | 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 |  |

| 9月 |    | SEPTEMBER |    |    |    |    |  |
|----|----|-----------|----|----|----|----|--|
| M  | T  | W         | T  | F  | S  | S  |  |
| 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 |           |    |    |    |    |  |

| 10月 |    | OCTOBER |    |    |    |    |  |
|-----|----|---------|----|----|----|----|--|
| M   | T  | W       | T  | F  | S  | S  |  |
|     |    | 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 |    |    |  |

| 11月 |    | NOVEMBER |    |    |    |    |  |
|-----|----|----------|----|----|----|----|--|
| M   | T  | W        | T  | F  | S  | S  |  |
|     |    |          |    |    | 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 |  |

| 12月 |    | DECEMBER |    |    |    |    |  |
|-----|----|----------|----|----|----|----|--|
| M   | T  | W        | T  | F  | S  | S  |  |
| 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       |    |    |    |    |  |

| 1月 |    | JANUARY |    |    |    |    |  |
|----|----|---------|----|----|----|----|--|
| M  | T  | W       | T  | F  | S  | S  |  |
|    |    |         | 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 |    |  |

| 2月 |    | FEBRUARY |    |    |    |    |  |
|----|----|----------|----|----|----|----|--|
| M  | T  | W        | T  | F  | S  | S  |  |
|    |    |          |    |    |    | 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 |    |  |

| 3月 |    | MARCH |    |    |    |    |  |
|----|----|-------|----|----|----|----|--|
| M  | T  | W     | T  | F  | S  | S  |  |
|    |    |       |    |    |    | 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 |       |    |    |    |    |  |

| 4月 |    | APRIL |    |    |    |    |  |
|----|----|-------|----|----|----|----|--|
| M  | T  | W     | T  | F  | S  | S  |  |
|    |    | 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 |    |    |    |  |

| 5月 |    | MAY |    |    |    |    |  |
|----|----|-----|----|----|----|----|--|
| M  | T  | W   | T  | F  | S  | S  |  |
|    |    |     |    | 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 |  |

| 6月 |    | JUNE |    |    |    |    |  |
|----|----|------|----|----|----|----|--|
| M  | T  | W    | T  | F  | S  | S  |  |
| 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 |      |    |    |    |    |  |

| 7月 |    | JULY |    |    |    |    |  |
|----|----|------|----|----|----|----|--|
| M  | T  | W    | T  | F  | S  | S  |  |
|    |    | 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 |    |    |  |

**First Day of Term** 学期开学  
**School/Public Holiday** 学校/公众假期  
**Staff Inset** 教师培训 (学生不到校)

**Catch Up Date** 教学进度调整日  
**School Finishes at 12:00p.m.** 中午12点放学

\*Calendar dates may be subject to change to align with official holiday arrangement

日期或因公众假期而进行调整



## VALUES OF LIFE

### 奔向前方

Maestoso ♩=70

*mf*  
My school is in me. Al-ways a guide for me. I walk with  
4  
*f*  
thee. I walk with thee. The path is set for me. The goal is clear to see. I fol-low  
8  
*ff*  
thee. I fol-low thee. A life of fel-low-ship I seek. A  
12  
life with ho-nour I will keep. And with bound-less cour-age, I walk with hu-mi-li-ty.  
15  
Hold these val-ues close to me. In my life so oth-ers see. Path-way to the truth I seek.  
18  
I fol-low thee. I fol-low thee. Your strength is with me.  
23  
Your love is with - in me. I walk with thee. I  
26  
fol-low thee. I walk with thee. I fol-low thee.  
29  
*mf*  
A life of fel-low-ship I seek. A life with ho-nour I will keep.  
32  
任凭风 雪 雨 露 霜， 未 来 路 有 你 作 伴。  
35  
And with bound-less cour-age, I walk with hu-mi-li-ty. Hold these val-ues close to me.  
爱 赋 予 我 荣 誉。 坚 持 我 梦 想， 勇 敢 的 奔 向 前 方。 爱 给 我 毅 力，  
38  
In my life so oth-ers see. Path-way to the truth I seek. I fol-low thee.  
爱 赋 予 我 荣 誉。 谦 和 的 心， 都 因 为 你。  
*ff*  
I fol-low thee. Fol - low thee!



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Educational Excellence *for* Life and Leadership  
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**Harrow Beijing**

No. 287, Hegezhuang Village, Cuigezhuang  
County, Chaoyang District, Beijing, China

[www.harrowbeijing.cn](http://www.harrowbeijing.cn)