



# HEADTEACHER'S WELCOME

Dear Parents,

It is my great pleasure to welcome you to WenLin Chinese School. Thank you for choosing WenLin. My team and I hope that your child/children will love learning Mandarin and the rich culture behind it, with us.

This handbook aims to highlight some of the practical arrangements of WenLin, which we hope you will find useful. We warmly invite you to come to see, call or email me, or the Deputy Head, to discuss your child/children's learning. We want to work very closely with you to set a wonderful experience for them in learning language and culture.

Ms Haiyun Rosa Wang

## Absence

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If your child/children are absent from School please email/WhatsApp the school before the class starts. Please be aware that our teachers cannot be expected to make exceptional arrangements to cover the lesson missed.

## Anti-Bullying Policy

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At WenLin Chinese School we believe that all members of the school are entitled to a safe and happy environment. Bullying and anti-social behaviour are not tolerated and every effort is made to deal with incidents immediately. There is a comprehensive Anti-Bullying Policy in school which is available to view on the school website.

## Arrival and departure

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The classroom doors will open 15 minutes before the class starts time. A prompt arrival, prior to class start time really does make a big difference to how children engage and evolve in the class.

Children are dismissed from the school gate at pick-up time. If your child/children are allowed to come to school and make their own way home from school, we require parents' written permission by email to [info@wenlinchineseschool.org.uk](mailto:info@wenlinchineseschool.org.uk)

## Bedtimes

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Whilst this will inevitably vary from family to family, in our experience of teaching Mandarin to a range of ages, we have found that children who get to bed at a reasonable hour the night before their class are more engaged, and have a better learning experience. Sleep guidance for different ages can be found at <http://www.nhs.uk/live-well/sleep-and-tiredness/how-much-sleep-do-kids-need/>



## Break and Snack

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We promote healthy eating and a 'nuts-free' policy at our school. All children will be supervised to wash their hands before eating their snacks. We ask that children do not bring sweets and any food that contains nuts including sesame seeds to school.

If your child has any form of allergy, please write to the school with full details ASAP.

## Child Protection

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WenLin Chinese School fully recognises that it is everyone's responsibility for child protection and we take the safeguarding of children extremely seriously. Full details of our Child Protection Policy can be found on the school website. The Designated Safeguarding Lead (DSL) is the Headteacher Ms Haiyun Rosa Wang. 07883 025706, [rosa@wenlineducation.com](mailto:rosa@wenlineducation.com)

## Communication

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We always welcome parents to come to see us in person to discuss any issues pertaining to your child/ children's learning. Class teachers are available for a brief word at drop off and pick up. Should you need a longer period of time please email the school to make an appointment to see them or the Headteacher.

Contact details:

Headteacher Mrs Haiyun Rosa Wang 07883 025706 [rosa@wenlineducation.com](mailto:rosa@wenlineducation.com)

Senior deputy head Mrs Jianting Lily Zhu 07389 191482 [jiantingz@wenlinchineseschool.org.uk](mailto:jiantingz@wenlinchineseschool.org.uk)

The school website [www.wenlinchineseschool.org.uk](http://www.wenlinchineseschool.org.uk) is updated regularly and contains useful information about the school.

Letters are sent out to all parents via email termly. We use class WhatsApp to keep parents informed about class and homework information.

We respond to your emails within 24 hours.

## Concerns and Complaints

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Parents who are concerned about any matter, however small, are asked to raise it at an early stage with the class teacher or the Headteacher. It can be an informal conversation at the soonest possible time. All concerns will be dealt with promptly and feedback given to the parents as soon as the matter has been investigated.

## Data Protection

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At WenLin Chinese School we are committed that any and all information, we hold about you and your child/children, will be kept safe and secure. We only hold the minimum personal information that is



required for school administrative purposes. We will not provide personal information to others unless legally required to do so or in the legitimate course of business.

If any of the personal information provided changes, please notify the school as soon as possible in order that the personal information can be updated.

There is a comprehensive GDPR policy available to view on the school website.

## Exams and Assessments

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We conduct internal end-of-term assessments to monitor children's progress in all four key language areas. We do not want children and parents to feel pressurised by these assessments. They are conducted informally in fun settings. The results are only used for us to identify children's strengths and weaknesses and to help us to adjust where necessary – lesson planning for the following term.

Parents can discuss the results with class teachers.

We organise YCT Youth Chinese Test and HSK Chinese Level Test once a year, usually in May or October of each year. Further information about this test and how to enter will be given during a parent workshop in the term.

We occasionally organise children to participate in various competitions with other Chinese Schools, regionally and nationally such as recitation competitions, writing competitions, and Chinese calligraphy and Chinese painting competition. We believe by participating in these competitions gives children a sense of achievement and encourage children to try things with confidence. We especially value the events that give our students opportunities to develop such as visiting China and scholarship applications for studying in China.

## Fees

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School fees are calculated termly according to the total number of sessions in each term. Fees are payable by Bank Transfer or childcare vouchers in full before the first day of each term.

The pupil will not be admitted into the class without fee payment. Late payment will incur a 10% admin charge.

The withdrawal of a pupil requires a minimum half-term notice given in writing to the Headteacher, or one-half-term fees in lieu.

Parents who have paid fees late or whose fees are overdue may be asked to pay one term's fees as an additional deposit. If necessary, the School will instruct solicitors to recover unpaid fees with interest and all costs incurred will be recoverable in full.

We reserve the right to review fee levels at any time.

## Health and Medicine

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All medical forms, which contain contact details and health notes, should be returned to school as soon as possible. If your child is required to take medicine at school, please ensure that it is in the original container from the pharmacy and that it is clearly named.

Parents should complete a medicine form (email the school to request a copy) listing the medicine, dosage times and amounts.

If your child has an accident whilst, at school, an accident report will be completed which you will be asked to countersign when collecting your child. All head injuries will be reported to allow for monitoring at home.

## Health and Safety

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All members of staff are subject to DBS (Disclosure & Barring Service) checks. There is a Health and Safety Policy which can be viewed on the school website.

## Homework

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Homework provides an extra opportunity for children to consolidate and apply what they have learnt in class. Regular, consistent homework exercises can be crucial for learning languages.

We recommend 10 minutes for children under 8 years old and 15 minutes for 8 years+ daily access to Mandarin home learning resources time.

If your child/children have difficulty completing their homework, please message their class teacher on WhatsApp. We will help to explain.

## Mobile Phone Policy

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Our pupils who travel to school and return home by themselves, are entitled to bring a phone to school. Parental permission must be given.

Mobile phones are not allowed to be used during class sessions unless for purpose of accessing learning resources set out by the teachers.

## Parents' Meetings and Reports

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At the beginning of each term, there is a New Parents' Information Meeting. The Headteacher will outline helpful information about the school and how to support the children's Mandarin learning at home.

In the Autumn and Summer Terms, there are Parents' Meetings where you will be able to discuss your children's progress with the class teacher.

Reports are written at the end of the Summer term and emailed to parents.

## Photo and video consent

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Occasionally we may take photographs and videos of the children at school. We use these images and footage as part of our school displays and sometimes in other printed publications like the school brochure, school newsletters, school social media and on our school website.

Regularly every term, we film our teachers teaching for teacher training, and performance review purposes. The footages are only used for the purpose intended.

To comply with data protection laws we need parents' permission before we can photograph or make any recording of their children, all parents are required to have completed a consent form and completed forms are kept centrally in the school office for reference.

If a parent wishes to change their level of consent they should complete a new form and return it to the school office to inform the school of the change.

Teachers may take photographs of pupils at appropriate moments during class activity time. These are then made available through the class WhatsApp group to the children's parents as a means of keeping them informed about their children's learning activities.

To comply with the law, our guiding principle is as follows, regarding the use of personal mobile devices, cameras or any other device to film or to take photographs in school or at school events:

No photograph or film taken in school or at school events may be published (this includes on any social media platform such as Instagram, Facebook, Twitter, YouTube or Vimeo - regardless of privacy settings - or in any other way) without the explicit consent of each person recorded and, in the case of a child, without the explicit consent of their parents.

We kindly ask all parents to be very mindful when sharing photos of school events which contains an image of other children on any of their personal social media.

## Rewards and Discipline

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All pupils are expected to behave with respect and good manners to everyone they meet, including their teachers and fellow classmates. All pupils and parents are required to respect the school rules.

Children are rewarded for good work, positive behaviour and kindness. This is done through a reward token system, weekly star certificates, school value badges, end-of-term Speaking, Writing and Hard work, and WenLin Star Awards. We reward team effort. A WenLin Star Class trophy is awarded to the best class of the term.

At the end of the academic year in July, we present star pupil awards, certifications, and prizes for attainments in various areas.

Conversely, if a child misbehaves or fails to complete homework in more than three consecutive weeks, we will inform you and expect improvement. Please kindly note we can not be responsible for the consequence of a lack of commitment to learning.



## School Values

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WenLin is centred on five key values KCHRP: **K**indness, **C**onfidence, **H**onesty, **P**erseverance and **R**espect. These key values are engrained in every aspect of the school.

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## Scholarships

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Academic Scholarships are awarded to those children who perform exceptionally well in Mandarin learning at WenLin Chinese School. The students who score the highest grades in their examinations, have full attendance, achieve high standards in the completion of homework, and anyone winning in national and regional Mandarin competitions.

All children who are 5 years or older are invited to apply for this scholarship by completing the application form and returning it at the end of each academic year in July. The applicants need to demonstrate their commitment to learning Mandarin in the application form and interview. The decision of the successful students who win the award will be made in September each year.

Scholarships range in value from 10% to one-third of tuition fees. The Scholarship can be supplemented with an additional Bursary if there is a genuine financial need for outstanding students.

Scholarships may be held by the child until the holder leaves the School, subject to satisfactory progress and conduct and this will be reviewed termly by the school.

This handbook is reviewed and updated in January 2023