

Educational Excellence *for* Life and Leadership
育以至善 · 卓以领航

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HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校
HAIKOU 海口



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校
HAIKOU 海口



HARROW
LITTLE LIONS
EARLY YEARS CENTRE
哈罗小狮幼教中心
HAIKOU 海口



PARENT HANDBOOK 家长手册
2021/2022

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家长手册



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HARROW



HARROW
HAIKOU



A MESSAGE FROM THE HEAD MISTRESS

校长致辞

Welcome to Harrow Haikou! We are excited to begin our journey together and we look forward to welcoming you to the Harrow family.

Harrow Haikou is one of several new schools within the Harrow group bringing the rich traditions and history of Harrow London into a new, vibrant, and culturally rich Chinese context.

A Harrow education has been consistently synonymous with excellence for almost 450 years, ever since the day our founding school was originated under a Royal Charter of Queen Elizabeth I in London in 1572. Harrow Haikou draws on all of that excellence over the centuries to provide our pupils with an exciting, inspiring and life-changing education which makes certain they will go on to be successful, fully rounded and genuinely interesting people, wherever they go on to live and work in the world.

Harrow produces leaders. A long and continuing list of Old Harrovians, having been shaped by their Harrow education, have gone on in turn to shape the world around them. Their Harrow genetics have driven them to make the lives of those around them better. Cultivating and nurturing the leadership potential in every Harrow Haikou child is at the very heart of the journey we have designed for our pupils. By constantly exposing them, day by day, to opportunities which will challenge them intellectually, physically, emotionally and socially, both within and outside of the classroom, we watch them grow and flourish.

The Harrow Haikou experience fuses the traditions, history and heritage of Harrow UK within an exciting modern, forward-looking and dynamically global educational setting. At the very core of that experience, which is rooted in strong values and a powerful sense of mission, is academic excellence. Our pupils excel in their studies, progressing on to the most prestigious universities across the world.

欢迎加入哈罗海口!

我们很高兴与家长们一起开始我们的旅程, 并以最大的热情欢迎家长们加入哈罗大家庭。哈罗海口是哈罗集团旗下的几所新学校之一, 它将英国哈罗公学的丰富传统和历史带入了一个全新的、充满生机和文化底蕴的中国环境中。

自1572年英国女王伊丽莎白一世在伦敦颁发王室特许状准许成立哈罗公学以来, 近450年间, 哈罗教育一直是卓越的代名词。哈罗海口汲取了几个世纪以来的优秀经验, 致力于为学生提供令人振奋、鼓舞人心和改变人生的教育。无论他们未来会在世界的哪个地方生活和工作, 他们都能成为成功、全面发展和真正有趣的人。

哈罗孕育了许多著名的领导者。一批又一批的哈罗人, 在哈罗教育的熏陶下, 影响了他们周围的世界。他们把哈罗精神传承给了周围的人, 使他们的生活变得更美好。在哈罗海口, 培养领导力是我们为学生精心设计学习之旅的核心。课堂内外, 我们每天为学生创造各种机会, 来接受智力、身体、情感和社交方面的挑战。日复一日, 我们见证了他们的茁壮成长。

哈罗海口将英国哈罗公学悠久传统历史与现代进取并充满活力的全球教育环境相融合, 我们的教育价值观和使命感的核心是学术卓越。我们希望学生成绩优异, 可以进入世界顶尖大学深造。

Our vision is to provide a high-quality education that blends British and Chinese educational philosophies and curricula whilst developing the next generation.

The best schools give their pupils roots and wings to be successful both academically and personally: roots to know where home is, and wings to fly away and use what they have learned. At Harrow Haikou, our pupils' roots will be in the Chinese and British cultures, history, traditions and language brought together in a way that is uniquely 'Harrow'. Our pupils' wings are the unique Harrow educational experience and the leadership skills they will develop to help them serve the global community.

During the recruitment phase of setting up our new school, we have found a fantastic group of qualified staff who are passionate about education and who have a 'can-do' attitude. Harrow Haikou staff will be determined and will go above and beyond to support the pupils in their academic and personal development. Our teachers are dedicated to delivering rich and varied curricular and co-curricular programmes and are committed to close personal tutoring. We as a community understand the importance of challenging each child to be the best they can be, value new ideas and encourage the development of skills in order for our pupils to become creative, innovative, compassionate and confident adults. As a staff body, we are willing to go the 'extra mile' to support our school to thrive and to become a happy, proud and vibrant community where young Harrovians learn and develop.

This Handbook seeks to provide a resource and guide for parents – primarily to help school and home partner together appropriately in support of your children. It is important to reflect that we all want our children's educational experience to be fulfilling. We believe strongly that we can achieve this goal when we work together. It is our journey together.

I encourage you, the parents of our students, to be involved in the educational journey your sons and daughters will experience at Harrow Haikou, and to work with us in ensuring it is happy, safe, enriching, challenging and fulfilling.

Kind regards
Kelly M Wailes



我们的愿景是融合英国和中国的教育理念，以提供高质量的教育，同时培养下一代。

最好的学校会为他们的学生提供使学术及人生获得成功的根基和翅膀：根基让他们知道家在哪里，翅膀则让他们高飞，学以致用。在海口哈罗，我们的学生将扎根于以独特的“哈罗”方式融合在一起的中英文化、历史、传统和语言之中。我们学生的翅膀则是他们将被培养的独特哈罗教育经验和领导技能，用于帮助他们服务于全球社会。

在建立新学校的招聘阶段，我们招募了一群优秀的教职员，他们对教育充满热情，并具备“使命必达”的心态。哈罗海口的教职员将下定决心，并会全力以赴地支持学生的学业和个人发展。我们的老师致力于提供丰富多样的课程和联合课程，并致力于密切的个人辅导。作为一个社区，我们理解挑战每个孩子尽可能发挥最佳水平的重要性，重视新思想，鼓励技能发展，以便让我们的学生成为有创造力、有创新精神、富有同情心和自信的成年人。作为一个教职员团体，我们愿意付出“额外的努力”来支持我们的学校发展壮大，成为一个快乐、自豪和充满活力的社区，让年轻的哈罗人在这里学习和发展。

本手册旨在为家长提供家校联合培养学生的资源和指南。给孩子创造一段充实的教育经历是非常重要的。我们坚信只要大家携手共进，就能实现这一目标。这是我们共同的旅程。

我鼓励家长们参与到孩子在哈罗海口的求学之旅中，期待我们共同携手为孩子们快乐、安全、丰富、充实和具有挑战性的求学之旅保驾护航。

顺颂商祺
Kelly M Wailes





HISTORY AND TRADITION 历史与传统

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.

每个学生都是全球哈罗大家庭中的一员。

每个学生都有机会为哈罗的传承贡献一份力量。

作为哈罗大家庭的一员，我们拥有共同的哈罗符号、专用语以及追求卓越教育的使命，并以此为荣。

PARENT HANDBOOK

WE ARE AN ACADEMIC SCHOOL 我们是一所学术性学校

We are academically selective.

We support every student in achieving academic excellence.

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

We celebrate academic achievement.

We support English as an Additional Language Learners to achieve native English fluency levels.

我们遴选学术优秀的学生。

我们帮助每一名学生达致学术优秀。

我们的毕业生进入世界顶尖大学深造。

我们为我们的学术成就而自豪。

我们将致力于帮助母语非英语的学生达到英语母语水平。



PARENT HANDBOOK

HARROW HAIKOU

HOLISTIC EDUCATION



全人教育

Every student will develop a portfolio of participation, passions and interest through our Leadership and Service Curriculum and enrichment activity programme. 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.



学校为每一名学生建立“课外活动档案”，记录他们在活动中的参与度、兴趣以及爱好。



学校鼓励每一名学生发展符合哈罗传统的价值观、道德观和言行规范，并最终成长为优秀的世界公民。

学校鼓励每一名学生保持关注并积极参与学校、本地区以及全球范围内的社区活动。

CLOSE PERSONAL TUTORING

密切的个人辅导

Every student will be known by a key staff member.

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

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

每一名学生在学校都会有一名熟知该生情况的重要教职人员。

学校为每一名学生建立个人学习档案，记录其学术成长历程。

我们通过广泛丰富的活动培养学生的领导力。

GUIDELINES FOR PARENTS OF STUDENTS AT HARROW HAIKOU

We are delighted that you have chosen to educate your child at Harrow Haikou. The staff and leadership of the school take their role very seriously 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.

Equally, Harrow Haikou is a selective school and entry is a privilege that comes with reciprocal responsibilities for staff, students and parents.

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 academic attainment. This handbook seeks to provide parents with information on how the school and home can work together in support of your child's education and personal growth, as well as rules that govern operations on the campus, and guidelines for parents in modelling the values and ethos of a Harrow education.

When enrolling your child at Harrow Haikou, you are accepting the unique values, ethos, teaching style and curriculum that we offer. We can support you to understand this perspective, but we will not make excuses or change what we know works to suit personally held views or values. All parents need to trust the judgment and professionalism of the staff of the school to deliver the unique learning environment that sets Harrow Haikou apart from other schools.

Above all, it is important to note that parents and the school want the same outcome for the students – happy, healthy, responsible and successful young people.

哈罗海口家长指南

很高兴您为孩子选择了哈罗海口。学校的管理层和教职员将以支持与帮助学生取得成功为己任。学生的成功不仅包括学术成就，还包括他们的自我发展、个性成长、公民意识和领袖特质的养成。

同时，哈罗海口严选入学新生和新员工，哈罗海口的员工、学生和家長也应不负期望，履行自己应尽的责任。

大量研究结果表明，家长在孩子教育和学校活动中的参与程度是孩子取得学术成就的重要因素。本手册为哈罗海口的家长们提供以下方面的指导：学校与家庭如何为孩子的教育和个人成长通力合作，学校日常工作管理的各项规定，引导家长以身作则践行哈罗教育的价值观和理念。

为您的孩子选择在哈罗海口就读，意味着您接受了我们独特的价值观、校风、教学风格和课程设置。我们会帮助家长融入学校，也希望您就具体问题的判断力及专业水平给予我们足够的信任。我们营造出的独特学习氛围是区分哈罗海口和其他学校的重要标志。

总之，最重要的是，家长和学校对学生们的期望是一致的——希望在我们共同的努力下，学生们都能成长为快乐、健康、有责任感、学有所成的青年才俊。

OUR VISION

我们的愿景

The leadership attributes are:

Making a positive contribution to community – so as to demonstrate consideration for the needs of others, build constructive and effective relationships and take responsibility for the reputation of the school and its community.

Applying knowledge with compassion – so as to respond emotionally and intelligently to others and the environment, treat others with tolerance, respect and consideration, and understand the importance of service.

Solving problems collaboratively – so as to work effectively with other team members towards a common goal, respect the opinions of others, communicate effectively and promote good morale.

Solving problems creatively – so as to work with others to generate innovative ideas, meet one's own development needs, actively seek new ideas and opportunities and maintain momentum when problem-solving.

Making just and responsible choices – so as to be receptive to alternative perspectives, adhere consistently to ethical principles and use knowledge of right from wrong as a moral compass.

Facing challenges with determination – so as to be able to cope with change, adapt effectively to unfamiliar challenges, learn from successes and failures and develop resilience when facing difficulties.

六项领导力特质:

积极参与，奉献社会——表现出对他人需求的关心，建立富有建设性和有效的关系，并对学校及其社区的声誉负责。

心怀仁爱，善用才智——以便对他人和环境做出富有情感和智慧的回应，以宽容、尊重和体谅的态度对待他人，并理解服务的重要性。

沟通协作，互助共进——以便与其他团队成员有效合作，实现共同目标，尊重他人意见，有效沟通，提高士气。

善用创意，解决问题——以便与他人合作产生创新的想法，满足自己的发展需求，积极寻求新的想法和机会，并在解决问题时保持动力。

公正公平，负责为先——以便接受替代性观点，始终如一地遵守道德原则并使用对错知识作为道德指南针。

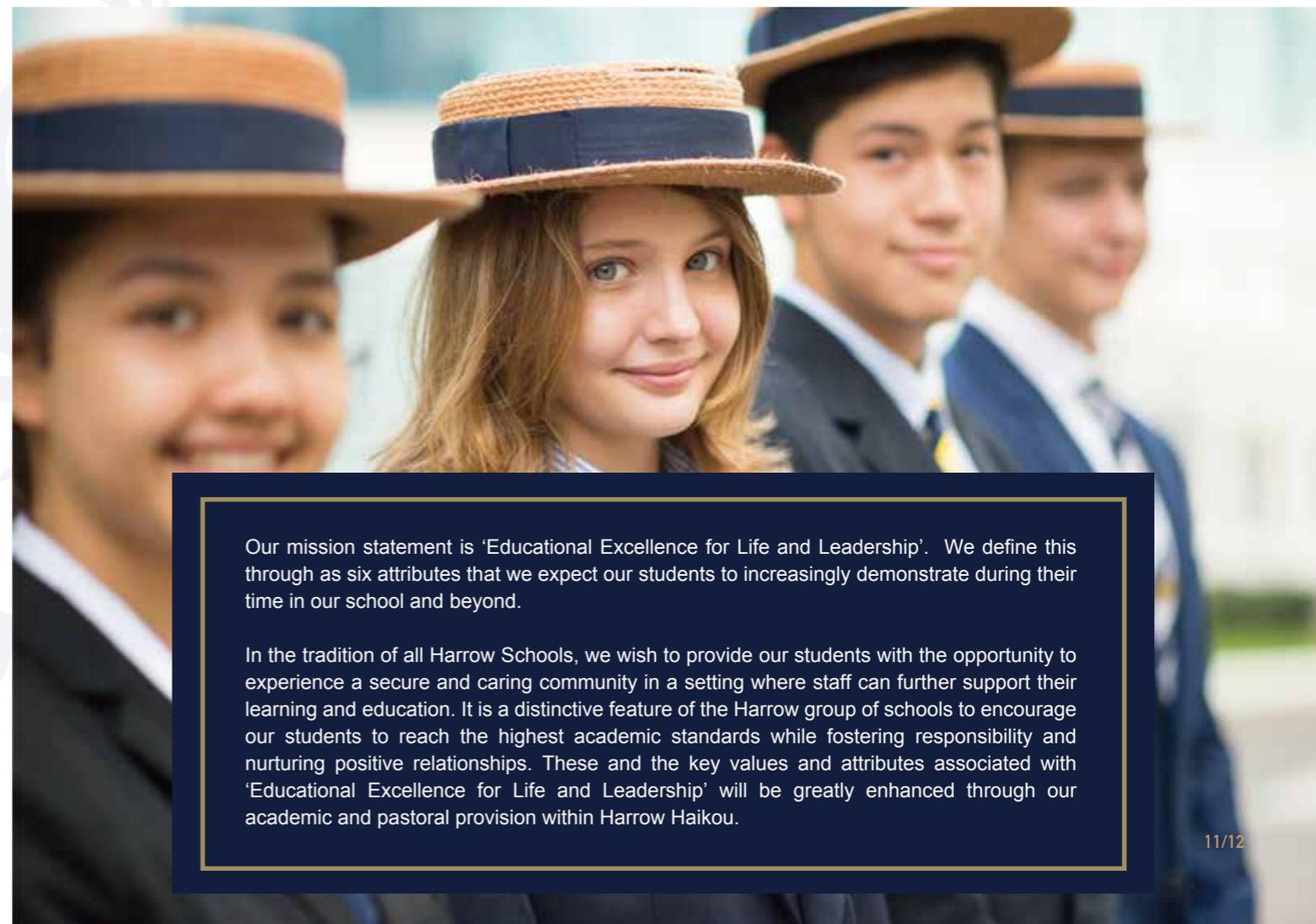
坚毅向前，面对挑战——能够应对变化，有效地适应陌生的挑战，从成功和失败中学习，并在面对困难时发展应变能力。

EDUCATIONAL EXCELLENCE FOR LIFE AND LEADERSHIP

育以至善·卓以领航

我们的使命宣言是“育以至善·卓以领航”。

我们期望学生在校内外都能够贯彻，并展示出构成此使命的六项领导力特质。作为所有哈罗学校的传统，我们希望为学生们构建一个安全、温暖的社区环境，并由老师在这种环境中为学生们授业解惑。哈罗的特色之一在于，在鼓励学生攀登学术高峰的同时，培养学生的责任感和良好的人际关系。这一特色和其他核心价值观与特质，与“育以至善·卓以领航”的使命在哈罗海口的学术和关怀方面得到了彻底的贯彻。



Our mission statement is 'Educational Excellence for Life and Leadership'. We define this through as six attributes that we expect our students to increasingly demonstrate during their time in our school and beyond.

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 and the key values and attributes associated with 'Educational Excellence for Life and Leadership' will be greatly enhanced through our academic and pastoral provision within Harrow Haikou.

SAFETY AND SECURITY

校园安全

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

When visiting the campus, all parents/guardians must sign in at the front gate, sign the safeguarding statement and wear their parent badge and lanyard, clearly visible, before entering the school building. As a courtesy, and for security reasons, it is vital that the appropriate staff member/s are informed of an intended visit.

哈罗海口致力于为全校学生、社区和访客提供最高级别的安全保障。

家长/监护人访问校园时必须在门卫处登记，签署安保条款，并在进入教学区域前将访客挂牌佩戴于明显处。出于礼貌和安全因素考虑，请您在来访前务必提前与相关教职员工联系。所有访客在离开时也需登记。

PARENT HANDBOOK



All School Visitors must
所有学校访客必须



Show ID
出示你的证件



Sign in
做好访客登记



Model behaviour
规范行为举止



Wear visitor's badge
佩戴访客吊牌



Not take photos/videos
不拍摄照片和录像



Not smoke
禁止在校内吸烟



Don't share information
不分享个人信息

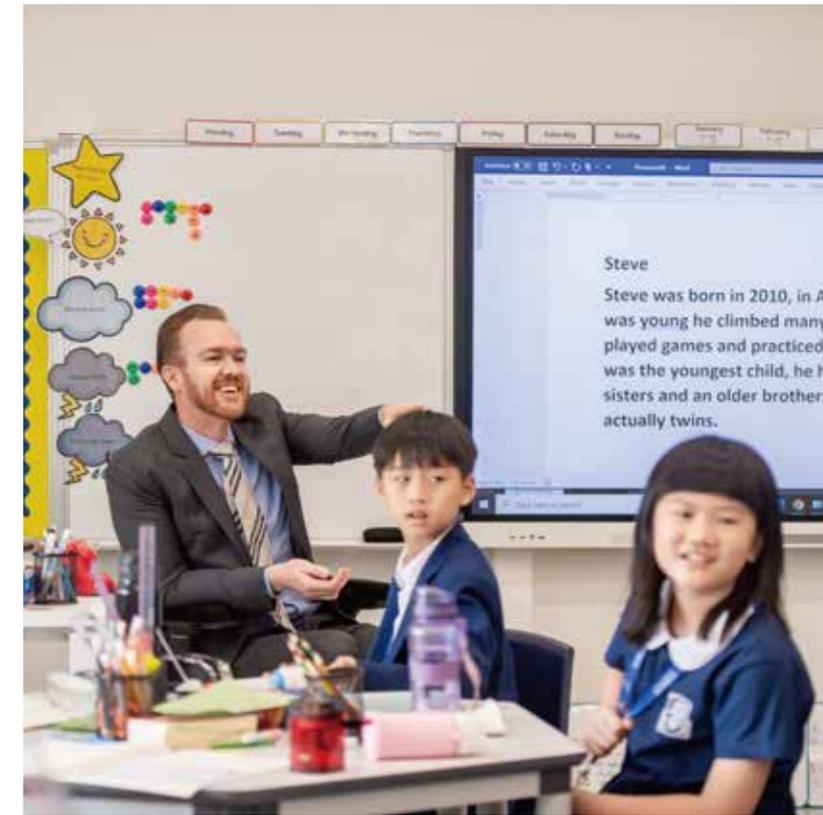


Use adult toilets
使用成人厕所

Parents are permitted into FOH Community Space, but unless invited specifically by a member of 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 the learning of the students during school hours. Parents are welcome to come to the school and support their children in organised games, sports or other activities by invitation only. Parking is available outside the school's main entrance. There are bathroom facilities and FOH Community Space. Visitors are requested not to use students' bathroom facilities. All visitors are expected to respect the school's no-smoking policy. Smoking is strictly prohibited on the school site.

家长可以进入哈罗之友休息室，但是如果没有教职员工的特别邀请，家长不可以进入教室走廊和学校其他区域，以免干扰学生上课和学习的正常秩序。欢迎家长持邀请函参加学校组织的主题活动、体育比赛和其他活动。学校正门外设有停车场。卫生间和家长休息区位于学校综合楼一楼。到访人员不得使用学生卫生间。所有来访者都需要遵守学校的禁烟政策，全校禁止吸烟。

HARROW



ENGLISH SPEAKING ENVIRONMENT

英语环境

Harrow Haikou is an English-speaking environment. The staff and students try extremely hard to preserve this key protocol in the school for two important reasons:

With students from many different nationalities attending the school, English is the common language of communication.

Many students at Harrow have English as a second or additional language. It is vital that they are given every opportunity to practice this language whilst inside the school gates.

We expect all staff to speak English in public spaces, especially whilst students are in the vicinity. We expect parents to do their best to help us preserve the English-speaking environment where possible.

哈罗海口鼓励学生在学校更多地使用英语。所有在校教职员工和学生都需严格遵守这一规定。原因如下：

我校学生来自不同国家，英语为学生们用于沟通的共同语言。

英语是很多哈罗学生的第二语言或者其他非母语语言。在校内给学生们提供练习使用英语的机会至关重要。

校方要求所有教职员工在公共区域说英语，特别是当有学生在附近时。学校与家长携手为学生共创良好的语言环境。

SOCIAL MEDIA 社交媒体



哈罗海口教育学生要正确、正当地使用包括微信在内的社交媒体。

为确保哈罗海口社区中的（包括成年人在内）所有人正确、正当地使用社交媒体，请您注意以下三个方面：

哈罗海口对如何向学校沟通问题有清晰的程序，家长可联系相关员工。哈罗海口对通过社交媒体做出的投诉不作回应。与教职员工交流时，请使用电子邮件。我们电子邮件系统的协议为{名}{姓}@harrowhaikou.cn

在社交媒体上发布对学生，或者社区任何成员的负面信息和诋毁性言论都是不妥的。校方将视其为网络欺凌。哈罗海口将严肃对待此类事件，涉嫌此类行为的人员将面临处分甚至开除。

在社交媒体上发布任何破坏学校名誉的信息的行为都被视为不妥。哈罗海口将严肃对待此类事件，涉嫌此类行为的人员将面临处分甚至开除。

教职员将透过“跷跷板”平台与家长分享照片和学校公告讯息，但跷跷板平台上的讯息工具并非唯一的沟通渠道。请家长通过电子邮件联系与各个学部老师沟通。

学生保护政策作为我们保护学生隐私承诺的一部分，我们要求家长不要在他们参观校园时拍摄照片或视频并发布在社交媒体上。

Harrow Haikou works hard to educate our students in the correct and proper use of Social Media including WeChat.

To ensure correct and proper use by anyone (including adults) in the Harrow community, we would like to draw your attention to five broad points about the use of Social Media.

- Harrow Haikou has clear procedures on how to communicate issues about the school by contacting the pertinent member of staff via email. Harrow Haikou will not respond to comments or complaints raised via Social Media. Please use email when communicating with staff members. The protocol for our email system is {initial}{surname}@harrowhaikou.cn.
- The use of Social Media to post negative or derogatory comments about a student, or any member of the community, is inappropriate and in the case of students may be considered bullying. Harrow Haikou takes such matters seriously and those found to be offending in this way risk exclusion.
- Any post on Social Media that brings the good standing or reputation of the School into disrepute is not appropriate. Again, Harrow Haikou takes such matters seriously and those found to be offending in this way risk exclusion.
- Staff will post photos announcements and messages via seesaw family in Lower School, however, the messaging tool on the seesaw platform is not a recognised communication channel. Please contact Pre-Prep and Early Years staff and Upper School staff via email.
- As part of our commitment to safeguarding the welfare and privacy of our students are asked that parents refrain from taking or posting on social media photos or videos made when they visit campus.



We hope that you understand the need for everyone in the school community to provide a strong example to the children, so that they may learn to use new technologies in a way that promotes harmony and inclusion.

希望您能够理解学校社区的每个人都应该为学生们树立良好的榜样，使学生们以和谐包容的态度使用新的科学技术。

NEW PARENTS' TIPS

新家长指南：到校前的准备

Our philosophy of education is based on a strong partnership between school and family. Success for your child will depend on the support structures in both the home and school.

Below are a few tips on how you can support your child's transition in Harrow:

Model positive attitudes and confidence in the school and in your child's capacity to cope and thrive. Parent confidence can promote confidence and trust in the safety of their learning environment.

Be excited! Physiologically, excitement and fear are indistinguishable from each other – so reframe fears as excitement: be excited that your child is beginning a challenging adventure that you trust is in their best interest. Be excited that your child is going to grow in maturity, independence and confidence. Additionally, your child is embarking on an exciting journey that will lead them on a pathway that will see them become leaders of the future!



我们的教育理念是基于学校和家庭的紧密合作，学生的成功将取决于家庭和学校对孩子的支持体系。

以下是您在家里能帮助孩子准备进入学校学习的几点贴士：

帮助孩子树立对学校生活的积极态度和自信心，尽自己能力应对挑战并取得成功。家长的自信心有助于让孩子在学习环境中充满自信并建立信任。

对于进入学校感到兴奋！生理上的兴奋和恐惧是不可区分的——我们要把恐惧转化成兴奋：为您的孩子即将开始一段有挑战性的旅程而感到兴奋，您的信任将对他们非常有帮助。为您的孩子即将变得更成熟、独立和自信而感到兴奋。此外，孩子们正开启让人兴奋的旅程，走在成为未来领袖的路途上。

PARENT HANDBOOK

The concept of 'settling in' should be raised and your child reassured that this is a normal part of life experienced by all students, both old and new. The 'settling in' process will not end in Term 1 and may reappear at the start of each term, but the extent of this will diminish with time.

If parents have any concerns about their child they should let staff know.

您要将“融入”的概念带给孩子，让新生和老生都相信这是他们人生中正常的生活经历。“融入”的过程不会结束于第一学期，而是每一个学期开始时都会重现，但是程度会随时间而逐渐减弱。

如果您对孩子有任何担忧，您应该告诉教职员工。



STRUCTURE OF THE SCHOOL DAY

日常安排

The School Day runs from 7:45 to 16:00 (PP&US), 8:00-15:50 (EYC) Monday to Friday
学校上课时间为周一至周五的7:45-16:00 (小学和中学), 7:45-15:50 (幼儿园)

PARENT HANDBOOK

Upper School Schedule 高年级时间表

Period/期间	Time/时间
Tutor/点名报到	07:45 - 08:00
1	08:05 - 08:45
2	08:45 - 09:30
Break/课间休息	09:30 - 09:50
3	09:50 - 10:30
4	10:35 - 11:15
5	11:20 - 12:00
6	12:05 - 12:45
Lunch/午餐时间	12:50 - 13:30
7	13:35 - 14:15
8	14:20 - 15:00
EA	15:00 - 16:00

Early Years Centre 幼儿园时间表

Period/期间	Time/时间
Breakfast/Activity 早餐/活动	07:45 - 08:05
1	08:05 - 08:45
2	08:50 - 09:30
Snack/点心时间	09:30 - 09:50
3	09:50 - 10:30
4	10:35 - 11:15
Lunch/午餐时间	11:20 - 12:00
5	12:05 - 12:20
Lunch Quiet Time+Snack 午休+点心时间	12:20 - 13:00
	13:00 - 14:00
8	14:20 - 15:00
9	15:00 - 15:50

Pre-Prep Schedule 小学时间表

Period/期间	Time/时间
Tutor/点名报到	07:45 - 08:00
1	08:05 - 08:45
2	08:50 - 09:30
Break/课间休息	09:30 - 09:50
3	09:50 - 10:30
4	10:35 - 11:15
5	11:20 - 12:00
Lunch/午餐时间	12:05 - 12:45
6	12:50 - 13:30
7	13:35 - 14:15
8	14:20 - 15:00
EA	15:00 - 16:00



YEARLY REPORTING AND ASSESSMENT CYCLE

学习报告和考试安排

PARENT HANDBOOK

Lower School

幼儿园和小学部

- Parent Meetings and Reports
 - Meet the Teacher Evening: September
 - Settling the Report: October
 - Parents' Evenings: November
 - Mid-Year Term Reports: February
 - Parents' Evenings: April
 - Summer Term/End of Year Reports: June

- 家长会和学习报告
 - 老师和家长见面会：9月
 - 评估报告：10月
 - 家长会：11月
 - 秋季学期报告：2月
 - 家长会：4月
 - 夏季学期/学年学习报告：6月

Assessments including InCAS testing:
 Baseline Assessments (Pre-Nursery and new pupils only): September
 Autumn Assessments: November
 Spring Assessments: March
 Summer Assessments: May

评估（包括InCAS英语发展能力测试）
 基准测试（仅限幼儿园小班和新生）：9月
 秋季学期评估：11月
 春季学期评估：3月
 夏季学期评估：5月

Note: PP have the Mid-Year Term Reports, not in EYC.

仅小学有秋季学期报告，幼儿园暂无。



Upper School

中学部

- Parent Meetings and Reports
 - Meet the Hm and tutor evening - September
 - Parents' conference for various years - November, Jan, March

- 家长会和学习报告
 - 学院主管老师/导师和家长见面会-8月
 - 家长会时间根据年级分为 - 11月，1月，3月

End of Term Reports: Term 1 – December +
 Term 2 – March +
 Term 3 – June
 Exam Reports:
 Term 1 – December
 Term 3 – June

期末学习报告：第1学期-12月+
 第2学期-3月+
 第3学期- 6月
 考试报告：
 第1学期 – 12月
 第3学期 – 6月

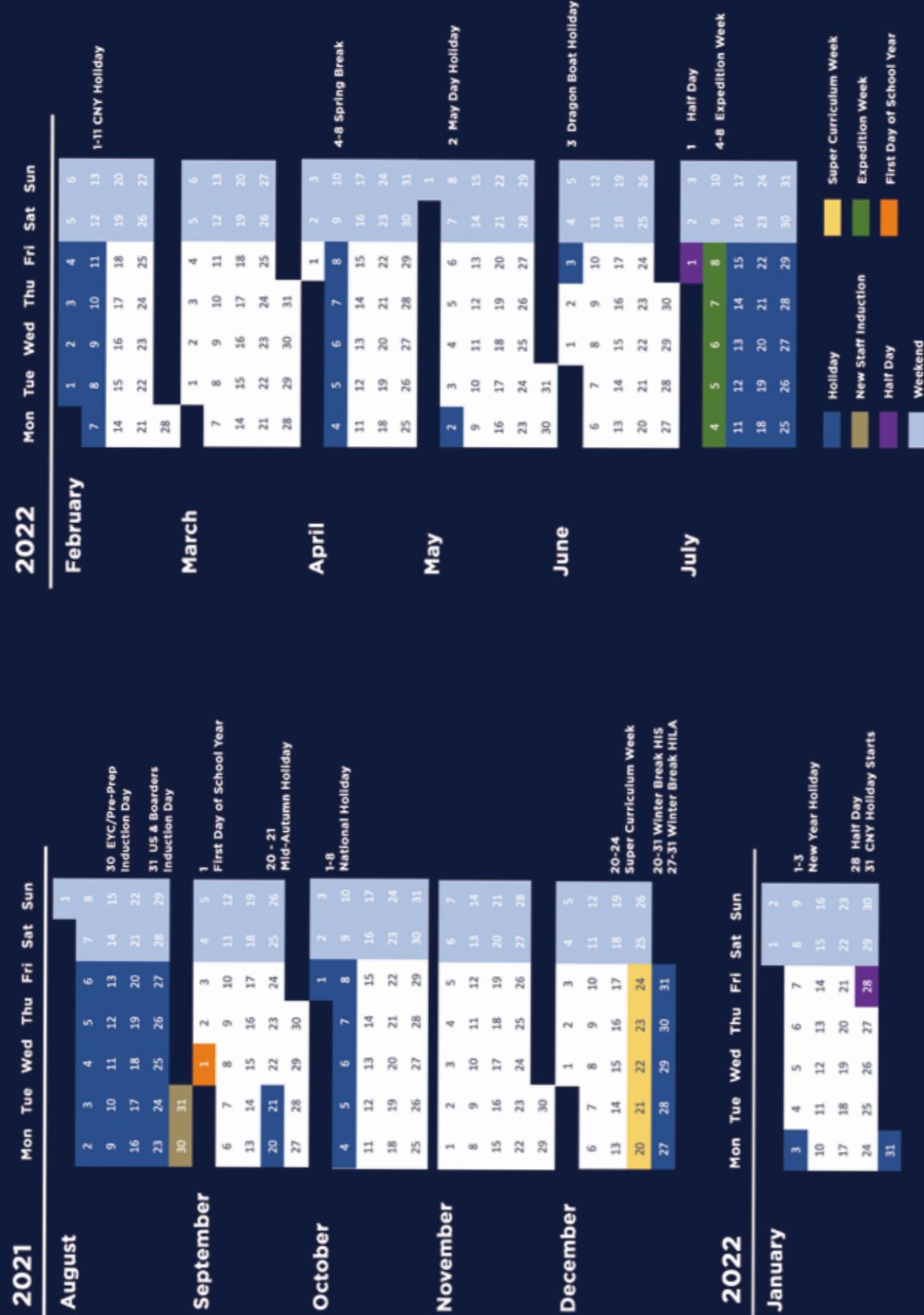


HARROW

TERM DATES 校历

School Calendar for 2021-2022 Academic Year (For students)

Harrow Haikou



Educational Excellence for Life and Leadership

ENRICHMENT ACTIVITIES

丰富活动

At Harrow Haikou, we believe that learning is not just limited to the classroom. We are committed to offering the widest and richest range of extra-curricular activities possible. Students have the opportunity to develop their skills in many different areas including; Sport, Public Speaking and Performance and Service. We also use this time to provide students with academic intervention and extension opportunities to support them on their learning journey.

Students take part in daily activities. We offer a vast range of activities at Harrow which includes: sports, music, drama, student magazines, yoga, robotics, chess, choirs, community service, choir, dance, debating, environmental club, Chinese art and painting, Chinese drums, martial arts; as well as the chance for students to train and practice for school teams, musical ensembles and drama productions. Our Leadership & Service Award allows for recognition of achievement outside of an academic curriculum.

在哈罗海口，我们坚信学习不仅仅局限于课堂，因此我们致力于为学生提供丰富多彩的课外活动。学生有机会发展他们在许多不同领域的技能，包括体育、公众演讲、表演和社会服务。我们也会利用课外活动的时间为学生提供学术辅导和拓展机会，以支持他们的学习成长之旅。

学生每周参加四次课外活动。我们提供广泛的活动类别，包括体育、音乐、戏剧、学生杂志社、瑜伽、机器人、国际象棋、合唱团、社区服务、管弦乐队、舞蹈、辩论、环保俱乐部、中国艺术与绘画、中国鼓、武术等；并为校队、音乐团和戏剧表演提供培训和练习的机会。我们鼓励学生取得学术课程之外的成就。

PARENT HANDBOOK



HOUSE SYSTEM

院舍制



Churchill
丘吉尔院舍

Winston Churchill (1874-1965) A former Harrovian, Winston Churchill was British Prime Minister during World War Two and is widely regarded as one of the greatest wartime leaders of the twentieth century. He was named the 'Greatest Briton' of all time in a 2002 poll, and after over fifty years as a politician, it is no surprise that he is considered one of the most influential individuals in British History.

温斯顿·丘吉尔(1874-1965)，杰出的哈罗校友，二战期间出任英国首相，被广泛认为是二十世纪最伟大的战时领导人之一。在2002年的一次民意调查中，他被评为有史以来“最伟大的英国人”，从政50年后，他被认为是英国历史上最有影响力的人之一。



Rudolph
鲁道夫院舍

African American sprinter Wilma Rudolph was the first American woman to win three gold medals in a single Olympics. She overcame the loss of strength in her left leg and foot, caused by polio at five years old, to become the fastest woman in the world at the 1960 Olympics. She holds the record for the 100 meters at 11.2 seconds and 200 meters at 22.9 seconds. After retiring from competition, Rudolph became an elementary school teacher and founded the Wilma Rudolph Foundation; which provides athletic and academic support to young athletes.

非裔美国短跑选手威尔玛·鲁道夫是第一位在一届奥运会上获得三枚金牌的美国女子。她克服了五岁小儿麻痹症造成的左腿和脚部力量的丧失，成为1960年奥运会上世界上跑得最快的女人。她保持着100米11.2秒和200米22.9秒的记录。退役后，鲁道夫成为一名小学教师，并成立了威尔玛·鲁道夫基金会，为年轻运动员提供运动和学术支持。



The House System is modelled on the Houses of Harrow School. The school is divided into six houses
学院制系效仿哈罗公学的院舍制度而设立。目前哈罗海口分为六个院舍



Lyon
里昂院舍

John Lyon (1514-1592) was a yeoman farmer who was granted a charter by Queen Elizabeth I in 1572 to found the "Free Grammar School of John Lyon". By the 19th century this School had become Harrow School, one of the most famous and prestigious public Schools in the UK. Without the work of John Lyon over 440 years ago, Harrow Haikou would not exist!

约翰·里昂（1514-1592）是一位自耕农，1572年伊丽莎白一世女王授予其特许状，成立了“约翰·里昂自由语法学校”。到19世纪，该学校发展成为哈罗学校，这是英国最著名和最负盛名的公立学校之一。如果没有440年前约翰·里昂的办学创举，今天的哈罗海口就不会存在！



Tu Youyou
屠呦呦院舍

Tu is the first Chinese Nobel laureate in physiology or medicine, and the first female citizen of the People's Republic of China to receive a Nobel Prize in any category. Tu carried out research into malaria in Hainan province and is credited with discovering anti-malaria drugs that are still widely used today. She is also the first Chinese person to receive the Lasker Award. Tu Youyou was born, educated and carried out her research exclusively in China.

屠呦呦是第一位获得诺贝尔生理学医学奖的中国人，也是第一位获得诺贝尔奖的中国女性公民。屠呦呦在海南省开展了疟疾研究，并因发现至今仍被广泛使用的抗疟疾药物而受到赞誉。她也是第一个获得拉斯克奖的中国人。屠呦呦在中国出生、接



Su Shi
苏轼院舍

The poet Su Shi (1036-1101) popularized Hainan's isolation and exoticism when he was exiled there under the Song dynasty. The Dongpo Academy in Hainan was built on the site of the residence where he lived in exile. Su not only excelled as a poet, but was highly regarded in the fields of calligraphy, pharmacology and essay writing.

诗人苏轼（1036-1101）在宋朝被贬谪到海南时，这座岛屿还是一片孤悬海外的荒蛮之地，他在海南创立了东坡书院并大力推广中原文化。苏轼不仅是一位杰出的文学家，而且在书法、药理学和散文创作等方面都享有很高的声誉。



Song Qing Ling
宋庆龄院舍

Song Qing Ling (1893-1981), also known as Madame Sun Yat-sen, was one of the most significant political figures of the twentieth century. She was elected to the KMT central committee before spending a number of years outside China. In subsequent years, Song held many different political offices including the Vice Chairman of the People's Republic of China and the President of the All-China Women's Federation.

宋庆龄（1893-1981），又称孙中山夫人，是二十世纪最重要的政治人物之一。她被选为国民党中央委员会委员，之后在中国以外的地方生活了很多年。此后几年，宋庆龄担任了许多不同的政治职务，包括中华人民共和国副主席和全国妇联主席。

The House system at Harrow 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 boarding house systems of Harrow UK, it is a fundamental ingredient in providing a personalised learning environment in which each child is personally known by a key member of staff.

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. Harrow's House system offers pupils a personalised experience, which is modelled on the best practice of British independent boarding schools.

In the Lower School, students come together in their Houses for such events as competing for House sport trophies, arts competitions, and charity work. Each student's pastoral care is provided by their Class Teacher, and guidance and oversight is provided by the Heads of Phase in the Lower School.

Students in the Upper School also belong to one of these six Houses. Each House is led by a House Master/Mistress (Hm). The Housemasters/mistresses are supported by the Head of Upper School, which provides another tier in our approach to a collaborative pastoral support system.

The House system allows Close Personal Tutoring (CPT) to become a reality and is at the heart of the Harrow philosophy. Such a system develops and maintains a 'small school' atmosphere, within a large school structure. Importantly, the House system serves as an important link between school and home; one in which parents can benefit from a clear line of communication from their child's tutor and Housemaster/mistress.

哈罗的院舍制度在学生的健康成长和个人发展方面发挥着至关重要的作用。根植于英国哈罗公学传统寄宿制的院舍体系，哈罗海口的学院制在为学生提供个性化学习环境的同时，也给学生提供一对一的老师辅导体系。

每一位哈罗学生均隶属于自己所在的院舍。院舍全体成员通过长期的共同学习，建立起强烈的集体归属感和忠诚感。基于英国独立寄宿学校最优秀的教育实践，哈罗海口的院舍制为学生提供了个性化的教育体验。

在幼儿园和小学部，学生们主要以院舍活动的形式体现学院精神，例如参与院舍体育竞赛、艺术创作比赛和慈善工作之类的活动。学校的院舍关怀制度平时由班主任负责，并由学部校长指导和监督。

中学部学生们同样分别隶属于六个院舍。每个院舍由一名院舍主管老师管理。学部校长会支持六个院舍主管老师的工作，从而在另一层面上促进关怀制度的联合开展。

院舍制度的实行使得“密切的个人辅导”原则得以实现并深植于哈罗理念。该制度有助于在大学的框架下发展和培养“小学校”的氛围。重要的是，院舍制构成了家庭与学校之间重要的联系纽带，为家长提供了清晰的沟通途径——院舍导师和院舍主管老师。



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.

院舍制确保所有学生都能充分发挥自己的潜能，达致学术优秀，并为学生的蓬勃发展提供了支持性的环境。



HOUSE EVENTS INCLUDE:

院舍活动包括:

- Sports Days 运动会
- Charity Events 慈善活动
- Dance, signing and artistic competitions 舞蹈、歌唱、艺术比赛
- House Music competitions 学院音乐比赛
- Different sports and swimming competitions 各种体育和游泳比赛
- Film competitions 电影创作竞赛



PARENT HANDBOOK

The Houses broaden the range of activities and support available. Each student's uniform includes a House t-shirt, worn during House events. Points are awarded to Houses for winning and placing in competitions. At the end of each academic year, the number of points accumulated by each House is totalled and the 'winning' House is recognised.

各院舍扩大了现有活动和支援的范围。每一名学生的校服中都包含了一件院舍T恤衫。学生会穿着院舍T恤衫积极参与各项活动。在学校竞赛中获胜或者取得名次的院舍会得到积分奖励。在每一学年结束时，每个院舍会汇总过去一年取得的所有积分。全年积分最高的院舍取得最终的胜利并获得荣誉称号。





HARROW TERMINOLOGY

哈罗专有名词

Visitors to the Harrow London will hear some unique terminology. While the origins of many of these words and phrases may have been lost in time, they remain a common language among those who have spent time at Harrow.

参观英国哈罗公学的人会听到一些独特的名词。虽然这些单词和短语的起源可能已经随着时间的流逝而不为人知了，但它们仍然是所有哈罗人的共同语言。

PARENT HANDBOOK



HARROW

- o A Bill is a roll call or register
- o Bill是指点名或报到

- o A Bluer is the uniform's dark blue jacket
- o Bluer是指校服中的深蓝色西装外套

- o Greyers are the uniform's grey trousers
- o Greyers是指校服中的灰色长裤

- o A Ducker is key running event in which houses participate
- o Ducker是各学院参加的重要跑步活动

- o A Send Up is awarded for a piece of outstanding academic work
- o Send up是指给一项杰出的学术工作的奖励积分

- o Tipping is a nod of the head, accompanied by two fingers touching the underside of the brim of the hat, used by students when greeting a member of the academic staff
- o Tipping是向校长点头，同时用两个手指触摸帽沿下方，由学生在问候教职员工时使用

- o WS refers to Whole school
- o WS是指全校

- o US refers to the Upper School (Grade 5/Year 6 to Grade 12/Year 13)
- o US是指中学部（5年级到12年级）

- o LS refers to the Lower School
- o LS是指幼儿园和小学部

- o PP refers to the Pre-Prep (Grade 1/Year 2 to G4/ Year 5)
- o PP是指小学部（1年级到4年级）

THE SCHOOL UNIFORM

校服

At all Harrow Schools, looking smart and wearing the Harrow uniform with pride is instilled in each and every pupil throughout their educational journey. Therefore, we encourage all staff and parents to help the pupils in this endeavour, not only by purchasing the correct uniform items, but also by supporting the School and adhering to the uniform code. A full list of uniform for the different phases of the School can be found below.

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.

Pupils need to arrive at School in full uniform including the Bluer and hat. These uniform items are required to be worn to and from School every day for children in all Year groups from Grade 1 / Year 2.

在所有的哈罗学校中，每位学生都会为身着哈罗校服而展现出的自信面貌感到自豪，这会伴随他们在哈罗的整个学习旅程。因此，我们鼓励所有教职员工和家长，不仅要为学生购买相应的校服，更应遵循学校的校服制度。每个年级阶段的校服明细将在后文罗列。

哈罗海口实施严格的校服制度，以此培养学生建立自信的外表和对学校的认同感。全体学生须着校服上学。凡未着校服到校的学生，将会被要求回家更换。

学生需要穿着包括深蓝色西装外套和草帽在内的全套校服到达学校，幼儿园学生除外。



HARROW

The standard guidelines for the School Uniform are as follows (age appropriate)

标准的着装要求如下（视不同年级而异）



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

All items brought to school must be clearly labelled with the pupil's name and class(LS)/House (US).

Shoes should be well polished.

Shirts are ironed and tucked in at all times.

Top button should be 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 jewelry.

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. If your daughter has long hair, it should be tied back for health and safety reasons. Hair ties should be navy or black.

No nail varnish or make-up should be visible.

Please ensure that all items are marked clearly with your child's name.

所穿着的皮鞋须仔细擦亮。

衬衣须熨烫平整，穿着时须掖入下装内。

顶扣须扣好，领带须平整的系于顶扣之外。

男生不得佩戴耳环。

女生可以佩戴一副耳钉，除此以外不得佩戴其它首饰。

头发要干净整洁——不得染奇异的颜色、漂染发梢或者挑染头发。女生若是长发，需将头发扎起，发带的颜色应是深蓝色或黑色。

学生不得涂抹指甲油，不得化妆。

请确保在每件校服和运动服上清晰标明学生的姓名。

哈罗海口的学生应当理解个人物品所具有的价值。每位学生都应对个人财物负责，并尊重他人财物，不携带贵重物品到校。

请确保所有带到学校的物品上清晰标明学生姓名和所在班级/院舍（中学部）。



Harrow Uniform 哈罗校服

Summer Uniform 夏季制服

Summer uniform is worn from August. An announcement will be made based on weather conditions when we will change to the winter uniform, usually in November.

从8月起穿夏季校服。我们将根据天气情况发布公告，通常在11月，我们将换上冬季校服。

Boys 男生	Girls 女生
<ul style="list-style-type: none"> · Harrow Bluer and hat (Not needed in EYC) · 哈罗西装外套和草帽 (幼儿园不需要) 	<ul style="list-style-type: none"> · Harrow Bluer and hat (Not needed in EYC) · 哈罗西装外套和草帽 (幼儿园不需要)
<ul style="list-style-type: none"> · Harrow long or short sleeved white shirt (US/PP) · 哈罗长/短袖白色衬衫 (小学及中学) 	<ul style="list-style-type: none"> · Harrow long or short sleeved, white shirt (US) · 哈罗长/短袖白色衬衫 (中学)
<ul style="list-style-type: none"> · Harrow short sleeved, light white polo (EY) · 哈罗短袖白色Polo衫 (幼儿园) 	<ul style="list-style-type: none"> · Harrow tie (US-HIS students) · 哈罗领带 (中学-哈罗国际学生)
<ul style="list-style-type: none"> · Harrow tie (US/PP) · 哈罗领带 (小学及中学) 	<ul style="list-style-type: none"> · Harrow skirt (US- HIS students) · 哈罗折裙 (中学-哈罗国际学生)
<ul style="list-style-type: none"> · Harrow summer tailored Greyers (trousers) · 哈罗夏季灰色长裤 	<ul style="list-style-type: none"> · Harrow summer dress (LS) · 哈罗夏季连衣裙 (幼儿园及小学)
<ul style="list-style-type: none"> · Plain grey socks · 纯灰色袜子 	<ul style="list-style-type: none"> · Plain navy-blue tights (LS only) or plain white ankle socks · 纯海军蓝连裤袜 (幼儿园及小学) 或纯白色及踝袜
<ul style="list-style-type: none"> · Plain black, polished leather shoes · 纯黑色抛光皮鞋 	<ul style="list-style-type: none"> · Plain black, polished leather shoes · 纯黑色抛光皮鞋
<ul style="list-style-type: none"> · Harrow accessories · 哈罗配饰 	<ul style="list-style-type: none"> · Harrow accessories · 哈罗配饰
<ul style="list-style-type: none"> · House t-shirt · 院舍T恤衫 	<ul style="list-style-type: none"> · House t-shirt · 院舍T恤衫

Harrow Uniform 哈罗制服

Winter Uniform 冬季制服

Boys 男生	Girls 女生
<ul style="list-style-type: none"> · Harrow Bluer and hat (Not needed in EYC) · 哈罗西装外套和草帽 (幼儿园不需要) 	<ul style="list-style-type: none"> · Harrow Bluer and hat (Not needed in EYC) · 哈罗西装外套和草帽 (幼儿园不需要)
<ul style="list-style-type: none"> · Harrow long sleeve white shirt (US/PP) or Harrow long sleeved, light white polo (EY) · 哈罗长袖白衬衫 (小学及中学) 或哈罗长袖白色polo衫 (幼儿园) 	<ul style="list-style-type: none"> · Harrow long sleeve white shirt (US/PP) or Harrow long sleeved, light white polo (EY) · 哈罗长袖白衬衫 (小学及中学) 或哈罗长袖白色polo衫 (幼儿园)
<ul style="list-style-type: none"> · Harrow tie (Y 1 upwards) · 哈罗领带 (1年级及以上) 	<ul style="list-style-type: none"> · Harrow skirt (Y6- HIS students) · 哈罗折裙 (五年级-哈罗国际学生)
<ul style="list-style-type: none"> · Harrow winter tailored Greyers (trousers) · 哈罗冬季灰色长裤 	<ul style="list-style-type: none"> · Harrow tie (Y1 upwards) · 哈罗领带 (一年级及以上)
<ul style="list-style-type: none"> · Plain grey or black socks · 纯灰色或黑色袜子 	<ul style="list-style-type: none"> · Harrow dress (HIS students) · 哈罗连衣裙 (哈罗国际学生)
<ul style="list-style-type: none"> · Plain black leather shoes · 纯黑色皮鞋 	<ul style="list-style-type: none"> · Plain black leather shoes · 纯黑色皮鞋
<ul style="list-style-type: none"> · Harrow navy blue woolen V-necked cardigan (optional) · 哈罗海军蓝V领羊毛套衫 (可选) 	<ul style="list-style-type: none"> · Harrow navy blue woolen V-necked cardigan(optional) · 哈罗海军蓝V领羊毛套衫 (可选)
<ul style="list-style-type: none"> · Harrow winter coat · 哈罗冬季外套 	<ul style="list-style-type: none"> · Harrow winter coat · 哈罗冬季外套
<ul style="list-style-type: none"> · Harrow accessories · 哈罗配饰 	<ul style="list-style-type: none"> · Harrow accessories · 哈罗配饰
<ul style="list-style-type: none"> · Long Sleeve House T-Shirt · 长袖院舍T恤衫 	<ul style="list-style-type: none"> · Long Sleeve House T-Shirt · 长袖院舍T恤衫

Harrow Uniform 哈罗校服

Sport Uniform 运动服

Boys 男生	Girls 女生
<ul style="list-style-type: none"> · Harrow sport shirt · 哈罗运动衫 	<ul style="list-style-type: none"> · Harrow sport shirt · 哈罗运动衫
<ul style="list-style-type: none"> · Harrow sport shorts · 哈罗运动短裤 	<ul style="list-style-type: none"> · Harrow sport shorts · 哈罗运动短裤
<ul style="list-style-type: none"> · Harrow tracksuit · 哈罗田径服 	<ul style="list-style-type: none"> · Harrow tracksuit · 哈罗田径服
<ul style="list-style-type: none"> · Harrow swimwear · 哈罗泳装 	<ul style="list-style-type: none"> · Harrow swimwear · 哈罗泳装
<ul style="list-style-type: none"> · Training shoes · 训练鞋 	<ul style="list-style-type: none"> · Training shoes · 训练鞋
<ul style="list-style-type: none"> · White sports socks · 白色运动袜 	<ul style="list-style-type: none"> · White sports socks · 白色运动袜
<ul style="list-style-type: none"> · P.E. cap · 体育帽 	<ul style="list-style-type: none"> · P.E. cap · 体育帽

It is suggested that you purchase enough uniform to allow for one item to be worn, one to be washed so that students are in clean fresh uniform each day. For students who will board at Harrow, please refer to the boarding handbook for information about our laundry service and suggested numbers of uniform items.

建议您购买足够的校服，以便可以穿一件洗一件，让学生每天都穿着干净的校服。对于将要在哈罗寄宿的学生，请参阅寄宿手册，获取有关我们的洗衣服务和建议的校服数量的信息。

PARENT HANDBOOK



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School uniform can be ordered from our supplier at <http://www.collegepro.cn/>
校服可从我们的供应商处订购，网址为<http://www.collegepro.cn/>

Our different schools have different access code, please refer to the code further below when purchasing your uniform.
我们不同的学校有不同的访问代码，请在购买校服时参考下面的代码。

Harrow Innovation Leadership Academy school codes: **hilaschooluniform**
哈罗礼德学校代码: **hilaschooluniform**

Harrow International School code: **hisschooluniform**
哈罗国际学校代码: **hisschooluniform**

Harrow Little Lions school code: **hllschooluniform**
哈罗小狮幼儿园代码: **hllschooluniform**



Please make sure that all items of clothing are clearly labelled on the inside, with your child's name and year group so that we can return any misplaced items quickly.

请确保所有衣服内部都有清楚的标签，标有您孩子的名字和所在年级，以便我们可以快速归还所有放错的衣服。

Shoes must be formal black leather shoes, without adornment such as bows, or studs. Any laces should also be black. Trainers must only be worn for PE lessons or if there is a medical reason, supported by a doctor's note, submitted to the class teacher or tutor.

鞋子必须是正式黑色皮鞋，没有蝴蝶结或饰钉之类的装饰。任何鞋带也应为黑色。运动鞋仅可以在进行体育课或因医疗原因时穿着，后者需有医生证明支持，并提交给班主任或学院导师。

MEDICAL, HEALTH AND CLINIC PROCEDURES

医疗、健康和医务室规定

It is our school policy to promote a safe and supportive environment for all students. Our pastoral 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.

学校旨在向全体学生提供一个安全的环境。学校会定期回顾并更新我们的关怀制度，为所有学生提供支持关爱。学校设有医务室，相关工作人员和部分教职员工定期接受急救培训，保证学生在需要时能够得到及时的急救治疗。

Uniform Sanctions (Upper School)

On occasion, pupils will need to be reminded about the proper school uniform. This can be done informally, however, if the problem persists then the uniform sanctions procedure will be followed:

- First time – verbal warning
- Second time – consequence issued
- Third time – if poor uniform persists parents may be invited to school to discuss further

校服处罚条例（中学生）

学生会适时收到关于校服制度的提醒，这种提醒可以是非正式的形式。但如果问题仍然存在，校服处罚条例将遵照以下程序执行：

- 第一次——口头警告
- 第二次——由学院导师监督课后留校
- 第三次及以上——通邮件通知家长到校





Medical information on all students is required annually from parents/guardians in order that the school appropriately caters for students during normal school activities. Additional information will be sought for participation in excursions and trips. New health problems, any changes to condition, medication or special requirements must be given to the school immediately.

Procedures are based both on the Health Bureau guidelines and on UK guidelines for health provision within schools. The School Clinic is staffed by first aid qualified nurses.

家长/监护人必须每年向学校提供学生最新的医疗信息，以确保学校在学生参与活动时能给予恰当的支持。在学生参加远足或旅行活动前，学校也会要求家长/监护人提供更多相关信息。如果学生出现新的健康问题，病情及所用药物出现变化，或是有特殊需求，家长须立即通知学校。

上述政策和规范依照海口市卫生局和英国学校健康管理指引制定。医务室配备了合格的急救护士。



Clinic opening hours:

医务室开放时间:

08.00am to 17.00pm Monday to Friday

周一至周五：上午8点至下午5点

As a school we promote good health to our students and have very clear guidelines on when a child should not come to school due to illness. We know that young children 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 illnesses spreading.

As a school we exclude all students who have a temperature above 37.1 degrees Celsius and ask that they remain at home until they have been fever-free for 48 hours without medication. Any student who has gastric symptoms (vomiting or diarrhoea) must also be kept home until they have been symptom-free for 48 hours. This reduces the risks of these infections being passed to others. There are also specific exclusion times set out by the Health Bureau for other common infective childhood illnesses, and the Clinic will monitor that these are followed. When a common infective childhood illness occurs during term time, we send out letters to the specific year groups affected reminding parents to be vigilant. Additional deep cleaning of the school environment will also be organized.



为了向在校学生提供健康良好的学习环境，学校规定了一些学生因病不得到校的情形和条件。学校高度重视学生的健康状况，而在年幼的学生之间身体接触通常较为密切，因此我们会尽最大努力降低疾病传播的风险。

我校要求有发烧症状（超过37.1摄氏度）的学生留在家中观察，直到在未服用药物的情况下，超过48小时没有出现症状。要求有消化系统症状（呕吐或腹泻）的学生留在家中观察，直到在未服用药物的情况下，超过48小时没有出现症状，以降低传染病传播的风险。卫生局还针对其他常见的感染性儿童疾病制定了具体的隔离时间，医务室将监测这些疾病的传播情况。当在一段时间内发生常见的感染性儿童疾病时，我们会向易被传染的特定年级组发出信件，提醒家长保持警惕。学校还将组织额外的深度清洁。

During the admission process to the school, all parents complete the Medical Health Record and Immunisation form for their child. This gives us essential information on your child's health needs to ensure they can be met. This form also provides information on who the Clinic may call if your child becomes unwell in school. We ask that should your child's health status, or your emergency contact details change you contact the Clinic.

If a student becomes unwell during the school day or sustains an injury, teachers bring students into the Clinic. 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, they will receive a note to bring home or an email informing you of the reason they visited. In the case

在新生入学前，招生部要求所有新生家长填写的医疗健康记录及疫苗信息表为我们提供了关于您孩子的最重要的健康信息。我们依此了解学生的健康需求。当学生身体不适时，我们也会联系表格上列出的紧急联系人。如果您孩子的健康状况或紧急联系人的信息发生改变，请您及时联系医务室进行变更。

当有任何迹象表明学生身体不适或受伤时，老师会立即带学生到医务室。医务室会进行必要的急救处理，如学生需要前往医院进行治疗，医务室会及时联系家长。即使您的孩子已经康复，可以返校上课，他们也会收到带回家的便条或一封电子邮件，告知您访问的原因。如果学生头部受伤，医务室会立即联系家长。

PARENT HANDBOOK



The Medical Center stocks basic over the counter (OTC) medicines and parents will have received consent forms for the administration of basic medication as part of the paperwork given when your child first joined the school. If your child has been ill and requires regular medication during the school days, we ask that parents provide a doctor's prescription along with the medication in the original container with the instructions clearly visible. A parental agreement form must be completed. These can be found on the school website, or alternatively the Medical centre can provide parents with one.

医务室备有基本的非处方药（OTC），在孩子的入学文件中就包括给家长的学生服用基础药物的知情同意书。如果学生所患疾病需要在学校定时服药，家长需要先填写授权表，提供医生处方，并确保带来的药物存放于原包装中，且药物服用说明清晰可见。必须填写一份家长同意表格。这些表格可以在学校网站上找到，或者医疗中心可以为父母提供一份此类表格。

PARENT HANDBOOK





If a student is injured or ill and will not be able to attend swimming or PE classes, it is essential that a doctor's note is brought in to explain the reason. Harrow Haikou has a very strict swimming policy and verbal communication will not be sufficient.

Families are welcome to meet with the clinic staff for any specific health needs that you as a family would like to bring to the attention of the school or nursing staff.

Please contact your child's class teacher/tutor if you have any concerns, or would like to update them with new information.

如果学生因受伤或生病无法参加游泳或体育课，则必须向学校提交医生证明并解释原因。哈罗海口有非常严格的考勤制度，口头请假是不够的。

如果您有任何需要校方或护士特别注意的健康事项，我们建议您约见医务室员工。

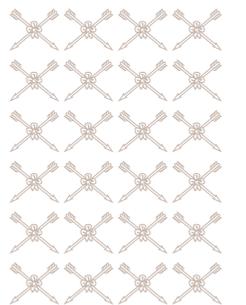
如果您有任何疑问，或希望向医务室提供最新信息，请联系您孩子的班主任/学院导师。



Keeping our pupils safe and healthy is paramount. We have robust policies and procedures for both Health & Safety and the Clinic. Our children are active and engaged learners, and at times an injury or accident may occur. In order to reduce the risk of injury, we conduct regular H&S checks of the campus and update our risk assessments as needed. We also have clear accident protocols that we follow when there is a serious injury. The school has a Crisis Management policy which includes our fire and lock down procedures. If an injury occurs on campus, we will conduct a thorough investigation and clearly communicate with parents. Please note that the school has CCTV cameras in various locations around the campus, however, these are for internal use only.

保障学生的安全和健康至关重要。我们在学生安全健康方面以及相应配套的医务室都有健全的政策和程序。我们的孩子是积极主动的学习者，有时可能会发生受伤事件或事故。为了降低此类风险，我们会定期对校园进行健康和安全检查，并根据需要更新风险评估。我们也有明确的事故规程，当发生严重伤害时，我们会遵守这些规程。学校同时有危机管理政策，包括我们的火灾和校园封锁程序。如果校园内发生受伤事件，我们会进行彻底的调查，并与家长进行明晰的沟通。需注意的是，校园内诸多位置均安装了视频监控摄像头，但这些仅供内部使用。

PARENT HANDBOOK





MEALS AND SNACKS

校内饮食

At Harrow Haikou we understand the importance of healthy eating. Our food policy and standards are strictly followed to ensure that the food provided to our pupils is nutritious and of high quality; promotes good nutritional health in all pupils; protects those who are nutritionally vulnerable and promotes good eating behaviour.

The School Governors and Head Mistress are responsible for the quality provision of School food. The Head of Operations and the Food Committee support the Head Mistress to ensure our aims are met and the standard of food provision is of the high quality expected of a Harrow School.

The school serves lunches for all students. The lunches are balanced and low in processed carbohydrates and fat. There is a fair choice of Western, Asian and vegetarian options together with soup, salads and a dessert. Details of the current menu can be found on the website. Lunches are charged at a set rate by our catering company, Aden. You can add funds to your child's lunch card for payment of these.

在哈罗海口，我们深知健康饮食的重要性。我们严格执行饮食政策标准，以确保向我们的学生提供营养丰富的优质食品，保障所有学生的健康饮食，同时关爱引导营养不均衡的孩子，并在校园内大力推广良好的饮食习惯。

学校校董和校长对学校提供的食品质量负责。运营总监与食品委员会共同协助校长，以确保实现我们的目标，保障学校食品供应的标准符合作为一所哈罗学校的高品质预期。

学校为全体学生提供午餐服务。我们力求午餐营养结构均衡，碳水化合物及脂肪含量较低。我们提供西式、亚洲风味及素食选择，并有汤、沙拉和甜点。学校菜单可参考学校官网。午餐由我们的餐饮公司Aden按固定价格收费。您可以在孩子的午餐卡中充值以支付这些费用。

PARENT HANDBOOK



At Harrow Haikou we aim to provide good food and an attractive environment in which to enjoy this food, thereby promoting positive social interaction within the School.

在哈罗海口，我们希望提供优质的食物和舒适的就餐环境，从而促进学校成员间积极的社交互动。

- Our food is flavourful, fresh, seasonal and we use quality ingredients.
我们使用优质的烹饪原料，以及新鲜美味的时令食物。
- Our pupils enjoy food that is prepared and served by a trained chef and kitchen staff.
我们学生享用的食物由专业的大厨和厨房工作人员准备。
- Students may bring additional snacks, but these should be healthy; no sugary, drinks, sweets, cakes, crisps or chocolate.
学生可以带一些健康但零食到学校，但要求不能带甜食，糖果，碳酸类饮料，薯片，巧克力这一类的零食。



Our pupils are always at the centre of food discussions, with a clear focus on the health benefits of different food, the pupils' academic success, the promotion of a healthy lifestyle and our pupils' enjoyment of the food provided by the School.

At Harrow Haikou we aim to ensure top quality catering provision which is measured through robust procedures and quality assurance by the Food Committee and third-party inspections.

Our Food policy and procedures are based on a Whole School approach and the Dining Rooms are an integral part of the School.

Children sit together at the same time as other children in the same phase and share the same meal. Staff sit and eat with the children and they also share the same meal.

The menu, which is healthy and nutritionally balanced, is decided and occasionally changed by the Food Committee, and overseen by the SLT.

有关餐饮的讨论总是以学生为中心，关注点明确聚焦于：不同食材对健康的益处，学生的成长进步，促进健康的生活方式，以及进餐时的愉快氛围。

在哈罗海口，我们的目标是通过健全程序，在食品委员会和第三方检查的质量管控下，确保提供高质量的餐饮服务。

我们的食品政策及流程以全校为基础，餐厅对于学校而言是不可或缺和十分重要的一部分。

吃饭时同年级的学生们将同坐，并与教职员们一同享受美好的进餐时光。

在学校SLT（高级管理团队）的监管下，食物委员会制定并定期调整学校菜单，以确保饮食的健康与营养均衡。





We cater for children and staff with special dietary needs including vegetarians and children with allergies.

We work with our families to support the pupils' healthy lifestyles. Children can be fussy at times, but we are committed to working with the family so that the child can enjoy a wider range of foods.

All food and drink in School must meet the standards and we follow the Harrow International and UK National School Food Standards as set out by the 'School food in England' document July 2016.

我们同时为有特殊饮食需求的学生和员工提供服务，包括素食者和有食物过敏的学生。

家校合作共同支持学生健康的生活方式。尽管孩子有时会出现挑食的情况，但我们致力于与父母沟通配合，让孩子最终能享受更具多样性的食谱。

学校的所有食品和饮料必须符合标准，我们严格遵循哈罗国际学校和英国国家学校食品标准，该标准由2016年7月发布的“英格兰学校食品”文件所规定。



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The School Checklists for school lunches and other food support the SLT to conduct regular checks on food quality and the nutritional balance of meals served. The FDA (Food and Drug Administration) and EB (Education Bureau) provide training for Schools in China and they have set out the Schools' responsibility and tasks needed to be completed in order to manage the catering service. At Harrow Haikou our Food Committee is set up to support with quality assurance. The Committee meets once a month to discuss the School Menu.

Aden is our current catering company and more information on Aden can be found via their website at <https://www.adenservices.com/en/content/food-services>.

学校高级管理团队就午餐及其他食物清单进行定期检查，以确保餐饮质量及其营养平衡。食品药品监督管理局（FDA）和教育局（EDB）为中国的学校提供培训，并规定学校就运营管理餐饮服务所需履行落实的职责和任务。在哈罗海口，我们成立了食品委员会，以保证餐饮质量。委员会每个月有例行的学校菜单制定会议。

Aden是我们目前合作的餐饮公司，更多信息，请访问其网站：<https://www.adenservices.com/en/content/food-services>。



COMMUNICATING WITH HARROW HAIKOU

哈罗海口的沟通机制

At Harrow Haikou we are committed to providing a safe, inclusive and supportive educational environment. This objective is only achievable if open communication, respect, fairness and positive relationships are valued and promoted. The Communication Policy has been prepared to ensure that everything at Harrow Haikou is done in a manner that is consistent, transparent and informed.

Open and transparent communication is the responsibility of all stakeholders at Harrow. It is paramount that a member of the community seeks clarification or raises a concern if they are unsure about the policies and procedures within the School. The policy outlines the shared responsibility we all have in upholding the aims of the School. Feedback is gathered on an annual basis from all stakeholders in order to continually enhance our communication strategy and we are committed to working together to meet the various needs of our School community.

哈罗海口致力于营造安全、包容和支持的教育环境。这一目标只有在坦诚沟通、尊重、公平和积极的关系得到重视和促进的前提下才能实现。沟通政策的制定是为了确保哈罗海口的一切工作都以一致、透明和知情的方式进行。

公开透明的沟通是哈罗所有利益相关方的责任。如果社区成员不确定学校的政策和程序，则寻求澄清或引起关注是至关重要的。该政策概述了我们所有人在维护学校目标方面的共同责任。为了持续改善我们的沟通策略，我们每年都会收集所有利益相关者的反馈意见，并且我们致力于共同努力以满足学校社区的各种需求。

PARENT HANDBOOK

What happens at School and the relationship between home and School is critical to ensuring that:
在学校发生的事以及家庭与学校之间的关系对于确保以下事项甚为关键：

- students are happy, secure and open to learning;
 - staff are valued, informed and high performing; and
 - our School community are supported and engaged.
- 学生快乐、安全并乐于学习；
 - 教职员得到重视，能及时知情和高效工作；
 - 学校社区成员们得到支持，且乐于参与。

Central to achieving this are trust, openness and effective communication between all members of the School community. The policy outlines the principles and actions that will be applied to achieve our communication objectives and support the achievement of broader Harrow Haikou vision.

实现这一目标的核心是学校社区所有成员之间的信任、坦诚和有效沟通。该政策概述了我们将以怎样的原则和行动实现我们的沟通目标，并支持哈罗海口实现更广阔的发展愿景。



Communication is central to everything that we do. Communication facilitates awareness, understanding, involvement and learning. Communication is used both inside and outside the classroom. Including between:

沟通是我们所有工作的核心。交流促进认识、理解、参与和学习。课堂内外都有交流。其中包括：

- students;
 - students and staff;
 - staff;
 - staff and existing and prospective parents/families;
 - the School community and the wider community.
- 学生之间;
 - 学生和教职员工之间;
 - 教职员工之间;
 - 教职员工、在读和潜在的父母/家庭之间;
 - 学校社区和更广泛的社区之间。

The school works to keep our community well informed of the events surrounding Harrow Haikou and their children. Class Teachers and Tutors are your main line of communication regarding academic and pastoral issues, and they play a central role in your child's school life. You will receive communication detailing who the Class Teacher or Tutor is.

The progress of each student at the school is carefully monitored by the Class Teacher/Tutor who serves as an important link person between school and home, looking after the overall welfare of the student.

学校致力于使我们的社区成员们及时充分地了解孩子们在哈罗海口的日常学习及生活。班主任和学院负责人是您在学术问题及人文关怀上的主要沟通联系人，他们在您孩子的学校生活中发挥着重要作用。您将收到详细说明哪位是班主任或学院主管老师的通讯。

每一个学生的进步都由班主任/学院负责人负责，他们是学校和家庭之间的重要纽带，负责照顾每个学生的全面需求。

HARROW HAIKOU

Appropriate communication is a critical life skill that should be taught and modelled within our educational setting. The manner, mode and content of communication is also a reflection on the School, it impacts on the School's cohesiveness and success, and it has an effect on the reputation of the School community (collectively and individually).

恰当的沟通是一项核心生活技能，应在我们的教育环境中进行教学和示范。沟通的礼仪、方式和内容也是学校风貌的映射，影响着学校的凝聚力和成功，也影响着包含集体和个人在内整个学校社区的声誉。



Harrow is trying to be 'paperless' in its communication with parents and so in our introductory meeting we will show parents how they can access all communications from the school including reports. We run an extensive enrichment activities programme and through the School Buddy system, parents can see these activities for their child.

哈罗提倡与家长进行“无纸化”的沟通，因此在我们新生入学指导会上，我们将向家长介绍家校沟通的各种方式。哈罗有丰富的课外拓展课，家长可以通过School Buddy系统了解并及时为孩子注册这些活动。



MODES OF COMMUNICATION: TEACHERS TO PARENTS/GUARDIANS AND FAMILIES 学校与家长/监护人的沟通方式

- Personal Care
- Emails - regularly and via Engage portalWeCom
- Face to face interviews - as required
- Parent/teacher evening – as per the School's Reporting and Assessment policy
- Parents/guardians information sessions – annually at beginning of Autumn Term, or as required
- Notes and permission slips - as required
- Pupil academic reports – end of Autumn, Summer and Spring Terms (US Only)
- Messages sent via Friends of Harrow and Class Reps, and House Parent Reps in US – as required
- Seesaw Family announcements (Pre-Prep & Early Years Centre)
- 学习日记 (幼儿园) -每日更新
- 通过电子邮件或者企业微信沟通
- 面对面沟通 - 视需要而定
- 家长/老师见面会
- 根据学校学习报告与测试的安排而定
- 家长/监护人信息说明会
- 视学校需求于每年秋季学期初进行
- 备注和许可回执 - 视需要而定
- 学生学习报告 - 秋季, 夏季和春季学期末提供 (仅对中学)
- 通过哈罗之友, 家长班级代表和中学院舍代表发送相关信息
- 视需要而定
- 通过Seesaw Family收到通知 (小学与幼儿园)

*detailed information will be shared on these modes of communication at the beginning of the school year

*在学年开始时, 将在这些通信方式上共享详细信息



MODES OF COMMUNICATION: PARENTS / GUARDIANS TO SCHOOL 家长/监护人与学校的沟通方式

- ▶ Emails to classroom teacher / tutor or front office
 - ▶ Phone call to front office - Classroom Teachers will be informed of parent / guardian phone calls unless it is inappropriate to do so
 - ▶ Informal and formal scheduled face to face meetings -Parents / guardians should be encouraged to contact and discuss class related issues with the classroom teacher/tutor in the first instance
 - ▶ Absenteeism notification (please see the Attendance policy)
 - ▶ Class/House representatives in parent rep committee
- ▶ 发送给班主任/学院主管老师或前台的电子邮件
 - ▶ 致电前台-除不恰当情况外，前台都将向老师转达来自家长/监护人的电话信息
 - ▶ 提前安排的正式或非正式会谈-鼓励家长/监护人第一时间联系班主任讨论班级事宜
 - ▶ 请假通知（请参考学生考勤规定）
 - ▶ 家长代表委员会的班级/学院代表

Harrow Haikou 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 responsively, 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 may prevent cause for further complaint.

Harrow Haikou acknowledges that concerns and issues exist that may be resolved informally without the need to follow a formal complaints process. In such cases parents are encouraged to raise issues or concerns informally with the relevant person be that a Class Teacher, Tutor or relevant staff member as outlined in the Communications Policy. In the event that this does not resolve the issue, parents should then contact the relevant staff member as outlined in the Complaints Policy.

哈罗海口非常重视来自家长和校园社区的反馈。对反馈的回应则表明了学校致力于与学校社区和整个社区进行开放式交流的承诺。有关学校运营、服务或人员等任何方面的投诉将会得到公开及时的处理，哈罗将通过明确的流程处理投诉，并尊重此类事宜的机密性。投诉将被视为建设性的建议，用于提高标准并防止进一步的投诉。

哈罗海口知道部分担忧和问题可以通过非正式的途径解决，而无需遵循正式的投诉程序。在这种情况下，我们鼓励家长向相关人员如班主任、学科老师或相关工作人员等非正式地提出问题或疑虑。如果这不能解决问题，家长可以按照《投诉政策》中的规定与相关工作人员联系。

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SCHOOL POLICIES

学校政策

There are a number of important school policies which can be found on the school website. Please refer to the website for more information.

学校官网上有一些重要的学校政策。如果您想了解更多内容，请访问学校官网。



PARENT HANDBOOK

SAFEGUARDING

儿童安全

This policy emphasises the need for good levels of communication between all members of the School community and those with designated responsibility for child safeguarding. Safeguarding our students is more than just child protection.

Therefore, we recognise that the safety of all students is of paramount importance and that all staff and members of the school community, including volunteers, have a full and active part to play in protecting our students from any form of harm.

As communication is paramount, parents should ensure that the School has at least two emergency contacts for their child(ren).

We believe that the School should provide a caring, positive, safe and stimulating environment which promotes all students' social, physical, emotional and moral development. Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of all our students.

Safeguarding and promoting the welfare of children is everyone's responsibility.

校园安全政策强调，学校社区所有成员与负责保护儿童的人员之间必须保持良好的沟通。维护校园安全不止步于做到儿童保护。

因此，我们认识到，所有学生的安全至关重要，包括志愿者在内的所有学校教职员工和学校社区成员，在保护我们的学生不受任何形式的伤害方面都应发挥充分而积极的作用。

及时的沟通至关重要，家长应确保至少向学校提供两名紧急联络人信息。

我们相信学校应提供一个关爱、积极、安全和激励的环境，以促进所有哈罗学生的人际交往、身体素质、情感和道德品格发展。只有将儿童置于教育系统的中心，并由每个个体和机构全力以赴，共同努力满足所有学生的需求，才能有效地保护儿童。

维护和促进儿童福祉是每个人的责任。

PARENT HANDBOOK



PARENT HANDBOOK



ATTENDANCE

考勤

PARENT HANDBOOK

Good school attendance is central to raising student achievement and ensures all students can fulfil their potential. Harrow Haikou has an expectation that all students attend school, on time, every day and with minimal disruption in order to flourish. Students with poor attendance tend to achieve less in both Lower and Upper School and this leaves children vulnerable to falling behind and unable to achieve their potential.

保持良好的出勤率对于促进学生成功、发挥学生潜能具有重要意义。哈罗海口要求所有学生每天准时上课，为保障学习质量尽量不打乱日常学习计划。出勤率低的学生很可能出现成绩落后、不理想，或是难以发挥潜能等情况。

Parents must play a central role by ensuring their children attend school regularly and arrive to school on time, properly dressed and equipped. If a child starts to miss lessons 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 progress and achievement.

Attendance will be measured every tutor/class time registration (07:45am) and in 9-week blocks, therefore there will be 4 attendance checks each academic year. At each of these stages, students should maintain 95% or higher. If a student drops below 95% then actions will be taken.

家长必须在保障孩子出勤率上发挥核心作用，帮助孩子着装整齐地准时抵达学校。如果孩子出现缺勤，可能导致孩子缺乏学习动力，与同龄人和老师的关系产生障碍，学习积极性降低，并且可能导致学习成绩退步。出勤率对于孩子的学业进步与成功至关重要。

学校会在每天早上的点名报到时间（7点45分）进行考勤签到，每9周统计一次，每学年进行4次出勤率检查。每次检查时，学生的出勤率不应低于95%，否则学校会采取相应措施。

PARENTAL RESPONSIBILITY

家长职责

Parents play an important role in ensuring their child continues to make progress at school by guaranteeing regular attendance. There are a number of important steps that parents can take to ensure their son/daughter maintains a high level of attendance:

家长需保证孩子的出勤率，高出勤率是孩子能在学校不断进步的一个重要因素。以下是家长可以采取的一些重要步骤，来确保孩子保持高出勤率：

PARENT HANDBOOK



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1 Ensure their child attends every day, on time, equipped and ready to learn. House tutors/class teacher will take registration at 07:45am.

保证学生每天按时到校，带好学习用品，准备好一天的学习。院舍导师/班主任将在上午7点45分进行签到。

2 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 you have not contacted the school. This ensures that a missing child is quickly identified.

确保学校有您最新的邮箱地址和手机号码。如果孩子缺勤且您也没有事先向学校请假，我们将通过电话或邮件与家长联系，以确保尽快发现逃学或旷课事件。

3 If a parent wishes to check their child has arrived at school, they should contact the school reception who will inform parents if their child has been registered.

家长如果想确认孩子是否已到校，应与学校前台联系，前台可帮家长查询孩子是否已签到。

4 Parents should contact their child's tutor/class teacher if they are experiencing difficulty in getting their child into school.

家长如果在让孩子上学这件事上遇到困难，应与孩子的院舍导师/班主任联系。

5 Parents must excuse their child from school on medical grounds for 1 day, via email to the tutors/class teacher before 07:45am.

孩子如果需要请一天病假，家长必须在上午7点45分前以邮件形式告知孩子的院舍导师/班主任。

6 Doctor's notes are required for health absences for longer than 1 day. The student should submit these to the tutors/class teacher or the PE Department if they are to be excused from the PE lesson.

孩子如果病假超过一天，需要提供医院诊断证明。如果要免修体育课，学生应该把相关诊断证明交给院舍导师/学科授课老师/班主任老师或体育部。

7 Parents are to notify the tutors/class teacher at least 1 day in advance of a planned absence, via email by requesting permission from school. Please provide proof for an authorised absence.

孩子如需请事假，家长应提前至少一天以邮件形式向孩子的学院主管老师/学院导师/班主任请假，并提供经批准缺勤的相关证明。

8 If the duration of absence is longer than 5 days, the parent should request permission to the (US) or Head of Lower School (LS). This request may be denied.

如果孩子请假超过5天，家长应向校长（中学部）/低年级部校长（幼儿园和小学部）申请。此类请假申请视情况可能被拒绝。

9 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 HM/tutors/class teachers explaining the absence then the student follows the Planned Absence Protocol.

为了不影响孩子学习，家长应尽量在指定的学习时间之外预约问诊、配镜或签证办理。若不可避免需要请假，家长应该向孩子的学院主管老师/学院导师/班主任发邮件解释请假原因，然后学生需遵守计划缺勤章程。

10 If a student falls ill during the school day and needs to see a doctor or go home, he/she should follow the procedures for the Medical Centre. If the School Nurse agrees the student is too ill to remain in school, the nurse will call the parent to pick up.

如果学生在上学期间生病，需要去医院就诊或回家，他/她应该遵循学校医务室的相关规定。如果学校护士认为学生病情较重不能继续留在学校，护士会打电话联系家长来接孩子。

11 In US, it is the student's responsibility to catch up on all missed work, homework, assignments, tests and examinations if they are absent from school.

在中学，若学生因请假缺课，学生有责任补上所有错过的学习内容、家庭作业、课堂练习，测验和考试。

12 Please collect your children by 16:00, you may be called in for a meeting with HoS if regularly late to pick up.

请家长在16:00前来接您的孩子，或者打电话通知学校。



The following are guidelines for parents on how to report an absence to the school:
以下是家长向学校请假的相关规定：

PLANNED ABSENCE PROTOCOL 计划缺勤章程

If a child needs to leave the school during the day the following needs to happen:
如果孩子需要在中途离开学校，家长需要注意以下几点：

Parent to email tutors/class teacher with the reason for absence 24 hours in advance.
1 家长需要提前24小时邮件通知孩子的学院主管老师/学院导师/班主任，并告知请假理由。

Student must collect an early exit form from the class teacher.
2 学生需从学院主管老师/学院导师/班主任处领取提前离校登记表。

This needs to be correctly filled out by the student and presented to the tutor in US and correctly filled out by the parents and presented to the class teacher in the LS.
3 提前离校登记表需由学生正确填写并交给校长（中学部）或由家长填写并交给班主任（幼儿园和小学部）。

Tutor/class teacher must approve absence by signing the form. tutor or class teacher has a right to decline request if the absence is not for a valid reason, or given enough warning.
4 校长/班主任需在提前离校登记表上签字确认批准提前离校。若请假理由不正当或是临时请假，校长/班主任有权利拒绝学生的提前离校申请。

The form must be presented to reception before leaving the building and again to the guards at the front gate, and must be signed by Leadership Team.
5 在离开学校之前，需将提前离校申请表交给和教学老师和门岗确认，并由校长签字确认。



Unplanned absence: What to do when reporting your child's absence 计划外缺勤章程：如何向学校报告孩子的缺勤

If your son/daughter is absent from the school, it is vital that a parent contacts the school at the earliest opportunity. Please provide your child's English name, their class teacher or House tutor and the reason for their absence. This should be emailed to the tutors/class teacher.

If no contact is received regarding the absence, it is recorded as 'unauthorised', and will be noted on your child's report. All absences of this nature will result in a phone call home to query the nature of the absence. In cases of illness, student records will be updated accordingly. Parents should communicate with the school each day that a student is absent because of illness. You will be asked to provide medical certificates if your son/daughter has a poor attendance record and/or extended absence due to illness. We would normally ask that you provide a medical certificate for any absence more than 1 days in duration.

如果您的孩子不来上学，家长应尽早与学校取得联系。请提供您孩子的英文姓名，孩子的班主任以及缺勤的原因。这应当以邮件形式发送给院舍导师/班主任。

如果学校没有收到请假申请，则该次缺勤将被记录为“未经授权的缺勤”，并且会在学生的报告中记录。若出现此类缺勤，学校将电话联系家长询问缺勤原因。若学生因病缺勤，此条缺勤记录将作相应更新，因病缺勤的情况家长需每天向学校沟通。如果您的儿子/女儿出勤记录不良或因病长期缺勤，您将被要求提供医疗证明。如果缺勤超过1天，我们通常会要求您提供相应的医疗证明。





MEDICAL APPOINTMENTS 医疗预约

Medical appointments should, whenever possible, be made outside normal school hours. If this is unavoidable then parents should inform the school as soon as possible once the appointment has been confirmed. These include dentist, doctor or specialists' appointments.

医疗预约应该尽可能在正常上课时间之外进行。如不可避免，家长应在预约确定后尽快通知学校。医疗预约包括牙医、医生或专家的预约。

HOLIDAYS/VISITS 假期/访问

Holidays should not be taken during the term time; the calendar dates are released with sufficient time to plan family holidays in advance. If you choose to take a holiday during the school term, this will be marked as 'unauthorised absences' which will affect the student's attendance record. Because punctuality is important, students are held strictly accountable for being on time to school, to all classes, and to scheduled meetings, assemblies and sports events.

学年期间不得休假，请根据校历上的学校假期安排家庭度假，校历会提前公布，为家长留有充足时间提前计划假期。如果您选择在学年期间休假，这将被标记为“未经授权的缺勤”，会影响学生的出勤记录。守时非常重要，学生必须严格遵守上学、上课、会议、学生集会和体育活动的的时间。

Boarding

哈罗寄宿

We offer full and part time boarding in state of the art facilities to Upper School students. For more information, please find out in our website page:

<https://www.harrowhaikou.cn/his/holistic-education/boarding/>

我们给学生提供7天和5天制住宿，更多关于寄宿的信息请您参考网站页面：

<https://www.harrowhaikou.cn/his/zh/holistic-education-cn/boarding-cn/>

PARENTAL INVOLVEMENT

家长参与

Friends of HARROW

PARENT PARTNERSHIP PROGRAMME 家校共育计划

Extensive research shows that parental involvement in their children's education has a very significant positive influence on exam results and behaviour. In fact, it is a more important indicator of success than the family's economic background. As a result of this, Harrow 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 and other activities that allow parents to participate in these areas. For more information please see the school website.

大量研究表明，家长积极参与孩子的教育能够有助于孩子提升考试成绩和完善言行品质。事实上，相较于家庭经济状况，家长的参与更能够影响孩子未来的成功。因此，哈罗制定了家校共育计划。该计划以美国约翰霍普金斯大学教授乔伊斯·艾普斯坦所设计的模型为基础。家校共育计划鼓励家长们在六个方面更多地参与学校事务：家长培训、家庭学习、家校沟通、社区合作、志愿服务以及明智抉择。学校通过讲座、工作坊和一系列活动的形式让家长参与到这些方面的活动中。欲知详情，请参阅学校网站。



FRIENDS OF HARROW 哈罗之友

Through the "Friends of Harrow", parents hold events to welcome new families, help organise school fairs, raffles, assist with formal events, and help to facilitate communication with all the different communities of our 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.

通过“哈罗之友”，家长可以组织有利于学校各方之间交流的活动，例如欢迎新家庭，帮助举办学校市集等。学校有很多像期末颁奖演讲日等重要场合，为学生、家长、教职员工以及学校董事提供了欢聚庆祝的难得机会。

PARENT CLASS REPRESENTATIVES 家长班级代表

Parent class representatives serve a primary role in maintaining good communication between parents, teachers and the school in general. The class representatives also facilitate social interaction amongst families in the school community. Parent class representatives may organise activities relating to the class, receive questions on a specific subject ie. (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.

家长班级代表的主要职责在于维护家长、老师及学校在各个方面的良好沟通。同时也协助家庭间的社交活动。家长班级代表还会组织班级相关的活动，解答其他家长就某特定主题的问题（例如学校旅行、交通、健康及安全、食堂等），与其他班级团体或学校团体沟通信息，向老师提问和建议，帮助新家长适应环境。我们不鼓励班级代表就其他家长的孩子的问题与学校沟通。有任何问题的家长，应当亲自与相关负责老师直接联系。