



YCIS

ECE & Primary Staff Meeting

Friday, August 20, 2021

8:15am-9:15am

Auditorium

Agenda

Welcome & Celebrations

In-Service Schedule

New Staff Introductions

Staff List – Contingency plans

ECE/Primary Separate

Timetable Guidance

Duty Rosters

Orientation

Calendar

Class Lists

Setting-Up Classrooms

CCA Review



Renovations

ECE Play
Equipment



Y5-6 Learning
Community



Renovations

RP School Field



Y4 Learning Communities



Introductions - Leaders

ECE Leadership

Head of ECE (Western):

Joanne Beaumont-Bates

Head of ECE (Chinese):

Michelle Wang

ECE Curriculum Coordinator:

Miriam Shah

Primary Leadership

Co-Head of Primary / PL Coordinator:

Melissa Shaw

Co-Head of Primary:

Jon Banks

Primary Head of Chinese:

Cathy Yang

Character Education and Life Skills Coordinator:

Marc Lawrence

Introductions

School Counsellors and Leaders with Whole School Responsibility

School Counsellor / CPO (ECE -Y4 Regency Park Campus):	Jamie Hoel
School Counsellor / CPO (Y5-13 Century Park Campus):	Laura Muir
Head of PE and Sport (K-13):	David Watson
Head of Performing Arts (K-13):	Nick Adgemis
Head of Technology (K-13):	Amita Patel
Head of Student Support (K-13):	Kimberley Oliver
Teacher Librarian (K-13) / Extended Essay Coordinator (IB):	Tania Jordan

Introductions - ECE

K2A Anna Papadopoulos

K2B Alicia Tong

K2C Sheryl Fisher (K2 Co-Leader)

K2D **Lisa Paterson**

Sophia Lu

Apple Wang

Orange Zheng

Stacey Zhang (K2 Co-Leader)

K3A Siobhan Walters

K3B Laura Nand (K3 Co-Leader)

K3C **Emmalene McKay**

K3D Harriet Chan

Candice Duan

Lynn Chen

Rainbow Duan (K3 Co-Leader)

Rita Zhang

K4A Helen Campbell

K4B Debby Kennett (K4 Co-Leader)

K4C Shiho Hasui

K4D **Charline White**

Lylia Li

Ashley Zhao

Zoe Zhang (K4 Co-Leader)

Lucy Yang

Introductions – Y1-2

Year 1A Maggie Van Wyk (Year Leader)

Year 1B Erin Hardie

Year 1C **Kelly Rolfe** (Alex T)

Year 1D Francesca Newell

Year 2A Victoria Parr

Year 2B Joseph Dent

Year 2C Nicole Vele (Year Leader) **(Jon/Jade)**

Year 2D Joshua Williams

Vivi Chen/**Yoyo Yao**

Lisa Ye (Lower Primary Chinese Studies/Year Leader)

Cindy Zhang

Lily Wang

Ada Shi

Claudia Du

Lei Lei

Lynn Yang (Lower Primary CFL/Year Leader)

Introductions – Y3-4

Year 3A Hannah Baldwin (Year Leader)

Sherry Cui

Year 3B **Hazel Kim**

Lina Fei

Year 3C **Julia Ryan** (Marc/**Ashmi**)

Vivien Bai

Year 3D **Song Wong**

Carrie Qian (RP CAL/Year Leader)

Year 4A Tom Powell (Year Leader)

Tracy Wang

Year 4B Angelica Escobar

Eva Wang (Upper Primary CFL/Year Leader)

Year 4C Suzanne Vert

Shirley Jin

Year 4D James Dyke

Sunny Li

Y4 EAL/SS

Ginger Hsieh (Deputy Child Protection Officer)

Introductions – Y5-6

Year 5A	Robert Garth (Year Leader)	Emily Feng
Year 5B	Ed Kitts	Iris Chen
Year 5C	Kelly Lyons	Teresa Li (CP CAL/Year Leader)
Year 5D	Melissa Shaw / Annique Mak	Ruby Chen
Year 5 EAL/SS	Iqra Saleem	
Year 6A	Joanne Taylor	Joan Chen (Upper Primary Ch. Studies & Year Leader)
Year 6B	Rob Cooke (Year Leader)	Lilian Liu
Year 6C	Caroline Haigh	Xing Lyu
Year 6 EAL/SS	Nathaniel Bicknell	

Introductions - Specialists

Primary Student Support:

Kimberley Oliver (Leader)

Anum Rafique

Dorothy Joiner

Primary EAL (Year 1-4):

Kathleen Wu (EAL Leader)

Temisha Willis

Lynn Xie

Megan Lawrence

Iqra Saleem

Nathaniel Bicknell

Primary Resource Teacher:

Jade Oak (including Student Support cover)

Chinese Teachers:

Janie Dong

Lydia Xu

Introductions - Specialists

Art

Anita Dai (CP)

Emma Dodds (RP)

Performing Arts:

Connie Chou (Music Coordinator - RP)

Diana Dai (ECE & Primary Music - RP)

Kevin Pham (Music - CP)

Retha Jones (Y6 Drama - CP)

Sophie Zhang (Violin)

Mira Yu (Violin)

Physical Education:

Kirstie McLeod (Sports and CCA Coordinator - RP)

Terry Piper (RP)

Danny Howe (CP)

Technology Integrators:

Amita Patel (CP)

Alex Tabunets (RP)

Vish Kapila (CP)

Introductions

Non-Teaching Academic Staff:

Parent Relations Officer:

Roseline Yang

Artist in Residence:

Haruka Ostley

Teacher Assistant:

Amy Chu

IIP Administrative Officer:

Aris Liu

Performing Arts Assistant:

Becca Gu

Senior Sports and Events Assistant:

Uyee Wang

Internship Program with ECNU



Internship Program with ECNU

	Chinese Name	English Name	Section	1st Mentor
1	张紫漾	Ettie Zhang	ECE	K3 Rainbow
2	陈雅婷	Sarah Chen	ECE	K4 Zoe
3	朱逸琪	Heidi Zhu	ECE	K4 Lucy
4	陈璐瑶	Flora Chen	Primary	Y1 Cindy
5	施瑜	Jade Shi	Primary	Y2 Lynn
6	安钟骐	Shine An	Primary	Y3 Carrie
7	宋汉林	Stiles Song	Primary	Y4 Eva
8	李沁怡	Fiona Li	Primary	Y5 Terese
9	刘怡怡	Lynne Liu	Primary	Y6 Joan

In-Service Plan

Points to Note (Run through schedule)

- Tried to maximize classroom preparation time
- School Photos on Friday - professional dress. Teachers temporarily in a class will have their photo taken with co-teacher
- Staff Social (Friday)– please sign-up
- Student Orientation – Online links given. Team leaders to please include absent members as much as possible

ECE & Primary to move to separate meetings:

Primary – stay here

ECE move to the ECE Library

Leaders' Roles

Due to leaders needing to be in classrooms to start the year, their responsibilities will need to be amended:

Melissa:

- Oversight of Year Y5-6 curriculum, assessment, programmes, and events
- Work with Y4 in relation to Learning Communities.
- Professional Development/Learning Coordinator
- Library support and oversight
- Student Led Conference oversight
- Oversight of Year 5-6 Behaviour matters

Leaders' Roles

Jon:

- Oversight of Year Y1-4 curriculum, assessment, programmes, and events
- CEM Testing administration
- Daily operation of supervision Duties
- K4-Y1 Transition

Marc:

- Oversees the Life Skills Curriculum, Character Programme & Behavioural Management
- Character assemblies
- The CLT contact for significant behavioural issues Y1-4
- Cover coordination for Primary International Teachers – **13166313124**

Timetables

- The structure of the timetables have remained similar to last year (including separate lunches for Y3-4).
- Will email all RP teachers their timetable this afternoon:
- Please note that there are implications related to the late arrival of staff, particularly in relation to Technology (RP), PE (RP), Student Support (RP * CP) and EAL (RP & CP)
- Please note that these timetables could change!

Timetable Guidance

- Guidance documents to be emailed out today
- Very important this is followed
- Please be as flexible as possible - unfortunately there is no such thing as a perfect timetable!
- Please ensure both co-teachers have input when finalising the timetable
- Please use blank template provided (emailed)
- Please see Jon if any timetable issues

Summary of Timetable Guidance

- All Specialists, English, Chinese Language, Singing/Life Skills, Assemblies already inputted
- CP Timetables – most are already inputted, although greater flexibility with English/Topic.
- Need to fit in the other subjects - Social Sciences (Topic), Maths, Chinese Studies (Y2-6), Life Skills.
- Guided Reading (2) needs to be added (This should be within English lessons)
- Library also needs to be scheduled. Tania will put up a blank timetable in the libraries.

Release Time

- Both Co-Teachers are released for Specialist PE, Art, Violin & Music
- Co-taught subjects are:
 - Maths, Topic, Chinese Studies
 - Assemblies
 - ICT – Technology
 - Library
 - Class PE (this could change once Terry arrives)
 - Lifeskills

Deadlines

- **Class Teachers** to complete class timetable by **end of Tuesday 24th** - pass to Year Leader
- **Year Leader** checks for consistency, and then send me all their team's timetables by **end of Wednesday 25th (please send to co-heads for final check)**
- **EAL Teachers** - complete support timetables **Monday, September 13** - and send to EAL Leader
- **LS Teachers** - **Monday 20th September** to finalise schedules.
- Year/Team leaders - We will meet you separately next week to work out release time.

Final Tips

- Try to timetable one or two maths lessons at the same time across the whole year team - this will make it easier for learning support.
- Let Jon know asap if any errors on timetable
- Suggestion – make two timetables:
 - One for parents (just subjects) - the one to send Team Leader
 - One for own use - includes duties, meetings etc...
- Co-teaching teams meet to make sure they are clear about when each teacher will be taking their release time and each one's responsibility (Co-teaching Guidelines will be sent out as well)
- Rob and Sissy are responsible for co-teaching matters
- **Any Questions?**

Duty Rosters

- Draft RP Duty Roster - placed in Auditorium Monday afternoon
- It is as fair as possible!
- Everyone has 5-6 (while we still have staff absent) per week, with a few exceptions dependent on responsibilities
- Note the extra duty at the new play area at RP
- CP duties will be confirmed shortly.
- If any teacher receives less than 5 duties per week, then they will be the first port of call when covering duties of teachers who are absent
- Please see Jon if you have any questions

Duty Roster Amendments

- Make any necessary changes directly on master copy
- Deadline is end of Wednesday
- Specialists/Chinese/EAL - please refer to your timetable, to ensure that you are not teaching during an assigned duty.

Setting Up Classrooms - furniture

- Need to maximize the classroom space:
 - Teachers' desks to be placed against the wall (Y1-3)
 - Any resources that you do not regularly use, inform Jon/Melissa and we will see if it can be placed in storage.
- Keep all student desks and chairs in classroom
- Missing/broken furniture - Inform Team Leader, who will then pass info onto Melissa (Y5-6) or Jon (Y1-4)
- Missing Resources - Check with Co-Teacher/Team leader (Stationery will arrive soon)

Setting Up Classrooms - furniture

Other points to note:

- Classroom doorways need to be clear
- Positioning of computers - Student Access
- Missing Resources - Check with co-teacher/Team leader (Exercise Books & Stationery will arrive soon)
- Helping Hands Values – New posters will be provided (Marc)

Class lists

- These will be emailed to you today - **confidential**
- Check PS for student records
- Check portfolios of any new students during in-service week
- Name labels inside/outside classrooms
- Be aware that changes to class lists may still occur
- Class teachers will be sending out an email to parents to invite them to orientation day – A template email will be provided.

Calendar

- Calendar placed on Teams (YCISSEH-RP Calendar)— Main events throughout the year have been added.
- Check the main events in the first 5 weeks
- Curriculum and Character Assemblies - will be added next week.
- 4 Assemblies per week - Y1 (Fri), Y2 (Thurs), Y3-4 (Wed), Y5-6 (Day 6)
- More information will be given to you later regarding assembly structure

Miscellaneous

- Co-teacher minutes
 - Please use the agenda/minute template (leaders will send to you)
- Displaying of work/posters etc
 - No double-sided tape
 - Only place display items within the frames (corridors)
 - Lockers - name labels organized within year teams

Communication

- Daily News on Staff Blog - ECE & Primary combined
- Calendar on Teams
- General Communication through email
- Storage of files on network/server
- Teams - collaborative tool
- WeChat - Personal communication

Student Orientation

- Wednesday Webinar
- Friday – next week
- Strict entry procedures – staggered entry, 30 min timeslots
- School email – sent to parents today
- Monday – teachers to email students:
 - Introduce yourselves as child's class teacher
 - Provide room number
 - Give entry time-slot
 - Explain entry requirements and attach documents
- A template email will be provided – just need to fill in the gaps
- For families with children in both RP and CP, teachers will need to ensure that the timeslots are an hour apart, to allow parents to travel top campus. Office to provide list of Siblings.

Co-Curricular Activities Regency Park 2021/22

Staff in- service Day

Friday 20 August

Rationale for new program

- Increase quantity & variety of CCAs.
- Easier/fairer sign up system (*for vendors/parents/staff*)
- Equal opportunities for students to access free 'school CCAs'.
- Increasing student voice in CCA preference.
- Increased responsibility for outside vendors.
- Clear and fair expectations for staff.

Feedback

- New format – Semester 1 first roll out.
- Trying to improve the running of CCAs for everyone.
- YOU are integral to the running of school CCAs
- Feedback/suggestions important.

CCA Categories

- **1. STEAM** (science , technology , engineering , art, and mathematics)
- **2. Health & Wellbeing.**
- **3. Language & Culture.**

Structure – CCA Days

- **Tuesday** and **Thursday** – School CCA – teachers to lead (*no cost to students*).
- Monday/Wednesday/ Friday – Outsourced vendors running CCA, **no supervised duties** (*Students pay to attend*).
- Monday & Friday – Music and PE department will offer CCA (*no cost to students*)

Monday – Junior Orchestra (Y3-4)

Friday – Junior Choir (Y3-4)

Junior Sports (Y3-4)

School CCAs – Tuesday & Thursday

- Staff requirement remains as 1 CCA per Semester - 3.30-4.30pm
- New 2 semester model (14 weeks/ 12 weeks) (*specific dates, I will email calendar*)
- Y1 & Y2 Co-teachers will lead Y1/2 CCAs
- Y3 & Y4 Co-teachers will lead Y3/4 CCAs
- Specialists/EAL/Student Support – either, depending on demand.

Y1-2

- New 'Variety' model.
- Students take part in all available CCAs (8 per semester) and rotate around a different CCA each week – they do not sign up for one specific activity.
- Students opt in to either Tuesday/ Thursday/ Both/ none (simple sign up online)
- No more sign-up stress for parents, open over 3 days.

- Students will remain in classes for CCAs and in classrooms (apart from active CCAs) Year 1 and 2 now separate for CCAs.
- CCA lead teacher will go to the class, with materials. I will provide a schedule of rotations.
- Teachers will see all 8 classes, for 1 session, and some for 2.

Y3-4

- Students will sign up for specific activity. They will have the choice and give preference of top 3 activities. I will allocate.
- Parents will submit the preferences online (hopefully based on student choice!)
- Half way through the semester, students will change to a different CCA (one of their other preferences, same options)
- Teachers repeat the 6/7 week plan, with the second group of students.
- Mix of Y3 and 4 students. 20 students max per CCA.

Semester 2

- We will then offer a new set of activities (can have some repetition on popular ones but as many new as possible).
- Y1/2 again will rotate around the 8 new activities, and Y3/4 will have new activities to select top 3 choices.

Lesson Overviews

- All staff will be asked to submit a simple session overview for their CCA.
- This will be very useful for when cover is required, and help plan for any materials needed. Outline but useful for someone to pick up to cover.
- I will email the template and example, plus a copy will be on TEAMS.
- All staff will need to lead, there is no supervision.
- Y1-2 are planning 2 sessions (some classes will only get 1 with you).
- Y3-4 are planning 6/7 sessions (repeat with another set of students).

Logistics

- We will cover this in more detail nearer the time.
- Semester 1 will commence on **October 11**.
- We will offer the late CCA bus (to regular bus students) Monday-Friday, 4.40pm departure.

Junior Sports Programme

- The PE department are looking for staff who want to coach one or more Sports to Y3-4 students as their CCA commitment (minimum same amount of weeks, more if you want).
- **Sports:**
 - Touch Rugby/Ultimate Frisbee, (*Semester 1 – Rotation 1*)
 - Floor Hockey/ Badminton, (*Semester 1 – Rotation 2*)
 - Tennis/ Volleyball (*Semester 2– Rotation 1*)
 - Basketball/ Football. (*Semester 2 – Rotation 2*)
- **Friday 3.30-4.30pm –**
no match/weekend commitments (optional volunteers if we run events).

Staff selections

- Sign-up sheet on TEAMS. There will be a limit of each category available to make a even program.
- Co-teachers –please consult each other, logistically, it's better if you choose different days! Helpful for drop offs.
- If you are not sure on an idea, feel free to run it by me. For new staff, the information email will include last semesters brochure to give you an idea of what kind of clubs we offered previously.
- If you are unsure about your CCA contractual commitment please contact Rob Watson.

FYI

- Parents will now sign-up directly to outside vendors for Mon/Wed/Friday classes. They will also manage all payments.
- Staff with YCIS students – there is no longer a deadline for sign-ups as such so please sign up your children via Parent Online if you wish for them to participate in Tuesday/Thursday CCA.
 - Contact vendors directly if you wish for them to participate in any paid CCAs. (Staff children receive 25% discount).
- The CCA Brochure will be available on Parent Information Evening and I will present.
- All CCA outsourced vendors will be in the Courtyard during Orientation day, next Friday for our new 'CCA Vendor Fair'

Staff action points

- Read information on Kirstie's follow up email.
- Make CCA selection on TEAMS – by **Thursday, 26th August** .
- Complete CCA lesson overview by **Thursday, September 30.**

Questions?

Next week's meeting

- Campus Entry/Exit Procedures
- First Day procedures
- Duty Responsibilities
- Beginning of Year Assessments
- First Day Preparations
- PIE
- Evacuations/Lockdown procedures
- CCAs
- and much more...!

AOB

- Rob's phone Number: 186-1675-4324
- Sissy's phone Number: 138-1807-0559
- International Teachers - WeChat/text Rob & Office your number if it is different from last year (or if you are new)
- Chinese Teachers - WeChat/text Sissy & Office your number if you are new or haven't had my contact
- Please also let the Office know if your phone number has changed, so that they can update their records
- Team leaders – invite new teachers to join emergency WeChat groups
- AOB?

