



ECE & Primary Staff Briefing

Wednesday, 20 Sep 2023



Appraisal/Goal Meeting

Chinese Team sharing the Goal from last year to inspire each other



Everyday Hero



Emergency e-Learning Overview

Duration

Plan

1 day plan

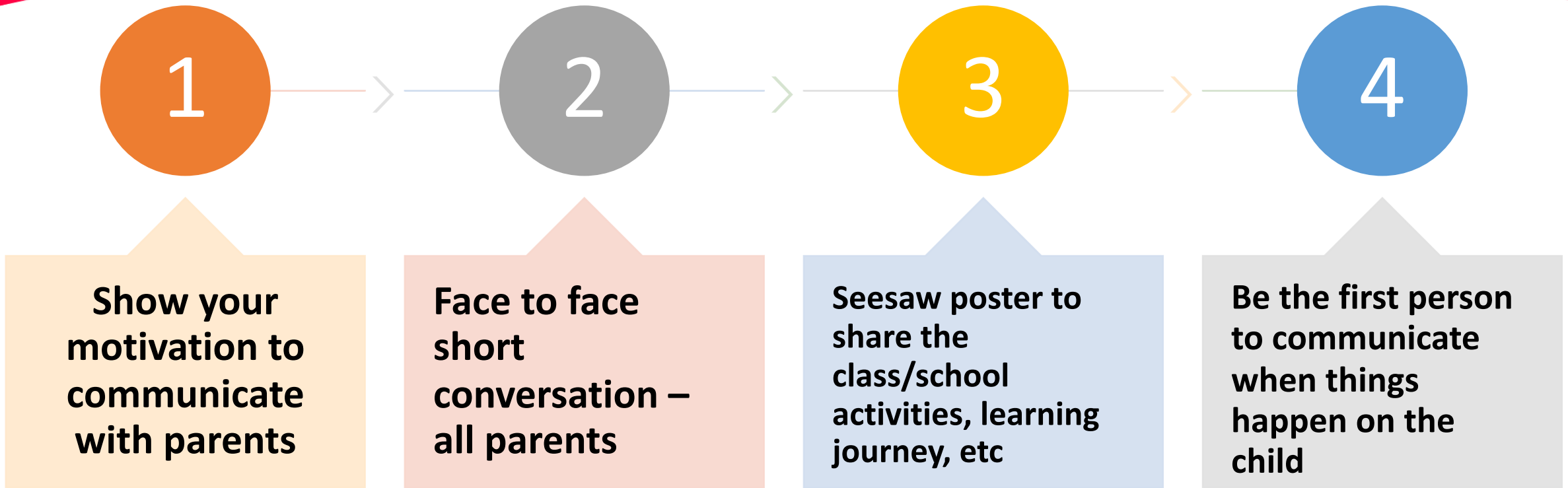
- Teams – Class Gathering
- ECE - Seesaw activities
- Primary – homework/activities on Teams

Second day onwards

- live online lessons via Teams
- E-learning daily schedule begins

- *Office will prepare the student Teams account to share with the teachers and parents*
- *Teacher set up Teams*
- *Create a folder of contingency activities*
- *Parent Communication*

Parent Communication



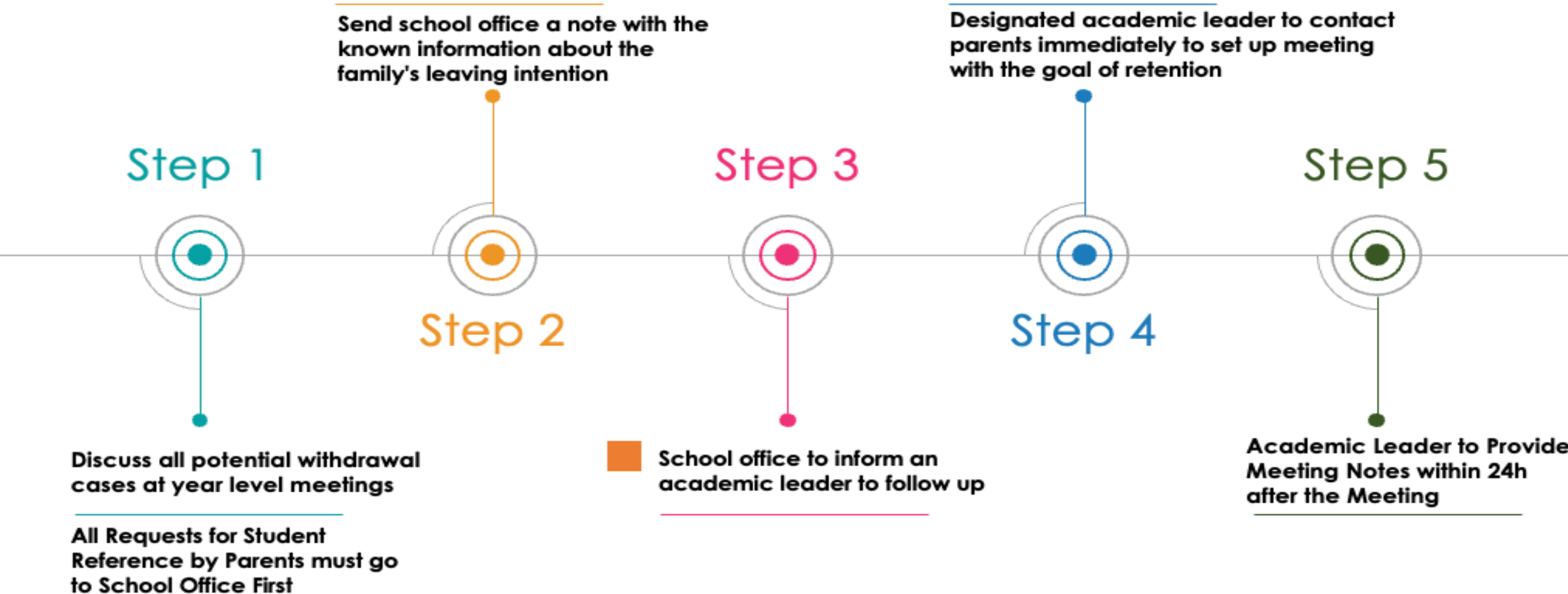
Keep your co-teacher informed of any parent conversations.



YCIS Pudong Potential Withdrawal Follow-Up Guide 2023 – 2024

If you hear of a student potentially leaving, make sure you report to the school office!

TEACHERS' INVOLVEMENT



SCENARIOS

Parents inform school, teachers not to check with students, who might not know yet

Students asking for leave in order to do entrance tests at another school

Relocation cases / Internal transfers – worth a quick check-in meeting to show care and see where to support for transition

Teachers hear from students talking

Duties

- Please ensure that the roster is updated with any changes. Take note of your duties (calendar events is a strategy)
- Be active in your supervision. No headphones or texting, (time checks are fine)
- Consider wearing a hat to set positive examples for our students.
- To ensure a successful Duties relationship:
 - Understand that staff may be late due to unforeseen circumstances, at times.
 - Arrive on time, which may require leaving before the start time. If you are late, coming early the week after is a nice gesture.
- Blow the whistle to signal the end of recess and support the line up process until class teacher(s) arrive.

Duties

- Check in that other teachers are in place. If not, please inform a Year Leader or Coordinator. If required, please re-locate yourself into the most appropriate space until additional cover arrives.
- CP- Zipline Duty involves the Zip Line and half the field

Plan for ECE Mid-Autumn Festival

Thurs Sept 28

All students dress up in Traditional Chinese Costume



Time	Activity	Venu	Who	To do
7:30-9:00	Arriving and class activity	classroom	Students and teachers	<ul style="list-style-type: none">YL/ Class teachers to arrange activity—making mooncakes and take home after school as special snack
9:00-10:00	ECE Celebration	Auditorium	All ECE	<ul style="list-style-type: none">HOE to organise the celebration
10:00-10:30	Parade	Red Courtyard	ECE Families and students	<ul style="list-style-type: none">HOE to organise the parade
10:30-11:30	ECE Family Picnic	ECE Front and Back playground /Climbing Area	ECE Families and students	<ul style="list-style-type: none">HOE, TL and teachers to walk around and chat/greet families
11:30	Back to normal schedule			

Plan for Primary Mid-Autumn Festival



Thurs Sept 28

All students dress up in Traditional Chinese Costume



	Primary Y1-4	Primary Y5-6
Morning	<ul style="list-style-type: none">• Traditional Chinese Costume dress up• YL/ Class teachers to arrange activity (YL decide morning or afternoon)	<ul style="list-style-type: none">• Traditional Chinese Costume dress up• YL/ Class teachers to arrange activity
Afternoon	<ul style="list-style-type: none">• YL/ Class teachers to arrange activity (YL decide morning or afternoon)• Festival Themed Assembly & Chinese Costume Parade <p>1:15pm – Y1-4 Assembly in Gym 1:45pm - Chinese costume Parade – group photo</p>	<p>Chinese costume Parade Y6-Science workshop</p>



Parent Information Evening

- **Wed 20th Sep - Y5-6 Parent Information Evening**
- **Thurs 21st Sep - ECE & Y1-4 Parent Information Evening**
 - ECE family - 6:00pm***
 - Primary family – 5:00pm***

Coming Events

- **Wed 20th Sep - *Y5-6 Parent Information Evening (PIE)***
- **Wed 20th Sep - ECE Staff Meeting**

- **Thur 21st Sep - *ECE & Y1-4 Parent Information Evening (PIE)***
- **Thur 21st Sep - Child Protection Training for Campus Leaders (Recruitment Practices) 1-5pm**

- **Fri 22nd Sep - *RP CCA registration Closes***
- **Fri 22nd Sep - Child Protection Training for Campus Leaders (Recruitment Practices) 1-5pm**

- **Sat 23rd Sep – *Jiaqian Birthday Party***

- **Wed 27 Sep - *Parent Reps meeting 8:30am in Auditorium***
- **Wed 27 Sep – NZ Principals visit CP 2-4pm**



**THANK
YOU!**