



YCIS

ECE & Primary Staff Briefing

Wednesday, 1 Nov 2023



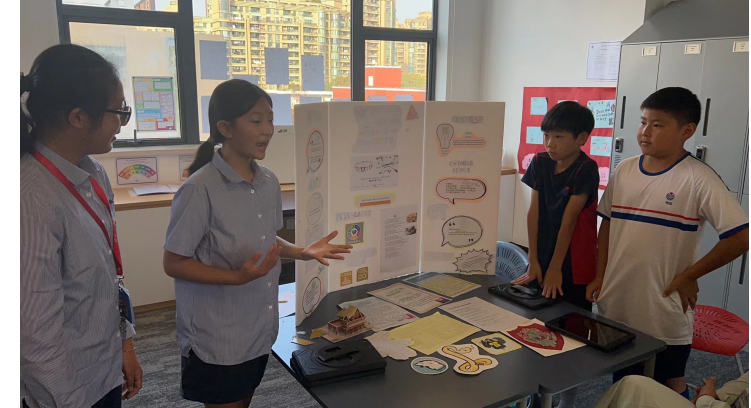
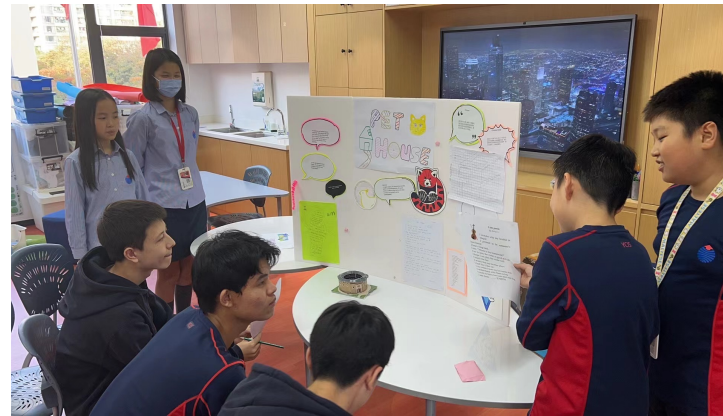
Double Nine Festival



歌



Year 6 Curriculum Exhibition





Y4&5 Music Recital

Thanks , Successes, Celebration

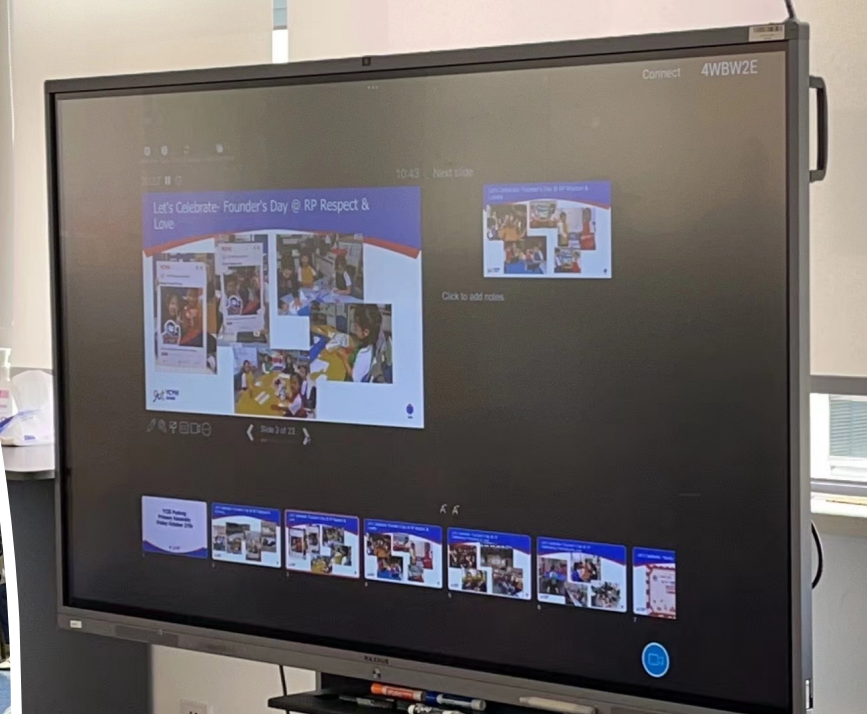


ECE Language Strategies



**Thanks ,
Successes,
Celebration**

Primary Assembly

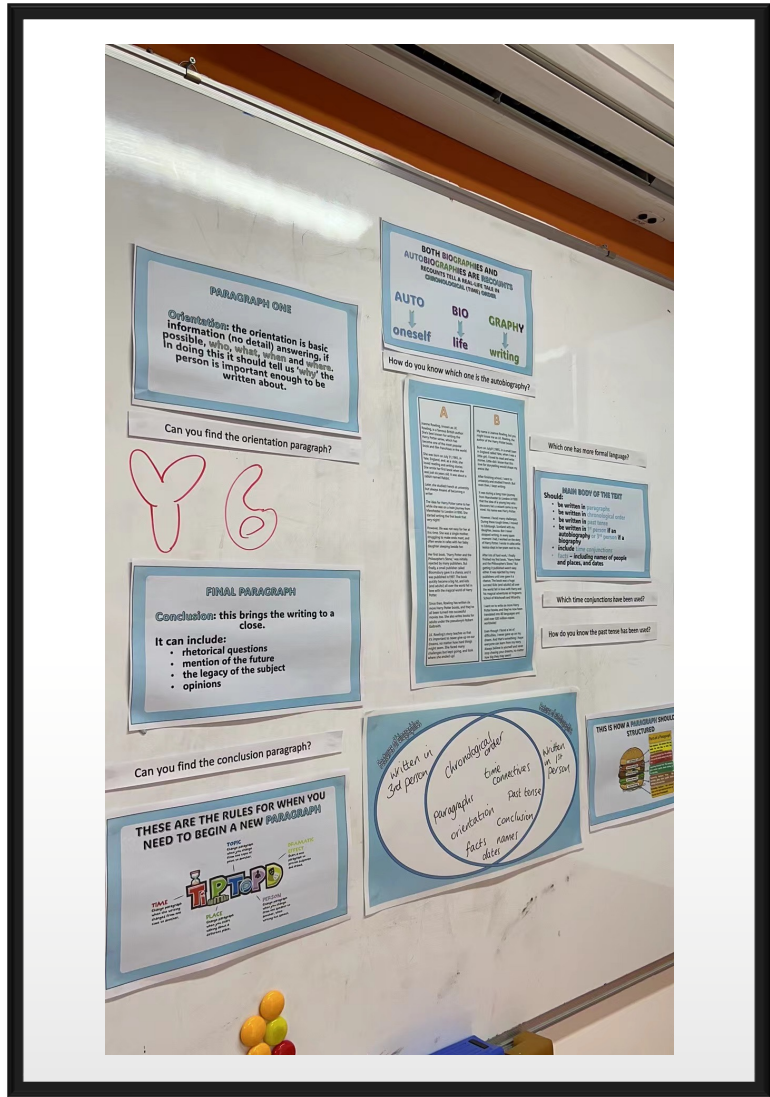


Learning Environment Displays



Learning Environment Displays





Thanks , Successes, Celebration



English Language



Reflection from Lock Down & Fire Drill

Sweepers Role

Walkie Talkie

Cafeteria – window
need to cover

Next:

- **Unannounced Session**
- **Prepare students – communicate, explanation**

Learning Conference

CP- 2 Nov, RP-3 Nov

- PARENTS+TEACHER
- Tidy up space
- Student work visible
- ManageBac up to date
- 10-15 minute slots
- Translation support
- Keeping a timer is recommended... to stay on schedule
- Book Fair – English & Chinese books, 10% off

- Student performance to date
- Tips to make further progress
- Plan for the year
- Concerns (let YLL/SS know, add as comment on MB)
- If you're new... See YL or Coordinator for more info!

Learning Conference

CP- 2 Nov, RP-3 Nov

Parent Communication

- Discuss with your co-teacher – understanding at the same page
- Start with sharing positive
- Talk about current development, as well as plans to support in the future
- Prepare some evidence to support your points
- Aware parent reaction – make adjustment
- Ensure parents home-school partnership
- Any common or individual concerns – email to notify the leaders

Leave Procedures

- For any leave other than Sick Leave, please ensure that a school principal is informed.
- Personal leave should only be requested when there are urgent matters
- For RP, staff card to sign in and out via QR code. For CP campus, please use the facial recognition sentinels located at each gate
- All leave types need to be accounted for and submitted through P+ system, If you are experiencing any technical issues, please contact Jordan Xu in HRD: Jordan.xu@ycis.com
- Arrive on campus no later than 7:30am and depart no earlier than 4:00pm during a regular Mon-Fri school week.

Procedure Reminders

Purchase Requests

- All should go through ePS.
- Supporting Division will follow up the purchase requests by providing vendors and quotations.
- Highly suggest to communicate with Supporting Division in advance if there are specific requirements and to have clarifications of purchase procedure from Supporting.

Procedure Reminders

School Paid Training

- Fill in “*Business Trip and Training Application Form*”
- This needs to be *signed by Co-Prs first* before any registration or payment.
- Then signed form needs to be *attached with Payment Requisition Form* or Expense Claim Form
- *Send to HR/Accounts* for booking and payment purpose.



Business Trip / Training Application 出差/培训申请表

Filled in by Applicant, or assigned staff member 此栏由申请人或指定员工填写					
Applicant(s) 申请人					
Trip / Training Purpose 出差/培训事由	(Note: Please attach invitation email or information regarding the training) (备注: 请附上受邀邮件或培训相关信息)				
Trip Period 出差日期	From 由 _____ To 至 _____	Trip Destination 出差地点			
SH Campus 所属校区			Department & Account Code 部门及账号		
Transportation Air / Train Ticket 交通: 机票/火车票 (Leave blank if not required 无需订票可不 填此项)	Date 日期	Approx Time 出发时间	Preferred Airport / Train or Station 起落机场/出 发及到达火车站点	Flight or Train Number (if specific details known) 航班号/ 火车车次(如果已有请填写)	
	Departure 去程				
	Return 回程				
Visa Application 签证	Please arrange your own visa application. HRD can provide required supporting documents. 请自行安排签证申请, HRD 可提供办理签证时需要学校开具的材料				
Accommodation 住宿	Do you need assistance with accommodation? Yes / No (Circle one) 如需预订住宿, 请打勾□ Please provide hotel details if you have them: 如您已有酒店信息, 请提供。				
Business Trip / Training Form Completed by: 出差/培训申请人:					
Name 姓名: _____					
Signature 签字: _____					
Date 日期: / /					
Business Trip / Training Form Approved by: 出差/培训批准人: (Co-Principal – Academic Staff / GMSO&DH – Non Academic Staff) (校长-教学员工/总经理及主管-非教学员工)					
Name 姓名: _____					
Signature 签字: _____					
Date 日期: / /					

Health & Safety

Primary Duty

- **Wear Vest**
- **Vest will be placed in each room**
- **Put back in the same place after the duty**
- **Yellow – Duty teacher, Orange – Marshall**



Health & Safety

Safety on School Bus

- Teachers are **fully aware** of student behavior on the bus
- If teachers receive any notifications from bus ayi, please **follow up** with leaders at RP & CP
- Please remind **students to keep seatbelts** on at all times and to not get up from their seat until the bus stops moving
- For students at RP, teachers to ensure that **bus students are all seated** at the bus table while waiting in the cafeteria.



- **Every class has one**
- **Internal phone call**

Class Telephone

Emergency call:

Nurse room: 3120, 3200

School office:

- **Karen - 3101**
- **Viki – 3102**
- **Elena – 3206**
- **Elain - 3505**

Student Photo Day

RP – Nov 8-10, CP – Nov 23-24

- **Dress code**
- **Timetable**

Reminders

- Art Competition – Submission end of Nov
 - Shanghai Treasure Hunt - Saturday 4 November
12:15pm
 - November Nurture
 - Principal for a day – Nov 14 – CP
 - ECE CCAs/Short Term Programme start – Nov 7
-



Happy
November

may it be a time
of reflection,
gratitude, and
simple joy

WWW.WEDNESDAYMORNINGWHISPERS.COM

Happy
November
HR-Family
Day
11 Nov

BE KIND

be thoughtful

GENUINE

but most of all

THANKFUL

PSUA

Everyday Hero



Thank you!

