

School Rules for Students and Parents

Ni Hao Mandarin Language School believes in providing a healthy, happy and positive environment for students and parents/guardians. The student's welfare is of primary importance although academic achievement is monitored too. We use Woodcote Primary School and Surbiton Assembly Hall's premises. It is essential we adhere to their rules and regulations. For these reasons, we ask students and parents/guardians to respect the following at all time.

Rules for Students while in School Premises:

1. In order to achieve the maximum results within the limited teaching time, all students are asked to respect the common rules operating in classrooms, respect teacher and finish home work on time to highest possible standard.
2. Look after all school property such as desks, chairs, white board, interactive white board and all other items in the classroom. Do not use and touch any equipment not allowed to be used by Nihao Mandarin Language School students, for example, art work, piano and other items belong to Woodcote Primary School and Surbiton Assembly Hall students.
3. The School premises are a quiet environment during lesson time. Do not run and shout at any time.
4. Tuck Shop is provided in the school. All proceeds will go to the Special Event Team account which is used for organising children's activities. However food and drink should only be consumed in agreed area.
5. Students spend their time outside of class time in agreed areas. Please follow the duty teacher's instructions.
6. Follow fire instruction displayed.

Rules for Parents/Guardians:

1. We believe both the school and the parents/guardians are responsible for the children's education. A close working relationship between the parents and school ensures the best outcome of children's education and welfare. We, therefore, ask parents not to hesitate to forward any suggestions that you think may improve our teaching standard.
2. We encourage parents/guardians to discuss each student's progress as and when there is any concern. A face to face discussion, or use the School Diary, with the class teacher is always welcome, but if you prefer you can address your concerns to the Head Teacher in writing. We are here to help our youngsters to enjoy and learn.
3. Parents/guardians who are responsible for picking up a child need to be registered with the school. If the registered person cannot pick up the child, please inform the class teacher in advance. Otherwise the child may not be allowed to leave the school.
4. Please pick up the student on time. If parents/guardians cannot reach the school on time, please telephone the school emergency telephone number 07798680968 to inform the school.
5. Ni Hao Mandarin Language School has purchased Public Liability insurance to cover registered students on site. Unregistered students and parents/guardians on site are not covered. You are responsible for your own health and safety while on the school premises.
6. Parents/guardians are only allowed to stay on the school premises with the Head Teacher's permission. Parents/guardians who stay on school premises with permission are responsible for their own health and safety.

School reserves the right to implement new rules at any given time providing it safeguard the health and safety of the students. If there is anything you would like to clarify, please do not hesitate to contact us.

Best wishes for your/your child's education.

Sunny Field
Head Teacher