

PARENT HANDBOOK

家长手册



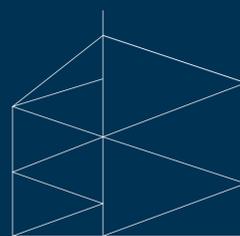
88, XIHE ROAD, PANYU DISTRICT, GUANGZHOU
广州市番禺区西和路88号
TEL 020-32656500



广州市番禺区诺德安达学校
NAS GUANGZHOU, PANYU

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学校愿景
SCHOOL PURPOSE

培育自信满满、才能卓越、创意无限的双语新生代，成就更美好的未来。

TO SHAPE A BILINGUAL
GENERATION WHO HAVE
THE CONFIDENCE,
CAPABILITY AND
CREATIVITY TO CHANGE
OUR WORLD FOR THE
BETTER.

校长欢迎致辞

WELCOME MESSAGE FROM THE PRINCIPALS

亲爱的家长们，
Dear Parents,

欢迎加入广州市番禺区诺德安达学校！我们很高兴您和您的孩子成为这个充满活力的学习社区的一员。我们精心制作这本手册，旨在为您提供学校的基本信息，包括学校愿景、价值观，以及支持您孩子教育之旅的所有项目与资源。
Welcome to NAS Guangzhou Panyu! We are delighted to have you and your child as part of our vibrant school community. This handbook has been carefully crafted to provide you with essential information about our school; its vision, values, and the various programs and resources available to support your child's educational journey.

作为一所扎根中国的世界学校，我们的愿景是培养自信满满、才能卓越、创意无限的双语新生代，让我们的世界变得更美好。我们坚信，教育的力量可以赋予年轻人智慧，并为他们提供在不断变化的全球环境中茁壮成长所必需的技能和知识。

At NAS Guangzhou Panyu, our vision is to shape a bilingual generation who have the confidence, capability, and creativity to change our world for the better. We firmly believe in the power of education to empower young minds and equip them with the skills and knowledge necessary to thrive in an ever-changing global landscape.

我们学校自创校以来坚持走创新教育教学之路，以实现对全人教育的承诺。我们努力让教育超越传统的教室墙壁，用匠心为孩子们打造更具个性化的培育环境，并以持续不断的创造力传递对学习的热爱。我们相信每个孩子都是独一无二的，我们敬业的教育工作者将孜孜不倦地创设个性化的学习体验，聚焦细节，为每个学生的个性成长赋能。
Our school is renowned for its innovative teaching methods and commitment to holistic education. We understand that education extends beyond the traditional classroom walls, and we strive to provide a nurturing environment that fosters personal growth, creativity, and a love for learning. We believe that every child is unique, and our dedicated educators work tirelessly to create personalized learning experiences that cater to each student's individual needs and interests.

全人教育的重要特色之一是重视表演艺术和体育。我们坚信，艺术表达和锻炼在培养创造力、自信和整体健康方面发挥着至关重要的作用。在提升学术成绩之外，我们通过综合表演艺术和课外活动项目，让学生更有机会发掘他们的天赋，发展他们的技能，并通过各种表演、比赛和活动展示他们的自信与能力，成就更好的自己。

One of the hallmarks of our school is our strong emphasis on the performing arts and sports. We firmly believe that artistic expression and exercise play a vital role in fostering creativity, self-confidence, and overall well-being. Through our comprehensive performing arts and extra-curricular activities program, students have the opportunity to explore their talents, develop their artistic skills, and showcase their abilities through various performances, competitions, tournaments and events.

我们也致力于促进学校、家长和学生之间公开透明的沟通。我们鼓励每一位家长积极参与孩子的教育，积极参与我们学习社区丰富多彩的合作活动，与孩子一起成为终身学习者。

We are committed to fostering open and transparent communication between the school, parents, and students. We encourage you to actively engage in your child's education and take advantage of the numerous opportunities for involvement and collaboration throughout the school year.

我们再次向您和您的家人表示热烈的欢迎。我们期待与您合作，为您的孩子提供丰富和变革的教育体验。

Once again, we extend a warm welcome to you and your family. We look forward to partnering with you in providing an enriching and transformative educational experience for your child.

在一起，为了我们孩子的闪亮明天！

Together, let us shape a brighter future for our children.

诚挚问候
Warm regards,



校长 杨琳琳女士
Ms. Linlin Yang
National Principal



学监 Simon Porter 先生
Mr. Simon Porter
International Principal

家校沟通

COMMUNICATIONS

邮件是学校进行日常沟通的通讯方式。诺德安达学校不使用微信或其他社交媒体应用程序来讨论家长或孩子的情况与需求。如果您希望与老师讨论孩子的详细情况，您也可通过邮件与老师预约电话沟通或者到校面对面沟通。如果您有任何紧急的事件，请直接电话联系学校前台，前台将为您及时解决。

Please Note: Email is the way in which NASGZ, Panyu keeps professional records for communications. Nord Anglia Education Schools do not use WeChat or other social media applications for discussing your needs or your child's needs. If you wish to discuss the details of your child's situation with the teacher, you may also make an appointment to speak with the teacher via email by phone or face to face at the school. If you have an emergency, please contact the school's reception directly by phone and the reception will resolve it for you in a timely manner.

重要联系方式：

Important School Contacts:

学校前台 School Reception

学校前台是一个家校沟通枢纽，除学术和寄宿外的所有事宜，您都可以通过邮件或电话与学校前台取得联系，前台都将为您转至相关部门进行处理。如果您有学术相关问题，请联系班主任老师；如果您有寄宿相关问题，请联系寄宿部。

邮箱: ngp.reception@nasguangzhou.cn

电话: 020 3265 6500 (周一至周五07:45AM-16:30PM)

The reception is a hub of communication between parents and school. For all matters other than academic and boarding, you can contact the reception by email or phone and the reception will refer you to the appropriate department. If you have an academic issue, please contact your homeroom teachers. If you have a boarding issue, please contact the boarding house.

Email: ngp.reception@nasguangzhou.cn

Tel: 020 3265 6500 (周一至周五07:45AM-16:30PM)

寄宿部 Boarding House

邮箱Email: ngp.boarding@nasguangzhou.cn

电话Tel: 020 3265 6524 (18:30-20:30)

校长办公室 Principals Office

如果您希望与学校的管理团队进一步讨论关于孩子教育及校园生活问题，可邮件联系校长办公室。

邮箱: ngp.office@nasguangzhou.cn

If you would like to discuss your child's education and school life further with the school's management team, you can contact the principal's office by email.

Email: ngp.office@nasguangzhou.cn

备注 Remarks:

- 班主任将会在学生入学后给每一位家长发送欢迎邮件，请注意保存班主任邮箱地址。
- 重要且紧急的事情可以通过电话直接与校方取得联系。
- The homeroom teacher will send a welcome email to each parent at the beginning of the term. Please save the homeroom teachers' email addresses.
- For important and urgent matters, you can contact the school directly by phone.

作息时间 TIMETABLE

小学 (1-5年级) Primary G1-5

班会 Homeroom	8:15-8:30
第一节课 Learning Session 1	8:30-9:15
第二节课 Learning Session 2	9:15-10:00
大课间及加餐 Recess and Snack	10:00-10:20
第三节课 Learning Session 3	10:20-11:05
第四节课 Learning Session 4	11:05-11:50
午餐 LUNCH	11:50-12:50
第五节课 Learning Session 5	12:50-13:35
第六节课 Learning Session 6	13:35-14:20
课间餐 SNACK	14:20-14:40
第七节课 Learning Session 7	14:40-15:25
课外选修课 ECA	15:35-16:25
课后活动(寄宿生) ASA(For boarding students)	16:35-17:25

中学 (6-10年级) Secondary G6-10

班会 Homeroom	8:15-8:30
第一节课 Learning Session 1	8:30-9:20
第二节课 Learning Session 2	9:20-10:10
第三节课 Learning Session 3	10:10-10:55
大课间及加餐 Recess and Snack	10:55-11:15
第四节课 Learning Session 4	11:15-12:05
第五节课 Learning Session 5	12:05-12:50
午餐 LUNCH	12:50-13:50
第六节课 Learning Session 6	13:50-14:35
第七节课 Learning Session 7	14:35-15:20
大课间及加餐 Recess and Snack	15:20-15:35
课外选修课 ECA	15:35-16:25
课后活动(寄宿生) ASA(For boarding students)	16:35-17:25

备注Notes :

- 周一到周四，走读生下课时间为16:25分，校车出发/家长接送。ASA为住宿生选修课，若走读生参加ASA，家长需自接送。
- 周五下午没有课外选修课ECA和课后选修课ASA，全体学生离校时间为15:30，校车出发/家长接送。
- Monday to Thursday, school bus departs/parents pick up at 16:25. ASA is for boarding students, if day students attend ASA, parents need to pick them up themselves.
- There is no ECA and ASA on Friday afternoons, and bus departs/parents pick up at 15:30.

寄宿部时间(取决于不同年级) Boarding time(depending on grade):

- 晚自习时间: 1-2小时
- 沐浴/夜宵/阅读: 1-2小时
- 熄灯时间: 20:30-22:30
- 具体时间表见寄宿部通知或咨询前台
- Study time: 1-2 hours
- Shower/night snack/reading: 1-2 hours
- Lights out: 20:30 - 22:30
- See the boarding section notice or ask reception for a specific timetable

出勤

ATTENDANCE

学校的日常考勤是学生学习过程中不可或缺的一部分。有鉴于此，我们非常重视每一名学生的课堂出勤。学生应出席所有课程，保持全勤。为满足课程评分的基本要求，小学部学生应保持至少90%的课堂出勤率，初中部学生应保持至少95%的出勤率，否则可能影响学生参加毕业典礼活动。

Daily attendance at school is an integral part in the learning process. With this in mind, we place high value on every student's attendance in class. Students are expected to attend all their classes. At least 90% attendance in the primary division and 95% attendance in the secondary school are necessary to attend the graduation ceremony.

关于请假 Ask for leave

对于突发原因导致的缺勤（如疾病或受伤），家长必须在缺勤的当日上午08:00前发送邮件至学校前台(ngp.reception@nasguangzhou.cn)。寄宿生如生病，寄宿部将联系学校护士，由护士通知学校前台、班主任与家长。如学生因生病在白天上课时离开学校，家长必须与学校前台进行确认，如是寄宿生，应同时通知寄宿部(ngp.boarding@nasguangzhou.cn)后离校。由于医疗或签证预约导致的缺勤亦应遵守上述通知流程。

For unplanned absences such as those due to illness or injury, parents must send an email by 08:00 in the morning to the school reception (ngp.reception@nasguangzhou.cn). Boarding students who are ill must contact the school nurse, who will notify the reception, homeroom teachers and parents. Ill students who leave school during the day must check out from the School Reception, with notification to the Boarding(ngp.boarding@nasguangzhou.cn), if the students are boarders. Absences due to medical or visa appointments follow these same notification procedures.

如学生病假连续缺勤3天以上，学生应提交医生开具的证明。发烧学生需在家退烧后跟学校保健室确认无碍后返回学校。

If there are more than three (3) consecutive missed days due to illness, parents must provide a doctor's note. Students with a fever need to stay at home after he/she is recovered and return to school only after confirming that they are ok with the nurse.

当学生提前知道自己将缺勤两天或更多的课程，他/她必须至少在缺勤离校三个上课日之前填写一张事假申请表（可向前台老师获取此表），并发送邮件到学校前台。

When students know ahead of time that they will be missing two or more school days, they must fill out a Leave Application Form and send it to the school reception at least three school days before the anticipated absence begins. The Leave Application Form is available from the School Reception.

学生接送

STUDENT PICK-UP AND DROP-OFF

新学期开学，班主任会将学生电子接送卡（包含学生照片，姓名及班级信息）单独发给家长。家长向校方出示学生电子接送卡，在学校门口或者校车下车点接学生。学生电子接送卡将是家长接学生的身份确认唯一凭证，请家长妥善保管好学生的电子接送卡，不要随意转借他人使用。

At the beginning of the new school year, the homeroom teacher will send the student electronic pick-up card (containing the student's photo, name and class information) to the parents individually. Parents will present the card to the school and pick up the student at the school entrance or bus drop-off point. The card will be the only proof of identity for parents to pick up the student. Parents are requested to keep the card in a safe place and not to lend it to others.

学生着装规范

SCHOOL UNIFORM DRESS CODE

以下是广州市番禺区诺德安达学校关于校服的说明以及学生上学和代表学校出席正式场合的着装规范，请所有学生仔细参阅并遵照执行：

All students are required to wear school uniforms on school days and when representing the school on formal occasions. Please carefully read the instructions and dress code as below:

夏季正装

Summer formal dress code



春秋冬季正装

Spring/Autumn/Winter formal dress code



夏季运动装

Summer sports wear dress code



春秋冬季运动装

Spring/Autumn/Winter sports wear dress code



学生着装规范

SCHOOL UNIFORM DRESS CODE

学生上学、放学上下校车、出入校门期间都需穿着校服。上课期间，除体育课、舞蹈课及运动类、舞蹈类课外课程，学生均需穿着校服正装；体育课、舞蹈课及运动类、舞蹈类课程时需更换校服正装为校服运动装。

Students are required to wear school uniform during school hours, getting on and off the school bus, and when entering or leaving the school gate except for physical education classes, dance classes and sports or dance related extracurricular activities (ECA). Students are required to change from school formal uniforms to sports uniforms for physical education classes, dance classes and sports or dance related ECA.

请注意：小学(一至五年级)在有体育课与舞蹈戏剧课的当天，可以直接穿着运动校服到校及离校。但中学部学生（六年级及以上），仍必须按照着装规范的要求穿着校服往返学校，并按惯例在体育与舞蹈戏剧课前和课后的休息时间更换校服。

Please note: Students in Grades 1-5 (primary school) can come to school in their Sports uniform on the day they have PHE or Dance/Drama classes. However, students in Grades 6 and above (secondary school) will follow the School Dress Code Policy of wearing their school uniform to and from school and change to their Sports uniform at the break time before and after the PHE or Dance/Drama classes.

禁止的物品和物质

PROHIBITED OBJECTS AND SUBSTANCES

香烟和烟草制品：广州诺校的校园是一个禁止吸烟的环境。不允许任何员工或学生在校内吸烟。学生吸烟将被警告并被停学。重复出现此行为将导致取消在我校读书的资格。

Cigarettes and Tobacco Products: NASGZ, Panyu campus is a NON-SMOKING environment. No staff or students are permitted to smoke on school premises. Students who smoke will be cautioned and receive a suspension. Repeat behaviour will lead to cancellation of enrollment.

非处方药：请勿将任何中国法律规定的违禁药物带入校园。怀疑携带违禁药物的事件将被移交给公安局处理，以立即进行调查并采取行动。负责将毒品带入校园或在社区中使用毒品的学生将被取消在我校读书的资格。

Non-prescription Drugs: All drugs prohibited by Chinese law are not to be brought onto campus. Incidences of suspected possession of prohibited substances will be referred to the State Police (the Public Security Bureau) for immediate investigation and action. Students responsible for bringing drugs onto campus or using drugs in the community will have their enrollment terminated.

口香糖：如果不当处置口香糖将造成的学校财产和固定装置的损坏，因此必须在校内禁止此物品。

Chewing Gum: Damage to school property and fixtures caused by the inappropriate disposal of chewing gum necessitates the prohibition of this item from the school premises.

武器：禁止使用正版武器和仿制武器。诸如刀，弹弓，BB枪，武术武器，复制品手枪和电击枪之类的物品，以及中国法律禁止的所有武器类物品，均不得带回校园。在学校拥有此类物品将被取消在我校读书的资格。

Weapons: Genuine and replica weapons are prohibited. Items such as: knives, slingshots, BB guns, martial arts weapons, replica pistols and stun guns, and all such items prohibited by Chinese law may not be brought onto campus. Possession of such items at school will result in termination of enrollment.



学生违纪及处理 DETENTION POLICY

学生反思政策，旨在解决学校环境中的纪律问题。该政策包括五个级别的惩罚，每个级别都有标准化的处理方式。The detention policy aims to address disciplinary issues within the school environment. The policy consists of five levels of misbehaviour, each with its own set of actions and consequences.

在第1级，轻微的违规行为通过班级惩戒来解决，如短暂的课间留堂、反思表或谈话。如果一个学生在一天内受到三次一级处罚，那么处罚将升级为二级。

At Level 1, minor infractions are addressed through small class punishments, such as a brief break time detention, reflection sheets, or discussions. The class or duty teacher administers these punishments. If a homeroom teacher receives three Level 1 punishments in a day, the punishment is escalated to Level 2.

第2级包括30分钟的午间留堂，并完成反思表，以及通过电子邮件告知家长沟通。

Level 2 involves a 30-minute lunchtime detention with a reflection sheet and communication with parents through email.

第3级需要更严厉的惩罚，如两次30分钟的午间留堂。指定的校方代表会与家长联系，并可能安排一次会议来解决这些问题。

Level 3 entails two 30-minute lunchtime detentions. Parents are contacted by designated staff members, and a meeting may be arranged to address the issues. If necessary, the child may be placed on a behavior report.

第4级涉及到提交给校长，校长可能会根据违规行为的严重程度，给予学生一天的内部停课。在学生被允许返回课堂之前，会安排一次家长会议。

Level 4 involves referral to the Principals, who may impose a one-day suspension from school depending on the severity of the infraction. A parental meeting is arranged before the student is allowed to return to classes.

在第5级，校长会处理这种情况，这可能会导致学生多天的停课。在某些情况下，为了孩子的利益，可能会建议家长考虑让他们的孩子进入另一所学校。

At Level 5, the Principals handle the situation, which could result in multiple days of suspension. In some cases, parents may be advised to consider enrolling their child in another school for their benefit.

学生反思政策旨在保障学校纪律，同时考虑到各种情况并在每个级别提供适当的惩戒和教育。

The detention policy is designed to enforce discipline while considering the circumstances and providing appropriate consequences at each level.



诺德安达线上学习资源门户网站 NAS ONLINE LEARNING RESOURCES PORTAL

门户网站 PORTAL: portal.nordanglia.com

广诺提供丰富的线上学习资源以及先进的教学管理系统，以支持学生的课外学习以及家校沟通。所有的线上平台都可以通过诺德安达线上学习资源门户网站提供的链接进入，我们建议您把门户网站收藏到家庭电脑的浏览器中。

NAS school provides a wealth of online learning resources as well as an advanced instructional management system to support students' learning outside the classroom and communication between home and school. All platforms can be accessed through links provided in the NAS Online Learning Resources Portal, which we recommend you bookmark to your home computer's browser.

请注意，门户网站是通过学生的广诺邮箱和密码登录，每一位新生在开学后都将收到由班主任发送的邮箱和随机密码，请务必记录和保管好密码。

Please note that the portal is logged in through the student's NAS email address and password. Every new student will receive an email address and random password sent by their homeroom teacher after the start of the school year, so please make sure to record and keep the password.

各平台的详细介绍及使用方式学校将另行发布。

Detailed information on each platform and how to use it will be published separately.

如有任何问题，可发邮件至学校前台 ngp.reception@nasguangzhou.cn 获取帮助。

If you have any questions, you can email the school's reception (ngp.reception@nasguangzhou.cn) for support.

学院制度及学院积分制 HOUSE POLICY AND HOUSE POINTS

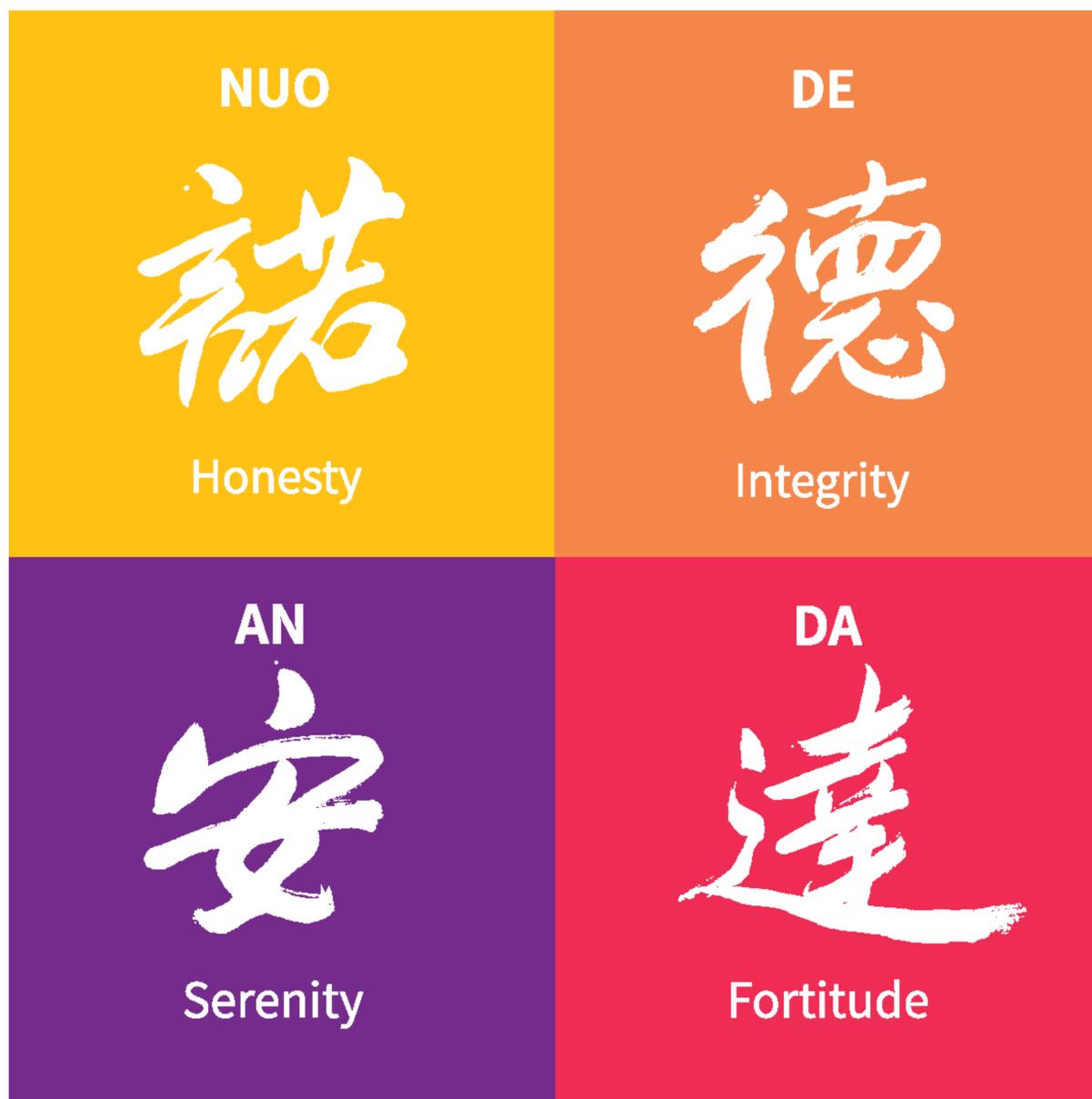
“学院制”起源于英格兰，盛行于英联邦国家传统学校之中，至今已有数百年的悠久历史。它不仅存在于魔幻小说哈利波特中，更是许多世界名校始终沿用的运行模式。创建学院的初衷，在于帮助初来乍到的新生们找到最初的集体，建立他们强烈的归属感。随着时间的推移，时代的变迁，时至今日学院制亦有了其愈发深厚的底蕴和更为饱满的内涵。

Houses originated in England and has been prevalent in traditional schools in Commonwealth countries for hundreds of years. It is not only found in the magical novel Harry Potter, but also in many of the world's most prestigious schools. Houses were originally created to help newcomers find their first community and build a strong sense of belonging. With the passage of time, the Houses have become more profound and fuller today.

诺德安达采用学院制管理学生的日常活动，通过融合不同班级、不同背景的学生，学院创造了协同合作和相互竞争的环境，进一步延伸了学生思维的宽度和深度；通过积分制，学院帮助学生建立集体荣誉感，并充分给予学生在集体中展现自我价值的机会，让每一位学生在各自的集体中散发光芒。

At NAS Guangzhou, through establishing Houses, we intend to help our students find their own group and have a sense of belonging. Houses create a competitive and cooperative environment and the points-based system helps students build a sense of group pride. Every student belongs to one House and will remain in the same House for their whole school life.

我们的四个学院 THE FOUR HOUSES



家长支持小组 PARENT SUPPORT GROUP

广州市番禺区诺德安达学校家长支持小组是受到诺德安达集团认可和承认的家长组织。它是一个志愿者组织。其宗旨是通过组织各种有助于诺德安达社区的活动和行使各项职责，建立有凝聚力但又有多元文化的社区。通过与校方的磋商和协调，支持并帮助广州市番禺区诺德安达学校的学生和家长，丰富整个社区的精神和生活。

NASGZ, Panyu PSG is the only parent organisation that is accepted and acknowledged by Nord Anglia Education Chinese Bilingual Schools and the NAS Guangzhou, Panyu school community. It is a volunteer organisation that plans and operates activities and events that help to create a sense of our strong but diverse community. PSG also assists student studies with their parents in consultation and coordination with the Co-Principals in order to enrich the spirit of the whole NASGZ, Panyu community.

家长支持小组通过每月一次的会议，就学校的具体事宜与学校的管理团队和联合校长进行讨论，充分利用自己的能力和专长，为学校的发展与完善提供支持。同时，家长支持小组成员也有责任鼓励家长们积极参与到学校的各种活动和事务，在学习社区中起到正积极作用，把学校和家庭紧密地联系起来。

Through monthly meetings, the PSG discusses specific school matters with the school's management team and co-principals, leveraging their abilities and expertise to support the development and improvement of the school. It is also the responsibility of the PSG members to encourage parents to be actively involved in various school activities and affairs, to play a positive and active role in the learning community and to bring school and home closer together.

我们鼓励任何一位家长积极加入家长支持小组，如果您也愿意成为这个志愿组织的一员，请与学校前台联系。

We encourage any parent to become a member of the PSG, and if you would like to volunteer to be a part of this group, please contact the school's reception.





广州市番禺区诺德安达学校
NAS GUANGZHOU
PANYU