



HARROW
LiDe
SCHOOL
哈罗礼德学校
HENGQIN 横琴

Educational Excellence *for* Life and Leadership
育以至善 • 卓以领航

Harrow LiDe School Hengqin 横琴哈罗礼德学校
No.168,Yiwen 2nd Avenue, Guangdong-Macao In-Depth Cooperation
Zone in Hengqin, Zhuhai
广东省珠海市横琴粤澳深度合作区艺文二道 168 号
www.harrowzhuhai.cn

STUDENT HANDBOOK 学生手册
2025/2026

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Student Name 学生姓名： _____

Student Class 学生班级： _____

The information in this handbook is important as it contains many of the expectations of the school and explains how you can get the best from your education at Harrow Hengqin. Read it carefully, learn from the contents therein and share with your parents. As the year progresses, you will add items of work into your record of achievement so that it reflects the journey of your time at the school.

Welcome From Your Tutor

来自导师的问候

At Harrow Hengqin, we believe that close personal tutoring is essential in order to improve a student’s academic, social and emotional wellbeing. Active, positive, and vibrant participation with our tutoring system is at the heart of the Harrow philosophy and is fundamental to the provision of a world-class education.

In Upper School, each student also House Tutors, while in Lower School, they are supported by a homeroom teacher and a classroom practitioner. By working closely with your tutors, you will be supported and directed in a personalised way.

Your Tutors are the first point of communication between the school, you and your family. If you have any concerns, worries or you want to make a suggestion to make Harrow Hengqin a better place, you can chat to your Tutors first who can guide you in the right direction. You are also encouraged to speak to your Day House Master/Mistress, Head of Lower School, Head of Upper School and Deputy Head Whole School. As a Harrow Hengqin student you also have the Student Council who are there to listen to your suggestions and ideas about how to make the school a better place.

We are all really looking forward a great year together at Harrow Hengqin.

此学生手册将会涉及到非常多的重要信息，包括哈罗横琴对每一位学生的期待以及学生们如何在哈罗横琴接受到领先的全人教育。请仔细阅读此手册，学习其中的内容并与父母分享。新学年的临近学生们将在此获得属于你们的成就记录，记录你们的专属学习之旅。

在哈罗横琴，我们深信个性化的密切辅导对于学生在学术、社交及情感健康方面的成长至关重要。积极参与我们的辅导体系，展现出积极、正面和充满活力的态度，是哈罗教育理念的核心所在，同时也为提供世界一流的教育奠定了坚实基础。

在哈罗横琴，每个高年级学生都有院舍导师，每个低年级学生都有一名主班老师和一名双语导师，他们共同照顾每个孩子的需求。通过与导师的紧密合作，每一位学生都将得到个性化的支持和指导。

你的导师小组是学校、你和你的家人之间的第一个沟通点。如果你对哈罗横琴有任何疑问、意见或想法，你可以和你的导师交流，他们会指引你具体的沟通方式。你也可以和你所在的院舍负责人，低年级校长，高年级校长或是和副校长沟通。在哈罗横琴，学生会成员也将会是你们的后盾，他们将会听取大家的意见和建议，努力让学校变得更好。

让我们一起期待在哈罗横琴度过一个充满成长与收获的学年。

Our Harrow Values

哈罗价值观

Courage 勇气

- ◆ We remain optimistic and purposeful in a disrupted world.
我们在纷乱的世界中保持乐观与坚毅。
- ◆ We take responsibility for our decisions, even the hard ones.
即使在难以抉择的时刻,我们仍为所做的决定负责。
- ◆ We always challenge poor behaviour in ourselves and others.
我们总是勇于指出自身及他人的不妥之举。
- ◆ We are open to new ideas, and seek fresh challenges.
我们乐于接受新观点、寻求新挑战。

Honour 荣誉

- ◆ We keep our promises.
我们信守承诺。
- ◆ We act with integrity doing the right thing, even when it is difficult or when no one is watching.
我们正直磊落:即使是在难行正直之举或是无人监察之时依然择善而为。
- ◆ We respect and value our traditions whilst setting them in the context of today.
我们尊重并珍视哈罗传统,并在当今时代延续其荣光。

Humility 谦和

- ◆ We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
我们总是先人后己竭力关怀学校及所在社区的每一位成员。
- ◆ We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
我们分享并寻求诚恳合理的建议,从失败中自省并从中学习。
- ◆ We support each other through challenges and whatever the outcome, we celebrate those that took part.
面对挑战,我们总是相互支持;无论结果如何我们都为参与其中的成员喝彩。

Fellowship 互助

- ◆ We respect each other and value our differences, knowing that we are more effective and more resilient working together.
我们彼此尊重并珍视每个人的不同之处。因为我们深知唯有携手前行,方能更为高效、灵活应变。
- ◆ We are kind and inclusive we value the contribution that each of us makes.
我们待人友善,乐于接纳,并对他人作出的贡献予以肯定。
- ◆ We role model the behaviours that we would like to see in others we ask only of others what we would be prepared to do ourselves.
我们以身作则,并以同样的标准律己律人。

Educational Excellence for Life and Leadership

育以至善·卓以领航

With a heritage that stretches back for 450 years, the guiding principles of Harrow London are at the heart of our educational ethos here, at Harrow Hengqin. The four values of Courage, Honour, Humility and Fellowship represent a holistic approach to education that has produced some of history’s most renowned leaders and thinkers. It is our privilege and honour to deliver such educational excellence for life and leadership, to the young people of the city.

Through close personal tutoring and pastoral care, combined with high expectations for both academic achievement and personal conduct, it is our belief that you will thrive at our school. Through the development of our key leadership attributes, which are a focus for our unique curriculum, the Harrow Family produces young people for a life of personal fulfilment and service.

The traditions and values of Harrow are ever present. From the House system to our uniform, from our love of the Arts to our own special terminology, the Harrow Family of Schools are truly special. However, these traditions are balanced with a drive towards innovation, whereby we understand the need for all our young people to lead, by having the courage and thinking skills to make the world a better place.

Our mission is to help nurture outstanding individuals who possess the strength of character to excel in a rapidly changing world. We will achieve this by providing you with a high-quality education that fosters academic excellence, personal development and a growth mindset.

Welcome to Harrow Hengqin.

英国哈罗公学的传统可以追溯到450年前,哈罗公学的指导原则是我们哈罗横琴教育精神的核心。勇气(Courage)、荣誉(Honour)、谦和(Humility)和互助(Fellowship)这四个价值观代表了一种全人教育方法,它培养了一些历史上最著名的领袖和思想家。我们很荣幸能够为这个城市的年轻人提供“育以致善,卓以领航”为中心的教育。

在哈罗全方位的个性化辅导和学生关怀机制下,我们为每一个学生提供符合他们各自情况的关怀和辅导,确保学术取得出色的学业成绩和个人成就。同时,我们注重培养学生的多项领导力特质,进一步塑造其优良的品质,让他们活出更丰盛,更充实的人生。

哈罗的传统和价值观将永存不朽。从我们的院舍制度到校服,从我们对艺术的热爱到哈罗自己专有的术语,哈罗学校的大家庭独一无二。然而,这些传统与创新的驱动力是平衡的,我们明白哈罗所有的学子都需要领导力,需要勇气和思考能力,让世界变得更美好。

我们的使命是帮助培养优秀的人才,使他们具备在快速变化的世界中脱颖而出的能力。我们将通过提供优质的教育来实现这一目标,以培养卓越的学业成绩、个人发展和全球视野。

欢迎来到哈罗横琴。

Code of Conduct and Expectations with Declaration

行为准则与期望

At Harrow Hengqin, we practice a positive behaviour management approach. The Positive Behaviour Procedures explain how a clear behaviour management policy is one of the keys to successful and effective teaching and learning. We wish to create a positive culture where all students are recognised for their successes and timely, appropriate action is taken to address unwanted behaviours. Staff all work together to maintain high standards of behaviour, help students take responsibility for their actions and maintain accurate records to simplify future action. Teachers, students, and parents work together for mutual benefit.

Positive Behaviour Management

良好行为管理规范

The Behaviour Policy is Designed to 行为管理规范的目的是：

- ◆ Keep everyone safe, including when working online.
- ◆ Create an environment which encourages and reinforces good behaviour.
- ◆ Define acceptable and clear standards of behaviour.
- ◆ Provide a framework for managing challenging behaviour, applying an assertive and restorative approach.
- ◆ Ensure fairness and consistency of response to both positive and negative behaviour.
- ◆ Promote self-esteem, self-discipline and positive relationships.
- ◆ Promote and practice problem solving amongst our student body through a restorative approach (more information later).
- ◆ Prevent bullying - there is a separate Prevention of Bullying Policy.
- ◆ 确保每个人的安全, 包括在线上学习的时候
- ◆ 创造一个鼓励积极行为的环境。
- ◆ 定义可接受的和明确的行为标准。
- ◆ 对挑战性行为有果断的处理标准。
- ◆ 采取一系列规范的管理条例来引导学生保持良好行为习惯, 并积极引导学生改正。
- ◆ 促进自尊、自律和积极的关系。
- ◆ 通过修复性实践方法在我们的学生群体中促进和练习问题的解决(后面有提供更详细信息)。
- ◆ 预防欺凌-预防欺凌政策。

The Positive Behaviours Below are Just Some Examples of What We Expect at Harrow Hengqin. 我们希望学生们拥有以下良好行为体现：

- ◆ Be on time for Bill (registration).
- ◆ Act responsibly at all times, especially during fire evacuations or any other emergency.
- ◆ Wear the correct uniform and take pride in it. All students should be appropriately dressed when they arrive at school each morning. Full details of the correct student uniform can be found in the Student and Parent handbooks.
- ◆ Always be punctual and prepared for lessons and activities.
- ◆ Have a positive attitude and behaviour towards learning, and complete all work.
- ◆ To model the exceptional behaviour and attitude that we expect at all times.
- ◆ Always model the Harrow Values: Courage, Honour, Humility and Fellowship.
- ◆ Be polite and respectful to your peers. Think carefully about your words and your actions.
- ◆ Be polite and respectful to staff who are there to look after you. Always follow their instructions.
- ◆ Only enter areas of the campus where you are allowed to be and with permission.
- ◆ Only leave the campus if you have permission.
- ◆ Follow instructions and stay within the boundaries of an off-campus trip.
- ◆ Follow the expectations of student behaviour in the Prevention of Bullying policy, for example.
- ◆ Model excellent behaviour and commitment to your studies during prep at home.
- ◆ Use your laptop, and other devices appropriately at all times, and in a way that follows the ICT Acceptable Use Agreement.
- ◆ Use appropriate language when working online.
- ◆ Switch off and securely store laptops when they are not in use.
- ◆ Use all resources wisely and appropriately.
- ◆ 准时到校(出勤)。
- ◆ 在火灾疏散或任何其他紧急情况下要按要求行动。
- ◆ 穿着正确的校服, 并为之感到自豪。所有学生每天早上到校时都应穿着得体。
- ◆ 有关正确的学生制服的详细信息, 请参阅学生和家長手册。
- ◆ 始终保持准时, 为上课和活动做好准备。
- ◆ 对学习有积极的态度和行为, 并完成所有的工作。
- ◆ 在任何时候都要以身作则, 表现出我们所期望的卓越行为和态度。
- ◆ 始终以哈罗的价值观为榜样。勇气、荣誉、谦和和互助。
- ◆ 对你的同学要有礼貌, 尊重他们。仔细思考你的言行。
- ◆ 对所有照顾你的工作人员要有礼貌, 尊重他们。始终遵循他们的指示。
- ◆ 只有在得到允许的情况下, 才能进入校园的某些区域。
- ◆ 只有在得到许可的情况下才能离开校园。
- ◆ 在校外旅行时, 要听从指示, 待在指定的范围内。
- ◆ 遵循《预防欺凌政策》中对学生行为的要求。
- ◆ 在家学习时, 要培养良好的行为习惯和对学习的承诺。
- ◆ 根据ICT使用准则正确的使用是电子设备。
- ◆ 在线学习时使用适当的语言。
- ◆ 在不使用手机和笔记本电脑时, 请关闭设备并妥善保管。
- ◆ 合理恰当地使用所有的资源。

There are some additional expectations for students in boarding, who should also read the Boarding Handbook. 我们对寄宿学生更多的规范要求, 更多详情请阅读寄宿手册。

What Students Can Expect From Staff 学生可以从教职员工那里得到什么：

Just as we have high expectations of our students, all staff must model the same high standards and professional expectations. These include but are not limited to:

- ◆ Staff will role model and expect high standards of etiquette – behaviour, greetings and response, capping, manners, calm and decorum.
- ◆ Students will line up outside class quietly to be met and greeted by staff.
- ◆ Devices may be used in your lesson with the teacher’s permission.
- ◆ Devices may be confiscated if used improperly.
- ◆ There will be uniform checks from tutors every morning, with support from all staff by monitoring uniform during the day.
- ◆ Passes will be issued for bathroom breaks.
- ◆ Staff will monitor medical visits and report concerns to the leadership team.
- ◆ Parents will be contacted regularly.
- ◆ Having and modelling respect for all.

正如我们对学生抱有很高的期望一样，所有教职工都必须树立同样的高标准和专业期望。这些包括但不限于：

- ◆ 教职员工将以身作则，并拥有高标准的要求，这些包括 - 行为、问候和回应，顶帽礼、行为举止、保持冷静和礼貌。
- ◆ 学生将安静地排队等候校内教职员工的迎接。
- ◆ 经过老师的许可后，方可在课堂中使用设备。
- ◆ 使用不当的设备可能被没收。
- ◆ 每天早上都将有专门的老师进行校服着装检查。
- ◆ 学生去卫生间前需获得老师许可并给予通行证。
- ◆ 教职人员将监督学生进出医务室的情况并向管理层报告问题。
- ◆ 定期与家长联系。
- ◆ 尊重所有人并树立榜样。

Conduct Around the School 校内行为准则

Students are expected to contribute to the development of an orderly, calm, and happy atmosphere around the school campus.

学生要为学校校园形成有序、平静、快乐的氛围做出贡献。

Conduct in Corridors and on Stairs 在走廊和楼梯上应做到：

- ◆ Always carry their books and laptop in their school bag.
- ◆ Never run.
- ◆ Always acknowledge teachers when they pass by.
- ◆ Always place litter in the bins provided.

- ◆ 始终将书籍和笔记本电脑放在学校背包中携带。
- ◆ 切勿奔跑。
- ◆ 当老师经过时，向他们致意。
- ◆ 始终将垃圾放入提供的垃圾箱中。

Dining Hall 在餐厅时应该做到：

- ◆ Queue quietly and in an orderly fashion.
- ◆ Sit in the designated areas.
- ◆ Behave at the table with impeccable manners and respect to those around them.
- ◆ At lunch, do not leave the canteen until directed to do so by the teacher on duty.

- ◆ 安静有序地排队。
- ◆ 坐在指定区域。
- ◆ 在餐桌上表现得彬彬有礼，尊重周围的人。
- ◆ 午饭时，除非值班老师指示，否则不得离开餐厅。

Other Rules 其他规则：

- ◆ Chewing gum.
- ◆ It is forbidden to use external internet access during day school hours (eg. personal hotspots, 5G).
- ◆ Eating food outside of the canteen. (If required there will be designated areas for food consumption).
- ◆ Using a mobile phone on the school campus during the day unless given permission by a teacher for a specific reason.

- ◆ 禁止嚼口香糖。
- ◆ 严禁在日间上课时间使用外部互联网（如个人热点、5G）。
- ◆ 禁止在餐厅以外的区域吃东西（如果需要，会有指定的进食区域）。
- ◆ 在学校校园内禁止使用手机，除非有特殊原因，并且需要先获得老师的许可。

Classroom Code of Conduct 课堂行为准则

Students are expected to behave at all times in a manner that facilitates the teaching and the learning of all students in a class. It is unacceptable for any student’s behaviour to interrupt the learning of other students and any form of disruptive or disrespectful behaviour will not be tolerated.

学生们应当始终以促进班级全体成员的教学与学习为目标来规范自己的行为。任何妨碍他人学习的行为都是不可接受的，所有形式的干扰或不尊重行为都是不被允许的。

At the Start of Each Lesson, Students Should Always 在每节课开始时，学生应始终做到：

- ◆ Arrive in good time for every lesson and bring the correct books and equipment.
- ◆ Line up quietly outside your classroom and wait quietly until their teacher arrives.
- ◆ When asked to enter the room, go to their seat quietly and get their books out.

- ◆ 每节课准时到场，带好正确的书本和文具。
- ◆ 在教室外安静地排队，静静地等待老师的到来。
- ◆ 当被要求进教室时，要安静地到自己的座位上并拿书出来。

During Each Lesson, Students Should Always
在每节课程中, 学生应始终做到 :

- ◆ Raise a hand before asking or answering ques-
tions.

◆ Ask permission to leave their seat or if they
wish to take off their blazer.

◆ Always be respectful to others.
- ◆ 在提问或回答问题之前要先举手。

◆ 如果想离开座位或脱掉外套, 先征得许可。

◆ 始终尊重他人。

At the End of Each Lesson, Students Should Always
每节课结束时, 学生应始终做到 :

- ◆ Only pack up their books when told to do so
and not before the lesson is finished.

◆ Place their chair neatly under their desk.

◆ On the way out of the room, dispose of any
waste in the appropriate bin provided and
move promptly to their next lesson.
- ◆ 只有在被告知要收拾书本时才收拾, 而不是在课
程还没有结束前收拾。

◆ 将自己的椅子整齐地放在课桌下。

◆ 离开教室时, 将废纸放入回收箱, 并迅速进入下
一节课。

*I have read and understand the conditions
above and agree to observe them, as well as any
further updates to this policy:*

我已阅读并理解上述条款中的条件, 并同意遵守这
些条件, 以及本政策的任何进一步更新:

Signed by Student _____

Print Name _____

Date _____

Grade _____

Rights and Responsibilities
权利与义务

The rights and responsibilities need to be read
with the code of conduct. The rights and
responsibilities include:

权利和义务需要与行为准则一起阅读。权利和义务
包括:

Rights 权利	Responsibilities 义务
Students Have a Right to: 学生有权利:	Students Have a Responsibility to: 学生有义务:
<div>◆ Be treated fairly and with respect; 受到公平对待和尊重;</div> <div>◆ Be valued as individuals and have their unique learning styles recognised and catered for so that they can learn and maxi- mise their potential; 个人的价值受到重视, 承认并满足他们独特的学习风 格, 使他们能够学习并最大限度地发挥其潜力;</div> <div>◆ Expect a learning program that meets their individual needs; 期待一个能满足他们个性化需求的学习计划;</div> <div>◆ Participate fully in the school's educational, Co-curricular and Super Curricular programme; 全面参与学校的课程、选修课和超级选修课项目;</div> <div>◆ Have a safe, secure environment that is free from intimidation, bullying and harassment; 拥有一个安全、可靠的环境, 不受恐吓、欺凌和骚扰;</div> <div>◆ Be provided with exemplary role models by all staff; 所有教职人员提供模范榜样;</div> <div>◆ Be regularly informed of their progress and to receive feedback; 定期了解自己的进步情况并获得反馈;</div> <div>◆ Be involved in Student Voice; 参与提出学生的诉求;</div> <div>◆ Fair assessment. 得到公正的评估;</div>	<div>◆ Respect the rights of fellow students, staff and members of the school; 尊重同学、教职工和学校成员的权利;</div> <div>◆ Behave in a positive manner that contributes to the learning of fellow students, does not disrupt the learning of students and enables teachers to teach in an atmosphere of cooperation; 行为举止积极, 有助于同学们的学习, 不影响同学的 学习, 使教师在合作的氛围中进行教学;</div> <div>◆ Take responsibility for their learning and use the resources and teachers of the school to facilitate and support their learning; 对自己的学习负责, 利用学校的资源和教师来促进和 支持自己的学习;</div> <div>◆ Respect for the property of others and the school; 尊重他人和学校的财产;</div> <div>◆ Make the school a safe place for others; 让学校成为他人的安全场所;</div> <div>◆ Act on the feedback provided from teachers about your learning. 积极地根据老师提供的学习情况反馈做出行动;</div> <div>◆ Be active in student voice opportunities to have you voice and opinions heard; 积极抓住发声的机会, 让大家听到你的声音和意见;</div> <div>◆ Submit your best work for assessment. 保证高质量的作业以接受评估。</div>

The Harrow Family – Prevention of Bullying

哈罗大家庭 - 预防欺凌

At school, we are committed to providing a caring and safe environment for all students. Bullying of any kind is unacceptable and serious consequences follow acts of bullying, which may in turn leading to strong sanctions being put in place leading to your place at Harrow being placed in jeopardy. At Harrow, we have zero tolerance of bullying of any type. There is a separate Prevention of Bullying policy that your Form Tutor will make sure you are aware of. A summary of the policy is below.

All students are encouraged to take responsibility for preventing bullying by using a range of strategies.

- ◆ Asking the bully to stop.
- ◆ Helping the victim.
- ◆ Staying with or close to a potential victim.
- ◆ Talking to a bully at a time when he/she is not bullying.
- ◆ Taking collective responsibility, by not standing around and watching bullying.
- ◆ Ensuring that personal details given to others are restricted and if necessary changed.
- ◆ Contributing to the writing and updating of a policy for dealing with bullying.

If you see, or know about bullying, doing nothing is not an option. This is called the ‘bystander’. Any episode of bullying must be reported. It can be reported to any member of staff, particularly your Tutor, classroom teacher or Safeguarding Officer.

Definition of Bullying

欺凌的定义

Bullying is repeated verbal or physical actions over time which intentionally hurt another student or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability. It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email).

在我们学校,我们致力于为所有学生营造一个充满关爱和安全的学习环境。我们明确声明,任何形式的欺凌行为都是不可接受的,并将受到严肃处理。此类行为可能导致必要的惩戒措施,并可能对你的哈罗学习之旅产生不利影响。哈罗对任何形式的欺凌行为均持零容忍态度。我们制定了一项独立的反欺凌政策,导师将确保你充分理解这些政策内容。以下是该政策的摘要。

因此,我们鼓励所有学生通过使用下面的一些举措,承担起预防欺凌的责任:

- ◆ 要求欺凌者停止欺凌行为;
- ◆ 帮助受害者;
- ◆ 与潜在被欺凌的同学一起反对校园霸凌;
- ◆ 在欺凌者没有实施欺凌的时候才与他/她交谈;
- ◆ 承担集体责任,不要袖手旁观;
- ◆ 不要轻易向他人透露你的个人信息,并在必要时进行更改;
- ◆ 为编写和执行预防欺凌行为的政策做出贡献。

如果你看到或知道欺凌行为,什么都不做将是不可取的。这被称为“旁观者”。任何欺凌事件都必须报告。可以向任何教职员工报告,特别是你的导师、任课老师或安全保卫人员。

恃强凌弱是指在一段时间内反复采取言语或肢体行动,故意伤害另一个学生或群体的身体或情感,其动机往往是出于对特定群体的偏见,例如,基于种族、宗教、文化、性别、仇视同性恋、特殊教育需要和残疾等原因。它可能直接或通过网络技术(社交网站、手机、短信、照片和电子邮件)发生。

If bullying does occur, it should be reported immediately, and know that incidents will be dealt with promptly and effectively. We recognise that bullying, both physical, emotional and online is very serious.

如果确实发生了欺凌行为,应立即报告,并知道事件将得到及时有效的处理。我们认为,无论是身体上的、情感上的还是网上的欺凌都是非常严重的。

I promise to:

我承诺:

- ◆ Value student differences and treat others with respect both online and face-to-face.
重视学生的差异,尊重他人,无论是在网上还是面对面。
- ◆ Ask bullying students to stop when I or others around me are the target of bullying.
当我或我周围的人成为欺凌的目标时,要求欺凌的学生停止行为。
- ◆ If I cannot safely stop the bullying, to walk away and seek help from any trusted student or adult.
如果我不能安全地制止欺凌行为,立刻走开,并向任何值得信赖的学生或成人寻求帮助。
- ◆ Never take revenge or ask someone to hurt a student that has reported bullying.
永远不要报复或要求别人伤害举报欺凌行为的学生。

Harrow Hengqin takes a problem-solving approach to bullying. We have staff members trained to bring together a Safeguarding Team of students and work with them to end bullying situations. Most Safeguarding Teams successfully end bullying situations.

哈罗横琴采取一种以解决问题为导向的方式来处理欺凌事件。我们拥有经过专业培训的工作人员,他们负责组建一个安全保护团队,并与合作以解决欺凌问题。大多数情况下,我们的安全保护团队都能够成功地终止欺凌行为。

Signed by Student _____

Print Name _____

Date _____

Grade _____

It is expected that all Harrow Hengqin parents and guardians will support the School in promoting the wellbeing of all students, parents and staff at the School, and will share with their child the value we all place on keeping this a bully-free school. All parents and guardians should inform the School if their child is the target of bullying and support the School's problem-solving approach. Additionally, all parents and guardians are expected to uphold the School's values.

希望所有哈罗横琴的家长 and 监护人都能支持学校,促进学校所有学生、家长和教职人员的福祉,并与孩子传递学校对欺凌行为的零容忍态度。如果您的孩子成为欺凌的对象,所有的家长和监护人都应该在孩子成为欺凌目标时通知学校,并支持学校的问题解决方法。此外,所有的家长和监护人都应该维护学校的价值观。

Introducing Our Houses

介绍我们的院舍制

Harrow Hengqin is divided vertically into six Houses.
哈罗横琴被垂直划分为六个院舍。

	<p>Winston Churchill (1874-1965) an Old Harrovian, was British Prime Minister during World War Two and is widely regarded as one of the greatest war-time leaders of the twentieth century. He was named the 'Greatest Briton' of all time in a 2002 poll and after over fifty years as a politician it is no surprise that he is considered one of the most influential individuals in British history. Churchill was an inspiring leader who represents values of courage, perseverance and resilience.</p> <p>温斯顿·丘吉尔 (1874-1965) 曾是哈罗校友，是第二次世界大战期间的英国首相，被广泛认为是二十世纪最伟大的战时领导人之一。在 2002 年的一项民意调查中，他被评为 " 最伟大的英国人 "，在担任政治家五十多年后，他被认为是英国历史上最有影响力的人物之一也就不足为奇了。</p>
	<p>John Lyon (1514 - 1592) was an English landowner who was granted a charter by Queen Elizabeth I in 1572 to found "The Free Grammar School of John Lyon". By the 19th century this school had become Harrow School, one of the most famous and prestigious independent schools in the UK. Without the work of John Lyon almost 450 years ago, Harrow Hengqin would not exist! A charitable man who was focused on providing education for all, Lyon represents values of fellowship, service and humility.</p> <p>约翰·里昂 (1514-1592) 是一位英国地主，1572 年被伊丽莎白女王一世授予特许状，成立了约翰 - 里昂自由文法学校。到 19 世纪，这所学校发展成为英国最负盛名的私立学校之一的哈罗公学。没有约翰 - 里昂在 450 年前的努力，就没有今天的哈罗横琴！里昂是一个乐于慈善的人，他专注于为所有人提供教育，他代表了互助、服务与谦逊。</p>
	<p>Bing Xin (1900 - 1999) was one of the most prolific Chinese writers of the 20th century. Many of her works were written for young readers. Known for her values of love and beauty, Bing Xin writing career began whilst a student at Yanjing University where she wrote for the student newspaper and published her first novel. She was also the chairperson of the China Federation of Literary and Art Circles. Bing Xin represents creativity and ambition.</p> <p>冰心 (1900-1999) 是 20 世纪中国最多产的作家之一。她的大部分作品都是为年轻读者写的。冰心以她的爱情观和审美观而闻名，当她还是燕京大学的学生时，就开始了自己的写作生涯。在那期间，她为校报撰稿，并排版出了自己的第一部小说。她还是中国文学艺术联合会主席。冰心代表了创造力和雄心。</p>
	<p>Tu Youyou (born 1930) is the first Chinese Nobel laureate in physiology and medicine, and the first female citizen of the People's Republic of China to receive a Nobel Prize in any category. Tu carried out research into malaria in Hainan province and is credited with discovering anti-malaria drugs that are still widely used today. She is also the first Chinese person to receive the Lasker Award. Tu Youyou was born, educated and carried out her research exclusively in China. She is an inspiring figure who represents innovation, compassion and fellowship.</p> <p>屠呦呦 (出生于 1930 年) 是中国第一位诺贝尔生理学奖和医学奖得主，也是中华人民共和国首位获得诺贝尔奖的女性公民。屠呦呦在海南进行了疟疾研究，并因发现了至今仍在广泛使用的抗疟疾药物而受到赞誉。她也是第一位获得拉斯克奖的中国人。屠呦呦出生于中国、在这里接受了教育，并在这里从事专门的研究。她是一个杰出的人物，代表着创新、同情心和互助。</p>



Sun Yat-Sen(1866 - 1925) is considered one of the greatest leaders of modern China. A politician, physician and political philosopher who served as the provisional first president of the Republic of China. Referred to as 'The Father of the Nation', Sun Yat-Sen was originally from the neighbouring city of Zhongshan. A strong leader with resolve and vision who has close ties to our region.

孙中山 (1866-1925) 被认为是现代中国最伟大的领导人之一。他是一位政治家、医生和政治哲学家，曾担任中华民国的临时第一任总统。被誉为“国父”的孙中山祖籍中山市。他是一位坚定和远见卓识的领导人，并且其出生地与本地区有着密切联系。



Elizabeth Garrett Anderson (1836 - 1917), an English Physician, was the first woman to qualify in Britain as a physician and surgeon. She was the co-founder of the first hospital staffed by women, the first Dean of a British medical school, the first woman in Britain to be elected to a school board and the first female mayor in Britain. A strong and inspiring leader who not only worked tirelessly to help those in her care, but who fought for the rights of women in England. Anderson represents values of determination, fellowship, humility and integrity.

伊丽莎白·加勒特·安德森 (1836-1917)，她是英国第一个有资格成为内外科医生的女性。她是第一家由女性组成的医院的联合创始人，英国医学院的第一位院长，英国第一个被选为学校董事会成员的女性，以及英国第一个女性市长。她是一位坚强而杰出的领袖，她不仅不知疲倦地帮助那些需要她的人，而且还为英国妇女的权利而奋斗。安德森代表了决心、互助、谦逊和诚信。

The House system is at the centre of the Academy's pastoral structure. Houses afford the student a smaller, closer community and broaden the range of activities and support available to the students. Each House is headed by a House master/ Mistress (DHMs) who leads their House team of tutors. DHMs are responsible for leading the pastoral, academic and holistic development of each student in their House.

For the day-to-day management of students, the form tutor is the first port of call but more serious incidents must be reported to the appropriate DHM. All incidents and concerns will be recorded so that each day the DHM can review and monitor the progress and wellbeing of the students within their House.

Upon enrolment, every student is assigned to one House and they remain a member of the same House for the duration of their time at the school. As members of the respective Houses, students' uniform will include a House tie and House t-shirt, which should be worn during House events.

All students participate in the House events programme throughout the year. Events are coordinated and organised by the House team with the support of Departments. Throughout the year the houses compete against each other in a variety of events, which might include:

院舍系统是学生关怀辅导结构的中心。院舍为学生提供了一个更小、更紧密的社区，并扩大了学生可获得的活动和支持的范围。每个院舍由院舍负责人(DHM)来领导院舍的导师团队。院舍长负责领导每个学生的学生关怀、学术和全人教育。

对于学生的日常管理，导师是第一站，但更严重的事件必须报告给相应的院舍负责人。所有事件和疑虑都将被记录下来，以便院舍负责人每天都可以观察和跟踪该院舍学生的进步情况和福祉。

入学后，每个学生都会被分配到自己的院舍，并且在校期间将会一直是同一院舍的成员。作为各自院舍的成员，学生的制服将包括院舍领带和院舍服，在周五及院舍活动是穿着。

所有学生将会全年参加院舍活动。活动由院舍负责人在各部门的支持下协调和组织。在整个学年中，各院舍都会在活动中相互竞争，其中可能包括：

- ◆ House Singing
- ◆ Sports Day
- ◆ House Film
- ◆ House Swimming

The results of all the events throughout the year culminate towards the House Cup, a highly sought-after trophy.

- ◆ 院舍合唱
- ◆ 运动日
- ◆ 院舍电影比赛
- ◆ 院舍游泳比赛

全年举行的所有比赛都将对院舍杯的最终结果产生影响,这是一备受追捧的荣誉奖杯。

Whole School Reward System 奖励制度

The school rewards system is designed to celebrate and acknowledge achievement in all aspects of the school curriculum. It should recognise all levels of achievement, be goal orientated, allow all students to be successful, and should promote positive attitudes and behaviours. We do not use material rewards such as sweets or toys to reward good behaviour.

The Rewards System should build on the knowledge that spoken praise and direct, positive attention are the most effective tools in managing and promoting good behaviour. This can include a range of approaches, from speaking with parents or sending a note home, to displaying work.

学校奖励制度旨在表彰学生所取得的各项成就。奖励制度认可所有成就,并以目标为导向,让学生感到成功的体验,并培养学生的积极态度和行为习惯。我们不采用物质奖励,例如以零食或玩具等方式奖励学生。

奖励制度应建立在以下共识之上:口头表扬与直接、积极的关注是管理和促进学生积极行为最有效方式。这包括一系列方法,从与父母沟通、发送邮件,到展示学生作业作品。

Rewarding Positive Behaviour 奖励积极行为

Positive behaviours are acknowledged and celebrated in a variety of ways, within class, through the House, at registration, in assembly and within the wider school community. These can include:

- ◆ We aim to model and promote positive behaviours with each other and with students at every opportunity. We encourage each student to take responsibility for themselves, others, their learning, and the environment as encompassed by the Harrow values of Courage, Honour, Humility and Fellowship.
- ◆ Verbal praise from a member of staff
- ◆ Written praise or comment, for example in your student planner or a letter/email to your parents
- ◆ Display of work on notice boards and social media
- ◆ Certificates, prizes and awards at assemblies, presentations and significant events (Speech Day) - this includes recognition of leadership attributes, attendance certificates, House Points amongst others

积极的行为会以各种方式得到认可和嘉奖,包括在班级内,在院舍内,在导师时间,在集会上亦或是在更广泛的学校社区。这些方式可以包括:

- ◆ 我们致力于在每一个机会中以身作则,促进和模范彼此之间以及与学生之间的积极行为。我们鼓励每位学生承担起责任,不论是对自己、他人、学习还是环境,这些价值观包括勇气、荣誉、谦和和互助。
- ◆ 工作人员的口头表扬
- ◆ 书面表扬或评论,例如在学生计划表或给家长的信 / 电子邮件中。
- ◆ 在公告栏、社交媒体上展示学生作品。
- ◆ 在全校集会、演讲和重大活动(演讲日)中颁发奖状或颁奖 -- 这包括对学生领导能力的认可、全勤奖状、院舍积分等。

- ◆ Written comments in reports acknowledging the continued behaviour and attitude of the student.
- ◆ House Points. These can be awarded at a teacher's discretion. (for instance for good classwork or homework, attendance at extra-support sessions, extension task completion, positive verbal contributions in lessons, being helpful, supporting a peer, effort, attendance at L&S Curriculum activities, attendance at House competitions, etc.)

- ◆ 在报告中对学生的持续行为和态度给予书面评价。
- ◆ 院舍积分。这些积分可由教师决定授予)。这些积分可由教师决定授予(例如,良好的课堂作业或家庭作业、出席额外支持课程、完成扩展任务、在课堂上积极互动、乐于助人、支持同伴、努力用功、准时参加领导力与服务课程活动、院舍比赛等)。

Reason 理由	Quantity of House Points 院舍分数
Completion of good classwork/homework. 良好的完成课堂作业/家庭作业。	1
Demonstrating good effort. 表现出良好的努力。	1
Demonstrating good behaviour. 表现出良好的行为。	1
Completion of a good project or extended piece of work. 优质完成项目或扩展性任务。	2
Demonstrating innovative thinking. 展现创新思维。	1-2
Demonstrating leadership skills. 展现领导才能。	1-2
Demonstrating the Harrow values. 展现哈罗价值观。	1-2
Participation in a performance, sports event or school assembly. 参与表演、体育活动或学校集会。	1-2
Contribution to wider-school life and supporting school events. 为学校整体生活和支持学校活动做出贡献。	1 (+additional point for winning)
Outstanding effort or achievement. 突出的努力或成就。	2-4
‘Send up’ - commendation for exceptional work, achievement or demonstration of the Harrow values and leadership attributes. “Send up” - 由于卓越的工作、成就或展现哈罗价值观和领导才能而受到的表彰。	5

House Points Certificates
院舍积分证书

Students will receive House Points, one at a time, and they will receive a House Point Certificate for the following amounts:

学生获得院舍积分, 达到以下分数时将获得相应的院舍积分证书:

Certificate	Number of House Points
Bronze 铜奖	50
Silver 银奖	100
Gold 金奖	200
Platinum 铂金奖	400+

These can be awarded for a number of reasons in school but can also be awarded for activities outside of school for example charity work or an extra-curricular activity in which a student has performed well. Again, these should be linked to the Harrow values.

这些奖励可根据学生在校表现, 出于多种原因授予, 同时, 也可根据他们在校外活动中的良好表现, 如校 外的慈善工作、非校内的竞赛活动等给与相应奖励。这些奖励应与哈罗的价值观相联系。

Academic commendations
学术表彰

Academic Commendations (1-4 House Points) are given for excellent work or exemplifying the Harrow Values. Academic Commendations Certificates are presented for achieving 10, 25, or 50+ awards.

学术表彰 (1-4院舍分) 将颁发给在学业上表现卓越或体现哈罗价值观的学生。学术表彰证书将颁发给获得10、25或50个以上表彰记录的学生。

Send Ups

These are awarded for displaying excellence with a focus on our 4 core values or at least one leadership attributes. They can be awarded for academic work that goes beyond expectation.

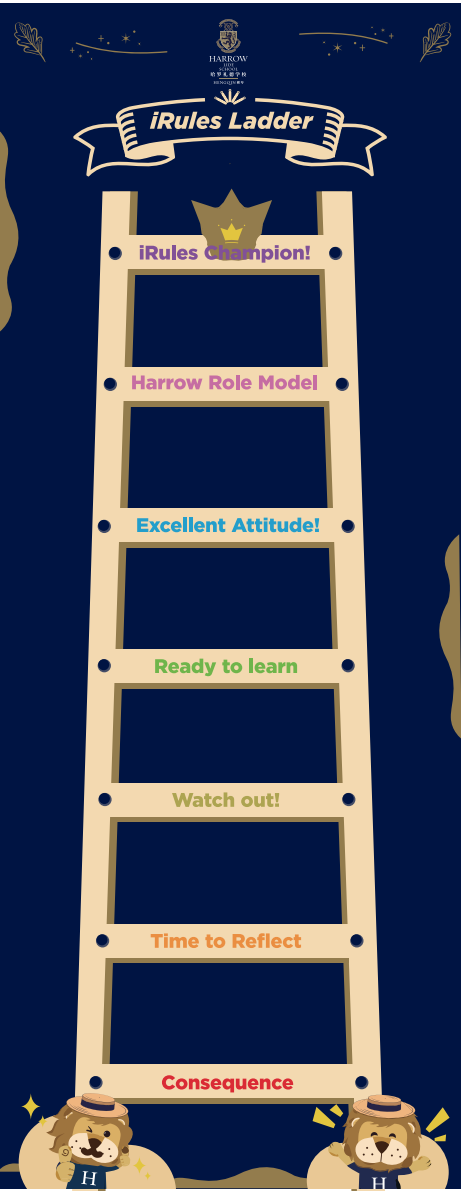
这些奖项旨在表彰那些在体现哈罗四项核心价值观或至少在一项领导力特质方面表现杰出的学生。同时, 超出预期的学术成就也会被给予此奖项。

The Head Master's Award
校长奖

The Head Master's award is awarded for exceptional behaviour and modelling the Harrow values or leadership attributes. The award is given during Whole School Assembly.

校长奖将颁发给展现杰出行为、践行哈罗价值观、体现领导力特质的学生。该奖项会在全校集会上颁发。

Additional Rewards - Lower School
额外奖励 - 低年级



Class iRules Ladder
教室内的iRules行为管理阶梯

All praised positive behaviour should refer to the Lower School iRules of: iRespect, iCare, iCareGlobal, iTeamUp, iGoForIt and iCreate. The iRules ladder should be visible in each homeroom and utilised throughout each day to recognise the positive efforts from students in showcasing the iRules, as well as identifying unwanted behaviours.

Each class will use a 7-step iRules ladder to manage behaviours. The students' name should be moved down the ladder after a warning. This can be used in conjunction with another consequence, for example: moving to another seat. Students should be supported and encouraged to move back up the behaviour ladder. If any student finishes on the top of the ladder by the end of the school day, they should be awarded a Golden House Point. The iRules ladder is in place to promote excellent behaviour and attainment and this should be the focus: positive reinforcement to move students up, rather than purely as a consequence.

所有对积极行为的表扬应参考低年级的iRules:iRespect、iCare、iCareGlobal、iTeamUp、iGoForIt和iCreate。iRules行为管理阶梯应该在每个班级可见, 并且在每天的学习中被使用, 以表彰学生在展示iRules方面的积极努力。

各班级将采用一个包含七个阶段的iRules行为管理阶梯。学生在接到警告后, 其姓名应沿阶梯逐级下移。此外, 该过程可与其他措施如调换座位相结合。我们鼓励学生提供必要的支持, 以助力他们重新攀升行为阶梯。若学生在一天课程结束时仍位于阶梯顶端, 他们将被授予一枚金色院舍贴纸。设立iRules阶梯的宗旨在于激励优良表现与成绩提升, 这应成为我们的工作重心: 通过积极强化手段促进学生向上进步, 而不仅仅是作为惩罚手段。

Each tutor should discuss with their class a target for each term to be displayed in the classroom. Students will work as a class to aim to reach that target. If they succeed, they will receive a class reward.

The rewards should aim to develop language or academic skills.

Certificates 表彰证书

Students may be sent to the Head of Lower School for any work or actions the class teacher deems exceptional and/or motivational. These might be academic, social or personal achievements. They may be awarded a sticker or given special recognition.

The school reward system is based on the Harrow iRules of:

- ◆ iCare - Contributing positively to community 积极参与, 奉献社会
- ◆ iCare Global - Applying knowledge with compassion 心怀仁爱, 善用才智
- ◆ iTeamUp – Solving problems collaboratively 沟通协作, 互助共进
- ◆ iCreate - Solving problems creatively 善用创意, 解决问题
- ◆ iRespect - Making just and responsible choices 公平公正, 负责为先
- ◆ iGo for it - Facing challenges with determination 坚毅向前, 面对挑战

每位导师老师都会与班级讨论每个学期的目标, 并把目标展示在课室里。学生将作为一个班级团队, 共同努力实现该目标。如果他们成功, 他们将获得 班级奖励。

奖励制度旨在培养学生的语言或学术技能。

如果主班老师认为学生有特别突出的表现, 那么, 低年级校长将颁布表彰, 这将包括学术成就、社会实践成就以及个人成就。表彰将以奖励贴纸或特别认可形式给予。

Sanctions 处罚

Sanctions or consequences should be seen as a last report for student behaviour, and while the school has a level approach to sanctions, in the first instance, students will be given the opportunity to reflect on poor behaviour and puts steps in place to correct this behaviour.

This forms the basis of our Restorative Practices approach.

Restorative Practice is the process whereby students, with the assistance of teachers, identify and correct behaviour that has caused harm to another person. It is the action of making things right again. There can at times be consequences associated with ‘making it right again’, but these are not intended to punish students. Through restorative practices we aim to take on our school motto of Education Excellence for Life and Leadership.

At Harrow Hengqin, in the first instance we ask students to correct their poor behaviour and to make amends for the harm cause by poorer choices they make regarding their behaviour. Often, student make decisions and show poor behaviour, when upon reflection, they would have chosen another pathway. At school we acknowledge this, and through correcting harm caused by actions through restorative practises, we allow students to make positive changes in their behaviours through reflection and action. In saying this though, there are still consequences to poor behaviour decisions, these consequences are not seen as a punishment, but rather learning experiences to assist you in making right and just choices, now and in the future, which support and inhale the Harrow Values and Leadership Attributes.

In the Lower School, for the iRules to be effective they need to be supported by consequences that are logical, related to behaviour and effective in changing behaviour and to fix any harm caused, therefore, student behaviour that detracts from your learning, the learning of other students, or brings harm or anticipated harm to others has consequences based on a fourtier system or poor behaviour actions and consequences, that are not limited to:

处罚及其后果应被视为对学生行为的最终反馈。尽管学校对处罚措施实行了分层次的管理, 但在实施之初, 学生将被给予机会以反思其不当行为。

这也是我们修复性实践方法的基础。

修复性实践方法涉及学生在教师的指导下, 识别并纠正那些对他人造成伤害的行为。该实践方法旨在修复和恢复正常的秩序。在这一“修复过程”中, 可能会实施一些处罚, 但这些处罚的目的并不是为了惩罚学生。通过修复性实践, 我们的目标是贯彻我 们的校训, 即“育以至善, 卓以领航”。

在哈罗横琴, 我们首先要求学生纠正他们的不良行为, 并弥补因他们自己的错误行为所造成的伤害。通常, 学生做出决定并表现出不良行为, 经过反思, 他们会选择另一条道路。在学校, 我们认可这一点, 并通过修复性实践纠正行为造成的伤害, 我们鼓励学生通过反思并做出积极的改变。尽管如此, 不良行为仍然会有一定的后果, 但这些后果不被视为惩罚, 而是学习经验, 以帮助学生在现在和将来做出正确和公正的选择, 这也是哈罗价值观和领导力特质的体现。

在低年级, 要使 iRules 行之有效, 它们将有一系列合乎逻辑的处罚规则, 以及行为改正要求。因此, 如果学生的行为对其本人的学习造成不利, 或者影响到他人的学习, 产生了不好的后果, 我们将参照处罚规则对学生进行管理:

Sanctions: 后果:

- ◆ **Warning** - Used for first time minor infringement of rules that are for Tutor and Head of House information
e.g. student late for class. Note: These do not appear on student reports.
- ◆ **Confiscation** - Used when a student is in breach of the School's Mobile Device Policy or has a prohibited ordistracting item. These should usually be returned at the end of the day unless it is a repeat offence. Mobile de- vices that are confiscated should be taken to the School Office.
- ◆ **Subject Reflection Time** - Given by subject teachers or departments for repeated infringement of more minor rules, e.g. repeated lateness to class, or a more major incident e.g. copying another student's homework. These sessions should take place at breacktime or for part of lunchtime. Note: These do not appear on student reports.
- ◆ **School Reflection Time** - Given by a senior leader for more serious incidents or persistent problems e.g. rudeness to a member of staff, continual lateness to school, threatening behaviour to another student, deliberately missing a subject reflection time. These reflection sessions occur during a CCA session.
- ◆ **DHM reflection time** - Given by the House Master for more serious incidents or repeated incidents. They are served after school for 1 hour. Notice will be sent to students and parents.
- ◆ **SLT reflection time**- Will be issued by Deputy the Head, HoUS or HoLS for behaviours of those deemed L3. These can be half or full day depending upon the incident.
- ◆ **Tutor, DHM or SLT report** - Used when a student is placed on report to monitor them more closely.
- ◆ **Head's Reflection Time** - Given by senior management for persistent failure to adhere to rules or serious incidents e.g. missing lessons. These reflection times may take place after school and last for an hour.
- ◆ **Internal Reflection**- A student is placed in internal isolation away from their peers due to a major behavioural incident.
- ◆ **External Relection** - A student is excluded from school for a period of time due to a severe behavioural incident/issue.

- ◆ **警告** - 用于首次轻微违反导师和院舍长的规则，例如学生上课迟到。注意：这些不会出现在学生报告中。
- ◆ **没收物品** - 在学生违反学校的电子移动设备政策，使用禁止或分散注意力的物品时。除非是再犯，否则通常于当日结束时归还。被没收的移动设备应在当天工作结束时到舍监老师办公室领取。
- ◆ **学科老师监督反思** - 由院舍负责人对更严重的事件以及反复发生的事件进行处罚。学生将在放学后反思1小时，并同步通知给学生和家长。
- ◆ **学校内思过** - 由导师或年级负责人给予，一般是在发生相对严重的事件或持续存在问题时，例如：对教职人员无礼、持续迟到、对其他学生有威胁行为、故意旷课。这些反思应在合作性拓展课程时间进行。
- ◆ **院舍负责人监督反思**-由院舍负责人对更严重的事件以及反复发生的事件进行处罚。他们将在放学后反思1小时。通知将发送给学生和家长。
- ◆ **学校管理团队监督反思**-学校管理团队将对被视为L3的行为进行评估。根据事件的不同，反思时间可以是半天或全天。
- ◆ **向院舍导师，主班老师，院舍负责人或学校管理团队书面报告**-当一个学生的行为被记录在案时使用，便于更好地监督他们。
- ◆ **校长监督反思**-由学校领导来监督学生反思，用于持续不遵守规则或严重违反规定的事件，例如缺课。这些反思时间可能在放学后进行，持续一个小时。
- ◆ **校内反思**-对于不良行为，学生在学校内部与其他学生分隔开，单独反思。
- ◆ **校外反思**-由于严重的行为事件/问题，学生被暂时性地校外停学。

Low Level Behaviours (Level 1): 轻度行为问题 (第一级):

Low level behaviours are managed on a regular basis by the homeroom teachers, form tutor, subject teacher and classroom practitioner. When dealing with these, staff will look to give the student the opportunity to modify their own behaviour.

轻度行为问题由导主班老师、院舍导师、科任老师和双语导师定期管理。在处理轻度行为问题时，老师将给予学生机会修复自身行为。

Medium Level Behaviours (Level 2): 中度行为问题 (第二级):

Staff will deal with these quickly and decisively to help the student understand why their behaviour was unacceptable. Sometimes this will need to be supported by an appropriate senior leader.

老师需迅速果断处理此类问题，并让学生认识到行为不被接受的原因。有时需要学校管理团队 (SLT) 予以协助。

High Level Behaviours (Level 3): 重度行为问题 (第三级):

These are rare but still require consequences to be applied consistently, fairly and justly. These will involve an appropriate senior leader and will require a letter and/ or meeting with your parents.

此类问题较为少见，但仍需给予公平公正的处罚。学校管理团队 (SLT) 将致信学生家长或请家长到校进行面谈。

Severe Level Behaviours (Level 4): 严重行为问题 (第四级):

These may present a case of real danger to an individual and may result in isolation, temporary suspension or the student leaving the school.

这些行为可能对学生自己或他人安全构成威胁，可能的处罚措施可能包括隔离、暂时停课或学生被要求离校。

If a student reaches a critical level of concern and all of the actions and support procedures listed have been tried with the student, then the future of the student at the school will be in question. Serious incidents will be recorded on a student's permanent school record.

如果学生出现严重的行为问题，并且学校已经尝试了所有可能的干预措施与程序，那么该生是否应继续留在学校将成为一个需要重新考量的问题。此类严重事件将会被记录在学生的永久学校档案之中。

Time to Reflect 自省时间

At Harrow Hengqin, we use 'reflection' activities instead of punitive detentions. This approach provides students with supported time to consider their actions and focus on strategies for improvement, aligning with our Positive Behaviour Management philosophy. For full details, please see the Positive Behaviour Procedures.

在哈罗横琴，我们采用“反思”活动替代传统惩罚性课后留校。这一做法为学生提供支持性引导，帮助他们深入思考自身行为并专注于制定改进策略，这与我“积极行为管理”的教育理念高度契合。具体细则请参阅《积极行为管理规程》。

Level 级别	Action 行为	Possible Sanctions 可能产生的处罚	Staff 执行人
Level 1 第一级 Low Level Behaviours 轻度行为问题	<ul style="list-style-type: none">- Fiddling with resources 不当使用或玩弄教学资源- Minor, inadvertent misuse of device 轻微或非故意的设备误用- Pushing in line 排队时互相推搡- Making minor disruptive noises or actions 制造轻微干扰性噪音或行为- Repeatedly out of their seat unnecessarily 非必要反复离开座位- Disturbing others intentionally 故意打扰他人- Poor academic standards or effort 学业表现或努力程度未达基本要求- Interrupting other students repeatedly 反复打断他人- Unkind, teasing, or exclusionary language or actions 不友善的、取笑或排挤他人的言语或行为- Repeated failure to complete homework after prior warning 短时间内多次未能完成作业且经提醒无效- Repeated lateness to school or lessons after prior warning 上学或上课一再迟到且经提醒无效- Repeated poor standards of uniform after prior warning 校服着装一再违反标准且经提醒无效- Disappointing behaviour in lessons or around school towards other students 在课堂、校园内对待其他同学时行为失范	<ul style="list-style-type: none">-Rule Reminder 规则提醒-Directed back to chair/ back of line 被指示回到座位/队伍后面-Harrow values reminder 哈罗价值观提醒-Restorative conversation 修复性对话-Confiscation of electronic device for lesson 没收电子设备以继续上课-Verbal Warning 口头警告-Written Warning 书面警告-Tutor or Subject Reflection Time 与导师或学科老师的反思	<ul style="list-style-type: none">-Staff present 在场教职工-Form tutor or subject staff 院舍导师或学科老师-Homeroom teacher or class practitioner 主班老师或双语导师
Level 2 第二级 Medium Level Behaviours 中度行为问题 Repetitive behaviour displayed from step 1 从第一级行为问题中产生的重复性行为	<ul style="list-style-type: none">- Reach the bottom of the class iRules ladder 行为降至iRules管理阶梯底层- Deliberate misuse of school or others' property after a warning 经警告后仍故意滥用或损毁学校及他人财物- Persistent and deliberate disruption of learning 故意且频繁扰乱课堂或其他同学学习- Disrespectful behaviour or language towards peers 对同学有不礼貌的行为或言语- Swearing/use of bad words 说脏话 /使用不文明用语- Repeated unkindness, name-calling, or exclusion towards others 反复对他人表现出不友善、给人起侮辱性绰号或排挤行为	<ul style="list-style-type: none">-Parental Contact (Must) 联系家长(必须)-Reflection time with a member of staff for more persistent behaviours 重复性行为, 在老师监督下进行反思	<ul style="list-style-type: none">-Homeroom teacher 主班老师-Form tutor 院舍导师-House Master/ Mistress 院舍负责人-Boarding Master 寄宿部负责人

Level 级别	Action 行为	Possible Sanctions 可能产生的处罚	Staff 执行人
Level 2 第二级	<ul style="list-style-type: none">- Spreading minor rumours or gossip. 传播不实的小道消息或流言蜚语- Interrupting the lesson/teacher 干扰课堂或打扰老师上课- Ignoring instructions 无视教师指示- Consistent, low-level behaviour 轻度行为问题, 屡教不改- Deliberate use of an electronic device for non- learning purposes 未经允许擅自使用电子设备从事非学习活动- Very poor academic standards or efforts 学术表现或努力程度非常差- Persistent failure to complete homework in multiple subjects, or on multiple occasions in the same subject 多个科目未完成作业, 或同一科目多次未完成作业- Unauthorised access to school facilities (e.g., elevators, the café, laboratories, or any restricted area) 未经授权进入学校设施(如电梯、咖啡厅、实验室或任何限制区域)- Repetition of L1 behaviours 屡次发生第一级行为问题	<ul style="list-style-type: none">-Spend time in classroom completing work 在教室完成学习任务-Confiscation of electronic device for the day 没收电子设备一整天-Tutor Report 导师报告-Pastoral leader Report 人文关怀主任报告-Whole School DHM afterschool reflection Time 院舍负责人监督放学后留校反思-Counselling 心理辅导	<ul style="list-style-type: none">-House Master/ Mistress 院舍负责人-Head of Departments 学科主任
Level 3 第三级 High Level Behaviours 重度行为问题 Repetitive negative behaviour from step 2 从第二级中度行为问题中产生的重复性负面行为	<ul style="list-style-type: none">- Theft 盗窃- Intentional vandalism or damage to property 恶意破坏或涂污学校或他人财物- Refusal to follow instructions/- Carry out the learning 拒绝听从指示 /完成学习任务- Truanting from lessons 旷课- Repeated verbal bullying or harassment of another student after prior warnings 在受到警告后, 仍反复对他人进行言语欺凌或骚扰- Blatantly disrespectful or insolent language or behaviour directed at staff 公然以侮辱性或蔑视性言行冒犯教职工- Deliberate and malicious behaviour designed to upset, isolate, or intimidate another student (a single serious act) 以困扰、孤立或恐吓他人为目的的恶意行为(单次严重事件即可构成)	<ul style="list-style-type: none">-Parental Contact (Must)- Meeting 家校会议(必须)-Reflection time with a member of staff (Head US/LS, Head of Departments for more persistent behaviours) 与老师进行反思(高低年级校长或学科主任帮助学生纠正行为)-Community Service 社区服务-Send to the senior manager 学校管理团队介入	<ul style="list-style-type: none">-Upper School/ Lower School Pastoral Lead 高低年级人文关怀主任-Heads of School 高低年级校长-Deputy Head Whole School 副校长-Chinese Principal 中方校长-Head Master 校长

Level 级别	Action 行为	Possible Sanctions 可能产生的处罚	Staff 执行人
Level 3 第三级	<div>- Swearing directly at another person with intent to offend or intimidate 以侮辱性言语直接攻击他人, 蓄意冒犯或恐吓</div> <div>- Accessing inappropriate content on school devices/networks 在校方设备或网络环境下访问不良内容</div> <div>- Serious academic dishonesty (e.g., cheating on a test, plagiarism) 严重的学术不端行为 (例如: 考试作弊、抄袭)</div> <div>- Repetition of L2 behaviours 屡次发生第二级行为问题</div>	<div>-Head of School Reflection 高低年级校长监督反思</div> <div>-Deputy Head Whole School Reflection 副校长监督反思</div> <div>-Internal Suspension 校内停课</div>	
Level 4 第四级	<div>- Leaving the school without permission 未经允许擅自离开学校</div> <div>- Hacking, spreading malware, or using technology to facilitate other Level 4 behaviours 实施网络攻击 (如黑客行为、传播恶意软件) 或利用技术手段为其他四级行为问题提供协助</div> <div>- Violence 暴力</div> <div>- Abusive behaviour 虐待行为</div> <div>- Dangerous behaviour 危险行为</div> <div>- Malicious misuse of technology 恶意滥用电子技术/设备</div> <div>- Pre-meditated or organised academic fraud (e.g., contract cheating, impersonation, or wilful falsification of data) 有预谋或有组织的学术欺诈行为 (例如: 代写作业、代考、或恶意篡改数据)</div> <div>- Threatening or coercive behaviour 威胁或胁迫行为</div> <div>- Safeguarding violations 违反儿童安全保护规定</div> <div>- Organised or group-based misconduct 有组织的集体不当行为</div> <div>- Any sustained, deliberate, and malicious campaign of harassment, intimidation, or violence (physical, verbal, or psychological) against another student. This includes, but is not limited to, physical bullying, cyberbullying, and social exclusion 对他人实施持续性的恶意侵害行为 (包括但不限于身体欺凌、网络欺凌及社交排挤), 其形式涵盖肢体、言语或心理的骚扰、恐吓与暴力</div>	<div>-Parental Contact (Must)- Meeting 家校会议 (必须)</div> <div>-Send to Senior Manager 学校管理团队介入</div> <div>-School isolation and letter/formal meeting with parents, daily behaviour report 隔离, 与家长正式约谈, 行为日报</div> <div>-Reflection time at home (fix term) 家中反思 (限期)</div> <div>-Fixed Term Suspension or Exclusion 限期停课</div> <div>-Probationary Period (Contract) 考察期 (制定合同)</div> <div>-Meeting with the Head 与校长会面</div> <div>-Withdrawal from School 退学</div>	<div>-Heads of School 高低年级校长</div> <div>-Deputy Head Whole School 副校长</div> <div>-Chinese Principal 中方校长</div> <div>-Head Master 校长</div>

Level 级别	Action 行为	Possible Sanctions 可能产生的处罚	Staff 执行人
Level 4 第四级	<div>- Discriminatory behaviour (Including racism, sexism, or intentional disrespect towards others' beliefs, culture, or identity) 歧视性言行 (包括种族歧视、性别歧视, 或针对他人信仰、文化及身份的蓄意不尊重)</div> <div>- Sexual misconduct 性不当行为</div> <div>- Fabrication of serious allegations 捏造严重指控</div> <div>- False emergency reports 捏造紧急事件</div> <div>- Physically aggressive or threatening behaviour towards a member of staff 对教职工实施肢体挑衅或暴力威胁</div> <div>- Possession of any form of weapon 持有任何形式的武器</div> <div>- Possession, use, or distribution of alcohol, tobacco, illegal drugs, or any other harmful substances 持有、使用或分发酒精、烟草、非法毒品或任何其他有害物质.</div> <div>- Repetition of L3 behaviours 屡次发生第三级行为问题</div>		

I have read and understand the conditions above and agree to observe them, as well as any further updates to this policy:

我已阅读并理解上述条款中的条件, 并同意遵守这些条件, 以及本政策的任何进一步更新:

Signed by Student _____

Print Name _____

Date _____

Grade _____

The examples of behaviours listed for each level are illustrative but not exhaustive. School leadership retains the right to apply the spirit of this policy to any misconduct not explicitly mentioned herein. Behaviours will be categorised based on their intent, severity, frequency, and impact on the school community. The repetition of any lower-level behaviour will be treated as an offence at the next level.

各等级所列行为仅为示例, 并非全部。学校有权依据本政策宗旨, 对未明确提及的不当行为进行处理。所有行为均根据其意图、严重性、发生频率及对校园的影响进行认定。任何低等级行为一经重复发生, 将按更高等级违纪处理。

Uniform 校服

At Harrow Hengqin, the importance of looking smart and wearing the Harrow uniform with pride is vital. We expect our students to take pride in their appearance and school identity and we have high expectations with regards to uniform. Upon joining the school, students are required to wear the standard school uniform. Any student arriving at school in non-uniform clothing may expect to be sent home to change.

Students need to arrive to school in full uniform each day. When you have Assembly or formed school events, you must also wear the Bluer (blazer) and hat. Any changes to this expectation will be communicated separately by the school.

On Fridays, students should arrive to school wearing their House shirts and PE bottoms, as Friday is our 'House Day' when students will celebrate their Houses and take part in House activities and events.

These uniform items are required to be worn to and from school every day for children in all grades. All items brought to school must be clearly labelled with your child's name and grade.

Any items of lost property should be returned to Reception where they will be stored and made available for collection.

The School Dress Code 学校着装规范

The standard guidelines for the School Uniform are as follows:

- ◆ Shoes should be well polished.
- ◆ Shirts are ironed and tucked in at all times.
- ◆ Top button is secured with the tie sitting neatly on top.
- ◆ Jewelry is not permitted, except for watches (smart watches are not allowed).
- ◆ Hair should be fully tied off the face(longer than shoulder length).
- ◆ No nail varnish, gel nails, or make-up is allowed.
- ◆ Any visible tattoos are not permitted.

在哈罗横琴，每位学生都会为身着哈罗校服而展现出的自信面貌感到自豪。哈罗珠海实施严格的校服制度，以此培养学生建立自信的外表和对学校的认同感。全体学生日常须着校服上学。凡未着校服到校的学生，将会被要求回家更换。

学生每天必须穿著正装校服到校。当你有集会或学校活动时，你也必须穿蓝色西装外套及佩戴硬草帽。如有任何变动，学校将另行通知。

每逢星期五，学生应该穿着自己所属的院舍服和运动裤来校，因为星期五是我们的“院舍日”，学生们将庆祝自己的院舍，并参与院舍的活动和事件。

各个年级学生每天必须穿着整套校服到校。请确保所有带到学校的物品上清晰标明学生姓名和所在班级。

失物招领处在前台，如有拾到任何遗失物品，请交至前台处。：

校服的着装规范如下：

- ◆ 皮鞋需擦净。
- ◆ 任何时候，衬衣需是熨烫整齐的，并在穿着时塞进裤子/裙子里。
- ◆ 衣领的纽扣需扣好并佩戴领带。
- ◆ 除了手表以外，不允许佩戴任何首饰（不允许佩戴智能手表）。
- ◆ 当头发长度过肩时，应完全扎起
- ◆ 不允许美甲或化妆。
- ◆ 不允许纹身。

School Uniform Reminders 校服提醒

- ◆ Please ensure that all items of your uniform and P.E kit are marked clearly with your name.
- ◆ Only Harrow uniform is acceptable. You will be asked to change if you fail to adhere to this dress code.
- ◆ Scarves, coats and boots can be worn to school but then must be placed in lockers upon arrival.
- ◆ Hair should be neat and tidy and should not be dyed an unnatural colour. Nor should the ends be 'dipped' or contrasting streaks applied to hair.
- ◆ On Fridays you wear your House shirt.
- ◆ 请确保你的校服及配件和体育包中的所有用品都清楚地标注了你的名字。
- ◆ 在校期间只能穿哈罗校服。如果你不遵守此着装规定，将会被要求更换。
- ◆ 围巾、大衣和靴子可以穿到学校，但到校后必须存放在柜子里。
- ◆ 头发应该整齐，学生不允许将头发染成不自然的颜色。学生头发的发尾也不允许有“浸染”或有与本来的发色鲜明对比的挑染。
- ◆ 在周五应穿院舍服到校。

Example Uniform 校服样式





It is expected that a Harrow Hengqin student understands the value of property. You will treat other people's property with respect and be responsible in caring for your own. Items of great value should be left at home.

All items brought to school must be clearly labelled with your name and Grade.

ICT & Acceptable Use Policy (AUP)

ICT 可接受使用政策 (AUP)

All students must sign the Acceptable Use policy.

Teaching and learning programs will make use of devices to benefit students' learning through inquiry, collaboration and new ways of demonstrating knowledge. G1 -G8 will use school devices. They should NOT bring devices to school. G9 and up bring their own device.

Mobiles phones are banned in school. Only students in Boarding are permitted to bring a mobile phone, but this must be handed in to the Boarding team and it will only be re-issued in the evening for calling family members. Smart watches are not allowed in school.



我们希望哈罗横琴的学生懂得物品的价值，你应该尊重他人的物品并负责看管好自己的物品。贵重物品应留在家中。

所有带到学校的物品，都必须清楚地标明你的姓名和年级。

所有学生都必须签署ICT可接受使用政策AUP。

教学和学习项目将利用电子设备探究、合作和展示知识的新方式来帮助学生学习。一年级至八年级学生使用学校所提供的电子设备。他们不应携带额外的电子设备到学校。九年级及以上的学生将使用自带电子设备。

学校禁止使用手机。手机只允许寄宿学生携带，但必须交给寄宿团队教职人员，只有晚上才能重新取回，用以和家人联络。

学校不允许使用/佩戴智能手表。

The following procedures / policies apply: 以下程序/ 政策适用：

- ◆ Whilst in the school, students should set their homepage to the student portal.
- ◆ Personal school headshot photo should be used as avatars on all internal platforms.
- ◆ Students should have Windows 365 installed on their device.
- ◆ Students are expected to use their devices appropriately.
- ◆ The use of the school's and/or student devices is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any school ICT systems nor attempt to hack or gain unauthorised access to any system. This extends outside of school hours or off site.
- ◆ The School reserves the right to monitor the content of student and school devices and may conduct live monitoring of activity on the device. Students must permit school staff and parents/guardians to perform checks
- ◆ When requested and may have 'Parental Control' enabled by the school at the school's discretion.
- ◆ Consequences for inappropriate use will be in accordance with policies on student behaviour and conduct and may include confiscation of the devices for a period of time or managed privileges, at the discretion of the school.
- ◆ The camera function on student and school devices is only to be used in class with teacher permission and must be turned on for online Microsoft Teams or Zoom lessons.
- ◆ Students should only access school wifi on personal devices during school day hours. No use of personal hot-spots or 5G.
- ◆ You may only take a photo or video of another person with their and school's permission.
- ◆ You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise its intended restricted audience.
- ◆ Don't reveal names of colleagues, customers or clients or any other confidential information acquired through your job on any social networking site or blog.
- ◆ On-line gambling or non-educational gaming is not allowed.
- ◆ It is at the school's discretion regarding what internet activities are permissible for students.
- ◆ 在校期间，学生应将主页设置为学生门户页面。
- ◆ 学生应将学校统一拍摄的个人头部特写照片作为内部平台头像来使用。
- ◆ 学生应在其设备上安装Windows 365。
- ◆ 学生应该正确地使用他们的电子设备。
- ◆ 使用学校和/或学生设备的前提是学生将遵循老师的指导，以安全 and 道德的方式访问应用程序和文件。学生不得破坏任何学校ICT系统的正常运行，也不得试图黑客或获得未经授权的访问任何系统。这延伸到课外时间或校外也是一样。
- ◆ 学校保留监控学生和学校设备内容的权利，并可对设备上的活动进行实时监控。学生必须允许学校教职人员和家长 / 监护人根据要求进行检查，并且可以由学校自行决定启用“家长控制”。
- ◆ 不当使用的后果将按照学生行为的政策处理，可能包括没收设备一段时间或由学校酌情决定管理特权。
- ◆ 学生和学校设备上的摄像头功能只能在教师许可的情况下在课堂上使用。当进行在线的Teams 以及 Zoom 课程时，必须将摄像头开启。
- ◆ 学生在校期间，个人设备只能登录学校WIFI账号，不允许使用个人热点或 4/5G 网络。
- ◆ 你只能在获得他人和学校许可的情况下拍摄他人的照片或视频。
- ◆ 你不得发布个人、敏感、机密或机密信息，或以任何可能损害预期受限群众的方式传播此类信息。
- ◆ 不要在任何社交网站或博客上透露同事、顾客或客户的姓名或通过你的工作获得的任何其他机密信息。
- ◆ 不允许在线赌博或进行非教学目的的游戏活动。
- ◆ 学校有权酌情决定允许学生进行哪些网络活动。

Internet Access
网络使用

The internet is an open communication medium, available to all students, at all times. Anyone can view information, send messages, discuss ideas and publish material that makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

All use of the internet is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected, it will be followed up.

Passwords and Password Security Best practice includes:
密码和密码安全包括:

- ◆ Always use your own personal passwords to access computer-based services.
- ◆ Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures.
- ◆ Change passwords whenever there is any indication of possible system or password compromise.
- ◆ Do not record passwords or encryption keys on paper or in an unprotected file.
- ◆ Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished.
- ◆ Passwords must contain a minimum of six characters and be difficult to guess.
- ◆ User ID and passwords for students who have left the School are removed from the system by an agreed date.
- ◆ 始终使用你自己的个人密码访问计算机。
- ◆ 确保每次登录时都输入你的个人密码。不要在任何自动登录的过程中输入密码。
- ◆ 当有任何系统或密码泄露的迹象时,及时更改密码。
- ◆ 不要将密码或加密密钥记录在纸上或未受保护的文件中。
- ◆ 仅在必要时向授权的 ICT 支持人员透露你的个人密码,切勿向其他任何人透露。确保在要求完成后更改所有已透露的个人密码。
- ◆ 密码必须至少包含六个字符且不易被破解。
- ◆ 已离开学校的学生的用户名和密码将在约定的日期内从系统中删除。

Our AI Pledge
关于人工智能(AI)的使用承诺

At Harrow Hengqin, we respect AI. It is a big part of our society and culture, and we must not shy away from it or hide from it. Instead, we embrace it and use it responsibly. By being part of Harrow Hengqin, you agree to:

- ◆ Use AI to support your learning, not to do the work for you.
- ◆ Always think for yourself and show your own effort.
- ◆ Be honest if you've used AI to help.
- ◆ Never copy directly from AI or hand in AI's work as your own.
- ◆ 运用AI辅助学习,而非直接替代你的思考与完成作业;
- ◆ 始终保持独立思考,并充分展现自身的努力;
- ◆ 诚实说明是否借助AI完成学习任务;
- ◆ 绝不直接抄袭AI生成的内容,或将其作为自己的成果提交。

AI is a respected tool in our school, but this is non-negotiable. By not following the rules above it may be treated as academic dishonesty.

互联网是一种开放的交流媒介,可供所有学生随时使用。任何人都可以查看信息、发送消息、讨论想法和发布消息,这使其既成为教育、商业和社会互动的宝贵资源,又对年轻人和弱势群体构成潜在风险。

互联网的所有使用都会被记录下来,并且会随机但定期被监控。一旦发现任何不当使用,学校将予以跟进。

AI Use Policy
人工智能使用政策

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- ◆ 运用AI辅助学习,而非直接替代你的思考与完成作业;
- ◆ 始终保持独立思考,并充分展现自身的努力;
- ◆ 诚实说明是否借助AI完成学习任务;
- ◆ 绝不直接抄袭AI生成的内容,或将其作为自己的成果提交。

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UPPER SCHOOL ICT ACCEPTABLE USE Agreement / eSafety Rules
高年级 ICT 可接受使用协议 / 电子安全规则

I recognise the internet's potential for academic learning and social communication. I commit to using it positively and responsibly, and I agree to the following rules: 我认识到互联网在学术学习和社交沟通方面的潜力。我承诺积极并负责任地使用它,并同意以下规则:

I will only use my own login details, which I will keep secret and not share with anyone 我将只使用我自己的登录信息,并对其保密,不与任何人共享

I understand that all activity on the network under my login is my responsibility 我理解网络上所有以我的登录名进行的活动都由我负责

I will not attempt to access confidential areas of the school network 我不会尝试访问学校网络的保密区域

I will not attempt to bypass the school's filtering, security systems, or network restrictions 我不会尝试绕过学校的过滤、安全系统或网络限制

I will not misuse the ICT facilities or software licensed to the school 我不会滥用学校授权的 ICT 设施或许可软件

I will only visit websites that are relevant to my schoolwork during lessons 在课堂上,我将只访问与我的功课相关的网站

I will not use social media, gaming sites, or instant messaging apps (e.g., WeChat) during the school day unless specifically directed by a teacher for a lesson 在学校时间内,我不会使用社交媒体、游戏网站或即时通讯应用(如微信),除非老师为课程需要特别指示

I will not use personal VPNs, mobile data (3G/4G/5G), or personal hotspots to circumvent the school's network rules 我不会使用个人 VPN、移动数据(3G/4G/5G)或个人热点来规避学校的网络规则

I will use the school Wi-Fi exclusively on my devices while on campus. 在校园内,我将在我的设备上仅使用学校 Wi-Fi

Any email I send using my school account will be polite and professional. 我使用学校账户发送的任何电子邮件都将是礼貌且专业的

I will be respectful online and will not participate in or encourage cyberbullying 我将在网上保持尊重,不参与或鼓励网络欺凌。

I understand that anything I post online is permanent and I will respect the privacy of others by not sharing personal information or photos without permission 我明白我在网上发布的任何内容都是永久性的,并且我将尊重他人的隐私,未经许可不分享个人信息或照片

If I see anything online that makes me uncomfortable, or if I receive unwanted messages, I will report it to a teacher immediately 如果我在网上看到任何让我不安的内容,或收到不受欢迎的消息,我会立即向老师报告

I understand that these rules apply both on the school campus and when I am accessing the school network remotely 我明白这些规则在校内和远程访问学校网络时均适用。

I understand that deliberately breaking these rules may result in the loss of internet access privileges and other sanctions under the school behaviour policy 我明白故意违反这些规则可能会导致失去互联网访问权限,并受到学校行为政策中规定的其他处罚

Student Name 学生姓名 Student Signature 学生签名
Tutor Group 导师小组 Date 日期

Equipment, Class Work and Homework

学习用品、课堂笔记和家庭作业

Equipment 设备

Make sure you bring the right equipment to school. You will need:

- ◆ Pens (always have spares)
- ◆ Pencil (always have spares)
- ◆ Ruler
- ◆ Eraser
- ◆ Sharpener
- ◆ Coloured Pencils
- ◆ Calculator
- ◆ Maths Set
- ◆ Reading Book
- ◆ Enthusiasm!

确保将正确的设备带到学校，你会需要：

- ◆ 笔 (应常备备用文具)
- ◆ 铅笔 (应常备备用文具)
- ◆ 尺子
- ◆ 橡皮擦
- ◆ 卷笔刀
- ◆ 彩色铅笔
- ◆ 计算器
- ◆ 数学集
- ◆ 书本
- ◆ 热情！

Class work 课堂笔记

Class Work - Guidelines for good practice. Take pride in your work.

- ◆ Do not decorate your books with doodles and / or stickers.
- ◆ Always start the work with a title and the date.
- ◆ Always use a ruler to underline titles.
- ◆ Black pen to be used, a good pen aids handwriting.
- ◆ Proof-read all work for spelling, punctuation and gram- mar.
- ◆ If you make a mistake, cross it out neatly with a single line. Do not use correcting fluid. Mistakes in pencil must be rubbed out carefully with a clean rubber.
- ◆ When written work is done on a computer, use the spell-checker to make sure that your spelling is accurate.

课堂笔记 - 良好的课堂展示指南。做出让你感到自豪的作品

- ◆ 不要用涂鸦和 / 或贴纸装饰你的书和笔记本。
- ◆ 始终以标题和日期开头。
- ◆ 始终使用标尺在标题下划线。
- ◆ 要用黑笔，好笔有助于书写。
- ◆ 校对所有拼写、标点和语法。
- ◆ 如果你犯了一个错误，用一条线把它整齐地划掉。不要使用修正液。用铅笔时错误必须用干净的橡皮仔细擦掉。
- ◆ 用电脑时，请使用拼写检查器来确保你的拼写准确无误。

Homework 家庭作业

Make sure you record clearly what your homework is each day. If you are not sure, ask the teacher who set it.

When to give it in?
Record when the work is due in. Check Personal School Planner/Teams every evening to make sure you have time to complete it. Homework is only completed once it has been handed in or checked by staff.

Who can help me?
Teachers, parents, other students, friends, etc. any of these people could be valuable sources of information.

Where to do my homework?
Try to find a quiet place with no distractions, whether at home or at school.

Remember:

- ◆ Students who regularly complete homework are more successful in exams.
- ◆ Class Work is important. Always do your homework as carefully as you can.
- ◆ To meet deadlines, plan the completion of homework across the week, leaving enough time for the successful completion of the set task.
- ◆ Teachers, students, and parents all have an important part to play; students should record details of the home- work set and parents should check that homework has been completed.

确保自己清楚地记录好每天的家庭作业。如果你不确定，请咨询布置作业的老师。

什么时候交作业？
记录下作业的截止日期。每天晚上检查个人作业布置记录本/Teams以确保你有足够的时间完成它。作业只有在上交后或由教职人员检查后才算完成。

谁可以帮助我？
老师、家长、其他学生、朋友等，这些人中的任何一个都可能是宝贵的信息来源。

我应该在哪儿做作业？
尽量找一个没有干扰的安静地方，无论是在家里还是在学校。

- 记住：**
- ◆ 定期完成家庭作业的学生在考试中更成功。
 - ◆ 课堂笔记呈现方式很重要。尽可能仔细和整洁地完成作业。
 - ◆ 为了赶上最后期限，请在一周内设定作业计划，留出足够的时间来完成设定的任务。
 - ◆ 教师、学生和家长都可以发挥重要作用；学生应记录 所有作业的详细信息，家长应检查作业是否已完成。

Safeguarding 安全保护

Guarding the safety and wellbeing of the young people in our care is our top priority and this is embedded in all aspects of school life and decision making. The school is focused on providing a caring, safe and secure environment for its students and we expect all members of our community to adhere to, and to promote, these values.

学生们的安全和幸福是我们的首要任务。哈罗珠海致力 于提供学生一个充满关怀、安全和幸福保障的环境，并且期待我们每一个人都能遵守和推广这些价值观。

We ask that parents familiarise themselves with our Safeguarding and Child Protection Policy, which can be found on our website. Parents are important members of our school community, and it is important that they understand how we protect and safeguard you and how they can support us in doing so. All visitors are asked to abide by the School's strict expectations in order to help keep you safe.

All students should speak out if they are aware, or suspect, that a child may be at risk of harm. You should speak with our Safeguarding Team, which consists of:

Designated Safeguarding Lead
指定的安全保护负责人



Ms Kirsty Lowery
Deputy Head Whole School
副校长

Deputy Designated Safeguarding Leads
指定的第二安全负责人



Ms Yvonne Yang
Upper School Head of
Pastoral Care
高年级人文关怀主任



Ms Jessica Stewart
Lower School Class Teacher cum
Lower School Head of Pastoral
小学老师及低年级人文关怀主任



Ms Selene Zhang
Psychological
Consultation Teacher
心理咨询老师



Mr Sean Xin
Operations Supervisor
& TYY Day Housemaster
运营主管及屠呦呦院舍负责人

家长们可以在我们的网站上找到安全保障和儿童保护政策。家长是我们哈罗大家庭的重要成员，需要了解如何保护学生，支持我们的儿童保护政策。

每个学生在知道或怀疑任何儿童可能有受到伤害时都应该说出来。你应该与我们的安全保护小组成员交谈，该小组由以下员工组成。

Statement of Policy
政策声明

Staff in school think that Safeguarding means that they should:

- ◆ Protect you from harm.
- ◆ Make sure nothing stops you being healthy or developing properly.
- ◆ Make sure you are safely looked after.
- ◆ Make sure you have the best life chances and can grow up happy and successful.
- ◆ Staff agree that to make sure they look after you they will:
- ◆ Make sure the school is a friendly, welcoming and supportive place to spend time in. Somewhere you want to be.
- ◆ Be there for you to talk to if you need to and know who to ask for help.
- ◆ Give you safe messages in your lessons to help you learn how to look after yourself both online and in the real world.
- ◆ Have all the right rules in place to help look after you. They will follow these rules all of the time (these rules are called policies)

学校的教职员认为 " 安全保护 " 意味着他们应该:

- ◆ 保护你免受伤害。
- ◆ 确保没有任何事物能阻止你的健康和正常发育
- ◆ 确保你得到安全的照顾。
- ◆ 确保你有最好的生活机会，能够快乐和成功地成长。
- ◆ 教职员一致认为，为了照顾好你他们会：
- ◆ 确保学校是一个友好、欢迎和支持你的地方，是你想去的地方。
- ◆ 如果你有需要，他们会聆听你的倾诉，并知道向谁寻求帮助。
- ◆ 在课程中提供安全信息来帮助你学会如何在网络上和现实世界中照顾自己。
- ◆ 有所有正确的规则来帮助和照顾你。他们会一直遵守这些规则（这些规则被称为政策）。

Abuse
虐待

When someone hurts you, it can be called abuse. This is when someone does something to you that is harmful, unpleasant, or painful like:

- ◆ If someone deliberately hits you, hurts you, injures you or humiliates you in different ways.
- ◆ If someone says or does something that makes you feel bad about yourself or hurts your feelings, which makes you feel scared, sad, upset or frightened.
- ◆ If someone doesn't take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be able to come to school every day or on time.

当有人伤害你时，就可以称之为虐待。这是指有人对你做了一些有害的、不愉快的或痛苦的事情，如：

- ◆ 如果有人故意打你，伤害你，或以各种方式羞辱你。
- ◆ 如果有人说了或做了让你感觉不好或伤害你感情的事，使你感到害怕、伤心、不安或恐惧。
- ◆ 如果有人没好好照顾你，让你感到被抛弃、孤独或被忽视。你可能无法按时进食或洗漱，或是无法按时到达学校。

Abuse is never OK and if you are being or have been abused you must remember – it is not your fault. You must always tell someone and they will help it to stop.

虐待是绝对不被容忍的，如果你正在或已经被虐待，你必须记住 -- 这不是你的错。你必须随时告诉别人，他们会帮助你停止被虐待。

In and Out of School
在校内和在校外

All the staff at Harrow will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that we know who everyone is in the school by asking visitors to sign in at reception. You will always know who a visitor to the school is because they will be wearing a special visitor badge around their neck. People that we do not know will never be allowed to spend time with you on your own and will not be allowed to walk around the school without a member of staff.

The building and outside areas will be as safe as they can be for you so that you do not hurt yourself, although accidents can happen if you are not careful. Staff will look after you if the fire alarm goes off and you should know what to do and where to go. When you leave school to go on a somewhere, the staff will make sure they can keep you safe wherever you are going.

WHAT WE WILL DO At Harrow we will help you in the following ways:

- ◆ We will do our best to spot if there is a problem. All the adults in school have had training in this.
- ◆ We will work with other people (including the people at home) to help protect you and solve any problems you may have.
- ◆ We will listen to you if you want to talk to us and need our help. We will always take you seriously.
- ◆ We will support and encourage you and will respect your wishes and views. You can talk to any member of staff, but you should know that there are several staff who are responsible for making sure you are safe and well cared for, and they are listed below.

It Is Important That You Know:

- ◆ It is never your fault if someone is hurting or abusing you.
- ◆ There is always someone who can help you.
- ◆ If someone is hurting you, they might also be hurting someone else, so it is important that you tell someone to make it stop.
- ◆ Every child should enjoy their right to a happy and safe childhood.

哈罗学校的所有教职员工都会尽最大努力，确保你在这栋楼里学习和生活的安全。我们会要求每一个来访者在接待处签到，以确保我们知道学校里的每个人是谁。你会知道谁是学校的访客，因为他们会在接待处签到，并在脖子上佩戴一个特殊的访客徽章。我们不允许陌生人与你单独相处，也不允许他们在没有教职人员陪同的情况下在学校内走动。

尽管意外有时会发生，但学校的建筑、室外区域和场地都会尽可能地保证你们的安全，以免你们伤害到自己。如果火警警报响起，教职人员会照顾你，你会知道应该做什么和去哪里。当你离开学校时去某个地方时，无论哪里，教职人员都会确保你的安全。

我们在哈罗将做什么，我们将在以下方面给予你帮助：

- ◆ 我们将尽最大的努力发现问题，全校所有教职工均受过有关儿童保护的相关培训。
- ◆ 我们会与其他人（包括家里的人）一起，帮助和保护你，解决你可能遇到的任何问题。
- ◆ 如果你想与我们交谈并需要我们的帮助，我们会倾听你。我们会始终认真对待你的话。
- ◆ 我们会支持和鼓励你，尊重你的意愿和想法。你可以和任何一位教职人员交谈，但你需要知道，在出现以下状况时会有教职人员负责确保你的安全和得到良好的照顾。具体如下：

你需要知道的重要事项：

- ◆ 如果有人伤害或虐待你，这绝不是你的错。
- ◆ 这里总有人可以帮助你。
- ◆ 如果有人在伤害你，他们也可能在伤害别人，所以你必须告诉他人阻止伤害继续，这是非常重要的。
- ◆ 每个孩子都应该享有快乐和安全的童年的权利。

DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY
- WE WILL ALWAYS LISTEN.
ANY DISCLOSURE MADE WILL BE PASSED TO MS. Lowery WHO IS THE
DESIGNATED SAFEGUARDING LEAD.

不要害怕直接说出来——我们会一直倾听。
你向我们披露的任何信息将被直接告知指定的安全顾问和安全保护负责人 Lowery 女士

Tips for Keeping Yourself Safe
保护自身安全的小贴士

- ◆ Bullying - If you think a student or a grown up is bullying you or someone you know, you must tell your teacher/parent/carer or someone you can trust as soon as you can. It won't stop unless you do.
- ◆ Saying funny things to you - If a student or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your teacher/parent/carer or someone you can trust.
- ◆ Touching you - Your body belongs to you and not to anyone else. This means all of your body. If someone touches you on a part of your body you do not like, it is NOT OK. You must tell your teacher/parent/carer or someone you can trust as soon as you can.
- ◆ Hitting, punching, or smacking you - If a student or a grown up hits, punches, or smacks you or hurts you in any way, you must tell your teacher/parent/carer or someone you can trust as soon as you can.
- ◆ Bullying should not be kept a secret. You must tell your teacher/parent/carer or someone you can trust as soon as you can. Do not keep it a secret.
- ◆ Presents - Presents are a good thing to get, but you should not take a present from anyone without checking with your parents first. Most of the time it will be OK, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones) This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.

- ◆ 欺凌 - 如果你认为一名学生或一名成年人正在欺凌你或你认识的人，你必须尽快告诉你的老师 / 父母 / 照顾你的或你可以信任的人。如果你不这样做，它就不会停止。
- ◆ 当别人取笑你时 - 如果有学生或大人对你说了这些话，或者你听到了一些你不喜欢的或让你沮丧的事情，你必须告诉你的老师 / 父母 / 照顾你的或你可以信任的人。
- ◆ 当别人触碰你时 - 你的身体属于你自己，是个人的隐私。如果你不喜欢有人触碰你身体的某个部位。你必须尽快告诉你的老师/父母/监护人或你信任的人。
- ◆ 当别人打你时 - 如果学生或成年人打你、暴力对待或以任何方式伤害你，你必须尽快告诉你的老师 / 父母 / 照顾你的人或你可以信任的人。
- ◆ 不要让欺凌成为秘密。必须尽快告诉你的老师 / 父母/ 照顾你的或你可以信任的人。
- ◆ 收到礼物时 - 收到礼物是件好事，但你不应该在未与父母确认之前接受任何人的礼物。大多数情况下是没有问题的，但有时人们会试图通过送礼（如糖果、钱或电话）来骗取孩子的信任，这有时被称为贿赂。如果觉得不对劲，尽快告诉别人。

◆ On the computer or your phone - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites. Harrow Hengqin has an e-safety policy that is there to protect you. If you are unhappy with any comments or photographs you have seen on your computer or mobile, then you can tell an adult in school.

People in school who can help you:
学校能帮助你的人：

- ◆ Any Member of Staff
 - ◆ Your Tutor/Homeroom Teacher
 - ◆ Your House Master/ Mistress
 - ◆ SLT
- ◆ 所有教职工
 - ◆ 你的院舍导师/主班老师
 - ◆ 你所在院舍的院舍负责人
 - ◆ 学校管理团队

WHO TO TALK TO
与谁交谈？

If you need help, or know of someone else that needs help, you should be active in seeking assistance. Your Form Tutor is a very good place to start when any assistance is needed. The relationship you build with your Form Tutor is very important. Be clear with your needs, think about what you need to ask for, and come to a conclusion that you are happy about.

If you are walking around school, and you need assistance, you can also ask a member of staff that are identified by a blue lanyard.

◆ 使用电脑或手机时 - 电脑和手机帮助我们大家分享东西, 并与朋友或家人交谈, 但它们也可以使欺凌者和其他想要伤害你的人更容易接近你。重要的是要知道如何在电脑、手机和网站上保证自己的安全。哈罗有一项电子安全政策, 它是为了保护你。如果你对你在电脑或手机上看到的任何评论或照片不满意, 那么你可以告诉学校的成年人。

如果你需要帮助, 或知道其他人需要帮助, 你应该积极寻求帮助。当需要任何帮助时, 你的导师是一个非常好的选择。你与导师建立的关系非常重要。明确你的需求, 想想你需要提出什么要求, 然后一起得出让你满意的结论。

如果你在学校里, 并且需要帮助, 你也可以询问有蓝色挂绳标识的教职人员。

Your Arrival
到达学校

All students should arrive at school between 07:50-08:00 and enter the school through the medical station.

所有学生应在07:50-08:00之间到达学校, 并通过校门口校医例行检查后进入学校。

Attendance
出勤

- ◆ All students arriving at 08:10 onwards must report to the Attendance Officer (AO) at reception. The AO will complete a late slip and update Engage. If you arrive at your class from 08:11 without a late slip - they must get one.
 - ◆ If you are ill and cannot come to school? Your parent should contact the school, as explained in the parent handbook.
 - ◆ If a parent wants to take you home early, what do you do? Your parent must contact reception, and your tutor (see the parent handbook). You cannot leave the school without an Early Leave Card issued by the AO, and you must be accompanied by a designated adult.
- ◆ 所有 08:10 以后到达的学生必须在前台考勤官报到。考勤官将完成迟到记录并更新 Engage 系统记录。从 08:11 开始, 如果你到达班级但是却没有出示迟到条, 你必须到考勤官处补上迟到条再回班。
 - ◆ 如果你生病了并且不能来学校? 你的父母需要联系学校, 详情请参照家长手册。
 - ◆ 如果父母想早点带你回家, 你需要怎么做? 你的家长必须联系学校前台处和你的导师 (详情请参照家长手册)。如需提前离开学校, 必须有考勤官签发的早退卡, 并必须由指定的成人陪同离开。

Registration 登 记

- ◆ Be on time. Arrive with a smile. This is an important part of the day.
- ◆ The school officially completes a register two times per day – in the morning and for dismissal.
- ◆ Staff are asked to complete their own register for each lesson and have this recorded, so make sure you do not miss classes.
- ◆ 请务必守时，并带着笑容踏入校园。这是积极开启全新一天的最佳途径。
- ◆ 学校每天将完成 2 次签到 - 早晨到校以及放学时。
- ◆ 教职人员必须在每节课前完成点名，从而确保 学生不会错过任何一节课。

Uniform 校 服

- ◆ You should wear uniform as required. See the section above. Your teacher will tell you if you can improve.
- ◆ 学生应该按照要求穿着学校校服。请参阅上面的内容。你的老师会提醒你是否需要改进。

Flag Raising 升 旗

- ◆ At 08:30 on a Monday morning. This is a respectful occasion. Behave appropriately.
- ◆ 升旗仪式在每周一早上08:30。这是一个庄严的场合，学生需注意举止得体。

Assemblies 集 会

- ◆ Are from 8:30 – 9:00 on a Monday morning. This is a flexible time and affords a combination of LS/US/Whole School Assemblies or breakout Harrow Values Lessons.
- ◆ 在周一上午08:30到9:00。这是 一个比较灵活的时间，将以低年级 / 高年级 / 全校集会的形式举行，或进行分组哈罗价值观的课程。
- ◆ Make sure that your behaviour is appropriate for these occasions.
- ◆ 在集会时，学生应确保自己的行为举止得体。

Transition between classes 课间转换

Students should start lessons punctually, upon the start times indicated in your timetable. You should follow routeways as indicated on site, taking the shortest path possible. It is not time for bathroom breaks or visiting the clinic. Lower School children should be supervised by a CP. Ensure your behaviour is calm and purposeful.

Line up outside the classroom, waiting for the teacher to admit you to class. Stand behind the chair and await permission to sit.

At the end of the class, stand behind your chair, and wait quietly for the teacher to dismiss you.

The school does not operate to a bell. You are expected to keep to time.

学生应根据课表上的时间准时上课。每位学生应按照现场指示的路线行走，尽可能选择最短路径。两节课转换之间的时间不是上厕所或者去诊所的时间。低年级的孩子应该由一位班级负责人监督。请确保你的行为冷静有序。

在教室外面有序地排队，获得许可后方可进入教室。进入教室后请站在自己的座椅后面，在得到允许之后 即可坐下。

下课时请起立站在你的座椅后方，安静地等待老师解散。学校没有上课或下课铃提示，希望每一位同学都能遵守时间，按时到达教室。

Bathroom Breaks 使用卫生间时间

Only one child can go for a comfort break at a time and must go to the closest available bathroom. A bathroom pass will be issued on a lanyard, which should be issued by a teacher/CP. The teacher/CP must then make a mental note of the length of time a child takes and act if this is too long.

每次只能有一个学生离开教室去卫生间，请选择离你最近的卫生间。洗手间通行证将附在挂绳上，应由老师/班级负责人发放。老师将记下孩子离开座位的时间长短，如果时间太长，将会去查看。

Super - Curricular Activities (SCAs)
超级课程

At Harrow, all our activities are balanced, not always Sport, not always Arts, but a breadth of options designed to broaden your horizon and develop leadership.

SCAs are designed to stretch you beyond the regular academic curriculum. The spirit of SCAs will be adapted and differentiated for our context.

You are expected to select two SCAs per week, and the same expectations are applied to the quality, as we apply to CCAs.

Make sure you have fun, attend on time and display enthusiasm.

在哈罗，我们会平衡所有的活动，不会总是运动类活动，也不会总是艺术类项目，而是希望在拓宽视野和发展领导力的前提下，给学生们提供广泛的选择。

超级课程(SCAs)旨在提供常规学术课程以外的学习机会。超级课程的核心将根据我们学校的具体情况进行调整。

学生每周需要选择两个超级课程(SCAs)，对超级课程的期望和质量要求与课外活动课程(CCAs)一样。

请确保积极参与、准时出席并展现出饱满的热情。

Breaktime
休息时间

The end of break will be signified by a member of the duty team ringing a handbell. Lower School shall line up as a class in their designated play area to be escorted back to their classrooms. Upper School shall return to their classrooms independently.

课间休息结束时，值班老师会以手持铃声告示。低年级学生须在指定区域排好队，由老师引导返回教室。高年级学生可自行返回教室。

Lunchtimes
午饭时间

Lunchtimes are staggered between US and LS. You should remain in the dining area for the entirety of the allocated session. Towards the end of this period, you will line up and be escorted to Super Curriculum Activities, or to the designated play areas.

低年级和高年级将错峰用餐。你需要在指定的用餐时间内一直留在餐厅。直到用餐时间结束后，所有学生将排队并被由老师陪同前往超级选修课上课的地点或指定的休息玩耍区域。

Co-Curricular Activities (CCAs)
课外活动课程

At Harrow, all our activities are balanced, not always Sport, not always Arts, but a breadth of options designed to broaden your horizon and develop leadership.

Make sure you have fun, attend on time and display enthusiasm.

在哈罗，我们会平衡所有的活动，不会总是运动类活动，也不会总是艺术类项目，而是希望在拓宽视野和发展领导力的前提下，给学生们提供广泛的选择。

确保你是享受其中的，按时参加活动，并表现出你的热情。

Wellbeing Check-in
学生福祉关注

This is a time to be quiet for a break, relax, and be calm before going home. Your teacher will guide you.

这是一个在放学后帮助你安静放松、冷静下来的时间。你的老师会提供指导。

School Bus
乘坐校车

Students who take the bus are taken to a collection point by CPs in Lower School or independently in Upper School. From this collection point, a roll call is taken and you will be escorted to your bus.

It is expected that all students who use the school bus will display exemplary behaviour following the rules put in place. Students' failing to follow bus rules will receive consequences in line with the school behaviours policy. Safety of the students on school buses is our priority.

乘坐校车的低年级学生将由班级负责人带领前往集合点，高年级的学生将自行前往。

所有乘坐校车的学生都应当遵守规定并表现出模范行为。违反校车守则的学生将按照学校的行为管理规范承担相应的后果。校车上学生的安全是我们的首要任务。

Pick-Up 接送

As bus children depart the site, independent travellers will be taken to the muster point by all form tutors. Staff will then arrange handover to parents and guardians bearing the correct card. Under no circumstances will you be passed to those who do not have a card, no matter what the reasoning. You cannot depart by taxi without a written permission by your guardian and a member of SLT.

Late Collection 接送迟到

If your parent, or the person who is collecting you, is late, you will remain in the school under supervision at reception until you can be collected. You cannot depart by taxi.

Feedback and Student Voice 反馈和学生的声音

It is natural that the school will receive feedback and we encourage constructive input. You can talk to anyone in the school, they will not mind. There are many ways students can use their voice to give us feedback. Through the various student representative groups.

当乘坐校车的学生离开之后, 其余自行接送的学生将会被老师带到家长接送点。教职人员会根据家长接送卡将学生交给家长或监护人。无论出于何种原因, 在任何情况下学生必须要有监护人书面许可和一名学校管理团队成员的批准方可乘坐出租车离校。

如果你的父母或其他接你的人迟到, 你将留在学校前台处等待, 直到你的家长 / 监护人到达将你接走。学生不能乘坐出租车自行离开。

我们鼓励建设性的意见并希望收到反馈。你可以和学校里的任何人交谈, 他们都是乐意倾听的。学生有许多途径可以发表意见, 向我们提供反馈。通过各种学生代表团体便是其中之一。

The First Week 开学第一周

As you will be new to school, it is important you settle into the environment, make connections with your peers and feel part of our Harrow community. The first week will have a significant focus on non-academic outcomes, such as rules, routines and relationships. These include:

- ◆ Safeguarding
- ◆ Timetable and school day
- ◆ Behaviour and expectations
- ◆ Classroom rules
- ◆ Safeguarding Belongings
- ◆ Harrow values
- ◆ Class and team building

作为新生, 融入学校环境、与同伴建立联系并融入我们的哈罗社区对你来说是很重要的。第一周将会着重关注非学术方面, 比如规则、日常安排和人际关系。其中包括:

- ◆ 安全保障
- ◆ 课程表和校历
- ◆ 学生表现和行为期望
- ◆ 课堂规则
- ◆ 个人物品保管
- ◆ 哈罗价值观
- ◆ 班级和团队建设

Medical Procedures 医疗程序

If you are ill or injured, you will be accompanied to the medical clinic . If it is appropriate that you return to class, you will be accompanied by a member of staff.

当你生病或受伤时, 将会由一位会说中文的成年人陪同你前往学校医疗室。如果你的身体状态适合继续上课, 同样将会有一名教职人员陪在你身边。

Lower School Daily Schedule 2025-2026 2025-2026 低年级每日时间安排					
Time 时间	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五
08:00-08:20	Registration & Morning Work 登记及早上功课	Registration & Morning Work 登记及早上功课	Registration & Morning Work 登记及早上功课	Registration & Morning Work 登记及早上功课	Registration & Morning Work 登记及早上功课
08:20-09:10	Lesson 1 第1节课 (Assembly Schedule 集会安排)	Lesson 1 第1节课	Lesson 1 第1节课	Lesson 1 第1节课	Lesson 1 第1节课
09:10-10:00	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课
10:00-10:20	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操
10:20-11:10	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课
11:10-12:00	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课
12:00-12:50	Lunch 午餐 (Canteen 食堂)				
	Lunch 午餐 (Free Play 自由玩耍时间)				
12:50-13:10	Reading 阅读				
13:10-13:50	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课
13:50-14:30	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课
14:30-14:50	Class Story & Snack & Eye Exercise 班级故事时间 & 餐点 & 眼保健操				
14:50-15:40	CCA/SCA	CCA/SCA	CCA/SCA	CCA/SCA	CCA/SCA
15:40	Student Dismissal 放学时间				
15:45-16:30	After School Supervision for Bus Students / Upper School Siblings 课后照看 时间 (坐校车的学生以及要等高年级兄弟姐妹下课的学生)				

Upper School Daily Schedule 2025-2026 2025-2026 高年级每日时间安排					
Time 时间	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五
08:00-08:20	Registration & Close Personal Tutoring 登记及个性化辅导时间	Registration & Close Personal Tutoring 登记及个性化辅导时间	Registration & Close Personal Tutoring 登记及个性化辅导时间	Registration & Close Personal Tutoring 登记及个性化辅导时间	Registration & Close Personal Tutoring 登记及个性化辅导时间
08:20-09:10	Lesson 1 第1节课 (Assembly Schedule 集会安排)	Lesson 1 第1节课	Lesson 1 第1节课	Lesson 1 第1节课	Lesson 1 第1节课
09:10-10:00	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课	Lesson 2 第2节课
10:00-10:20	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操	Snack & Break& Morning Exercise 餐点&课间& 早操
10:20-11:10	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课	Lesson 3 第3节课
11:10-12:00	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课	Lesson 4 第4节课
12:00-12:50	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课	Lesson 5 第5节课
12:50-13:40	Lunch 午餐 (Canteen 食堂)				
	Lunch 午餐 (Free Play 自由玩耍时间)				
13:40-14:30	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课	Lesson 6 第6节课
14:30-15:20	Lesson 7 第7节课	Lesson 7 第7节课	Lesson 7 第7节课	Lesson 7 第7节课	CCA/SCA
15:20-15:30	Snack & Eye Exercise 餐点 & 眼保健操				Snack and Dismissal 餐点及放学时间
15:30-16:20	CCA/SCA	CCA/SCA	CCA/SCA	CCA/SCA	
16:30	Student Dismissal 放学时间				

WHAT TO DO IF.....
如果.....我应该做些什么.....

- ◆ *I am late for school.*
Sign in at the reception after 08:10 and get a late-slip before you go to your class.

◆ *I've lost something.*
Ask at reception. It is important that you label your property. We might be able to find it more easily, then.

◆ *If you feel bullied, or sad, worried or lonely?*
Speak to an adult. We are all here for you, but your Form Tutor would really like to help you. That's what they are here for.

◆ *If you are not enjoying school?*
You can feel this way and it always takes time to adjust. Simply let your teacher know.

◆ *You don't know how to do your homework, or think you might be late handing it in?*
Let your teacher know – giving them time. Maybe even reach out over MS Teams or Emails

◆ *I'm poorly, and I have medicine to take?*
Your medicine must be clearly labelled and given to the Nurse. She will administer it to you.

◆ *You feel ill, or you have hurt yourself ?*
Speak to a teacher and go to the clinic with an adult. Whilst we want you to feel better, it is really important that you do not spend too much time at the clinic and miss your lessons. The clinic staff will listen to your problems and then make a decision about you going back to class, going home, or possibly to the hospital.

◆ *You have problems with your computer, or you have forgotten some log in details?*
Talk to your teacher or email ictservices@harrowZhuhai.cn

◆ *You want to change your SCAs or CCAs?*
Speak to your Tutor. We will try to help but it might not always be possible.

◆ *I'm poorly, and cannot do sports or PE?*
Bring a note to your teacher and the PE team.
- ◆ **我迟到了?**
08:10 后在前台签到,并领取迟到条再回班。

◆ **我丢失了东西。**
去前台询问。在你的物品贴上标签很重要。我们或许能够更容易地找到你丢失的物品

◆ **如果您感到被欺负、悲伤、担心或孤独?**
和成年人交谈。我们随时愿意提供帮助, 你们的导师会非常乐意帮助你们, 这是他们的职责所在。

◆ **如果你不喜欢上学?**
你可以有这种感觉, 这样的心情需要时间来调整。只需让你的老师知道你这样的想法。

◆ **你不知道怎么如何完成作业, 或者担心可能无法在规定时间内上交作业?**
告诉你的老师-给他们一些时间答复。可以通过MS Teams或邮件与他们取得联系

◆ **我身体不好, 需要吃药?**
您的药物必须有清楚的标签并交给学校护士保管。她们会管理你的药物。

◆ **你感觉不舒服, 或是你弄伤了自己?**
告知老师, 并在成年人的陪同下前往校医室。虽然我们希望你感觉好些, 但是不希望你在医务室待太长时间而错过了课程。校医室护士会倾听你的问题, 然后决定你是否回到教室, 回家, 或者可能去医院。

◆ **你的电脑有问题, 或者你忘记了一些登录细节?**
跟你的老师说或者发送email到:ictservices@harrowzhuhai.cn

◆ **你想更换你的超级选修课 (SCAs) 或合作拓展课程 (CCAs)?**
和你的导师交谈。我们会尽可能的提供帮助, 但并非总是能如您所愿。

◆ **我身体不好, 不能做运动或上体育课?**
把医生证明给你的老师和 PE 团队用以请假。

What Other Questions do I have?
我还有什么别的问题?

Question 问题	Answer 回答