BCIS

BEIJING CITY INTERNATIONAL SCHOOL

北 京 乐 成 学 校



HUAN YING 欢迎

2025-2026

New Teacher Orientation Guide

WELCOME

School Mission

The BCIS mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

School Vision

BCIS will be widely respected as an inclusive school offering a model cosmopolitan education.

School Philosophy

As learners we value...

文行忠信 Empowering and Inspiring through Challenge and Compassion

文 Wén

- curiosity, seeking understanding and enjoyment of lifelong learning
- academic achievement, physical well being, and personal success
- knowledge developed from diverse perspectives
- awareness and understanding of local and global issues

行 Xíng

- inquiry and risk-taking in a safe and caring learning environment
- academically rigorous challenge, achieved through a differentiated approach
- creative thought, critical reasoning, and inspired action
- open and respectful communication

忠 Zhōng

- shared responsibility for learning
- service to local and global communities
- commitment to environmental sustainability

信 Xìn

- respect for self and others
- cultural understanding and linguistic diversity
- the uniqueness of China

School Motto

Empowering and inspiring through challenge and compassion






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CHOOL 中学部教学楼

GENERAL INFORMATION



Welcome from the BCIS Educational Leadership Team!

Dear Prospective Teachers,

We are delighted to extend a warm welcome to those of you who have already accepted positions at Beijing City International School (BCIS) and to those considering joining our community.

This booklet serves as an introduction to our school, the vibrant city of Beijing, and the rich cultural tapestry of China. We encourage you to explore the websites listed within these pages to ignite your enthusiasm for coming to Beijing. Founded in 2005, BCIS has established a strong reputation within both the local and international education sectors.

Our campus, located in the heart of downtown Beijing, boasts exceptional facilities. With the endorsement of the Education Committee of Chaoyang District, our curriculum integrates the Chinese National Curriculum creatively and authentically, encompassing early childhood education through to the International Baccalaureate (IB) Diploma Programme. In addition to the IB offerings, high school students can customize their educational paths through our innovative IDEATE program. BCIS is accredited by both the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC), and we actively participate in various educational organizations such as EARCOS, ACAMIS, and ISAC.

What we take greatest pride in is the quality of teaching and learning within our classrooms, supported by a collegial atmosphere throughout our school community. Our dedicated staff is committed to delivering a rigorous and personalized education for every student. At BCIS, we seek enthusiastic and motivated teachers who are dedicated to their students and eager to collaborate with like-minded colleagues within a strong team environment. As an ambitious institution, we are continuously striving for excellence, and we invite teachers who are passionate about contributing to our progressive vision. Above all, we are looking for educators who are excited about empowering students to become compassionate individuals who are committed to making a positive impact in the world.

Warm regards,

Tom Egerton & The BCIS Educational Leadership Team

Introduction

YueCheng Education (YCE) provides high-quality, internationally-minded education for 2 – 18 years old students. Its constituent institutions include non-profit schools Beijing City International School (BCIS) and YueCheng Kindergartens (YCKG). Other educational projects include YueCheng Education Research Institute (YERI), Learning Frontier (LF), Reading Frontier (RF) and Voyage Frontier (VF).

BCIS opened in September 2005. It was established to provide an international education for the expatriate communities in Beijing, as well as, uniquely, offering education to the children of internationally-minded Chinese nationals. Over the years, as Beijing has developed, our local student population has increased, now making up around 73% of the total population.

BCIS is a private, not-for-profit institution governed by an appointed Board of Trustees. The school is funded by tuition fees.

The school boasts purpose-built, state-of-the-art facilities specifically designed to support our curriculum and progressive teaching and learning environment. Our 51,000 square meter main campus sits in a prime location in the heart of Beijing's Central Business District (CBD).

In addition to our large classrooms (108m2), we have a modern gymnasium, a 300-seat auditorium, a large sports field, 25-meter indoor heated swimming pool, cafeteria and food services, science laboratories, teaching kitchens, designated Design Tech/ Makerspace areas and two large libraries.

In 2014/2015 the Early Childhood Program (Toddler, Nursery, Pre-Kindergarten, and Kindergarten classes) transferred to a new purpose-built Early Childhood Center (ECC) located approximately one kilometer from the flagship BCIS campus. This 21,000 square meter facility has been built to an extremely high standard (LEED Gold Standard) of environmental sustainability, in line with the school's mission.

We are justifiably proud of our facilities and location!

The school has ample space for the planned maximum of 1,400 students over two campuses and is organized into the stand-alone Early Childhood Center (Toddler through Kindergarten), Elementary School (Grade 1 through Grade 5) and the Secondary School (Grade 6 through Grade 12). Within the Secondary School, Grades 6 to 8 are referred to as "Middle School", and Grades 9 to 12 are referred to as "High School".



SCHOOL ORGANIZATION

Governance

The Board of Trustees oversees the governance of the school. The Board establishes policies and procedures to enable the school to function effectively and efficiently.

The Board

The Board has full authority and responsibility for all matters concerning the governance of BCIS. The Head of School is responsible for providing educational leadership and for the efficient operation of the school.

The Head of School

The Board recognizes the Head of School as the chief executive officer, and charges him/her with the administrative functions of operating the school. The Head of School's duties are defined by the Board.

BCIS Parent Teacher Association

The BCIS Parent Teacher Association (PTA) is a service and support organization involving students, parents and staff. Its mission, through partnership, is to create the best possible educational and community environment for everyone.

The PTA organizes social activities, adult classes and offers communication and information services that support the school in its mission and goals. In addition, the PTA provides support for new families entering our community, raises funds to enhance educational opportunities for all, and acts as a link to the Beijing expatriate and foreign communities.

All parents/guardians of BCIS students are members of the PTA. Staff members are also encouraged to become involved.

Annual School Calendar

The Head of School, in collaboration with other administrators and teachers, is responsible for drafting and approving the annual school calendar. By December the Head of School shall present the calendar for the forthcoming year to the Board and this shall be on the school website from January. Please check the website for the updated school calendar however, in the meantime, for information purposes refer to the 2025– 26 calendar for a guideline of dates.



SCHOOL SECTIONS

Welcome to the Early Childhood Center (ECC)

The Early Childhood Center, opened in August 2014, is located just one kilometer from the main BCIS campus.

We are delighted to be serve children in our purpose-built LEED Gold Certified air filtered facility. This beautiful campus allows us to create unique learning opportunities that encourage curiosity and support inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, a large gym, an indoor playground, a dedicated early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging children to develop their identities as learners.

At the ECC we follow the IB Primary Years Programme (PYP), together with other approaches that privilege socially constructed learning and meaning making. Our image of child is centred around our mission and we use practices that empower, inspire, challenge and are compassionate to children and their childhood. We are committed to a play-based approach where teachers are researchers, ensuring children's learning and thinking is deep through meaningful with teachers and other children.

We are family-centred where we encourage active participation of our families working with them in partnership. In practice, we have a transition program where families are encouraged to slowly introduce their children to staff and the environment; an Open Campus policy; and opportunities for teachers and families to participate together in the children's education. This approach is one of the many facets that make BCIS unique.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

The Early Childhood Center also shares a close relationship with the BCIS Courtyard Kindergarten. The ancient courtyard provides another opportunity for our children to learn.

The Early Childhood Center serves children from toddler to kindergarten. Children at the ECC range in age from two to six years old. Our classes are:

- Toddler (Two to Three-year old's)
- Nursery (Three to Four-year old's),
- Pre-kindergarten (Four to Five-year old's)
- Kindergarten sections (Five to Six-year old's).
- The ECC consists of around 31 faculty and 29 teaching assistants. The leadership team includes the Early Years Principal, ECC Deputy Principal and Curriculum Coordinator. Each of the grade levels has a Team Leader who leads each grade level. The Grade Level Team Leads are supported by BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Our current teaching staff come from Australia, China, New Zealand, Singapore, South Africa, the United Kingdom, the United States.



Currently the ECC Community Includes

300 children
31 Teachers
29 Teaching Assistants (TAs)

Class Composition

Toddler (2 to 3 years of age): 17 children, 1 Teacher, 3 TAs
Nursery (3 to 4 years of age): 17children, 1.5 Teachers, 2 TAs
Prekindergarten (4 to 5 years of age): 20 children, 1.5 Teacher, 1 TA
Kindergarten (5 to 6 years of age): 20 children, 1.5 Teachers, 1 TA

Classrooms

The ECC classrooms are spacious, inspiring environments characterized by high ceilings that are flooded with natural light and offer views of the outdoors. These rooms are thoughtfully designed to facilitate movement and interaction among classes. We are actively exploring the use of open-ended materials and their potential to shape and extend children's thinking, which encourages us to challenge the conventional resources typically found in Early Childhood Centers.

Additional Specialized Areas Include

7 Teaching kitchens
Puppet theater
Large child-friendly library
Visual arts studio
Music and dance rooms
Spacious gymnasium
Dramatic theater
Roof-top garden
Landscaped outdoor learning spaces



ECC Schedule

The ECC daily schedule does not operate by periods alone but rather extended blocks of time for allowing for uninterrupted play.

08:00 – 08:30	**Community welcome**
08:30 – 12:20	**Morning sessions inclusive of small snack**
12:20 – 13:20	**Family style lunches**
13:20 – 15:20	**Afternoon sessions (nap program for Toddlers and Nursery)**
15:20	**Dismissal***

* Dismissal is at 14:30 every Wednesday for collaborative planning and professional development.

The campus is open to families as a community center until 16:30.

Staff meetings and collaborative planning occur on Mondays and Wednesdays until 16:30.

Communication

Effective communication is highly valued at BCIS and is considered the foundation of all relationships with children, staff, and families. Teachers are expected to maintain open lines of communication with families, and they engage in various methods to facilitate this interaction:

- **Face-to-Face Conversations:** Short chats in the morning and afternoon provide opportunities for immediate connection.
- **Email Communication:** This allows for more detailed exchanges and documentation.
- **Seesaw Posts:** Weekly updates and regular posts of children's daily life are shared through the Seesaw platform, keeping families informed about classroom activities and learning.
- **Parent-Teacher Conferences:** Scheduled meetings provide a formal setting for discussing each child's progress.
- **Parent-Teacher-Child Conferences:** These collaborative meetings include the child, fostering a sense of empowerment in their learning journey.
- **Open Houses:** Events that invite families to explore the classroom environment and engage with teachers.
- **Family Events:** Activities designed to strengthen the community bond among families and staff.
- **Parents as Learners Workshops:** Opportunities for parents to learn alongside their children, enhancing their understanding of the educational process.

Additionally, families are encouraged to participate in the Class WeChat group, which is closely monitored by a Home Room Parent Representative. This platform serves as a space for ongoing dialogue and community building among parents and teachers.







Teaching Commitments

The teaching day commences at 8.00am where teachers have some time to prepare for the day ahead.

Offically, the learning program commences at 8.30am when classroom doors are open. However, as we are child and family centred, we understand mornings can be a complex time for children. While the classroom doors open at 8.30am for children to commence, children's arrival time can be a little more flexible.

The school day finishes for children at 3.30pm and teachers officially finish at 4.00pm on Tuesdays, Thursdays and Fridays. Monday and Wednesday afternoons are time for Faculty Meetings when the day finishes at 4.30pm. While these are teachers contractual obligations, many staff spend additional time ensuring the learning program is reflective of children's learning and theories. Teachers receive a generous amount of non-teaching time per week which occurs during the school day. Time for collaborative research and planning with colleagues and the Curriculum Coordinator is also part of the school week.

Faculty Meetings

The purposes of faculty meetings are to:

- Promote a culture of inquiry, research, reflection and collaboration
- Professional development by external consultants and from our faculty
- Review of how we are enacting and putting our mission into practice
- Planning and coordination of the daily life of the ECC
- Foster a positive school culture through relationship building

Meeting times are scheduled Mondays and Wednesdays after school. Our Teaching Assistants also play an active role in our meetings.

Dress

Staff are encouraged to wear clothing that allows them to comfortably play and engage with children during their activities. We recognize that teachers must be able to move freely and work alongside children in their daily school life. This approach not only supports active participation in play but also fosters strong connections between educators and students, enhancing the overall learning experience.

Key Points for Staff Attire

- **Comfort and Mobility:** Clothing should be practical and comfortable, enabling teachers to bend, sit on the floor, and participate in physical activities without restriction.
- **Active Engagement:** Teachers should choose attire that reflects their role as active participants in children's play, promoting a sense of partnership and collaboration.
- **Safety Considerations:** Staff should wear appropriate footwear that provides support and safety during active play, ensuring they can respond quickly to children's needs.

By prioritizing comfort and mobility in their attire, staff can create a more engaging and supportive environment for children, reinforcing the importance of play in early childhood education.



Welcome to the Elementary School (ES)

The Elementary School opened in September 2005 with 84 students and has grown significantly since this time.

In the 2024-25 academic year we have:

510 Students

56 Teachers

25 Teaching Assistants (TAs)

Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, South Africa, Singapore, and the United Kingdom.

The Elementary School serves children from Grade 1 through Grade 5. It is organized into self-contained classes with mixed- ability groupings. The curriculum is based upon alignment with the Chinese National Curriculum and authorization with the IB Primary Years Programme (PYP).

We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child.

Class Sizes

Grades 1 – 5: 24 students per class



Communication

We value communication very highly at BCIS. Teachers and parents communicate mainly via email. All parents are encouraged to join both the class WeChat group and the class Seesaw group. Teachers provide regular information to parents through Seesaw, including photographs, work samples, newsletters and homework. Students also use it as a tool for their learning and self-reflection.

There are several opportunities for parents to meet with teachers throughout the year to communicate the learning experiences that are happening in the elementary school. These include:

- Parent Informational Learning Sessions (PILS)
- Open Houses
- Assemblies
- Music Performances
- Community Events
- Student Led Conferences (Student/Parent)
- Parent Teacher Conferences
- Parents As Learners Workshops (PAL)

Curriculum

In the ES, we are authorized to offer the IB Primary Years Programme (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our Programme of Inquiry. This is a curriculum framework that covers all key learning areas – Chinese, language arts, mathematics, science, social studies, arts (visual art and music), and personal, social and physical education. PYP utilizes an inquiry-based approach to learning with emphasis on skills acquisition in a transdisciplinary format.

More information about IBPYP can be found at www.ibo.org

Information about the BCIS curriculum is on our website www.bcis.cn

To summarize, the Elementary School program at BCIS is based upon the following:

- Self-contained, mixed-ability classes
- Chinese National Curriculum aligned with the IB Primary Years Programme

Our transdisciplinary, child-centered and inquiry-based approach uses a play-based teaching methodology that encourages opportunities to develop understanding of self and others in a highly collaborative environment.

There are early finishes on Wednesday (14:40), this allows for curriculum development meetings from 14:40 – 16:30 across divisions.

EAL

Many of our students are English as additional language learners (EAL). We have EAL support teachers from Grades 1 to 5. The support is a combination of pull-out and in-class support, depending on the English level of the child. The EAL teachers and the homeroom teachers work very closely together. We use the Bell assessment tool to assess EAL students.

Student Support

We have a Student Support Team, which includes three Learning Support teachers, two Learning Support TAs and two Counselors. We admit students into BCIS who have mild learning difficulties and who are able to operate, with minimum support, in the mainstream setting.



ES Facilities

The ES has large classrooms (108sqm) that have both wet and dry areas. Each classroom has a sink, storage cupboards and good lighting.

The ES has its own library with a full-time teacher librarian and two library assistants. The library is very well resourced with over 20,000 books, as well as the hub of our online learning resources.

The ES also has its own cafeteria, which seats all students. Fourth-and Fifth-grade students eat in the atrium, which is adjacent to the cafeteria.

There are multiple outdoor play spaces for students to use at recess and after school. Each has a play frame and a sandbox. The back play area, for Grade 1 students, also has scooters and a short obstacle course with a climbing wall.

The ES shares a theater, sports complex, swimming pool and outdoor field with the Secondary School.

Resources

BCIS is a well-resourced school. We have built up an array of resources to support our Units of Inquiry, as well as our mathematics and language instruction and other specialist subject areas.

The subject areas have an operational budget to order materials during the year as needed. However, there is only one overseas ordering period during the year (January) and no other overseas orders can be made for the rest of the academic year. Most resources are sourced locally throughout the year.

Supervision Duties

All teachers have supervision duties during the week. On average, each teacher has two to three duties per week, totaling 55-80 minutes approximately.

ES Schedule

08:20 – 08:30	**Homeroom**
08:30 – 09:10	**Period 1**
09:10 – 09:50	**Period 2**
09:50 – 10:30	**Period 3**
10:30 – 11:10	**Recess/Snack**
11:10 – 11:50	**Period 4**
11:50 – 12:30	**Period 5**
12:30 – 13:20	**Lunch**
13:20 – 13:30	**Homeroom**
13:03 – 14:10	**Period 6**
14:10 – 14:50	**Period 7**
14:50 – 15:30	**Period 8**
15:30	**Buses Leave**





Teaching Duties

There are 39 periods in a school week and ES teachers are required to teach a maximum of 28 periods out of 39. There may be times when teachers are asked to cover absent colleagues, although this is generally kept to a minimum.

All teachers must arrive each morning fully prepared and available to meet their students as they arrive. All teachers come down to meet the students in the morning at 8.15am. Teachers may depart after completion of their school activities, meetings or other responsibilities and obligations.

Staff Meetings

The purposes of staff meetings (planning sessions) are to:

- Participate in a staff development activity organized by the school or staff members
- Discuss current or future activities or programs
- Discuss concerns, questions or requests
- Plan future activities or programs
- Discuss curriculum
- Share 'best practice'
- Meet to hear staff reports, feedback and opinions relating to workshops/courses attended
- Meeting small groups/teams to plan or discuss common issues
- Ensure efficient communication

Meeting times are scheduled Mondays and Wednesdays after school. All staff are expected to attend and contribute. This time is not for general administration, personal appointments or meetings with students or parents, unless with approval from the principal. If a teacher is unable to attend a meeting, he/she must advise the meeting chair in advance. The absent teacher has the responsibility to learn what transpired at the meeting and to attend to any actions decided for which they are responsible.

ACAMIS coaches have training with students on meeting days. Where there are two coaches, at least one coach from each team must be present at each meeting. The second coach may then join training from 16:30.

Teachers' contractual working hours are 08:00 until 16:00, or 16:30 on those days that the teacher runs an activity or when a meeting has been called with at least 24 hours' notice, usually Mondays and Wednesdays.

Dress

Teachers are role models and students will follow their lead. Dress should be neat and in good condition, in a manner consistent with a professional work environment. Whilst individual judgment is granted, the school administration has the responsibility to ensure that staff dressing accordance with BCIS community standards of decency and modesty.



Welcome to the Secondary School (SS)

The Secondary School opened in September 2006 with 50 students in Grades 6 – 9. It has grown significantly and now comprises Grades 6 – 12, and offers the MYP (6 – 10) and the DP and IDEATE programs (11 – 12). At the time of writing, we have:

280 students, from 14 nationalities, in Grades 6 – 8
226 students, from 17 nationalities, in Grades 9 – 12
63 teachers in Middle and High School

Our teachers come from Australia, Canada, China, Mexico, South Africa, Spain, South Korea, Kenya, Kazakhstan, the Philippines, Jamaica, Rwanda, Portugal, Columbia, the United Kingdom and the United States.

We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child.

Class Sizes

Target class size is 20 students, with a maximum of 24 and an average class size of 18. Language Acquisition in the MYP , Science in IBDP and the IDEATE subject classes are generally smaller.

Our teachers come from Australia, Canada, China, The Carribean, Mexico, South Africa, South Korea, Kenya, Kazakhstan, the Philippines, , Rwanda, Portugal, Columbia, the United Kingdom and the United States.

Communication

Communication is a top priority at BCIS. All teachers' BCIS email addresses are published on the school website. We encourage our parents to contact teachers if they have queries.

We use Schoology as a Learning Management System for curriculum planning, assessment and reporting and enhancing communication to parents and students. Schoology is also an online learning environment that is used by all teachers to publish subject information, class assignments, resources, and daily messages. Students and parents can access this information at any time.

There are a number of information, curriculum and university evenings throughout the school year.

There are two full end-of-semester written reports, which give information on achievement levels. We also hold parent-teacher-student conferences in November and student led conferences in March.







Curriculum

BCIS is an International Baccalaureate (IB) World School which places a strong emphasis on personalized learning and academic rigor. We have aligned the Chinese National Curriculum with the BCIS curriculum and we are authorized to teach the IB Diploma Programme in Grades 11 and 12 and the IB Middle Years Programme in Grades 6 to 10. BCIS stresses the importance of inquiry and educating the whole child. The school strives to incorporate positive programs and/or features of other educational systems to meet the needs of the international student body. The language of instruction is English.

IDEATE (Innovation, Design, Entrepreneurship, Arts, Technology, Experience)

After completing the MYP at BCIS, students have the option to fulfill the graduation requirements through two avenues, the International Baccalaureate Diploma Programme (IBDP) or BCIS's very own IDEATE program. A student who selects the IB Diploma Programme will follow the IB's program of study. IDEATE students are offered opportunities to concentrate in areas of Science, Design Technology, Performing or Visual Arts, or Business. Both avenues to graduation live our learning model and strive to develop the BCIS Impacts of learning through our teaching Pathways.

BCIS's IDEATE program recognizes the need to provide choice for students as they journey towards post-secondary education. It offers avenues for students to pursue their passions with project-based learning as the focus. The IDEATE program runs parallel to the IBDP and students are required to choose from IBDP and IDEATE courses, conduct an extended project, pursue internships and prepare a learning portfolio.

IDEATE is an opportunity for teachers to critically and creatively meet the needs of students through the flexibility in course design or being a part of the development team to ensure quality programming and continue review.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. To gain admission to, or continue in, the school's program of studies, students must either be fluent in the English language or willing to develop fluency through the school's EAL (English as Additional Language) program. We offer this program to children deemed a good fit for BCIS.



BCIS offers the following IBDP subjects for school year 2024 – 25:

Group 1
Studies in Language & Literature (HL/SL)
English A: Language & Literature
Chinese A: Language & Literature
Chinese B

Group 2
Language Acquisition
English B (HL/SL)
Mandarin B (HL/SL)
Mandarin ab initio (SL only)
Spanish ab initio (SL only)
Spanish B (HL/SL)

Group 3
Individuals & Societies
Economics (HL/SL)
Business Management (HL/SL)
Psychology (HL/SL)
History (HL/SL)
Geography (HL/SL)

Group 4
Sciences
Chemistry (HL/SL)
Biology (HL/SL)
Physics (HL/SL)
Computer Science (HL/SL)
Design Technology (HL/SL)
Sports Science (HL/SL)

Group 5
Mathematics
Mathematics AA (HL/SL)

Group 6
The Arts & Electives
Music (HL/SL)
Theatre (HL/SL)
Visual Arts (HL/SL)

IB Diploma Core
Theory of Knowledge (TOK)
Extended Essay (EE)
Creativity, Activity and Service (CAS)

Subject offerings may vary year to year depending on student choice.





IDEATE Diploma Program

The IDEATE program empowers students to take charge of their learning and thrive in an ever-changing world, offering students voice and choice their final two years of the BCIS Diploma.

IDEATE students are challenged to pursue their own ideas and transform their learning through meaningful educational pursuits. The program is designed to celebrate and develop students' strengths, talents, and skills in ways that will support any future aspirations. Flexibility within the program allows for a personalized avenue towards post-secondary education and a chance to focus on areas of their choosing.

The IDEATE program consists of four core program components, Courses, Projects, Experience, and a Learning Portfolio.

The Courses

The learning environments of IDEATE courses develop the following Impacts through interdisciplinary subjects and disciplinary thinking with a focus on transfer. All courses, regardless of discipline develop and assess the four Impacts.

- Critical Thinking
- Creative Thinking
- Purposeful Doing
- Connected Learning

Courses in IDEATE include:
Seminar (required)
Creative Arts
Health and Leadership
Global issues
Mathematical Thinkaing

A variety of assessment tools are used such as investigations, portfolios, projects, exhibitions, tests, and problem-solving.

The IDEATE Project

All IDEATE students complete the IDEATE Project Course in grades 11 and 12.

This course builds students' skills, interests and strengths in order to pioneer an entrepreneurial project. Projects vary in scope and range, and are always student directed.

The Learning Portfolio

IDEATE students curate a collection of artifacts and portfolio entries to showcase their learning and character development. The portfolio curation and reflection process form one aspect of student self-assessment of their learning. Students defend their portfolio in a panel presentation at the conclusion of the second year in the program.

Experience

A key component of the IDEATE program is Experience. This includes short or long-term internships, interviews, shadow days, and other such interactions with professionals in a given field. Community involvement is highly valued and students are expected to contribute using their strengths and interests. This is done through our extensive enrichment program.

An important aspect of the IDEATE program is service and students incorporate service into their course work, their Project, and/or their Experience.

All successful IBDP and IDEATE students are also awarded a BCIS High School Diploma.





English as an Additional Language (EAL)

Many of our students are non-native English speakers. During any school year, students require some degree of assistance in becoming fluent in the English language. To provide that assistance, the school has a comprehensive EAL program that includes both push-in and pull-out support.

At BCIS all non-native English-speaking students are tested when they arrive at school. Once the English language proficiency level has been determined, students are placed in the EAL program as needed.

How long a student remains in the EAL program is determined by how quickly the student acquires English. Our EAL and classroom teachers determine placement in the EAL program.

Daily Routines

The school day starts promptly at 08:30 for Secondary School students

All teachers should arrive in school each morning by 08:00, fully prepared and available to meet their students as they arrive. Teachers are reminded that contractual working hours are 08:00 until 16:00, or 16:30 on those days when an enrichment activity is taking place or when a meeting has been called (with 24 hours' notice). Teachers may depart after or, more to whole school completion of their school activities, meetings or other responsibilities and obligations.

Dress

Teachers are role models and students will follow their lead. Dress should be neat and in good condition, in a manner consistent with a professional work environment. Whilst individual judgment is granted, the school administration has the responsibility to ensure that staff are dressing accordance with BCIS community standards of decency and modesty.

Staff Meetings

The purposes of staff meetings (planning sessions) are to:

- Participate in a staff development activity organized by the school or staff members
- Discuss current or future activities or programs
- Discuss concerns, questions or requests
- Plan future activities or programs
- Discuss curriculum
- Share 'best practice'
- Meet to hear staff reports, feedback and opinions relating to workshops/courses attended
- Meeting in small groups/teams to plan or discuss common issues
- Ensure efficient communication

Meeting times are scheduled Mondays and Wednesdays after school. All staff are expected to attend and contribute. This time is not for general administration, personal appointments or meetings with students or parents, unless with approval from the principal. If a teacher is unable to attend a meeting, he/she must advise the meeting chair in advance. The absent teacher has the responsibility to learn what transpired at the meeting and to attend to any actions decided for which they are responsible.

ACAMIS coaches have training with students on meeting days. Where there are two coaches, at least one coach from each team must be present at each meeting. The second coach may then join training from 16:30.



Supervision Duty

All teachers will be assigned supervision duties throughout the week. It is the teacher's responsibility to be aware of the supervision times and days and to ensure that he/she is on time to all duties. Students are not to be left unsupervised at any time.

Students in the Secondary School are made aware of out of bounds areas and acceptable behavior. For behavior, we follow the 4 B's: Be Respectful, Be Responsible, Be Safe and Be Compassionate.

Secondary School Facilities

The Secondary School at BCIS is an Apple 1:1 laptop learning environment for all students. The building has wireless access throughout, and teachers are provided with Apple MacBooks, training, and technical support. This includes Mac101 training for students new to BCIS and teacher training.

The Secondary School has large classrooms (108m^2) that have good storage and display facilities.

In addition to the standard classrooms, the Secondary School has a green screen room, five General Science Labs, a teaching kitchen as well as three Design Technology Laboratory/Workshop areas. There is a suite of three music rooms (and 5 practice rooms), and large areas dedicated to the teaching of Drama and Movement. Visual art facilities include those for ceramics, stain glass, painting and drawing, with each student in grades 11 and 12 being assigned a personal studio space. The Impact Center is an open plan flexible learning space with six individual instructional areas.

The Secondary School has its own library with a full-time librarian and a library assistant. The library is very well resourced with books, DVDs, magazines and the capacity to access databases including external resources.

The Secondary School also has its own cafeteria, which seats approximately 400 students, and a café called "The Zone".

The Secondary School shares a 300-seat theater, black box theater, sports complex, swimming pool, multipurpose room and sports field with the Elementary School.

Resources

The Secondary School is well-resourced and more than able to support our curriculum. Each subject area has its own operational budget from which educational materials are ordered. The budget process is reviewed annually.







Students

Our student body is international, and our unique license allows us to accept Chinese nationals as well as expatriate students. Currently, the most represented nationalities in the Secondary School are Chinese, American and South Korean.

We celebrate our diversity in many ways, including community events such as global events days, Week Without Walls and our students are committed to serving our community.

Teaching Duties

There are 4 class periods per day operating in an A – B 10– day rotation. Teachers are normally on a 5 – class teaching load plus an Advisory class and supervision duties. Teachers are expected to supervise EAs and chaperone the annual Week Without walls Trip.

Secondary School Advisory Program

Every teacher in the Secondary School is also an Advisor to a group of up to 12 students. Advisory is built into the daily timetable and meets for 40-minute periods twice weekly except Wednesday. Two of these periods are dedicated to advisory lessons that are planned collaboratively by grade level. The Advisor is an advocate for each of their students and helps to monitor academic progress, social emotional development and is the first point of contact for parents and teachers should there be a concern that requires monitoring or intervention. The Advisor is also responsible for helping students curate their Learning Portfolios and facilitates Student Led Learning Conferences for the students in their advisory once per year.



Whole School General Information

Admissions

BCIS welcomes students from families who understand and support the school's mission, philosophy and goals. The school admits students of all nationalities, subject to the availability of space and resources. The admissions cutoff date for applicants to a grade level is October 31st.

Teacher Professonional Growth and Support

BCIS makes a commitment to all of its teachers to provide an environment in which they can grow professionally and develop their full potential. BCIS operates a teacher professional growth and support process that is based on research-based criteria for effective teaching and in the areas of learning environment and general professional involvement. The appraisal process follows a three-year cycle and is linked to the teacher's professional development.

Behavior and Discipline

BCIS is a friendly, caring school. We expect the behavior of our students to be of a very high standard. Self-discipline and respect for others are the basis for good behavior. Students, parents and teachers work together to ensure that good discipline is maintained.

Students are expected to maintain exemplary behavior on all school sponsored events on or off campus, on field trips or when using school transportation.

The Faculty has developed the 4B's, which is shared with students and parents:

- Be Safe
- Be Responsible
- Be Respectful
- Be Compassionate

Email

All networked computers in the school have access to email via an intranet. All teachers are assigned an email account (***Your.Name@bcis.cn***) through which they can send and receive email.

Professional Development

The school is committed to supporting the professional development of its teachers. To this end, there is a professional development budget that supports teacher attendance at workshops and conferences, hosting of educational consultants, and a program of school-based professional development activities. The development and implementation of the professional development program is led by Curriculum Coordinators and Principals. Additionally, there is a volunteer Professional Development Committee that oversees the applications for extra professional development requested by teachers.

Days are set aside on the school calendar for professional development. These days are used for workshops and seminars. The days will be organized by members of the Professional Development Committee and by the Educational Leadership Team.

Themes for professional development days include:

- Curriculum review or a specific curriculum focus
- Sharing of 'best practice'
- Authorization and accreditation planning
- Strategic planning

Orientation of New Staff

All new staff participate in an orientation program designed by the Head of School, Principals and HR department. New staff are expected to report to school one week ahead of returning staff. The reporting date for new staff is typically at the beginning of August, but do understand that once the following academic year calendar is confirmed this arrival date will be communicated to you as soon as possible.

Contracts

All staff receive a written contract stating the terms and conditions of employment, including salary and benefits. Academic staff are entitled to two personal days, fourteen sick days annually, adoption leave and compassionate leave, according to the terms of the personnel policies. The employee, Head of School, and a member of the Board of Directors sign contracts. A copy of the contract is kept in the employee's file in the HR department. The employee will keep a duplicate.

Probation

The school operates an initial probationary period of two months commencing the first day of employment, during which time the teacher's service may be terminated by the school or by the employee. The teacher will be informed at the end of two months of the school's decision regarding continuation of contract.

Expectations of Professionalism

Teachers are expected to promote, support and contribute to a collaborative, supportive and positive work environment. Everyone has the right to work in a climate which is positive, optimistic and rewarding.

Teachers are expected to present themselves in a manner which could not, in the opinion of colleagues, students or parents, be associated with casual or leisure activities. Jeans and/or T-shirts in particular do not constitute appropriate dress for teachers at BCIS, with the exception of our casual Friday dress day. Modesty in dress, in respect of other cultures, should be observed.

BCIS' philosophy suggests that students respond more effectively to encouragement than to penalty or criticism. We strive to live the learner profile.

In an international school it is imperative that all staff are culturally aware, and that we understand and respect differences as well as that which unites us. We must avoid voicing opinions or presenting materials that could be offensive to any students, parents, or colleagues.

Unity in diversity: Our international and cultural diversity is celebrated and used as a teaching resource. Teachers are expected to maintain high standards of punctuality, and to demand equally high standards of their students.

Staff must never leave themselves open to an allegation of dishonesty.

Teaching colleagues and students have the right to be treated with courtesy at all times.

Staff should be supportive of their colleagues. It is not appropriate to discuss either their fellow teachers or pupils with parents and other students.

In cases of absence, teachers should set work in a manner which avoids placing an unnecessary burden on those covering their lessons.

Teachers should at all times be mindful of the fact that they represent the school, even outside of school hours. Confidential matters must not be discussed with outsiders; behavior should be respectable and responsible, in keeping with professional standards.

Enrichment Activities (EAs)

In addition to the regular daily classroom schedule, BCIS offers an Enrichment Activities (EA) Program. A variety of activities and clubs are available in which students in Grades Pre-K – 12 may choose to participate.

Typically, two EA seasons are offered during the school year. The activities vary, depending on the interests of the students as well as the availability of qualified instructors for each activity. Each session is advertised





and registration takes place prior to the commencement of the EA session. Students may register to participate in activities provided by teachers and community members. Some EA sessions involve a cost for parents, this is clearly shown at registration.

Teachers are expected to offer one out of two EA sessions per year.

EAs at the ECC campus operate on a three season schedule. Usually EAs in the first two seasons are offered by outside providers, with the addition of staff offered EAs in the third season.

Examples of past EAs are as follows:

EAs on both campuses are offered in a wide range of activities catering for the diverse interests of students. The activities are broadly group as:

- **Sports**
- **Arts (Visual Art/Theater/Music)**
- **Science**
- **STEAM (Science/Technology/Engineering/Arts, including Robotics)**
- **Service**
- **Forensics (speech and debate/Model United Nations/Economics and Business)**
- **Sustainability (Circularity Garden/Roots & Shoots/Recycling/energy conservation & awareness)**

Sports

BCIS runs an extensive program of sporting activities. Membership of the International Schools Athletic Conference Beijing/Tianjin (ISAC) and the Association of China and Mongolia International Schools (ACAMIS) and JISAC (similar to ISAC for elementary school students' sport) ensures that students from Lower Elementary upwards engage in a wide program of inter-school leagues and tournaments. With the support of the BCIS Athletic Director, teachers are therefore encouraged to become team coaches.







Code of Conduct

The teachers will be asked to sign the code of conduct as below:

Beijing City International School is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees and volunteers who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in BCIS programs.

I will:

* Comply with the relevant laws and regulations of the Chinese government, local regulations and rules, and industry norms, including but not limited to safety and health related regulations and education industry standards.

* Place the safety and health of students as the highest priority, stop violations of school/institute safety systems and operating procedures in a timely manner, and manage students well on campus to ensure student's personal and property safety.

* Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.

* Never be alone with children and/or youth at school activities without another adult being notified.

* Use positive reinforcement rather than criticism, competition, comparison, or insulting and sarcastic language when working with children and/or youth; adults should be aware of the possible harm, misunderstanding or mental damage associated with the use of insult and sarcasm, especially with second language learners.

* Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and nonsexual.

* Comply with school's mandatory reporting rules and reflect any potential physical and mental health and safety hazards, including but not limited to incidents of child and/or youth abuse. According to school's child protection policy, any emergency should be reported in time according to school's established procedures or this Code of Conduct, and appropriate and effective measures should be taken to fully cooperate with the follow-up investigation and treatment.

* Communicate clearly between parents and school, to cooperate effectively with parents in family safety and health education.

* Ensure that safety and health education is integrated with school teaching, participate in various safety education training and drills organized by school.

I will not:

* Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
* Inflict any physical or emotional abuse such as striking, spanking, shaking, dragging, slapping, humiliating, ridiculing, threatening, satirizing or degrading children and/or youth.
* Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
* Transport a student home alone without the knowledge of their parent or guardian.
* Buy alcohol, drugs, cigarettes, videos, or reading material and so on that is inappropriate and give it to young people.
* Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians. Staff members and volunteers must inform their direct supervisor or superior leadership if given a gift.
* Engage in private communications with children and/or youth, via text messaging, email, WeChat or similar forms of electronic or social media without the knowledge of their parents or guardians. If such communication happens, it shall relate to activities strictly involving school business. Electronic communication that takes place over a school network or platform may be subject to periodic monitoring to ensure it's fairly used.
* Use profanity or insulting and sarcastic language in the presence of children and/or youth at any time.
* Share any privileged information about children and/or youth (Demographic data, geographic data, photographic portraits, health information, etc.) outside of school without written consent.
* Engage in any form of unwelcome conduct including workplace bullying, cold violence, discrimination and /or harassment (sexual, physical or verbal, etc.), etc.

I understand this Code of Conduct acts as a part of my labor contract and has same legal effect. I understand that as a person working with and/or providing services to children and youth under the auspices of BCIS, I am subject to a criminal history background check, and a summarily dismissal without notice or penalty if I fail to obey any of the above-mentioned code of conduct or teacher's ethical norms.

I-Belong

The concept of I-BELONG refers to the sense of belonging to the YCE communities when promoting/sharing our teacher and student committee and policy work, when sharing our YCE Identity Affirming Commitment Statement and our work towards ensuring all feel we are seen and recognized within the YCE community. Everyone who is with us 'belongs'!

What does I-Belong Include?

The following policies will be collated under our I-BELONG umbrella.

- YCE Identity Affirming Commitment Statement
- Child Protection Policy
- Code of Conduct
- I belong Committee
- Digital Citizenship Responsible Use Policy
- Language Policy
- Learning Support Policy
- Positive Relationships & Wellbeing Policy
- Well-being Committee
- Social Committee
- Student Councils
- Mental Health curriculum
- Counseling Services
- Personnel Policy



YCE Identity-Affirming Commitment Statement

The following Board approved YCE identity affirming commitment statement serves to hold us, as an institution, accountable.

In line with our fundamental belief that embracing diversity enriches us, we commit to building and upholding systems and structures that affirm the value of each individual. We take responsibility for honoring all identities with regards to race, color, ethnicity, religion, creed, gender identity, gender expression, sexual identity, national origin, citizenship status, socioeconomic status, age, and ability and the intersections thereof. We acknowledge our role in perpetuating systems of inequity, and hold ourselves accountable for ongoing reflection, for correcting current and prior injustices, and for inspiring forward-thinking learners. YCE forward-thinking learners will co-create communities that nurture dignity and humanity for the benefit of all.

Glossary of terms DEBJ

- **Diversity:** The presence of difference in a given context; this may refer to differences in race, ethnicity, sexual identity, gender identity, gender expression, age, ability, or socioeconomic class, amongst others. Representation of diverse identities is critical - but not solely sufficient - in cultivating an identity affirming community.
- **Equity:** The equal possibility of outcomes that occurs when everyone has what they need to fully engage and participate in a given context.
- **Belonging:** A sense of being fully honored, valued, and affirmed in a given context.
- **Justice:** Systems, policies, and practices that address harm and ensure identity affirmation.

Ethnicity: Belonging to a specific social group based on nationality and/or cultural traditions. Other commonalities shared within an ethnic group may include language, customs, food, and religion. People can share an ethnic identity and be of different races.

Gender Expression: Sometimes called 'social gender', it is how a person presents their gender externally. Gender expression is continually shaped by and perceived according to cultural factors such as gender norms. A person's gender expression may correspond with, or differ from, his/her gender identity.

Gender Identity: A person's internal sense of self as masculine, feminine, a blend of both, neither, or something else. A person's gender identity can correspond to, or differ from, the sex they were assigned at birth, and can change over time.

Intersectionality: Intersectionality provides a lens through which we can examine the processes, practices, policies, and structures that increase the risk of community members experiencing disadvantage or discrimination because of their intersecting identities.

"A prism for seeing the way in which various forms of inequality often operate together and exacerbate each other" - Prof. Kimberlé Crenshaw

Race: Belonging to a specific social group based on skin color and phenotype. While race is a social construct, meaning there is no objective or scientific basis for race, there are very real material consequences to how people experience the world based on race. People can share a racial identity and be of different ethnicities.

Sexual Identity: A person's internal sexual and romantic attractions based on gender. Some examples of sexual identities include bisexual, lesbian, gay, heterosexual, and queer. As with gender identity, sexual identity can change over time, and some may describe their experience as questioning.

COUNTRY BACKGROUND

China

China, officially known as the People's Republic of China (PRC), is located in East Asia. It shares borders with 16 other countries and covers a vast area of approximately 9.6 million square kilometers, making it the third largest country by land area. China has a rich history that spans thousands of years, marked by significant cultural, technological, and political developments. It has been home to some of the world's oldest civilizations and has contributed greatly to global art, philosophy, and science.

China is one of the oldest civilizations in the world and is quickly becoming an industrialized nation and a major economic power. Mainland China has a population of 1.4 billion people. The country is also home to various ethnic groups and languages, with Mandarin being the official language. Han Chinese makes up about 93% of the total population; the rest is composed of 55 or so minority nationalities. China's diverse geography includes mountains, plateaus, deserts, and river systems, such as the Yangtze and Yellow Rivers. Its capital is Beijing, while Shanghai is its largest city and a major global financial hub.

In recent years, China is one of the fastest-growing major economies and has played an increasingly influential role on the world stage, engaging in global issues such as trade, climate change, and international security.

Beijing

Beijing is the capital city of China. The city is China's national, political, cultural and educational center. The area of Beijing is 16,808 square kilometers and has a population exceeding 21 million. The city is known for its stunning blend of ancient and modern architecture. Historical landmarks include the Forbidden City, a UNESCO World Heritage site, which served as the imperial palace for 24 emperors, and the Temple of Heaven, where emperors once prayed for good harvests. The Great Wall of China, a nearby marvel, also draws millions of visitors each year.

The capital was proud to hold the 2008 Summer Olympics and the 2022 Winter Olympics Games. Beijing is China at its most dynamic, a vivid metropolis spiked with increasingly spectacular high-rises. It is a city changing and growing at a furious pace. However, although located within the city's CBD, BCIS occupies a relatively tranquil site.

This forward-looking city has an extensive past; for a thousand years the drama of China's imperial history was played out here, with the emperor sitting enthroned at the center of the Chinese universe.

Though Beijing is a very different city today. Shanghai and Hong Kong may have financial significance, but Beijing remains spiritually and politically at the heart of the nation. Its lure is irresistible to many Chinese people, who come here to fulfill dreams of business, political and cultural success.

Climate

Winter in Beijing is very cold and very dry. Temperatures can drop to minus 15°C at night. Thermal clothing and humidifiers are recommended and both can be purchased in China. If you wish to wear more thermals, it is better to bring them with you from your home country.

Normally spring is a very short season with pleasant dry weather, moderate temperatures and sunny blue skies. It can be windy and dusty at times. Summer is hot and humid with temperatures reaching 30°C and above. Autumn is a short, pleasant season with moderate temperatures.

Language

As the most widely spoken language on earth, Mandarin Chinese is hard to overlook. Derived from the language of Han officialdom in the Beijing area, Mandarin has been systematically promoted over the past 100 years to be the official unifying language of the Chinese people. English is rarely spoken in day-to-day situations. Very few taxi drivers and shop assistants understand English. It is advisable to learn some simple phrases or words before coming to China. A phrasebook or app is essential. Chinese is spoken by a large number of non-Chinese residents. Private tutors are available and there are a number of language schools offering classes in the evenings. Mandarin phrase books or apps are readily available online.

USEFUL WEBSITES

Discover China:

https://discoverchina.info/

Beijing's official website offering historical and economic information on Beijing and other cities:

https://english.beijing.gov.cn/

China Internet Information Centre:

https://www.china.org.cn

Online version of China's English-language newspaper:

https://www.chinadaily.com.cn

Information about China's government, law, education, entertainment, travel, etc:

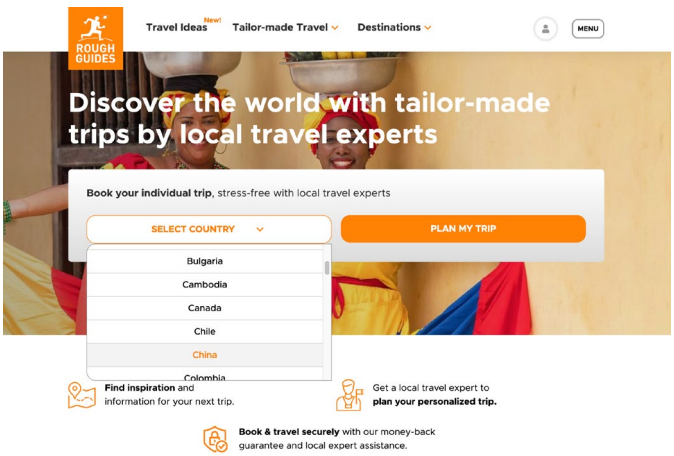
https://www.chinatoday.com

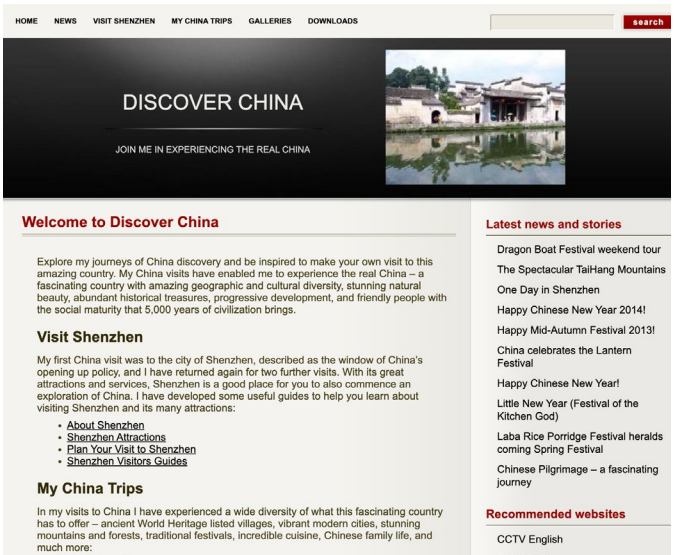
Online guide to destinations around the world:

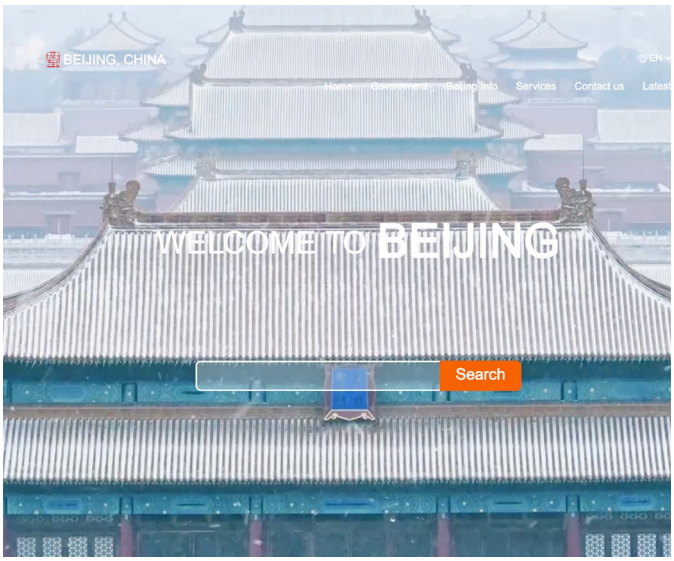
https://www.roughguides.com

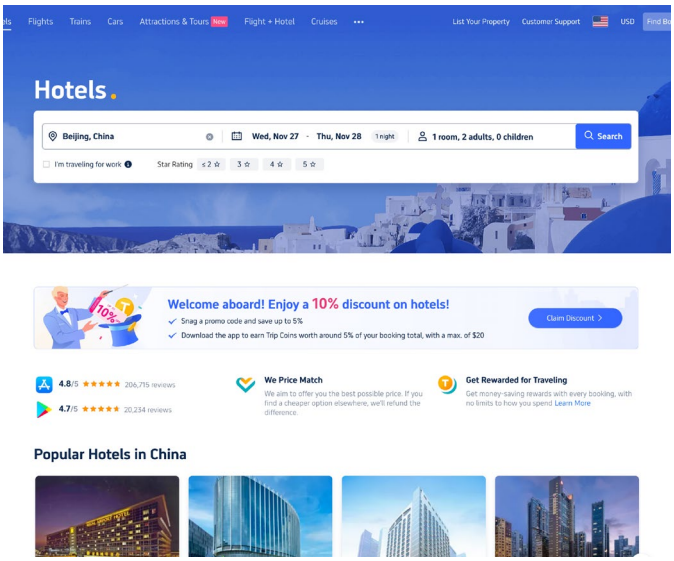
Travel Company:

https://www.trip.com/?locale=en_US









PRE-DEPARTURE INFORMATION

Your Travel Plans

It is important that you notify the BCIS Human Resources Manager of your arrival details well in advance of your actual arrival. Typically, new teachers should plan to arrive in Beijing within one week earlier than the new teacher orientation, subject to change according to our calendar that will be available in December/January. You will be met by a BCIS staff member at the airport. Look out for the placard with the BCIS logo!

Arrival details should include:

- Date and time of arrival
- Airport of arrival (Beijing International Airport or Beijing Daxing International Airport)
- Name of airline
- Flight number
- Airport of departure
- Number of persons in your party
- Number of suitcases/boxes that will accompany you

PLEASE NOTE: If you plan to arrive in Beijing earlier than the recommended day in July set by HR, we cannot guarantee your apartment will be ready. In addition, please be aware that your residence permit will be then applied for earlier than the other new teachers. When the visa is renewed in the following year, an extra fee may be incurred for the visa renewal if you want to extend the visa to be on the same schedule as the other teachers. Additional fees will be borne by the teachers.
It is preferable if you could arrange an arrival in Beijing during the daytime, so that we are able to show you to your accommodation and surrounding area. We understand that this is not always possible.
Please find the following BCIS contact information for your reference:

Beijing City International School
Address: No.77, Baiziwan Nan Er Road, Chaoyang District, Beijing 100022, PR China
Tel : + 86 10 - 87717171
Website: **www.bcis.cn**



Packing for life in China

Deciding what to take will depend on personal preference and what sort of experience you hope to gain from your time in China. There are three broad categories to consider when packing: **Personal Needs, Local Availability, and Creature Comforts**. For everything else, try to leave it behind. Many of the essential items can be found in stores or online in China, so you will be able to purchase items that will make your home more comfortable and convenient for you.

Traveling with Pets

Bringing a pet to China can be costly and time-consuming. If your pet will be joining you, remember that you will be living in an apartment, and probably traveling for several weeks over the course of the year during school vacations. Check out the China pet quarantine requirements or try to book flights with a pet transportation company to help decrease the requirements and stress of traveling with a pet. Some airlines allow pets to travel in the plane with you, but others will require the pet to be in a kennel in the cargo hold. Depending on your airline, ticket level, and originating location, the rules may be different.

Pet Movers: http://www.petmovershk.com

Advice from an BCIS faculty cat owner: Finding an airline that will take an animal and does not fly into Beijing can be a challenge. Some airplanes do not have climate controlled areas in the cargo hold and might not transport animals during certain times in the summer, due to the heat. Check schedules for different days, as one day may have a type of airplane that can take a pet, but another day a different type of plane that cannot.

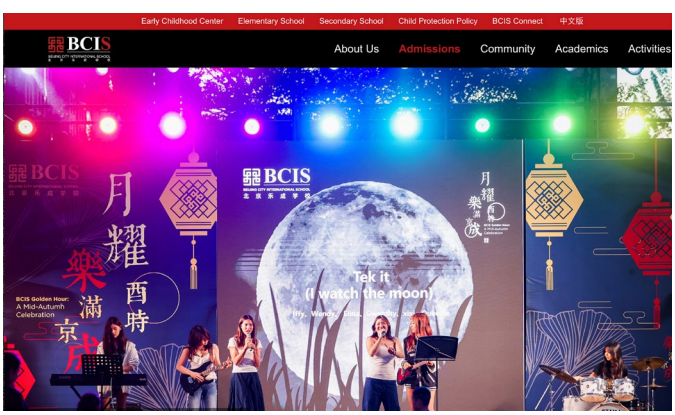
Technology Checklist Prior to Arrival in China

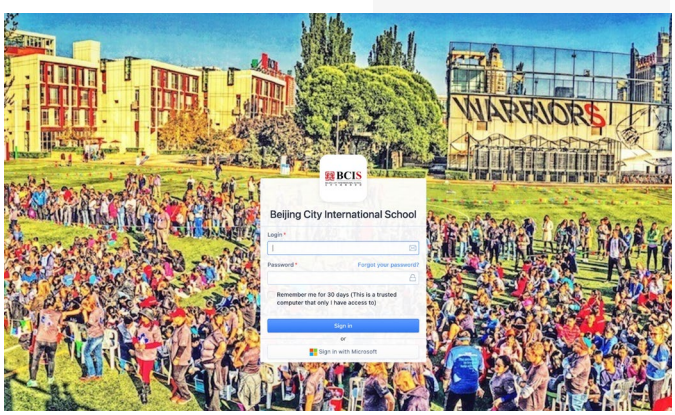
o Log in to school website: **http://www.bcis.cn**

o Log in to school email: **https://www.office.com**

o Log in to ManageBac: **https://bcis.managebac.cn**

o Join WeChat Group "**BCIS New Hires**" (will share in due timeline)





Mobile Phones

Check that your phone (phone plan) is unlocked before you come to China. Be sure your phone can have a new SIM card added, so you can immediately have access to communication. You will be able to obtain a SIM card shortly after arriving to Beijing and can apply for 4G/5G services through a cellular network service. You can buy minutes each month to add money to your phone in order to call, text, or use data. It's pretty simple to access and update your phones upon arrival. Again, this is probably something you will want to do in your first days in China, so you can access information online and let people know you have arrived.

Unaccompanied Baggage

Beijing Customs and Immigration will not release your belongings until you have all the correct documentations (see later in this chapter). This will still not guarantee that you won't experience delays retrieving personal effects from shipments or air cargo. These delays could range anywhere from three days to three months.

Some hints as regarding unaccompanied baggage. Please be aware that you may have to pay customs/ agent/storage fees for your unaccompanied baggage. You could also be subject to extra custom fees and taxes in China for your freight – (we have had some teachers experience this in the past). **To avoid this happening, please check with your shipping company about the Chinese Customs policies before arranging your shipment.**

- Do not assume that old equipment such as used computers or other electrical appliances will not be subject to customs fees. Items such as laptops, printers and other electrical equipment are best carried in as part of your luggage.
- Items can be affected by dust and may be damaged if they have to sit in storage in Beijing. Items that are held in storage (in China) waiting on the processing of your local documentation will incur storage fees.
- It would be to your advantage to arrange with your shipper to have your luggage/shipment arrive a few weeks after you do as your new residency permit will be required to release it from customs. Door to door service does exist in China. If you make these arrangements with your shipper, they will use an affiliate company here in Beijing to deliver.
- For shipped goods, the following applies (ask your shipper to supply a more detailed list):
- Taxable items include (not limited to): TVs, washing machines, electronic goods, PCs, telephones, furniture, lighting appliances, food, bedding. Note: all of these are readily available in Beijing.
- Non-Taxable items include: kitchenware, clothes, small household items in reasonable quantities.
- New electronic products may be charged more Customs fees.

Note: electrical and household items are available in China at reasonable prices. The voltage in China is 220v. Transformers are available for converting the voltage on small appliances, though it is not always easy to find the one you need. So we suggest you purchase your kitchen, cosmetic, and other appliances here in China. There are plenty available.

What follows are some BCIS teachers' hints on getting your luggage to China. Please be aware that details can change without notice, and you are advised to check on the best way to ship possessions from your home country well in advance of your journey to China.

Some teachers recommend the following shipping companies:

1) SAE Relocation (Moving & Pet Relocation)

Website: www.sae-asia.com

Hotline: 4006806132

Contect Person: Sabrina Wang

Mobile: +86 13810857431

email: sabrina.wang@sae-asia.com

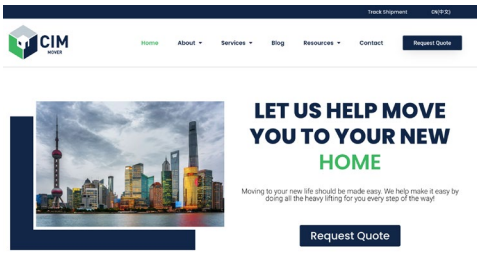
2) CIM Mover

Website: www.cimmover.com

Contect Person: Ms.Cathy Chen

Mobile: +86 13910759247

email: cathy@cimmover.com



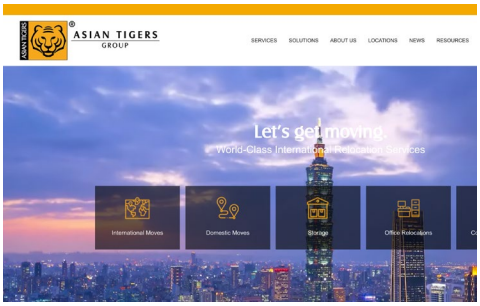
3) Asian Tigers

Website: www. AsianTigers-China.com

Contact Person: Ms. Ms. Cynthia Gao

Email address: Ms. Cynthia Gao @asiantigers-china.com

Contact No.: Tel: +86-10 6415 1188 Ext.124



4) PETS Moving- Globy Pet Relocation

Website: www.globypetrelo.com

Contact Person: Ms. Harriet Liu

Mobile: +86 1301015647

Office number: +86 10 8762 5020

Email: beijing@globypetrelo.com / beijing1@globypetrelo.com





China Visa, Work Permit and Residence Permit

Before you leave

Notification Letter of Work Permit

Before you enter into China, you need to complete the Z-Visa (China work Visa) application for you and S1 Visa (Dependent Visa) application for your dependents in your current country or home country. To apply for the work visa (Z), BCIS Public Affairs Department (PA) will assist you in getting the Notification Letter of Work Permit from the Chinese government and then send email to you.

The following documents are required from you first in order for the school to send you the Notification Letter of Work Permit.

1. Copy of passport
2. Curriculum Vitae (month specific, starting from High School, no gaps allowed)
3. Degree certificate(s) authenticated by the Chinese Embassy/Consulate
4. Teaching certificate (if applicable) authenticated by the Chinese Embassy/Consulate
5. Teachers who have visa dependents have to bring their marriage/birth certificates to China. The marriage/birth certificates have to be authenticated by the Chinese Embassy/Consulate beforehand.
6. Digital photo (colored, white background, passport sized)
7. A clean criminal record check authenticated by the Chinese Embassy/Consulate
8. Completed information form from PA
9. Medical reports for adults (including adult dependents)
10. Employment certificate from employers for the last two years

Passport

Passports should have remaining validity of more than 2 years, and at least 5 blank visa pages for residence permit of 2-year contract in China. If you have future travel plans requiring visa pages, please be careful to leave more blank pages.

Chinese Embassy Authenticated Criminal Record Check

The criminal record check certificate must be authenticated by the Chinese Embassy/Consulate. The criminal record check certificate can be issued from teachers' home countries or a country where a teacher has been working for over one year. The record period must cover until the date of issuance. And the date of issuance must be within 6 months of applying for the notification letter of work permit. The Chinese Embassy authenticated criminal record check certificate must be the original copy. No fax/photocopies.

Chinese Embassy Authenticated Marriage/Birth Certificate

Any non-teaching spouse or child(ren) visa dependents, must have their marriage/birth certificate authenticated by the Chinese Embassy/Consulate, unless the marriage/birth certificate was issued by the Chinese authorities.

Medical Report

New teachers and spouses need to have a medical check report issued within six months prior to coming to Beijing from a hospital designated by the local Chinese Embassy/Consulate. BCIS PA department will email new teachers the blank form of physical examination record for foreigners. All items on the form have to be checked and any additional relevant information should be included. The original medical reports are needed.



After your arrival in Beijing

Work Permit & Residence Permit/Visa

When you arrive in Beijing, the school will organize your Work Permit and Residence Permit application. The residence permit on your passport will be a multiple re-entry visa in China which is valid for at least one year. For the work permit and residence permit application, you must present the following documents:

1. Passport
2. 4 passport photos (2-inch full face color photo with white background without hat)
3. Beijing Accommodation Registration Form (The school will assist you to acquire the form from the local police station).
4. For first-time residence permit applicants, teachers and spouses must go to the Beijing Exit-and-Entry Administration Division of Public Security Bureau (PSB) in person. PA staff from the school will accompany you.
5. Teachers who have visa dependents must bring their authenticated marriage/birth certificates to China.
6. Original Medical report and its appendix.

Please mail the original medical check report and its appendix to Public Affairs Manager. The original medical report should be submitted to Beijing Exit-Entry Quarantine Bureau for notarization. If the medical report is not eligible, the new teacher and/or spouse will need to go to the Beijing Exit-Entry Quarantine Bureau to have the medical check again.

New teachers and family members will need to offer their passports to the government for at least 6 weeks for the processing of their work and residence permit applications. Please note carefully that it is the teacher's responsibility to monitor the validity of their passports and residence permits in China. This is important, fines are imposed in cases where foreign individuals remain in China on expired residence permits, some cases even resulting in deportation from China.

Passports and residence permit/visa are required for domestic travel in China.

For all enquiries regarding immigration and registration procedures please contact PA department in a timely manner as any delay can hold up the entire visa process.



LIVING IN BEIJING

Welcome to Your Apartment

Upon arrival in Beijing, school staff will meet you at the airport. If your apartment is ready, which is usually the case, we will escort you directly to your apartment. In some cases when an apartment is not ready, we will provide a hotel room within walking distance to the school until the apartment is ready to be moved into. The school will provide a starter pack of the following items to help you settle in:

Flat Sheet	Towel	Mineral Water
Pillow and Pillow Case	Shampoo & Conditioner	Bread
Cutlery	Toothpaste	Milk
Plate	Shower Gel	Juice
Cup/Mug	Tissues	Snack
Glass	Toilet Paper	Instant Food
	Garbage Bag	Butter
	Washing Powder	Beverages
	Hand Wash Liquid/Soap	
	Dish Cloth/Sponge	
	Dish Washing Liquid	

Internet

To get internet/Wi-Fi in your home, you will need to take your original passport to the service provider office and file an application in person. It typically takes about 3-5 days to get set up, so this should be a priority so you can have internet at home quickly. You will be able to access the internet at school anytime, so that will help you transition. Different housing communities have different internet suppliers, the internet speed and price may also vary. Remember to cancel your internet service when you move out from the apartment. You can access internet on campus whilst your apartment internet is not yet available.

Internet cost varies with the speed from provider to provider. We usually recommend China Telecom to set up internet within apartments. The prices and speeds below are for a one-year contract. 1000MB one-year service comes to RMB1,500 – 1,700.

If you would like your internet setup and running before your arrival, then you can use the IT service agent. Please understand the agent will charge some fees (around RMB 300 per year) for the services they provide.

Some teachers recommend IT service company:

China unicom中国联通

中国移动 China Mobile

中国电信 CHINA TELECOM

Top Global IT Service

www.topglobalit.com

Contact person: Mr. Charlie Wang

WeChat No. 13683698846

Email address: charlie.wang@topglobalit.com

*Internet is very fast for websites not blocked in China. The maximum speed is 1000 mb/s within Beijing.

First Week

The purpose of the first week is for you to settle into your housing and life in Beijing so that you are able to begin working with colleagues to prepare for the new school year. New hires arrive in Beijing a week before returning staff, and are provided an orientation that will include:

- Sign up for a cell phone plan (most use China Unicom)
- Sign up for an internet modem service (most use China Telecom)
- Shopping for household items (trip to IKEA)
- Setting up bank accounts
- Filling in relevant forms
- General orientation activities
- Sampling local restaurants and shops
- Get familiar with local amenities (where to go shopping, pay utility bills etc.)
- Team building and general settling-in

Communications

- Smart/cell phones are readily available in China. Or you can bring your **unlocked phone** with you and purchase a SIM card locally – this is a far cheaper option. Phone credit of 100 RMB can be purchased online, or from any mobile phone shop and tend to last for quite some time.
- Email is available in school and you will be given a personal email address.
- WeChat: WeChat is a very important and useful APP in China. We use WeChat a lot in our daily communications, especially under current epidemic period. Please kindly install WeChat App on your phone and let HR know your WeChat account number, so we can help/support you better in a timely manner as needed when you on board.

IPhone Apps for Beijing Living

These are solely iPhone apps, but there are often the same apps available for Android phones. China's appreciation of the Apple platform means that many people find it easier to use Apple rather than Huawei or Android products. The Google Play store is not available without a VPN.

WeChat — The most popular app for communicating, transferring money, paying bills, and generally everything else in China. You will use WeChat to join a variety of groups to keep up to speed on social and schoolwide events. Install this app as soon as possible, but know you might change it for a China-based one later.

AliPay — The second most popular app you will use in China. It is primarily an app for paying or purchasing items, but allows you to top up phones, pay your utilities, add money to metro cards, transfer funds, buy train tickets, call taxis, and so much more!

Translator — This Microsoft Translator app allows you to copy and translate text messages in Chinese. It has camera and microphone functions to allow for easy translation and communication techniques.

AMap (Gaode Map) — This app functions like Uber. However, it's all in Chinese. You have to use the GPS location finder to request a taxi. You can copy and paste the Chinese address. You will receive a phone call from the taxi driver picking you up. Just say, "Dui, dui, dui" and eventually he'll find you. When you get in the taxi, show him where you want to go. You can access this app in WeChat Wallet, Alipay or as its own app.

Baidu Maps — This app provides good bus routes and locations, but it's all in Chinese.

Air Matters — This app is the one we use to track air issues at school. Add Beijing as the city and then use the Chaoyang District and the BCIS location to triangulate our location and AQI. It measures the index of PM 2.5,10, and other particulates.

SkyScanner — This app is used to compare flight prices and to find arrival times of incoming flights.

Guide to Payment Services in China

You have a number of payment options at your fingertips while in China, including mobile payments, bank cards and cash.

Please click the below link and find out more.

https://mp.weixin.qq.com/s/r6VX-V7GnDrtgT2afO1tsQ

Money and Banking

The currency in China is RMB (Renminbi – people's money). The unit of currency is the 'Yuan', divided into ten 'Jiao' (commonly known as 'Mao'), which is again divided into ten cents ('fen'). i.e. 1 Yuan = 10 Mao, 10 Jiao = 100 fen. You will also hear the slang expression 'kuai' also used often for RMB, similar to "bucks" for US dollars or "quid" for UK pounds.

For those who are hired outside of Beijing, the school will provide a one-off 2,000 RMB cash equivalent settling-in allowance per teacher. This can be spent on whatever immediate requirements you have e.g. groceries, appliances. It is strongly advised to bring money for the first month (until you get paid) for various "setting in" expenses. We recommend approximately US$1,000 – $2,000. International banking cards (e.g. VISA) can be used to obtain cash at ATMs. However, ensure you have informed your bank about your move as there are times when teachers' overseas bank cards have had restrictions during the settling in period.

On arrival, the school will assist you in setting up your bank account. Note that this will take approximately two weeks, which means that in the meantime you will be required to rely on using cash for your transactions. Please bear this in mind when planning ahead.

It is possible to transfer your money offshore from China. We arrange regular VIP slots at the bank to help teachers complete transactions. We will give more information about this upon arrival, however, note that sending currency out of China is possible, but banking can sometimes take time.

A single person can live comfortably on approx. US$1500 per month. A couple without dependents can live comfortably on US$2000+ after the initial startup expenses. Of course, living costs vary according to the individual's or family's lifestyle.



Utilities

Tap water is not safe to drink in China. Bottled water is easily and cheaply available from supermarkets or it can be delivered in19-liter (5-gallon) containers to your apartment. Some teachers choose to get filters added to their kitchen sinks to avoid using bottled water. This is done at the teacher's own expense.

Utility bill information (all amounts are in RMB)

Cost of utilities each month depends greatly on the season, and on individual lifestyle. For example, summertime often brings higher electricity bills due to regular air conditioning use. Please see below for utilities rates.

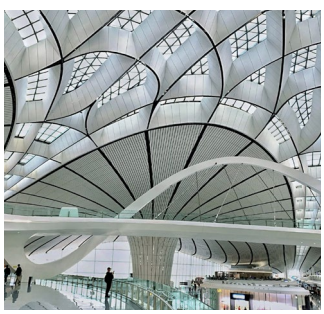
Gas is based on annual usage (calendar year), and incrementally priced:

Band 1 (1 – 350 m^3): RMB 2.28 per/m^3;
Band 2 (351 – 500 m^3): RMB2.5 per/ m^3;
Band 3 (over 500 m^3): RMB 3.9 per/ m^3
Electricity (220 Volts, 50Hz AC) is also based on annual usage (calendar year) and incrementally priced.

Band 1: 0 – 2880 kwh, RMB 0.488 per kwh;
Band 2: 2881 – 4800 kwh, RMB 0.538 per kwh;
Band 3: over 4801 kwh, RMB 0.788 per kwh;
Hot water: 30. 00 per ton

Cold water: 5.00 per ton

For a family with 1 or 2 children, the following are typical utility bills for one year: Gas: approx. 500 to 800
Electricity: approx. 2000 to 3500
Hot water: approx. 2000 to 3000
Cold water: approx. 600 to 1000






Shopping

There are Western supermarkets in Beijing where most products are available. However, these products may be more expensive than at home. Some of your favorites may not be found at all, but new shops are opening all the time and the range of products available grows all the time. Fruit and vegetables are available in abundance and are very cheap if you shop locally. Toiletries and medicines are also readily available although there may not be the full range of choice you will find at home. There are many pharmacies in Beijing, but it is a good idea to bring your favorite and trusted brands of toiletries and cosmetics with you. Online shopping is a huge phenomenon in China, and makes life very easy in China. Home delivery is a great option for busy people, and you see delivery scooters all over Beijing with boxes piled high. You don't need to tip, unless you really see the same person again and again. This is an affordable and positive benefit of living in China! We recommend you connect with returning or local staff to learn more about the wide variety of apps and sites available.

Jing Dong

(http://www.jd.com/) offers a seamless online shopping experience for customers around the globe. This means providing authentic products from a more trusted manufacturers and designers in a timely and reliable fashion.

IKEA

(https://www.ikea.cn/cn/en/stores/beijing-siyuanqiao/) Ikea is a great place to go when you first arrive. We'll schedule a visit with a bus to take you there, so you can purchase mattress toppers, extra dishes, etc.

Tao Bao

(http://www.taobao.com/) has everything ever made in China. Expect cheap prices and cheap merchandise, but it's great if you don't want to have to go out and bargain.

Making WeChat Wallet Work

As an expat in China, there's no easier way to transfer money to friends, pay the bill at a restaurant, or shop on baopals.com than to use WeChat Wallet. If you haven't set your own WeChat Wallet up yet, here's how:

Getting Started

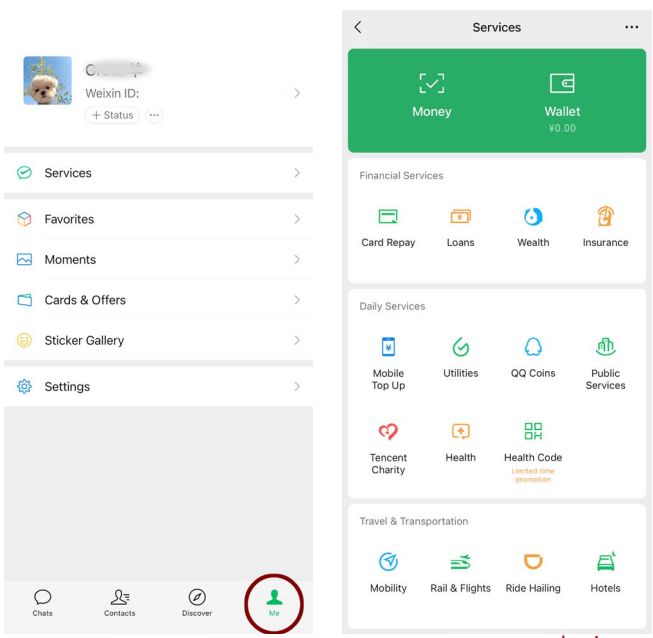
If you downloaded WeChat in China, or installed the Chinese version of WeChat then you've got access to WeChat wallet. Head over to your home screen (or "Me" on the menu at the bottom) and tab for your Wallet awaits. If you downloaded WeChat outside of China, you might need to wait until you get here to reload the app.

Find the steps here; https://blog.baopals.com/shopping-tips/set-wechat-wallet/

Add your bank card by clicking on the Cards section in the upper right corner. Create a 6 digit password. Put in your number and WeChat automatically detects your bank and type of card. You will then need to add your name and ID type. At current, the bank card will allow you to link your account with the WeChat wallet.

***Note —** It is a good idea to set up a secondary account into which you can transfer funds periodically for shopping or online purchasing. This decreases the opportunity for theft from your account. If you don't see the Wallet icon, either update to the most recent version of WeChat or uninstall and reinstall the Chinese version of WeChat. Once that is sorted, you will need to have a friend transfer you a small amount of money just to ensure that your wallet is in place and ready to receive or send money.

Video: https://www.pcac.org.cn/eportal/ui?pageId=598261&articleKey=620211&columnId=619690



Setting up Alipay for Shopping

To make best use of China, set up your Alipay account by linking it to your bank card. As an expat, it used to be quite difficult to set up Alipay, but the process has gotten a whole lot easier recently, not least because the interface now has English!

Setting Up Your Account

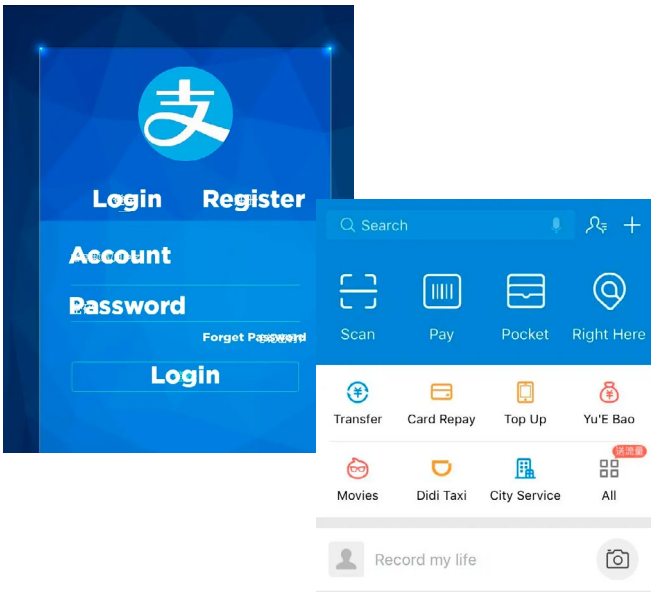
First you must download Alipay from the the Android or iOs app store. It will automatically set to English if your phone is set to English. Once downloaded when you first open the app your will be presented with the sign in screen.

Next you'll add a bank card so that you can actually pay for things. To do this, first select the Me tab. Once in the Me tab, select Bank Card to add a new card.

Note: To proceed you must have a valid Chinese bank account with a UnionPay debit card.

After entering your bank card number, fill in the details for your account, and identification. Make sure the name you enter exactly matches your name that is registered on your bank account. Then select the ID Type field and you will receive a popup - these options are in Chinese. You'll want to select the passport option (we're guessing you don't have Chinese ID), so select the option highlighted above, then enter your passpport number. Finally, enter the phone number that is registered with your bank account. Once all details are filled in, Click the blue Next button at the bottom of the page, and it will take a few seconds to link your bank account to your Alipay account. That's it, you're all set up!

Video: https://www.pcac.org.cn/eportal/ui?pageId=598261&articleKey=620197&columnId=619690



Life around BCIS

YueCheng Group Company



April Gourmet



Clinics



Pub



Bank



Shopping mall-

Hopson One

Chaoyang



Getting Around Beijing

Once you arrive in Beijing and get settled in, you'll want to explore a bit. Getting around Beijing is very easy. There are many ways to explore, so you'll have a chance to try your fancy.

亿通行

Subway — Metro

Cheap, fast and crowded most of the time

Bus

Buses are very cheap but tend to be crowded.

Taxi

There are different grades of taxis, the cost of which vary slightly. Taxis are cheap and reasonably safe. A short ride will cost 20 RMB and longer ones across the city are usually no more than 120 RMB.

Taxi apps — Didi Taxi (like Uber)

Bicycle

Bicycles are a popular mode of transport in China, and good bicycles can be purchased at reasonable prices. There are cycle lanes on most of the main city roads. There is also a wide selection of bicycle sharing options. Care must be taken at all times when cycling around the city, and you are strongly advised to wear a helmet.

Scooter

Walking tours

Hiking





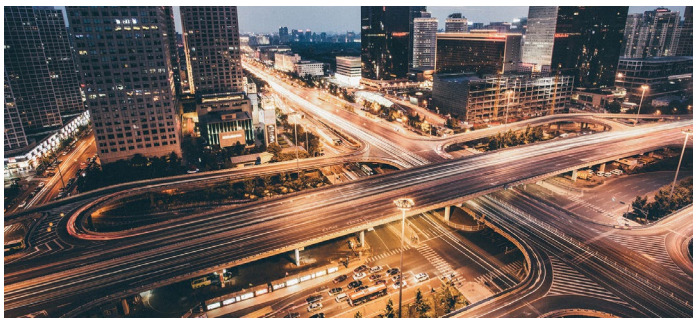


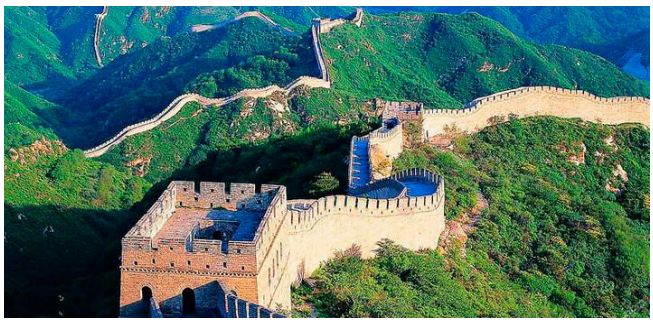












Religious Services

There are several places of worship in Beijing that can be readily found in the local magazines (That's Beijing, The Beijinger etc.).

Consulate / Embassy Protection

It is recommended that you keep your consulate/ embassy in Beijing informed of your arrival and stay, and subsequent whereabouts. It is important to check your government website for more information such like passport renewal and other civic matters.

Children Babies and Toddlers

Soymilk, powdered milk and dried cereal are widely available. Dairy products are also available at all western supermarkets. If you have a baby, bring plenty of formula to see you through the first few weeks when you are busy settling in. Johnson's baby products, Gerber and Avant are available in the western shopping centers. Most types of children's clothing and footwear are available – both in the markets and shopping malls. Sunhats and sunscreen can also be found. Children's books are becoming more widely available as new bookshops open in Beijing. Items such as children's bikes and bike helmets are also available and inexpensive.

For those who are pregnant or planning to have children, good quality pre-natal care is available in Beijing. There are English speaking doctors, ultra-sound equipment, immunizations and vaccinations may be covered by the medical insurance. The hospital has many infant medications available for over the counter purchase, such as children's Tylenol. Non-prescription medications are also available at lower cost in the city's pharmacies.

(Refer to Benefits section for maternity/paternity/ parental leave policy)

Childcare is easily available, although it is not always easy to find a child-minder who speaks fluent English. The child-minder, or "ayi" as they are called here, may need training and there are cultural expectations about child-rearing that are different in China. BCIS staff can provide assistance before arrival for finding an ayi to join a family, particularly for those with young children.

School Aged Children

Free education for three children is offered to children of BCIS teachers. Children must be aged 2 years by August 31 to enroll in the Toddler program, and must have reached 3 years by August 31 to enroll in the Nursery program. Students must meet the admissions criteria for entry to BCIS. Newly joining staff children are expected to join our Xperience Summer camp (2 weeks before the start of school) at no extra cost, however, we understand that this may not be possible in all cases. Please discuss this with your Principal. Beijing is a safe environment for children. There are many public parks, children's play areas and indoor play centers for children. There is the zoo, a variety of aquariums and theme parks and many activities and sports teams for children to join.

Healthcare

The school arranges for your health insurance coverage. The school reviews its health insurance partners annually and the provider may change from one year to another. The current provider is MSH. The coverage currently includes basic routine dental cover, however you may wish to opt in, at your own cost, to other additional coverage. Please note that this medical insurance package provides coverage across most of the world but does not provide coverage in the United States. The insurance scheme gives access to well-equipped hospitals with emergency services, staffed by Western-trained doctors that provide routine care as well as clinics. At many facilities you can enjoy direct billing service. The most popular of which are Peking Union Medical College Hospital, International Medical Services, Beijing United Family Hospital (BJU), Oasis International Hospital (OASIS), VISTA clinic, Bayley & Jackson, St. Marco Hospital, Beijing Hong Kong International Medical Clinic, Distinct Health Care; if using a facility outside of the direct billing network you will first need to pay up front and the insurance company will reimburse you later.

Please note that teachers are required pay a 20% co-payment for both out-patient and inpatient services at the city's private medical providers, except for Distinct Health Care, St. Marco Hospital and Beijing Hong Kong International Medical Clinic. There are some luxury facilities such as Raffles and BJU where a 25% co-payment is applied to the cost of both inpatient and outpatient treatment. Please check with a medical doctor regarding up to date vaccinations before arriving in Beijing.

Useful Websites

Peking Union Medical College Hospital:
http://www.pumch.cn/en/medical_care.html
Hong Kong International Medical Clinic, Beijing:
http://www.hkclinic.com/?/a/index/lang/en
Vista Clinic Beijing:
http://www.vista-china.net/en/
St. Marco Hospital:
http://www.stmarco.cn/col.jsp?id=103
OASIS International Hospital:
www.oasishealth.cn
International Medical Center Beijing:
http://www.imcclinics.com/english/
Raffles Clinic Beijing:
https://www.rafflesmedicalgroup.com/international/medical-clinics-services/beijing/
Beijing United Family Healthcare:
http://beijing.ufh.com.cn
Beijing Friendship Hospital:
http://www.bfh.com.cn/Html/News/Articles/123.html
Beijing Tiantan Puhua Hospital:
www.puhuaclinic.com

Travel

Flights from China, both internal and external, can be expensive. You may gain a better deal by buying an open return ticket from your home country. Beijing is becoming a hub for intercontinental travel and is serviced by most major international airlines. It is easy to reach all parts of China by plane. Trains and buses are reasonably priced and tickets for long journeys can be obtained without much difficulty. Overnight sleeper trains are popular for longer journeys. Booking in advance is a necessity and returning staff can assist you with contact information for reliable travel agents.

(Refer to Salary and Benefits section for flight allowance details)

School travel agent contact information for your reference.

Xlutrip (Beijing) International Travel Service Co., Ltd

Contact Person: Ms. Blanche Yuan

Email address: blanche.yuan@xlutrip.com

Wechat No.: 13716696526

Address in Beijing: 1103Room 11th Floor Dakang Building , 44 Chong Wen Men Wai Ave., Dong Cheng District, Beijing 100062, P. R. China

Learning Mandarin

NI HAO MA?

Chinese uses tones to help communicate their meanings. Even though the number of words are not infinite, the use of tones means that each word has multiple meanings because pronunciation of the tone can change the meaning.

- **First Tone (ā)--** even sound (like a vowel that says its name)
- **Second Tone (á)--** the sound goes up like a question in English (think uptalk where each sentence ends with a question)
- **Third Tone (ǎ)--** this is a variable tone that begins high, goes down, and comes back up. It takes the longest to stay
- **Fourth Tone (à)--** a harsh sounding downward tone (dismissive)

Below are some of the common phrases you will probably master in the first few weeks of living in Beijing.

HELPFUL WEBSITES FOR LEARNING MANDARIN AND CULTURE

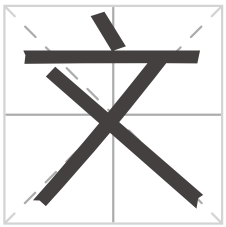
Sapore di Cina: Tales, Images, and Flavors of China This website provides a variety of blogs regarding living in China, but also has links to 51 excellent resources for learning Mandarin. These range from conversion to actual online programs that help you learn the language. See their e-book for Living and Working in China for more information.

https://www.saporedicina.com/english/

Ask Benny is a good site for situational specific vocabulary lessons. They also have podcasts and lessons with dialogues for newbies.

http://www.askbennychinese.com/

Wén



Xíng



Zhōng



Xìng



GREETINGS

English	Chinese Characters	Pinyin Pronunciation
Hello	你好	nǐhǎo
Good-bye	再见	zàijiàn
Thank you	谢谢	xiè xiè
No thanks	不用了，谢谢 没有谢谢	bú yòng le, xièxiè méi yǒu xiè xiè
You are welcome	不客气	bú kèqi
Yes	是的	shì de
No	不是	bú shì
Excuse Me	对不起	duì bu qǐ
I don't understand	我听不懂	wǒ tīng bù dǒng
I	我	wǒ
you	你	nǐ
he, she	他，她	tā, tā
I already have	我有	wǒ yǒu
I don't have	我没有	wǒ méi yǒu
Do you have a wifi password?	Wifi密码是什么?	Wifi mì mǎ shì shen me

SALARY AND BENEFITS

The following description of salary and benefits is provided for the information of prospective teaching candidates. Successful candidates will be provided with a formal letter of appointment and a contract of employment that will specify salary and benefit entitlements for the individual teacher.

Salary

BCIS COMPENSATION PHILOSOPHY

BCIS recruits and retains professional staff of the highest caliber. The purpose of the salary and benefits package is to reward outstanding educators for excellence of service and loyalty to the school. Initial placement on the salary scale is based upon qualifications and previous teaching experience. Career advancement is based upon the following factors. Demonstrated commitment to the school's mission and philosophy; provision of a rigorous learning experience for all students, differentiated for individual needs; collaborative practice with colleagues; demonstrated professional leadership in formal and informal roles; contributions to developing and maintaining a positive school and community climate.

Salary Schedule 2025 – 2026 for Overseas HireTeachers and Locally hired Expatriate Teachers

Notes

1. Teachers new to BCIS will be placed on step in line with their full-time teaching experience.
2. Teachers progress one step on the scale each year, based upon successful appraisal outcomes.
3. The maximum entry for new teachers is Step 9, including teachers with 9 years of experience or more.
4. For full time faculty each step equals one year of service.
5. New teachers who hold a master's degree will receive a one-time bonus of 20,000 RMB (gross), and teachers who hold a doctorate degree will receive a one-time bonus of 40,000 RMB (gross) in their first year of teaching at the school.
6. If a teacher with a bachelor's degree is awarded a master's degree or higher during the contract period a one-time bonus of 20,000 RMB will be paid at the beginning of the following school year.
7. If a new teacher is appointed directly to a formal leadership position (team leader), a stipend of up to 24,000 RMB (gross) per year will be paid for that leadership role for as long as they hold the position.
8. When the teacher signs a two-year contract extension, BCIS will pay a re-signing bonus of RMB 15,000 gross to the teacher. This will be paid as one lump sum in the August pay period in the second year of this renewed two-year contract.
9. Locally-hired expatriate teachers are paid the same salary as overseas hire teachers but they do not automatically receive all overseas benefits (see Benefits, below).
10. Salary, net of individual income tax, is paid at the end of each calendar month. Individual income tax is normally within15% to 20% of gross salary.
11. A referral from a personnel member that results in successful hiring and completion of the probationary period will be rewarded with between 10,000 – 20,000 rmb 'bonus.'

* Overseas hire and local expatriate teachers are required to pay the individual monthly contribution for local Social Security benefits. However, currently our expatriate teachers are not required to contribute it until further information is released. Instead, we provide the above mentioned annual pension and health insurance to cover the local social security benefits. Pension, flexipool allowance and health insurance provided by the School shall have the same safeguard effect with the social insurance scheme under the relevant laws and regulations of the People's Republic of China. It shall be regarded as a substitute for the local social insurance.

Salary Schedule 2025 – 2026 for Overseas HireTeachers and Locally hired Expatriate Teachers

SY2526	Step	Gross salary (RMB)	Improvement between steps	
Fewer than 2 years full-time teaching	1	320,443		
After 2 years full-time teaching	2	336,466	16,023	5.00%
After 3 years full-time teaching	3	353,288	16,822	5.00%
After 4 years full-time teaching	4	370,600	17,312	4.90%
After 5 years full-time teaching	5	388,759	18,159	4.90%
After 6 years full-time teaching	6	407,809	19,050	4.90%
After 7 years full-time teaching	7	427,791	19,982	4.90%
After 8 years full-time teaching	8	444,902	17,111	4.00%
* After 9 years full-time teaching	9	462,699	17,797	4.00%
	10	474,729	12,030	2.60%
	11	487,072	12,343	2.60%
	12	499,249	12,177	2.50%
	13	511,231	11,982	2.40%
	14	523,500	12,269	2.40%
	15	535,540	12,040	2.30%
	16	547,858	12,318	2.30%
	17	559,910	12,052	2.20%
	18	572,229	12,319	2.20%
*Max. entry point	19	584,818	12,589	2.20%

Benefits for Overseas Hire Teachers

The school offers a competitive package of benefits to overseas hire teachers, as follows:

Accommodation*:

During the first year of service the school provides, within the housing allowance to the teacher, a 1, 2 or 3-bedroomed apartment according to contractual status based on family size.

Flight allowance for teachers joining BCIS*: When, upon the commencement of the contract, the new teacher arrives in Beijing from the country or district of origin, the school will reimburse the teacher's one off travel expenses only (up to 8,000 RMB) against official Air travel receipt/ Itinerary list/ Boarding passes.

Accompanying spouse: 8,000 RMB
Accompanying dependents (two maximum):
12 to 17 years inclusive 8,000 RMB;
2 to 11 years inclusive 6,000 RMB;
0 to 1 year inclusive 2000 RMB.

Application for reimbursement of air travel expense should be submitted with the boarding card. Boarding card(pass), Itinerary list, official Fapiao, e-receipt, within one month of arrival in Beijing. The school will reimburse the actual cost of the air travel expense only up to the maximum value of the BCIS travel allowance; any amount exceeding the maximum travel allowance will be borne by the teacher. Written approval for the payment of travel allowances for the teacher's spouse and dependent(s) should be sought from the school in advance. Travel expenses will not be converted into cash.

*Important Note: In the second and subsequent years of service the teacher is paid a 'Flexipool' of money consisting of a housing allowance (11,500 RMB per month to 17,500 RMB per month depending on contractual status) and an airfare allowance (12,000 RMB per teacher and accompanying spouse with an allowance for accompanying children as per airline regulations). Under this arrangement the teacher is reimbursed for housing and airfare expenses against official tax receipts (fapiaos). Any residual fund left in the 'Flexipool' is added to the teacher's pension payment at the end of the year, subject to individual income tax.

Pension:

10% of annual gross salary (liable to tax), payable at the end of each academic year.

Settling in Allowance:

2,000 RMB per teacher will be paid upon arrival in cash to new teachers arriving from a country/city of origin outside Beijing. HR will provide guidance for fapiao collection after teacher's arrival.

Baggage Allowance:

Arrival from the country of origin at the time of appointment, or leaving for the country of origin at the time of departure:

Single Teacher: 7,700 RMB

Teaching couple without accompanying dependents: 13,900 RMB

Single teacher with one or two dependents: 13,900 RMB

Teaching couple and one or two dependents, or single teacher with three dependents : 17,000 RMB

Arrival from outside Beijing, China at the time of appointment, or leaving for country of origin at the time of departure:

Single Teacher: 3,000 RMB

Teaching couple without accompanying dependents: 5,400 RMB Single teacher with one or two dependents: 5,400 RMB

Teaching couple and one or two dependents, or single teacher with three dependents: 6,600 RMB

Teachers who are recruited from Beijing or leaving BCIS but still stay in Beijing are not entitled to baggage allowance.

Tuition for Dependent Children:

Tuition remission at the school is provided for up to 2 dependent children who meet the school's admissions criteria per teacher or teaching couple. Additional fees (ex: lunch, bus) will be borne by the teacher. The tuition policy concerning the third child will be reviewed by the Board and the senior administration every two years to ensure that it is compatible with demands (places available) as manifested by the number of tuition paying families/students accepted for enrollment.

Leave:

Sick leave: 14 days each year if no hospitalization is necessary, or 56 days each year if hospitalization is necessary.

Personal leave: 2 working days.

Compassionate leave: 5 working days

Interview leave: up to 5 working days depending on length of service at BCIS.

Maternity leave**: 98 consecutive calendar days.

Paternity/parental leave**: 10 consecutive working days following the birth.

Adoption leave**: 5 consecutive calendar weeks following the adoption in the case of a child below school age; 5 consecutive days following the adoption in the case of a school age child. Adoption leave is applicable to one adoptive parent only.

**Note: Maternity, paternity/parental and adoption leave for overseas hire and locally hired expatriate teachers is only applicable from the 3rd year of service which means during the initial 2-year contract will not be paid leave if taken.

Note: benefits marked with this symbol are also offered to locally hired expatriate teachers.



DOUBLE BENEFITS

If the spouse/partner of the teacher is provided with any benefits in relation to housing, travel, baggage expenses and/or medical welfare by any other organization or company for whom the spouse/partner is in the employ of, the school shall be entitled to remove any overlapping benefits provided by the school for the teacher and the spouse/partner.

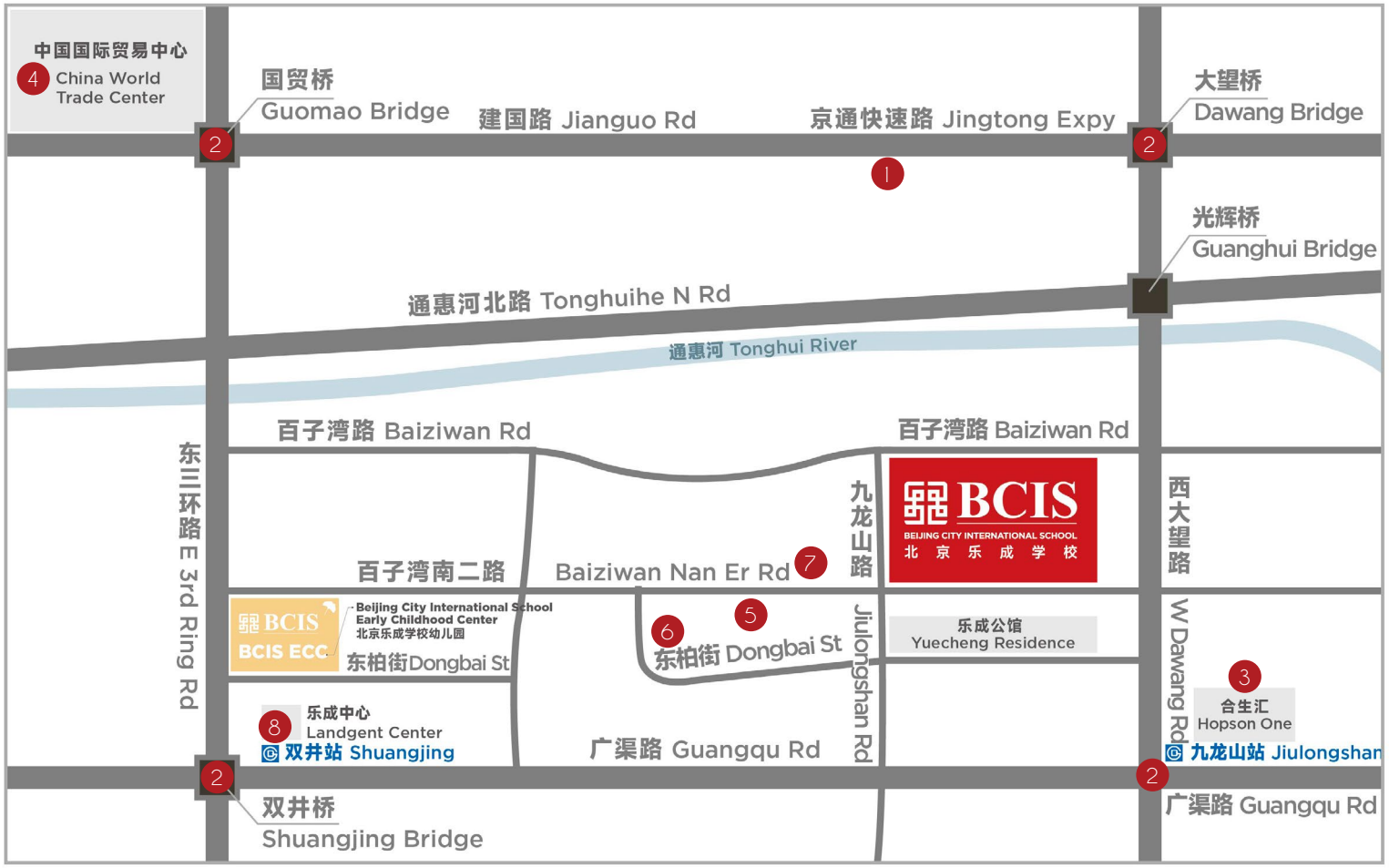
In regards to the previous paragraph and with the purpose of determining the level of benefits for the teacher, the school may seek written confirmation from the Human Resource department of the organization or company where the spouse/partner of the teacher is employed of his or her level of such benefits (in specific amounts). In case the spouse has a level of benefits less than that of the teacher, the difference therein shall be compensated by the school as benefits of the teacher, otherwise (i.e. the spouse's level of benefits is higher than or equal to the teacher's) the school shall not be liable for provision of such benefits to the teacher.

It shall be the duty of the teacher to ensure the accurate updating BCIS Human Resources department with current information in relation to the contractual benefits entitled by his or her spouse/partner, including any changes in the level of said benefits. This information will be confirmed by BCIS' Human Resources manager. Any failure by the teacher to declare and/or provide incorrect information as aforesaid in a faithful manner shall be a ground of misconduct under clause 20.2(a) on teacher's labor contract (on the grounds of the teacher's misconduct or conduct inconsistent with his/her service). If two or more single teachers choose to share an apartment, they will receive a combined allowance equal to that of a teaching couple.

* The information contained herein is accurate as of the date of publication. It is intended to provide prospective candidates with a true and fair view of the school. The BCIS Human Resources department will further clarify benefits upon offer of employment.



MAP OF SCHOOL AND NEIGHBOURING PLACES OF INTEREST



1 **Annie's Restaurant**
Popular with the expat community this Italian restaurant is family friendly and delivers to your home.

2 **Beijing Subway stations**
These superstores have everything to fix up your home like paint, wall paper, flooring, tools, hardware, furniture, fabrics and much more!

3 **Hopson One Chaoyang**
The one of the biggest shopping mall in Chaoyang. Here you can find clothing shops, beauty Salon, restaurants, food court, a supermarket , homeware, children play ground and all kinds of brand names.. from A to Z, you name it.

4 **China World Trade Center**
A hotel and shopping mall that sells international brand names shoes, bags, clothes, make-up and accessories. Also, located inside are many foreign restaurants, a supermarket, and a bookstore.

5 **April Gourmet**
A chain store purveying a range of imported cheese, olives and cold cuts, as well as staples like dried pasta, canned food and cereals.

6 **Landgent Apartments**
Teachers Housing

7 **PinGod Apartments**
Teachers Housing. This residential compound hosts an Art Gallery, bookstore, travel agency, Pilates & Yoga center and a variety of specialty shops.

8 **Space 3 Shopping Mall**

BCIS SCHOOL CALENDAR FOR 2025-2026

7	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

1	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	**16**	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

1 New Year's Day
5 Students Return to School
16 End of Semester 1

8							
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	**19**	20	21	22	23	24
	25	26	27	28	29	30	31

7-11 New Teacher Orientation
12-18 New & Returning Teacher Orientation
19 New Family Orientation
20 First Day for Students

2							
							1
	2	3	4	5	**6**	**7**	8
	9	10	11	12	13	14	15
	16	**17**	18	19	20	21	22
	23	24	25	26	27	28	

12 Finish for CNY Holiday @12:00 Students (12:30 Teachers)
17 Chinese New Year (16-23 National Holiday)
24 Professional Development Day
25 Students Return to School

9							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

30 Finish for October Break @12:00 Students (12:30 Teachers)

3							
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

20 Student Led Conferences
27 Finish for Spring Break @ 15:30 Students and Teachers

10							
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

1 National Day (1-8 National Holiday)
6 Moon Festival
8 Professional Development Day
9 Students Retrun to School

4							
			1	2	3	4	**5**
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

30-3 Spring Break
5 Tomb Sweeping Day (4-6 National Holiday)
6 Students Return to School
30 Finish for Labor Day Holiday @ 15:30 Students and Teachers

11							
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

13-14 Parent/Teacher/Student Conferences

5							
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

1 Labor Day (1-5 National Holiday)
6 Students Return to School

12							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

17 Finish for Winter Break @12:00 Students (12:30 Teachers)

6							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	**19**	20	21
	22	23	24	25	26	27	28
	29	30					

18 Last Day of School Finish @12:00 Students (15:30 Teachers)
19 Dragon Boat Festival (19-21 National Holiday)

Parent/Teacher/Student Conference days
Professional Development days
School Holidays
Weekend

183 School Days

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北京乐成国际学校BCIS

北京乐成国际学校

Beijing City International School

Beijing City International School

@BCISonline

BCIS Main Campus 北京乐成学校

+86 10 8771 7171

admissions@bcis.cn

www.bcis.cn

No.77 Baiziwan Nan Er Road, Chaoyang District, Beijing
北京市朝阳区百子湾南二路77号 100022

BCIS ECC Campus 北京乐成学校幼儿园

+86 10 6770 0766

admissions@bcis.cn

www.bcis.cn

No.11 Dongbai Street, Chaoyang District, Beijing
北京朝阳区东柏街11号 100022