



Charity No. 1096809
www.London-Mandarin-School.org
Correspondence Address: 39 Hydeside Gardens , London N9 9PR
Telephone: 0208 2456667, Mobile: 07939 723 133
Email: xiuqin888@yahoo.co.uk

London Mandarin School New Location Administration Rules

Implement commencing from 15 April 2018

From 15 April 2018, London Mandarin School will have migrated from the previous location of New City College (Falkirk Street, London N1 6HQ) to our new location at Haggerston School (Dunloe Street, London E2 8EN). To improve the running of the school and to satisfy Health and Safety regulations and Safeguarding requirements, the following rules have been established with the school administration team and all staff. These rules will be implemented from 15 April 2018.

1. The usage of the premises

- 1.1. London Mandarin School is open for 36 weeks every Sunday from 12-5 p.m. Except in exceptional cases, all persons must leave the premises no later than 5:30 p.m. (exceptional cases are cleaning, room inspections, interest-oriented class and staff meetings).
- 1.2. The 36 Sundays correspond to the main stream schools and the schedule for every year will depend on our school's Term Dates.
- 1.3. Classroom arrangements will be published in "Classroom and Teacher Arrangements".
- 1.4. Students are not permitted to touch, play with or take away anything in the classroom that does not belong to themselves. If the student receives two warnings by either a teacher or a member of Management Committee, the third warning will result in expulsion.

2. Cleaning and maintenance of the premises

- 2.1. Littering is strictly prohibited on the campus. Students are not allowed to sharpen the pencil during class, as pencil shavings result in litter. (advice: parents need to remind or prepare at least two sharpened pencils for younger students).
- 2.2. Students must not have lunch or eat snacks in the classroom. At lunch time, all students must go to eat in the dining hall or outside the school. Leftovers and litter should be discarded in the appropriate bins.
- 2.3. Teachers have the responsibility of supervising students to ensure the classroom is kept clean and tidy, e.g. asking students to pick up scraps of paper and throw them in the bin.
- 2.4. Voluntary cleaners should check the cleaning condition of every classroom after school, collect garbage, and ensure it is in the right place for disposal.

3. The usage of the Dining Hall

- 3.1. Eating (food and snacks) is strictly forbidden in classrooms. Bottled water is allowed, but not fizzy drinks or other beverages.
- 3.2. In order to keep an eye on students, teachers are permitted to eat snacks and drink water in the classroom during break times.
- 3.3. Parents are not allowed to wait in the corridor outside the classroom during class and must stay in the dining hall or other available spaces on the Ground floor. In principle, each student may only be accompanied by one parent.
- 3.4. Due to the limited seating in the dining hall, parents must leave seats for students during break and lunch time to ensure seats are available for students. For the parents who are not give away their seats to students when needed, they can be asked not to wait in the school. Occupying seats for other friends are not permitted.
- 3.5. Seats and chairs may be freely used in the dining hall, but entering the kitchen is strictly prohibited for safety reason. Also, kettles and microwaves are prohibited items, unless the mamagement team has previously made agreements, or for

school celebrations/activities.

- 3.6. Parents are expected to take turns at cleaning the dining hall (two parents a day to keep the dining hall clean). If parents drop litter on the floor, or their children do so and parents fail to stop it, London Mandarin School has the right to ask the parents and their children to leave the school.

4. The use of toilets

Toilets are unevenly distributed throughout the premises. According to the requirements of safeguarding, toilets for students must be separated from the ones for adults. The following arrangement must be actioned:

- 4.1. Parents and teachers are prohibited from using student toilets. Parents may only use the Disabled toilet on the Ground floor, and the toilets in Sports Changing Room, which is opposite to the main school building
- 4.2. The Disabled toilets on the First, Second and Third floor are “Staff Only”, students and parents are both excluded.
- 4.3. No toilets are available for students on the First floor. Students may only use the toilets on the Ground, Second and Third floor. The toilets are labeled.

5. Use of Staff Car Park inside the school next to Dunloe Street

- 5.1 The Staff Car Park inside the school next to Dunloe Street entrance is for our staff only. There are 23 places which have been allocated to our teachers and volunteers. Parents and visitors are advised to park their cars on the streets around the school. They are all free on Sundays. Parents parking in the school is prohibited.

6. Student code of behavior

- 6.1. Students must rigorously follow the code of conduct published in “ Child Protection

Measures”.

- 6.2. Students, parents and staff must rigorously follow the regulations listed in “Safeguarding Policy”.
- 6.3. Students, parents and staff must adhere to all remaining rules and regulations written by the school.
- 6.4. For students, parents and staff who break the rules, the school management team will give a warning, or ultimately expel the subject, with a final adjudication by the Headteacher.

London Mandarin School Management Committee

10 April 2018