

# Boarding Handbook for Parents & Students

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ACADEMIC YEAR  
2020 - 2021



LUCTON  
SCHOOL SHANGHAI



# Boarding Handbook for Parents & Students

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# BOARDING HANDBOOK FOR PARENTS & STUDENTS 2020-2021

## 寄宿手册

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**Prepared By:**

Ms Daisy Zhang  
June 2020

**Approved By:**

Lucton School Shanghai Leadership Team  
June 2020

This Policy is to be reviewed every year and updated as and when changes occur.

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制定人：张欣  
2020年6月

审批：上海莱克顿学校校委会  
2020年6月

此册每年会参与校准并依据需要更新



**LUCTON**  
SCHOOL SHANGHAI



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**Lucton School Shanghai blends three centuries of British boarding educational excellence with Chinese values and culture to bring the best out of every individual, recognising their unique gifts, talents and abilities.**

上海莱克顿学校融合英国三百年寄宿教育精髓和中国传统文化价值观，为每一个孩子独一无二的天赋与能力喝彩！

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# WELCOME FROM THE HEAD OF BOARDING & PASTORAL CARE

## 欢迎辞

Dear Parents and Students,

My team and I are delighted to welcome you to the boarding houses here at Lucton School Shanghai as our community!

As opposed to a normal boarding school in China, Lucton School Shanghai is a full boarding school that provides pastoral care and academic support 24 hours a day, 7 days a week. This means that you will only leave the school campus when you are on an external activity, during school trips or on holiday.

Boarding schools are a combination of excellent schooling and a supportive home setting. This enables us to establish a very enriching experience for our students through the shared experience of living in a home away from home, shared goals of academic and co-curricular success, the support of peers and, in many cases, an identity as a 'family'.

Research has shown that boarding school students feel more prepared for college and university than their peers; are more likely to earn more advanced degrees like a Master's or PhD, and advance to more prominent roles in their careers and communities. Our Students will arrive at university prepared to succeed, with the ability to manage their own lives. They will become strong individuals capable of leadership and have self-initiative. They also have the ability to live and deal with other people, and are challenged to develop their interpersonal skills.

A close link is maintained with the school's academic and pastoral teams to ensure that students are very well supported and looked after. Supervised study hall runs almost every evening giving students the opportunity to complete homework and review their day's learning.

As well as providing a safe, settled and happy environment that enables students to work and study with full concentration and efficiency, the boarding staff, in consultation with student boarding prefects, plan a comprehensive activity schedule. This gives students opportunities to learn new skills, make new friends, improve their English and help with the transition from high school to a university overseas.

As Head of Boarding & Pastoral Care, my relationship with the Students is a very important one, equal parts a parent and a teacher. This leads to a triangular relationship between home, school and student, where all lines of communication are open and clear.

I am confident that your child will enjoy his or her time with us and thrive as part of our boarding community at

Lucton School. We would like you to read this book together as a family and get well prepared before you join us. If you have any concerns or questions, please do not hesitate to get in touch. Lucton School. We would like you to read this book together as a family and get well prepared before you join us. If you have any concerns or questions, please do not hesitate to get in touch.

亲爱的家长和同学们：

作为学校寄宿的负责人，我谨代表宿舍全体教职工对你们的到来表示热烈的欢迎，欢迎你们来到上海莱克顿学校，成为莱克顿大家庭的一员！

相比于中国普通的寄宿学校，上海莱克顿学校是一所全寄宿学校，学生除了参加校外活动，学校旅行及假期期间会离开学校，其他时间，我们每周7天，每日24小时为学生提供教牧关怀以及学术上的帮助。

优秀的寄宿教育是课堂教育和宿舍教育的结合。寄宿生活可能意味着离家，但是在这里学生可以体会到更加丰富多彩的集体生活，一起分享学术及课外活动中成功的喜悦，感受到身边同伴给与的鼓励，逐渐在校园这个“大家庭”中找到新的自我认知。

调查表明，相比同龄人而言，寄宿学校毕业的学生能够更加自信地迎接大学生活，获得更高学位（如硕士或博士）的可能性越大，而且对他们今后的职业发展产生深刻的影响。我们的学生将以最佳的状态进入大学，以较高的能力进行自我生活管理。他们将成为有领导能力并具有自我主动性的强大个体。他们将具备与其他人一起生活和交往的能力，并且为实现更强大的人际交往能力做准备。

学校的学术和教牧关怀团队之间保持密切联系，以确保学生得到很好的支持和照顾。每天晚上学校的晚自习会有专门的老师负责，学生需要自行完成作业并且有自己的学习计划。

除了提供一个安全，安定和快乐的环境，使学生能够全神贯注地合作和学习，宿舍管理人员与优秀学生代表协商，安排丰富多彩的宿舍活动。活动期间，学生可以学习新的技能，结交新朋友，提高英语水平，更好地过渡到大学生活。

很幸运能够在学生们中间扮演这么一个角色——既不是家长，也不是老师，更像是二者之间的融合。希望通过我们宿舍全体员工努力，在学生、家长及学校之间搭建起一座沟通的桥梁。

我相信，您的孩子将享受与我们在一起的时光，并作为上海莱克顿学校宿舍团体的一部分成长壮大。我们希望您和家人一起阅读本书，并在加入我们之前做好充分的准备。如果您有任何疑问或问题，请随时与我们联系。

**Ms Daisy Zhang** 张欣

Head of Boarding & Pastoral Care 生活与学生关爱总监

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# SECTION 1: BRITISH TRADITION | CHINESE HEART | INTERNATIONAL MINDS

## 延续英国传统，秉持中国初心，拓宽国际视野

### 1.1 Introduction 介绍

The following outlines the mission, aims, policies and procedures of the School. The commitment of everyone to these aims is, of course, vital. There is the need for staff to demonstrate the highest standards in order to demand these of the students. Our aim is to constantly improve all aspects of our provision and to strive to increase expectations at all levels.

以下概述了学校的使命，目标，政策和规范。当然，每个人对实现这些目标所做的承诺至关重要。学校的工作人员需要体现最高标准的行为才能继而要求我们的学生。我们的目标是不断改进我们学校规范，努力提高学校各个方面的管理和服务水平。

We aim to provide an outstanding education, academic, social and co-curricular, which gives opportunities for all students to excel, developing their abilities to benefit themselves and others. We will develop this outstanding education for boys and girls aged 14-18 whose progress is fostered and developed in all areas.

我们的目标是提供优秀的教育，学术，社交和课外活动，为所有学生提供超越自我，发展帮助自身和他人的能力的机会。我们将在14-18岁的男孩和女孩中推广这种教育，使得这些男孩和女孩在各个领域都取得进步。

### 1.2 The Lucton Vision 愿景

In a multicultural environment our Luctonians will become well informed, articulate and confident future international leaders.

莱克顿的校园润德无声，多元文化融合的氛围塑造莱克顿人的未来领袖气质。

### 1.3 The Lucton Mission 使命

Lucton School Shanghai blends three centuries of British boarding educational excellence with Chinese values and culture to bring the best out of every individual, recognising their unique gifts, talents, and abilities.

上海莱克顿学校传承了英国总校三百多年的寄宿教育精髓，并优化结合中西教育，致力于发掘每一位学生的天赋和潜能，帮助他们成为最好的自己。

## **I.4 Our Principles** 信念

### **The Lucton School Shanghai learning community is committed to:**

- excellent personalised schooling in a supportive family environment;
- a thriving co-curricular programme;
- a creative learning environment both inside and outside the classroom encouraging students to become self-learners, innovators, and future leaders;
- the development of social and emotional learning skills;
- recruitment of the best teachers and a continual cycle of review and drive for self-improvement using the latest trends in research-based pedagogy;
- a multilingual approach that allows students to develop academic literacies as the foundation of their success;
- creating personal journeys through education and career pathways;
- preparing students for successful university careers and for life overseas with a transition to Lucton School UK and access to the old Luctonian network.

上海莱克顿学校致力于：

- 打造家庭式互助校园，乐享优质个性化教育；
- 丰富学校课程内容，建立健全的课外课程体系；
- 营造富有创造力的校园，培养学生自学能力、创新思维和未来领导力；
- 促进学生的社交和情感技能培养；
- 聘用顶尖教师人才，不断探索课堂教学方法的改革和课程内容的创新与实践；
- 采用多语言教学，强化学生学术素养，引领学生走向成功；
- 搭建多路径成才平台，让学生共享人生出彩机会；
- 帮助学生提前做好海外求学准备并加入莱克顿精英校友圈。

### **Our members of staff are expected to be:**

- passionate and knowledgeable teachers of their subject;
- central to the pastoral provision in the school as tutors and aware of the pastoral welfare of all students with whom they come into contact;
- committed to the co-curricular programme by sharing with the student's area(s) in which they have a particular interest and through providing academic extension and enrichment activities.

我们期待莱克顿的员工是：

- 富有工作激情，精通自己所教的学科，具有扎实而渊博的知识；
- 注重教牧关怀，主动引导有需要的学生，为他们提供必要的关心、勉励、尊重和理解；
- 结合学术、校内活动和每个学生的兴趣爱好，有效实施拓展型课程的开发建设。

### **Our leadership team commits to:**

- support staff in best practice teaching through effective CPD with encouragement and advice from senior leadership;
- support staff in their growth as professionals;
- the opportunity to raise and discuss any matter with senior leadership;
- the appointment to any position or specific responsibility being made on the basis of the experience, qualifications and qualities appropriate for the position with all procedural safeguards relating to fairness and employment law.

我们的领导团队致力于：

- 构建完整有效的职业生涯发展通道，促进教师成长，提升教学质量；
- 支持员工个人专业能力的成长；
- 每位员工都有机会和高层领导提出及讨论任何问题；
- 根据工作经验、职业资质以及专业能力部署岗位，确保公平合理，并符合劳动法的相关规定。

## **1.5 Our Values of Equity and Fairness 公平平等的价值观**

### **In our context Equality and Fairness involves:**

- the promotion of equal opportunity and a sense of fairness in the work of the school at all levels;
- recognising, valuing and promoting, as a positive feature of our community, Ethnic, Religious, Cultural and Linguistic diversity;
- treating everyone fairly and without prejudice;
- everyone living and working in and for the School being free from harassment, victimisation and bullying (including cyberbullying);
- discussing equality issues openly and constructively among and between students and staff;
- all staff, students and parents understanding the School's expectations in terms of performance, standards and behaviour;
- the removal of barriers to participation;

- the development of each individual to the full.

严格落实学校公平公正原则：

- 对各级各类学校岗位坚持公开、公平、公正的原则；
- 鼓励积极的工作态度，尊重道德、宗教、文化以及语言的多样性；
- 坚持实事求是，客观公正；
- 学校教职工及学生绝不允许存在骚扰、欺骗和欺凌（包括网络欺凌）等违法犯罪行为；
- 师生双方的沟通和交往应坚持民主、平等、和谐的原则；
- 学校教职工、学生和家长应理解、支持学校的发展规划、规章制度和工作部署；
- 放开参与校园活动、讨论及团体项目的条件限制；
- 给予每一位员工充分发挥个性与能力的空间。

### **The School does not in its policy on Equality and Fairness:**

- pretend everyone is the same;
- give advantage to certain groups within the community;
- encourage a lowering of standards;
- feel a need to set quotas.

以下行为严重违背学校公平公正原则：

- 差别或不公平对待；
- 给予特定团体特权；
- 恶意修改标准要求；
- 随意撤换章程规定。

### **Everyone within School is expected to:**

- treat everyone fairly and without prejudice;
- value and respect others;
- uphold the expectations of the School and encourage others to do likewise foster team-work, cohesion and trust.

对莱克顿人的建议和期望：

- 为人处世客观公正；
- 懂得尊重和欣赏他人；
- 赞同学校办学理念，发扬团队协作精神，增强团队凝聚力。

# SECTION 2: PRINCIPLES AND PRACTICE OF BOARDING

## 寄宿准则

At Lucton we cultivate holistic development in our Students. Learning in life is much broader than just studying in a classroom environment. With 100% boarding, which is a pioneering development in Shanghai, we have the opportunity to shape our Students outside of the normal school hours by introducing a second family.

在莱克顿，我们培养学生的整体发展。生活中的学习比在教室环境中的学习要广泛得多。作为上海的开拓性发展的100%寄宿学校，我们有机会通过引入第二个家庭，除了课堂学习之外，我们有更多的时间来塑造我们的学生。

In our boarding houses, the house parents build a strong bond with Students. They understand the challenges that teenagers face and provide support in a professional manner. The tutors work with the boarding staff to make sure that academic development goes hand in hand with the emotional and physical development of each individual. Boarding also provides a community where teenagers can grow into adults with help from one another. Our pastoral team ensures that a wealth of activities is planned to enrich boarding life.

在我们的宿舍中，宿舍管理员与学生建立了牢固的联系。他们了解青少年面临的挑战并能够以专业的方式向他们提供支持。导师与宿舍员工合作，确保每个学生的学术发展与身心发展相协调。寄宿生活还提供了一个环境，让青少年可以在彼此的帮助下成长为成年人。我们的教牧关怀团队会安排多样的活动来丰富学生的寄宿生活。

### **Boarding at Lucton School Shanghai is based on the following principles:**

- The development of the whole person physically, spiritually, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement;
- Mutual respect and the right to be treated as an individual;
- The right of the individual to not suffer any form of abuse;
- An equality of opportunities;
- The right to privacy;
- Supportive links with parents and guardians.

上海莱克顿学校的寄宿基于以下守则：

- 在积极鼓励的氛围中，实现个人在身体、精神、智力、道德品质、社交和情感方面的全面发展；



- 对各级各类学校岗位坚持公开、公平、公正的原则；
- 相互尊重和被视为独立个体的权利；
- 个人不受任何形式虐待的权利；
- 机会均等；
- 隐私权；
- 与父母和监护人之间的积极联系。

## **Aims and objectives:**

- To provide accommodation that is safe, comfortable and suited to the needs of Students according to age and maturity and which offers adequate levels of privacy;
- To safeguard and promote the emotional and physical well-being of each boarder by providing the best possible food, medical care and security;
- To provide appropriate facilities to satisfy Students' leisure requirements;
- To develop positive relationships between Students, staff and parents;
- To provide a calm, inclusive and stimulating environment in which each boarder can develop personally while learning to live in a close-knit international community;
- Provide a range of experiences and opportunities and conditions that will encourage self- development physically, spiritually, intellectually, morally, socially and emotionally;
- Develop a sense of responsibility for self, others and the environment;
- Develop Students' qualities of leadership and the ability to work as part of a team;
- To instil a desire for truth and honesty in personal relationships;
- To create an atmosphere of trust in which each boarder feels able to approach any member of the community (staff or student), confident in the knowledge that he or she will be listened to and respected as an individual;
- To provide opportunities for Students to develop through a structured extracurricular programme with appropriate facilities in an atmosphere which offers encouragement and values effort.

## 宗旨和目标:

- 根据年龄和成熟程度向学生提供安全、舒适、满足学生需求并提供足够隐私的住宿条件；
- 通过提供最好的食物、医疗和安全，保护和促进每个学生的情感和身体健康；
- 提供适当的设施以满足学生的休闲需求；
- 在学生、员工和家长之间建立积极的联系；
- 提供一个平静、包容和激励的环境，让每个学生都可以在个性化发展的同时，学习如何在一个紧密结合的国际团体中生活；

- 提供一系列体验，机会和条件，来鼓励学生身体、精神、智力、道德品质、社会能力和情感上的自我发展；
- 培养对自我、他人和环境的责任感；
- 培养学生的领导素质和团队合作能力；
- 培养在人际关系中对真理和诚实的渴望；
- 营造相互信任的氛围，让每个学生都愿意接触团体中的任何成员（员工或学生），并确信他或她将作为个体得到倾听和尊重；
- 在提供鼓励和重视努力的氛围中，通过量身定制的课外活动，为学生提供发展机会。

# SECTION 3: BOARDING HOUSE ORGANISATION

## 寄宿准则

At Lucton we cultivate holistic development in our Students. Learning in life is much broader than just studying in a classroom environment. With 100% boarding, which is a pioneering development in Shanghai, we have the opportunity to shape our Students outside of the normal school hours by introducing a second family.

在莱克顿，我们培养学生的整体发展。生活中的学习比在教室环境中的学习要广泛得多。作为上海的开拓性发展的100%寄宿学校，我们有机会通过引入第二个家庭，除了课堂学习之外，我们有更多的时间来塑造我们的学生。

In our boarding houses, the house parents build a strong bond with Students. They understand the challenges that teenagers face and provide support in a professional manner. The tutors work with the boarding staff to make sure that academic development goes hand in hand with the emotional and physical development of each individual. Boarding also provides a community where teenagers can grow into adults with help from one another. Our pastoral team ensures that a wealth of activities is planned to enrich boarding life.

在我们的宿舍中，宿舍管理员与学生建立了牢固的联系。他们了解青少年面临的挑战并能够以专业的方式向他们提供支持。导师与宿舍员工合作，确保每个学生的学术发展与身心发展相协调。寄宿生活还提供了一个环境，让青少年可以在彼此的帮助下成长为成年人。我们的教牧关怀团队会安排多样的活动来丰富学生的寄宿生活。

### **Boarding at Lucton School Shanghai is based on the following principles:**

- The development of the whole person physically, spiritually, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement;
- Mutual respect and the right to be treated as an individual;
- The right of the individual to not suffer any form of abuse;
- An equality of opportunities;
- The right to privacy;
- Supportive links with parents and guardians.

上海莱克顿学校的寄宿基于以下守则：

- 在积极鼓励的氛围中，实现个人在身体、精神、智力、道德品质、社交和情感方面的全面发展；

### **3.1 Boarding Staff 宿舍团队**

#### **The Head of Boarding & Pastoral Care:**

The Head of Boarding & Pastoral Care is responsible for the welfare of all boarding students. Lucton School Shanghai boarding has a wonderful tradition of helping all students make the very best of their abilities and it is the role of the Head of Boarding & Pastoral Care to ensure that the ethos of the House and the aims of boarding at Lucton are upheld at all times.

We hope that boarding students will be able to think of their boarding house as their home away from home, and hope that they will feel that they are able to speak to any of the staff if they need our help, support or advice. The school employs a large number of supportive staff to help provide all the services to the students.

#### **生活与学生关爱总监**

生活与学生关爱总监负责所有学生的生活，上海莱克顿学校生活部帮助所有学生充分发挥他们的能力，生活与学生关爱总监的职责是确保宿舍部的寄宿理念和目标始终如一。

我们希望学生能够将宿舍作为他们的第二个家，并希望他们能够在需要帮助，支持或建议的时候愿意与任何员工交谈。学校雇用了大量的相关人员，为学生提供所有服务。

#### **House Parents:**

The team of House Parents are on duty 24 hours a day, 7 days a week. House Parents play a vital role in the pastoral life of the boarding department and keep a close eye on the emotional as well as physical well-being of the Students, liaising regularly with the School Nurse, academic teachers and the Head of Boarding & Pastoral Care. They are responsible for students in each boarding house. They register students in the morning, before going to bed, and are the students' first point of contact.

#### **生活老师**

生活老师团队每周7天，每天24小时值班。生活老师在学生的教牧生活中发挥着至关重要的作用。他们密切关注寄宿生的情感和身体健康，定期与学校生活老师、学术教师和生活与学生关爱总监保持联系。每栋宿舍楼都有值班生活老师。他们在早上、晚上睡觉前给学生做考勤记录，是学生的第一联系人。

#### **Housekeepers:**

From the end of the school day until students have gone to bed at night, there will be a housekeeper to help the houseparent on duty to run the boarding house. They disinfect the floor of the rooms every day and check the sanitation. They help create a warm family, and play the role of mother in the boarding house.

#### **宿管阿姨**

白天上课结束到学生晚上睡觉，宿管阿姨会协助生活老师共同管理宿舍。宿管阿姨每天定时消毒房间内的地面及检查卫生。她们营造温馨的家庭氛围，扮演着母亲的角色。

## **School Nurse:**

The School Nurse is a highly experienced health practitioner who is responsible for the medical care of both Students and staff. The team of School Nurse are on duty 24 hours a day, 7 days a week. She is involved in promoting general health throughout the boarding department. She accompanies students during off-site activities. She makes arrangements of necessary off-site medical treatment for students.

### **护士**

学校护士是一位经验丰富的医疗从业者，负责学生和学校工作人员的医疗护理。学校护士团队每周7天，每天24小时值班。她参与维护整个学校的整体健康发展。学校护士在学生外出活动中全程陪同，还将在必要时为学生协调安排校外的医疗预约。

## **Ayis:**

A small team of boarding ayis will help to keep the boarding house clean. They are not employed to tidy up after Students and will report any concerns they have about the tidiness and cleanliness of rooms and common areas to the Head of Boarding & Pastoral Care/House Parent. They are important members of our boarding staff and we expect students to treat them with respect at all times.

### **保洁阿姨**

宿舍部有一支专业的保洁团队，他们主要工作职责是保持寄宿环境的清洁。他们的工作职责不包括替学生收拾整理内务，但是他们会与生活与学生关爱总监及生活老师保持沟通。保洁阿姨是我们宿舍部的重要成员，希望所有的学生对他们给与充分的尊重。

## **Guards:**

There is a 24 guard presence on campus. They are important members of our campus and we expect students to treat them with respect at all times.

### **警卫人员**

校园实行24小时安保制度。保安是我们整个校园的重要成员，希望所有的学生对他们给与充分的尊重。

## Boarding Prefect

Boarding Prefects will be chosen by students on their floor. Each floor will have several prefects and duties will include:

- Devising a student rota for cleaning the common areas and rooms.
- Monitoring the common areas - reporting damage/reminding students to clean up etc.
- Maintaining a list of birthdays and inform boarding staff when someone's birthday is coming up.
- Meeting with boarding staff on a regular basis to suggest ideas and organise a monthly boarding activity for their floor.
- Writing a monthly section for the school newsletter with the help of other Boarding Prefects and the Head of Boarding & Pastoral Care.
- Assisting new students settle into school and boarding house.
- Fulfil other tasks arranged by the Houparents.

## 宿舍长

宿舍长将由相应楼层的学生选择产生。 每层楼都有若干名宿舍长，他们的职责包括：

- 制定学生轮值表，轮流清洁公共区域和房间。
- 监控公共区域，报告损坏/提醒学生清理等。
- 保管生日列表，并在学生的生日即将到来之际通知宿舍员工。
- 定期与宿舍员工会面，提出建议，并为他们的楼层安排每月的宿舍活动。
- 在其他学生宿舍长和生活与学生关爱总监的帮助下，每月为学校新闻报撰写相应文章。
- 协助新生适应学习及寄宿生活。
- 完成生活老师安排的其他任务。

## 3.2 Contact Information of Boarding Staff 联系方式

### Daisy Zhang

#### Head of Boarding & Pastoral Care

生活与学生关爱总监

Phone Number: 15721578327

Email Address: daisy.zhang@luctonshanghai.com

### Annie Luo

#### House Parent for girls

生活老师

Email Address: annie.luo@luctonshanghai.com

### Kirsty Wang

#### House Parent for girls

生活老师

Email Address: kirsty.wang@luctonshanghai.com

### Joey Yan

#### House Parent for girls

生活老师

Email Address: joey.yan@luctonshanghai.com

**Don Jia**

**House Parent for boys**

生活老师

Email Address: don.jia@luctonshanghai.com

**Frankie Jin**

**House Parent for boys**

生活老师

Email Address: frankie.jin@Luctonshanghai.com

**Allen Zhang**

**House Parent for boys**

生活老师

Email Address: allen.zhang@luctonshanghai.com

**Stella Liu**

**School Nurse**

卫生老师

Email Adress: stella.liu@luctonshanghai.com

**Amy Zhang**

**Housekeeper**

宿管阿姨

Phone Number: 15901713658

**Lancy Zhu**

**Housekeeper**

宿管阿姨

Phone Number: 18221562007

# SECTION 4: ARRIVAL AND LEAVING PROCEDURES

## 宿舍出入流程

We require that parents and students take these regulations seriously and comply with them for the safety and security of everyone involved. If you have a need to make an alternative arrangement for any reason, please consult with the Head of Boarding & Pastoral Care beforehand.

我们要求家长和学生认真对待这些规定并遵守这些规定，以确保每个人的安全。如果您因任何原因需要另行安排，请事先咨询生活与学生关爱总监主管。

### 4.1 Leaving the Boarding House 离开宿舍

From Monday to Friday and Sunday, the boarding house is closed between 07:30 and 18:00 and Students may not re-enter the boarding house after 07:30 without permission. There are Access Control System in boarding houses and all Students must scan out before 07:30 in the morning for breakfast and scan back in again In due course. Students that fail to scan in and out according to these times will lose boarding privileges. A register is taken by House Parents each morning and before bed time. Students should make sure they have taken everything they need for the day ahead to their home rooms before breakfast each day.

从星期一到星期五及星期日，宿舍在07:30至18:00之间关闭，未经许可，寄宿生不得在07:30之后重新进入宿舍。学校宿舍大门上有门禁系统，所有寄宿生必须在早上07:30之前离开宿舍楼前往餐厅就餐，并在规定时间内再次通过门禁进入宿舍楼。未能按照这些时间进出的学生将失去寄宿权力。生活老师每天早上和睡前会进行学生考勤登记。学生应确保他们在每天早餐前将他们当天所需的一切物品都带到他们的指导教室。

On Friday, the boarding house re-opens at 18:00 and on Saturday the boarding house will remain open all day. 星期五，宿舍在18:00重新开放，星期六，宿舍将全天开放。



## **4.2 Students Leaving the Campus** 学生离校

No students are allowed to leave the campus between their arrival and departure except for either a school holiday or a pre-approved family activity. Please see leave procedures below for further details about applying for leave.

除学校假期或预先批准的家庭活动外，任何学生到达学校之后，不得未经允许离开校园。请参阅以下请假流程，了解有关请假的详细内容。

## **4.3 Arrival Time and Drop-Off Procedure on Return Days** 返校日的接送时间及流程

We ask that students arrive at the boarding house between 17:00 and 18:00 on return days. No staff are on campus before 17:00. Parents/Guardians/Relatives are asked to bring their identity card or Pick-up Card in order to verify their identify to the staff on duty. On arrival, students should register with their House Parent before going for supper. Supper starts at 18:00 and the school gates will close shortly afterwards. Parents are welcome to stay for supper on return days but are asked to inform us in advance so we can let the dining hall caterers know. No take-out food or drink is allowed on campus during drop off days. Parents are kindly asked to leave the campus by 19:00 as students will start prep at this time.

我们要求学生在返校日的17:00至18:00之间抵达宿舍。17:00之前学校没有工作人员。家长/监护人/亲属需携带身份证或接领卡，以便向工作人员核实身份。抵达后，学生应在晚餐前在生活老师处登记签到。晚餐从18:00开始，学校大门将在不久之后关闭。欢迎家长在返校日留下来吃晚餐，但请提前通知我们，以便我们及时告知食堂工作人员。在送学生入校期间请勿携带外卖食品或饮料进入学校。敬请家长在19:00之前离开校园，不要影响学生正常的晚自习安排。

Late arrivals will have to check in at the main gate and will be recorded and a list sent to the Head of Boarding & Pastoral Care on the morning after return day. Parents will be contacted in the first instance.

迟到的学生须在正门登记后方可进入学校，相应学生名单会发给生活与学生关爱总监，如有需要我们会联系家长。

Although strongly discouraged, if students plan to return late on return day, they must first obtain permission from the Head of Boarding & Pastoral Care a week prior to the planned late return. Parents will be contacted by phone to verify the reason and the attendance register will be updated. We ask that all students are in the boarding house by 23:00 at the very latest. If this is not possible, we ask that you bring your child to school the following morning. In this case, Students should proceed directly to the appropriate place in school and not return to the boarding house during closed hours. Luggage can be placed in a designated zone until the boarding house reopens. Parents should notify the Head of Boarding & Pastoral Care by phone as soon as possible in the event of any unforeseen delays on return days.

学校强烈建议学生按时返校，但如果学生计划在返校日延迟到校，他们必须在计划延迟到校日前一周获得生活与学生关爱总监的许可。学校将通过电话联系家长以核实原因，并将更新考勤登记。我们要求所有学生最迟在23:00之前入住宿舍。如果因特殊原因，无法按时返回，我们建议您在第二天早上带孩子上学，以免影响其他学生休息。返校日第二天返校的学生应直接去教室上课，不能返回宿舍，行李可以放置在学校指定区域。如果在返校日发生任何意外导致延误，家长应尽快通过电话通知生活与学生关爱总监。

If there are symptoms such as fever and vomiting, please leave the students at home and return to school 24 hours after they return to normal, until the risk of disease transmission is minimized. Students may not be allowed to stay in the dorms if they present unwell on return day.

如果有发烧呕吐等的症状，请将学生留在家中，身体恢复正常24小时后再返校，直到疾病传播的风险最小化。如果学生在返回日出现不适，他们将不能在宿舍留宿。

# SECTION 5: MEETINGS AND VISIT PROCEDURES

## 会谈和来访程序

### 5.1 Meeting with Parents 与家长会面

The Head of Boarding & Pastoral Care and House parents will always be happy to meet with parents of Students. You should always book an appointment through the Head of Boarding & Pastoral Care in advance who will coordinate on behalf of all boarding staff (daisy.zhang@luctonshanghai.com), Phone No: 15721578327.

生活与学生关爱总监及生活老师十分乐意与各位家长会谈。

请您提前与生活与学生关爱总监预约，他/她将协调整个宿舍部门。

邮箱(daisy.zhang@luctonshanghai.com)，电话：15721578327。

### 5.2 Parent/Guardian/Relative/Friend Visits 家长/监护人/亲戚/朋友探访

As a full boarding school students will have a very busy schedule indeed. Parents are not encouraged to frequently visit the Students. Through the carefully constructed routines of Lucton School Shanghai, students learn to become independent in a safe and supportive setting. For many young people, their first taste of independence is when they leave home for university and, unfortunately, each year universities see students that are unprepared for the challenges and opportunities that life brings.

作为一所全寄宿学校，学生的课程安排非常紧凑。不鼓励家长经常探访学生。通过莱克顿精心设计的课程，学生们会在安全和有益的环境中学会独立。对于许多年轻人来说，他们第一次尝试独立就是当他们离开家去上大学时，然而，每年大学的开学季都会看到那些对生活带来挑战和机遇毫无准备的学生。

Students from our school have the advantage of having been taught how to motivate themselves, having been guided how to develop personal and professional relationships and having had experience of looking after themselves. This independence is balanced with highly individualised levels of care that are made possible through the holistic approach that boarding lends itself so readily to.

在寄宿学习与生活中，我们会教授学生如何激励自己，如何发展个人和职业关系，如何照顾自己。我们不仅有个性化的辅导也有全方位的关怀，总而言之，希望他们能够更从容得面对未来的大学生活和人生。

If parents/guardians/relatives/friends wish to visit then they have to contact the Head of Boarding & Pastoral Care two days prior to their arrival. Our preferred visiting times are Thursday supper time (18:00-19:00) and Saturday (09:15-19:00). Please bear in mind that students are not allowed to miss prep even if parents/guardians/relatives/friends are visiting.

如果父母/监护人/亲戚/朋友希望访问，须提前两天联系生活与学生关爱总监。我们建议的访问时间是周四晚餐时间（18:00-19:00）和周六（09:15-19:00）。请注意，即使父母/监护人/亲戚/朋友来访，学生也不应错过晚自习。

Visitors should sign in at reception whenever they arrive on campus and should wear the parent identification lanyard that is given to them. Visitors should also sign out before they leave in order that we are aware at all times who is on campus. Visitors are not permitted to enter the boarding house during visits in term time although parents are permitted during drop off and pick up days. Visitors are not allowed to stay overnight in the Boarding House.

访客在到达校园时应该在接待处登记，并且应该携带父母身份证明（接领卡）或访客卡。访客在离校前退还此卡，以便我们随时了解校园内的人员。除了接送日，其他访问期间父母家人不允许进入宿舍。访客不得在宿舍过夜。

### **5.3 Taking Students Off-Campus** 学生请假

If parents/relatives/guardians wish to take their children off campus on Saturdays then they have to contact the Head of Boarding & Pastoral Care seven days prior to their arrival. This is required in order that the boarding staff can look at the implications this may have for excursions, activities and trips planned for the day in question. Parents/Guardians/Relatives are asked to bring their identity card in order to verify their identity to the staff on duty.

如果父母/亲戚/监护人希望在周六带孩子离开校园，请在抵达前七天联系生活与学生关爱总监。这是必要的，以便寄宿老师可以查看和调整对应的学校活动，短途旅行。父母/监护人/亲属要求携带身份证明或者接领卡，以便学校值班人员核实他们的身份。

# SECTION 6: LIVING IN THE BOARDING HOUSE

## 宿舍生活

The Lucton boarding houses are located in building D of our campus. This building is a beautiful and modern with spacious common areas for socializing. Students stay in individual, tastefully decorated, well-designed and comfortable bedrooms.

上海莱克顿学校宿舍位于D栋。D栋是一座漂亮的现代化建筑，拥有宽敞的公共活动区。学生会在有品位，设计精美且舒适的宿舍中生活。

In the Lucton boarding houses, we provide each student with privacy whilst allowing them to live within a strong community environment.

在莱克顿，我们尽力给每一个学生独立的个人空间，但同时我们更希望他们能够在集体中成长。

Each floor has two family rooms where Students can relax, read, watch TV, play and enjoy their personal snacks. In each family room, we will provide shelving and snack boxes where each boarder can store snacks. We will also provide closets for electronic devices. In order to maintain a high level of cleanliness and hygiene, food and drinks are not allowed in boarding house rooms. Food and drinks are only to be consumed in the family rooms.

学生宿舍每层楼男女生的区域都有一个家庭室，学生可以在这里休息、阅读、看电视、玩耍或者享受自己的零食。同时每一个家庭室也提供储藏零食的架子和零食盒。除此之外，我们还提供了电子设备柜子，供学生存放自己的电子设备。为了保证宿舍的环境卫生，学生的食物和饮料不得带入自己的宿舍或走廊，只能在家庭室或公共区域内享用。

### 6.1 Individual Dormitories 学生宿舍

Each student has individual space with a bed, desk, and chair, storage space for personal possessions and academic materials and access to Lucton School Shanghai intranet. Bathrooms are at the ends of each floor and there are common room areas with facilities for making drinks and light snacks.

每个学生都有独立的空间，包括床，桌子和椅子，个人财产和学术资料的存储空间以及上海莱克顿校区的内联网的访问权限。浴室位于每层楼的尽头，公共休息区可以享用饮料和零食。

## 6.2 Items Provided by Lucton Boarding House 已提供物品

### Items Provided for Each Resident 每间宿舍提供的物品

- Single bed 单人床 (200cm\*90cm)
- Mattress 床垫 (200cm\*90cm\*24cm)
- Cover of mattress 垫被
- Desk 写字台
- Chair 椅子
- Storage Box 储物盒
- Wardrobe 衣柜
- Storage Box 储物盒
- Laundry basket 洗衣篮
- Storage Box 储物盒

### Public Items Provided for all Resident 宿舍公用设施

- Washing machine, dryer machine and disinfection cabinet 洗衣机，烘干机，衣物消毒柜
- Hangers used for disinfection cabinets 衣物消毒柜专用衣架
- Snack shelf and snack boxes 零食柜及零食盒
- Communal public telephone 宿舍家庭室将提供公用电话
- Communal Water dispensers 饮水机
- Communal Refrigerators 电冰箱
- Wardrobe 衣柜
- Storage Box 储物盒
- Laundry basket 洗衣篮
- Storage Box 储物盒

All items provided by the school are the responsibility of the resident. These items should be returned to the school in good condition at the end of term. Damage and replacement costs are the resident's responsibilities.

以上物品供学生在校期间使用，学生需对上述物品保管负责。所有物品期末须完好交还给学校。如因损坏或需更换而产生的费用将由学生自己承担。

### **6.3 Lockable Storage for Students' Belongings** 可供学生存储物品空间

All students are provided with a locker located near their Homeroom. If students are to bring valuables to school then they should be kept secure inside. The school will NOT be responsible for loss, theft, or damage to items left out by students.

所有学生都在他们的指导教室附近有一个储物柜。如果学生要将贵重物品带到学校，请锁在储物柜。学校不对学生遗失物品的丢失，被盗或损坏负责。

### **6.4 Maintenance of Rooms** 房间卫生

Students may naturally want to personalize their room, but notices and posters must be restricted to the furniture and must not be attached to painted surfaces (walls). The bathroom will be cleaned each day, but please note that the aiyis are not personal servants. Students are expected to keep their rooms tidy and to make their beds before going to school in the morning.

每个学生都渴望有个性的房间，学校十分理解，但是请不要在家具和墙面上张贴任何贴纸。浴室将每天清洁，但请注意，保洁阿姨不是私人管家。学生应该保持房间整洁，并在早上上学之前整理好床铺及桌面，保证宿舍里整洁干净。

We expect students to turn off lights and make sure the power is off when they leave the boarding house.

我们希望学生在离开宿舍时关灯并切断电源。

Any damage to rooms and school equipment (including walls that require re-plastering/painting) will be charged to parents. Students are expected to respect their environment.

任何对寄宿和学校设备（包括需要重新装修/涂漆的墙壁）的任何损坏将向家长收取相关费用。学生应尊重自己生活的环境。

No toilet paper/rubbish should be flushed down the toilets/sinks. There are bins provided in each bathroom and they must be used. All room bins must be tied and emptied into the large bins on each floor daily. Students must take tied rubbish bags to the appropriate bins on the ground floor.

卫生纸，垃圾不应冲入洗手间马桶或者水槽。每间浴室都提供垃圾桶使用。所有房间垃圾必须每天清空。

Radios and music systems should at no time be played at a volume which, in the opinion of the duty staff could cause annoyance to anyone either inside or outside the House.

无线电和音乐系统在任何时候都不应该外放，这可能会给其他寄宿人员造成烦扰。

## 6.5 Communal Areas 公共区域

Communal areas within the house are available for use as per the timetable. Students are required to keep all these areas clean and tidy and they should not to leave their possessions lying about the communal areas. Items left in common areas will be regularly disposed of or deposited in the lost property box.

宿舍的公共区域可根据时间表使用。学生必须保持所有这些区域干净整洁，并且不应将他们的个人物品留在公共区域。留在公共区域的物品将定期处理或存放在失物招领处。

## 6.6 Room Inspections 房间检查

Students should keep their rooms clean and tidy. Beds should be made each day, clothes returned to wardrobes, and desks and bathrooms kept clutter free. Daily room inspections will be carried out and each room rated on a traffic light system, Red - Amber - Green (RAG). Information will be provided to students on what aspects of the room need improving to achieve a better rating. If there is no improvement the following week, students will lose boarding privileges and if it continues we may contact parents.

学生应保持房间干净整洁。每天铺床，衣服放回衣柜，书桌和浴室保持整洁。值班老师会每天检查宿舍，我们会有相应的评分和管理系统，不当之处生活老师会及时提醒。多次提醒，仍然没有任何改进的学生将失去住宿生的部分权力。如果继续违反相关规定，我们会联系家长。

## 6.7 What NOT to Bring 禁止携带物品

Students should use common sense when deciding what items to bring to the boarding house. Please do not bring a large amount of cash to school, if you have to do so, please hand it to the Head of Boarding & Pastoral Care for safety. Although we cannot provide an exhaustive list, forbidden items include:

学生请认真冷静思考再决定将哪些物品带到宿舍，请不要携带大量现金到学校，如果必须这样做，请将其交给生活与学生关爱总监以确保安全。虽然我们无法提供详尽的清单，但禁止的项目包括：

All pets (including insects), BB guns, air guns, toy guns, laser pens, throwing stars, knives, weapons of any other description, televisions, large music systems, refrigerators, irons, hotplates, kettles, toasters, microwaves, lighters, matches, anything with a heating element, pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures, alcohol, tobacco products, electronic cigarettes or any illegal substances.

所有宠物（包括昆虫），BB枪，气枪，玩具枪，激光笔，投掷星星，刀具，任何其他形式的武器，电



视，大型音乐系统，冰箱，熨斗，电炉，水壶，烤面包机，微波炉，打火机，火柴，任何带加热元件的东西，色情材料，暴力和其他不适当的电影，标有不恰当标语和图片的T恤，酒精，烟草制品，电子烟或任何非法物品。

Musical instruments and sports equipment must be stored in the appropriate area and musical instruments must not be played and stored in the boarding house at any time. There are practice rooms available in school until 21.30. 乐器和运动器材必须存放在适当的区域，乐器不得在宿舍楼演奏和存放。学校有音乐练习室，开放至21:30。

## **6.8 Electronic Device Storage** 电子设备存储

Students must only have one of each electronic device (phone/laptop/tablet). All students must register with the houseparent on duty the brand, model and mobile phone number on returning days and update the boarding staff if details change during the year.

每种电子设备（手机/笔记本电脑/平板电脑）学生有且只可携带一个。所有学生必须在返校日向生活老师登记个人电子设备品牌，型号和电话号码，如有任何变化，须及时告诉宿舍相关工作人员。

### **6.8.1 Mobile Phones** 手机

Students are required to deposit their mobile phones in the storage unit where the House Parent on duty will register the student and the device during required time. Parents must supply the make and model of device(s) to be collected each evening at the start of the school year. The School accepts no liability for any mobile phones lost, stolen, or damaged in the storage rooms. Parents are responsible for informing the school of any changes to what should be collected. Parents cannot request for students to keep devices in their rooms.

规定时间内，学生需要将他们的移动电话存放在手机存放柜中，宿舍老师登记学生的姓名和手机。学校不对任何手机丢失，被盗或损坏承担责任。家长有责任告知学校学生所携带电子设备的任何变更情况。家长不能要求学生将设备放在自己的房间内。

If students need to make a personal phone call for any reason they may use the Public telephone in the boarding house. Usage will be monitored by boarding staff to ensure equity for all.

如果学生需要使用电话，可以使用宿舍楼的公共电话。

## **6.8.2 Other Electronic Devices** 其他电子产品

Between 21:45-22:00, students are required to deposit electronic devices (laptop/tablet/gaming devices) in the storage unit located in specified position where the House Parent on duty will register the student and the device. Parents must supply the make and model of devices to be collected each evening at the start of the school year. The School accepts no liability for any electronic devices lost, stolen, or damaged in the storage rooms. Parents are responsible for informing the school of any changes to what should be collected. Parents cannot request for students to keep devices in their rooms.

在21:45-22:00之间，学生需要将电子设备（笔记本电脑/平板电脑/游戏设备）存放在指定位置。在那里，生活老师将做好登记。家长必须在学年开始时提供学生电子设备的品牌和型号。学校不对任何丢失，被盗或损坏的电子设备承担责任。家长有责任告知学校学生所携带电子设备的任何变更情况，家长不能要求学生将设备放在自己的房间内。

Phones and any acceptable electronic devices that need charging can be charged whilst in the storage unit after being collected by House Parents. To reduce the risk of fire in rooms, all electronic devices and chargers must be tested by our maintenance team.

电子设备统一储存在电器柜中，如有需要可以充电。为降低火灾风险，所有电子设备的充电会有专门的老师负责。

## **6.8.3 Electrical Equipment in Rooms** 房间内的电器设备

Under no circumstances should students use cooking equipment in their bedrooms. The school does not permit students to have kettles, toasters, irons, refrigerators, televisions or heated clothes driers in their rooms. All bedrooms and common rooms are equipped with air-conditioning and air filtration systems. There is a hot/cold water dispenser on each floor. Whilst computers, mobile phones and other electrical equipment are allowed, the School cannot take responsibility for them. Any expensive personal equipment should be clearly marked with the owner's name and locked away during the school day and at weekends.

学生在任何情况下都不应在卧室内使用烹饪设备。学校不允许学生在他们的房间里放水壶，烤面包机，熨斗，冰箱，电视机或加热干衣机。所有卧室和公共休息室均配有空调和空气过滤系统。每层楼都配有冷/热水器。虽然允许使用计算机，移动电话和其他电气设备，但学校不对其负责。任何昂贵的个人设备都应清楚标明所有者的姓名，并在上学期间和周末妥善保管。

#### **6.8.4 Internet/E-mail Access** 互联网/电子邮件访问

Every student is provided with access to LuctonOS that can be checked on any of the school computers, or remotely via the school web site. Students are able to access their messages freely although students' access to the computers and the internet may be limited during the evening and weekends due to activities, homework and other events. Timed WiFi is provided in the boarding house and students must not bring their own routers.

学生可以使用学校提供的WiFi上网查询与自己学习相关的资料，学生不得携带自己的路由器。

#### **6.9 Alcohol policy** 酒精政策

Students are not allowed to bring alcohol of any kind onto the school campus or should not have consumed it prior to arriving. Any alcohol found on campus will be confiscated; parents informed and they will be expected to attend a meeting with the Head of Boarding & Pastoral Care and Headmaster. The parents of any student under the influence of alcohol on campus will be asked to take them home immediately.

学生不得携带任何形式的酒精进入学校校园，到校前也不应饮用。在校园内发现的任何酒精都将被没收并通知家长，该学生须立即离开学校。

#### **6.10 Consumption of Food in Rooms** 关于零食

Students may consume drinks and dry snacks in family room but not in their boarding room. No hot food (noodles etc.) is allowed in the boarding house and no take-out food can be brought onto the school campus.

学生可以在家庭室食用饮料和零食，不能在宿舍里食用。不允许携带热食（面条等）进入宿舍，不允许订外卖到学校。

Students are provided a snack box in the family room. We advise students to keep any fresh food items labelled with their name in the family room. We provide a hot water dispenser and a refrigerator in family room. All of these facilities are available to the students in the house - but we expect all tidying and washing up to be done by the students!

家庭室为每个学生提供一个零食盒、公共饮水机和冰箱。希望学生们自觉保持家庭室的环境和卫生。

All opened food must be stored in air-tight containers to avoid ants.

所有拆封的食物必须存放在密闭容器内。

## **6.11 Bed Times** 就寝时间

Bedtime in the boarding house is 22:30 from Sunday to Thursday and Saturday, Friday is 23:00. All lights must be out and rooms silent by 22:30. Evening registration takes place between 21:45 and 22:00.

宿舍的就寝时间是22:30（周日至周四及周六），周五为23:00。所有的灯都必须关掉，晚间考勤时间为21:45至22:00。

Students are not allowed to leave their rooms after 22:30, unless there is an emergency.

除非有紧急情况，否则学生不得在22:30之后离开他们的房间。

A member of boarding staff is on duty each night after 22:30 and will make a note of any room with lights on or making a noise after this time – each student will be issued with a warning. Rooms that are repeatedly up after 22:30 will lose boarding house privileges.

熄灯后有值班老师巡逻，违反规定者会被警告，多次提醒仍无改进者将失去住宿生部分权力。

# SECTION 7: DAILY ROUTINES

## 日常生活

### 7.1 Timetable and Schedule 作息安排

Monday – Friday 周一至周五

06:50	Wake up 起床
06:50 - 07:30	Prepare for the day, Register with House Parent. 课前准备, 生活老师点名
07:10 - 08:10	Breakfast 早餐
08:10 - 16:40	School day 上课
16:40 - 18:20	Super Curriculum Time (Sports, Co-curricular, Modern Languages, Elite sports) 非凡课程 (体育课、课外拓展活动、第二外语、精英运动)
18:20 - 19:30	Supper + Free Time 晚餐及自由活动时间
19:30 - 20:30	Supervised Study 晚自习
20:30 - 20:45	Homeroom Tidy and Prep for Following Day 整理个人物品, 为第二天做好准备
20:45 - 22:00	Free-time. Return to the dorm and hand in the laptop/tablet before 22:00. Finish shower. 自由活动时间, 22:00前返回宿舍, 上交笔记本电脑/平板电脑, 完成洗漱。
22:00 - 22:30	Quiet time. Students must stay in their own room, Lights-out at 22:30. 安静时间, 学生必需待在自己房间内, 22:30熄灯
PS: Friday night no prep and students can have mobile phone from 18:05—22:30, Lights out at 23:00 周五晚上没有夜自习, 学生可以该时间段18:05—22:30使用手机, 23:00熄灯。	

Saturday 周六

08:10	Wake up 起床
08:10 - 09:50	Breakfast 早餐
11:40 - 13:00	Lunch 午餐
18:20 - 19:30	Supper + Free Time 晚餐及自由活动时间
09:50 - 22:00	Free-time/arranged activities 自由活动时间/集体活动
22:00	Return to the dorm and hand in the mobile phone laptop/tablet before by 22:00. Finish Shower and stay in bed. 回到宿舍，上交手机，电脑等电子设备。完成洗漱。
22:00 - 22:30	Quiet time. Students must stay in their own room, Lights-out at 22:30. 安静时间，学生必需待在自己房间内，22:30熄灯

Sunday 周日

08:10	Wake up 起床
08:10 - 09:50	Breakfast 早餐
09:50 - 11:40	Free Time 自由时间
11:40 - 13:00	Lunch 午餐
13:00 - 18:20	School day 上课
18:20 - 19:30	Supper + Free Time 晚餐及自由活动时间
19:30 - 20:30	Supervised Study 晚自习
20:30 - 20:45	Homeroom Tidy and Prep for Following Day 整理个人物品，为第二天做好准备
20:45 - 22:00	Free-time. Return to the dorm and hand in the laptop/tablet before 22:00. Finish shower. 自由活动时间，22:00前返回宿舍，上交笔记本电脑/平板电脑，完成洗漱。
22:00 - 22:30	Quiet time. Students must stay in their own room, Lights-out at 22:30. 安静时间，学生必需待在自己房间内，22:30熄灯

## 7.2 Food and Meals 饮食与用餐

Three meals are provided most days: breakfast, lunch and supper. These are provided in the dining hall for staff and students alike. Boarding students are expected to eat all their meals in the dining hall. **No take-out food can be ordered.** Snacks can be eaten in communal areas in the boarding house but not in dorm rooms. Snacks with strong smells are to be avoided.

大多数情况下，学校提供三餐：早餐、午餐与晚餐。全体师生就餐于学校餐厅。学生须在餐厅完成一日三餐，**不可点外卖**。学生可在宿舍楼的公共区域吃些零食，但是禁止在宿舍房间内食用。禁止带入具有很强气味的食物。

Students are not allowed to bring food to the teaching buildings at any time. Please keep the teaching environment clean and tidy. If you do not protect the campus environment, this privilege will be revoked. Eating is prohibited during class.

学生不可在任意时间内携带食物至教学楼。请保持教学环境的干净整洁。如若不自觉保护校园环境，将取消该特权。上课期间，禁止进食。

Chewing gum is not allowed on site.

禁止在校园内嚼口香糖。

All students are required to use their student ID card in the Dining Hall. The caterers will monitor the amount and visits from each student. We strongly advise students to eat balanced and healthy meals three times a day.

所有学生须使用学生卡于餐厅内就餐。餐厅工作人员将注意每位学生的用餐量及次数。我们强烈建议学生一日三餐、健康均衡饮食。

The School canteen is committed to provide healthy and nutritious meal for all students and staff. Our dining system is dedicated to:

1. Provide healthy and delicious meals for Lucton teachers and students
2. Establish and encourage good eating habits
3. Encourage students to make positive contributions to their health
4. Pay attention to environmental protection and don't waste food
5. Elegant and healthy dining environment

A balanced and healthy diet will lead to a healthy body and more energy. Therefore, please strictly abide the school dining standards as follows:



Chinese Food		Western Food	
Staple food	Take as per need*	Main course	1
Buckwheat	Choose 1 from 2	Side dish	1*
Half-Buckwheat	2*	Staple food	1*
Vegetable	1*	Western soup	1*
Chinese soup	1*		
Fruit	1		
Beverage	Choose 1 from 3		

\*can be refilled

In order to meet some students' occasional demand for main course dishes, we will provide additional with meal vouchers.

Sales place: restaurant coffee bar

Sales hours: 11:00-13:00 every Friday

Price: 10 yuan per sheet, 10 sheets for sale

Usage rules: only one serving per meal

学校致力于为所有学生提供健康营养的餐食选择。我们的用餐体系致力于：

1. 为莱克顿师生提供健康、美味的餐品
2. 建立并鼓励良好的饮食习惯
3. 鼓励学生对自己的健康做出积极的建设
4. 重视环境保护、不浪费粮食
5. 优雅卫生的就餐环境

平衡健康的饮食将带来健康的身体和充沛的体力。故此，请大家严格遵守学校餐厅取餐标准，避免因不均衡饮食给身体带来的困扰。

中式（配餐）		西式（套餐）	
主食	按需取用*	主菜	一份
大荤	二选一	配菜	一份*
小荤	两份*	主食	一份*
素菜	一份*	西式例汤	一份*
中式汤	一份*		
水果	一份		
饮料	三选一		

注：打\*菜品可按需增订

为解决部分学生偶有对大荤菜品的额外需求，我们将以餐券的方式提供额外的大荤加餐选择。

销售地点：餐厅咖啡吧

销售时间：每周五11:00-13:00

价格：每张10元，10张起售

使用规则：每餐仅限使用一张

为了保证健康均衡的饮食，建议同学们每餐摄取均衡的主食、蔬菜及水果。

Students must arrive punctually and attend all meals and should be appropriately dressed. Students are expected to clear away their own trays, plates and cutlery and to clean up any mess or spill in the dining room (or any area in which they are eating).

学生须按时用餐，并穿着整齐。学生须在用餐后收拾自己的餐盘、餐具及剩余的饭菜（或任意他们使用过的区域）。

Periodically the school will host formal dinners. Students will be expected to dress for the occasion and practice formal dining etiquette. We will notify Students in advance of upcoming formal dinners and the required dress code.

学校将定期举办正式的晚宴。学生须根据特定场合穿着合适的服装，举止得体。我们将在正式晚宴到来前，提前通知学生所须的着装要求。

## **7.3 School Activities** 学校活动

### **7.3.1 School-based Co-curricular Programme** 课外拓展活动

Students sign up for activities each term which take place Tuesday and Wednesday between 16:40 and 18:00. The aim is to expand their curriculum knowledge as well as to give them the chance to learn new skills, try out new hobbies and have a go at something new. Some activities are linked to the International Award and supervised by staff. All Students must sign up for activities on both co-curriculum days.

学生每学期可报名参加周二、周三下午16:40-18:00的课外拓展活动。目的在于丰富学生知识、扩展他们的课外延展能力、发展其新爱好、令他们尝试新鲜事物。某些活动将与国际奖项挂钩，受专人指导监督。所有学生须同时选报这两天的课外拓展活动。

### **7.3.2 Supervised Prep** 晚自习

Students do evening prep every evening except for Friday and Saturday. With permission, they can do prep in the library, classrooms, or homerooms. Evening prep starts at 19:00. Students are expected to collect everything they need before arriving to keep disruption to a minimum during the prep. They must work in silence, maintaining a "library" style of behaviour. Students may use laptops and headphones. Students are asked to manage their own studies by bringing appropriate work.

学生每晚有自习（周五，周六除外），经许可，自习地点可以是图书馆、教室或指导教室。晚自习19:35开始。请学生于自习开始前带齐所有物品以减少自习中的不便。晚自习期间，请保持安静、遵守规则。如有需要，学生可使用笔记本电脑与耳机作业。学生须自行制定晚自习学习计划。

Students who are ill before evening study will be assessed by boarding staff or the school nurse. Unless there are exceptional circumstances, students will be required to attend study.

晚自习前，学生如若身体不适，将由生活老师或护士进行检查。除非有特殊情况，学生都须参加晚自习。

### **7.3.3 Self Study** 自修

Students are expected to self-study during the school day when they are not in lessons. As the timetable is individualised, some students will have self study periods.

学生在没有课的情况下须在校自修。由于每个学生的课程表都是量身定制的，所以有些学生将会有自修时间。

We regard the discipline of self-study and independent learning as an essential tool for university life and firmly believe that students must be able to study in a self-regulated manner. The following advice on self-study is published by the University of Durham and outlines the importance: "...each 20-credit module at Durham is expected to involve 200 hours of learning time, making a total of 1200 hours per academic year, per student. Typically, only about 30% of this is formal "contact time" that you spend in lectures, labs, tutorials, etc. The remaining time is to be spent in independent study...". Students will need to develop these skills during their time here at Lucton and will receive guidance and support from both their academic teachers and house parents.

我们将自修和自主学习视为大学生活的必要学习手段。我们坚信学生必定能够在自律中学习。以下是杜伦大学对于自修所提的建议，并论述了其重要性：“每20学分的模块预计将占用200学时，那么，每个学生每学年总计需要上1200学时。通常而言，只有30%的学时是通过授课、实验、辅导等形式面授。其余学时都需要学生自主学习。” 学生会会在莱克顿学习提高这些技能，他们的学术老师和生活老师都会给予相关的指导和支持。

Self-study is designed to develop key independent behaviours. Students are expected to:

- Attend self-study as per their timetables;
- Study in an undergraduate style;
- Plan what they do, and bring all materials to self-study. This may be homework, long-term assignments, readings, videos etc;
- Work in silence, maintaining a "library" style of behaviour. Students may use laptops and headphones;
- Keep the rooms clean and tidy.

自修旨在培养学生的独立能力，学生须：

- 按时参加自修课；
- 以大学本科的模式学习；
- 有计划地学习，并携带好所有自修材料。包括课后作业、长期的学习任务，阅读，或是视频等等；
- 安静地学习，以“身处图书馆”的行为准则要求自己。如需观看收听视频音乐。可使用笔记本电脑和耳机；
- 保持教学环境的干净整洁。

Staff will:

- Take a register;
- Sweep the building if students are missing;
- Old students accountable for their behaviour/attitude during self-study;
- As self study is considered a class, any unexcused absences will result in disciplinary action as described in the attendance policy;
- Self study and traditional classroom learning complement one another. When used together, they help students learn and retain information better. Teachers are expected to set homework and/or assigned reading for students to complete during self-study time.

教职员工将:

- 做好点名工作;
- 找回缺勤学生;
- 督促高年级学生养成良好的学习习惯;
- 做好学生自修期间考勤记录工作;
- 自修和传统意义上的课堂学习相辅相成。二者合二为一时,可帮助学生更好地学习、获取知识。教师应为自修课学生布置作业和/或分配阅读内容。

The rules for supervised and self-study are the same.

学校对晚自习与自修的要求相同。

### 7.3.4 Sport, Music, Drama 体育、音乐、戏剧

There is always plenty of time during in the week and during the weekend for Students to take part in a variety of sporting and cultural events. Our sports hall is open at arranged times over the weekend. Basketball, Badminton, Table Tennis and Five-a-side Football. Weekdays and weekends by arrangement. Expressive Arts will hold classes, rehearsals and workshops during Saturdays.

学校在平日及周末将举办各种体育娱乐及文化活动。我们的体育馆在周末规定时间向师生开放。可进行篮球、羽毛球、乒乓球和五人制足球等运动。工作日和周末都将具体安排。音乐艺术表演安排在了周日,学生将进行课堂学习、排练及小组讨论研习。

## **School Library** 学校图书馆

Weekdays until 21:30 and Saturday until 22:00

工作日，图书馆将开放至21:30；周六开放至22:00。

## **Music Practise Rooms** 音乐练习室

By arrangement with the music teacher

由音乐老师管理安排。

## **Access to football pitch, basketball courts, gym, and dance room**

可使用足球场，篮球场，健身房和舞蹈室

Students are welcome to use these facilities during their free time. During these times, there may be no direct staff supervision and students are reminded to behave sensibly and to take care of the school facilities. School/House competitions, matches, and games will take priority over the use of the sporting facilities.

欢迎学生在空闲时间使用以上场所及设施设备。使用期间，可能没有教职员工直接监督，因此学生须爱护学校设施，合理使用各项器械。如遇校际/宿舍比赛时，将优先为比赛腾挪场地。

# SECTION 8: CLOTHING AND EQUIPMENT

## 衣物及设备

### 8.1 School Uniform 校服

Students should be proud of their position in the community and we expect them maintain high standards and represent the school by wearing their school uniform with pride. Please see the school handbooks for appearance regulations during school time.

学生应为自己是学校的一员而感到自豪。我们期望他们能以高标准要求自己，并以穿着代表学校的校服为荣。请查看学生在校手册中对于外表着装的相关规定。

Uniform will be checked when Students leave the Boarding House in the morning. Students will be sent back to their room to change if their uniform is unsatisfactory. After 6pm Monday-Saturday and all day Sunday, students are permitted to wear appropriate casual clothing.

学生早上离开宿舍时，将检查他们的校服着装。如果他们的校服穿着不当，学生须回到房间进行更换。周一至周五下午6点以后，和周六全天，学生可以穿着合适的休闲服。

All clothing can be washed in the boarding house laundry room on each floor (detergent is not provided), so excessive amounts of clothing are not required. Students must not dry clothes in their rooms and should use the drying machines. Students have a single wardrobe, into which they must put all their clothes. Students are asked to be respectful to others and not remove clothes from the machines that are not theirs.

所有衣物都可在每层楼的洗衣房洗涤（不提供洗涤剂），因此不需要准备过多的衣物。学生不得在自己的房间里晾衣服，可使用烘干机烘干衣物。每个学生的宿舍间都配有一个衣柜，他们必须将所有的衣物都整齐地放进去。学生须学会尊重他人，切不可从洗衣房内取出不属于他们的衣服。

## 8.2 Items Recommended to Bring 建议携带物品清单

<b>Non-uniform Clothing</b> 非校服类衣物	<b>Quantity</b> 数量
Pyjamas/ Nightdress 睡衣	2-3
Underwear 内衣物	7-8
Casual wear (e.g.: jeans, sweater, t-shirt) 休闲服 (例如: 牛仔裤, 针织衫, T恤衫)	not too many 无需太多
Leather shoes (black color) 皮鞋 (黑色)	2
Sports footwear 运动鞋	2
Slippers 拖鞋	1-2
<b>Accessories</b> 其他	<b>Quantity</b> 数量
Holdall or Shoulder bag 手提包或单肩包	1
Bath towel 浴巾	1
Hand towel 毛巾	1
Wash bag 洗漱包	1
Tooth brush 牙刷	1
Tooth Mug 漱口杯	1
Shaving kit (if required) 剃须套件 (如需)	1
Dental floss 牙线	1
Spare glasses/ contact lenses (if required) 备用眼镜/隐形眼镜 (如需)	1



Deodorant/antiperspirant 除臭剂/止汗剂（如需）	1
Soap/ Toothpaste/Shampoo/Conditioner/ Shower gel 肥皂/牙膏/洗发水/护发素/沐浴露	1
Feminine hygiene products (if required) 女性卫生用品（如需）	Some 若干
Specialist sports equipment (e.g. boots / mouth guard) 专业运动器材（例如靴子/口腔防护器）	
Washing detergent 洗衣液/粉	1
Duvet, pillow 被芯、枕头	1
sheet/covers 床单/被套/枕头套	2
Desk light 台灯	1
Wardrobe Hangers 衣架（用于个人衣柜）	10
Alarm Clock 闹钟	1
Power Strip 插线板	1
Umbrella 雨伞	1
Water bottle 水杯	1
Sun Cream 防晒霜	1
Torch 手电筒	1
Laundry Bag/Net 洗衣袋/网	3
Mosquito repellent/cream 驱蚊剂/霜	1
Shoe cleaning kit 鞋履清洁套装	1

Nail scissors / clippers 指甲刀/钳	1
Comb 梳子	1
Stationery and Equipment 文具	1
Laptop and/or Tablet 笔记本电脑/平板电脑	1
Scientific Calculator 科学计算器	1
Fountain pen 水笔	5
Ballpoint pen in blue and black 蓝色和黑色圆珠笔	5
Pencil 铅笔	5
Sharpener 卷笔刀	1
Rubber 橡皮	2
Highlighter pen 荧光笔	5
Coloured pencil or pen 彩色铅笔或水笔	5
Geometry set 几何绘图套装	1
Transparent pencil case 笔袋	1
Glue stick 固体胶	1
Correction fluid or tape 修正液/带	1
Marking pen 记号笔	5
USB flash disk USB 闪存U盘	1
Electronic dictionary 电子词典	1

A4 folder A4 尺寸文件夹	5
A4 file pocket A4 尺寸文件袋	5
Binder Clip 长尾夹	1
Paper Clip 回形针	1
Stapler 订书机	1

Please Note:

- The suitcase must be stored in the designated area of the school.
- Formal wear may be required for special occasions and is to be brought to Boarding House only during the event week, Students will be notified in advance.
- Please comply with the school's guideline for the uniform.
- A limited number of small toys and entertainment items may be brought into the boarding house.
- Small sports equipment, e.g. balls, tennis racquets are acceptable, but must not be used in the boarding house. Pull-up bars and punch-bags are not permitted.
- Large electrical items, e.g. TVs, large music systems, DVD players, games consoles and bulky items, e.g. full sets of golf clubs, weights, small desks etc are not permitted.
- If parents have any special requests or enquiries about any item please seek clarification from the Head of Boarding & Pastoral Care before bringing them into school.

请注意:

- 行李箱必须统一存放在学校指定区域。
- 大型活动须着正装，学校会提前通知。
- 请严格遵守校服规定。
- 可以将有限数量的小玩具和娱乐用品带入宿舍。
- 小型运动器材，例如球，网球拍皆可携带，但不得在宿舍楼内使用。亦不允许使用上拉杆和拳击袋。
- 大型电器，例如电视，大型音乐播放设备，DVD播放器，游戏机和大件物品（全套高尔夫球杆、重物、小书桌等）皆不可放入宿舍内。
- 如果家长对任何章节的任何内容有任何问题，请在携带入宿舍之前向生活与学生关爱总监询问清楚。

## SECTION 9: FACILITIES

### 学校设施

#### 9.1 The Clinic 医务室

tudents are not permitted to return to the Boarding Houses during the school day. If a student needs to see the school nurse, permission must be given by a member of staff first.

学生在上课期间不得返回宿舍。如果学生需要前往护士处，必须先获得一名教职员工的许可。

Our school has a fully-equipped Clinic onsite. Staffed by registered nurses, the centre provides first aid care for common injuries and ailments. It is also equipped to handle unexpected emergencies. Students must ensure that accurate medical information has been supplied to the school and pre-existing conditions have been disclosed.

我们学校设有设备齐全的医务室。该医务室由注册护士管理负责，为常见的伤病提供急救服务，也可处理紧急意外情况。学生须确保已向学校提供准确的医疗信息，并告知过往病史。

If students are unwell, they must inform either the Head of Boarding & Pastoral Care or the member of staff conducting the after school activity they are registered to take, who will arrange for students to visit the Clinic if necessary. Students are not allowed to stay in bed in the boarding house during the day. If it is appropriate, isolation observation room will be provided for them in the Clinic. If students attend the Clinic, the Head of Boarding & Pastoral Care will be informed and a record of this will be made.

如果学生在校期间感到身体不适，必须告知生活与学生关爱总监或负责课后活动的老师。如有必要，他们会安排学生到医务室就诊。白天，学生不得待在宿舍的床上。如有需要，医务室会为其提供隔离观察室。如果学生前往医务室就诊，将通知生活与学生关爱总监，并在此同学的医疗档案中留下记录。

#### Medication 药物治疗

All medication must be kept in the Clinic unless otherwise authorised by the School Nurse. Any medicines that students have brought from home must be delivered to the Clinic, together with the completed Medication Permission Form and the prescription from doctors. All medication should be delivered in the original box / bottle and clearly labelled.

除非护士另有授权，否则所有药物必须保存在学校医务室。学生从家中带来的任何药品必须连同完整的药物授权表和医生开具的处方一起交至学校医务室。所有药物应在原包装盒/瓶中交付并清楚标明。

## 9.2 Laundry 洗衣

General Washing – Washing machines and dryers are available for student use and students will be taught how to use them. No hanging/drying of clothes in rooms/or outside rooms/windows. Washing machines should not be used to wash one or two garments – they should only be used when a student has a full load.

一般洗涤——洗衣机和烘干机可供学生使用，学生将学习如何使用它们。 房间/或室外/窗户不得悬挂/烘干衣物， 每个洗衣机不可仅洗涤一两件衣服。

Dress uniforms will be cleaned regularly by the school. We provide the washing machines, dryers and disinfection cabinets for Students to clean other clothing. However, for expensive or clothing with specific laundry requirements, Students are advised to take it home for cleaning during the holidays.

学校将定期清洁正装校服，其他衣物学校会提供相应的洗衣机、烘干机、消毒柜等供学生使用。但是较为贵重或特殊材质的衣物及床上用品，建议学生每月假期的时候带回家清洗。

No dirty clothes should be left in the resident rooms during school holidays. All dirty clothes should be taken back home for laundering on leaving day and the laundry basket should be empty.

假期期间宿舍房间内不允许留脏衣服，离校日当天所有脏衣服需带回家清洗，洗衣篮必须清空。

We strongly suggest you bring your delicate clothing and bedding home to wash.

我们强烈建议你带一些较精致的衣物或床上用品带回家清洗。

Our laundry service protocols will be updated each year to adapt to the expansion of school. Please pay attention to this term every year.

洗衣政策会根据因宿舍的扩大而变化，我们将根据每年的条件及设备及时做出修订。因此请留意每年洗衣服务条款的变化。

Laundry rooms are locked and machines switched off at 22:00.

洗衣房及洗衣机将在22:00关闭。

### 9.3 Mail 邮寄

Mail is delivered regularly, provided that the letters are addressed to Lucton School Shanghai (see address below). No boxes of food will be accepted/released by the school. If we believe food is being delivered, boxes will be opened and the contents will not be released. If parcel deliveries become unmanageable, this privilege will be stopped. The school accepts no responsibility for any parcels lost or damaged.

#### **School Address:**

90 Puhong Road West, Pudong, Shanghai  
201324, China

只要是邮寄至上海莱克顿学校（地址请见下文）的信件快递，学校都将定期收发。学校不接收/寄送外卖食物。如果我们认为包裹内是外卖食物，则会被打开确认，学生也不会收到此物。如果快递管理变得难以控制，此特权将被终止。学校对丢失或损坏的任何包裹不承担任何责任。

#### **邮寄地址：**

中国上海市浦东新区浦红西路90号上海莱克顿学校 201324

# SECTION 10: SAFETY AND SECURITY

## 安全与防护

### 10.1 Insurance 保险

You are advised to arrange insurance cover for your child's valuables. Please check this has been done as Lucton School Shanghai will not accept any liability for loss, theft, or damage of private property.

入学前建议您为孩子的贵重物品购买保险，上海莱克顿学校不对任何私人财产的丢失、被盗或损坏承担责任。

### 10.2 Security 安全

During the school day, all visitors must register at the main school reception. They will be issued with a security pass. Visitors who try to gain access to the boarding houses without a card will be asked to leave the premises immediately. There are CCTV monitors in public areas on all floors. Entry is governed by security cards that are area specific. All emergency exits are alarmed.

学生上课期间，所有访客进入必须在学校门卫处登记，登记之后方可入内。进入宿舍的访客需提前向生活与学生关爱总监申请，否则将被要求立即离开。所有楼层的公共区域都有监控，进入学校时须出示个人相关证件。学校所有紧急出口仅在特定情况下使用。

Access to the boarding house is via the reception entrance only. This entrance has CCTV monitoring equipment. Under no circumstances should this be tampered with in any way. Any such tampering will be seen as a serious disciplinary matter and could result you being asked to leave the boarding house or school.

宿舍有严格的门禁系统，并在相应区域安装了监控系统。学生在任何时候均不可触碰监控，如被发现将会被劝离学校或宿舍。

No guests from outside the school are permitted to enter the boarding house at any time unless they have been granted permission from the Head of Boarding & Pastoral Care. Boys are not permitted in the girls boarding house and vice versa.

未经生活与学生关爱总监允许，任何访客不得进入宿舍。男孩不允许进入女孩宿舍，反之亦然。

If you see anything or anybody suspicious inside or outside the boarding house, you should report this immediately to the duty member of staff or security.

如果你在宿舍内部或外部看到任何可疑情况或任何可疑的人，应立即向当值工作人员或保安人员报告。

### 10.3 Emergency Evacuation 紧急疏散

**As with all school buildings, both boarding houses comply with fire regulations.**

- When you hear the fire alarm, you must leave the building immediately by the nearest available safe exit.
- Do not run and do not stop to collect belongings.
- Assemble on the central football pitch in silence.
- A register will be taken quickly by the appropriate duty staff.
- If the fire spreads or students are in immediate danger the staff members will direct students to a safe area.
- Do not return to the house for anything.

与学校所有建筑一样，宿舍楼符合国家消防要求。

- 当你听到火警响时，你必须立即从最近的安全出口离开建筑物。
- 不要冲撞他人，不要返回宿舍拿自己的个人物品。
- 安静地在中央足球场上集合。
- 相关的值班人员将迅速点名。
- 如果火势蔓延或学生处于危险之中，工作人员将指导学生到达安全区域。
- 不要为了任何东西返回宿舍。

Our laundry service protocols will be updated each year to adapt to the expansion of school. Please pay attention to this term every year.

洗衣政策会根据因宿舍的扩大而变化，我们将根据每年的条件及设备及时做出修订。因此请留意每年洗衣服务条款的变化。

### 10.4 Room and student searches 房间检查

Designated school staff can search students without their consent if they suspect that students have weapons, alcohol, illegal drugs, stolen items and other prohibited item. The staff member searching the student will be of the same sex and there will also be another member of staff present.

如果怀疑学生藏有武器、酒精、非法毒品和盗窃物，指定的学校员工可以在未经学生同意的情况下搜查学生房间。搜查学生的工作人员将是同性别的，并且还会有另一名工作人员在场。



Students upon entering boarding at Lucton School Shanghai consent to having their lockers, desks, wardrobes and rooms searched for any prohibited item whether or not the student is present.

上海莱克顿学校的住宿生同意无论他们是否在场，他们的储物柜，书桌，衣柜和房间都可以被搜查任何违禁物品。

As mentioned earlier, we expect all students to dress appropriately when outside of their rooms. Male and female staff may have duties on both male/female floors so it is important that students do not dress in a way that will cause embarrassment to themselves or others.

如前所述，我们希望所有学生在他们的房间外穿着得体。男老师和女老师可能在男生和女生楼层都有值班，因此学生不要穿着不得体以免给自己或他人带来尴尬。

# SECTION 11: DISCIPLINE AND RULES

## 纪律和规则

Our students' safety and security is our highest priority and the rules we have are designed to ensure a safe, calm, orderly and happy environment for everyone in our community.

学生的安全和防护是我们的首要任务，我们的规则旨在确保为学校里的每个人提供安全，平静，有序和愉快的环境。

Respect for self and others is the core value of our school. We have high expectations of the behaviour of our students and we expect them to comply with our reasonable rules. We also expect them to show a positive and willing attitude and to participate activity in boarding life.

尊重自己和他人是我们学校的核心价值。我们对学生的行为抱有很高的期望，我们希望他们遵守我们的合理规则。我们也期望他们表现出积极和乐于助人的态度，并积极参与寄宿生活。

### 11.1 Expectations of Behaviour 行为准则

All of our boarding students are expected to use their common sense when thinking about their behavior. Antisocial behavior will not be tolerated and will be dealt with accordingly. This is a reminder of some of basic expectations of behavior:

- No cooking in rooms/communal areas – there should be no hot food (including noodles) in rooms or common areas. Common areas should be tidied after use.
- Music played in rooms/common area should not be so loud as to disturb others.
- Suitable clothing should be worn at all times in the communal areas of the houses and around campus – this includes for evening registration.
- Students register and hand in electronic devices as described in section 6.
- All students must be out of the house on weekdays before 7:30am to go to breakfast.
- All students must return to the boarding house by the specified time shown on the timetable.
- Bedrooms should be kept tidy with beds made daily.
- Dirty laundry including bedding should be washed/taken home and not left lying around.
- Washed clothes should be dried in the dryers, not left to dry in rooms.
- All students are trusted to use their laptop computers and digital devices as instructed by staff. Second devices are not allowed.

- No eating during study time – water permitted.
- The sports hall/dance room/gym may only be used with permission from a staff member.

与学校所有建筑一样，宿舍楼符合国家消防要求。

- 禁止在房间/公共区域烹饪 – 房间或公共区域不应有热食（包括面条）。使用后应将公共区域整理好。
- 在房间/公共区域播放的音乐不应该大声打扰别人。
- 在宿舍的公共区域和校园内始终穿着得体——包括晚上点名的时候。
- 学生如第六章所述登记和上交电子设备。
- 工作日所有学生必须在早上七点半之前离开宿舍去吃早餐。
- 所有学生必须在晚上规定时间内前回到宿舍。
- 学生应做好个人内务，保持宿舍整洁。
- 包括床上用品在内的需要清洗的衣物应该及时清洗，或者带回家清洗，不得到处乱放。
- 洗过的衣服应在干衣机中烘干，不要在室内晾干。
- 所有学生需按照规定使用他们的笔记本电脑和数码产品，不允许私自隐藏或使用其他电子设备。
- 上课期间可以喝水，但不能吃东西。
- 经教职员工许可，学生方可使用体育馆/舞蹈室/健身房。

This list is far from extensive. Students will be informed / reminded of rules throughout the year. The rule of thumb should be: if unsure, ask!

上述列表仅列出部分内容。学生在校期间若有不当行为，教职工会加以提醒或指正。日常生活中，学生有不清楚的地方可以随时提问。

## 11.2 House Rules 宿舍规则

In addition to any house rules, regulations and procedures stated in the boarding handbook already, the following expectations are designed for the safety and well-being of all students:

- Parents are not permitted to a student's room (with the exception of the start and end of term)
- Pets (including insects) are not allowed.
- Everyone leaves the house and goes to the canteen at breakfast and dinner time. All meals during the week must be eaten in the school canteen. No outside food is permitted.

除了寄宿手册中已规定的任何宿舍规则、规定和程序外，以下规则是为了所有学生的安全和福祉而设计的：

- 除学期开始和结束以外，家长不得进入学生的宿舍。
- 学生不得在宿舍养宠物（包括昆虫）。
- 每个人都需在用餐时间离开宿舍，到餐厅用餐。不得在宿舍用餐。不得将外来食物带进学校。

### **11.3 Rewards and Sanctions** 奖惩机制

Rewards may include boarder of the week, model boarder certificates, film and pizza nights, etc. It is important that students have ownership of any reward system. As such Lucton's system will be developed and updated in partnership with the student's leadership team. Sanctions include detentions, removal of privileges, confiscation of phone and/or laptop computer, no personal/arranged weekend activities, etc.

奖励包括每周之星、模范寄宿生证书、披萨电影之夜等。学生可参与到奖励机制的管理中。如此一来，学校的奖励机制和学生领导班子一并得到发展和完善。惩罚包括留堂、取消特权、没收电话或笔记本电脑、不得自行安排或参加既定的周末活动等。

### **11.4 Dealing with Behavioral Issues** 行为问题处理方法

The procedures detailed below are followed in cases of misbehavior from students:

如果学生出现不当行为，请遵循以下程序：

#### **Stage 0. Minor Misconduct (0-3 incidents)**

Students who record four (4) incidents in one term may be placed on a Sunday detention (written work will be provided) and may be required to arrange a meeting with their house parent to discuss changes to their behavior in order to avoid more serious consequences in the future.

#### **阶段0. 轻微不当行为（0-3起事件）**

在一个学期内记过四次的学生可能做周日留堂处理（手写作业），或安排与生活老师面谈，讨论其行为的改进，以避免之后造成更严重的后果。

#### **Stage 1. Referral to House Parent and detention (On Report)**

Students who record five (5) incidents in one term will be placed on 'Stage 1 Report'. This may mean one week of after school detention (Monday-Thursday), loss of after-school activities and a further discussion with their

academic tutor and House Parent about how to amend their behavior. Students will also complete written work intended to make you reflect on the reasons for your detention and what you need to change in order to avoid further detentions. Students on Stage 1 will also lose electronic device privileges.

#### 阶段1. 转介到生活老师和留堂（报告）

在一个学期内记过五次的学生将被列入“第一阶段警告”。这可能意味着一周的课后留堂（周一至周四），不得参加课后活动以及与学术导师和生活老师进一步讨论如何改正他们的行为。学生还将完成书面作业，反思留堂的原因以及需要改正的地方，避免下次再犯。得到第一阶段警告的学生同时将失去电子设备使用权。

### **Stage 2. Weekday/weekend detention and parent meeting**

Students who record seven (7) incidents in one term will be placed on 'Stage 2 Report'. This is viewed more seriously; the consequences are:

- One week of after school detention (Monday-Thursday)
- No electronic Devices for that one week
- One weekend detention – not allowed to leave campus for any activity
- Parent meeting with academic tutor, House Parent and Head of Boarding & Pastoral Care

#### 阶段2. 工作日/周末留堂和家长会议

在一个学期内记过七次的学生将被列入“第二阶段警告”。该警告更为严肃；后果是：

- 一周的课后留堂（周一至周四）
- 一周不能使用电子设备
- 一次周末留堂 – 不允许离开校园进行任何活动
- 学术导师、生活老师和生活与学生关爱总监、家长的面谈

### **Stage 3. Referral to the Headmaster by the Head of Boarding & Pastoral Care**

Students who persistently break the rules of the boarding house and record twenty (20) incidents in one term will be placed on 'Stage 3 Report'. This will be viewed extremely seriously by the school. Parents will be required to attend a further meeting and a formal behaviour contract will be signed. This contract will normally state that if you are placed on report one more time, you will as a minimum be suspended from school for one week.

We believe that students must take primary responsibility for their own behaviour, and should be supported when they do so. Therefore, students who maintain four consecutive school weeks (Monday-Sunday) with no more than one further incident will have their 'On Report' level reset back to the initial level (in other words, before 'Stage 0 Report'). The incidents will remain recorded, but 'On Report' tracking will start again from Stage 0.

In some cases, students will move directly to Stage 1, 2 or 3. Examples include but are not limited to:

- Bullying
- Fighting
- Verbal abuse (including swearing in Chinese or English)
- Defiance/Insolence – refusing to carry out a direct request from a member of staff
- Disrespect to any member of staff
- Missed detention
- Theft
- Leaving campus without permission
- Possession of any illicit item/substance that staff deem a danger to people or property
- Bringing take-out food or drink onto campus
- Plagiarism
- Failure to hand in homework/assignments

Misconduct can be reported by any member of the boarding staff in cases where students break house rules or act in contention with school's code of conduct.

### 阶段3. 由生活与学生关爱总监转介给校长

持续违反寄宿规则并在一个学期内记过二十次的学生将被列入“第三阶段警告”。该警告将被严肃处理。家长将再次被请来面谈，并签署正式的行为规范协议。该协议通常规定，如果学生再次被记过，则至少被要求停课一周反省。

我们认为学生必须对自己的行为承担主要责任，并且应该在他们这样做时予以支持。因此，若学生连续四周不被记过或只被记一次过，学校可将其“警告”级别重置为初始级别（即在“第0阶段”之前）。但记过记录将存档，且下次警告从第0阶段开始。

在某些情况下，学生将直接进入第1, 2或3阶段警告。情形包括但不限于：

- 欺凌
- 打架
- 说脏话（包括中文或英文的咒骂）
- 蔑视/傲慢 – 拒绝执行教职工的直接要求
- 不尊重任何教职工
- 缺席留堂
- 偷盗
- 擅自离校
- 拥有教职工认为对他人或财产构成危险的任何非法物品/物质
- 将外卖食品或饮料带到校园
- 抄袭

- 未能上交作业/任务

如果学生违反寄宿规则或学校的行为准则，寄宿部任何一名教职工可以报告其不当行为。

# SECTION 12: STUDENT SUPPORT AND GUIDANCE

## 学生支持与指导

### 12.1 Student Concerns and Problems 学生问题反馈途径

In this community your happiness and safety is important to all of us. It is very important that you know somebody cares. In addition to your parents and friends, there are always people at the school to help you with a problem.

You could tell:

- A Boarding Prefect (will be provided training on how to support other students)
- Any member of staff
- Your Academic Tutor
- School nurse
- Head of Boarding & Pastoral Care/Boarding staff
- Deputy Head Academic
- Headmaster

在学校，学生的幸福和安全对我们所有人都很重要。除了你的父母和朋友，学校里总有人帮助你解决问题。你可以告诉：

- 宿舍长（将培训他们如何帮助其他学生）
- 学校的任何一名员工
- 学术导师
- 学校护士
- 生活与学生关爱总监或其他宿舍员工
- 学术部副校长
- 校长

If you know of someone who is unhappy for any reason, you should tell an adult you can trust. Please remember that if you tell someone something that suggests that you or someone else is in danger, that person is obliged to report it.

They cannot promise confidentiality.

如果你知道某人因任何原因而不开心，你可以告诉任何你信任的成年人。

请记住，如果你暗示他人你或其他人处于危险之中，则该人员有义务举报。他们不能不作为。



## 12.2 Home Sickness 想家

The first week or so is very important for new boarding students to get themselves into a regular routine.

Students are allowed to use public telephones during free-time so parents can expect to be phoned. If this concerns you please feel free to contact the Head of Boarding & Pastoral Care at any time.

第一周对于新入学的学生来说非常重要，他们在这一周会适应新的学习及寄宿生活。学生可以在空闲时间用公共电话与家人联系。如果您对此感到担忧，请随时联系生活与学生关爱总监。

Parents can help by:

- Helping their child to leave home - by spending time talking about the forthcoming move and by helping to pack possessions which will give comfort and a link to home.
- Making the arrangements for contact (visits and phone calls) very clear - agreeing these arrangements with the child will contribute to a feeling of control.
- Building a relationship with boarding staff, keeping staff informed and encouraging their child to talk to staff if there are problems.
- Keeping themselves informed about their child's progress and encouraging him or her to take part in new activities and getting involved.

家长可以这样做：

- 帮助他们做离家准备——和孩子一起打包行李，与孩子谈论即将到来的变化。
- 合理安排探访和联系时间——与孩子提前安排这些会让孩子更有安全感。
- 与宿舍员工建立良好关系，让员工了解情况，并鼓励孩子在遇到问题时与员工交谈。
- 随时了解孩子的各项情况，鼓励他们参与新活动并融入其中。

Students will be helped by:

- Knowing about the symptoms of homesickness. Being able to recognise the signs will enable them to understand their own moods and feelings.
- Knowing to whom they can turn if they have a problem or a question.
- Being clear about when they should contact home. Though it is tempting to phone in search of comfort, this can extend the time it takes to settle.
- Being active. Making an effort to look around and to take part in as much as possible is vital.
- Relationships

学生可以这样做：

- 了解乡愁的症状，明白如何更好地管理自己的情绪。
- 知道问题反馈途径。

- 适时联系家人，如果联系过度频繁，将不利于学生在集体中自我成长。
- 努力了解周围的环境并尽可能多地参与其中是至关重要的。
- 积极主动。
- 建立良好的伙伴关系

To avoid unnecessary conflict, it is essential you accept the following ground rules for friendship between the sexes. They are not negotiable.

- Students should not have any affectionate physical contact. This includes holding hands, sitting very close together, hugging, and kissing.
- Boys and girls may not enter each other's room or visit floors of the opposite sex.
- They must not make any other boarder in the House feel uncomfortable.

为避免不必要的冲突，你必须接受以下两性友谊的基本规则。

- 学生不应该有任何亲切的身体接触。这包括牵手，非常亲密地坐在一起，拥抱和接吻。
- 男孩和女孩不得进入对方的房间或访问异性楼层。
- 他们不得让任何其他住宿生感到不舒服。

### **12.3 Academic Progress** 学术方面

The Head of Boarding & Pastoral Care and House Parents are in regular contact with boarders' class teachers, academic tutors/mentors, Heads of Section, and will liaise closely in the cases of concern. The Head of Boarding & Pastoral Care and House Parents are informed if a boarding student is under performing and this may result in restricted free-time and more supervised study. Should students require extra focus to help them develop these skills please contact the Head of Boarding & Pastoral Care, who will assist with facilitating this.

生活与学生关爱总监和生活老师会经常与寄宿生的任课老师，学术导师，学科组长保持联系，并就有些问题密切联系。如果某位学生表现不佳，则可以通知生活与学生关爱总监和生活老师，他们会更加关注该生的时间管理能力及学习效率。如果学生需要额外关注以帮助他们提高这些技能，请联系生活与学生关爱总监，他/她将协助督促这一点。

### **12.4 Common Boarding Issues** 常见的住宿问题

- Leaving campus – do not leave the school campus without permission. This is repeated several times throughout this handbook as a sign of how seriously the School views this issue.

- Making unsociable noise in rooms/common areas – you should not be making excessive noise. Everyone is expected to be quiet in bed by 22:30 (23:00 on Saturday) with lights out.
- Inappropriate dress in corridors – we have both male and female staff that are required at times to be on any wing/floor (girls/boys). Please ensure that you are dressed appropriately to avoid embarrassing yourself or staff.
- Locking away valuables – we are lucky to live in a very safe environment and theft is incredibly rare. However, please lock any valuable items in your locker. The school will not devote any time or resources, looking for expensive items that were not locked away.
- Food deliveries – the School will not accept or release any deliveries of food. You are welcome to bring a small amount of snacks in your suitcase.
- Prep time – this is not optional and everyone must be in attendance including return days.
- Too ill to attend prep – boarding staff will make an assessment as to whether you are well enough to attend prep. Unless there are exceptional circumstances, students will be required to attend.
- Leaving the boarding house late in the morning – all of the boarding staff have other responsibilities and need to prepare for the start of the school day. Everyone must be off their floor and thumb scanned by 7:30. It is also important that you have enough time for a good breakfast before starting the school day.
- Arriving back at the boarding house late after late free time – please ensure that you are back in the boarding house by 22:00 and have thumb scanned.
- Uniform – you will not be permitted to leave your floor unless in correct school uniform (black shoes/boots, tie, ID card, etc.) Girls should not be wearing make-up or nail varnish.
- Trying to get back into the boarding house during the school day – this is not an option.
- 私自离开校园——未经允许，不得离开校园。本手册中多次重复这一点，表明学校对此问题的严肃态度。
- 在房间/公共区域产生噪音，熄灯后保持安静。
- 穿着不得体——请穿着得体，避免引起尴尬。
- 妥善保管贵重物品 ——我们生活在一个非常安全的环境中，盗窃非常罕见。但是，请妥善保管个人贵重物品。如有丢失，学校概不负责。
- 外来食物——学校不接收任何外来食物，如有需要，你可以携带少量零食。
- 晚自习——这是每个学生必须参加的，包括返校日。
- 生病无法参加晚自习——生活与学生关爱总监或医务人员将判定你是否能参加晚自习。除特殊情况外，否则皆须参与。

- 规定时间未离开宿舍——所有宿舍员工都有其他责任，需要开始白天的工作，因此每个学生必须7:30之前离开他们的宿舍。开始一天的学习之前，你将有足够的时间享用美味的早餐。
- 规定时间未返回宿舍——请确保你在22:00之前回到宿舍。
- 校服——学生穿着正确的校服（黑色鞋子/靴子，领带，学生卡等），方可离开宿舍。女生不应该化妆或涂指甲油。
- 上课期间回到宿舍——这是不被允许的。

# Please return this page to the Head of the Boarding House.

请将此页交给生活与学生关爱总监

## Boarding House Statement of Trust 住宿生诚信声明

This page must be signed, detached and handed in to the Head of Boarding & Pastoral Care before your room is allocated.

入住宿舍之前，必须对此页面签名、撕下并交给生活与学生关爱总监。

By signing, both parents and student/s agree to:

一旦签署，则意味着家长和学生都同意：

- comply with rules and regulations detailed in this handbook and any revisions made during the academic year; 遵守本手册中详述的规定以及学年期间的任何修订；
- demonstrate honesty and integrity; 表现出诚实和正直；
- respect differences in people, their ideas and their opinions, especially when there is disagreement; 尊重他人，特别是在存在分歧时；
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability; 公平尊重及对待他人，不论其种族，血统，出生地，肤色，种族，公民身份，信仰，性别，性取向，年龄，婚姻状况，家庭状况或残疾；
- respect the rights of others; 尊重他人的权利；
- demonstrate honesty and integrity; 表现出诚实和正直；
- show proper care and regard for school property and the property of others; 关心和尊重学校财产和他人财产；
- take appropriate measures to help those in need; 采取适当措施帮助有需要的人；
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully; 如有必要，寻求学校工作人员的协助，以和平方式解决冲突；
- respect all members of the school community, especially persons in positions of authority; 尊重学校所有师生员工；

- respect the need of others to work in an environment that is conducive to learning and teaching;  
课堂上，尊重他人所需；
- not to use language that others may find offensive; 不得冒犯他人；
- not enter rooms of other students without permission. 未经许可不得进入其他学生的房间。

I understand that if I fail to adhere to the rules and regulations detailed in this handbook and code of conduct, I may as a last resort be asked to leave boarding.

本人自愿遵守寄宿手册中所提及的各项规定，否则将被要求退宿

**Student Signature**

学生签名

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**Date**

日期

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**Parent of Guardian Signature**

家长及监护人签名

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**Date**

日期

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LUCTON  
SCHOOL SHANGHAI