



SUIS PUDONG NEWSLETTER



SUIS Pudong offers an opportunity for students to enter a continuum of education from Primary through to the end of Secondary to prepare them to become Global's citizens for the 21st century.

Dear Parents,

Welcome to our latest issue. As always, it's been a busy time here at our SUIS XY and KQ campuses. We are so pleased with how well our students have settled and become familiar with the routines and expectations. This issue is full of lovely photos capturing our first few days in and around campus.

This is also the point of the year where teachers and students are getting to know each other, which they will continue to build as they embark on their educational journey throughout the year. There have been some great examples of teaching and learning happening across all subjects over the last week with enthusiastic engagement from students.

Today is teacher's day. We are so lucky to have a fantastic team of teachers giving their best to our students.



We would also like to let you know that we have three teachers Mr. Matthew Terrana, Ms. Sarah Zhou and Ms. Grace Chen in ISP and Ms. Cici Ye our secondary secretary who are celebrating 10 years of service to our Pudong campus. Thank you for all of your hard work and dedication to our campus.



Online New Student Induction Night

On Monday 29th August 2022, we welcomed all our new students to ISS Secondary. This was an opportunity for both parents and students to meet with school leadership team and find out about our pastoral system, curriculum overview, school online platforms and our new campus in Kangqiao.



Orientation Day

Warmly greeted by our Principals and faculty, ISS students made their way back to campus on 1st September. The day was full of activities; from welcome assemblies, to form tutor inductions, as well as an array of team-building and ice-breaking tasks.



As the ISS Secondary Pastoral Team, we'd like to welcome parents and students back to campus. We look forward to working with you all as valued members of the SUI S Pudong community, and wish you and our young people a successful year ahead!



Uniform Reminders

Please be reminded of the updated uniform policy for IS students:

- Students must wear the correct uniform and follow the expected dress code at all times.
- Girl's uniform: Skirt or trousers, white long/short-sleeved shirt, V-neck pullover, blazer, a tie, a winter coat, black shoes and black boots in winter (no white soles or trainers). Hooded PE jacket is not to be worn with formal uniform.
- Boy's uniform: Trousers, shorts, white long/short-sleeved shirt, V-neck pullover, blazer, a tie, a winter coat, black shoes (no white soles or sneakers) and black boots in winter. No bright colours or trims. No clothing that is not school issued uniform. Hooded PE jacket is not to be worn with formal uniform.
- PE uniform: Short or long-sleeved polo shirt, shorts, jogging pants and jacket. Trainers need to be black.
- Only Navy blue, White, Black and Grey socks/tights are permitted.
- Boys should use the long ties and girls should have the short ties.
- If a student is not wearing uniform, parents will need to contact the school in advance and provide the reason and the date by which the student will be back in full uniform, either via email to the student's tutor, or with a note in the student's planner.
- If your child does not already have the required uniform, please make sure that you purchase these promptly. You will need to purchase directly from our uniform supplier: <http://www.graceuniform.com.cn/>

ISAMS Parent Portal

Welcome to SUIS Pudong Parent Portal! This is the platform that we are using to enable parents to access student information and school information. This is where we will store documents, letters, reports and information about events.

This is also the platform where you can request leave for your children.

If you encounter any problems or difficulties or have any questions, please contact our Admin Support,

- Ms. Cici Ye (XY Secretary) ciciy.pd@suis.com.cn;
- Ms Lin Sun (KQ Secretary) lins.pd@suis.com.cn

To access the website, please click on the following link:

<https://suispd.parents.isams.cloud/>

How to Request Absences

On the tab 'Electronic Forms', click 'Leave Request'.

Choose the correct timing, start date/time, end date/time, the reason for leave, and add notes to explain. Then click "Submit". Form tutors and Grade Co-ordinators will receive the request and then update the registers accordingly.

A screenshot of the 'Leave Request' form. The form is titled 'Leave Request' and has a sub-header 'Make A New Leave Request | Overview Leave Requests'. Below the header, it says 'Listed below are the latest forms available to you within iSAMS'. The form is in 'Step 1 of 2' and is for a 'SUIS STUDENT'. It has fields for 'Default times' (AM, PM, All Day), 'Start Date' (09/09/2021), 'Start Time' (00 : 00), 'End Date' (09/09/2021), and 'End Time' (00 : 00). There is a 'Leave Request Type' dropdown menu with options: 'Select a Type', 'Holiday', 'Compassionate', 'Illness', and 'Other'. A 'Notes' field is also present. A 'Submit >' button is at the bottom.

How to Find Online Forms (When Asked to Complete)

On the tab 'Electronic Forms', click 'Electronic Forms'.

If you have been informed to fill in a Form (such as Option Forms, Permission Slips etc.), you should be able to see it here. All you need to do is to click, fill in the information and click "Submit".

A screenshot of the 'Electronic Forms' page. The page is titled 'Electronic Forms' and has a sub-header 'Available Forms | Pending Forms | History'. Below the header, it says 'Listed below are the latest forms available to you within iSAMS.' There is a large light blue box with the text 'There have been no forms created in the last month within iSAMS.'

How to Find the Report (When They Have Been Published)

Click 'School Reports' on the main menu, find 'View XXX s Reports' at the bottom of the page and click, then you'll see the published report, it can be downloaded when you click on the right side of the small icon (if you have more than one child in our school, click on the right side to switch child's name to view the report)

上海浦东新区民办协和双语学校
Shanghai United International School, Pudong Campus

Home School Reports ▾ Students ▾ School ▾ My Account ▾ Log Out

School Reports

Displayed below are options available so you can view, download and build Chen Xi's school reports.

View School Reports
Use this option to view Chen Xi's school reports that have been published.

Change Child: (Current)
Change Child. (Current)

Change Child: [dropdown]

School Reports Home | School Reports

Listed below are all of the reporting cycles that have been published.

Report Cycle	Reports	Published	Download
[Report Cycle]	9	20 December 2...	[Download Icon]

After School Supervision

We're pleased to see almost all of our Secondary students independently returning home at the end of the school day, however we are offering after school supervision for families who cannot pick up students at normal dismissal time. If you do have this need, please email our secretary Ms. Cici Ye ciciy.pd@suis.com.cn about the day and time your child needs supervision (until 17:30 every day). E.G. Tuesday 16:30+Wednesday 17:00.

Covid Related Issues

The school is monitoring the students' NAT test daily at school and this has been running quite smoothly so far. If any parents or family members who live together with our students have been informed that they must do quarantine due to the Covid cases around them, please immediately inform your form tutor/Chinese supporter by email, so the school can guide you with the policy for students returning the campus once quarantine time has been completed. Generally, students can enter the campus with a 24-hour negative test results. Please ensure that you support the school by making sure you take your child for a PCR test in the morning one day before the returning date to school, and submit the results to us quickly.

After the Mid-Autumn Festival, we will offer online teaching through Microsoft Teams to any quarantined students. Please help your child to get ready and familiar with their Teams account. You may refer to the letter we sent home last Wednesday.

Updating Your Child's PCR Test Code

Your child's form tutor will remind you in advance when your child's PCR code will expire. We will ask you to print out the latest PCR test code for your child (size: height x width = 8cm x 5cm) and bring it to school. We would particularly request that you print out your child 6-month black PCR test code. Instructions to print out your child's 6-month PCR code are attached to this newsletter.

Staff Contact Emails

Please find attached a list of our staff emails for your reference.

Key Dates

Please note below the upcoming key dates:

- 10th – 12th September: Mid-Autumn Festival
- 1st - 7th October: National Holidays
- 10th October: Return to School

We would like to wish you all a restful Mid- Autumn Festival.



Ms. Kim Sahi

Co-Principal



Ms. Bonnie Cai

Assistant Principal and Head of Secondary