



Notice

Administration Office [2009] 001

Date: July 2, 2009

Ref : About CNIS 2009 School Holiday

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1. Students are not supposed to leave school earlier than 3rd July. The school holiday is from 4th July -30th August. Kindergarten and Primary students should report to school on 1st September and will have classes from 2nd September. Middle and High school students should report to school on 31st August and will have classes from 1st September. Homeroom teachers should give students safety education for school holiday before they leave the campus. As the next semester starts, students are required to pass the school check on their dress code and behavior. Homeroom teachers are required to remind the students about this. In accordance with MOE's request, students should return in advance.

2. Teachers need to finish all teaching activities by 3rd July. Only those who have submitted Students' Report, Staff Annual Review Form and Staff Satisfaction Questionnaire could leave school. Kindergarten and Primary teachers should report to school and attend PYP workshop on 19th August, and Middle and High school teachers should report to school on 25th Aug. Details of work arrangement will be informed. In accordance with MOE's request, teachers should return in advance before school days.

3. During the school holiday, the school will do equipment maintenance and property inventory check, and thus teachers are required to pay attention to the followings:

- Do not leave any personal belongings; there should be no other teaching equipment except computers in the classrooms or office.
- All the valuable teaching equipment (such as projectors) should hand in to the school. K&P teachers can give equipment to Duane while M&H teachers can give ones to Wang Chuan.
- Homeroom teachers should check classroom to make sure water and electricity has been power off. Make sure there is no food or drink, check the teaching equipment or toys, clean and store them properly. Close the windows and lock the door to ensure the safety of the classroom.
- Dormitory supervisor (Sheryl) is required to make sure all the rooms clean and tidy. If student has any valuables left over, please send it to dormitory supervisor.
- The keys of labs, music room and art room should be kept by school office. (Relevant teachers should clean, count and keep laboratory equipment away from rain, wet objects and dust). If necessary, please get keys from school office.

Enjoy your holiday!