



AISL
HARROW
NANNING 南宁

School Refusal Policy 学生拒绝返校处理流程

For cases where children are refusing to come to school, please refer to the following. Please note that these may vary case on case and seek guidance from Head of Phase.

有关学生拒绝上学的情况，请参阅以下内容。请注意，任何学生拒绝返校的情况可能各有不同，可咨询各学部校长而定。

Step 1

- For new students, the first call should be made by the Admission Keyworker, in conjunction with the Teaching Assistant (up to 3 weeks from joining the school)
- For returning students, contact is made by the Teaching Assistant to the parent
- Try to encourage return to school as soon as possible
- Log on iSams Wellbeing module (Head of Phase will be alerted)

第一步

- 如果是新生拒绝返校，第一个电话应由招生部主要负责同事与助教一起给家长打电话（从入学开始计算最多3周）询问学生情况。
- 如果是现有学生，则由其助教老师给家长拨打电话询问学生情况。
- 电话沟通主要内容为鼓励学生尽快返校。
- 同时将了解到的情况登记在 iSams Wellbeing 模块（以便学部校长、主管能及时了解进展）

Step 2

- For new students, a meeting is held between the Admissions Keyworker, the Teaching Assistant and the family. Handover of communication is made to the TA.
- For returning students, a meeting is arranged between the Teaching Assistant and family, including the child
- Agree on specific support, such as meeting at the school gate or assigning a student buddy
- Log the meeting on iSams Wellbeing module

第二步

- 如果是新生，则需安排招生部主要负责人，助教及该生家长共同参与的面谈会。会后后续家校沟通将由助教继续跟进。



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- 如果是现有学生，那么需安排由助教，学生家长和学生本人共同参与的面谈会。
- 面谈会需与家长达成协商一致的支持和帮助学生返校的策略，如入校迎接，或者安排同学陪同入校等。
- 同时将面谈会情况登记在 iSams Wellbeing 模块。

Step 3

- If school refusal continues, arrange a meeting between Head of Phase/ Deputy Head and family, including the child and a formal letter is issued
- Offer support to both parents and child and create an Individual Support Plan. This could include phase return/ half days/ parents attending lessons etc.
- If Specific Needs are identified, a referral to the Specific Needs Coordinator is made
- Follow up meetings to evaluate success
- Log the meeting on iSams Wellbeing module

第三步

- 如果学生仍然拒绝返校，则需安排学部校长/副校长与家长和学生共同出席的面谈会，并给予家长书面告知函。
- 学校将为父母和学生提供帮助，并制定针对性支持策略。策略包括学生分阶段返校，在校半天或父母陪堂上课等。
- 如果经观察发现学生是特殊需求类型学生，则建议家长与儿童特殊需求协调员的预约面谈。
- 将安排后续面谈会以评估针对性支持策略对学生返校是否有帮助。
- 同时将面谈会情况登记在 iSams Wellbeing 模块。

Step 4

- If all other steps have failed, parents to meet with Deputy Head/ Headmaster and Chinese Principal to further support the parents
- If this becomes a common problem, Parent Workshops will be offered, in conjunction with Olivia's Place and other Harrow schools

Unless agreed otherwise, all absences are logged as 'Unauthorised Absence' on iSams registers.

第四步

- 如果以上所有措施都无法帮助学生返校，那么将安排家长与副校长/总督学以及校长的面谈会，以进一步商讨帮助家长的策略。
 - 如果拒绝返校成为一个常见问题，学校将举行相关主题的家长工作坊，也可寻求来自长和大蕴（Olivia's Place）咨询机构,或其他哈罗学校的建议与帮助。
- 除非另有约定，否则拒绝返校学生所有的缺勤都将在 iSams 登记为“未经授权的缺勤”。