



**INTERNATIONAL
SCHOOL of TIANJIN**

Working Learning Acting TOGETHER

WELCOME TO THE NEW SCHOOL YEAR AT IST!

6 August 2025

Dear IST Parents and Students,

It is my pleasure to welcome you to the 2025-26 school year at the International School of Tianjin. I extend an especially warm welcome to those students and parents who are new to our school and community.

As you prepare for the start of the new school year, please be sure to read the details about the first day of school recorded in the notes that follow on the next page of this letter, and please be aware that you can download the following IST publications from the school website (simply click the publication title to access the relevant PDF file). New families will be issued with a hard copy of the Parent and Student Handbook, and all students will receive a hard copy of the School Calendar. However, if returning families would like a hard copy of the Parent Student Handbook, please just ask for one at one of the school's administrative offices.

- [Parent-Student-HandBook-web.pdf](#)
- [International-School-of-Tianjin-2025-26-Calendar.pdf](#)

I very much look forward to a wonderful year ahead. Please do not hesitate to email, telephone, or pop in at any time. Remember: my door is always open, as are those of all IST staff members!

Warm regards to you all!

Steve Moody
Director

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No.22 Weishan South Road, Shuanggang, Jinnan Dist.
Tianjin, P.R. China 300350 TEL: +86 (22) 28592001
WEB: www.istianjin.org EMAIL: info@istianjin.org.cn



天津经济技术开发区国际学校天津分校
中国天津市津南区双港微山南路22号
电话: +86 (22) 2859 2001 邮编: 300350
网址: www.istianjin.org 邮箱: info@istianjin.org.cn



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THE FIRST DAY OF SCHOOL

Monday 11 August 2025: 8:10AM - 3:15PM

ARRIVAL/REGISTRATION

Kindergarten to Grade 12 Students Assemble in the Gymnasium: All KG3 to G12 students are to report to the IST gymnasium between 7:45AM and 8:10AM. Class lists will be posted on the gymnasium walls where homeroom teachers will be waiting to greet their new students. At 8:10AM –or earlier if all students are already present– teachers will escort their new classes to their homerooms to begin the day.

Parents are welcome to accompany their children to their new classrooms at the start of the day, especially if a given child is feeling anxious. However, we do ask that parents try not to stay for too long as this can sometimes be a little disruptive for the rest of the class and tends to prolong the separation anxiety experienced by the child. The parents of pre-school children may, however, wish to stay a little longer.

Early Learning Center (KG1-2) Students: Students in KG1-2 do not assemble in the gymnasium with other students at the start of the first day of school, but instead report directly to the Early Learning Center where their teachers will be waiting for them. Please Note: Not all new KG1 (Nursery) students will necessarily start school on the first morning. Nursery students have staggered starting dates to support a smoother transition and to minimize the stress of separation from their parents. The Elementary Office will inform KG1 (Nursery) families of their assigned starting date before the commencement of the new school year.

THE START OF FIRST DAY: Elementary students remain with their homeroom teachers until morning recess, which runs from 9:45AM until 10:05AM. Secondary students will attend homeroom during Period 1, before attending their scheduled Period 2 class until recess. All Kindergarten to Grade 12 students will then attend a brief whole school assembly in the theatre at 10:15AM. A further assembly for secondary students only will follow. KG1-2 students do not attend the first whole school assembly of the year. The school day will then proceed as normal, with the school day ending at 3:15PM.

PARENT SERVICE COUNTERS: Service Counters will be set up in the main Han foyer so that parents can purchase PE uniforms, register for the school bus service, register private drivers and take parent and driver ID photographs, and register Amashine cafeteria cards. The school receptionists can guide you to the appropriate personnel at a later date if you are unable to make it to one of these counters during the New Student Orientation or on the first day of school.

i. School Bus Service

IST operates a network of bus routes across Tianjin for an annual fee of RMB14,200 for Tianjin City, and RMB15,300 for TEDA. Contact Ms. Tracy Feng at the Han Building Reception Counter (Tel: 2859-2001/2/3) for registration assistance or with any questions or concerns. Parents may also call Ms. Feng on her private mobile at 138-218-20871 between 4PM and 6PM, Monday to Friday. WeChat groups are set up for each route to keep you apprised of any delays or other issues.

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ii. PE Uniforms

All students from Kindergarten to Grade 10 must wear PE uniforms during PE periods following the first week of school. Uniforms are also available for KG1 and KG2 students, but these are optional. PE uniforms and other school spirit-wear, such as hoodies and tracksuits, are also available for purchase from the main office from Monday to Friday.

- PE shirt RMB125
- PE shorts RMB125
- PE shorts and shirt set RMB225

The PE and Activities Office will also set up a station to enable parents to register their children with 'SchoolsBuddy', our digitized system for organizing Co-Curricular Activity registration.

iii. Parent and Driver IDs

All adults must wear IST IDs when on campus. For convenience, IST issues permanent (as opposed to 'Visitor') IDs to both parents and drivers but parents must formally register their personal drivers. Driver registration forms are available at the Han building reception counter. Please note that for security reasons a deposit of RMB200 is required to process a driver ID. The RMB200 deposit will be refunded upon return of the ID and the original receipt.

iv. Security

For security reasons, only parents may enter IST buildings, and all adults must wear their IST ID at all times when on campus. Drivers are not permitted to walk around the campus unless escorting an infant child to the school building doors (the only exception being to complete New Driver ID registration). There is a toilet for adults and drivers beside the guard house at the school exit (South Gate).

v. Cafeteria Services

IST uses Amashine as its caterer and provides a daily meal for all students at no cost. Grade 3-12 students are, however, allowed to order additional items using personal funds. To purchase items students must use their Student/Amashine ID and upload funds as necessary. Cards can also be registered or topped-up directly at the Amashine counter in the cafeteria. Parents of elementary children can send the initial minimum deposit of RMB200 or a top-up payment to their child's homeroom teacher in an envelope if preferred and the classroom Teacher Assistant will then register the deposit on your behalf.

Two-weekly menus are sent home in the weekly Blaze Newsletter and posted on the school website. Account spending activity reports are available upon request. Amashine will have a counter set up in the Han foyer during New Student Orientation and during the morning on the first day of school.

ARRIVAL AND DEPARTURE: School bus ayis will accompany pre-school children to and from their classrooms upon arrival and departure from school. Teachers and teacher assistants will assist all other students over the first few days as they become familiar with the school's arrival and departure procedures. Pre-school children will always be escorted to and from their school buses. Children will be informed of their bus route numbers, and parents of children on a given bus route will be registered with a WeChat group for that route. Bus routes are also posted on the school website.

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RECESS: KG3 to Grade 12 morning recess runs from 9:45AM - 10:05AM. Students may bring their own snack from home, and students from Grades 3-12 may also purchase snacks directly from the cafeteria or Atomic Cafe using their Student/Amashine ID card. A copy of the 2-weekly menu is sent home by Blaze e-newsletter.

LUNCHTIMES: KG1-2 students eat lunch in their shared room at 11:30AM. Lunch is then served from 12:10PM until 12:50PM for Kindergarten to Grade 5 Elementary students, followed by playtime until 1:05PM. Secondary lunch is served between 12:50PM until 1:30PM, with the lunch break ending at 1:50PM. Microwave ovens are available in the Early Years Center, in the cafeteria, and in the Atomic Cafe, should students wish to bring any food from home.

THE END OF THE SCHOOL DAY: School finishes at 3:15PM, with classes finishing at 3:10PM. Students using private transport can be collected from the elementary and secondary entrance foyers or from designated points beside the school car parks. School buses depart at 3:25PM. Details about individual children's bus routes and departure and arrival times are available from the school's transportation liaison Ms. Tracy Feng at the Han Building Reception Counter. Parents can also telephone the school at 2859-2001 or call Ms. Feng directly at 138-218-20871 between 4PM and 6PM, Monday to Friday. Students will be informed of their bus route and escorted to the appropriate bus station by their teachers and teacher assistants.

NOTE: EARLY FINISH ON WEDNESDAYS: There is a shortened school day on Wednesdays, when **classes end at 2:15pm**, exactly one hour earlier than normal, with buses departing at 2:25pm. The purpose of the shortened school day is to provide teachers additional time for extended group collaborative meetings. Students follow a compressed schedule of class periods on Wednesday so that no lessons are missed. Please note that children will arrive home one hour earlier than on other school days.

WHAT TO BRING TO SCHOOL: IST provides all school textbooks, workbooks and general stationery for students; however, secondary students are required to provide their own pens and pencils. All students should bring a school bag and a refillable water bottle to school each day.

The PE sports kit is required on days that Kindergarten to Grade 10 students attend PE, and this is compulsory from the second week. KG1-2 students are asked to bring a change of clothes to be kept at school in case of accidents. IST has excellent technology provision. Elementary students will be issued with iPads and will also have access to mini-labs and laptop carts in their classrooms. Secondary students are required to provide their own personal laptops, although the school can provide temporary loaner laptops in instances where machines are broken or parents have not yet purchased a device.

Please note that while students are permitted to bring other smart devices like mobile phones and watches, they are only permitted to use these during the school day with approval from a teacher.

DRESS CODE: IST expects students to wear smart-casual clothing. Please see the Parent & Student Handbook for full details of the school dress code.

Parents of secondary students should pay particular attention to the following expectations:

- proper footwear is required (e.g. no rubber flip-flop beach shoes)
- undergarments may not be visible

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- torn and ripped clothing is not permitted
- clothing with obscene/suggestive designs and offensive slogans and pictures, including references to alcohol and drugs, etc., is not permitted
- skirts and shorts should be at least as long as the student's fingertips when their hands are directly by their sides
- Note: Secondary students will be introduced to more detailed guidelines as part of the weekly advisory programme

PARENT FACULTY ORGANIZATION (PFO) : One of the hallmarks of IST is the strong level of community spirit and support that exists between the homes of our students and the school. The PFO holds monthly meetings and all parents are warmly welcomed and encouraged to attend. The PFO will circulate an invitation to their first meeting of the year during New Student Orientation and again following the commencement of classes. IST also has a Parent Community Room just inside the classroom entrance to the Qin Building. All parents are welcome to come in and relax over a cup of coffee throughout the day and when dropping off and collecting children. Toys and play equipment are available for toddlers. The President (and Vice President, respectively) for the 2025-26 school year are Kitty Shen and Anna Centerman.

CONTACTING THE SCHOOL: Main Switchboard: (+86-22) 2859-2001/2/3; Email: info@istianjin.org.cn

KEY IST PERSONNEL: Please note that all IST employees and their respective work assignments are listed under 'Our Community' on the school website, as well as in the IST Parent & Student Handbook. All employees have a school email account as follows: **firstname_familyname@istianjin.org.cn**

- Christina Song (Admissions & Administrative Offices Manager)
- Tracy Feng (Transportation & Attendance)
- Angela Diao (Elementary Secretary & Admissions Officer)
- Louisa Wang (Secondary Secretary & Admissions Officer)
- Caroline Park (Korean Translator & Liaison)
- Hongman Zhang (School Nurse)
- Cindy Li (Finance: School Fee Payments)
- Frances Zhang (Human Resources, including student visas)
- Frank Jiang (Facilities and Security)

Parents are also encouraged to telephone or email members of the faculty and administration to request a meeting to answer questions or address concerns. Please also feel free to pop in to see any member of the school's senior administrative team at your convenience - our doors are always open!

DIRECTIONS TO OUR SCHOOL: IST is located at 22 Weishan South Road (Shuangguang) in Jinnan District, Tianjin, P. R. China. If you wish to visit our school and you are coming from the city, please take either Youyi South Road or Jiefang South Road to reach the Outer Ring Road (Waihuanxian). Turn left onto the Outer Ring Road (heading East). Drive along the Outer Ring Road and turn right into Weishan South Road (Guohuang Village), which is approximately 1KM past the entrance to the Original County housing estate. Drive for about 1KM straight through the village until you reach IST on the right-hand side, just past the lights.

Should you have any questions regarding the directions please feel free to contact us at: 2859-2001.

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SCHOOL HOURS: The school gates are opened at 7:30AM allowing students to enter the school. Students must then report to their assigned point of assembly until released by the duty teacher at 7:50 at which time they report to their homerooms. The school day commences at 8:10AM and consists of homeroom, recess and lunch, and eight 40-minute periods. School ends at 3:15PM (except Wednesday when school finishes one hour earlier than normal at 2:15PM) at which time students return home or join after-school activities. School buses depart at 3:25pm. A second round of school buses depart at 4:30PM for students taking part in after-school activities. Secondary students attending later activities may take the 5:05PM bus.

NOTE: The KG1a morning program is a half-day program and ends at 12:00PM, at which time these students return home. School bus transportation is available. There is an optional full day KG1b program for students who are 3 years of age by September 30th of the current academic year and for those KG1a students who turn 3 years of age after September 30th but before the commencement of the second semester. The KG2 class is a full day program.

Please do not hesitate to contact any member of the IST faculty or support staff with any questions or concerns that may arise. We look forward to a wonderful year ahead.

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