



**Welcome Pack for
Expatriate Employees
(Ningbo)**

May 2017

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Welcome to Athena Academy

EliteK12 Education Group

Established in 2013, Elite K12 is an education group with the founding aims to become a leading provider of innovative, international education within China. It currently consists of Athena Academies and HD Schools, and ongoing other education programs

Introduction to Athena Academy



Athena Academy

Established: 2015

Athena Academy provides a range of after-school and weekend programs for international track families.

Athena includes online learning platform and offline centers. Athena adapts international curriculum standards and combines them with project-based learning (PBL) and inquiry-based learning (IBL) teaching methodologies. The aim is to provide students with opportunities in not only English language, but also the acquisition and development of soft-skills such as critical thinking, collaboration, communication, problem solving and creativity—the core learning toolkit needed to become self-sufficient, 21st century learners.

Current Locations





Shanghai

3F, Bldg. 2, Shanghai Literature Art Hotel, 200 Yan'an West Road, Shanghai



Ningbo

✧ HD Ningbo School (Haishu Branch), 10 JieFang South Rd.

Haishu Dist., Ningbo

✧ HD Ningbo School (Yinzhou Branch), 505 ShengMo North Rd. Yinzhou Dist, Ningbo



Shenzhen

Room 302, SCC Office Building, 99 QiaoCheng East Rd., NanShan Dist., Shenzhen



Hangzhou

3rd Floor, WenXin Library Building, 413 Gu Dun Road, XiHu Dist., Hangzhou

Athena Academy Ningbo

Weekly Center Schedule

Monday	Non-teaching day	Friday	12:30pm - 8:30pm
Tuesday	Non-teaching day	Saturday	9:00am - 6:00pm
Wednesday	12:30pm - 8:30pm	Sunday	9:00am - 6:00pm
Thursday	12:30pm - 8:30pm		

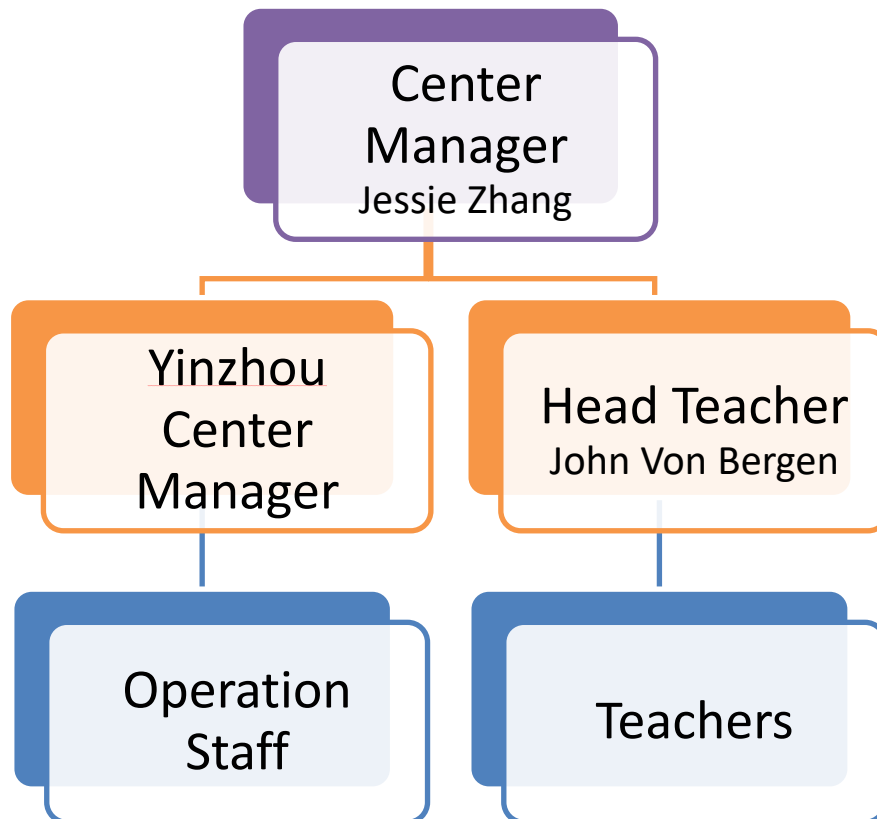
Athena Academy Summer/Winter Camp

During summer and winter holiday periods, Athena Academy holds especial holiday courses that are different and separate from our regular courses (regular courses are on hold during the holiday periods). Materials and content are pre-built so, aside from setup, there is a limited amount of admin and planning required.

The schedule also shifts to, usually **Monday to Friday 9am-6pm** with regular weekends off during this period.

This schedule is only for reference

Center Organization Chart



Welcome to Athena Academy Ningbo

We're excited to have you join us at our school. We've been holding classes in Ningbo since July 2015 at our center in Haishu District and since June 2016 in Yinzhou District. We're a small, but growing and ambitious team, and we're very happy to have you onboard so you can add some of



your ideas, personality and creativity to our setup. Our customers are international education seekers who have children between the ages of 5-15.

We offer two main course types - literacy/language courses and design media courses with a focus on learning skill goals rather than content goals. We are strongly focused on student-centered approaches to teaching— including project-based learning and inquiry-based learning. It is suggested

that you make use of the websites and links on the curriculum pages of this pack before you join. Your first few days and weeks in the center will generally be focused on going to know the different courses, teaching approaches, and how we are structured. This will help you when you begin teaching, conducting pre-course placement tests, and interacting with the students. Our HR staff will also support you with your visa process, relocation (if required) and understanding of the company structure and policies. You may, at times, feel like you're getting information overload. If you feel that way, please let us know and we can take me out and reflect on what we know.

In this Welcome Pack you will find information that will help you through the joining process and beyond. This includes information about Athena, our courses, this center, the people you'll be working with, the visa process, ongoing training and more besides. When you are fully onboard, you will be given a full training schedule within the first month in addition to resources for self-study. For the moment, please read through the information provided and start getting prepared for your visa/ residence permit application. For visa questions, please contact Athena.hr@athenaca.com. If you have any other questions about the company, please don't hesitate to ask your assigned staff mentor from this introductory email. We look forward to meeting you.



Your City: NINGBO 宁波 (Zhejiang Province)

The city of Ningbo is a glorious mix of modern and historic, urban and natural, in some places peaceful and laid back, but with plenty that is exacting and energetic all at once and together. Whatever kind of person you are, Ningbo undoubtedly has something to suit you.

It is one of the oldest cities in China- archaeological findings surrounding the area go all the way back to Neolithic times, almost seven thousand years ago. That whole history, from the Bronze Age to the unification under the First Emperor, through the two thousand years of dynastic China,



element by the Portuguese, then the rise of communism, the Maoist era, and the most recent years can be explored in Ningbo Museum, or Tianyige - a historic personal library from the Song dynasty. The more modern side of Ningbo is in its shopping centers in Wanda or Tianyi square, with their IMAX cinemas, international and local brand stores, innumerable coffee shops, KTV's, escape-rooms, gyms, take-outs, and the amusement parks in Fenghua or Yinzhou and the light shows on the bund. Away from the chrome-and-glass spires of the city center, Ningbo is also nestled in a

green-blue bed of natural beauty. The city is surrounded on all sides by small mountains, perfect for afternoon hike and a picnic. Dongqian lake and the Nine Dragon Pools are both beautiful scenic spots less than an hour from the city center, and further out, the countryside is dotted with water-towns and carven-stone bridges. Offshore islands like Zhoushan or Yushan are tiny green havens surrounded by clear water. Even inside the city there is plenty of greenery to be enjoyed-Moon Lake and Yinzhou parks are perfect places to spend a lazy afternoon.

Around NINGBO Center

Haishu District

Haishu is one of the few county level districts under Ningbo City (along with Jiang Dong, Jiang Bei, & Yinzhou). One of our centers is located in the Haishu District, inside of HD Ningbo School. In Haishu you may find a variety of different Chinese style restaurants. Conveniently, there is a selection of these restaurants within walking distance of the school. Additionally in Haishu, there are some major shopping areas such as Heyi Avenue, Gulou, and Tianyi Square. In these areas, you may choose to shop, eat, or just enjoy a stroll. There are a handful of subway stops located throughout the Haishu District which allows for public transport to different locations in Ningbo.

Yinzhou District

Yinzhou is a large sweeping district which wraps around the south and the east of Ningbo. Situated in the eastern portion of Yinzhou near Shengmo Road subway station, our second center is located in the larger of the two HD Ningbo School campuses. The campus was completely rebuilt and refitted in 2014 and features spacious open land, modern sports and canteen facilities in addition to modern accommodation.



Commencement Guideline

On boarding Process

- **Accommodation:** Center helps new employees book hotel accommodation upon arrival up to 7days.
- **Apartment Hunting:** Center helps new employees with apartment hunting, including agent contact, signing contract, etc. Employee covers apartment rent, deposit and agent fee.
- **Sign-in:** Sign Contract/Fill in information form/Hand in passport scan, visa scan, degree & certificate scan.
- **Computer:** New computer will be mailed to center before employee onboarding.
- **Accounts:** HR & IT sets up Email, AD (to log in computer & Wi-Fi), reimbursement system), Lenovo Drive accounts.
- **Others:** Center helps with bank account, phone card, traffic guidance, etc.



Athena Teacher Training

At Athena Academy we aim to provide our teaching staff with regular and diverse training, peer support and feedback

Pre - Arrival

Welcome Pack contains basic information about the company to start orientation.

Pre- Training Resources can be accessed on shared drive shortly before arrival.

On Board

Orientation Training - Within the first month, teachers will undertake structured 3-5 days training with their Center Head Teacher. Head Teachers will undertake structured 5 - 7 days with the Regional Teacher Manager.

Professional Development

Ongoing Training

- 20 Peer Observations - with guided questions and feedback
- 12 monthly Head Teacher Observation - with feedback conversation
- 20+ fortnightly Teacher Training Sessions - mix of company - specific and more general teacher training; head teacher/teacher - led and responsive to needs.

Third Party Training

From time to time we will invite third party trainers to train staff in more specialized skills. For example:

- iPad Film Production
- ActivInspire Interactive Whiteboard
- 3D Design



Work Visa

Work Visa Policy differs from city to city. New teachers will receive an email from HR about documents to prepare for work visa. Basic documents are as below:

1. Passport Scan

Passport with more than 1 year validity and 2 empty pages left. Scan clear & official full page of: (a) passport information page, (b) current visa page, (c) latest entry stamp, (d) previous work visa.

2. Original Bachelor's Degree or above (authenticated by Chinese embassy)

Refer to Authentication

3. Original Transcript from University

Needed for degree authentication within China.

4. TESOL/TEFL/TESL Certificate

5. Background Check (authenticated by Chinese embassy)

Refer to Authentication

6. Original Reference Letters (teaching experience)

7. Medical Report issued by *International Travel Health Care Center*

8. White background electronic official passport photo

9. *Information form for Foreign Employee*

Authentication

If the documents issued in another country are to be used in China (**Highest Diploma & Background Check**), they need to be legalized. You may apply in person or entrust someone else to apply for legalization at the Chinese Embassy. Documents you need to prepare for the legalization include:

a) A completed *Application Form of Notarization/Legalization*;

b) The original copy of the notarial document legalized by FCO or a department authorized by

FCO, and a photocopy of the document;

c) Documents containing two or more than two pages must be tied together by silk ribbons and sealed properly by the notary office;

d) If there is any blank page in your documents (including covers), please mark this page with letters such as "This page has no contents.";

e) Your valid passport and a photocopy of your passport;

f) If you have entrusted someone else to apply for legalization on your behalf, the entrusted must provide his or her valid Passport and a photocopy of the passport, as well as a photocopy of your passport;

g) If the legalization concerns documents of a company or an organization, you also need to provide a photocopy of the legal representative's passport and a document which proves the legal status of the company's legal representative.

Reference website:

UK: <http://www.fmprc.gov.cn/ce/ceuk/eng/lsw/legalization/>

US: <http://www.china-embassy.org/eng/ywzn/lsw/gzrz/>

CA: <http://ca.china-embassy.org/eng/lsw/gzrz/rz/>

AU: <http://au.china-embassy.org/eng/lsw/Authentication/>

NZ: <http://nz.chineseembassy.org/eng/>



Holidays

Chinese National Holidays

- ✚ 元旦节-New Year's Day-One day (1st January)
- ✚ 春节-Spring Festival-Three days
(Dates varies according to the Chinese Lunar Calendar)
- ✚ 清明节-Tomb Sweeping Day-One day
(Date varies according to the Chinese Lunar Calendar)
- ✚ 五一节-May Day-One day (1st May)
- ✚ 端午节-Dragon Boat Day-One day
(Date varies according to the Chinese Lunar Calendar)
- ✚ 中秋节-Mid-Autumn Day-One Day
(Date varies according to the Chinese Lunar Calendar)
- ✚ 国庆节-National Day-Three days (1st to 3rd October)



Christmas

One day off for foreign staff (If Christmas Day is a regular day off, company will provide one day in lieu)

Teaching at Athena

Athena Academy Curriculum

All of our students undergo a screening process so that they can be recommended a course (or courses) that matches their level, matches their goals and will provide sufficient challenge and progression.

Language Courses

- ✚ **Guided Reading** (7-15 years old) – Group and independent reading programs based in the ReadFirst library.
- ✚ **Emerging English** (Stages 1-3/5-10 years old)- Taking students from initial sounds and CVC blending through to complex blended phonics, basic reading and writing literacy.
- ✚ **English Language Arts** (Stages 1-5/6-13 years old)-A three module, Common Core-based inquiry reading, writing and project-based learning course focusing on both language development and 21st century skills.
- ✚ **“Jumpstart”** (Stages 1-4/10-15 years old)-A CEFR leveled language and 21st century skills course for middle/high-school international education seekers (IN DEVELOPMENT).



Design Media Courses

- ✚ **Makerspace** – A integrated, multi-media design space featuring free student challenges as well as specialized short courses. Includes:
 - LittleBits Electronics
 - 3D Design
 - Programming and Game Design
 - Robotics
 - Film Production



Core Athena Teaching Approaches: PBL

Project-based learning is a dynamic approach to teaching in which students explore real-world problems and challenges, simultaneously developing cross-curriculum skills while working in small collaborative groups.



Because project-based learning is filled with active and engaged learning, it inspires students to obtain a deeper knowledge of the subjects they're studying. Research also indicates that students are more likely to retain the knowledge gained through this approach far more readily than through traditional textbook-centered learning. In addition, students develop confidence and self-direction as they move through both team-based and independent work. In the process of completing their projects, students also hone their organizational and research skills, develop better communication with their peers and adults and often work within their community while seeing the positive effect of their work.

Because students are evaluated on the basis of their projects, rather than on the comparatively narrow rubrics defined by exams, essays and written reports, assessment of project-based work is often more meaningful to them. They quickly see how academic work can connect to real-life issues –and may even be inspired to pursue career or engage in activism that relates to the project they developed.

PSB is central to our project units and our 'Makerspace' courses.

Suggested reading:

<http://www.edutopia.org/project-based-learning-guide-implementation>

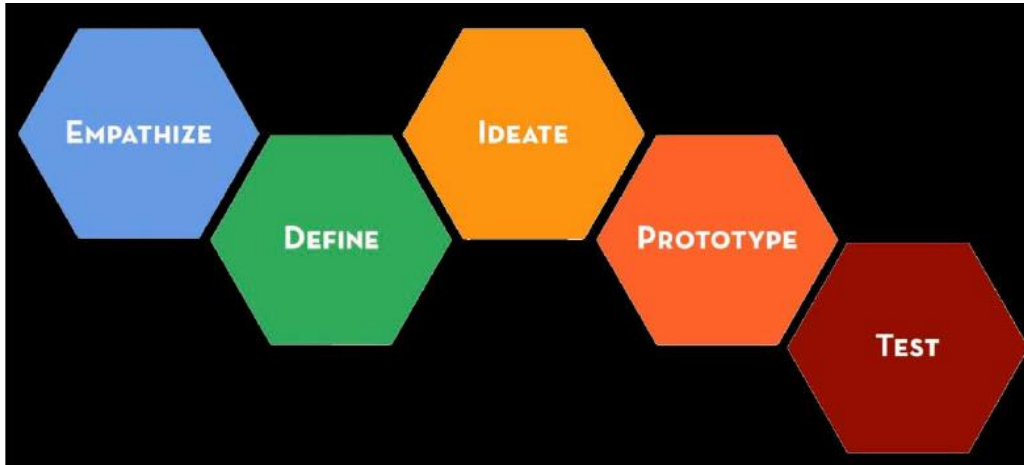
<http://www.edutopia.org/project-based-learning-guide-resources>

Core Athena Teaching Approach: Design Thinking

Design thinking is an approach to learning that includes considering real-world problems, research, analysis, conceiving original ideas, lots of experimentation, and sometimes building things by hand.

The projects teach students how to make a stable product, use multiple tools and media, think about the needs of another, solve challenges, overcome setbacks and stay motivated on a long-term problem. The projects also teach students to build on the ideas of others, vet sources, generate questions, deeply analyze topics, and think creatively and analytically.

Design Thinking is central to our PBL units and our 'Makerspace' courses.



Suggested reading:

<http://www.edutopia.org/blogs/tag/design-thinking>

<http://www.edutopia.org/blogs/design-thinking-and-pbl-beth-holland>

<https://ww2.kged.org/mindshift/2013/03/04/what-does-design-thinking-look-like-in-school/>

Core Athena Teaching Approach: IBL

Inquiry-based learning starts by posing questions, problems or scenarios-rather than simply presenting established facts or portraying a smooth path to knowledge. Instead of just presenting the facts, use questions, problems, and scenarios to help students learn through their own agency and investigation.

The process is assisted by a facilitator i.e. a teacher. Inquirers identify and investigate issues and questions to develop their own knowledge or solutions. The inquiry-based instruction is principally very closely related to the development and practice of critical thinking skills.

IBL PLAYS A CENTRAL ROLE ON Athena's ELA and MakerSpace courses.

Suggested reading:

<http://www.edutopia.org/blog/inquiry-based-learning-asking-right-questions-georgia-mathis>

<http://www.edutopia.org/article/inquiry-based-learning-resources-downloads>

Living in China

Housing one-sixth of the world's total population and with one of the most powerful growing economies in the world, China is a hugely significant country in the modern world. Living and working in China can be as challenging as it can be enjoyable and eye-opening - it's an experience you are unlikely to forget.

The Sites

There are many things to see and do in China, from giant palaces to giant pandas, from the bamboo jungles to the urban jungles, and even after a year (or five), you may still feel like you've only scratched the surface. Pick your top destinations, get some advice from friends and pack your bags for your holidays.



Learning about the Culture

The more you know about the people, places and choices around you, the more you will understand what your choices are and how you should approach situations in the world around you. Try to learn the language, get to know your colleagues and make some local friends (both foreign and local). This will help you feel grounded and help you to adjust to what's around you.

The People & Topics of Conversation

Chinese people are curious, generally warm and hospitable, but they can be quite private outside work. Like a lot of Asian cultures, they hold family values above all else. You will meet many local people, but getting to know their families and close friends by being invited into their inner circle, can take time. Be patient - the reward will be a greater understanding of the local culture, language and customs and more authentic life experiences.

Politics and religion can be divisive subjects for conversation in China (indeed, anywhere), and some topics such as Tibet, Taiwan and Tiananmen Square (The 3 T's) are generally best avoided unless talking to trusted friends. Attitudes to regional competitors with complex histories, such as Japan, may also be difficult topics of casual conversation. Good topics for discussion are family, culture, and especially food.

Dealing with Culture Shock

It can often be a challenge living and working abroad and you may experience significant ups and downs in China. You may get homesick or frustrated, but don't forget that there are people around you who can help. You will likely find at least one experienced China 'hand' at your Athena center who may be able understand, give support, advice and help, and can often share stories of our own similar experiences here.

Getting Around

The majority of 1st/2nd tier cities in China have efficient, comprehensive and cheap subway and bus networks (1-5 RMB depending on routes). If you want to take a taxi (starting at between 9-15 RMB depending on city) but do not speak Mandarin, find the written address of your destination in Chinese characters, have it available on your phone or download 'Taxi-Book' app - it is very unlikely that taxi drivers will understand English at all. Buying an e-bike is also a good option, though be warned some cities have restrictions on use - check with a knowledgeable local.

For inter-city travel, China has long-distance bus routes in addition to the largest high-speed rail network in the world—the gaotie. Most major cities have international airports, and it's relatively cheap and easy to fly domestically or around Asia.

Paying in China

Five years ago China was very much a cash-based economy however, while cash is still used by most vendors, much has now switched over to digital payment systems.

It is strongly recommended that once you have a bank account you also set up WeChat Wallet (weixin qianbao) and Alipay (zhifubao). This will make booking travel, paying bills, mobile phone top-up and online shopping possible in a few clicks.



account setup
(zhifubao). This
up and online



What is a VPN?

It's no secret that there are many apps and websites (such as Google, Facebook and Twitter) that are blocked in mainland China, often referred to as the 'Great Firewall'. You may hear foreigners talking about or recommending VPNs in China. A VPN connection will encrypt all your internet data and directs it to one or more address abroad, therefore bypassing government restrictions. Some businesses and individuals use VPNs in China.

Internet restrictions and censorship are imposed by the government in mainland China to protect the government's interpretation of protecting cultural values and social order as supported by national laws.



Banking

All staff need to setup a Bank of China account since Athena uses BOC for salary payments (salary is paid on the 5th of each month). Bank of China, like most banks, have online and mobile banking facilities that can be requested at a nearby branch.



Health Insurance

It is a legal requirement that all companies who employ foreign staff must provide them with at least basic health insurance provision to cover the complete period of employment.



Athena provides a comprehensive health insurance package with Taiping Insurance. HR will provide more details when you arrive.

Useful Apps for China



WeChat or in Chinese: Wēixìn (which literally means: "micro message") is a mobile text and voice messaging communication service developed in China. There are around 1 billion people signed up on WeChat, making it the most used communication app in China. Essential.



Pleco is an English & Chinese Dictionary application for iOS and Android devices. Pleco allows different ways of input, including Pinyin input method, English words, handwriting and through OCR. It also has flashcards functions and document reader which looks up words in a document.



iTranslate translates words, phrases and text in over 90 supported languages, use voice recognition to type and listen to translations using text-to-speech. You can use this app instead of Google Translate (which may not work in China).



Taxi-book is your ultimate city guide to 33 Chinese cities and more! It provides a vast database for up-to-date local addresses to make transport easier, including tourist spots, businesses, restaurants, bars, shops, hotels and residences as well as many others.



Pandabus works in both Chinese and English (though the maps and bus stop names are inevitably in Chinese) and uses your phone's GPS to find your location and show all buses in the area. It also shows how often those buses run.



Learn Chinese - ChineseSkill is an app for beginners learning Mandarin Chinese On-the-Go. The app contains numerous fun and engaging bite-sized lessons that test listening, speaking, reading, and writing ability of Mandarin Chinese language.



Lonely Planet now offers its most popular phrasebooks in downloadable audio format, specially tailored to iPhones. With over 600 spoken (and phonetically written) phrases in each guide, you can shop, socialize and shout like a native.



Need to calculate currencies on-the-go? With the **XE Currency App**, you can access live exchange rates, view historical charts, and calculate prices on your smartphone or tablet.



China Daily is the largest English newspaper in China, boasting an average daily circulation of more than 900,000 in about 150 countries and regions. The app presents latest news, comments, information and photos of China.



Air Quality China is a free app to check real time Air Quality Index (AQI) values of all major cities in China. If you're going for a run or sending your kids to school, check the app to see the pollution levels of the air in your city. Just don't get too paranoid about it.