

# Certification Inspection Report

## BRITISH COLUMBIA PROGRAM

at

NANJING FOREIGN LANGUAGE SCHOOL - BRITISH COLUMBIA ACADEMY

NANJING, JIANGSU PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 25-26, 2022

## INTRODUCTION

On November 25 and 26, 2022, a virtual certification inspection was completed on Nanjing Foreign Language School - British Columbia Academy (NFLS-BCA) in Nanjing, Jiangsu province, People's Republic of China, referred to as the School in this report. The purpose of this inspection was to determine if the requirements for the British Columbia (BC) education program have been met, according to the *BC Offshore School Program Certification Agreement* (the Agreement). The inspection team (the Team), appointed by the Executive Director of the Independent Schools and International Education Branch, British Columbia Ministry of Education and Child Care (the Ministry) in accordance with the Agreement, consisted of Dave Beeke and Doug Lauson, who served as Chair for this virtual inspection.

The School's BC program has an enrolment of 326 students, in grades 10-12. The BC Academy is housed in the international building of the host school, Nanjing Foreign Language School (NFLS). The host school is a Chinese public school (est. 1963) that operates an international department consisting of three international programs: the BC program, an IB program, and an A-levels program. The entire school, which houses the BC program, enrolls approximately 3,000 students.

During the virtual visit to the School, the Team reviewed all standards required in the Agreement and *Operating Manual* and met with the School's Owner/Operator representative, Offshore School Representative (OSR), BC Principal, BC teachers, Chinese support staff and representative students from each of the three grades.



The Owner/Operator, Nanjing Foreign Language School (NFLS), is responsible for the BC program. The Principal is given the authority to oversee the BC program. The BC program is one of three international programs located on the host school property. The majority of students who attend the BC program are day scholars, with a small number residing in the host school's boarding program. The employees of the boarding program supervise these students.

The BC program's philosophy, objectives and special features includes a mission statement that "staff and students strive to create a positive and inclusive learning environment that promotes inquiry, critical thinking, and community. NFLS-BCA students are taught to be curious and question the world around them. NFLS-BCA values the importance of working together to achieve common goals and build positive learning experiences".

The vision of the School is to "develop and foster students to think critically and innovatively about their education, and who will become culturally competent global citizens that can inspire the world."

One of the special features of the School is the extensive extra-and co-curricular programs it offers to students, giving them an education that mimics a typical school located in BC.

The Team would like to thank Nanjing Foreign Language School - BC Academy for its cooperation and preparedness for the virtual inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input type="checkbox"/> Not Applicable
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**Comment:**

In the last inspection the School had one requirement to include a statement in the BC employment contracts that acknowledges the Province is not party to the contract of employment and is not liable in any instance where the Owner/Operator is found to be in contravention of the laws required in the People's Republic of China. This requirement has been completed.



## BUSINESS PLAN 1.0

<b>The Owner/Operator has submitted a business plan to the BC Ministry of Education, confirming the sustainability of the program.</b>		
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met
<p><b>Comment:</b></p> <p>The Team reviewed the School's Annual Report submitted to the Ministry of Education and Child Care. It is noted that the enrolment of the School has increased by 15% since last year, from 306 to 326 students. The maximum capacity of the School is set at 360 students due to the capacity limitations of the current building. The team noted that NFLS-BCA is a "not for profit" entity as the Owner/Operator is a public Chinese school. 80% of the students at NFLS-BCA are admitted from the host school and the School receives strong support from the host school. This support extends from providing appropriate learning resources to additional funding to accommodate special circumstances.</p> <p>The host school, NFLS, has been in operation for 59 years and is well regarded in having a strong international department. This is an attraction for students, especially those considering studying in Canada. The extensive extra-and co-curricular programs are also attractive to students as are the newly introduced AP courses.</p> <p>The host school will be moving to its new campus in the summer of 2023 and the BC Academy, along with the two other international programs, will be moving into a new five-story building on this campus. This will undoubtedly attract even more interest in the international programs.</p>		
<p><b>Commendation:</b></p> <p>The Team commends the strong support that the Owner/Operator, Nanjing Foreign Language School, provides to the BC program. It commends the Principal and International Coordinator of the host school for their collaboration and additional funding.</p>		

## INSPECTION CATALOGUE 2.0

<b>2.02 The Owner/Operator meets all requirements as set forth in the Agreement.</b>		
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met
<p><b>Comment:</b></p> <p>The Team examined the requirements required of the Owner/Operator as described in the Agreement and confirms that it meets all the requirements.</p>		



**2.03 The Owner/Operator has written approval from the appropriate government entity to operate the School, as outlined in section 5.03 of the Agreement.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Team examined the documents submitted by the School that verified that it has appropriate permissions to operate. These included officially translated copies of:

- a letter from NFLS to the Jiangsu Department of Education (March 9, 2015) stating the opening of the “Experimental Class of Senior High School Program” and requesting permission;
- a verification statement (July 7, 2017) by the Owner/Operator that it has written confirmation from the appropriate government entities including a letter of no objection from the local education authorities;
- Jiangsu Provincial Department of Education (December 14, 2017) approval for the operation of the BC program (grades 10-12) at NFLS;
- registration by the Administration for Registration of Institutions of Nanjing City (expires March 2, 2025), giving permission to NFLS to operate in education and teaching of foreign languages and basic education; and
- BC Offshore School Program Certification Agreement (June 28, 2022), giving permission to NFLS to operate a BC program in Nanjing, Jiangsu Province.

**2.04-2.05 The School meets building inspection/safety, food preparation/cafeteria and fire safety codes and regulations. The facilities are deemed to be suitable to support the BC program.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The NFLS-BCA is permitted to use up to 24 classrooms, seven offices, one library and a teaching room on the fifth and sixth floors of Building D and on the second and third floors of Building E of the NFLS campus. It is also permitted to use the playground and sports house beside the playground for teaching activities.

The Team examined documentation submitted by the School that verifies its compliance with local licensing for food preparation, fire and safety. These included:

- Food Business Permit (March 24, 2022) from the Administration for Market Supervision, Xuanwu District, Nanjing, to operate a school canteen;
- Evaluation of the catering service by the Administration for Market Supervision, Xuanwu District, Nanjing, giving the School an “A” rating;



- Statement of School Building permissions for use by NFLS;
- Statement of School Buildings condition and safety hazards by NFLS; and
- Fire Drill procedures under the leadership of the Xuanwu Fire Brigade.

The Team also reviewed the following emergency plan documents:

- Emergency Plan Responding to COVID-19 Epidemic;
- Emergency Plan if NFLS-BCA was temporarily closed or permanently closed; and
- International School Emergency Response Manual.

In discussion with the Offshore School Representative (OSR), he confirms that he has vetted these emergency plans for accuracy and functionality.

**Commendation:**

The Team commends the School on the development of its extensive Emergency Response Manual. It is a detailed 78-page document that covers almost all emergency situations that could occur in a school, as well as appropriate incident reporting forms for each situation.

**2.06 Offshore School Representative (OSR) - The Owner/Operator must appoint an individual to act as an OSR. This individual must be confirmed by the Province and must meet all the requirements set out in section 14 of the Agreement.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Offshore School Representative (OSR) attended the virtual inspection from Victoria, BC. He attended the interview with the Principal on the first day and the closeout meeting with the Principal, prior to the closeout meeting with the staff, on the second day. The OSR has been with the School for ten years and meets the eligibility requirements in section 14 of the Agreement and section 2.06 of the Annual Report.

The Team confirms that the OSR is aware of his obligation to report critical information relating to changes in the operation of the School or ownership structure that could significantly impact the School's operations.



### 2.07 The Principal meets the requirements as outlined in section 2.07 of the Annual Report for offshore schools.

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Team confirms that the Principal meets the requirements as verified by the BC Director of International Education (March 29, 2022). The Team also examined the Principal's job description and contract and confirms that they meet the requirements of a BC offshore school.

The Principal is Canadian born having completed his two Bachelor degrees at the University of Saskatchewan and his Masters in Educational Leadership at the University of Leicester, UK. He has been at NFLS-BCA for three years and prior to that, at three other international schools while serving in the Canadian Armed Forces (the Navy) where he held the rank of Lieutenant. He holds three teaching certificates from British Columbia, Manitoba and England/Wales.

The Principal's excellent organization, planning and leadership skills were evident during the Inspection.

**Commendation:**

With less staff retention this year, the Principal is to be commended for the extensive training he provided to the new teachers in enculturating them into the philosophy, implementation and practice of BC's curriculum.

### 2.08 The School meets the administrative support requirements as outlined in section 2.08 of the Annual Report for offshore schools.

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Principal is supported by a Vice-Principal/Program Coordinator who is a member of the BC certified teaching staff. In addition, the school administration is supported by seven national Chinese staff who are responsible for various aspects of the non-educational aspects of the school, including clerical, counselling, library supervision and custodianship.

The Principal has developed a good relationship with the host school International Coordinator, the person appointed by the Owner/Operator to support the BC program. The Team met with the International Coordinator and discussed her role in supporting the School.



**Commendation:**

The Team commends the collaborative relationship between the International Coordinator and NFLS-BCA.

**2.09 The School meets the Student Record requirements as outlined in section 2.09 of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Team confirms that the School meets the student record requirements as described in section 2.09 of the Annual Report. The Principal and his assistant demonstrated the use of the School's student information system, PowerSchool. They also demonstrated the School's use of Moodle and MS Teams as professional development and communication tools to support the new staff in their adaptations to the School.

An examination of samples of student records at each grade indicate that all the requirements of section 2.09 (b) are fulfilled including the 2021 student and parent consent forms.

**Commendation:**

The Team commends the School administration use of technology to maintain accurate student records as well as to provide learning opportunities to the staff.



**2.10-2.18 The School meets the teacher certification requirements as outlined in sections 2.10-2.18 of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

As mentioned previously, NFLS-BCA suffered an unusually high loss of teachers at the end of last school year. Ten teachers left the School to seek alternate employment. Of the new teacher hires, all required Letters of Exemption (LOE) to teach at the start of school in September 2022. By the start of school, seven had still not yet received their LOEs resulting in the school administration having to assign a BC certified teacher as the lead teacher in the classroom, with the teachers awaiting LOE issuance acted as teacher aides. This was a compromising situation, but the best the School administration could do under the circumstances. At the time of writing this report, all teachers at NFLS-BCA are in possession of a valid BC teaching certificate or LOE. Therefore, **the Team confirms that all authorized persons under the Agreement possess valid and current certification under the Ministry of Education and Child Care.**

The Principal has gone to great lengths to support the new teachers. From the moment the new teachers arrived, they were provided with professional development on the philosophy and implementation of BC's curriculum. The Team examined the PowerPoints used during orientation week as well as other supporting documents that demonstrate how well the new teachers have been supported.

The LOEs of all ten new teachers are due to expire in February 2023. Therefore, the Principal must work closely with each teacher to ensure that they continue to provide missing documents to the Teacher Regulation Branch (TRB) to complete their application. There are no guarantees that the first LOEs will be extended beyond the February 2023 expiration dates.

The Team confirms that all local teachers have appropriate local certification to teach at the School. This was determined by the examination of each local teacher's certification document from the State Education Commission of the People's Republic of China that was officially translated. The Team further confirms that all local teachers have undergone a criminal record check by an appropriate police authority.

**Commendation:**

The Team commends the new teachers on how well they have learned to plan and teach BC's curriculum in the short period of time that they have been at the School. The documents presented to the Team demonstrate a thorough knowledge of BC's curriculum philosophy.





**2.19 The School meets the requirements for curriculum implementation outlined in section 2.19 of the Annual Report for offshore schools.**

☒ Requirement Met                      ☐ Requirement Partially Met                      ☐ Requirement Not Met

**Comment:**

The Team interviewed administration, department heads, and teachers to discuss planning, teaching, assessment, reporting, resources and assorted school-wide matters in relation to curriculum implementation. School leadership takes a proactive approach, ensuring new staff are familiar with BC's curriculum prior to the school year through various professional development opportunities. The School has designed a mentorship program where teachers new to BC's curriculum collaborate with teachers more familiar with it. The structure of department heads is used to ensure effective delivery of the BC program.

All staff interviewed demonstrated a thorough understanding of BC's curriculum components.

**Commendation:**

The School is commended for taking a proactive approach to ensure all teachers are familiar with and implement BC's curriculum components.

**2.20 The School meets the requirements for English language assessment and acquisition as outlined in section 2.20 of the Annual Report for offshore schools.**

☒ Requirement Met                      ☐ Requirement Partially Met                      ☐ Requirement Not Met

**Comment:**

Most students come from a common foreign language school with a strong grasp of the English language. All students write a diagnostic assessment through the English department at the beginning of the school year. Reading comprehension, higher level thinking, and writing components are used as indicators to direct English language support.

Teachers indicated that they support English language acquisition in classes, in addition to teaching their curricular content. The School engages in regular formative assessment of students' English proficiency to guide their practice.

The School further supports English language proficiency with a house points system that encourages students to use English during and outside of class time. Also, teachers are able to nominate students for recognition who demonstrate exceptional effort in speaking English during extracurricular activities.



The School offers English support after school one day a week. Spoken Language 10 is an added course to assist students with their English proficiency. An English fair has been integrated into grade 10 and 11 courses to celebrate growth in English.

**Commendation:**

The School is commended for encouraging students to utilize and develop their acquisition of the English language in and out of the classroom through various incentives including a school magazine, clubs, student council, competitions, fairs, acknowledgments and awards.

**2.21(a-e) The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 2.21 (a-e) of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The School does not offer any Board/Authority Authorized (BAA) courses at this time.

The School offers three local language courses – Mandarin 10, 11 and 12. Course planning documents are available in English. The School has an equivalency policy in place to provide credit for courses taken outside of the BC program. Course material for the external courses would undergo an equivalency review.

**2.21(f-g) The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. € of the Agreement; namely, that all BC program courses offered in the School meet or exceed Ministry learning outcomes/learning standards identified in the educational program guides for each course.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Team reviewed the submitted curriculum documents that included course overviews, sample unit plans, and departmental goals. The course overviews utilized a common template that started with a course description followed by the teaching units for that course. The course overviews included the Big Ideas, essential questions, Core Competencies, Curricular Competencies, First Peoples Principles of Learning and assessment practices, both formative and summative.



**Commendation:**

The thorough planning documents of the teaching staff clearly indicate that BC's curriculum is being implemented in all aspects including focusing on the development of Core Competencies and teaching of First Peoples Principles of Learning.

**2.22 The School meets the instructional time allotment requirements as outlined in section 2.22 of the Annual Report for offshore schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The School reports that it provides over five hours of instruction per day over 185 days per year with a total of 1079 hours of instructional time each year. This exceeds the Ministry requirement of a minimum of 850 hours per year.

**2.23 The School meets the assessment methods requirements as outlined in section 2.23 of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

The Team heard from the teachers of an increase in cross-marking to ensure consistency, keeping grade records to maintain consistency across years, and an increase in providing opportunities for students to rewrite to improve their performance.

The collaborative culture of the staff encourages teachers to work alongside department members to ensure that rubrics are consistent across different programs.

Teachers use various online tools such as MS Teams to ensure access to content after lessons, and Turn-It-In, to avoid potential issues of plagiarism. Academic integrity is a central feature of the School. As such, the students are required to sign, along with their parents, an academic integrity pledge. The School is utilizing PowerSchool allowing teachers to have more qualitative and quantitative data to assess prior learning and set new targets.

The School continues to update and improve an assessment policy handbook that is in line with BC assessment policies.



**2.24 The School meets the learning resources requirements as outlined in section 2.24 of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

Students have access to a small collection of books and magazines in an onsite library. The BC program has a computer lab with 30 computers. All students may bring a personal device to support their learning through technology. Internet access is provided to support most learning opportunities. Each classroom has a large smart TV.

Classrooms are equipped with appropriate course textbooks and additional resources. The staff use a wide variety of resources to support BC's curriculum. There is a supportive culture of sharing resources among staff. A NFLS-BCA OneDrive account is used to accumulate resources.

**2.25 The School meets the student progress report requirements as outlined in section 2.25 of the Annual Report for offshore schools.**

☒ Requirement Met      ☐ Requirement Partially Met      ☐ Requirement Not Met

**Comment:**

Interim reports are made available to parents through PowerSchool, giving parents an opportunity to review their child's progress. The School holds two parent-teacher conferences during the year. BC program teachers have regular communication with homeroom teachers who support staff with parent communication. Homeroom teachers communicate with parents bi-weekly.

Reports include outlining any areas of struggle and suggested strategies for growth. Comments are translated into Chinese to assist in effective communication. Parents are provided with opportunities to meet with teachers and administration to discuss their child's progress and review report cards.



**2.26 The School meets the parent/student handbook requirements as outlined in section 2.26 of the Annual Report for offshore schools.**

☒ Requirement Met

☐ Requirement Partially Met

☐ Requirement Not Met

**Comment:**

The School publishes a student and parent handbook that consists of 26 sections, including all the general information that students and parents would require in attending the School. The handbook is published in English with Chinese translations after each paragraph to reduce misunderstandings of the policies.

**Commendation:**

The Team commends the School for the student and parent handbook. It is well designed and includes harassment and bullying, child abuse, and appeals policies, so parents are well informed of standards of discipline and behaviour and the procedures to follow in the event of an incident.

**2.27 The School meets the teacher handbook requirements as outlined in section 2.27 of the Annual Report for offshore schools.**

☒ Requirement Met

☐ Requirement Partially Met

☐ Requirement Not Met

**Comment:**

Similar to the student and parent handbook, the teacher handbook has also been updated for 2022/23 and it consists of nine major sections that include details about the School, the programs offered, student clubs and activities, learning resources, contacting parents, and reporting. The last two sections detail specific information regarding teacher employment conditions, codes of conduct and grievance procedures. It also clearly states that the Province of British Columbia is not party to the contract of employment and is not liable in any instance where the Owner/Operator is found to be in contravention of the laws or requirements of the People's Republic of China.

The handbook is written only in English.

**Commendation:**

The Team commends the School for the teacher handbook as it is clearly written and easy to follow, making it a useful document for new teachers at the School.



**2.28 The School meets the Online Learning requirements (formerly Distributed Learning) as outlined in section 18 of the Agreement and section 2.28 of the Annual Report for offshore schools.**

☐ Requirement Met
 ☐ Requirement Partially Met
 ☐ Requirement Not Met
 ☒ Not Applicable

**Comment:**

The School does not have any students enrolled in Online Learning courses.

**2.29 The School meets the requirements for offering Remote Instruction under the BC Offshore School Remote Instruction Policy and as outlined in section 2.29 of the Annual Report for offshore schools.**

☒ Requirement Met
 ☐ Requirement Partially Met
 ☐ Requirement Not Met
 ☐ Not Applicable

**Comment:**

The School does not currently offer Remote Learning courses but would be able to if the need arises.

The following requirements are/would be in place if remote learning was initiated:

- The appropriate approval is on file in the form of the BC offshore School program remote instruction course planning Form.
- The School's Owner/Operator company employs teachers would use the equipment, facilities, and resources of that company.
- Teachers would be instructing only one class of students from one school during a class block of the school's timetable, i.e., no combining of classes).
- An English-speaking teacher's assistant would be in the classroom to support students during the remotely instructed course.
- The School would provide remote instruction related professional development.
- Students enrolled at the School would take a remotely instructed course at the School unless local authorities implement restrictions preventing students from attending in-person.
- The School would only offer a maximum of eight credits of courses in grade 10 and 16 credits of courses in grade 11 and 12 each school year of remotely instructed courses.
- A student would be on track to earn a maximum of 24 course credits between grades 10 and 12 using remotely instructed courses.



## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal, staff and Offshore School Representative of Nanjing Foreign Language School - BC Academy for:**

- taking a proactive approach to ensure all teachers are familiar with and implement all BC's curriculum components. This has resulted in thorough planning documents that clearly indicate BC's curriculum is being implemented in all aspects, including the development and teaching of the Core Competencies and First Peoples Principles of Learning.
- encouraging teachers to be lifelong learners by developing professional growth plans that are detailed and have specific timebound objectives. These are supported by the timely teacher evaluations in the first term by the Principal.
- for encouraging students to utilize and develop their acquisition of the English language in and out of the classroom through various incentives, including an excellent school magazine, house system, clubs, student council, competitions, fairs, acknowledgments, and awards.
- providing students with a large variety of extra- and co-curricular activities that mimic those offered in a typical BC school, thus enhancing the students' educational experience.
- strong, collaborative school leadership that is well organized and efficient, dedicated to serving the needs of the students to provide them with the best possible high school experience in the BC program. The School leadership prepared well for the inspection, having all the required documentation and supplementary materials to enable the virtual inspection process to proceed in an efficient manner, with efficacy.
- a supportive Owner/Operator that understands the needs of the School and works collaboratively in many ways to support the School in its endeavours to be an excellent international program that exceeds the expectations of students and parents.

## SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Executive Director of the Independent Schools and International Education Branch that, the British Columbia education program offered at Nanjing Foreign Language School - BC Academy *continues* to be recognized as a British Columbia-certified school.**

