

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA HEFEI NO.1 SECONDARY SCHOOL

HEFEI, ANHUI PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 19-20, 2015

INTRODUCTION

On October 19-20, 2015 a Certification Inspection was completed on Canada Hefei No.1 Secondary School in Hefei, Anhui Province, the People's Republic of China, termed the School or CHSS in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Ms. Janet Hitchcock and Mr. Claudio Morelli, who served as the Team Chair.

The School's BC Program has an enrolment of 206 students, in Grades 10 through 12. The Team noted that 2 students from the School have transferred to a BC onshore school in Vancouver for the 2015 – 2016 school year.

CHSS is housed within Hefei No. 1 Public High School a school that has been in operation for over 100 years. CHSS is one of three international programs offered at Hefei No. 1. The entire School, which houses the BC Program, enrolls approximately 6500 students.

During their visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the School's Offshore Program Consultant (OPC), BC Principal, Chinese Principal of Hefei No. 1 Secondary School, BC Teachers along with CHSS Administrative Support Staff.

The Owner/Operator and/or Superintendent were unable to be present during the on-site inspection. The Team noted that with the introduction of a new Offshore Program Consultant, new Principal and a significant turnover of staff, it would have been helpful for one or both to be present during this inspection.



The Owner/Operator, Beijing Kezhi Times International Consulting Co. Ltd. (BKTICL) is responsible for the BC Program. BKTICL is the Authority for five other BC Programs offered in a number of cities throughout China that have similar agreements in place.

The BC Program's philosophy and mission outlined in the School's Parent and Student Handbook highlights the School's efforts in preparing CHSS students for success in a rapidly changing world by providing a supportive learning environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence.

The Team would like to thank Hefei Canada No. 1 Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

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

Requirement Met Requirement Not Met

Comment:

The School satisfactorily addressed the first requirement in the previous inspection report by increasing teaching staffing levels. However, the Team noted that the requirement to allocate sufficient administrative time was not met. The Team is concerned that the duties outlined in the administrative job descriptions may not be adequately fulfilled particularly with the significant turnover of the teaching staff, their inexperience in teaching in a BC offshore school and the increase in enrolment. The Inspection Catalogue indicated in Section 3.4 Administrative Support that a Vice-Principal would be in place at the School. However, this position is currently not in place.

Requirements:

The School is required to review and adjust administrative time and outline a plan of action so that the current Principal obtains additional support and assistance in meeting the additional responsibilities of dealing with the majority of staff new to teaching in a BC offshore school program.



**OWNERSHIP AND AGREEMENTS / BUILDING
AND SAFETY COMPLIANCE 2.0**

2.1 The Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (The Agreement).

Requirement Met Requirement Not Met

Comment:

The Owner/Operator meets all requirements as outlined in Schedule A of the Agreement and has written approval on file from the Hefei Education Bureau demonstrating support and permission for the BC Program to operate at Hefei No. 1 Secondary School.

Commendations:

The Team commends the School for establishing and implementing many “twinning” opportunities for CHSS students to participate in BC onshore school experiences such as winter and summer camps, university tours and cultural events.

2.1 (v) The Owner/Operator has completed and filed the Business Plan section with the BC Ministry of Education, confirming the sustainability of the Program.

Requirement Met Requirement Not Met

Comment:

The BKTICL Business Plan parallels the information presented in the Inspection Catalogue and confirms the sustainability of the Program.

For two consecutive years all students in the BC Program graduating class were successful in securing post secondary placements with the majority in North American University programs. This has resulted in the School continuing to experience a high level of interest from parents in having their children attend CHSS. The School has attracted top-level students to the BC Program, and along with the Hefei Bureau of Education lifting limits to enrolment, 90 grade ten students have been accepted into the Program.

The Business Plan outlines ways to expand the program to eventually reach student enrolment of four classes per grade. This long-term plan for growth is commendable however; the School will be challenged to find sufficient building and classroom space to meet the increase in student numbers. The School is working closely with the No.1 Hefei Secondary School administration to plan for and expand the facilities that will be made available for the BC Program in the future.



Commendations:

The School is to be commended for the thorough and effective student recruitment strategies that resulted in a high level of interest from qualified students.

The School is also to be commended for the collaborative working relationship with the Hefei No. 1 Secondary School Administrative Team in planning for and supporting the long-term growth and sustainability of the BC Program.

2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the BC Program.

Requirement Met Requirement Not Met

Comment:

Hefei No. 1 Secondary School is responsible for the construction and maintenance of the facilities for the whole school campus. The campus consists of six 6-storied teaching buildings, administration buildings, dormitories, dining halls, a gymnasium, outdoor track, basketball and tennis courts. CHSS is located on the fifth floor of the International Building consisting of offices for all BC Program administration and teaching staff, a library, computer lab, and classrooms. The facilities are inspected, cleaned and maintained according to the standards and laws of the country.

The majority of the CHSS students live on campus for the school week returning home for weekends. Chinese staff from Hefei No. 1 School supervises students outside of regular school hours and a school clinic staffed with medical personnel is available for medical services for both students and staff.

The Team noted that students in the BC Program practice fire and earthquake drills and staff are aware of the evacuation procedures.

Documents relating to municipal codes for health and safety compliance were available, reviewed and found to be in order.

The Team is satisfied that facilities are in compliance and are suitable to support the BC Program.



ADMINISTRATION 3.0

3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The Owner/Operator has appointed an OPC who has been approved by the Province and meets all of the requirements as set out in Section 14 of the Agreement. The OPC has experience working in BC Offshore Schools and serves in a similar capacity with other BC offshore programs. The OPC was on site throughout the school inspection and was able to provide assistance and support to the Team.

BKTICL has also appointed a BC certified teacher as the Superintendent of Schools to work in collaboration with the Owner/Operator, the OPC and the School Principal to support the BC Program at CHSS.

3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The CHSS Principal is in his first year as Principal of the School and was appointed to the position following the transfer of the previous Principal to another BKTICL school. The Principal has experience as a Vice-Principal and has extensive teaching experience in International school programs including experience teaching at CHSS.

3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School has a significant number of administrative support personnel in place to assist the BC Program. The administrative assistant, office manager, guidance counsellor, Chinese head teachers and International Department Director and Assistant Director provide extensive bi-lingual support to the BC Program.

The Team noted that the CHSS Vice-Principal position listed in the Inspection Catalogue has not



been filled.

Requirements:

As previously noted, due to the significant staffing turnover it is required that the Superintendent and the OPC review and adjust the current administrative time allotments. A plan of action is required so that the current Principal obtains additional administrative support and assistance in meeting the additional responsibilities of supervising and leading a staff with limited experience in teaching in an offshore school environment.

3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Student files are securely stored in the Principal's office. The files maintained by the Administrative Assistant contain all of the required elements as listed in the Inspection Catalogue and are up to date.

3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the majority of teachers possess valid and current certification under the BC Teacher Regulation Branch (TRB). Three teachers have submitted the necessary documents to the TRB and are currently awaiting official notification regarding their certification status. The Director of International Education has provided a temporary letter of exemption for each of these teachers while the certification application is in progress.

The School has local certificates for teachers of exempted courses filed. Staff files and records are well organized and contain all required documentation. Teacher contracts were examined and found to be thorough and comprehensive.



EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team confirmed that prior to being admitted to the BC program, students and their parents are interviewed by the Chinese staff and given information about the school. Those who have a continued interest are invited to take part in the assessment process which includes an English camp followed by the entrance exam.

The camp takes place at the end of June and the BC staff teach classes in Math, Science and Social Studies which are interactive and give an opportunity for the teachers to observe the students' English skills in a classroom environment. Following this, selected students then take the entrance exam which includes written, reading and listening portions and a speaking component which is administered by the BC teachers. A mark of 50% is required to gain admittance to the program.

Students in Grade 10 take an ESL BAA course in the first semester and English 10 is taught in both the first and second semesters to assist the students in their English Language acquisition. Additional support is given in the after-school hours.

Commendations:

The Team commends the School for the thorough process in screening students prior to entry in the School and the involvement of the BC program teachers in that process.

The School is commended for the time provided in Grade 10 to assist students with their English language acquisition.

4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the School maintains records that display compliance with the International Student Graduation Credit Policy for equivalency and challenge.

The School currently offers PE 10 as an exempted course. A course overview has been developed. The course currently is being offered on a different time line to that originally planned but the overview does not reflect this.



Documentation was in place for the School to offer the BAA course ESL 10. A detailed course outline has been developed and was being followed in the teaching of this course.

Exemptions were granted for Mandarin 10, 11 and 12 based on their successful completion of Mandarin in the last three years of Middle school.

4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.

Requirement Met Requirement Not Met

Comment:

All Course Overviews for the courses being taught in the first semester included content, teaching strategies, evaluation and assessment methods and were clearly linked to the BC learning outcomes. Classroom observations, teachers' short term and daily plans together with examples of students' work, confirmed that these outlines are being followed.

4.4 The School meets the Instructional Time Allotments requirements as outlined in Section 4.4 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

During the regular school day students in Grade 10 take seven courses, 3 each semester and English which is offered in both semesters. In Grade 11 students take 8 courses and those in Grade 12 take 6 or seven courses. All these meet the Instructional Time Allotment requirements.

The Daily Physical Activity requirement is not being met in that, although students are involved in a variety of physical activities throughout the week, these activities are not being logged.

Requirements:

CHSS students are required to complete a weekly log indicating they have met a minimum of 150 minutes of physical activity.



4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Teachers were observed to be using a wide variety of ongoing assessment practices. The School and examination marks obtained in the provincially examinable courses indicate an accurate assessment of student achievement in the BC Curriculum.

The writing of the examinations in English 10 and 12 is deferred to allow students more time to prepare and to give them more experience with the language.

The Team suggests that due to the significant staff turnover this school year and the overall unfamiliarity with the BC curriculum, time is devoted to professional development in the area of assessment to include both formative and summative assessment methods and the use of marking rubrics.

4.6 The School meets the Learning Resources requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team observed that students were provided with textbooks and print material to support their learning.

There are plans to purchase more books for the library increasing the total number of printed books by 100 to around 400. This school year there is evidence that a class has signed out books a few times, but the library is not generally used by the students or teachers to support learning. The School also has over 1,500 e-books but at the time of the inspection there was only one computer on which these books could be read.

The School has a computer lab containing 36 desktop computers all with Internet access. This lab is used for DL courses and is also shared with the American school that occupies the same floor of the building as CHSS. The Team observed this lab being used by classes for research and language development. CHSS also has access to the lab in Hefei No. 1 Secondary School and both labs are used for writing provincial examinations as required.

Access to the internet was not available in all classrooms. Teachers that were able to access the internet in their classrooms were able to use this to augment their instruction. The team observed a Social Studies class being able to engage students effectively in the results of the Canadian Election in real time. The Team also did not observe any students using personal



computers in classrooms.

4.7 The School meets the Student Progress Report requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Two report cards are produced each semester which include percentages, letter grades and comments for each subject taken in the BC program. The second report card clearly indicates both the term mark and the final mark for each course.

The Team noted that final report cards did not include a comment that the student met the requirement for Daily Physical Activity.

Parent meetings are held after the release of the report cards. All teachers, Chinese staff and parents belong to the school's private QQ group. QQ is an instant messaging program with a translation feature and this enables teachers to communicate with parents and to post weekly class updates listing the homework required at the weekend when the students are at home with their parents.

Requirements:

The School ensure that final report cards include a comment indicating the requirement for Daily Physical Activity is being met.

POLICY DEVELOPMENT 5.0

5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

CHSS has an updated Parent/Student Handbook for this current school year. It contains details of the policies and procedure for appeals and dispute resolution. These are also outlined in the Teacher Handbook.

The school has developed detailed policies relating to student assessment, admissions, student discipline, supervision and parental appeals.



5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

CHSS Teacher Handbook contains details of the current school year, including holidays, start and end dates of reporting periods. Teachers are given information about policies and expectations. Details of the teacher evaluation process are clearly outlined.

Appendix 5 The School meets the Distributed Learning requirements as outlined in Section 18 of The Agreement and Appendix 5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

No Distributed Learning courses were being taken during the first semester of the current school year. Some students are planning to take Calculus 12 as a DL course in the second semester as was successfully done last school year with all students completing the course with an average mark of 80%. Students will use the school computer lab and during after school hours will have access to an online study lab where they will be able to use their own laptop computers.

CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Canada Hefei No. 1 Secondary School for:

- Establishing and implementing many opportunities for CHSS students to participate in BC onshore school experiences such as winter and summer camps, university tours and cultural events as outlined in section 2.1.
- Thorough and effective student recruitment strategies that resulted in a high level of interest from qualified students as outlined in section 2.1 (v).
- Cooperative and collaborative working relationship with the Hefei No. 1 Secondary School Administrative Team in planning for and supporting the long-term growth and sustainability of the BC Program as outlined in section 2.1 (v).
- Effective support provided by the current Administrative Support team as outlined in section 3.4.



- Thorough processes in screening students prior to entry in the School and the involvement of the BC program teachers in that process as outlined in section 4.1.
- Time provided in Grade 10 to assist students with their English language acquisition as outlined in section 4.1.

Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2016 the Owner/Operator provide the Director of International Education, responsible for BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- Due to the significant staffing turnover and relative inexperience of the teaching staff, it is required that the Superintendent and OPC review and adjust the current administrative time allotments and outline a plan of action so that the current Principal obtains additional support and assistance in meeting the additional responsibilities due to the significant staffing changes as outlined in section 3.3.
- CHSS students are required to complete a weekly log indicating they have met a minimum of 150 minutes of physical activity as outlined in section 4.4.
- The School ensure that final report cards include a comment indicating the requirement for Daily Physical Activity is being met as outlined in section 4.7.
- The PE 10 course overview be updated to include an accurate time line for the delivery of the course as outlined in section 4.2.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Hefei No. 1 Secondary School continue to be recognized as a British Columbia Certified Program.

