

厦门华锐莱普顿学校 校内办事指南

Chiway Repton School Xiamen(CRS) Internal Services Directory

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人事部服务联络表

Human Resource Department Service Contact List

部门负责人及联系方式 Head of Division and Contact:

郭燕 Amy Guo 13616020753 amyguo@chiway-repton.com

办公室地址 Office Address: 北校区 North Campus B303

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 小初和普高中方教职工招聘 Primary and Middle School and NHS Chinese faculty recruitment 2. 普高和小初中方老师入职手续办理, 签订劳动合同 Handle the employment procedures and Employee Contract management. 3. 员工邮箱、OA、钉钉账号申请 Application for Email, OA and Dingding account 4. 中方员工转正、转岗、离职流程办理 Chinese Staff probation, job transfer, termination process 5. 考勤请假管理 Attendance and leave management. 6. 员工纸质档案的维护 Maintenance of staff paper files 7. 培训协议管理 Staff Training management 8. 老师职称申请与认定 Recognition and application of teacher's title of Education Bureau	周冬妮 Nico Zhou	13799747901 nicozhou@chiway-repton.com
1. 外方教职工、幼儿园中教和国际高中中教的招聘及入职手续、劳动合同签订 Kindergarten/IHS employment process and international faculty recruitment 2. 外教工作签证的办理 work permit and residence permit application. 3. 外教相关补贴报销协助 Assist in reimbursement of expat teachers' allowance of different categories. 4. 外教银行卡账号、境外汇款、医疗保险等相关问题协助	黄昊婷 Fiona Huang	13606080896 huanghaoting@chiway-repton.com



<p>Assist in bank account, overseas remittance, medical insurance and other related issues.</p> <p>5.协助外教年度个税汇缴清算 Assist in international staff's annual income tax declaration.</p> <p>6.外教转正、转岗、离职流程管理 International Staff probation, job transfer, termination process</p> <p>7.员工生日礼物及其他福利采买 Purchase birthday gifts and other benefits celebration</p>		
<p>1.员工薪酬计算和发放 Payroll calculation and release</p> <p>2.员工个税申报 Staff income tax declaration</p> <p>3.社保基数及公积金申报 Social insurance and housing fund declaration</p> <p>4.花名册及 EHR 人事薪酬系统维护 Roster and EHR personnel compensation system maintenance</p> <p>5.教职工子女就读学费优惠申请 Employees children application for tuition discount</p> <p>6.中方员工商业保险 Chinese staff commercial insurance</p> <p>7.各项人事相关统计调研, 与教育局对接相关工作 Human resources related survey and work related to Education Bureau</p> <p>8.校云宝人事信息维护 Update the staff information of XiaoYunbao system</p>	<p>罗利华 Luo Lihua</p>	<p>13696949301 luolihua@chiway-repton.com</p>

学校办公室服务联络表

School Office Service Contact List

部门负责人及联系方式 Head of Division and Contact:

王雅斯 Yasi Wang 0592-6198610

办公室地址 Office Address: 南校区 A203 South Campus A203

服务项目 Service Items	联系人 Contact	联系方式 Phone/Email
1.全校性工作协调、通知、校务信息公开 Whole School work coordination, notification and school affairs information disclosure	王雅斯 Yasi Wang	6198610 wangyasi@chiway-repton.com
2.全校性制度汇编与发布 Whole school regulation assembly and release	王雅斯 Yasi Wang	6198610 wangyasi@chiway-repton.com
3.校级对外公关、接待 PR and external guest reception	王雅斯 Yasi Wang	6198610 wangyasi@chiway-repton.com
4.董事会/理事会事务 School Board affairs and communication	王雅斯 Yasi Wang	6198610 wangyasi@chiway-repton.com
5.学校办学证照及年检 School license and annual inspection	王雅斯 Yasi Wang	6198610 wangyasi@chiway-repton.com
6.公司工商证照及年检 Company license and annual inspection	张依环 Clara Zhang	6198610 clarazhang@chiway-repton.com
7.OA 流程拟办、纸质流程拟办 Official document flow management	张依环 Clara Zhang 王雅斯 Yasi Wang	6198610 clarazhang@chiway-repton.com wangyasi@chiway-repton.com
8.学校公章用印 Seal Management	张依环 Clara Zhang	6198610 clarazhang@chiway-repton.com



<p>9.学校合同、档案、证照借阅 School Files, documents, contracts, license management</p>	<p>张依环 Clara Zhang</p>	<p>6198610 clarazhang@chiway-repton.com</p>
<p>10.学校会议管理（校级会议） School meeting management</p>	<p>张依环 Clara Zhang</p>	<p>6198610 clarazhang@chiway-repton.com</p>
<p>11.学校公务用车 School business vehicle use</p>	<p>张婷婷 Tina Zhang 钟器 Qi Zhong 宋煌林 Huanglin Song</p>	<p>6665533 tinazhang@chiway-repton.com zhongqi@chiway-repton.com songhuanglin@chiway-repton.com</p>
<p>12.学校公务出差/访客机票预订、 酒店预定 Flight ticket booking and hotel booking for business trip</p>	<p>张婷婷 Tina Zhang</p>	<p>6665533 tinazhang@chiway-repton.com</p>
<p>13. 礼品、嘉宾卡领用、名片制作 School gift, canteen guest card business card use</p>	<p>张依环 Clara Zhang 张婷婷 Tina Zhang</p>	<p>6198610 clarazhang@chiway-repton.com tinazhang@chiway-repton.com</p>

校医室联系方式 School Infirmary Contact List:

校医室主管 School Infirmary Chief 肖尧 Aaron Xiao 15960126116

办公室地址 Office: 北校区 B104 North Campus B104

南校区 A116 South Campus A116

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 师生校内就诊 On-campus medical service for students and faculty	肖尧医生 Doctor Aaron Xiao	15960126116 xiaoyao@chiway-repton.com
2. 教职工健康问题咨询、医院就诊指导 Consultation on faculty and staff health issues and guidance on hospital visits	李冠樾医生 Doctor Tina Lee	13244645131 liguanyue@chiway-repton.com
	赵媛媛护士 Nurse Yuanyuan Zhao	13551936770 zhaoyuanyuan@chiway-repton.com
3. 医疗卫生物资领取 Medical and hygienic materials pick up	郑慧珍护士 Nurse Huizhen Zheng	18850198926 zhenghuizhen@chiway-repton.com
4. 紧急情况下陪同师生医院就诊 Accompany students or faculty to the hospital in case of emergency	黄香玉护士 Nurse Ivy Huang	15279735380 huangxiangyu@chiway-repton.com
	每日当班校医会在学生管理群中告知 The school physicians on duty will be announced daily in the student management group	



财务部服务联络表

Finance Department Service Contact List

部门负责人及联系方式 Head of Division and Contact:

林秀美 Xiumei Lin 0592-6198658

办公室地址 Office Address: 北校区 B306 North Campus B306

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 为员工个人报销流程提供咨询, 发票及其他单据的合规合法性审核 Consulting on staff's personal reimbursement process, auditing the compliance and legality of invoices and other documents	财务经理 陈梅新 Chen Meixin	6198658 chenmeixin@chiway-repton.com
2. 提供对外付款流程咨询, 发票及其他单据的合规合法性审核 Provide consultation on external payment process, and audit the compliance and legality of invoices and other documents	财务经理 陈梅新 Chen Meixin	6198658 chenmeixin@chiway-repton.com
3. 提供各类历史业务对账查询 Provide all kinds of existing business reconciliation inquiry	会计主管 王晔 Wangye	6198658 wangyey@chiway-repton.com
4. 对当月内审批完整的付款单, 提供查询是否支付 Check whether to pay the completed payment order approved within the current month	会计主管 王晔 Wangye	6198658 wangyey@chiway-repton.com
5. 学费现场收款服务 On-site tuition collection service	出纳 俞婉琳 Yu Wanlin	6198658 yuwanlin@chiway-repton.com
6. 提供各类款项是否到账查询 To inquire whether all kinds of payments have been received	出纳 俞婉琳 Yu Wanlin	6198658 yuwanlin@chiway-repton.com
7. 学生一卡通充值服务 Student Recharge Service	出纳 俞婉琳 Yu Wanlin	6198658 yuwanlin@chiway-repton.com



8. 开具学费、住宿费发票给学生家长 Invoice students' parents for tuition fee and accommodation fee	出纳 洪丽娟 Hong Lijuan	6198658 honglijuan@chiway-repton.com
9. 各家公司财务专用章、发票专用章管理 Financial seal management	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com
10. 较大业务前期沟通咨询 Communication and consultation in the early stage of larger business	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com
11. 各类合同审核 Review of various contracts	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com
12. 提供税务政策咨询服务 Provide tax policy advisory services	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com
13. 部门间协调沟通 Coordinate and communicate between departments	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com
14. 其他财务人员未能解决的特殊事项 Other special matters that cannot be resolved by financial personnel	财务总监 林秀美 Lin Xiumei	6198658 lynnlin@chiway-repton.com



后勤部服务联络表

Logistics Department Service Contact List

部门负责人及联系方式 Head of Division and Contact:

苏繁荣 Fanrong Su 13606099727

办公室地址 Office Address: 北校区 North Campus B102

办公室地址 Office Address: 南校区 South Campus A108

服务项目 Service Items	联系人 Contact	联系方式 Phone/Email
1.后勤服务总协调 General coordination of logistics services	苏繁荣 Fanrong Su	13606099727 sufanrong@chiway-repton.com
2.网络服务、IT 运营系统（OA、图书馆系统、视频直播系统等）、座机电话、一卡通相关、复印机设备相关、IT 设备硬件（电脑、IPAD、投影仪、多媒体设备、电视台、录音室等）、教学相关的 IT 需求 Network service, IT system(OA, Library system, Video system etc.), landline telephone, campus card related, copier equipment related, IT equipment hardware (computer, IPAD, projector, multimedia equipment, TV station, recording studio etc.), academic related IT requirements	陈龙 Long Chen	18565705185/ chenlong@chiway-repton.com
	吕辉 Hui Lv	15985851135 lavinlv@chiway-repton.com
3.学校硬件设施设备管理（水电设施、电梯、泳池设施、消防设施、安防设施）、工程（改造）对接、工程验收 School hardware facilities and equipment management (water and electricity facilities, elevators, swimming pool facilities, fire-fighting facilities, security facilities), engineering (renovation)	林圣得 Shengde Lin	17895935028 linshengde@chiway-repton.com
	郭必芬 Bifen Guo	17859555157 guobifen@chiway-repton.com
	周艺娟 Yi juan Zhou	18850292013 zhouyajuan@chiway-repton.com
4.校车管理、教师通勤车服务、教师公寓服务、洗衣服务、后勤部门工作协调 School bus management, teacher	蒋贤 (北校区) Xian Jiang (North campus)	17759629795 jiangxian@chiway-repton.com



commuting bus service, teacher apartment service, laundry service, logistics department coordination	陈燕琳(南校区) Yanlin Chen (South Campus)	15905939179 chenyanlin@chiway-repton.com
5.学校餐饮服务对接协调、食品安全相关工作 School catering service and coordination, food safety	蒋贤(北校区) Xian Jiang (North campus)	17301626245 jiangxian@chiway-repton.com
	陈燕琳(南校区) Yanlin Chen (South Campus)	15905939179 chenyanlin@chiway-repton.com
6.学校物业服务(保安、保洁、维修)工作对接协调、学校消防、人防技防及安全相关工作 School property service (security, cleaning, maintenance), school security facilities	林圣得 Shengde Lin	17895935028 linshengde@chiway-repton.com
	郭必芬 Bifen Guo	17859555157 guobifen@chiway-repton.com
	周艺娟 Yijuan Zhou	18850292013 zhouyijuan@chiway-repton.com
7.物资采购 School procurement	王志聪 Zhicong Wang	15980833215 wangzhicong@chiway-repton.com
8.学校资产管理、仓库物品领用、床品领用、校服协调 School Asset Management and Claim, student bedding and uniform coordination	何泽钰(北校区) Zeyu He (North Campus)	17727862949 hezeyu@chiway-repton.com
	颜天真(南校区) Tianzhen Yan (South Campus)	18250785765 yantianzhen@chiway-repton.com

市场招生部服务联络表

Marketing and Admissions Department Service Contact List

部门负责人及联系方式 Head of Division and Contact:

周子音 Joyce Zhou 18650805778

办公室地址 Office Address: 南校区 South Campus A102

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 招生活活动组织 Organize recruitment activities	周子音 Joyce Zhou	18650805778 zhouziyin@chiway-repton.com
2. 微信推文宣传 WeChat tweets	陈玲 Gracey Chen	18226780318 chenling@chiway-repton.com
3. 新家长来访的接待与咨询 Reception and consultation for new parents' visits	郭亚英 Guo Yaying	13695007886 miyaguo@chiway-repton.com
4. 活动物料设计与制作 Design and production of activity materials	陈玲 Gracey Chen	18226780318 chenling@chiway-repton.com
5. 活动摄影摄像协助 Assisted in activity photography and camera shooting	陈玲 Gracey Chen	18226780318 chenling@chiway-repton.com
6. 教育教学活动执行协助 Assisted in the implementation of educational and teaching activities	周子音 Joyce Zhou	18650805778 zhouziyin@chiway-repton.com
7. 家校沟通协助 Assisted in the home-school communication	郭亚英 Guo Yaying	13695007886 miyaguo@chiway-repton.com
8. 其它临时协作任务 Other temporary collaboration tasks	周子音 Joyce Zhou	18650805778 zhouziyin@chiway-repton.com



幼儿园学部服务联络表

Kindergarten Service Contact List

部门负责人及联系方式 Head of Division and Contact:

刘怡纤 Sandy Liu 13816655320

办公室地址 Office Address: 幼儿园一楼 First floor of kindergarten

服务项目 Service Items	联系人 Contact	联系方式 Phone/Email
1. 学部活动组织协助 Assist with organization of divisional activities	杨玲 Lingling 陈嘉琪 Jiaqi Chen	13400777736 yangling@chiway-repton.com 18559024130 chenjiaqi@chiway-repton.com
2. 学部采购与报销协助 Assist in divisional procurement and reimbursement	杨玲 Lingling	13400777736 yangling@chiway-repton.com
3. 日程安排及预约 Agenda arrangement and appointment	杨玲 Lingling	13400777736 yangling@chiway-repton.com
4. 教育局关于教学及管理的相关工作: 教育局或督学等的迎检工作; 递交教育局需要的各种材料 Education Bureau's work related to teaching and management	杨玲 Lingling 陈嘉琪 Jiaqi Chen	13400777736 yangling@chiway-repton.com 18559024130 chenjiaqi@chiway-repton.com
5. ECA、家校活动及学校大型德育活动组织协调 ECA class management、home-school activities and other moral education activities coordination	杨玲 Lingling 陈嘉琪 Jiaqi Chen	13400777736 yangling@chiway-repton.com 18559024130 chenjiaqi@chiway-repton.com
6. 其它临时协作任务 Other temporary collaboration tasks	杨玲 Lingling	13400777736 yangling@chiway-repton.com

小初学部服务联络表

PYP&MYP Department Service Contact List

部门负责人及联系方式: Department Head and Contact Information:

小学部 PYP: 杨玉丽 Yolanda Yang 13573836657 yolandayang@chiway-repton.com

办公室地址 Address of office: 南校区 South Campus A206

初中部 MYP: 赖日新 Rixin Lai 13424166913 rixinlai@chiway-repton.com

办公室地址 Address of office: 南校区 South Campus C410

服务项目 Service Items	联系人 Contact	联系方式 Phone/Email
<p>1. 教学常规管理及资源建设: 小初学部教学管理制度完善, 教学区日常巡视, 及时记录学生及老师情况并反馈, 组织教师公开课展示, 教育教学问卷调查及教学评价。CCA 选课组织与实施督导、评估考核。小初课表编排与教室协调;</p> <p>Teaching routine management and resource construction: Improvement of-teaching management system of PYP&MYP, daily inspection of teaching area, timely record of students and teachers and feedback, organization of teachers' open class display, educational and teaching questionnaire and survey and teaching evaluation. CCA course selection, organization and implementation supervision, assessment and evaluation. PYP&MYP curriculum arrangement and classroom coordination;</p>	詹彩芸 Caiyun Zhan 祁伟 Wei Qi	<p style="text-align: center;">詹彩芸: 15711571837 zhancaiyun@chiway-repton.com</p> <p style="text-align: center;">祁伟: 15996344512 qiwei@chiway-repton.com</p>



<p>2. 组织考试和考务：小初学部期中、期末考试实施；汇总考试成绩统计，并根据各项数据，做出宏观考试分析。小升初相关政策跟进。8 年级小中考、9 年级中考相关考务工作对接和跟进安排。 Organization and administration of examinations: Implementation of mid-term and final examinations in primary school; Summarize the examination result statistics, and make macroscopic examination analysis according to the various data. Follow up on policies related to promotion from primary school to junior high school. Academic Test for the Junior High School Students of 8 grade (biology and geography examination), the Academic Test for the Junior High School Students related examination work docking and follow-up arrangement.</p>	<p>叶思颖 Siyiing Ye</p>	<p>13806061870 yesiying@chiway-repton.com</p>
<p>3.学籍信息管理：学生信息统计和学籍管理；学籍补贴发放。 Student status information management: Student information statistics and student status management; student status subsidy distribution.</p>	<p>邓雅娟 Yajuan Deng</p>	<p>13720893247 dengyajuan@chiway-repton.com</p>
<p>4.教育局关于教学及管理的相关工作：教育局或督学等的迎检工作；递交教育局需要的各种材料。 Education Bureau's work on teaching and management: Preparations for inspection by the Education Bureau or school inspector; submit various materials required by the Education Bureau.</p>	<p>詹彩芸 Caiyun Zhan 祁伟 Wei Qi</p>	<p>詹彩芸：15711571837 zhancaiyn@chiway-repton.com 祁伟：15996344512 qiwei@chiway-repton.com</p>
<p>5.文印及档案管理：教学资料打印：教学材料、试卷等的打印、复印、扫描装订等；试卷打印、发放及归档。教材征订及管理。配合集团年度档案巡检。 Printing and file management: Teaching materials printing: printing, copying, scanning and binding of teaching materials, test papers, etc.; printing, distribution and filing of test papers. Textbook subscription and management.</p>	<p>叶思颖 Siyiing Ye</p>	<p>13806061870 yesiying@chiway-repton.com</p>



Cooperate with the group's annual file inspection.		
6.图书管理： 图书采购及管理；报刊征订及管理。Book management: Book procurement and management; newspaper subscription and management.	邹红勋 Hongxun Zou	13926517435 zouhongxun@chiway-repton.com
7.幸福实验室：小初学生每学期一次的心理普测筛查；为小初学生开展多种形式的心理咨询辅导服务；组织心理健康教育课程，并实施教学；指导各班主任建立学生心理健康档案。Student Wellbeing Centre: Psychological general testing and screening for PYP&MYP students every semester; various forms of psychological counseling and counseling services for PYP&MYP students; organization of mental health education courses and implementation of teaching; instructing each homeroom teacher to establish students' mental health-portfolio.	郭昱辰 Yuchen Guo	18059270330 guoyuchen@chiway-repton.com
8.小初学部宿舍区学生德育及管理 Moral education and management of students in the dormitory area of PYP&MYP	罗兴华 Xinghua Luo 曹雪 Xue Cao	13599541799 luoxinghua@chiway-repton.com 18322598990 caoxue@chiway-repton.com
9.ECA、家校活动及学校大型德育活动 ECA, home-school activities and large-scale moral education activities in schools	罗兴华 Xinghua Luo	13599541799 luoxinghua@chiway-repton.com

国际高中部服务联络表

IHS Department Service Contact List

部门负责人及联系方式: Head of Division and contact:
 房园园 Celestine Fang/Principal of IHS 15652336753
 办公室地址 Address of office: 南校区 South Campus A308

服务项目 Item	联系人 Contact	联系方式 Phone/Email
学部招生、品宣、资源、人事、财务、场地和物品等重大事项。 Take charge of Major affairs such as admissions, publicity, resources, personnel, finance, venues, and items of the department.	房园园 Celestine Fang	fanguanyuan@chiway-repton.com

教学处负责人及联系方式: Director of Academic Affair office and contact information:
 杨毅 Caroline Yang13926161361 yangyi@chiway-repton.com
 办公室地址 Address of office: 南校区 South Campus A221

服务项目 Item	联系人 Contact	联系方式 Phone/Email
课程 Curriculum Management 1. 国际课程的授权与管理 Authorization and management of international courses 2. 校本课程的设计 Design school-based curriculum 3. 课程的评估标准 Assessment Criteria for the Course 4. 课程说明手册 Course Instruction Manual 5. 课程说明会、新生参观讲解 Course briefings, tours for new students	教学处副主任、 国际考协调员 Deputy director of AAO、 CAIE Coordinator: 李晨 Lichen	18829168209 lichen@chiway-repton.com
政策 Policy Formulation 1. 教学常规制定与更新 Development and update of teaching routines 2. 教学常规的培训与落实 Training and	教学协调员 Academic Coordinator: Sergei Dubrovin	13870878618 sergeidubrovin@chiway-repton.com



<p>implementation of teaching routines</p>		
<p>教师 Teachers Management</p> <ol style="list-style-type: none"> 1. 教师剑桥培训、PDQ 培训、校内培训 Cambridge training for teachers, PDQ training, on-campus training 2. 教师的面试、分工和考核 Teacher interview, division of labor, and assessment 		
<p>教务 Academic Affairs</p> <ol style="list-style-type: none"> 1. 校历和课表、调换课安排 School calendar and class schedule, arrangement of exchange classes 2. 听评课安排、教研会议组织 Arrangement of lectures and evaluations, organization of teaching and research conferences 3. 学术管理系统的设置和维护 Setup and maintenance of academic management system 4. 学生选科与学科分班 Student course selection and subject placement 5. 学生就读证明、成绩单等的开设 Issue students' certificates and students' reports, etc. 	<p>教务 Academic Affairs: 张怡 Ariel 李雅玲 Yaling</p>	<p>zhangyi@chiway-repton.com liyaling@chiway-repton.com</p>
<p>考务工作 Educational Testing Service</p>		
<p>场所 Venues Management</p> <ol style="list-style-type: none"> 1. 教学场所的分配与管理 Assignment and management of teaching spaces 2. 办公室的分配与管理 Office allocation and management 3. 白天和晚上自习场所的分配与管理 Assignment and management of daytime and nighttime study places 4. 练琴房的分配与管理 Assignment and management of the piano practice room 5. 会谈室的分配与管理 Assignment and management of meeting rooms 		




学生处-负责人及联系方式: Students Affair office and contact information:

陈承利 Chengli Chen 13264326778 chenchengli@chiway-repton.com

办公室地址 Address of office: 南校区 South Campus A307

服务项目 Item	联系人 Contact	联系方式 Phone/Email
课程 Curriculum Management 1. CCA 非学术类课程的设置和管理 The management of CCA non-academic courses 2. 爱丁堡公爵奖的授权与落实 Authorization and implementation of the Duke of Edinburgh Award 3. 特色德育课程的梳理和编辑 Sorting and editing of characteristic moral education courses 4. 学部及学校大型活动的组织和落实 Organization and implementation of large-scale activities of the department and school 5. 组织升旗, 安排和培训发言 Organizing flag raising, arranging and training speeches	副德育主任 Deputy director of SAO 练倩茹 Megan	18559752887 lianqianru@chiway-repton.com
政策 Policy Formulation 1. 班主任工作常规的制定和落实 The formulation and implementation of the work routine of Homeroom teachers 2. 学生手册的制定和落实 Development and implementation of the student handbook 3. 晚自习管理政策的制定和落实 The formulation and implementation of management policies for evening self-study 4. 宿舍区管理政策的制定和落实 Development and implementation of dormitory management policies		
教师 Teachers Management 1. 班主任的培训、分工与管理 Training, division of labor, and management of homeroom teachers 2. 其他老师学生常规管理办法的培训 Training teachers and students on routine management methods 3. 全员德育的推进与落实 Promotion and implementation of moral education for all employees 4. 以班级为单位的教师座谈会组织 Organize teacher forum by class		
学生 Students management		

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<ol style="list-style-type: none"> 1. 每个学生的德育档案建立、身心健康的关注 Keep each student's moral education file and the attention to physical and mental health 2. 定期学生大会组织. Organize regular student assembly 3. 学生会的建设和管理 The setup and management of the Student Union 4. 家校沟通和家长会的组织 Organization of home-school communication and parent-teacher associations 5. 家委会的管理和沟通 Management and communication of the family committee 		
场所 Venues Management <ol style="list-style-type: none"> 1. 配合管理学生自习场所 Assist with the management of student self-study area 2. 学生运动场馆的分配与管理 Assignment and management of student sports venues 3. CCA 场所的分配和管理 Assignment and management of CCA venues 		

升学处-负责人及联系方式: Head of Career Development Department and contact:
 潘攀 Pan 18006912329 panpan@chiway-repton.com
 办公室地址 Address of office: 南校区 South Campus A103

服务项目 Item	联系人 Contact	联系方式 Phone/Email
课程 Curriculum Management <ol style="list-style-type: none"> 1. 升学课程的梳理与编辑 Arrange and edit academic development courses. 2. 生涯规划课程的梳理和编辑 Sort and edit career development courses 3. 定期组织家长升学宣讲 Regularly organize education lectures for parents 4. 定期组织学生参加升学课程 Regularly organize students to participate in further education courses 5. 竞赛和夏校等学术活动的对接组织 Coordinate and organize academic activities such as competitions and summer schools 	升学指导 Career development advisor: 罗剑平 Luo Jianping	13635658572 luojianping@chiway-repton.com



<p>政策 Policy Formulation</p> <ol style="list-style-type: none"> 1. 升学成绩单模板的设计 Design report template for further studies 2. 学校介绍的设计 Design the school introductions 3. 升学服务流程和标准的制定 Formulate career development service procedures and standards 	<p>升学指导 Career development advisor 王腾 Wang Teng</p>	<p>15145004003 wangteng@chiway-repton.com</p>
<p>学生 Students management</p> <ol style="list-style-type: none"> 1. 每个学生的个性化方案设计与更新 Individualize study plan and update for each student 2. 定期或有针对性的和学生进行沟通 Make targeted communication with students regularly 3. 定期或有针对性的和家长进行沟通 Make targeted communication with parents regularly 		
<p>申请 Application</p> <ol style="list-style-type: none"> 1. 贝优系统的设置和维护，信息的及时更新 The setup and maintenance of the Bayou system, and the timely update of the information 2. 学生申请材料的准备和递交 Preparation and submission of student application materials 3. 确保达到条件的学生拿到正式录取 Ensure that students who meet the requirements are officially admitted 4. 学生签证指导 Students' visa guidance 		
<p>招生 Marketing and Admission:</p> <ol style="list-style-type: none"> 1. 配合市场部门，参加招生相关宣讲会，负责普及升学相关内容 Collaborate with the Marketing Department to participate in enrollment-related presentations, responsible for disseminating educational advancement information. 2. 配合市场部门，对潜在新生及家长进行未来升学方向的一对一面谈 Collaborate with the Marketing Department to conduct one-on-one discussions with potential new students and parents about future educational directions. 3. 提供为招生服务的，升学成果相关的宣传文案 Provide promotional materials highlighting educational achievements for enrollment services. 		



BTEC 协调员 BTEC Coordinator:

维娜 Na Wei15695928043 weina@chiway-repton.com

办公室地址 Address of office: 南校区 South Campus A322

服务项目 Item
<ol style="list-style-type: none"> 1. BTEC 学生报名注册 Ensuring learners are registered on time 2. BTEC 学生证书申请 Claiming learner certificates at the end of a program 3. 负责培生在线管理 Working on Pearson's Edexcel Online. 4. 联络回应外部审核员 Contacting Standards Verifiers 5. 监督和支持项目团队 Monitoring and supporting the program teams 6. BTEC 课程教学 Teaching BTEC courses 7. 评估和内部审核 Conducting assessments and internal verification 8. BTEC 新生面试及说明会 BTEC Freshman Interview and course introduction 9. BTEC 艺术展 International High School BTEC Art Exhibition 10. 通过推文环创等宣传 BTEC 助力招生 Introducing BTEC for admissions 11. 联络外部资源丰富课程内容 Contacting external resources to enrich BTEC course 12. 与家长班主任升学指导等沟通 Communicating with parents, homeroom teachers and so on.

学部助理 Assistant of IHS:

庄伊林 Elena 13605960908 zhuangyilin@chiway-repton.com

办公室地址 Address of office: 南校区 South Campus A307

服务项目 Item
<p>值班 Rota</p> <ol style="list-style-type: none"> 1. 学部值班工作的安排与协调 Arrangement and coordination of the rotation in IHS 2. 学部值班记录信息的整理和汇报 Arrange and report information of department's duty records 3. 学部校长日程的协调与安排 Coordination and arrangement of the school principal's schedule
<p>财务 Finance</p> <ol style="list-style-type: none"> 1. 学生杂费扣除信息的及时整理 Timely arrange student miscellaneous fee deduction 2. 学部的采购与报销 Making purchase and reimbursement for IHS 3. 在读生奖学金材料的收集和整理 Collection and arrangement of scholarship materials for students
<p>会议 Meetings</p> <ol style="list-style-type: none"> 1. 学部管理会议的预约和组织 Reservation and Organization of Management Meetings 2. 其他会议的协助组织、签到和接待 organization, check-in, and reception of other meetings 3. 教师约谈的组织 Organize teachers' meeting
<p>宣传 Publicity</p> <ol style="list-style-type: none"> 1. 学部课堂、活动的照片拍摄和整理 Take pictures and organize photos of classrooms and activities of IHS 2. 学部宣传文章的组稿和对接 Draft publicity articles of IHS 3. 学部重要 PPT 的编辑和整理 Edit and sort of important PPT of IHS
<p>文件 Document</p> <ol style="list-style-type: none"> 1. 学部重要文件的翻译、整理和保管 Important documents translation and arrangement. 2. 股东方月报的整理和上报 Organize and report the monthly report of shareholders



普高部服务联络表

NHS Department Service Contact List

学部负责人及联系方式 Head of Division and Contact:

耿红 Hong Geng 18159290886


办公室地址 Office Address: 北校区 North Campus B404

行政办公负责人及联系方式 NHS Division Administrative Affairs Contact:

徐珊 Shan Xu 17749771255

办公室地址 Office Address: 北校区 North Campus B412

服务项目 Item	联系人 Contact	联系方式 Phone/Email
<p>【行政管理】</p> <p>1、学部领导日程预约;</p> <p>2、负责学部教师考勤管理;</p> <p>3、领导安排的其他学部管理督办工作;</p> <p>4、负责学部领导访客接待及相关安排;</p>	徐珊	<p>17749771255</p> <p>xushan@chiway-repton.com</p>
<p>【公文办理】</p> <p>1、上级教育管理部门各项公文的处理;</p> <p>2、协助其他部门完成学校相关应检材料;</p>		
<p>【文稿工作】</p> <p>1、起草学部领导所需的 PPT\文稿;</p> <p>2、学部会议记录;</p> <p>3、学部各项管理制度的起草或修订;</p> <p>4、领导安排的其他文件编写及修订工作;</p>		
<p>【学部宣传】</p> <p>1、学部微信推文编写;</p> <p>2、学部对外宣传文稿编写;</p> <p>3、学部宣传展板等编写、印制;</p> <p>4、其他学部宣传相关工作;</p>		
<p>【活动组织】</p> <p>1、负责学部各类会议的筹备、组织和召开;</p> <p>2、家长会、学生活动的筹备、协调及组织;</p> <p>3、各类大型活动的支持与协调;</p>		
<p>【沟通协调】</p> <p>1、负责学部内外对接、跨部门间的工作协调;</p> <p>2、应本部门教师/学生需求,与其他相关部门沟通协调解决相关需求;</p> <p>3、应其他部门工作需求,在本部门内协调沟通安</p>		


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排工作;		
【财务报销】 1、负责学部财务报销工作; 2、负责学部物资采购、领用、发放及报销; 3、负责其他学部费用的申请、报销及支付; 4、应财务要求,核对、整理本学部相关财务数据;	王家欣	18965144596 wangjiaxin@chiway-repton.com

教务处-负责人及联系方式 Head of Academic Center and Contact:

熊海青 Haiqing Xiong 15159282665

办公室地址 Office Address: 北校区 North Campus B401

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 制定教务处工作计划、总结; 2. 教务工作安排协调; 3. 各年段教师人员安排; 4. 全校课程安排协调; 5. 教育教学监控、质量分析; 6. 学生学籍把关; 7. 上级考务管理工作对接; 8. 对接上级部门教学督导检查; 9. 负责新生中招录取领导小组; 10. 教育教学总结汇报等。 11. 负责培训安排及培训总结。 12. 负责以上各类检查材料的整理上报工作。	熊海青	15159282665 xionghaiqing@chiway-repton.com
1. 负责普高所有学生的学籍信息管理(注册、休学、退学、转学、借读); 2. 负责普高考试试卷及文印工作; 3. 负责中招录取检录、新生报到、新生调档、建立学籍。 4. 负责各项考试报名工作(学考,市质检)。 5. 负责图书馆教材对接工作。 6. 负责教育局各类检查材料的整理上报工作。 7. 负责每月课时核对及报送。	廖立昱	15859862975 liaoliyu@chiway-repton.com
1. 负责每月的月考、期中考试安排(命题要求、命题试卷、考前动员大会准备、考务培训会、考试时间安排、试卷扫描、线上阅卷安排等)。 2. 负责实验考试的考试手册、考试安排、考试防疫应急预案、考务相关物料的准备、考试考场安排、监考安排等工作。 3. 期末市质检考试安排、接送试卷。	林静	15059332292 linjing@chiway-repton.com

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4. 课表的安排、调停课安排。 5. 负责以上各类检查材料的整理上报工作。		
1. 教研组、备课组各项材料检查。 2. 组织公开课活动。 3. 组织各学科竞赛活动。 4. 负责宣传推文、各类检查材料的归档。 5. 负责 CCA 课程材料收集整理归档。	林梅霞	13950181403 linmeixia@chiway-repton.com

德育处-负责人及联系方式 Head of Student Center and Contact:

李通 Tong Li 13958940655

办公室地址 Office Address: 北校区 North Campus A101

服务项目 Item	联系人 Contact	联系方式 Phone/Email
1. 制定德育处计划、总结、行事历; 负责大型综合赛事; 大型会议主持; 和团委书记一起负责招募并开展活动; 班主任会议及理论学习; 毕业生、国外学生外出鉴定工作; 负责上级所有有关德育检查的汇报工作	李 通	13958940655 litong@chiway-repton.com
2. 艺术节; PPT; 活动照片、资料收集; 会议记录; 负责家委会工作; 班主任电子学籍检查; 毕业生、国外学生外出鉴定材料; 负责学生外出研学工作; 负责上级所有有关德育检查的材料整理工作; 分管学生心理工作工作	魏伯文	18205973882 weibowen@chiway-repton.com
3. 读书节; 会议计划; 所有德育活动材料收集和微信推文; 六项竞赛统计; 女生辅导课总负责; 期末先进集体, 个人工作通知及公示; 负责女生仪容仪表及思想工作; 负责上级所有有关德育检查的材料整理工作	贾梦迪	15890737099 jiamengdi@chiway-repton.com
4. 普高体育所有活动; 疫情防控; 大型会议学生组织; 安全保卫及军训工作; 负责男生仪容仪表及思想工作; 负责上级所有有关德育检查的材料整理工作	郑 豪	15082755424 zhenghao@chiway-repton.com
5. 【团委工作】 1、落实上级团委要求的各项文件; 2、负责团员发展工作; 3、负责团员活动组织工作; 4、完成上级团委要求的其他工作;	马赞	18650196007 mayun@chiway-repton.com



<p>5、团委学生会招募，所有团委开展的学生活动；校园卫生、纪检等团委学生会工作；负责学生青年志愿者活动；负责上级所有有关德育检查的材料整理工作</p>		
<p>6.科技节：</p>	<p>熊海清</p>	<p>15159282665 xionghaiqing@chiway-repton.com</p>
<p>7.普高所有师生住宿及管理；所有生活老师管理；大型会议筹备；负责上级所有有关德育检查的材料整理工作</p>	<p>谢彪</p>	<p>15859247671 xiebiao@chiway-repton.com</p>



第二部分：CRS 人事事务办事指南

Part 2: CRS Human Resource Affairs Guidance



第二部分:目录 Content

一、员工请假流程 Employee Leave Application

二、公务出差申请 Business Trip Application

三、搜索通讯录和组织架构 Search contacts and Org Chart

四、个人培训申请 Employee Training Application

五、行政员工每日考勤记录 Administrative staff Daily Attendance

六、中方外地老师宿舍申请流程 Chinese No local teacher Dormitory Application



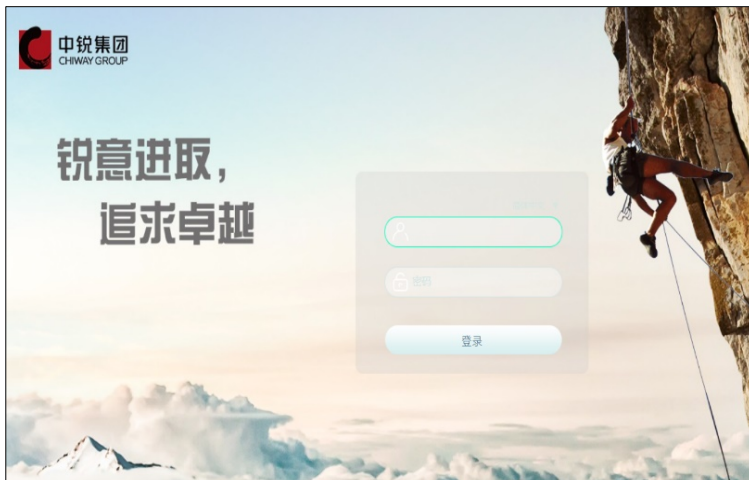
一、 员工请假流程 Employee Leave Application

员工应通过在线 OA 系统申请休假，并需在审批通过后方可休假。未按学校规定请假流程执行的，按旷工处理。

Employees should apply for leave through the online OA system, and the leave can only be taken after approval. Those who take leave having failed to apply for it according to the school regulations shall be treated as absentees.

1. 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp>?

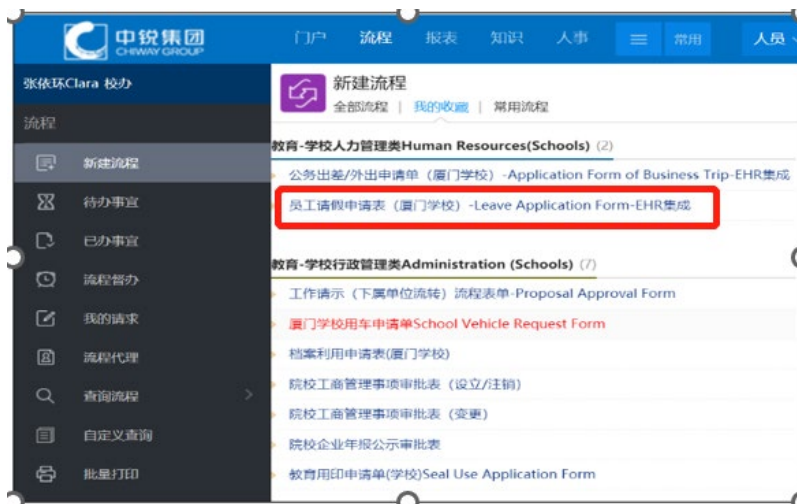


2. 点击“流程”，进入“新建流程”页面

Go to the "New Process" page by clicking "Process"

3. 选择：学校人力资源管理类-员工请假申请表

Choose the: Human Resources-Leave Application Form



4. 填写信息，提交申请。（请假类型，假期开始和结束的时间，请假事由，如病假需提

交医院病假证明；婚假需提交结婚证；产假需提交产假证明等相关附件)

Fill in the information and submit the request. (Type of leave, start and end Time, Reasons for leave, relative attachments like doctor issuing leave certificate or marriage certificate and new-birth certificate to support sick leave, marriage leave maternity leave application etc.)



员工请假申请单 Leave Application Form

流程ID:0

申请人 Applicant	郭燕guoyan	申请日期 Date of Application	2021-08-13
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Department or Division	人力资源部
请假人 Applicant	郭燕guoyan <input type="text" value=""/> <input type="button" value="Q"/>		
目前可休年假时长 Remaining Days of Annual Leave	14.5	可用调休时长 Days of Leave in Lieu	0.0
假事类型 Type of Leave	<input type="text" value=""/> <input type="button" value="v"/> <input type="button" value="!"/>	申请天数 Days Applied	0 <input type="text" value=""/> 天
假事开始时间 Start From	<input type="text" value=""/> <input type="button" value="!"/> <input type="button" value="!"/>		
假事结束时间 End On	<input type="text" value=""/> <input type="button" value="!"/> <input type="button" value="!"/>		
请假事由 Reasons for Leave	<input style="width: 100%;" type="text"/>		
相关附件 Attachments	<p>最大100M/个</p> <input type="button" value="选取多个文件"/> <input type="button" value="X 清除所有选择"/>		

5. 部门领导、人力资源部审批，分管校长审批 (按权责手册自动流转)

Request will be approved by department leader and Director of Human Resources and respective Principals. (OA process running automatically according to School Rights and responsibilities manual).

6. 超过 5 天的长假，需由上一级领导审批。

Long leave exceeding 5 days shall be approved by the leaders at the next higher level

二、公务出差申请 **Business Trip Application**

1. 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp?>


Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>

2. 点击“流程”，进入“新建流程”页面

Go to the “New Process“ page by clicking” Process”

3. 选择：学校人力资源管理类-公务出差/外出申请单

Choose: Human Resource-Application Form for Business Trip



公务出差申请单
Application Form for Business Trip

流程ID:0

姓名 Name	郭燕guoyan	部门 Department	人力资源部 <input type="text"/> 🔍
类型 Type	国内出差Business Trip in Mainland ▾	公司 Company	厦门华锐莱普顿学校 <input type="text"/> 🔍
开始时间 Departure Time	<input type="text"/> ! ⌚ !	目的地 Destination	<input type="text"/> !
结束时间 Return Time	<input type="text"/> ! ⌚ !	共计天数 Total Days	0 <input type="text"/> 天
外出/出差事由 Purpose			
<input type="text"/> !			
相关文档 Document Related	<input type="text"/> 🔍 +	相关流程 Process Related	<input type="text"/> 🔍
相关附件 Attachment	最大100M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

4. 填写信息，选择国内出差、国外出差或外出，出差需要填目的地，开始和结束时间，出差事由，并上传附件比如邮件通知、会议通知等，再提交申请。

Fill in the information, choose business trip in Mainland, Overseas Business trip or business trip in the city, destination, departure/return time, Business Purpose, relative attachments to support your trip such as email notice, meeting notice, then submit the request.

5. 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver.

6. 批复后，将已批复的 OA 转给校办行政人员，以便预定机票和酒店。具体流程，请参看校办出差票务预定流程。

After approval, please forward approved OA to School Office administrative staff to start booking your flight and hotel. For details, please refer to School Office Business travel ticket booking process.



三、 搜索通讯录和组织架构 Search contacts and Org Chart

员工可以通过钉钉系统上查找学校联系人和联系方式及组织架构。Employee can search school contract number and telephone and organization chart through Dingtalk.

1. 下载钉钉系统。登录后打开搜索符号，键入想搜索的姓名的拼音或者英文名，点击即可。

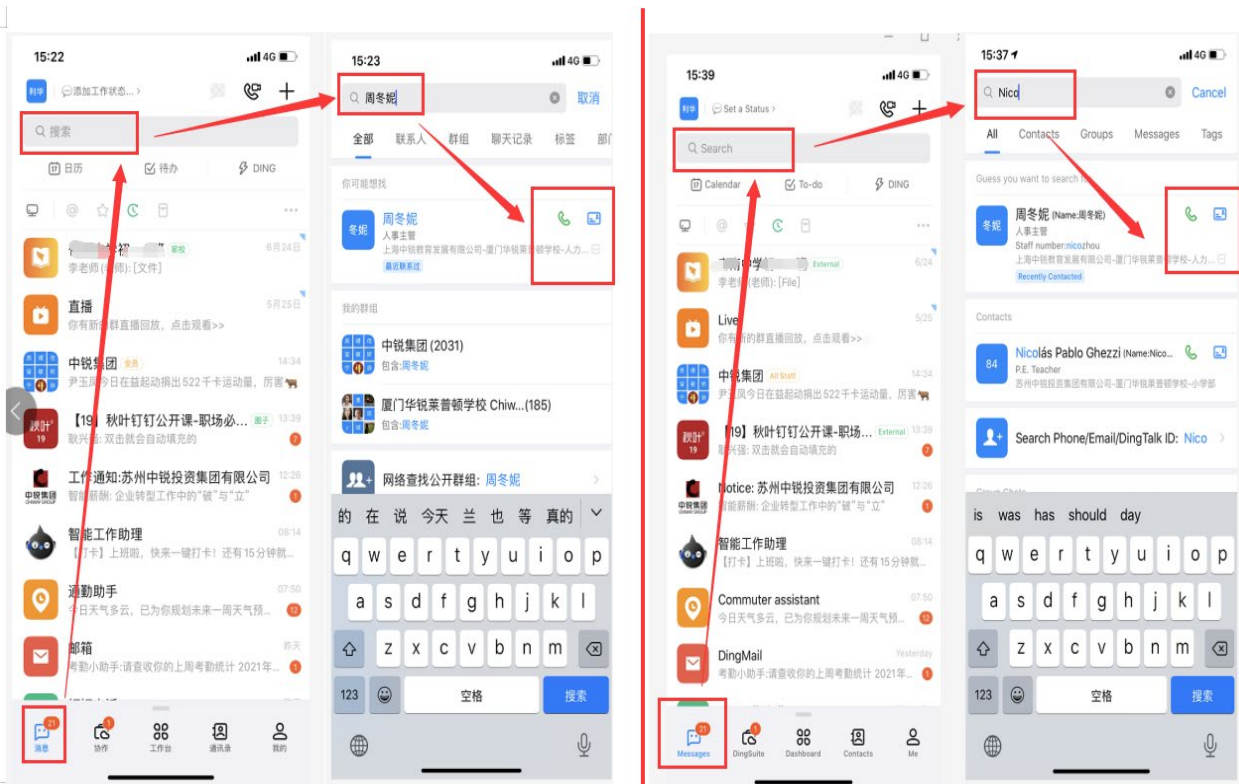
Download the Dingtalk system. Once you're signed in, open the search symbol, type the pinyin or English name of the name you want to search for, and tap search.

比如：查找**联络人**

方法一：消息——搜索入口，直接输入姓名的简拼，即可从列出的名单中找到对方

For Example: Find a contact of 周冬妮 or Nico

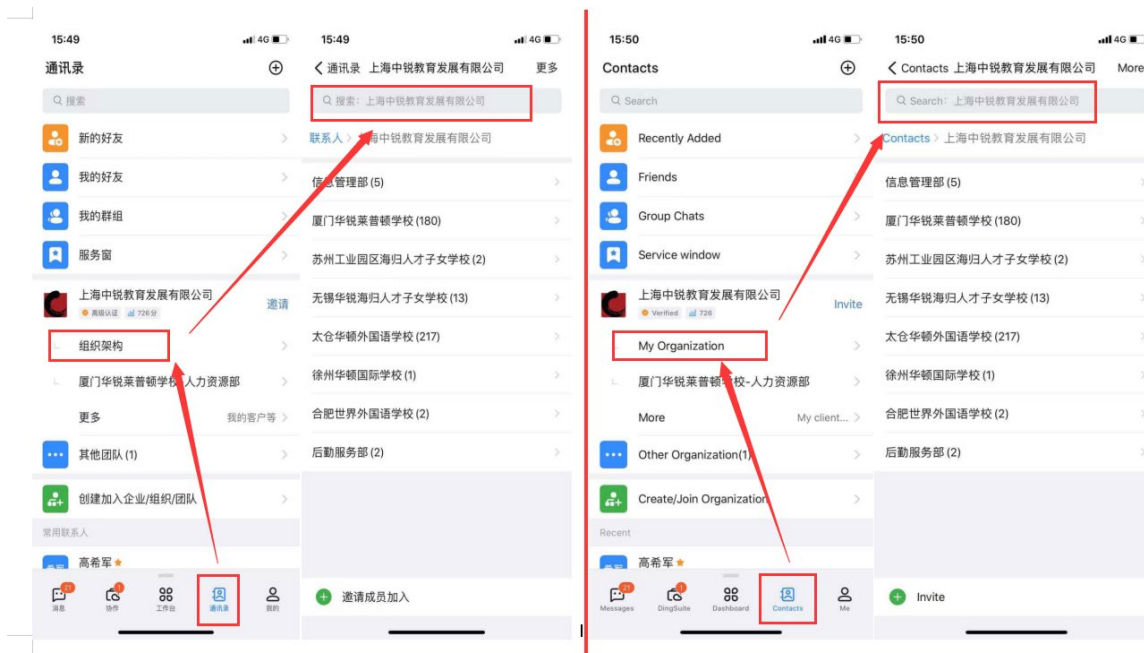
Method 1: Message - Search the portal, enter the name directly, you can find each other from the list



方法二：通讯录——组织架构

Method 2: Contacts - Organizational Structure

2. 可以使用钉钉系统的办公电话来联系员工。



点击智能办公电话——员工免费

点击网络电话——需要流量

2、Office phone

Smart Office Phone - Employees are free

Internet telephony - use traffic

四、 个人培训申请 Employee Training Application

1. 新员工入职培训 New Employee Orientation

通常学校会在开学前为所有新入职的员工进行为期 2 周的入职培训。培训的目的是使员工熟悉学校的组织结构、企业文化和办学愿景，了解学校的管理系统和工作要求，并熟悉学校内部政策及其工作环境。

The school will usually conduct 2-week orientation training for all new employees before the opening of school. The purpose of this training is to enable staff to familiarise themselves with the organisation's structure, school culture and vision, understand the management system and working requirements of the school, and become familiar with its internal policies and working environments.

2. 内部培训 Internal Training

根据培训需求计划，学校还将提供校内培训、同事间协作等培训机会。

According to the training requirement plan, the school will also provide training opportunities such as internal training and collaboration between colleagues.

3. 外部培训 External Training

参加外部培训并由学校承担培训费用的员工必须提前提交培训申请表。如果员工由于一些短期培训计划而缺勤，则必须获得所在部门的部门主管和分管校长、总校长的批准。

Employees who participate in external training with the cost borne by the school must submit the training application form in advance. If employees need to be absent from daily work for some short-term training programmes, approval must be obtained from the Head of Department, the Principal in charge and the General Principal.

参训员工须在培训申请审批完成后培训开始前，至人力资源部签订【培训服务协议】，此协议作为参训人员劳动合同的附件。【培训服务协议】规定了培训费用的范围、培训后服务期限。如员工服务年限未满，因个人原因离职，须按协议规定向学校支付一定的培训补偿费。

After the training application is approved, before the start of training, employees shall sign the "Training Service Agreement" with the HR department. This agreement shall be attached to the trainee's labour contract. The "Training Service Agreement" establishes the scope of the training fee and the service period. If the employee leaves the school due to personal reasons during the contract's service life, he/she must pay a fixed training compensation fee to the school according to the agreement.



4. 外部培训所需的培训申请表可向人力资源部索取。

For external Training, you can obtain the application form from HR Dept.



五、 行政员工每日考勤记录 Administrative staff Daily Attendance

1. 行政员工考勤以钉钉打卡方式进行，每天考勤 2 次：上班和下班各一次。

Attendance for non-teaching staff will be recorded through the platform Dingtalk, twice a day, once for clocking in and again for clocking out.



2. 如漏打卡，可本人在钉钉上发起补卡申请，写明时间和原因，由主管审批后，HR 存档。

If you miss punch card, you can initiate a replacement card application on Dingtalk, write down the time and reason, by the supervisor after approval for HR archive

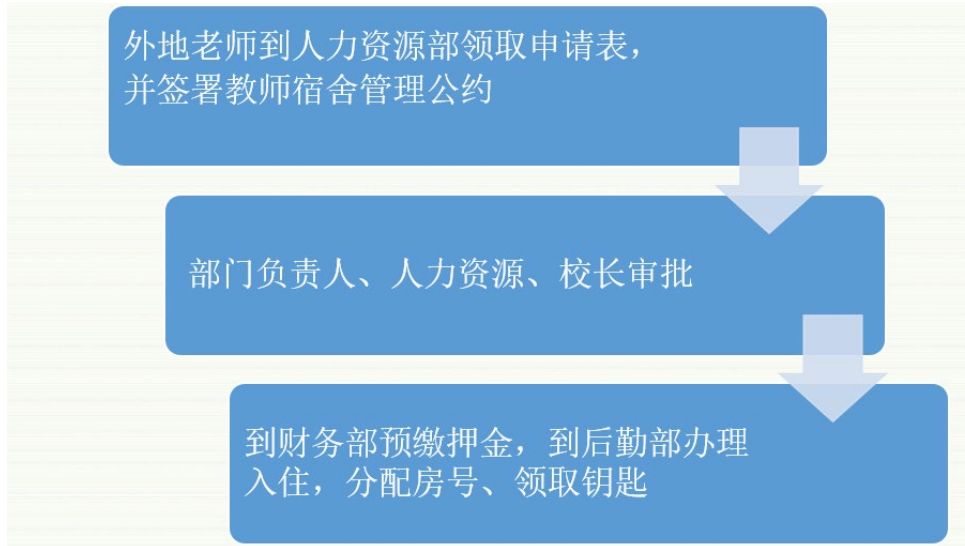


3. 员工须亲自打卡，严禁委托他人打卡或伪造考勤打卡记录



Employees must register themselves. It is strictly forbidden to entrust others with registering on your behalf or to forge attendance and registration records.

六、中方外地老师宿舍申请流程 Chinese None local teacher Dormitory Application



具体流程参见《QS-2021-008 厦门华锐莱普顿学校老师入住宿舍管理规定》。For details, please refer to QS-2021-008 CRS Regulations on the Management of Teachers' Accommodation.



第三部分：CRS 行政事务办事指南

Part 3: CRS Administration Affairs Guidance



第三部分：目录 Contents

- 一、学校公务车申请 School Vehicle Use Application
- 二、用印申请 Seal Use Application
- 三、合同审批（含用印） Contract Approval and Seal Application
- 四、档案利用(含用印)申请 Archive Using and Seal Application
- 五、工作请示流程 Work Proposal Approval
- 六、会议组织及会议室预定 Meeting Arrangement and Meeting Room Reservation
- 七、公务出差票务预定 Business Travel Ticket booking
- 八、嘉宾卡、礼品领用 Guest Card/Gift Application
- 九、公文/制度发布 Official Document and Regulation Release
- 十、名片申请 Business Card Application
- 十一、顺丰快递服务 SF Express Delivery Service

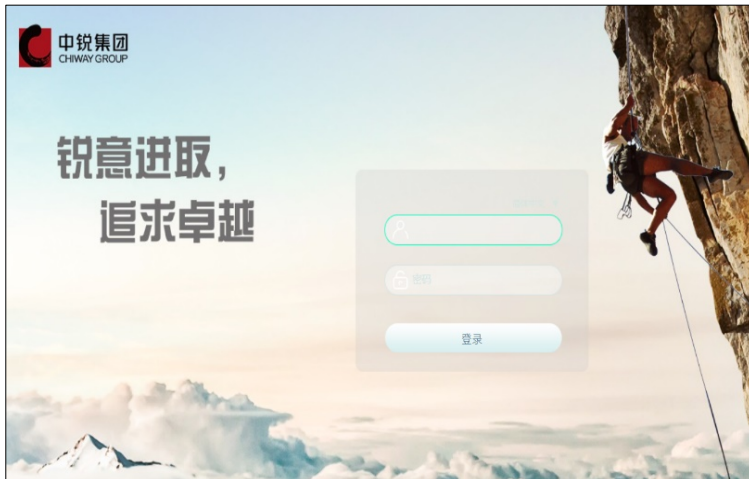


一、 学校公务车申请流程 School Vehicle Use Application

学校公务车是指学校配备的用于定向保障公务活动的机动车辆, 仅限学校教职员工及学生申请使用。School official car, refers to the motor vehicle provided by the school for work activities, which can only be used by school staff and students.

① 登录 OA 账号, 网址 <http://oa.chiway.com.cn/login/Login.jsp?>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>



② 点击“流程”, 进入“新建流程”页面

Go to the "New Process" page by clicking "Process"

③ 选择: 学校行政管理类-厦门学校用车申请单

Choose the: Administration-School Vehicle Request




④ 填写信息, 提交申请。(用车人姓名, 人数, 类型, 出发地, 目的地, 申请事由, 相关附件等)

Fill in the information and submit the request. (Passenger name, numbers, trip(s) type,

place of pick-up, destination, purpose of the trip and relative attachments)

单School Vehicle Request Form - 创建



用车申请单

School Vehicle Request Form

流程ID: 0

申请人 Applicant	张依环Clara	申请日期 Date of Application	2021-08-04
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	校办
用车人姓名 Passenger Name	<input style="width: 90%;" type="text" value=""/>	用车人数 Number of Passengers	<input style="width: 90%;" type="text" value=""/>
类型 Trip Type	<input style="width: 95%;" type="text" value=""/>		
出发地 Place of Pick-up	<input style="width: 90%;" type="text" value=""/>	目的地 Destination	<input style="width: 90%;" type="text" value=""/>
车辆管理员 Trip Coordinator	张婷婷tinazhang	外租车辆 Rental vehicles	<input style="width: 90%;" type="text" value=""/>
驾驶员 Driver	<input style="width: 95%;" type="text" value=""/>		
申请事由 Purpose of Trip	<input style="width: 95%;" type="text" value=""/>		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

⑤ 部门领导、校办主任审批，用车管理员派车（自动流转）

Request will be approved by department leader and Director of School Office, arranged by vehicle coordinator. (OA process running automatically).

⑥ 收到司机信息，申请 OA 完成。

Receive the driver's information and the online application completed

出发地 Place of Pick-up	学校	目的地 Destination	市教育局
车辆管理员 Trip Coordinator	张婷婷tinazhang	外租车辆 Rental vehicles	no
驾驶员 Driver	钟器zhongqi		
申请事由 Purpose of Trip	办理高中办学许可年检盖章		
附件 Attachments			



二、用印申请 Seal use application

① 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp?>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>

② 点击“流程”，进入“新建流程”页面

Go to the “New Process“ page by clicking” Process”

③ 选择：学校行政管理类-教育用印申请单

Choose: Administration-Seal use application Form

④ 填写信息，上传附件，提交申请。请注意：用印需上传填写完整的文件，空白文件不可用印。

Fill in the information, upload the relative attachments and submit the request. remind: please upload a complete document, a blank document will not be allowed for sealing.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver.

⑥ 批复后，携带需盖章的资料到校办办公室南校区 A203 用印。

After approval, go to School office A203 South Campus to have your document stamped.

流转意见 与我相关			
	王雅斯wangyasi 校办	接收人: 张依环Clara	2021-08-04 14:55:22 [学校印章管理员 / 抄送]
	王雅斯wangyasi 校办	接收人: 周永志ZhouYongzhi	application completed 2021-08-04 14:55:22 [学校印章管理员 / 用印]
	周小明 zhouxiaoming 校长室	接收人: 王雅斯wangyasi	2021-08-04 13:41:39 [学校会审人员 / 批准]

三、合同审批（含用印）申请 Contract approval and seal application

① 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp?>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>

② 点击“流程”，进入“新建流程”页面

Go to the” New Process“ page by clicking” Process“

③ 选择：学校合同管理类-教育合同申请表

Choose: Contract Management-Contract approval Form

④ 填写信息，上传附件，提交申请。

Fill in the information, upload the relative attachments and submit the request.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导或根据相关意见进行修订合同，以免延误。

Waiting for approval, check the process node in time and remind the corresponding approver or amend the contract according to relevant opinions to avoid delay.

⑥ 经办人修订环节：上传最终版的合同至“经办人修订”栏，点击“修订”。

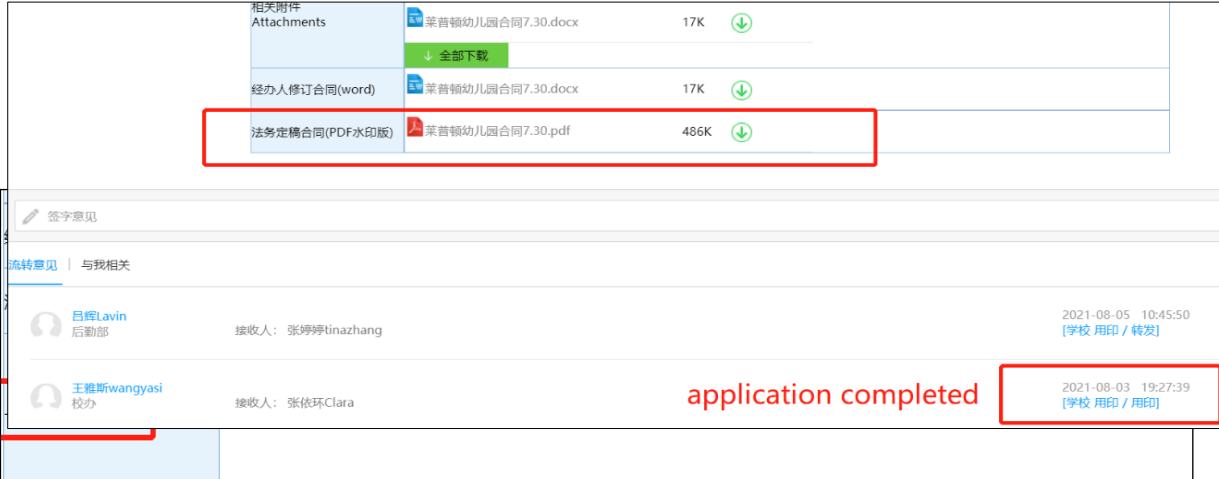
Revision node: upload the final version of contract in the column of amending, then click” Revision” to keep the process running.

⑦ 印章管理员批复后，携带需盖章的合同到校办办公室南校区 A203 用印。

After approved by seal administrator, go to School office A203 South Campus to have your contract stamped.

⑧ 双方签字盖章后，需在合同审批表里上传签署版合同。

After being signed and sealed by both sides, upload the contract in the column of SIGNED CONTRACT.



The screenshot displays a web interface for contract management. At the top, there is a table of attachments:

Attachments	File Name	Size	Status
	莱普顿幼儿园合同7.30.docx	17K	Download
	全部下载		
经办人修订合同(word)	莱普顿幼儿园合同7.30.docx	17K	Download
法务定稿合同(PDF水印版)	莱普顿幼儿园合同7.30.pdf	486K	Download


Below the attachments table, there is a workflow history section titled "流转意见 | 与我相关". It shows two entries:

- 吕焜Lavin** (后勤部) received by 张婷婷tinazhang on 2021-08-05 10:45:50. Status: [学校用印 / 转发]
- 王雅斯wangyasi** (校办) received by 张依环Clara on 2021-08-03 19:27:39. Status: [学校用印 / 用印]

A red box highlights the "application completed" status and the final approval timestamp (2021-08-03 19:27:39) in the workflow history.

四、档案利用申请 Archive using and seal application

档案是指学校在经营活动中直接形成的记录各项活动的真实内容和过程并具有保存利用价值的各类文件材料。（包括纸质文件、图纸、方案、软件、图片、音像、实物等不同

 <p>厦门华锐莱普顿学校 CHIWAY REPTON SCHOOL XIAMEN</p>	<h2>厦门华锐莱普顿学校 校内办事指南</h2>	<p>编号：QS-2023-004 页码：第45页共83页</p>
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形式的历史纪录），常用档案包括学校营业执照、办学许可、合同、文件纪要等。

Archives refer to all kinds of documents and materials directly formed in the school activities to record the true content and process of various activities and have the value of preservation and utilization. (including paper documents, drawings, schemes, software, pictures, audio and video, physical and other forms of historical records), commonly used files include school certificates, contracts, documents and minutes, etc.

① 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp>

② 点击“流程”，进入“新建流程”页面

Go to the “New Process” page by clicking “Process”

③ 选择：学校行政管理类-档案利用申请表

Choose: Administration-Archive using application form

④ 填写信息，上传附件，提交申请。(档案存档地点：跨部门；利用目的栏备注是否需盖章)

Fill in the information, upload the relative attachments and then submit the request.

Note: Storage site of archive: Other department; Remark in the "using purpose" column if the stamp is required.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval. please check the process node and remind the corresponding approver.

⑥ 批复后，档案管理员将提供电子版档案，如需盖章可打印电子版档案到校办办公室南校区 A203 用印。

After approved, E-archive will be provided by archivist and if the stamp is required, paper archive should be printed out to have stamp in school office A203 South Campus.



档案利用申请表

流程ID:361630

申请人	吕辉Lavin	申请日期	2021-07-14
所属公司	厦门华锐莱普顿学校	所属部门	后勤部
档案存放地点	跨部门	利用方式	复印件
利用档案类型	权证管理类（营业执照、办学许可、商标证、车辆资料、项目权证类、法定代表人身份证件复印件等）		
档案所属公司	厦门市集美区华锐莱普顿幼儿园有限公司		
是否需要领导层身份证原件	否		
身份证所属人（可以多选）	受托办理事项情况报告下载		
利用目的	应教育部要求，做好校门报警监控项目相关事宜的通知，现在需要跟电信签订合同，电信公司需要把学校信息录入系统，需要厦门市集美区华锐莱普顿幼儿园有限公司的营业执照和办学许可的扫描件。望批准！		
相关流程			
相关附件	<p>附件1: 市直属学校（单位）新校门监控项目... 29K </p> <p>附件2: 市直属学校（单位）校门监控清单.xls... 13K </p> <p>关于做好校门报警监控项目相关事宜的通知.... 22K </p> <p>全部下载</p>		
外借法定代表人身份证件原件时，需附上办理事项的批准文件，且归还时需提交《受托办理事项情况报告》			

意见 | 与我相关



张依环Clara
校办

系统自动批准

接收人：吕辉Lavin

2021-07-15 10:18:39
[档案管理员 / 档案借阅]



王雅斯wangyasi
校办

接收人：张依环Clara

2021-07-15 10:18:36
[校办主任 / 批准]

五、工作请示流程 Work proposal approval process

工作请示是本人或本部门向上级领导请求对某项工作、问题作出指示，对某项政策界限给予明确，对某事予以审核批准时使用的一种请求性公文。需要工作请示的事宜包括并不限于：超出本人或本部门权责范围的问题；涉及方针、政策界限等方面的重要问题；工作中遇到新的情况和困难，按照原规定难以处理；涉及需要跨部门协调、协作的问题。



Work proposal is a requesting official document used when oneself or the department request instructions, clarify the boundary of a certain policy, review and approve on the certain matter. Matters requiring work instructions include but are not limited to: issues beyond the scope of the authority or responsibility of the department; important issues involving guidelines and policy boundaries; new situations and difficulties encountered in the work, which are difficult to deal with in accordance with the original regulations; involving needs cross-departmental coordination and collaboration.

① 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp>?

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp>?

② 点击“流程”，进入“新建流程”页面

Go to the "New Process" page by clicking "Process"

③ 选择：学校行政管理类-工作请示流程表单

Choose: Administration- proposal approval form

④ 填写信息，上传附件，提交申请。(必须写清楚背景情况、承办依据、经办要点、合理性、风险控制点、财务预算等)

Fill in the information, upload the relative attachments and then submit the request.

Details description on background information, reasons, key points, rationality and risk control, financial budget is required.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver.

⑥ 流程归档后，申请人可启动所请示项目的工作

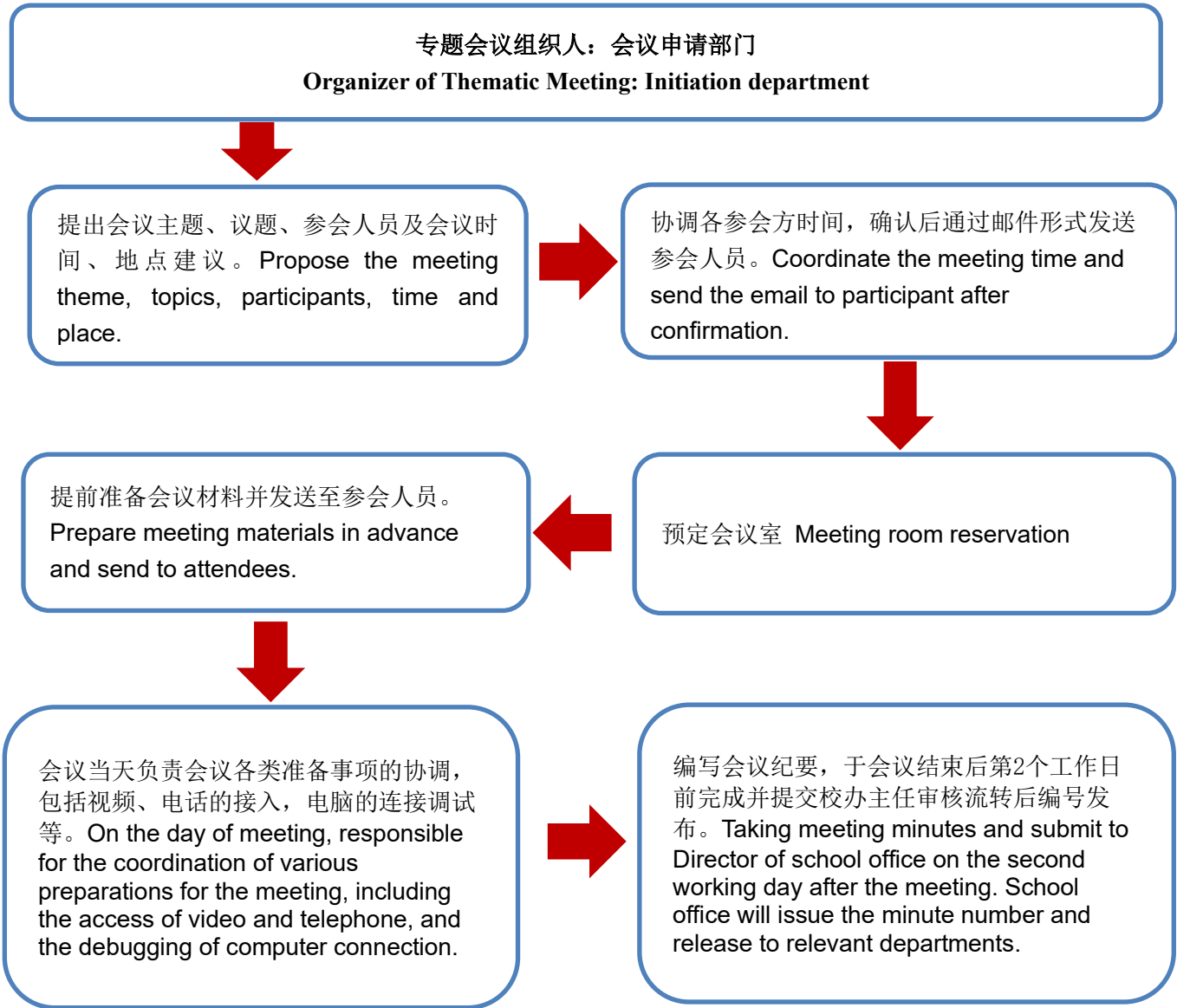
After the process is filed, the applicant can start the work that was approved.

六、会议组织及会议室预定 Meeting arrangement and meeting room reservation

此处的会议组织特指除校办组织的教职工大会、校领导班子会、教学会议、运营会议之外，由特定部门发起的涉及跨部门协调的专题事项的会议。The meeting organization here specifically refers to thematic meetings involving cross-departmental coordination initiated by specific departments, except for the faculty and staff conferences, school



leadership meetings, teaching and education meetings, and operation meetings organized by the school office.



会议纪要模板 Meeting Minutes Template:



XXXXXX 会会议纪要（宋体 加粗 小三） ←

编号：2020-JY-←

会议时间：（宋体 小四） ←

会议地点：（宋体 小四） ←

参会人员：（宋体 小四） ←

会议记录：（宋体 小四） ←

←

会议内容： ←

正文（宋体 小四） ←

←

←

拟稿： 核稿： 签发： ←

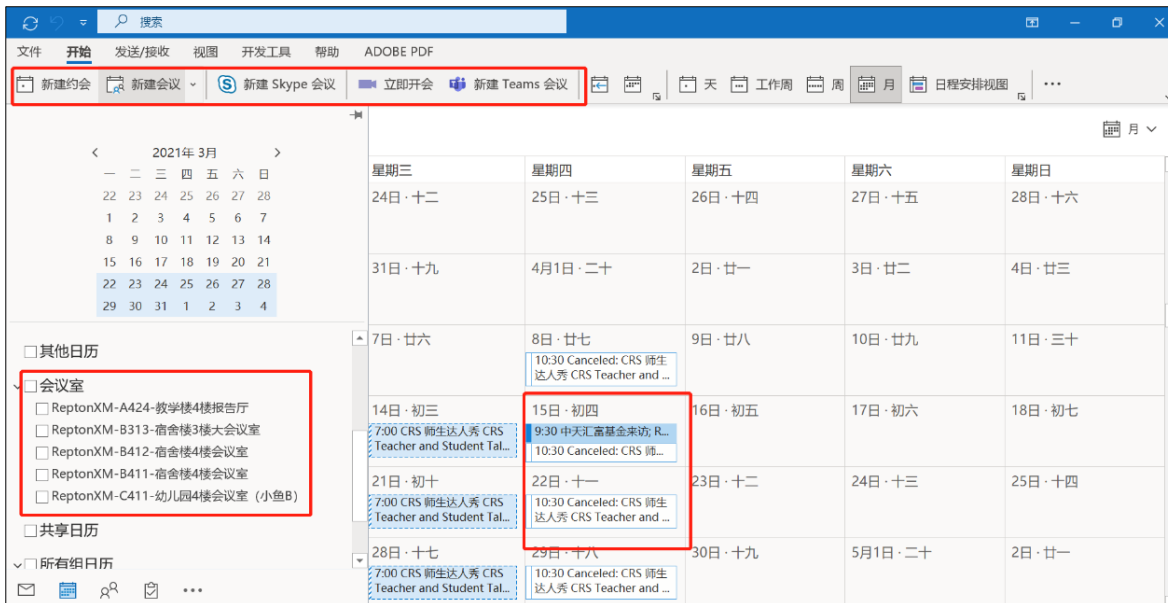
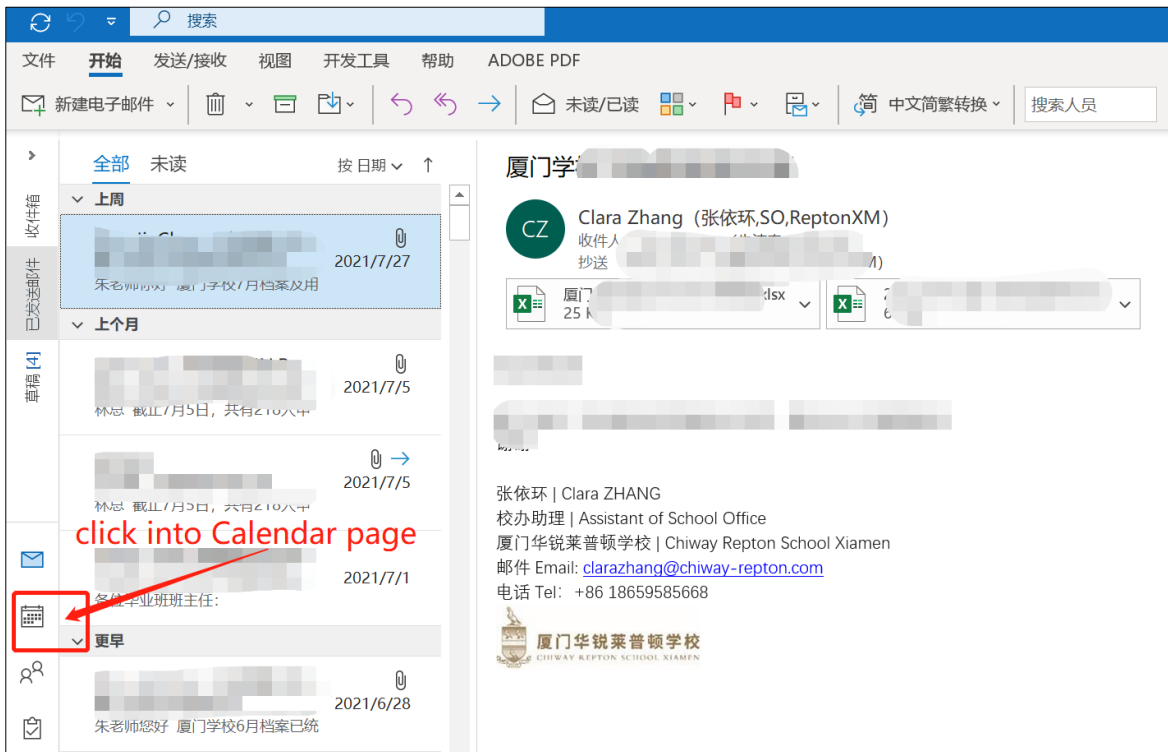
时间：2021年 月 日 时间：2021年 月 日 时间：2021年 月 日 ←

←

2、会议室预定 Meeting Room Reservation

- ① 登录 Outlook 邮箱（网页版/手机版） Log into Outlook (PC/Mobile Phone version)
- ② 进入“日历”页面，查看会议室在所需时间段是否有其他预约。根据需求点击“新建约会/会议/Teams 会议”等。

Go to the "Calendar" page to check if any scheduling conflict with the room at the same period. Then click "New Appointment/Meeting /Teams Meeting" as required



③ 填写会议相关信息

Fill in the meeting information

标题: 填写会议名称, 主题

Title: Fill in the meeting topic or main theme.

必须: 选择需参会人员

Must: Fill in the one who must attend the meeting

可选: 选择非强制参会人员

Optional: Fill in the one who attend the meeting

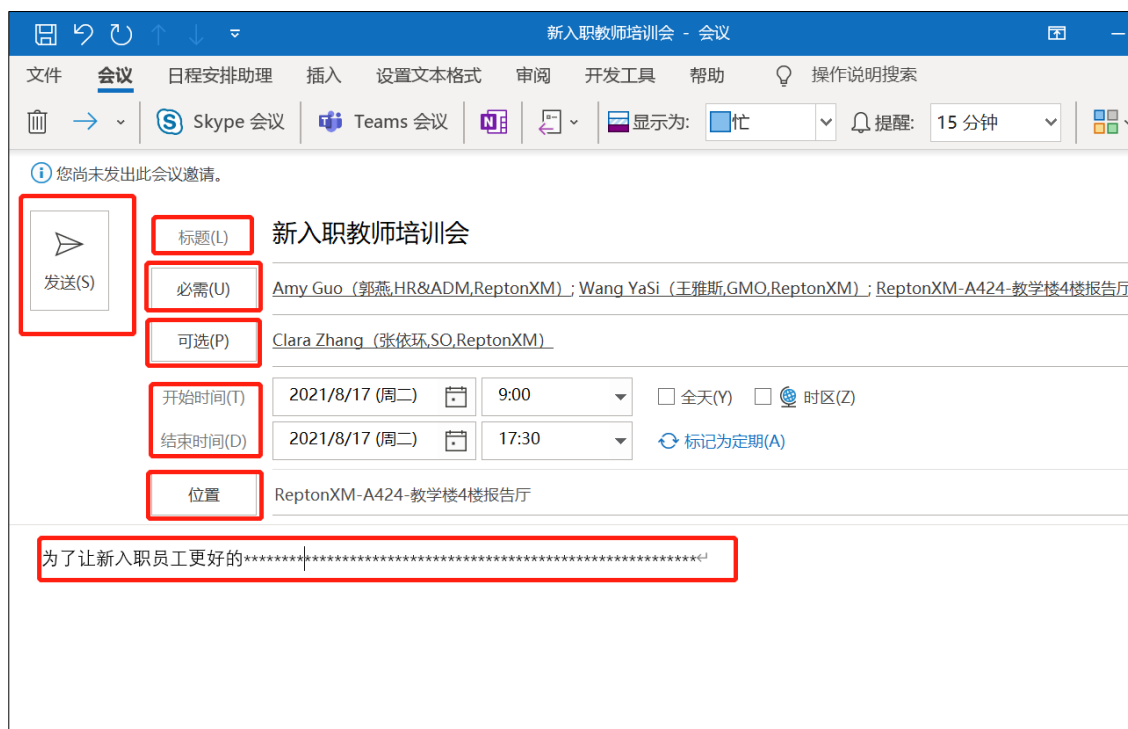
optionally

位置: 点击“位置”进入地址通讯簿, 根据需求选择合适的会议室。

Location: Click "Location" to go to the address book page, select the suitable rooms for meeting.

更多会议信息可在下方空白处补充说明。

More information about the meeting can be added in the space below.



④ 发送会议邀请邮件, 检查是否收到会议室预定成功的回执。预定成功后, 检查相关人员的参会回执。

Sending the meeting invitation and check to see if the reservation is done. Pay attention to the answer receipt from participants.



七、出差票务预定流程 **Business travel ticket booking process**

1、机票：出行人可通过校办预定

Air ticket: the ticket can be booked through School Office

2、 机票预定流程：Air ticket booking process:

① 出行人以邮件形式发送出行信息到校办张婷婷老师邮箱 tinazhang@chiway-repton.com. 邮件内容注明：出行人身份证信息，目的地，往返时间，所需预定航班等，并附上已批复的“出差审批表”

The travel information is required to email to Tina Zhang (administrative assistant, school office, tinazhang@chiway-repton.com). Passenger information, destination, departure and return time, and assigned flight should be noted and approved application form of business trip should be attached in the email as well.

② 校办线下与出行人沟通确认航班预定信息

Offline communication between School Office and Traveler regarding the travel details.

③ 出行人确认出票，校办发送机票票号给出行人

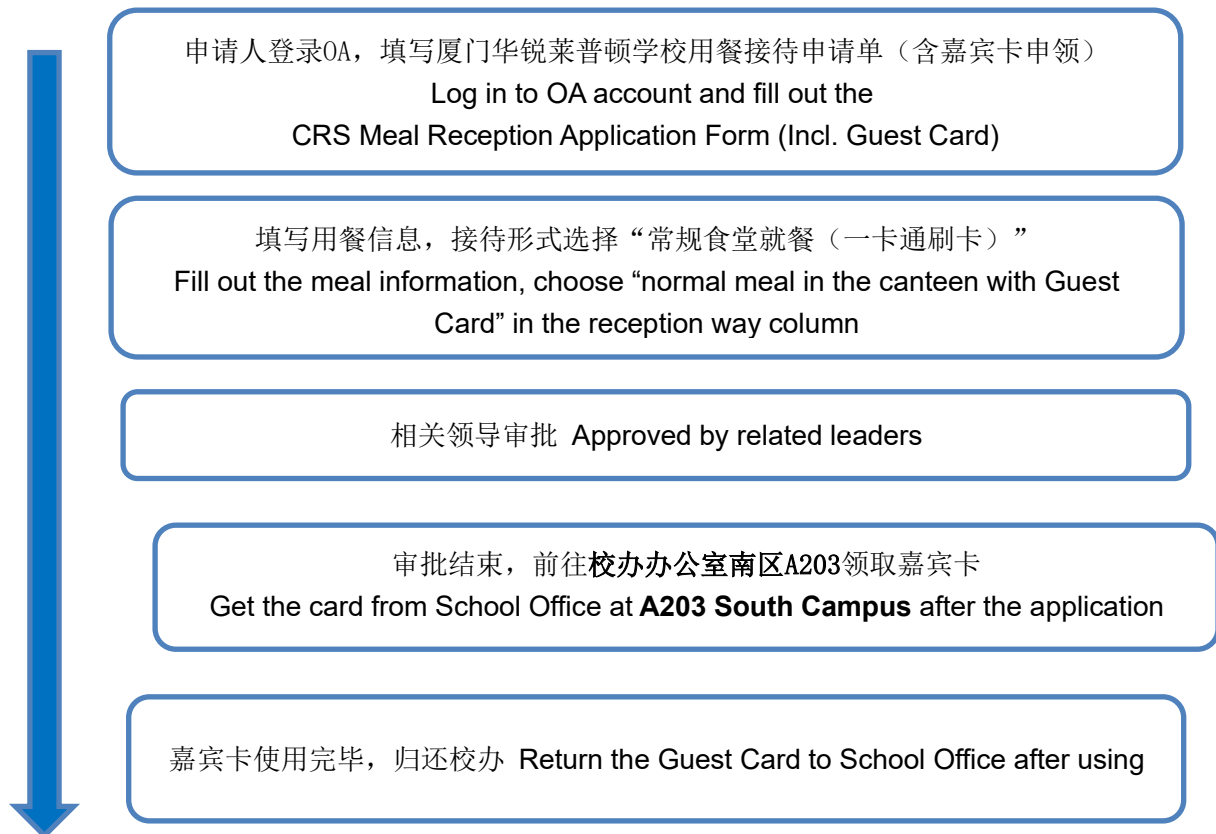
Ticket information reconfirmation, then School Office provide the booking number to travelers.



八、嘉宾卡、礼品领用流程 Guest Card/ School Gift Application Process

嘉宾卡用途：各部门用于接待集团、外部来访人员，可在学校餐厅刷卡用餐及作为出入门禁。

Usage of guest card: it could be applied by all departments to receive group and external visitors, and can be used as access control and to dine in the school canteen.



礼品用途：在学校对外活动、会议、节日等社交场合为了加强与外部单位交流赠送给对方
的纪念性礼品。

Usage of gift: to be used in school activities, meetings, festivals and other social occasions in order to strengthen the communication with external units.

领用流程：OA 填写“招待费流程申请表”，流转完毕后到校办办公室南区 A203 领用礼品。



九、公文/制度发布 Official document and regulation release

1、红文发布流程 Red-head document release process

红文主要包括但不限于：学校重要通知、决策、重要事项通报、学年预算、招生政策、奖学金政策等。Red-head document mainly includes but is not limited to: School's important announcement, major decision, significant issue, academic year budget, admission policy, scholarship policy etc.

① 经办部门整合相关材料，在 OA 上发起“工作请示”审批流程

The handler is responsible for collecting information and initiating work proposal approval process.

② 审批完成后，经办人提供全套材料及审批文件经校办流转至集团总办

After approval, the full set of documents should be submitted to Head Office via School Office.

③ 集团总办根据权责手册报送相关领导审核、签发。

The Head Office submit the document to relevant leaders in the group for review and issue in accordance with "CRS Rights and Responsibilities Manual".

2、公函/公文发布流程 Official letter/document release process:

公函公文包括并不限于：学校通知说明、规范要求、奖惩通报、对外报送文件等


Official letter/document mainly includes but is not limited to: School notice, regulation, rewards and punishment, external document etc.

① 经办部门整合相关材料，在 OA 上发起“工作请示”审批流程 或 根据权责邮件抄送相关领导对文件内容进行审核。

The handler is responsible for collecting information and initiating proposal approval process or sending document to relevant leaders by mail according to CRS Rights and Responsibilities Manual.

② 审批完成后，提供全套材料及审批文件给到校办校对。

After approval, the full set of documents should be provided to School Office for double check.

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④ 校办主任审核后，发布文件并抄送相关领导和经办人。

After checking, the Director of School Office release the document and copy it to handler and relevant leaders.

3、学校规章制度，办事指南等发布流程 School Regulation and guideline release process

① 经办部门根据制度模板编撰相关制度，填写纸质版<中锐教育集团制度流程流转会签单>（校办提供）

The handling department is required to compose the first draft of regulation and fill out the Chiway Regulation application Form. (template provided by School Office)

② 经办人及部门领导确认签字后，制度初稿及审批件交由校办主任校对，并根据权责进行拟办。

After confirmed and signed by handler and department leader, the draft of regulation and application form would be checked and reviewed by the director of School Office and proposed according to CRS Rights and Responsibilities Manual.

③ 校办助理完成文件审批流转并抄送批复件给到经办人及校办主任。

The assistant of School Office is responsible for transferring the document and finishing the process, then send the approved document to handler and director of School Office.

④ 校办主任对外发布制度，抄送相关领导及经办部门。

The Director of School Office release the document and copy it to handler and relevant leaders.

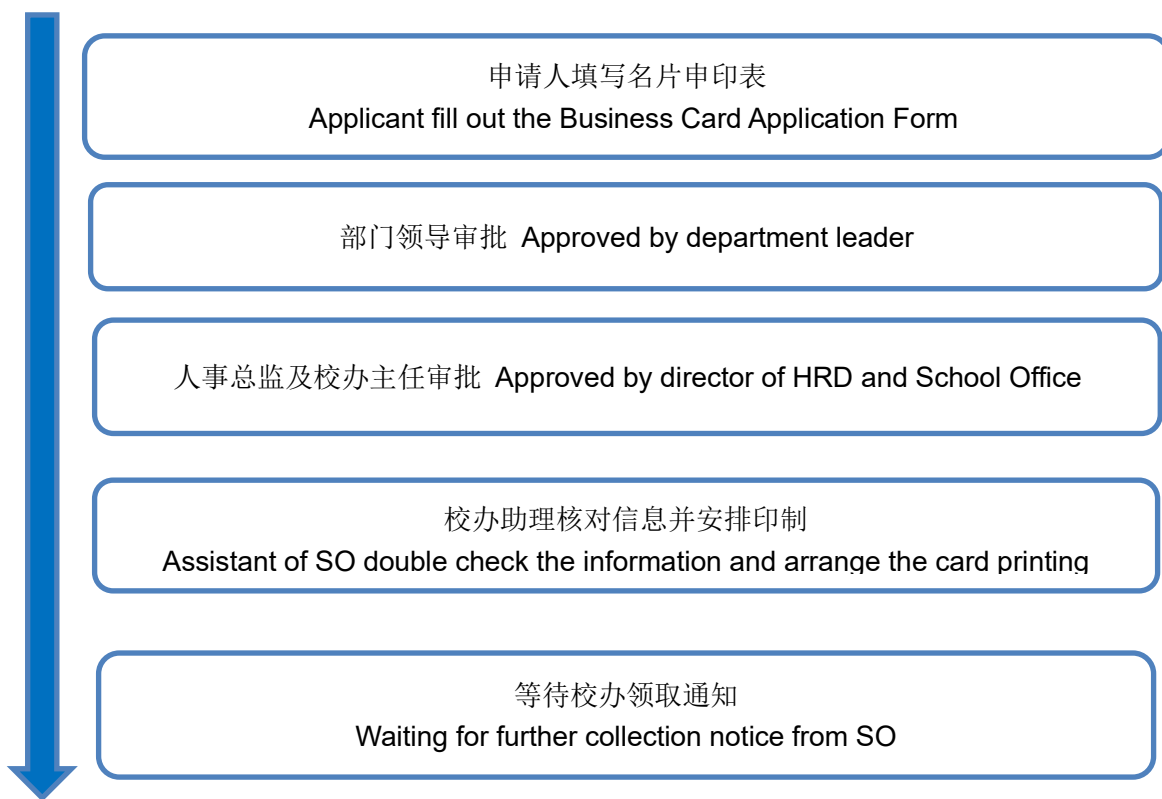


十、名片申请 Business Card Application Process

1、名片使用场合：市场宣传活动、政府及相关部门拜访、嘉宾来访接待以及商务活动等场合。

Business Card Use Occasion: market promotion activity, government and related department visitation, school reception and business activity etc.

2. 名片申领流程: Business Card application process





十一、顺丰快递月结服务 SF-Express Monthly Statement Service

顺丰月结服务使用说明：月结服务是指收寄件人在收寄件时只需填写学校月结账号，无需支付快递费，校办将定期与顺丰公司核对并结算当月费用。月结服务仅限用于收寄与学校工作有关的快递，个人私人物品请自行邮寄。

SF Express monthly statement instructions: SF Express monthly statement means that the sender or recipient only needs to fill in the school's account when shipping or receiving mails or parcels without paying the express fee. The school office will check and settle the monthly bill with SF-express. **The delivery service is only for school work purpose items.** Personal items delivery fees should be borne by yourself.

- ① 打开微信顺丰速运小程序 Open the mini program of SF Express on Wechat
- ② 填写快递信息，支付方式选择“寄付月结” Complete the shipping information, select “monthly payment by sender” in the payment method and fill in school's account.
- ③ 月结账号 Monthly payment account: 5925226406





第四部分：CRS 财务事务办事指南

Part 4: CRS Financial Affairs Guidance



第四部分：目录 Contents

- 一、 对外付款及个人报销申请 External payment application And Personal reimbursement payment application
- 二、 分段付款申请（后勤专用） Subsection payment application（For the logistics department）
- 三、 学费、住宿费等退费申请 Application for refund of tuition, accommodation, etc
- 四、 发票或收据开具申请 Invoice or receipt issued for application
- 五、 一卡通充值、扣款及收支明细咨询 School E-card recharge, deduction and payment details consultation
- 六、 财务专用章用印申请 Special seal for finance use application
- 七、 财务档案利用（含用印）申请 Financial archive using and seal application



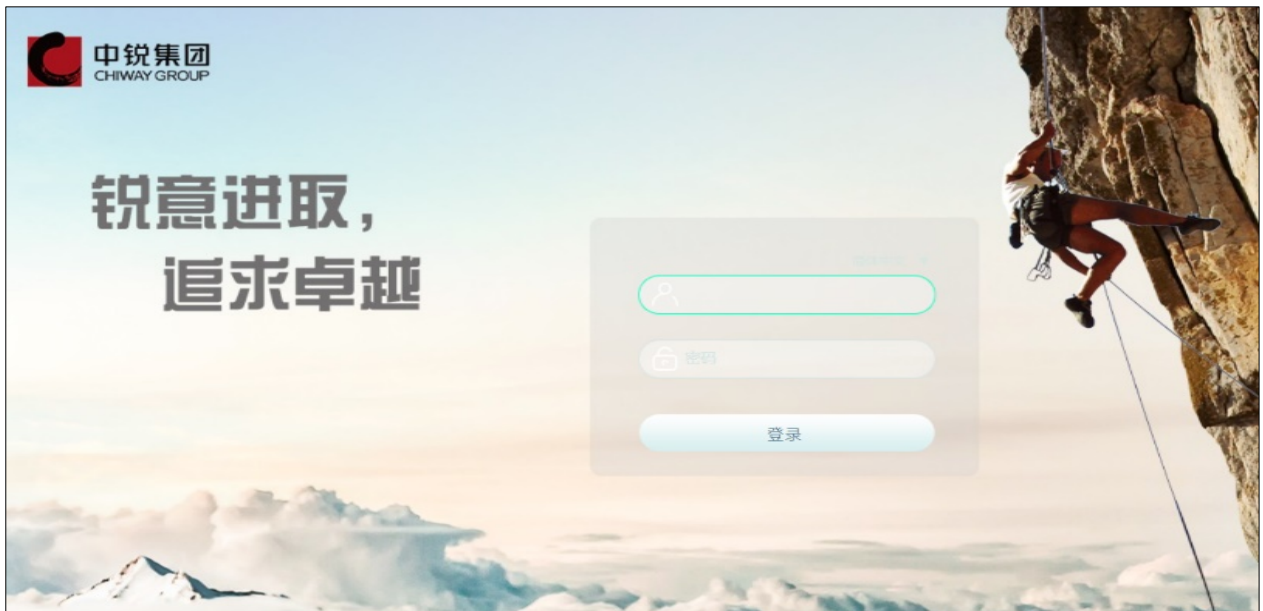
一、对外付款及个人报销申请 External payment application And Personal reimbursement payment application

一般是在费用发生及收到发票之后，需要支付相关成本费用，可提交该付款流程。如若教职工本人代垫已发生的成本费用，仍然选择提交该对外付款流程。

Usually after pay a fee and receiving the invoice, the relevant costs need to be paid and the external payment process can be submitted. If the faculty and staff cover the cost incurred by themselves, they can still choose to submit the external payment process.

1、 登录 OA 账号，网址 [http://oa.chiway.com.cn/login/Login.jsp?](http://oa.chiway.com.cn/login/Login.jsp)

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>



2、 点击“流程”，进入“新建流程”页面

Go to the "New Process" page by clicking "Process"

选择： 教育-学校财务管理类—付款申请单

Choose the: Education—School Financial Management—Payment request



- 3、 据实填写完整信息，并提交申请。（注意点：成本中心选择要承担的部门；预算类型一般选择“预算内”；预算名称选择“成本费用类”下面的子科目；价税合计金额与合计人民币大写金额要保持一致；收款人信息及相关账户信息切记要填写正确；附件请上传合同、发票及相关佐证资料等）。

Complete the information according to the facts and submit the application. (Note: The cost center chooses the department to be assumed; The budget type is generally "within the budget"; Select the sub-item under "Cost Category" for the budget name; The total amount of price and tax shall be consistent with the total amount of RENMINBI in capital letters; Payee information and relevant account information must be filled in exactly; Please upload the contract, invoice and relevant supporting materials in the attachment)

付款申请单
AYMENT REQUISITION-XM

流程ID: 0

申请人 Applicant	王群Wang Ye	申请日期 Date	2021-08-17		
付款公司 Payment Company or School	厦门市集美区华锐双语学校	成本中心 Cost Center	财务部		
预算类型 Budget type	预算内In Budget	是否有合同 Contract	否NO		
付款类型 Payment Mode	行政、财务相关付款				

<input type="checkbox"/>	预算名称 Budget Name	年度总预算 Total Annual Budget	已使用预算 Budget Used	预算结余 Budget Surplus	费用说明 Description	币种 Currency	金额 Amount	汇率 Exchange Rate	人民币金额 RMB	发票类型 Invoice Name	不含税金额 Excluding VAT	进项税额 Input tax	价税合计(人民币元) Amount (RMB Yuan)
<input type="checkbox"/>	6602.38培训费				XXX线上培训报名费	1RMB	5000.00	1.0000	5000.00	增值税普通发票/General vat invoice	5000.00	0.00	5000.00
	小计 Sub						5000.00		5000.00		5000.00	0.00	5000.00

合计人民币大写 [RMB Words] 伍仟元整

收款人信息 Payee Information: 公司Company

账号名称 Account Name: XXX公司

开户行名称 Bank Name: XXX银行

账号 Bank Account Number: 00000

银行转汇码 Swift Code:

备注 Remarks:

相关流程 Approval Procedure: 工作请示单 x

附件 Attachments: 最大50M/个

 培训发票及培训证书.pdf
 培训申请.pdf
 培训协议或培训相关通知及内容.pdf

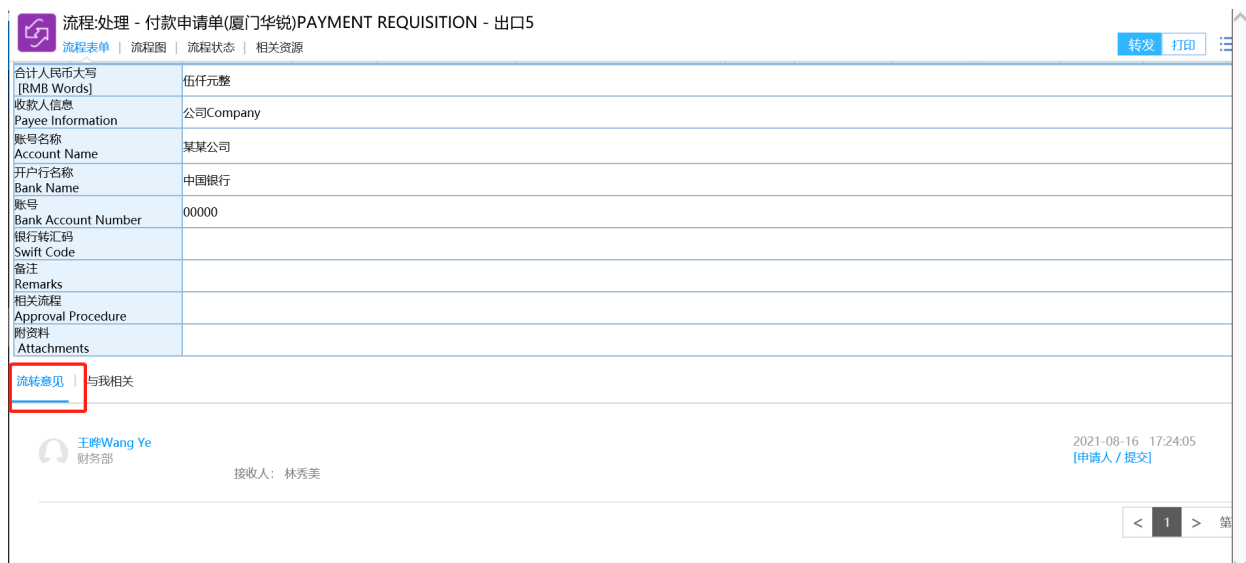
4、提交之后，请将附件中发票原件、合同复印件等全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在“我的请求”查看流程审批进度，及时跟进，以免延误。

After submission, please sort out and stick all the paper documents such as the original invoice and the copy of the contract in the attachment, and write the ID process number on the upper right corner of the first page and submit them to the Finance Department as soon as possible (note: The financial department can approve the paper documents only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay.



5、 经办人可在“流转意见”查看当前接收人，即为当前审批人。

The agent can view the current recipient in "circulation opinion", that is, the current approver.



6、 各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示“归档”，付款 OA 流程完成。

After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed, "filing" will be displayed, and the payment OA process will be completed.

二、分段付款申请（后勤专用） Partial Payment Application（For the logistics department）

分段付款申请一般为学校后勤部专用，主要涉及大宗固定资产采购、改造工程等，其他部门一般不会涉及。

Partial payment application is generally for the logistics department of the school, mainly involving the purchase of large fixed assets, renovation projects, etc., and other departments are generally not involved.

1、登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp?>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>

2、 点击“流程”，进入“新建流程”页面

Go to the "New Process" page by clicking "Process"


3、 选择：教育-学校财务管理类—分段付款审批表

Choose: Education - School financial management - Partial payment approval form



4、 据实填写完整信息，并提交申请。（注意点：与上述第一点对外付款一致）

Complete the information and submit the application. (Note: this is consistent with the first point of external payment)

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分段付款审批表(学校)

Partial Payment Application Form

流程ID: 0

申请人 Applicant	王晔Wang Ye	申请日期 Date	2021-08-17
所属公司 Company or School	厦门华锐莱普顿学校	所属部门 Department or Division	财务部
项目名称/合同名 Project/Contract Name	厦门华锐莱普顿学校宿舍家具采购	付款类型 Payment Type	采购整装类
付款单位全称 Payer	厦门市集美区华锐双语学校	收款单位全称Beneficiary (须与合同一致 Same as Contract)	上海冠良家具有限公司
请款金额(大写/元) Payment Amount	贰万元整	小写(元) Payment Amount	20000.00
合同总额(元) Total Amount	80000.00	累计已付款 Accumulated Payment	0.00
结算审核金额(元) SETTLEMENT AMOUNT			
收款单位开户银行 Beneficiary's Bank	XXX银行	收款单位银行账号 Beneficiary's Account	XXX
进度说明及付款理由 Remark	1、xxx 2、xxx		
相关流程(合同等流程) Approval Procedure		关联合同审批合同编号 Contract Number	0000
相关附件 Relevant Attachment	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

5、提交之后，请将附件中发票原件、合同复印件等全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在“我的请求”查看流程审批进度，及时跟进，以免延误。

After submission, please sort out and stick all the paper documents such as the original invoice and the copy of the contract in the attachment, and write the ID process number on the upper right corner of the first page and submit them to the Finance Department as soon as possible (note: The Finance Department can approve the paper documents only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay.

6、各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示“归档”，分段付款 OA 流程完成。

After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed,

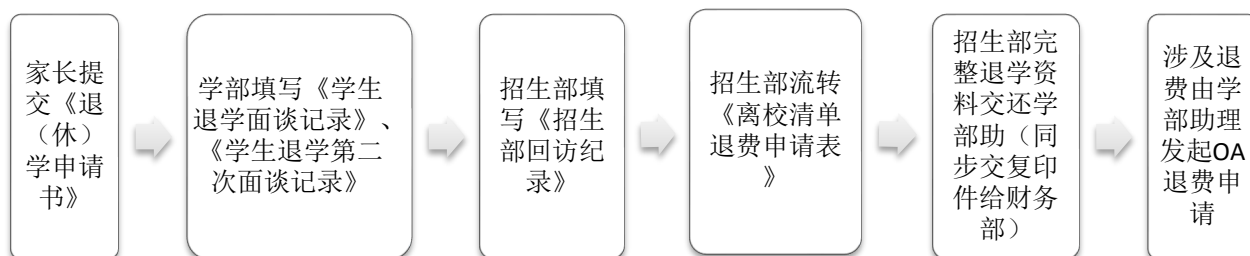
"filing" will be displayed, and the subsection payment OA process will be completed.

三、学费、住宿费等退款申请 Application for refund of tuition, accommodation, etc

1、学年中途退（休）学退费 A mid-year refund

学生在学年中途提出退（休）学申请的，按如下流程发起“CRS 学年中途退（休）学申请资料”线下签批。

If a student applies for withdrawal (leave) in the middle of the academic year, the "CRS Application Materials for Withdrawal (leave) in the middle of the academic year" will be initiated for offline signature and approval according to the following process.



(1)、学生监护人向班主任提出书面退（休）学申请。


The student's guardian submits a written application to the head teacher to withdraw (leave) from school.

(2)、班主任向学部领导汇报，并与监护人沟通了解退（休）学原因，并填写《学生退（休）学面谈记录》并签字，面谈后家长未放弃退学的，由学部领导与监护人进行第二轮联系沟通，学部领导填写《学生退（休）学第二次面谈记录》并签字。

The head teacher communicates with the guardian to understand the reason for the withdrawal, and fills in the "Record of Student Withdrawal Interview" and signs it. If the parents do not give up the withdrawal after the interview, the department leader will contact the guardian for a second round of communication, and the department leader will fill in the "Record of Student Withdrawal Second Interview" and sign it.

(3)、第二次面谈完成之后，依然明确退（休）学，班主任将退学资料转交招生部核实退学原因，并由招生部进行《离校清单退费申请表》的流转。

After the second interview is completed, it is clear that the student wants to withdraw from school. The head teacher will forward the withdrawal information to the admissions

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department to verify the reasons for withdrawal, and the admissions department will complete the “Application Form for Withdrawal List and Refund”.

(4)、退(休)学申请流转完成后, 招生部将全套退学资料交还给学部, 同时将复印件交财务一份。

After the application flow is completed, the Admissions Department will return the complete set of withdrawal documents to the Department, and a copy will be submitted to the Finance Department.

(5)、线下签批完成后, 涉及退费由学部助理在 OA 发起退费申请。

After the offline approval is completed, the department assistant will initiate the refund application in OA

(6)、上述相关表单可在钉钉“厦门华锐莱普顿学校-文件-财务资料”下载。

The above forms can be downloaded from "Chiway Repton School Xiamen - File - Financial Information".

2、在校生退宿退费 Refund of accommodation fee for current students

学生在学年中途提出退宿申请的, 由学生监护人向生活老师或班主任提交书面退宿申请, 生活老师或班主任负责流转《CRS 在校生退宿审批单》(表单可在钉钉“厦门华锐莱普顿学校-文件-财务资料”下载), 审批完成后原件由学部办理并留档, 涉及退费的, 学部(生活老师或班主任或指定经办人)发起 OA 退费流程。

If a student applies for withdrawal during the middle of the academic year, the student's guardian shall submit a written application to the life teacher or head teacher, who shall fill in the Approval Form for “CRS Student Withdrawal”, and the life teacher or mentor teacher or appoint responsible person shall initiate the OA refund process.

3、退费申请 OA 操作如下: The operation of OA refund application is as follows:

(1)、登录 OA 账号, 网址 <http://oa.chiway.com.cn/login/Login.jsp>?

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp>?

(2)、点击“流程”, 进入“新建流程”页面

Go to the “New Process” page by clicking “Process”

(3)、选择: 教育-学校财务管理类—付款申请单

Choose: Education—School Financial Management—Payment request



(4)、据实填写完整信息，并提交申请。（注意点：预算类型选择“不涉及预算”；付款类型选择“学费、住宿费退费申请”；附件请上传“CRS 学年中途退（休）学申请资料”或“《CRS 在校生退宿审批单》”相关资料）

Complete the information and submit the application. (Note: Select "No budget involved" for the budget type;

(5)、提交之后，请将附件中全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在“我的请求”查看流程审批进度，及时跟进，以免延误。

After submission, please sort out and stick all the paper materials in the attachment, and write the ID process number on the upper right corner of the first page and submit them to Finance Department as soon as possible (note: Finance Department can approve the paper materials only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay.

(6)、各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示“归档”，退费 OA 流程完成。

After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed, "filing" will be displayed, and the OA process of refund will be completed.

四、发票或收据开具申请 Invoice or receipt issued for application

1、**学生学费、住宿费等**：家长可关注我校微信公众号“厦门华锐莱普顿学校”，点击“联系我们”中的“家长在线”，登录缴费平台，点击“缴费查询”，在缴费信息底部再点击“下载发票”或“下载收据”，即可成功下载财务部已开具的电子发票或收据。具体见《电子发票及收据操作手册》

Students tuition, accommodation etc.: Parents can follow our wechat official account : "Chiway Repton School Xiamen", click "Parents Online" in "Contact Us", log in payment platform, click on the "capture to expend the query",-at the bottom of the payment information,-click on the "download invoice" or "download receipt", then the invoice or



receipt which was issued by Finance Department can be successfully downloaded. See "Electronic Invoices and Receipts Operation Manual" for details.

2、学校其他业务开票：Other business invoice of the school



五、一卡通充值、扣款及收支明细咨询 School E-card Recharge, Deduction and Payment details Consultation

1、 学生一卡通充值及查询： Student E-card recharge and inquiry

1) 家长可关注我校微信公众号“厦门华锐莱普顿学校”，点击“联系我们”中的“家长在线”，登录缴费平台，点击“一卡通”进行充值及查询收支明细。具体见《一卡通操作手册》

Parents can follow our wechat official account : "Chiway Repton School Xiamen", click "Parents Online" in "Contact Us", log in the payment platform, and click "E-card" to recharge and query the payment details. See "E-card Operation Manual" for details.

2) 若涉及其他扣款，则为班主任收集学生一卡通递交财务部，财务部扣完再返回。

If other deductions are involved, the mentor teacher will collect the student card and submit it to Finance Department, and then Finance Department will deduct the fees and return the student card.

2、教职工一卡通充值及查询： Staff E-card recharge and enquiry

1) 学校发放午餐补贴或加班餐费补贴，充值至教职工一卡通。The school will provide lunch allowance or overtime meal allowance, which will be recharged to the E-card



人事部或其他部门提交已审批好的表单
Submit approved forms from HR or other departments



财务人员进行一卡通充值。
Financial staff recharge E-card

2) 员工若一卡通余额不足，自己打算充值。If the balance of employee's E-card is insufficient and they intend to recharge.

员工转账至学校银行账户，并通知财务出纳
The employee transfers the money to the school bank account and notifies the financial cashier



财务出纳确认到账后进行一卡通充值。
After the financial cashier confirms to the account, the e-card will be recharged.

六、 财务专用章用印申请 Special seal for finance Use Application

1、登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp>?

2、点击“流程”，进入“新建流程”页面

Go to the “New Process“ page by clicking” Process”

3、选择：学校行政管理类-教育用印申请单

Choose: Administration-Seal use application Form

4、填写信息，上传附件，提交申请。请注意：用印需上传填写完整的文件，空白文件不可用印。

Fill in the information, upload the relative attachments and submit the request. reminder: please upload a complete document, a blank document will not be allowed for sealing.

5、等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver

6、批复后，携带需盖章的资料到财务部 B306 用印。

After approval, go to the Finance dept. B306 to have your document stamped.

 <p>厦门华锐莱普顿学校 CHIWAY REPTON SCHOOL XIAMEN</p>	<h2>厦门华锐莱普顿学校 校内办事指南</h2>	<p>编号： QS-2023-004</p> <p>页码： 第71页共83页</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;">  <p>王雅斯wangyasi 校办</p> </td> <td style="width: 60%; vertical-align: top;"> <p>来自钉钉</p> <p>接收人： 洪丽娟Hong Lijuan</p> </td> <td style="width: 25%; vertical-align: top; text-align: right;"> <p>2021-07-16 14:34:29 [学校印章管理员 / 用印]</p> </td> </tr> <tr> <td style="vertical-align: top;">  <p>林秀美 财务部</p> </td> <td style="vertical-align: top;"> <p>来自钉钉</p> <p>接收人： 王雅斯wangyasi</p> </td> <td style="vertical-align: top; text-align: right;"> <p>2021-07-16 13:32:24 [学校印章管理员 / 用印]</p> </td> </tr> </table>			 <p>王雅斯wangyasi 校办</p>	<p>来自钉钉</p> <p>接收人： 洪丽娟Hong Lijuan</p>	<p>2021-07-16 14:34:29 [学校印章管理员 / 用印]</p>	 <p>林秀美 财务部</p>	<p>来自钉钉</p> <p>接收人： 王雅斯wangyasi</p>	<p>2021-07-16 13:32:24 [学校印章管理员 / 用印]</p>
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七、财务档案利用（含用印）申请 **Financial archive Using and Seal Application**

财务档案是指学校在经营活动中直接形成的各项财务相关资料（包括会计原始凭证、会计账簿、审计报告、税审报告等） Financial files refer to the financial materials directly formed in the business activities of the school (including original accounting documents, accounting books, audit reports, tax audit reports, etc.).

1. 登录 OA 账号，网址 <http://oa.chiway.com.cn/login/Login.jsp?>

Log in to OA account, Web: <http://oa.chiway.com.cn/login/Login.jsp?>

2. 点击“流程”，进入“新建流程”页面

Go to the “New Process” page by clicking “Process”

3. 选择：财务类-财务保管的权证档案及业务档案

Choose: Financial category - financial custody of warrant files and business files

4. 填写信息，上传附件，提交申请。(档案存档地点：跨部门；利用目的栏备注是否需盖章)

Fill in the information, upload the relative attachments and then submit the request.

Note: Storage site of archive: Other department; Remark in the “using purpose” column if the stamp is required.

5. 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval. please check the process node and remind the corresponding approver.

批复后，档案管理员将提供电子版档案，如需盖章可打印电子版档案到校办办公室南区 A203 用印。 After approved, E-archive will be provided by archivist and if the stamp is required, paper archive will be printed out to have stamp applied in school office in A203 south campus.



中锐集团
CHIWAY GROUP

档案利用申请表

流程ID:273020

申请人	洪丽娟Hong Lijuan	申请日期	2020-09-16
所属公司	厦门华锐莱普顿学校	所属部门	财务部
档案存放地点	跨部门	利用方式	复印件
利用档案类型	权证管理类（营业执照、办学许可、商标证、车辆资料、项目权证类、法定代表人身份证件复印件等）		
档案所属公司	厦门市华锐莱普顿教育咨询有限公司		
是否需要领导层身份证原件	否		
身份证所属人（可以多选）	周小明zhouxiaoming 洪丽娟Hong Lijuan	委托办理事项情况报告下载	
利用目的	法人 经办证件 执照副本 办理银行基本户开户		
相关流程			
相关附件			

外借法定代表人身份证件原件时，需附上办理事项的批准文件，且归还时需提交《委托办理事项情况报告》

意见 | 与我相关

张依环Clara
校办

系统自动批准

接收人：洪丽娟Hong Lijuan

2020-09-18 14:25:22
[\[档案管理员 / 档案查询\]](#)

洪丽娟Hong Lijuan
财务部

接收人：张依环Clara

2020-09-18 14:25:20
[\[身份证所属人 / 批准\]](#)

周小明
zhouxiaoming

客户ELET

2020-09-16 15:52:01
[\[身份证所属人 / 批准\]](#)



第五部分：后勤事务办事指南

Part 5: CRS Logistics Affairs Guidance



第五部分：目录 Contents

- 一、资产申领 Asset Claim
- 二、电脑/iPad 申领 Computer/iPad Claim
- 三、采购流程 Procurement Process
- 四、食堂用餐接待申请 School Canteen Dining Reception Application
- 五、教职工入住学校宿舍 School Dormitory Application
- 六、学校通勤车 Shuttle Bus Service
- 七、校园一卡通制卡、补卡、权限申请 School E-card and Access Permission
- 八、物业/IT 报修 Property Maintenance/IT service
- 九、访客管理 Visitor Management
- 十、车辆出入校园管理 Vehicle Access School Management

一、 资产申领 Asset Claim:

1. 学校资产包括固定资产、低值资产和易耗品，日常需要领用的资产包括且不限于：办公桌椅、文件柜、办公用品、电子设备、教学仪器等。

The assets include fixed assets, low-value assets and consumables. The assets required for daily use include but are not limited to: office desks and chairs, file cabinets, office supplies, electronic equipment, teaching instruments, etc.

2. 小、初、国际高教师凭借校园卡到南校区后勤部仓库室领取 A111 室，普高和幼儿园教师凭借校园卡到北校区后勤部仓库 B107 领取。

PYP、MYP and IHS teachers can collect items from Room A111 of the Logistics Department Warehouse on the South Campus with their campus cards; NHS and KG teachers can collect items from Room B107 of the Logistics Department Warehouse on the North Campus with their campus cards.

3. 办公用品领用时间：每周一、周三、周五早上 9:30-11:30。如有紧急领用，请联系资产管理专员（北校区何泽钰 17727862949，南校区颜天真 18250785765）。

Office supplies claim time: every Monday, Wednesday, Friday 9:30am to 11:30am, if there is an emergency, please contact the Asset Management Specialist (North campus Zeyu He 17727862949, South campus Tianzhen Yan 18250785765).

二、 电脑/iPad 申领 Computer / iPad Claim

OA 提交申请单 OA Submit Application Form


固定资产领用申请表
CRS Assets Application Form

流程ID:0

申请人 Applicant	蒋霞 Jiang Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
资产类别 Asset Type	[Dropdown menu with error icon]		
资产名称 Asset Name	[Text input field with error icon]		
申请事由 Apply Reason	[Text input field with error icon]		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

1、领用人作为固定资产使用的第一责任人，负责资产的日常使用、维护和保养管理。
 2、如遇到资产遗失、异动、借出、借入、损坏等问题，需及时上报学校资产管理专员。
 3、领用人不得擅自处置资产。
 4、个人领用的资产（个人电脑、Ipad等）发生遗失或者人为损坏的，需按照遗失或者损坏时点相关资产的财务账面折旧价值进行赔偿。
 5、离职时领用人需归还领用资产。
 6、公共资产如有遗失/异动等情况，领用人未及上报学校资产管理专员，应根据资产价值或者严重程度给予个人或部门进行警告或绩效（个人绩效或部门绩效）扣分。办理离职流程的资产责任人则应依照遗失资产财务账面折旧价值进行赔偿。

三、 采购流程 Procurement Process

日常申请的采购物资包括：教育教学用品、学生活动用品、部门办公设备等，因采购需要经过内部审批流程，请至少提前 15 天提出申请。

Material procurement includes: education and teaching supplies, student activity supplies, department office equipment, etc. Because the purchase needs to go through the internal approval process, please apply at least 15 days in advance.

1. OA 提交采购申请单 OA Submit Purchasing Request Form

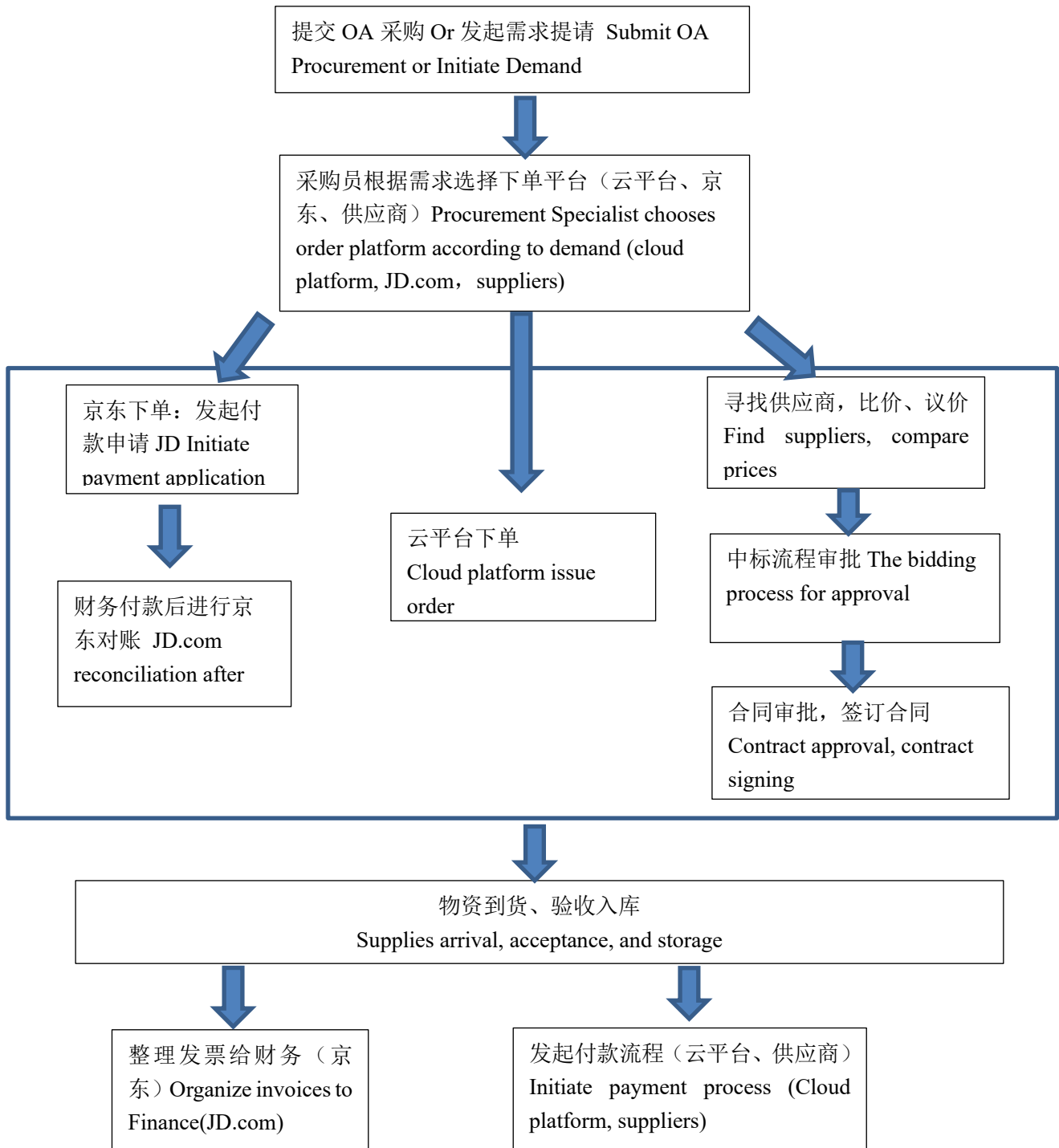


流程ID:0

标题 Title			单号 Odd Numbers					
申请人 Applicant	蒋贤 Jiang Xian		申请日期 Date	2021-08-03				
所属公司 School	厦门华锐莱普顿学校		所属部门 Department	后勤部				
采购类别 Type of Purchase			采购细项 Item of Purchase					
采购明细 Procurement Details								
<input type="checkbox"/>	序号 No.	物品名称 Name	规格 Specification	申请人预估单价 Unit Price (RMB) Estimated by Applicant	运营部核定单价 Unit Price (RMB) checked by operations	数量 Qty.	单位 Unit	核定小计 Subtotal checked (RMB)
<input type="checkbox"/>	1							
核定总价合计 Total checked(RMB)								0.00
合计人民币大写 【Total RMB】		零元整						
采购事由 Procurement Reason:								
图片附件 Picture Attachments		备注: 1. 采购申请表仅限自有预算物品采购。 2. 需用EXCEL表格附件形式上传所需物品信息含序号、规格明细、图片和链接。 NOTE: 1. The PR form is only for the budgeted items. 2. Pls attach an excel sheet containing the item numbers,specification,picture,and link of the required goods.				最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

2. 采购专员在收到采购申请单后的流程如下

The process for the Purchasing Specialist upon receipt of the purchase request is as follows:



四、 食堂用餐接待申请 School Canteen Meal Reception Application

各部门如有计划外的食堂用餐需求，例如学生大型活动、招生活动、校内论坛、团体参观访问等，请提前 1-3 天通过 OA 提交用餐接待申请单。

Departments should apply 1-3 days in advance if they have any unplanned dining needs in the school canteen, such as student events, admission activities, on-campus forums, group visits, etc.

Meal Reception Application: OA Submit a Meal Reception Request Form



厦门华锐莱普顿学校用餐接待申请单
 Chiway Repton School Xiamen Meal reception request form

流程ID:0


申请人 Applicant	蒋质江 Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
用餐人数 No. of Dinner	<input type="text" value=""/>	用餐时间 Meal Time	<input type="text" value="2021-08-03 17:47:39"/> <input type="text" value="2021-08-03 17:47:39"/>
餐标标准 Meal standard	<input type="text" value=""/>	总金额 Total Amount	<input type="text" value=""/>
用餐地点 Dining Place	<input type="text" value=""/>		
接待事由 Reason for Reception	<input type="text" value=""/>		
用餐要求 Meal Requirements	早餐Breakfast: <input type="text" value=""/>		
	午餐Lunch: <input type="text" value=""/>		
	晚餐Dinner: <input type="text" value=""/>		
	茶歇Tea break: <input type="text" value=""/>		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

五、 教职工入住学校住宿申请 School dormitory application

1. 入住学校宿舍条件: Conditions of stay in the school dormitory:

- 1) 外地老师入住宿舍需同时满足如下条件: 与厦门华锐莱普顿学校签订正式劳动合同; 在厦门无自购房、无亲戚父母处留住; 未婚老师、或爱人在外地工作的已婚老师、或合法的双职工夫妻且无子女。

Teachers who come from outside of Xiamen must meet the following conditions before stay in the school dormitory: sign a formal labor contract with Chiway Repton School Xiamen; No self-purchase property in Xiamen, no relatives or parents to stay with; unmarried teachers or married teachers with a spouse working away from Xiamen, or a

 <p>厦门华锐莱普顿学校 CHIWAY REPTON SCHOOL XIAMEN</p>	<h2>厦门华锐莱普顿学校 校内办事指南</h2>	<p>编号：QS-2023-004 页码：第79页共83页</p>
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legal dual-earner couple with no children.

- 2) 宿管员、生活老师、值班老师、图书管理员等因需值夜班入住宿舍，申请入住宿舍、换宿、退宿流程应遵循本规定执行。

For dormitory supervisor, dormitory teachers, teachers on duty and librarians who need to stay in dormitories on night duty, the procedures for applying for staying in the dormitory-rooms, changing rooms and check out shall follow these provisions.

- 3) 其他经人力资源部及校领导批准的特殊情况。

Other special circumstances approved by the Human Resources Department and School leaders.

2. 教师、教职工在满足入住学校宿舍的条件情况下，根据《老师入住宿舍管理规定》的申请流程进行入住宿舍申请及后续的换宿、退宿等。

If teachers and staff meet the conditions of admission to the dormitory, they will apply for admission to dormitory, changing rooms and check out according to the Accommodation Regulations on Dormitory for Teachers.

六、乘坐学校通勤车申请 School Shuttle Bus Application

有需求乘坐学校通勤车的教职工请联系后勤部填写通勤车登记表格，通勤车路线时间表请咨询后勤蒋贤老师 17759629795，有关通勤车乘坐日常沟通请加入通勤车沟通群（A、B线），由后勤专员老师邀请入群。

If you need to take the school shuttle bus, please contact Xian Jiang 17759629795 to fill in the registration form for taking the school shuttle bus. Please join the WeChat group School Bus Communication Group (A,B Line), invited by Logistics Specialist.

七、校园一卡通（员工卡）制卡、补卡、权限申请 School E-Card (Employee ID card) making, re-apply for a new card, card access permission application

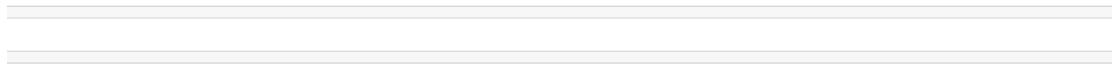
OA 提交校园卡申请以及校园卡权限开通申请 OA submit school E-card application and card access permission request form.



校园卡申请表 School E-Card Request Form

流程ID:0

申请人 Applicant	蒋贤Jiang Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
校园卡类别 Campus Card Category	<input type="text"/>	校园卡类型 Campus Card Type	<input type="text"/>
申请事由 Purpose of Trip	<input type="text"/>		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		



--- Campus Card Request Form ---



校园卡权限申请表 Campus Card Access Permission Request Form

流程ID:0

申请人 Applicant	蒋贤Jiang Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
申请区域 Area	<input type="text"/>		
申请事由 Purpose of Trip	<input type="text"/>		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		
<p>幼儿园负责区域 幼儿园所有区域 If you want to have access to any area in the kindergarten, you should be get approval by the kindergarten principle. ?</p> <p>学生中心负责区域 健身房/游泳馆/攀岩馆/室内篮球馆/医务室/心理咨询室/学生宿舍及换控 If you want to have access to gym/swimming/rock climbing/basketball court/clinic/student well-being center/dormitory/elevator, you should be get approval by the Student Center Director. ?</p> <p>教学中心负责区域 教学楼(除教师办公室)及图书馆 If you want to have access to functional classroom of teaching building, and library, you should be get approval by the Teaching Centre Director. ?</p> <p>后勤部负责区域 学校所有区域 If you want to have access to any area in the school, you should be get approval by the Logistics Department Director.</p>			



八、 物业 IT 报修: **Property Maintenance and IT service**

1. 关于工程维修、卫生清洁等物业服务, 请按以下格式填好后发至相对应的南北校区后勤物业服务群。

Please send the request according to the format below to corresponding North or South Logistics Service Group for maintenance, cleaning and other property services: You can scan the Group QR code or contact Logistics Department to be invited to the group:

群聊: CRS 北区后勤服务群
Realty service
North Campus



群聊: CRS 南区后勤服务群
Realty service
South Campus



物业事项报备/报修格式:

报事人: 张三

事项: 教室卫生清洁 (详见视频/图片)

地点: B201

时间: 18: 00-18: 30、现在 (紧急情况可第一时间联系后勤部)

Property Matters Report / Repair format:

Reporter: Zhang San

Matters: classroom hygiene and cleaning (see video / photo)


Location: B201

Time: 18: 00-18: 30, now (emergency can contact the Logistics Department in the first moments)

九、 访客管理：Visitor Management

1. 访客需由邀请人员提前通过 OA 校园访客预约申请流程，经审批后入校。

Visitors should be invited by school staff. School staff must apply the OA visitor request process in advance, then the visitor can enter the school after approval.


校园访客预约申请表
School Visitor Request Form

流程ID: 0

申请人 Applicant	蒋贵 Jiang Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
受访人 Respondents	<input type="text"/> ! Q 人		
来访人员姓名及联系电话 Visitor name and contact number	<input type="text"/> !		
预计访校时间 Estimated arrival time	<input type="text"/> !		
预计离校时间 Estimated departure time	<input type="text"/> !		
访校事由 Purpose of Trip	<input type="text"/> !		
附件 Attachments	最大10M/个 <input type="button" value="选取多个文件"/> <input type="button" value="清除所有选择"/>		

十、 车辆出入管理 Vehicle Access School Management

1. 校园车位全面对老师们开放，请需要开车进入校内车库泊车的老师按以下模版填写信息报备到 CRS 后勤物业服务群内。

Campus garages are fully open to teachers, teachers who need to drive into the campus garage to park their cars please fill in the template below and submit their information to the CRS logistics service group.

车辆录入系统信息报备信息格式：

Vehicle entry system information reporting format:

车主姓名 Name of vehicle owner :

联系电话 Contact number :

车牌号码 Vehicle number :

所属学部 Department :



2. 进入校园的机动车辆应按照交通规定和标识行驶和停放，严禁机动车辆在校园内鸣笛、超车和并行，时速不得超过 20km/h，机动车辆应避让行人；

Vehicles entering the campus shall drive and park according to traffic regulations and signs. It is strictly prohibited to honk, overtake and run parallel on campus. The speed of motor vehicles shall not exceed 20km/h. The motor vehicles should avoid pedestrians.

以上须知由修订部门负责解释，如有最新版本以更新为准。

The revision department is responsible for the interpretation of the above instructions, and the latest version shall prevail.