



Updated:4/9/24



GEMS Westminster School – Sharjah Parent Handbook

The WSS family are committed to our vision ‘*Excellence Through Teamwork, Success for all!*’ with the objective to provide a safe, personalised learning environment that nurtures the development of the WSS Learner Profile attributes in all students as detailed in the pictures below. Students, Parents & WSS staff are all an integral part of the WSS team, with our children at the heart. This Handbook aims to help you & your children integrate successfully. Do please feel free to meet/contact us if you have any queries. We are here to help!

Please note that our policies and practices are reviewed regularly, therefore they are subject to change.

| | | | |
|-------------------------|--------------------------|----------------------|----------------------------|
| | | | |
| <p>I am Open-minded</p> | <p>We are Innovators</p> | <p>I am Tolerant</p> | <p>We are Team Leaders</p> |

| | | | |
|---|---|--|---|
|  |  |  |  |
| We are Communicators | We are Resilient | We are Life-long Learners | We have a 'Growth Mindset' |
|  |  |  |  |
| I am Respectful | I am a Problem-solver | We are WSS students! | |

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| ☺ Contact Us: | | |
|---|--|--|
| Website: www.gemswestminsterschool-sharjah.com | | Landline: 06 5426323 |
| Facebook https://www.facebook.com/gemswestminsterschool.sharjah | | |
| Role | Name | Contact number |
| Principal | Ms. Valerie Thompson | valerie.t_wss@gemsedu.com |
| Vice Principal (VP) | Mr. Shujahat Munir | shujahat.m_wss@gemsedu.com |
| (GRE) Government Relations Executive | Ms. Abir | abir.g_wss@gemsedu.com |
| Learning Coach | Ms. Christine | christine.m2_wss@gemsedu.com |
| Assistant Principal, Juniors | Ms. Shamail | shamail.i_wss@gemsedu.com |
| Deputy Head of Juniors | Ms. Raghi | raghi.s_wss@gemsedu.com |
| Assistant Principal, Primary | Ms. Sonia | soniamary.f_wss@gemsedu.com |
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| Assistant Principal, Head of Secondary | Mr. Franklin | alfredfrank.i_wss@gemsedu.com |
| Deputy Head of Secondary | Ms. Seema | |
| Parents Liaison Executive (PRE) | Ms. Aiysha Khan | aiysha.k_wss@gemsedu.com |
| Manager School Operations | Ms. Sera | alphonsia.s_wss@gemsedu.com |
| Registrar | Ms. Stephy | stephy.a_wss@gemsedu.com |
| BBT Service Delivery Executive (BBT SDE) | Mr. Thomas Rajan | 055 2378382 sde-wss@sts-group.com 800 STSS (7877) |
| Uniform Threads | Located near NMC Hospital, Al Nahda area, Dubai. Store open 10am-7:30pm. Tel: 8008473237 www.threadsmc.com | |

MOE Social Communication Sites (01/11/12)

| | |
|----------|--|
| | https://twitter.com//MOEEducationUAE |
| Facebook | www.facebook.com/MinistryOfEducationUAE |
| YouTube | www.youtube.com/user/moeaevideos?feature=watch |
| MOE | www.moe.gov.ae |
| Phone | Toll free: 80051115 |

Meet the WSS SLT (Senior Leadership Team)

WSS Senior Leadership Team (SLT)

| Principal | Vice Principal | Assistant Principal, Secondary Section | Assistant Principal, Primary Section | Assistant Principal, Junior Section |
|--|--|--|---|--|
|  |  |  |  |  |
| Ms. Valerie Thompson | Mr. Suj. Munir | Mr. Franklin | Ms. Sonia | Ms. Shamail |
| Learning Coach (LC) | Manager School Operations (MSO) | Assistant Principal | Deputy Head of Primary | Deputy Head of Juniors |
|  |  |  |  |  |
| Ms. Christine McDermott | Ms. Sera | Ms. Seema | Ms. Emelia | Ms. Raghi |

WSS A-Z ...Useful Information

Absence (see 'Leave')

Acronyms

Please find below some of the meanings of the many acronyms we use at WSS.

| | Meaning | |
|---|---|---|
| A | <ul style="list-style-type: none"> • AMSF = Assistant Manager School Facilities • | <ul style="list-style-type: none"> • APJ, APP, APS = Assistant Principal Junior/Primary/Secondary |
| B | <ul style="list-style-type: none"> • BASE = an FS Baseline assessment • | <ul style="list-style-type: none"> • |
| C | <ul style="list-style-type: none"> • CAT4 = Cognitive Abilities Test • CNL = Class Newsletter (published Termly) • Conf = Conference room (Rm) • Coord = Coordinator | <ul style="list-style-type: none"> • CPD = Continuing Professional Development (or PD) • CV = GEMS 4 Core Values (Global Citizenship, Growing by Learning, Pursuing Excellence, Leading Through Innovation) |
| D | <ul style="list-style-type: none"> • DHoP = Deputy Head of Primary • DOJ = Date of Joining | <ul style="list-style-type: none"> • DP = Development Plan • DSL = Designated Safeguarding Lead (ie. Head of Inclusion) |
| E | <ul style="list-style-type: none"> • ECA = Extra-curricular Activity • EID = Emirates Identity Card • ELL = English Language Learners | <ul style="list-style-type: none"> • ENC = English National Curriculum ('British' Curriculum) |
| F | <ul style="list-style-type: none"> • FOH = Front of House (Receptionists, PRE, Registration Team) • | <ul style="list-style-type: none"> • |
| G | <ul style="list-style-type: none"> • GC = Guidance Counselor (Inclusion, careers, Alumni, counseling, IEPs, IBPs) • GCO = GEMS Corporate Office • GEMS = Global Education Management Systems (our parent company) | <ul style="list-style-type: none"> • G&T = Gifted & Talented • GRE = Government Relations Executive (Arabic Secretary) |
| H | <ul style="list-style-type: none"> • HB = Staff Handbook • HL = Home-learning (formerly HW) • HOD = Head of Department (Secondary subject leader) | <ul style="list-style-type: none"> • HoI = Head of Inclusion (was SENDCO) • HR = Human Resources • H&S = Health & Safety |
| I | <ul style="list-style-type: none"> • ICT/IT = Information, Communication Technology (computer studies) • IBP = Individual Behaviour Plan (for ongoing behaviour support) • IEP = Individual Education Plan (for Wave 1-3 SofD SEND students) | <ul style="list-style-type: none"> • IGCSE = International General Certificate of Studies in Education (taken in Y11) • IR = Incident Report • IRV – Improvement Review Visit (SPEA) |
| J | <ul style="list-style-type: none"> • JD = Job Description • | <ul style="list-style-type: none"> • |
| K | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |
| L | <ul style="list-style-type: none"> • LC = Learning Coach • LFQ = Learning Focus Question (WALT) • LM = Line Manager (TL, HOD, SLT) • LO = Lesson Observation | <ul style="list-style-type: none"> • LSA = Learning Support Assistant (for Wave 3 SofD students) • LW = Learning Walk • LWD = Last Working Day (in school) |
| M | <ul style="list-style-type: none"> • MC = MARCOM, Marketing Coordinator • MLT = Middle Leadership Team (Phase Leaders, Coordinators, HOD, TL) | <ul style="list-style-type: none"> • MOE = Ministry of Education • MSO = Manager School Operations (Admin Officer) • Mtg. = Meeting |
| N | <ul style="list-style-type: none"> • ND = National Day (UAE celebration) • NL = Newsletter (for Parents) | <ul style="list-style-type: none"> • NLS = National Literacy Strategy (UK NC) • NNS = National Numeracy Strategy (UK NC) |
| O | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |
| P | <ul style="list-style-type: none"> • P = Principal • PASS = Performance Assessment of Self-care Skills • PE = Physical Education • PISA = Programme for International Student Assessment | <ul style="list-style-type: none"> • PPT = Powerpoint presentation (or ppt) • PRE = Parents Relations Executive • PRT = Parents Relations team (FOH; PRE, Registrar, Receptionist, Admissions Secretary) • PTM = Parent-Teacher Meeting |

| | | |
|---|--|---|
| Q | • QAT = Quality Assurance Team | • |
| R | • Rm = room | • |
| S | <ul style="list-style-type: none"> • SAR = Social Academic Report • SEF = Self Evaluation Form • SEND = Special Educational Needs & Disabilities (Students of Determination) • SIP = School Improvement Plan • SLT = Senior Leadership Team (P, VP, AP, LC, Deputy Heads of Section, MSO) | <ul style="list-style-type: none"> • SofD = Students of Determination (SEND) • SPEA = Sharjah Private Education Authority • SPR = School Performance Review (SPEA inspection) • SSC = Schools' Support Centre (GEMS Corporate Office) • St = student/s |
| T | <ul style="list-style-type: none"> • TA = Teaching Assistant • TBC = To be confirmed • TIMSS = Trends in International Maths & Science Study | <ul style="list-style-type: none"> • TL = Year Group Team Leader • Tr. = Teacher/s • Tchg = Teaching |
| U | • | • |
| V | • VP = Vice Principal | • |
| W | <ul style="list-style-type: none"> • WALT = We are learning to... (the learning objective) • WB = Weekly Bulletin (staff notices, information, diary dates) | <ul style="list-style-type: none"> • WILF = What I am looking for (what the st. has to produce; the learning outcome) • WL = Warning Letter • WSS = GEMS Westminster School, Sharjah |
| X | • | • |
| Y | • | • |
| Z | • | • |

Activities & Events

Our school vision, in line with English National Curriculum objectives, focuses on holistic student development (both academic & character). Our calendar includes leadership opportunities, sports competitions, Assembly shows, concerts, Inter-school Quran Competition, Science Fair, Subject Weeks & other innovation events, which provide a range of learning & memorable experiences for our children. Activities and events vary each year & will be informed to you. These are some that your children may enjoy:

| Example of Possible Annual Events | | |
|---|--|--|
| Student Leaders' Investiture After School Activity Programme (ASP), Science Fair, UAE National Day Celebrations Flag Day activities Transition Day, International Day Subject Days/Weeks | Class Assemblies Inter-school Quran Competition Achievement Assembly (Termly) Sports Days Concerts and 'Talentastic' Show Inter-House & Inter-school competitions | Parent Engagement activities, Coffee morning sessions & PPP, Citizenship Week & International Day Educational & Wellbeing Trips Innovation Fair, Careers Fair, Mother's Day Celebration Sports Teams competitions |

Admission & Re-Enrollment (See also 'Fees')

Please note following admission procedure (subject to Authority change):

1. Parent **Registers online & receives** a unique SR ID.
2. Child is invited for the **Assessment/Interview**.
3. Parent informed PASSED or FAILED. Admission will be offered to PASSED students subject to seat availability.
4. Parent submits all required documents & pays the **seat booking fee** within given deadline. This fee is **deductible from T1 fees, but is non-refundable in any case**.
5. All students must **clear full T1 fees & submit all required documents & EID before being assigned & admitted to class**.
6. Teachers are **not allowed to admit any new student into class without 1) Being on their school generated class list, or 2) Having a signed Class Admit Slip from Registrar/Principal. Doing so is a**

serious disciplinary issue.

Re-enrollment needs to be done each year by the deadline given, to book a seat for the following academic year.

- a. **Re-enrollment conditions & deadlines will be published in advance in the Newsletter** (usually linked to payment of Term 2 fees, number of Warning Letters, signing of Conditional Admission letter, etc).
- b. The re-enrollment process is 1) Clear outstanding fees; 2) visit online account to re-enroll, & then 3) Payment of Re-enrollment Fee.
- c. Failure to follow the re-enrollment process within the given deadline will lead to loss of seat for the following academic year.
- d. All students must **clear T1 fees & submit all required documents & EID before joining class** for the new academic year.
- e. Only GEMS staff may be given a Term 1 Payment Plan.

A. Required Documents for Completing Enrolment & Class Assigning, if seat reserved:

- Immunization card copy, vaccination card copies and medical file (from current School).
- Copy of Attested Final Report Card in Emirate Educational Authority format
- Copy of Attested Transfer Certificate.
- Valid Passport, Visa and Emirates ID copies for student and Parents. (Please ignore this if you have already submitted these documents and the same is valid until September 2023.)
- Original Emirates ID for student and parents.
- For **Year 11, 12, 13** (Grade 10,11,12) students, please bring the copies of below documents as well:
 - Copy of Attested **final report cards** for previous **2 years**
 - **Copy of Attested IGCSE/GCSE examination certificates**
 - **Equivalency certificate and certificate of transferring curriculum:** - It is required if the student is coming from a School outside UAE (applicable for all curriculum) and if the student is coming from a School Inside UAE except British and Ministry curriculum. You must apply for a transfer through the Ministry of Education website with the link given below.

<https://www.moe.gov.ae/Ar/EServices/ServiceCard/pages/CertEquivalentMove.aspx>

B. Required attestation details for Report Card and Transfer Certificate (follow as applicable, depending which school your child has come from):

1. Coming from a School inside Sharjah

- **Copy of Year-end Report Card stamped, signed by the School and approved by SPEA.**
 - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
 - ❖ Previous 2 years report card copy approved by the Emirate Educational Authority.
 - ❖ Copy of IGCSE/GCSE examination certificates approved by the Emirate Educational Authority
 - **For Y10/G9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**
- **Copy of Transfer Certificate attested by the Emirate Educational authority (or) Fee clearance letter from the current school.**

2. Coming from a School in another Emirate (applicable for everyone within UAE except Sharjah)

- **Transfer Certificate Copy attested by the Emirate Educational Authority**
- **Copy of Year-end Report Card stamped and signed by the School**
 - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents:
 - ❖ Previous 2 years report card copy attested by the Emirate Educational Authority.
 - ❖ Copy of IGCSE/GCSE examination certificates attested by the Emirate Educational Authority
 - **For Y10/G9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

3. Coming from outside UAE (except GCC countries)

- **Copy of Attested Transfer Certificate (attestation as below):**
 1. School stamp and Principal signature.
 2. Ministry of education in the origin Country.
 3. Ministry of foreign affairs of the origin country or country's Consulate.
 4. Ministry of foreign affairs of UAE
- **Copy of Year End Report Card signed and stamped by the School.**
 - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
 - ❖ Previous 2 years report card copy attested by the Ministry of foreign affairs of UAE.
 - ❖ Copy of IGCSE/GCSE examination certificates attested by the Ministry of foreign affairs of UAE.
 - **For Y10/G9 and above admissions, Transfer certificate and report card both need to be attested as explained in the Transfer certificate attestation details.**

4. Coming from a School in Gulf Countries (any country of GCC)

- **Copy of Attested Transfer Certificate (attestation as below):**
 1. School stamp and Principal signature.
 2. Ministry of Education in the origin Country.
- **Copy of Year-end Report Card signed and stamped by the School.**
 - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
 - ❖ Previous 2 years report card copy attested by Ministry of Education in the origin country.
 - ❖ Copy of IGCSE/GCSE examination certificates attested by Ministry of Education in the origin country.
 - **For Yr10/Gr9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

C. Admission Clearance Process:

1. Visit the Registration office with all the valid documents to complete the file. Clearance form will be issued by the Registration office once the documents completed.
2. Visit the clinic with the clearance form issued by the Registration office to submit the medical file, vaccination card copies and get the signature.
3. Visit the School cash counter to clear the Term fee and get the signature.
4. Visit the Registration office again with the signed clearance form (signed by Cashier and Clinic) to get the class assigned for your child.
5. Please submit the clearance form to the Form Tutor to start the class.

D. Admission Ages & Cut Off Dates (dates change each year):

| <i>Grade/Year</i> | <i>Age Criteria as on 31st Aug 2024</i> | <i>Born In</i> |
|-------------------|---|-----------------------|
| Pre-KG/FS1 | 3 -4Years | 1/9/2020 to 31/8/2021 |
| KG1/FS2 | 4-5 Years | 1/9/2019 to 31/8/2020 |
| KG2/Year 1 | 5-6 Years | 1/9/2018 to 31/8/2019 |
| Grade 1/Year 2 | 6 -8 Years | 1/9/2017 to 31/8/2018 |
| Grade 2/Year 3 | 7 - 8 Years | 1/9/2016 to 31/8/2017 |
| Grade 3/Year 4 | 8– 9 Years | 1/9/2015 to 31/8/2016 |
| Grade 4/Year 5 | 9– 10 Years | 1/9/2014 to 31/8/2015 |
| Grade 5/Year 6 | 10- 11 Years | 1/9/2013 to 31/8/2014 |
| Grade 6/Year 7 | 11- 12 Years | 1/9/2012 to 31/8/2013 |
| Grade 7/Year 8 | 12 – 13 Years | 1/9/2011 to 31/8/2012 |
| Grade 8/Year 9 | 13- 14 Years | 1/9/2010 to 31/8/2011 |
| Grade 9/Year 10 | 14 – 15 Years | 1/9/2009 to 31/8/2010 |
| Grade 10/Year 11 | 15 – 16 Years | 1/9/2008 to 31/8/2009 |
| Grade 11/Year 12 | 16 - 17 Years | 1/9/2007 to 31/8/2008 |
| Grade 12/Year 13 | 17 – 18 Years | 1/9/2006 to 31/8/2007 |

Admission Criteria for Junior Section

Based on the revised EYFS curriculum expectations, the following are the criteria for Junior Section admission:

| Nursery/Pre-KG (Age 3-4) Admission Expectations a child should be able to achieve at least expected or exceeding level in age band: | | | |
|---|--|--|---|
| Literacy | Numeracy | Communication | Personal social and Emotional development |
| <ul style="list-style-type: none"> Enjoys drawing freely Plays around favourite stories using props. Notices some print like the first letter of their name. Adds marks to their drawing and gives meaning like “that is mummy” | <ul style="list-style-type: none"> Takes part in finger rhymes with numbers Can combine objects like stacking blocks and cups. Attempts to count in numbers. Can solve simple puzzles of 3 to 4 objects/pieces. Can compare sizes using language like “big” and “small” | <ul style="list-style-type: none"> Can shift attention from one task to another. If you call the child’s name he will pay attention Child has vocabulary of 30 words. Can follow instructions with three key words like can you wash dolly’s face? Can understand action words. | <ul style="list-style-type: none"> Starts to enjoy the company of other children and wants to play with them. Can say if they are sad or happy and sometimes explains why. Starts taking turns instead of grabbing what they want. |

| FS2/KG1 (Age 4-5) Admission Expectation is that a child has attended Nursery & is able to achieve at least expected or exceeding level in age band of (30-50) months: | | | |
|--|----------|---------------|---|
| Literacy | Numeracy | Communication | Personal social and Emotional development |
| | | | |

| | | | |
|--|---|--|---|
| <ul style="list-style-type: none"> I can join in with my favourite stories and rhymes. I know that stories have a beginning, middle and end. I can recognise and copy my name. I can hold the pencil correctly and form recognisable letters. I can write the initial sounds of the words. I hold books the right way up and turn the pages carefully when I look at it on my own. | <ul style="list-style-type: none"> I show interest in number games like putting my farm animals in 2 fields, then in 3 fields. I can count claps and jumps as well as things like apple and dinosaurs. I can recognise and count numbers till 10. I know how many objects in a set of 10. | <ul style="list-style-type: none"> I listen to stories and I can talk about them. I can understand the use of objects like 'what we use for cutting'. I can speak longer sentences using 'because'. I can ask questions and answer your question. I am able to tell about my needs. | <ul style="list-style-type: none"> I like to play in a group with my friends. I can ask my friends to play with me. I like to help you when needed like cleaning up the class room. I can always wait for my turn. I can share toys with my friends. |
|--|---|--|---|

| Year 1/KG2 (Age 5-6) Admission Expectations | | | |
|--|--|---|---|
| A child should be able to achieve at least expected or exceeding level in the age band: | | | |
| w | Numeracy | Communication | Personal social and Emotional development |
| <ul style="list-style-type: none"> I can read short sentences like "I can go" I can tell about the characters in the story. I can say the sounds I hear in the word like "bag". I can write words like "the" and "was" | <ul style="list-style-type: none"> I can use numbers from 1 to 20 in the right order when I am counting things or singing rhymes. I can add groups of things together. I can take away things from a group to tell how many I am left with. I can make patterns and tell you about it. I can use words like "big", "small", "heavy", "light", "in"... | <ul style="list-style-type: none"> I can tell you what has happened and what might happen next as you share a story with me. I can make up my own stories. I can use words like "I went" or I am going instead of "I go". I can repeat the order of events. | <ul style="list-style-type: none"> I can play with my friends and also listen to their ideas. I can talk to my friends about feeling happy, excited, sad, cross or worried. I know what I should do about sharing toys and keeping safe. |

Age & Year-Grade Equivalency

WSS offers FS1 (Nursery/Pre-KG, age 3) up to Year 13 (Grade 12, age 18) classes. Grade 1 is equivalent to Year 2, & Grade 12 is equivalent to Year 13 etc.

The following equivalency table applies in UAE.

| Grade-Year Equivalency | | |
|-----------------------------------|---------------------------------|----------------|
| AGE REQUIREMENT in England | Year (ENC schools in UK) | Grade |
| 3 YEARS | Nursery (FS1) | Pre-KG |
| 4 YEARS | Reception (FS2) | KG1 |
| 5 YEARS | YEAR 1 | KG2 |
| 6 YEARS | YEAR 2 | Grade 1 |
| 7 YEARS | YEAR 3 | Grade 2 |
| 8 YEARS | YEAR 4 | Grade 3 |
| 9 YEARS | YEAR 5 | Grade 4 |
| 10 YEARS | YEAR 6 | Grade 5 |

| | | |
|-----------------|----------------|-----------------|
| 11 YEARS | YEAR 7 | Grade 6 |
| 12 YEARS | YEAR 8 | Grade 7 |
| 13 YEARS | YEAR 9 | Grade 8 |
| 14 YEARS | YEAR 10 | Grade 9 |
| 15 YEARS | YEAR 11 | Grade 10 |
| 16 YEARS | YEAR 12 | Grade 11 |
| 17 YEARS | YEAR 13 | Grade 12 |

Admission Retests

- One Retest is offered to existing GEMS parents/staff children/siblings only.
- Any hardcopy exam *retest* will be charged an Admin. fee to cover printing costs (AED50/-) as applicable.

Assembly

Parents are invited to join us for their child's class assembly & other events as appropriate. Assembly days are flexible & will be informed by the Class/Form Teacher.

Usual Assembly Programme (*subject to change*)

Standing:

1. UAE National Anthem

Sitting:

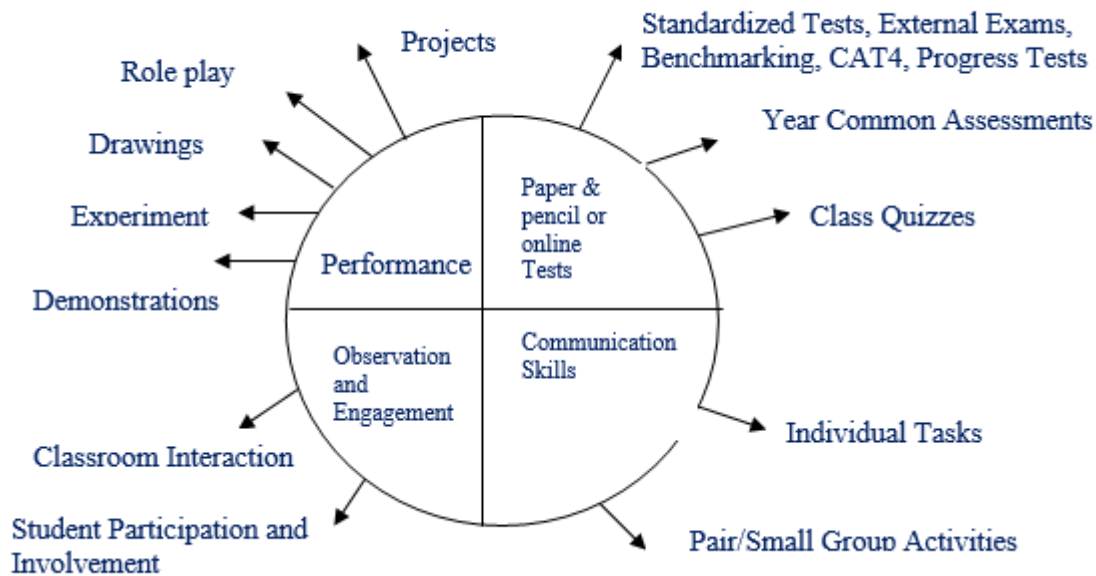
2. Recitation of the Holy Quran (arranged by the Islamic Team)
3. Birthday wishes
4. Programme by a class
5. Address by SLT

Standing:

6. School Song

Assessment, Exams and Reports

- Teachers use a range of internal & external assessment tools to help them to gather evidence to understand students' progress & achievement (see diagram).
- Students' progress is measured against English National Curriculum & international Benchmarking expectations.
- Student Progress Reports are issued at the end of every Term (subject to clearance of Term fees & SPEA registration).
- Term 3 promotional exams are summative & not shared with parents or students.
- Parents may request a re-evaluation if they have queries relating to their child's performance in an exam. The paper will be reassessed & feedback (WWW & EBI) shared with parents.



Cheating in Assessments/Exams

- WSS has examination Board accreditation & has **zero tolerance for cheating (or the appearance of cheating)** in assessments/exams. Cheating is a serious disciplinary issue because students are practicing for the prestigious international Cambridge & EDEXCEL Examination Board exams, which do not tolerate cheating of any kind.
- **Schools or individual students who cheat/allow cheating attempt to cheat/show the appearance of cheating** would be disbarred from taking international Board examinations. Therefore, we train out students from a young age that any kind of cheating (copying, talking, having hidden notes, asking others for answers, writing on a limb, swapping papers or having a mobile or electronic device etc. during an examination are unacceptable & not tolerated.
- **Any student caught cheating (or with the appearance of cheating) will be disbarred from taking that particular examination & would receive '0' for that paper. The student would lose those marks,** which would impact on their Term Report grade.



WSS ASSESSMENT POLICY
(Examination Non-negotiables for Secondary)

Updated 20/3/24

- Students are expected to **report to the exam venue 15 minutes before the exam** begins.
- Students will **leave the exam venue only with the invigilator's permission** after the exam.
- Students are expected to **maintain discipline in the exam room** and **adhere to the instructions** of the invigilators.
- Students should be in **proper uniform with their school ID visible** around their necks.
- All **stationery items (pens, pencils, etc.) must be taken into the exam venue in a clear plastic bag**.
- Before entering the exam, students must ensure that **their hands and other body parts are free from any information in the form of text, numbers, signs, or symbols**.
- Students must **check their pockets, bags, etc., for any unauthorized materials** before entering the examination room.
- Only **authorized examination materials are allowed on students' desks**. Invigilators are **permitted to inspect any items on desks** and may ask students to **display the contents of their pockets**. Refusal to comply could be considered evidence of possession of unauthorized materials.
- Students are not allowed to bring the following unauthorized materials into the examination room:
 - Mobile phones, smartwatches, or any portable electronic devices that provide wireless connectivity and data usage. Such devices must be kept outside before entering the examination room.
 - Summary notes and/or study sheets/books must be kept outside the examination room.
 - No food or drinks, except a **clear transparent water bottle**, are allowed inside the examination room.
 - Chewing gum is strictly prohibited in school & the examination room.
- Possession of unauthorized materials in the examination room will be considered evidence of malpractice, and action will be taken according to the school's examination policy, **whether malpractice was intended or not**.
- During the exam, **students must not engage in the following behaviors** or activities (actions involving malpractices):
 - Speaking, communicating, or attempting to communicate verbally or non-verbally with another student or person is considered malpractice.
 - Sharing of any equipment such as calculators, pens, pencils, rulers, erasers, etc., with another student is prohibited.
 - Viewing or attempting to view the work of another student or allowing another student to view or attempt to view one's own work is considered malpractice.

- Leaving the examination room without the invigilator's permission is not allowed. Students who leave without permission will not be allowed to return.
 - Students involved in any type of malpractice or disciplinary issues during an examination will be subject to:
 - Referred to the Discipline Committee
 - Given a warning letter and.
 - Marks for that examination paper would be given as zero.
 - Additional actions may be taken based on the Discipline Committee's recommendations.
 - In extreme cases, students may not be allowed to participate in any further school examinations for the duration of that Term.
-

Report Grading System (subject to change)

| Grades: | | | | |
|----------------|---------|---------------------------------|--------------|---------------------------|
| Academic Grade | | | Effort Grade | |
| | % | Comment | | |
| A* | 96-100% | Outstanding | 1 | Extremely Conscientious |
| A | 90-95% | Very Good | 2 | Consistent effort |
| B | 75-89% | Good | | |
| C | 60-74% | Acceptable (Pass for Secondary) | 3 | Satisfactory effort |
| D | 50-59% | Weak (Pass for Primary) | 4 | More effort/support |
| F | <50% | Fail | 5 | required |
| FA | | Failure Due to Absence | | Little evidence of effort |

Missed Exams Policy:

- If a student misses an **end-of Term/end-of year** exam for an approved reason with evidence (such as a **medical certificate**), the student will be given a Report grade based on continuous assessment. Assessments are not rescheduled.
- If a student misses a mid-Term assessment for an approved reason with evidence (such as a **medical certificate**), the assessment may be rescheduled (at SLT discretion).
- If the Leave is not for an approved reason with evidence, we do not reschedule any exam or give any marks instead of the exam. Those marks are lost from the Report grade.

Weighting for Reports (subject to change)

- Weighting for Term Reports is usually 50% Continuous Assessment plus 50% Term Exam. Assessments are conducted F2F in class.

Attendance (see 'Leave')

Babysitting (Optional, Paid, for FS1-Y1 students only, from early hometime until the later hometime)


If you are unable to collect or bus your FS1-Y1 child home at the earlier end-of-day, there is **paid Babysitting available until the later end-of-day**. Parents picking up their child after 1:15pm will be charged Babysitting fees (@ AED21/ per day). If you wish to use the Babysitting facility, please:

1. Collect & complete the Babysitting form from PRE (see form below)
2. Pay at Cashier & hand the signed form back to PRE (who will also sign it)
3. PRE sends the form to the teacher ASAP

4. Tr. signs it & file it in the student Portfolio.
5. Tr. ensures the child goes to Babysitting

Please note:

- **Please pick up your child from the classroom/Babysitting Room promptly at end of day.**
- **If you arrive earlier than end-of-day, please wait in Reception.**

| | | |
|---|---|------------------------|
|  | Optional FS1, FS2 and Year 1 Babysitting | <i>Updated 19/8/24</i> |
| Child's name: | ID: | Class: |
| Parent contact number: | | |
| Other emergency number: | | |
| First day for Activity Babysitting arrangement: | Last day of Activity Babysitting arrangement: | |

Dear WSS Principal,

Subject: Request for Optional FS and Year1 Babysitting

We understand that FS and Year 1 school hours are shorter. However, we are unable to collect our FS and Year1 child at this time, or send by the early bus. We request our child to stay in school until the end of day in optional paid Babysitting.

We understand & approve that:

- The optional Babysitting arrangement is beyond regular teaching timings, so needs to be paid.
- Unpaid Babysitting dues will be added to my child's fee account.
- I will clear unpaid Babysitting fees before any Report or other document is released by the school.
- The cost is charged by the Term in advance, or by the week (@ AED100 for FS2 and AED 75 for Y1 per week including VAT).
- Refunds will be given for any unused paid weeks following the submission of a 'discontinuation of Babysitting' letter/email to school in advance. Refunds will not be backdated and will be exclusive of VAT. Verbal communication will not be considered.
- Babysitting part-weeks due to official holidays, emergency closure or child's occasional absence will be charged for the full week. However, parents may book the occasional day Babysitting in writing & pay by the day in case of occasional emergency.
- There is a 5% discount if payment is made for the whole year in advance (if discount is given, it would be deducted from any refund).
- I will collect my OT child promptly at the end of day.

| FS1 & FS2 (Four days per week) | | |
|--|---|----------------|
| Term | Number of Babysitting Days in the Term (Excluding the Assessment weeks) | Total Term Fee |
| 1 | 13x100 (Until 28 th of Nov,2024) | 1300AED |
| 2 | 9x100 (Until 3 rd of March, 2025) | 900AED |
| 3 | 10x100 (Until 12 th of June, 2025) | 1000AED |
| Annual cost if paid in full in advance (minus 10%) | | 3200AED |

| Year 1 (Three days per week) | | |
|--|---|----------------|
| Term | Number of Babysitting Days in the Term (Excluding the Assessment weeks) | Total Term Fee |
| 1 | 13x75 (Until 28 th of November 2024) | 975AED |
| 2 | 9x75 (Until 3 rd of March 2025) | 675AED |
| 3 | 10x75 (Until 12 th of June 2025) | 750AED |
| Annual cost if paid in full in advance (minus 10%) | | 2400AED |

Signed (Parent): _____ Date: _____

For School Admin:

| | Date | Signed |
|---|------|-----------|
| Amount paid: | | Accounts: |
| Request received by PRE/SLT | | PRE/SLT: |
| Request received by Class Teacher | | Teacher: |
| Request received by Babysitting Coordinator | | BC: |

Bags

- Our school bag policy since last year is the same as in many schools, that we request parents to **provide a Backpack-style bag**, & to avoid trolley bags for the following reasons:
 - **Trolley bags are a serious trip hazard**, especially on stairs & in crowded corridors. School is too busy & crowded for bigger trolley bags.
 - Trolley bags are especially unsafe during busy times, such as morning entry into school & at the end of the day, when 3,000 students are moving in & out of school at the same time
 - There is limited storage space in classes & on corridor hooks for small bags only – there is no safe place to store larger trolley bags
- Y3-13 students may opt for a **locker** in school to store books & other items to reduce bag weight.
- If your child uses bus transport, please be aware that there is limited space for bags, so please keep the bag as small as possible.
- There would be a **charge for damaged lockers (such as graffiti) & lost/un-returned keys**.



Behaviour Policy; WSS Code of Conduct

We believe that everyone has the right to feel safe, respected & valued in school. This applies to students, parents & staff.

- **Our Code of Conduct (Behaviour Policy) is built on mutual respect.**
- **It includes an e-safety Policy & BYOD Agreement Policy.** Cyberbullying and inappropriate messaging by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.
- Serious incidents may be managed in line with our child Safeguarding procedures.
- Poor, disrespectful or unsafe behaviour undermines wellbeing & the quality of the learning environment, so is unacceptable.
- In line with the MOE Behaviour Bilo, we have the Fab. 5 rules for success & a stepped approach to discipline management, involving rewards and consequences. This is to encourage self-discipline & problem-solving, as well as to ensure a safe, happy & productive learning environment for all our students.



WSS Code of Conduct; The FAB. 5

It is the right of every individual at WSS to feel safe, have opportunities to fulfill their academic and social potential, and to have a peaceful, dignified existence, without their learning or person being disturbed by the behaviour or attitude of others. Therefore, it is my responsibility to model our Code of Conduct as follows:

| | | |
|---------------------|--------------------|---|
| Fab. 5 Rules | <i>This means:</i> | <i>The WSS Learner Profile Attributes</i> |
|---------------------|--------------------|---|

| | | | |
|----------|---------------------------------|--|---|
| 1 | We do our best | <ul style="list-style-type: none"> I am hardworking. I am ready for lessons & assessments, with all tasks completed on time, having the necessary books & materials I am punctual; I arrive to school & class on time I wear smart, correct uniform to school I clear-up after lessons, snack and Break | <ul style="list-style-type: none"> Innovator Resilient Having a Growth Mindset |
| 2 | We respect others | <ul style="list-style-type: none"> I respect others' right to a peaceful, dignified existence; making sure that my words and actions do not hurt, disturb or offend others. I value, respect & accept others' differences I avoid bullying, shouting, sarcasm, teasing, insults, swearing and offensive language. I respect authority, & the rights & property of others. I am honest & trustworthy. I tell the truth & do not take things that don't belong to me. | <ul style="list-style-type: none"> Tolerant Respectful Open-Minded |
| 3 | We listen to learn | <ul style="list-style-type: none"> I follow staff directions promptly I listen when the teacher is talking. I listen politely to classmates | <ul style="list-style-type: none"> Life-long Learner |
| 4 | We are safe and sensible | <ul style="list-style-type: none"> I promote Safeguarding rules at all times I am accountable, reliable and responsible for my choices & actions, considering my own & others' safety & learning I move in an orderly way & walk safely in corridors I put my rubbish in a bin to keep my classrooms & school clean & healthy I use the washroom responsibly | |
| 5 | We work together | <ul style="list-style-type: none"> I support our school vision 'Excellence Through Teamwork; Success For All' I co-operative with staff, students and parents to improve my own and others' wellbeing & learning I negotiate to problem-solve with helpful words, not anger, fists or feet I am polite, courteous, considerate and helpful I work positively with others in groups, pairs & teams. | <ul style="list-style-type: none"> Team Leader Communicator Problem-solver |

Examples of Rewards:

| <i>Examples of Positive Actions by Student</i> | <i>Examples of Positive Reinforcement</i> |
|---|---|
| Following School's Code of Conduct Following the Fab. 5 Rules for Success. Community service, charity, recycling, Passport Community Service etc Working hard, neatly and independently. Being polite and respectful. Excelling in academics, projects etc. Working well in a group, helping others. Completing Home Learning tasks. Using cursive handwriting. Reading and sharing stories. Helping the Librarian, reading more books. Picking up litter, using the bin, cleaning class, tidying up. | Class Dojo/House Points Student given Class Leadership role Earns Star Student of the Month Joins Student Council Student receives verbal & written positive remarks Work displayed and shown to other classes and teachers Appointed as class buddy, Reads to other classes Library Monitor. Library awards. Student given praise or star sticker. Junior Section 'Marbles in a Jar' |

Examples of Consequences:

F. The WSS Stepped Discipline Pathway; 'Prevent, Developmental, Therapeutic'

| <i>Action</i> | <i>Example of when this may be applied</i> |
|--|--|
| 1 Verbal warning by concerned staff | Low-level Category 1 Violations; for the first time – eg. low-level class disruption, off task, uniform, ID, Late, forgot learning materials/HL etc. |
| 2 Loss of Points | Repeating Category 1 Violations |
| 3 Email home by concerned staff. | Repeating Category 1 violations or to accompany any IR or WL sent home |
| 4 Incident Report. | Category 1 Violations |
| 5 Report any Safeguarding concern/Incident on GUARD | Bullying, fighting, verbal abuse, parent abuse of child, etc. |
| 6 Apology/Reflection letter written by student | To accompany any IR/WL incident |
| 7 St. referred to Inclusion Team for counseling | For any Safeguarding concern, pattern of negative behaviour, part of IBP |
| 8 Parent pays for any loss/damage | Deliberate or neglectful damage, loss or taking of property (school or others) or facilities |
| 9 Loss of responsibilities/privileges | As part of an IBP, Safeguarding concern |
| 10 Warning Letter sent home | Category 2-4 Violations |
| 11 St. put 'On Report' for repeated violations | Repeated IRs or WLs sent home |
| 12 Individual Behaviour Plan (IBP) with Inclusion Team & Section Pastoral Team. | Following WL2, if 'At Risk' of being Blocked from re-enrollment |
| 13 Social Academic Report (SAR) sent home. | Termly for SEND/SofD, in case of ongoing behaviour/academic concern, unresponsive/challenging parent |
| 14 Internal Suspension (temporary) | Fighting, Category 3 & 4 Violations |
| 15 External Suspension (temporary) | Serious Fighting, Category 4 Violations |
| 16 'On Probation' & Re-enrollment blocked for the following year | After 2 WLs, abusive parent, |
| 17 'Conditional Admission' Letter for Sept. re-enrollment | Blocking after the re-enrollment fee has been paid |
| 18 'No Place September' Letter | Failure to make <u>significant improvement</u> in behaviour |
| 19 File referred to MOE SPEA in case of mid-year Level 4 irregularities | For serious L4 violations that would negatively impact on student or staff safeguarding |

Example of Behaviour Violations (as per MOE Bilo, 2018-2019) for FS1-Y3

1. Being late for more than 10 minutes
2. Absence by more than 3% without an excuse
3. Non-compliance with uniform
4. Lack of personal hygiene (hair, nails, clothing)
5. Lack of following positive behaviour rules inside & outside classroom, such as maintaining calm & discipline
6. Misuse of electronic devices.
7. Misuse of school facilities.
8. Misuse of learning resources.
9. Verbal abuse.
10. Writing on school walls & vandalising school buses & furniture.
11. Inciting to provoke, threaten or intimidate any child.
12. Frequently keeping some educational resources (stealing).
13. Long hair for boys & western hair cuts

Example of Behaviour Irregularities (as per MOE Bilo, 2018-2019) for Y4-13

| | |
|----------------------------|---|
| First Category Violations | <p>First Category (minor) Violations (1st time email, 2nd time IR sent home, 3rd time WL):</p> <ul style="list-style-type: none"> • 1.1; Being late without acceptable justification. • 1.2; Non-compliance with uniform (school or PE) • 1.3; Failure to bring books/school supplies • 1.4; Failure to follow positive rules of behaviour inside/outside class • 1.5; Sleeping in class • 1.6; Eating in class without justification • 1.7; Non-compliance about completing HW & assignments. • 1.8; Bringing any means of communication, such as mobile (p46; 1st time confiscate until end of day, 2nd time deduct 2 marks & confiscate for one week, third time deduct 4 marks & confiscate for the rest of the Term) • 1.9; Misusing electronic devices, such as playing games & misusing headphones • 1.10; Any similar action. |
| Second Category Violations | <p>Second Category Violations (Medium Risk) 1st time (IR sent home, 2nd time IR/WL. From 3rd time, st. can be given a suspension for 1-3 days)</p> <ul style="list-style-type: none"> • 2.1; Repeating the irregularities of the first Level more than 3 times • 2.2; Absence from school without acceptable excuse, including before or after holidays & weekends, or for exams • 2.3; Entering or leaving the classroom without permission during the session, or not attending sessions/activities without an excuse. • 2.4; Inciting to provoke, threaten or intimidate • 2.5; Violating public morals, such as dressing/styling to resemble the other gender • 2.6; Writing/damaging school/bus walls or furniture. • 2.7; Taking, possession, sharing photos of staff/students without their permission • 2.8; Verbal abuse • 2.9; Smoking in school or possessing any smoking tools. • Private License holders who use private cars without obtaining necessary school approvals. • 2.11; Trying to steal. • 2.12; Misuse of Means of communication, such as Mobile on trips. • 2.13; Any similar action. |
| Third Category Violations | <p>Third Category Violations (Dangerous) (1st time written WL. St. can be banned from bus for repetitions, excluded from school for up to 1 week)</p> <ul style="list-style-type: none"> • 3.1; Repetition of one of the Second Degree Irregularities more than 3 times • 3.2; Leaving school without permission/escaping during the school day • 3.3; The acquisition, possession, display & promotion of unauthorized materials, information, electronic materials & those contrary to values, morals, etiquette & public order or modesty. • 3.4; Defaming peers or staff on social media • 3.5; Bringing or possessing white weapons or similar in school • 3.6; Sexual harassment in school • 3.7; Physical assault of peers or staff (physical bullying) • 3.8; Systematic theft or concealment • 3.9; Attempt to destroy/damage school equipment/facilities & seize them. • 3.10; Tampering of or vandalising buses, harming Driver/Conductor or road users. • 3.11; For License holders, driving recklessly around school, failure to follow safety rules& security instructions. • 3.12; Failure to deliver means of communication (Mobile) • 3.13; Any similar action. |

| | |
|----------------------------|--|
| Fourth Category Violations | <p>Fourth Category Violations (Very Serious) (1st time WL). Exclusion from school pending investigation)</p> <ul style="list-style-type: none"> • 4.1; Repetition of one of the Third Degree Irregularities more than 3 times • 4.2; Use of means of communication (eg. Mobile) for illegal/ immoral activity, or in any way that harms the education foundation or its employees/users. • 4.3; Destroying or damaging school equipment/facilities & seize them. • 4.4; The acquisition, possession or use of firearms, white weapons or the like in school • 4.5; Sexual abuse in school • 4.6; Physical assault leading to injury of peer or staff • 4.7; Leaking exam questions, or participating in any way • 4.8; Causing fires in school • 4.9; Impersonating others in school dealings or forging school documents. • 4.10; Abusing political, religious or social symbols of the State • 4.11; Possession, bringing, promotion or use of any kind of narcotic drugs or psychotropic substances, or being under the influence. • 4.12; Broadcasting or promoting extremism or atheistic ideas & beliefs against the social & political systems of society. • 4.13; Any similar actions. • 4.14; Insulting the divine religions or provoking all that causes strife at school. |
|----------------------------|--|

Suspension

- For severe disciplinary incidents (such as fighting), students may be given a suspension.
- Internal suspensions are completed in school, when the student stays in the Success Centre for the day.
- During suspension, a student is not permitted to attend any classes or to participate in any extra-curricular activities.
- During the days of suspension, all school work & assessments (except external & Term exams) will be marked as zero.
- A student may make up work missed, and materials that he/she missed may be available to him/her, but no grade will be awarded for this work.

Birthdays & Parties (As per our Healthy Lifestyle Policy)

- Junk food containing sugar & chemicals may contribute to hyperactivity – this is not healthy or conducive to learning. Therefore, if parents wish to send a treat to class, **please send healthy fruit treats to share**. Please **avoid cake, sweets, chocolates, fizzy drinks, or other junk food**.
- If you send ‘Goody Bags’ or birthday treats, please send enough for the whole class. If a parent sends enough only for a select group, the treat will be sent back home at the end of the day.
- Parents must **never send in food items with nuts** in due to severe allergy issues. If nut treats are sent in, Teacher will send back home at the end of the day.
- All students may **wear dress-up clothes** to school on their birthday if they wish (modesty & cultural sensitivities must be considered).
- If your child has his/her **birthday during a holiday, they may come in dress-up clothes & celebrate their birthday on another day** (please email the Teacher accordingly).

Junior (FS1-Y2)

- Only FS have class birthday parties.
- FS family may attend their child’s birthday party in class.
- **Birthday parties** for FS students 30 minutes before end-of-day only.
- FS birthday parties must be **booked with the class teacher at least one working day before** the party. Parent to email the Teacher.

Primary (Y3-6) & Secondary (Y7-13)

- Teaching time should not be disrupted, so if the Birthday treat arrives after Break time, it will be distributed during the last 20 minutes of the school day.

Blooms Taxonomy of Higher Order Thinking Skills

Learning & thinking are so much more than just memorising facts. Blooms identified **6 levels** of higher order thinking, which we aim to reinforce through lesson activities, questioning, tasks & Home-Learning:

| Working towards expected level | | Working at expected level | | Working at greater depth | |
|--------------------------------|--------------------|---------------------------|---------------|--------------------------|--------------|
| ➤ 1. Knowledge | ➤ 2. Comprehension | ➤ 3. Application | ➤ 4. Analysis | ➤ 5. Evaluation | ➤ 6 Creating |

Books & Resources

- Learning materials (books, APPs etc.) are included in the school fees & will be given to your child once the Term fees have been paid.
- **WSS provides the required learning materials once per course. If a course runs over 2 years, students need to keep their books & APP pws carefully for use in the second year. Lost books would have to be paid for.**
- WSS has a BYOD policy incorporated into the curriculum, learning activities & Assessment Policy, so every Y3-13 child needs to bring a personal Device to school daily from home.
- Students may have **up to one exercise book per subject per Term**, subject to the old book being full & signed off by the Teacher. Additional exercise books may be purchased from the Bookstore.
- Our textbooks are British curriculum-specific, though some are printed in-house.
- Students need to **cover books (plain paper or sticky-backed plastic is recommended) & label (name, Class, ID, Subject).**
- **Graffiti of any kind is not allowed.**
- Primary-Secondary students are encouraged to have a **locker** to store their books in, to reduce the weight of their daily bag.

Bus Transport (BBT)

Bright Bust Transport (BBT) school buses are available to pick up and drop off students to/from their homes (or as arranged with BBT) on *certain* routes. **Meet the BBT Service Delivery Executive to confirm available routes, cost & timings before booking your seat at WSS.** The route travel time may vary depending on the number of students and or any change in route. Subject to UAE law or any applicable educational regulatory requirements, no refunds will be provided where there is an interruption, discontinuation or suspension of services due to events which are beyond the reasonable control of BBT (for example, school closure or lockdowns, natural calamity). Fee refunds are only applicable in cases where fees for more than one school term have been paid by the parent and services are not required for the succeeding term(s). Exam and study leave periods do not qualify for fee waiver/refunds.

- Bus locations are reviewed at the start of each year.
- If you require a **temporary change of home-time transport arrangement** on any day, please **email your instructions in the morning to the Class Teacher/Form Tutor & contact Reception** for an Early Exit form (see below) **at least one hour before home time.**
- **To avoid misunderstandings, changes to arrangements will not be made over the phone.**
- **Pick-up time;** students must be at their pick-up point on time as Drivers will **wait for only one minute.**
- Please note that **Bus Fees/bus refunds/bus routes/timings are out of school hands & subject to BBT policy & change.**
- **Carrying the school ID card for the bus is compulsory** for Safeguarding reasons, once issued. If the child does not produce the ID card we will take the following action;
 1. **Verbal warning,**
 2. **Email/Phone call,**
 3. **Incident Report with lost Behaviour Points,**
 4. **Excluded from boarding the bus.**

- BBT charges school for buses for trips, competitions, matches & extra activities. These charges will be included in trip/Activity charges.

Contact BBT:

| | | |
|--|------------------|--|
| BBT Service Delivery Executive (BBT SDE) | Mr. Thomas Rajan | 055 2378382 sde-wss@sts-group.com 800 STSS (7877) |
|--|------------------|--|

Bus Fees (all fees subject to change) (updated 4/7/24)

| Sr. No | Area / Route | Annual Bus Fee (AED) | Bus Fee Per Term (AED) | | |
|--------|---|----------------------|------------------------|--------------------|--------------------|
| | | | Term 2 (Sept - Dec) | Term 3 (Jan - Mar) | Term 3 (Mar - Apr) |
| 1 | Sharjah – Muweilah | 4,730 | 1,892 | 1,419 | 1,419 |
| 2 | Other areas in Sharjah | 5,200 | 2,080 | 1,560 | 1,560 |
| 3 | Ajman – Al Bustan, Emirates City, Hamidiya, Jurf, Karama Main Street, New Industrial Area, Nuyamia, Rashidiya, Rumailah Dubai – Al Qusais, Muhaisnah, Oud Al Muteena | 5,720 | 2,288 | 1,716 | 1,716 |
| 4 | Al Warqa’a 1, Al Warqa’a 2, Mirdif | 6,290 | 2,516 | 1,887 | 1,887 |

Home-Time Bus Policy

Boarding the bus late delays drop-off times for all students, which is unfair on others. Please note following process for late boarders:

1. Teachers will release children on time at home time as per their staggered, SLT-given timing.
2. Bus students must go directly to the bus (or quickly via the washroom, if required) & board. They will not be allowed off again.
3. Bus gates will close 10 minutes after dispersal bell.
4. One designated Bus will honk horn 3 times for a 2-minute ‘board the bus’ warning.
5. Bus doors close after a further 5 minutes. Boarding will not be allowed after this.
6. **Children trying to board 15 minutes after the dispersal bell will get one warning** (Driver/Conductor will inform parents that their child came late, then **next time they will not be allowed to board the bus & will have to be collected by a parent.**)
7. Buses leave promptly.

Bus Code of Conduct

Safety on the bus is essential. Dangerous behaviour is not acceptable due to **safety considerations.** We must be **safe & sensible at all times:**

Our 3 Bus Rules; 1) Sit Safely (seatbelt) 2) Quiet please 3) Manners

General Bus Safety Rules:

- **Stay seated safely (with seatbelt on)**
- **Follow directions given by WSS staff**
- Talk/ **quietly** (wear headphones if using a device)
- FS1-Y4 students must be **met at the drop-off point by a designated adult with an ID** card. If no one is there to pick-up, after one minute, **child will be taken back to school for parent pick-up.**
- Parents wishing their Y5+ children to be dropped off at the drop-off point alone should sign an consent form (with BBT CCE).
- **Bring ID** card every day

Being Safe & Sensible Behaviour on the Bus Means:

- I behave sensibly so as not to distract the driver.
- I stay sat down in our place with our seat belt on while the bus is moving.
- I never throw items inside, or out of the bus.
- I talk quietly, using polite, respectful language to all.
- I am kind to others – no bullying or fighting.
- My litter goes in the bin, or stays in my bag.
- I take care of the bus so there is no damage to the bus.
- I am sensitive to others' needs for space and quiet.
- I am punctual, so the bus arrives at school, & leaves school, on time.
- I bring my bus ID. card daily.
- **For health, safety and hygiene reasons, eating on the bus is not permitted.**

WSS Stepped Approach to Bus Behavior Management

| <i>Example of Behavior</i> | <i>Action by WSS Staff</i> |
|--|---|
| For safety-related behavioural issues: <i>Behaviour that is not safe or sensible; troubling or being disrespectful to others, moving around out of his/her place, not listening to the Conductor, distracting the driver, potentially dangerous behaviour for self/others.</i> | <ol style="list-style-type: none">1. Verbal warning by Conductor/Driver2. Behaviour Record Log: WSS bus Conductor will record incidents in the Bus Behaviour Log.3. Parent Phone call/email4. Incident Slip; Serious or repeated incidents will be forwarded to BBT CCE for follow-up. These are filed in the student's Portfolio5. Repeated or serious safety-related behaviour issues will result in a Temporary Bus Ban, then Term Bus Ban, then Permanent Bus Ban.6. Fighting or abuse of any other person on the bus will lead to immediate bus suspension.7. Verbal or physical abuse of staff or other children by parents is not allowed.8. It is strictly not allowed for parents to confront any other person's child, or to climb aboard the bus to confront staff or students. |

Calendar

The following School calendar dates are subject to SPEA change (please note that Term assessments usually run during the last 2 weeks of each Term, particularly Term 1 & Term 3 (TBC):

التقويم المدرسي للمنهج الأجنبي الخاص لإمارة الشارقة للعام الدراسي 2025/2024
 Academic Calendar for AY 2024 – 2025

School name: GEMS Westminster School اسم المدرسة: جيمس ويستمينستر الخاصة
 Curricula: British المنهج المطبق: البريطاني
 School code (Daleel system): 120 رمز المدرسة (نظام دليل):

| Duration of / مدة الإجازة / vacation | To / إلى | From / من | Statement / البيان |
|--------------------------------------|------------|------------|---------------------------------------|
| Term 1 الفصل الدراسي الأول - | | | |
| - | | 26/8/2024 | بدء دوام الطلبة / First Day of School |
| 4 days / اربع ايام | 19/12/2024 | 16/12/2024 | اجازة |
| 2 Weeks / أسبوعين | 2/1/2025 | 23/12/2024 | Winter Break / إجازة الشتاء |
| Term 2 الفصل الدراسي الثاني - | | | |
| - | | 6/1/2025 | School Return / استئناف دوام الطلبة |
| 2 Weeks / أسبوعين | 3/4/2025 | 24/3/2025 | Spring Break / إجازة الربيع |
| Term 3 الفصل الدراسي الثالث - | | | |
| - | | 7/4/2025 | School Return / استئناف دوام الطلبة |
| End of the Academic Year 2024/2025 | | 3/7/2025 | نهاية العام الدراسي 2025/2024 |

العام الدراسي 2024/2025



Canteen/Snacks

- A small canteen is available for Primary-Secondary students which offers a range of snacks for breakfast & Break times. Students may visit the canteen as per their schedule.
- A **healthy packed lunch (no junk food) is required for all Junior students as they do not use the Canteen.**
- Water is available all day, but all **students need to bring a reusable water bottle daily**, as there are **no cups available**.

√☺ **Suggestions for healthy snacks:**

X☹ For health & safety reasons, please **do not send:**

-Fresh fruits and vegetables in bite size pieces

***Nuts** (some children suffer with dangerous, severe allergies)

-Pasta & other salads
-Sandwiches (eg. cheese & salad in brown bread **(avoid meat, fish, eggs or dairy products unless you are sure the ice pack will stay cold to keep the food fresh)**)
-Dried & fresh fruit
-Yogurt, milk and fruit juice
-Fruit & oat bars

***Glass bottles/containers**

***Chewing gum**

***Hyper-making junk food** such as chips, biscuits, fizzy drinks, cake, sweets, chocolate, fatty foods and foods high in sugar &/or artificial additives/preservatives.

Carpark Use & Safety


- WSS has a parent/visitor carpark.
- Gates close at 4:30pm on regular school days (usually 8am-2pm during holidays).
- Use of the school carpark is subject to availability of space, following safe parking & driving rules & use at the visitors' own risk.
- WSS is no way liable for any accident/loss/damage

Charity

As per MOE/SPEA approval, we may have fund-raising events for charity to support MOE/SPEA-approved initiatives (such as for the 'Red Crescent'). Charity collections are done with Authority approval.

Class Transfers (Class Change)

- Class & teacher allocation are done considering the best interest of all our students to ensure that our **classes are balanced**.
- **Parent requests for Class transfer will always be considered & our review process followed. However, it may not always be possible to transfer due to the balance of classes, or for social/academic concerns.**
- Should you feel a change of class is required please note the following process:
 1. Parent meets the PRE & completes a Class Transfer request form (see below).
 2. PRE forwards the Class Transfer form to the concerned staff to check for seat availability, class balance & social/academic requirements.
 3. PRE informs parent what is possible.
 4. **This process takes 1-2 weeks. Immediate transfers are not possible.**

| | | | |
|--|--|----------|--------------------------------|
|  | Parent Request for Class Transfer | | Date: |
| | | | <i>Format updated: 14/8/24</i> |
| Student name: | | ID: | Current Class: |
| We are requesting a class change as follows. We understand that parent requests for class change are always reviewed by school, however, would only be accommodated subject to authority approval, seat availability & class balance. | | | |
| Requesting a move to: | Reason (✓): | | |
| | Social issues with classmates | | |
| | Twin sibling in another class | | |
| | Sharing LSA | | |
| | | | Other: |
| Parent sign: | | Contact: | |

For WSS Admin:

| Class Transfer Approval | | | | | | | |
|--------------------------------|--------------------|-----------------|--|-------------------------------|----|--------|--|
| # | To Action | Date form given | Action | Approved (✓) | | Reason | Comments: |
| | | | | Yes | No | | |
| 1 | PRE | | 1) Parent completes Transfer Request Form 2) PRE passes completed form to Registrar | | | | |
| 2 | Registrar | | 1) Checks class numbers & available seats. 2) If <u>no</u> , returns form to PRE. If <u>yes</u> , passes to SLT | | | | Child could be moved to (specify all appropriate classes): |
| 3 | Section SLT | | 1) Checks with TL & Class Teacher if the change is appropriate (social/academic reasons & class balance) 2) If <u>no</u> , returns form to PRE. If <u>yes</u> , passes form to VP | | | | Child could be moved to (specify all appropriate classes): |
| 4 | VP | | 1) Checks System timetable requirements (Arabic Regular/Special etc.) 2) Returns form to PRE | | | | Child could be moved to (specify all appropriate classes): |
| 5 | PRE | | Call parent & inform them of the decision & start date (if any) | Message to Parent was that... | | | Parent agreed that... |

Effective home-school communication is key to our children’s success. We are here to listen & to help resolve queries, misunderstandings, or concerns, so that our parents are fully engaged in an effective learning partnership. For this to work, we need to have positive, timely & respectful home-school communication. Please note:

- **Please keep the school updated with your correct contacts** to ensure we can communicate in case of emergency, critical deadlines & as required.
- You will be given the teachers’ work email. Please note that **staff should respond to communication within 2 working days. Staff may not be free to access work emails during the weekends & holidays**, so please communicate on working days.
- Communication methods include Teacher/Form Tutor emails, the Parent Handbook, weekly Newsletters, Coffee Mornings, Phoenix, Letters, and other email/SMS communication as required.
- Please **check your email Inbox & the Weekly School Newsletters weekly**. Newsletters include important Diary Dates & policies, so please read them carefully each week to keep yourself updated.
- Staff **personal mobile numbers will not be given** out.

Complaints & Concerns

Our team are dedicated professionals. We want you to have a positive relationship with the WSS family. However, as with any relationship, there may be misunderstandings or concerns from time-to-time. If this is the case, please note:

- Communication between home-school should **always be in line with our Code of Conduct, based on mutual respect. Any form of abuse to staff (directly, on social media, or to a third person, written or verbal), including insults, defamation of character, shouting, bad language etc. is unacceptable & will lead to disciplinary action.**
- If you have any complaints about a WSS staff member, please bring them to the school management for our follow-up.
- You are most welcome to contact the teacher directly, **meet the PRE** or email the Management if you have any query, concern or issue. Please follow the following pathway, as appropriate to the case:

| Communication Route Parent-School & School-Parent | | Comments |
|--|---|---|
| 1 | Email to/from Teacher/Parent | <ul style="list-style-type: none"> • Communication may be related to Leave, achievement, appreciation, attendance, behaviour, books/learning materials, bullying, classwork, effort, HL, illness/health, progress, reason for non-uniform, punctuality, safeguarding/wellbeing, any other issues. • Response to any parent email/Reception or PRE message within 2 working days • Parents must inform school immediately of any infectious disease case related to their WSS child |
| 2 | PRE, HEAD OF INCLUSION/GC , Parent or Teacher arranges a face-to-face or online virtual meeting SAR (Social Academic Report) sent home by school Incident Report/SAR/On Report sent home by school Warning Letter sent home | |
| 4 | Team Leader (TL) | <ul style="list-style-type: none"> • The child’s Team Leader may call/email parents (or parent may communicate with the TL) to discuss concern &/or arrange a meeting. • An Incident Report, SAR or Warning Letter may be sent home by SLT or MLT |



| | | |
|---|-----|---|
| 5 | SLT | <ul style="list-style-type: none"> • Parents/SLT may call a meeting where the concern has gone beyond the scope of the class teacher or MLT. • An Incident Report may be sent home to inform you of any serious incident or concern & requesting your support in counsleing your child. • A Warning Letter may be sent home (for serious issues such as a fight, Safeguarding incident, failure to inform the Clinic immediately or a contagious disease, sending the child to school with contagious symptom, or ongoing bullying, SLT may become involved immediately). |
|---|-----|---|

Computers & IT Devices

IT is an important & daily part of our children's lives. The school has safety blocks in place to safeguard our children & promotes IT literacy to support development of student ICT skills & to improve teaching & learning. All Primary-Secondary students are required to bring a personal BYOD **device to school**.

- **Parents please** monitor & control your child's IT access & use at home.
- Please ensure that your child **does not install a VPN** on their device.
- **Primary-Secondary students need to bring a Laptop or other accessible device to school as per Teacher information, plus have access to the internet & printer at home** for accessing learning resources, HL, Reports, Projects, Research, Virtual Meetings, communication, etc.
- The BYOD (Bring Your Own Device) programme is subject to parents signing a contract to promote safe, responsible IT usage.
- IT lessons develop IT literacy & Digital Citizenship, & students may be given IT-based projects & research as part of their learning in other subjects.
- Please only send in a laptop or other electronic device to school if requested by the teacher.
- Electronic items are sent in **entirely at your own risk. WSS accepts no responsibility for their loss, theft or damage.**
- Misuse/inappropriate use of IT is a serious disciplinary issue.

Curriculum

- We follow the English (British) National Curriculum.
- We aim to **meet the individual learning needs of each student (personalization of learning)**.
- We aim to ensure that students are able to be **independent, self-confident, inquisitive & life-long learners**, with the skills & attitude to meet the challenges of a fast-changing environment in a global context. Students are encouraged to engage with and work **effectively** with others.
- Learning needs are identified and learning organised so that it is **meaningful** for the students. Students are **supported** in their learning and to take on **responsibility** for their own learning.
- Learning is strongly influenced by the **quality of the relationships** & teamwork between students, home and teachers.

MOE Subjects

- Arabic, Islamic Studies, Moral Education (ME) and Social Studies curriculum are MOE subjects aligned to Ministry curriculum.
- **An Arab passport holder must study Arabic for Arabs.**
- **A Muslim student must take Islamic Studies.**
- Non-Muslim students are taught PSHE rather than Islamic Studies.
- All Students study Moral Education

THE CURRICULUM (English National Curriculum)

Early Years:

The English Early Years (EYFS) Curriculum covers **7 main areas of learning**:

| | | | |
|---|---------------------------------------|---|--------------------------|
| 1 | Personal, Social & Emotional Learning | 5 | Literacy |
| 2 | Understanding the World | 6 | Mathematics |
| 3 | Communication & Language | 7 | Expressive Arts & Design |
| 4 | Physical Development | | |

- We facilitate our students on their learning journey in the **7 Areas of Development** through engagement, exploration and by stimulating their creativity.
- We provide a sound foundation of the four skills of language; speaking, listening, writing, and reading, in both English and Arabic (Y1) at their own pace and progress to reach age-appropriate achievement targets.
- We have a well-structured & well-paced reading programme, involving knowledge and understanding of phonics and sight words.
- Number Sense is developed through teaching pre-number concepts and with focus on a hands-on experience.
- Science and awareness of the environment are developed by experiential learning, with educational trips to reinforce these concepts.

Year 1: The main course books for core subjects are chosen from International/UK Publications (with some school workbooks to supplement). Curriculum planning ensures continuity and progression of concepts and skills in each subject throughout the school.

- **Projects, group games, & multimedia are used extensively to enrich the teaching and learning experience in class.**
- School publications are printed to support the practice and reinforcement of topics like **spelling, mental maths, lab. skills**, etc.
- Students will learn cursive **handwriting** through a pattern writing of curves and joints pattern, progressively introduced in every grade.
- Students weak in English may be required to attend the English Language Learner's (ELL) Programme for additional support.

Junior & Primary Sections; Key Stage 1 (Year 1-2) & Key Stage 2 (Y2-Y6)

The learning process in the Junior & Primary Sections is child-centred, experiential, and applications-orientated. Establishing foundation and consolidating learning is stressed in an environment that is caring, practical, related to real life, nurturing and enjoyable.

Secondary Section; Key Stage 3 (Y7-9) & Key Stage 4 (Y10-11)

The KS3 programme consolidates and reinforces the educational foundations established in the Junior & Primary Sections. The learning process focuses on individualised student needs and extending academic expectations. Students are encouraged to take greater responsibility for their learning, working with increasing independence & confidence. Students in Y11 take UK IGCSE examinations.

Key Stage 5 (Y12-13, Sixth Form)

- Sixth Form is an 'A/S' & 'A' Level programme, external UK examination board (such as the Cambridge or EDEXCEL Boards).
- To join our Sixth Form programme, students must achieve 5 IGCSE exam passes (A*-C Grade) including a B Grade in the subjects they wish to study at A/S & 'A' Level.**
- Failing to meet the below criteria will mean the student is unable to be promoted to the following Year Group.**

- Ministerial Resolution No. (199) of year 2019 will be applied starting from academic year 2021-2022:**

| Curriculum | The requirements and conditions for completing the secondary school stage in foreign curricula based on ministerial resolution No. (199) of year 2019 | | Grades |
|--------------------------------|---|---|--------------------|
| British | The student will pass five (5) subjects in the ordinary level (LEVEL GCSE or IGCSE) with one of the following grades: (A * A.B.C.D. E) or (3.4.5.6.7.8.9) | The student must pass two subjects in the (GCE Advanced Subsidiary) or one subject in (Advanced Level) with one of the following pass scores: (A *, A, B, C, D) | 10+11+12 |
| To be promoted into Y12 | | The subjects of Islamic Education and Arabic are not included in both levels. | To Pass Y13 |

- Ministerial Resolution No. (883) of year 2019 will be applied starting from academic year 2022-2023:**

| Curriculum | The requirements and conditions for completing the secondary school stage in foreign curricula based on ministerial resolution No. (883) for year 2019 | | | Grades |
|--------------------------------|--|--|--|--------------|
| British | The student must pass five (5) subjects in the ordinary level (LEVEL GCSE or IGCSE) with one of the following grades: (A * A.B.C.D) or (3.4.5.6.7.8.9) provided that they include the following subjects: Mathematics A subject of science (physics, chemistry, Biology (or dual science subject) * <u>General track only</u> English language or English literature. | | | 10 11 12 |
| To be promoted into G11 | The student must pass two subjects of (GCE Advanced level) with one of the following pass scores: A *, A, B, C, D) | | | |
| To Pass G12/Y13 | The subjects of Islamic Education and Arabic are not included in both levels. | | | |

We also offer **Arabic** for Arabs, Arabic for Non-Arabs, & **Islamic Studies** (for Muslim st.) for Arabs & non-Arabs, Social Studies (for Arabs & non-Arabs), plus MOE Moral Education (ME).

Damage to School/Personal Property

Wilful or negligent damage to school, bus or others' personal property by any student, parent or visitor is unacceptable & will be charged.

Documents & Photocopying

- If you require any individual document from school, other than online Reports or emailed learning material, there is an admin. charge of **AED21/-** (including VAT @ 5%) **per document**, payable at the Cashier. This charge would apply to such documents as transcripts, recommendation letters & Bonafide Student letters etc.
- The first, original system fee receipt is printed for free, but any reprint would cost **AED1.25 per sheet** (as per photocopy charges).
- If you need to **submit important/original Registration documents to school, please submit them directly to the Registrar.** Do please **avoid giving precious documents to anyone else** to forward for you (such as a other staff, or sending in with your child, as School is not responsible for lost documents in this case).

Drop-off & Pick-up Policy

- Parents/visitors must report to Reception** & not go inside school (except Junior parents for drop-off/pick-up as per scheduled timings & route), as this disrupts teaching & learning, & raises Safeguarding concerns.
- The school gate opens at 6am.**
- Students waiting for school to open wait in the front forecourts with WSS staff supervision. Students must wait


quietly & safely. Running about in the Forecourts is dangerous (very hard surface) & not allowed.


- After the first week of school, only Junior parents may drop off their child at the class.
- At 7:30am the East & West Lobby Doors will be closed, so **late children then enter by the main Reception door** & sign in as 'Late' at Reception.
- After 7:30am, Junior students will be escorted to class by WSS staff.
- **Being repeatedly late is a discipline issue.**

Early EXIT Pass (Early Pick-up) & Home Time

Missing learning time affects students' achievement & grades, so we discourage parents from taking their children out of school early. However, if you have an unavoidable emergency, please:

1. Report to Reception for an Early Exit Pass (see below) at least **1 hour before normal finish time.**
 2. Complete a 'Early Exit Pass' & wait in Reception
 3. **Show your EID & Parent Pass to Reception.**
 4. The receptionist will have your child brought to Reception.
 5. On exiting school, parent will give Security Guard the slip to allow child to leave.
- **It is not allowed for parents to go directly to class to take your child.**
 - **Late requests for Early Exit Passes cannot be accommodated** as the Support Staff leave for Bus duty so are not available to go to classes (except in the case of Clinic Pass).

| | | | | | | | | | |
|---|------------------------------------|----------------------------------|---|--------------------------|--------------|--------------------------|------------------|--------------------------|------------------------|
|  | WSS Student Early Exit Pass | | Date: | | Time: | | | | |
| | | | <i>Format updated 20/5/24</i> | | | | | | |
| Student name: | | | ID: | | Class: | | | | |
| Parent/Guardian has emailed/met us with approval for the following temporary change to exit time/transport arrangements: | | | | | | | | | |
| <input type="checkbox"/> | Leaving by Own Transport | <input type="checkbox"/> | Leaving with an adult other than parent/guardian. | <input type="checkbox"/> | Taxi | <input type="checkbox"/> | Bus change to #: | <input type="checkbox"/> | Send home by Early Bus |
| Pick-up adult EID: | | | | | | | | | |
| Reason for leaving early: | | | | | | | | | |
| Parent signs: <i>"I take full responsibility for all missed lessons, assessment & learning."</i> | | | | | | | | | |
| <i>For WSS approval (sign):</i> | | | | | | | | | |
| Reception: | | Clinic (in case of Clinic Exit): | | BBT CCE (Bus st. only) | | SLT: | Teacher: | | |

| | | | | | |
|--|--|--------------------------------|--|-------|-------------------|
|  | WSS Student Independent Exit Disclaimer | <i>Format updated: 22/5/24</i> | | | |
| Validity of Independent Exit Pass (dates): | | | | | |
| From: | | To: | | | |
| Approval & Disclaimer for my child/ren to leave WSS school premises at end of their school day independently, without an approved adult accompanying. | | | Child may leave school alone (with or without siblings)? (✓) <table border="1"> <tr> <td data-bbox="1209 451 1323 535">Alone</td> <td data-bbox="1323 451 1421 535">Only with sibling</td> </tr> </table> | Alone | Only with sibling |
| Alone | Only with sibling | | | | |
| Student name: | ID: | Class: | | | |
| Student name: | ID: | Class: | | | |
| Student name: | ID: | Class: | | | |
| <ul style="list-style-type: none"> • I give permission for my child/ren, as named above, to <u>exit the school premises without parent or other approved adult accompanying, at the end of their school day</u> ('end of day' as defined by school management) on any school day during the agreed time frame mentioned above. • <u>I accept full responsibility & indemnify WSS from any responsibility</u> for my child/ren leaving school at the end of their day without an approved adult accompanying. I agree that <u>no WSS staff will be held liable</u> or responsible in any way for the safeguarding, wellbeing, security or behaviour of my child/ren outside school premises in relation to this arrangement. • <u>I understand that independent exit is subject to my child wearing the special Orange ID & lanyard that identifies them to Security as having parent approval for independent exit, & will cover the cost of this (AED25/- per child).</u> • I understand that my child/ren will not be allowed to re-enter the school premises once they have left for the day. | | | | | |
| Father name: | Signed: | Date: | | | |
| Mother name: | Signed: | Date: | | | |
| Father Contact: | | | | | |
| Mother Contact: | | | | | |

Own Transport (Parent Drop-Off and Pick-Up)

| Morning | Afternoon | Comments |
|--|--|---|
| <p>Waiting students must wait quietly outside their respective entrance (All <u>Juniors & Y3-13 Girls in West Forecourt, Y3-13 boys in East Forecourt</u>).</p> <p><u>Parents wishing to come onsite must wear their Parent ID & lanyard</u></p> <p>Only Junior parents wearing their ID may enter the school building to drop children to class. <u>Other parents please report to Reception for assistance.</u></p> <ul style="list-style-type: none"> • If you require any temporary change to normal pick-up/drop-off arrangements, please email your instructions in the morning to the Class Teacher/Form Tutor. • To avoid dangerous misunderstandings, <u>changes to arrangements will not be made over the phone.</u> | <p>If you require to pick up your child during the school day please report to Reception and get an <u>Early Exit Pass</u> for your child <u>at least one hour before the end of your child's school day.</u></p> <p>A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p> <p>An Early Exit Pass is available up to one hour before home time (12:15pm/2:20pm) after this time pick up will have to occur at the usual home time.</p> <ul style="list-style-type: none"> • If you require any temporary change to normal pick-up/drop-off arrangements, please email your instructions in the morning to the Class Teacher/Form Tutor. To avoid dangerous misunderstandings, <u>changes to arrangements will not be made over the phone.</u> | <p>Parking for parents & staff is available in the Visitor Car Park.</p> <p>It is illegal to park across & block the emergency exit gates since access is required for emergency vehicles at all times; please park in the visitor carpark or away from the school gates.</p> <p>PARENTS ARE REQUESTED TO DROP OFF AND PICK UP CHILDREN PUNCTUALLY FOR HEALTH & SAFETY REASONS.</p> <p>NO STUDENTS ARE ALLOWED UNDER ANY CIRCUMSTANCES, TO LEAVE SITE IF UNACCOMPANIE, except students <u>with pre-signed parent approved Independent Exit Disclaimer form</u></p> |

| | | |
|--|---|--|
| <p style="text-align: center;">Junior</p> | <p>Junior parents may escort their children to their classroom through West Lobby doors, entering and leaving via the West Lobby Doors with their lanyard ID.</p> <p>No parents are allowed to enter Primary or Secondary Sections of the school.</p> <p>Please leave school ASAP so that teaching can start on time.</p> <p>All students that arrive on site late must enter the school via Reception where they are signed in as 'late'.</p> <p>It is very important that all students arrive for registration on time. The first lesson is the most important of the day as it sets up the day's learning.</p> <p>All late Junior students must be left at the internal Reception door so Staff can take them to class. <u>No parents are allowed to take late students to class</u></p> <p>To avoid separation anxiety, parents are requested to LEAVE YOUR CHILD AS SOON AS POSSIBLE AND GET OUT OF SIGHT QUICKLY, as this allows your child to settle quicker.</p> | <p>FS at early home time:</p> <p>FS parents enter the FS corridors via the West Lobby Doors subject to showing their yellow lanyard ID card. Doors will open 15 mins. prior to home time & close 15 mins. after.</p> <p>FS parents are not allowed into the school at other times.</p> <p>Once the children are collected, parents must take them directly off site through the West Lobby Doors as lessons are continuing elsewhere in the school.</p> <p>Parents are not permitted to visit or wander around any other part of the school.</p> <p>Any parents of Junior children using the paid Babysitting service can enter via Reception until end of the late school day. After this time, parents can enter via the West Lobby doors only.</p> |
| <p style="text-align: center;">Y3-13</p> | <p>Parents may drop-off their children outside the designated entry (West Lobby for Girls or East Lobby for Boys) Forecourt doors or wait with them there until the students are allowed into school, as they wish.</p> <p>There is no admittance for Y3-13 parents into school (for Safeguarding reasons) via the Lobby doors.</p> <p>If you need to meet a teacher, please report to Reception for assistance. Reception will deliver items and messages to the classroom. Ideally, parent messages should be emailed directly to the concerned staff.</p> | <p>At end of late school day:</p> <p>All students should be collected from either the West Forecourt (Y3-13 Girls) or East Forecourt (Y3-13 Boys) areas ONLY. Please do not arrange for either you or your driver to collect them from anywhere else (the Carpark is out of bounds to unaccompanied students)</p> <p>At end of late school day students must wait quietly in their allocated area (students are not to enter Reception, school building, other Forecourt, or leave the school grounds unaccompanied).</p> |

| Bus Transport Arrangements | |
|---|--|
| Morning | Afternoon |
| <p>The bus bay at the back of the school is designated for WSS Buses. The <u>bus gates are not for staff or visitor entry.</u></p> <p>If the buses arrive early the students remain seated on the bus in their designated seat until the doors open.</p> | <p>If you require to pick-up any bus student from school (i.e. you do not require your child to go home on the bus that day) please <u>inform teacher by email that morning & apply to Reception for an Early Exit Pass by latest one hour before home time.</u> A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p> |

| | | |
|--------------|--|---|
| FS | Conductors/Nannies will escort FS students to their classrooms. | FS1-Y1 bus children are collected by their bus Conductors at home time and escorted to their bus. Once they are seated in their correct seat and have their seat belts fastened, the bus will leave. The BBT CCE will inform the conductor if a parent has taken an Early Exit Pass & collected a child that would normally use school transport. |
| Y2-13 | Y2-4 students are escorted to the bus by their class teacher a few minutes before Secondary students are released from class. Y5-13 students once released by their teacher must make their own way immediately to the bus. | The BBT CCE must inform the conductor if a parent has taken an Early Exit Pass & collected a child that would normally use school transport. At home time bus students must make their way immediately to their bus, scan their ID card & sit quietly in their place. Arriving late or refusing to cooperate with staff is unacceptable & will lead to disciplinary action (this may include not being allowed to board the bus, Warning Letters, & long-term suspension from using the bus. Any fighting will lead to automatic bus suspension.) Once students are seated safely in their designated seat and have their seat belts fastened, the bus will leave. |

English

Although all languages are respected & valued, WSS is an English medium school. Lessons are delivered through the medium of the English language, except during Arabic, Social Studies (Arabs), Islamic & French lessons. Students are expected to speak English in all lessons, except during Arabic/French medium lessons/activities/assemblies.

Fees

- Tuition fees are subject to SPEA approval & change without notice. As per MOE Bilu, school fees are due by latest the **first day of each Term.**
- **First Term (September-December) fees need to be cleared before any student is admitted/assigned a class for a new academic year.**
- Fee Defaulters are not eligible to receive any assessment results, Report, Teacher communication, TC or other document, or to re-enroll for the next academic year.
- We want to avoid embarrassment, upset & inconvenience, so please clear fees on time. If you have a financial emergency & will be delayed paying T2 & T3 fees, do please contact the PRE or Principal early for a Payment Plan once the first month's fees of the Term have been cleared.
- Please **do not give large amounts of money to your child to bring to school** as it may get misplaced. WSS is not liable for any loss. It is safer to use the online portal for fee payment, or meet the cashier.

Please see below for this year's Fee Structure. However, the Fee Structure is subject to MOE-approved change. Even if fees were paid in advance, any fee rise would be applicable for that academic year.



WSS Fee Structure Academic Year 2024-2025

Please note:

Updated 19/8/24

- All fees are subject to Authority approval & change without notice.
- In case of any Authority-approved revision in fee structure, the difference would be payable, backdated as per Authority approval.
- The seat Booking fee is non-refundable for any reason, but deductible against first Term fees.
- School fees are due by the latest the first day of each Term (as per MOE Bilo Article 52). First Term fees are due in full before any child is admitted.
- In case of pending fees, school & Daleel systems would not be able to provide any Report, assessment/progress discussion, Daleel documents, or official school document.
- Please have the student school ID when paying at the School Cashier (cash, credit/Debit card or cheque).
- Cheques should be made out to 'GEMS WESTMINSTER SCHOOL SHARJAH'.
- An online Fee payment facility is available & highly recommended, once your child has been enrolled. Thank you.

| SPEA APPROVED FEE STRUCTURE | | | | | |
|------------------------------------|------------------|----------------|----------------|------------------|----------------------|
| Year (Grade Equivalent) | Term 1 | Term 2 | Term 3 | Annual | |
| | Sept- Dec | Jan-Mar | Apr-Jun | TOTAL | Re-enrollment |
| Nursery | 5,372.00 | 4,028.00 | 4,028.00 | 13,428.00 | 650.00 |
| Reception (KG1) | 5,350.00 | 4,014.00 | 4,013.00 | 13,377.00 | 650.00 |
| Year 1 (KG2) | 5,505.00 | 4,130.00 | 4,126.00 | 13,761.00 | 800.00 |
| Year 2 (Grade 1) | 6,500.00 | 4,874.00 | 4,873.00 | 16,247.00 | 800.00 |
| Year 3 (Grade 2) | 6,458.00 | 4,843.00 | 4,843.00 | 16,144.00 | 800.00 |
| Year 4 (Grade 3) | 6,630.00 | 4,973.00 | 4,972.00 | 16,575.00 | 800.00 |
| Year 5 (Grade 4) | 6,572.00 | 4,930.00 | 4,929.00 | 16,431.00 | 800.00 |
| Year 6 (Grade 5) | 6,645.00 | 4,983.00 | 4,983.00 | 16,611.00 | 800.00 |
| Year 7 (Grade 6) | 6,455.00 | 4,840.00 | 4,839.00 | 16,134.00 | 900.00 |
| Year 8 (Grade 7) | 7,355.00 | 5,517.00 | 5,517.00 | 18,389.00 | 900.00 |
| Year 9 (Grade 8) | 7,340.00 | 5,507.00 | 5,506.00 | 18,353.00 | 1,000.00 |
| Year 10 (Grade 9) | 8,215.00 | 6,161.00 | 6,160.00 | 20,536.00 | 1,000.00 |
| Year 11 (Grade 10) | 9,335.00 | 7,000.00 | 7,000.00 | 23,335.00 | 1,000.00 |
| Year 12 (Grade 11) | 9,815.00 | 7,359.00 | 7,355.00 | 24,529.00 | 1,000.00 |
| Year 13 (Grade 12) | 10,540.00 | 7,903.00 | 7,900.00 | 26,343.00 | - |

Fees Due on taking a Mid-Year TC (SPEA Circular 31/5/22):

- If the student attends for a period of two weeks or less, a month is calculated from the value of the school fees
- - If the student attends for a period exceeding two weeks and a maximum of one month, the student will be counted two months of the school fees.
- - If the student attends for more than a month, the value of the entire semester is calculated. - Refunded fees are calculated as of the date of the application officially submitted by the guardian regarding his desire not to continue his son/daughter in school, or the date of the student's discontinuation if
- Was ahead of the application date.

Re-enrollment Fee (SPEA Circular 31/5/22):

4.2. Charge fees in advance

4.2.1 The school may collect the registration fees from the new students or renew the registration of current students in the school for the following academic year within four (4) months prior to its start, for the purpose of reserving a seat for the learner, provided that it will be deducted later from the educational fees for that academic year, provided that this amount does not exceed (5%). Not exceeding (1,000) dirhams of the value of the approved educational fees

4.3 Fees refund:

- 4.3.1. The school is entitled to not refund the enrolment fees or the enrolment renewal fees (reserving a seat) in the event that the learner does not attend it, as specified in Paragraph (4.2.1)
- 4.3.2. If the learner does not attend school during the first week of the academic year, and his parent does not inform the school of this, the school may cancel the seat reservation and reserves the right not to refund the enrolment fees or enrolment renewal fees, and the learner shall lose the seat if there is no vacant seating in the school after that.

Fire & Other Emergency Drills

- Fire & other safety drills are carried out each Term/Year to promote Safeguarding.
- On hearing the fire alarm bell, all staff, visitors & students must leave the building immediately, in a calm, orderly manner, proceeding to the pre-arranged assembly point (visitors to the Sports field).
- Fire escape routes are posted up in all classrooms, corridors & offices.

Floor Plans (WSS)

Gifts

Although there is no expectation of gifts, there may be times when you would like to show appreciation to your child's teachers. Gifts up to the value of \$100, such as flowers or chocolates etc. are appropriate, but staff are not allowed to accept anything more expensive. Appreciation emails & cards are also very encouraging & motivating for teachers! Thank you.

Glass

For Safety, please **avoid sending any glass items to school with your child**. In case of accident, **broken glass is extremely dangerous**.

Glasses

It is highly recommended for children to wear **plastic lenses in their eye glasses** in case of breakage.

Hair

- Students' long hair (past shoulder length) should be **tied back with school uniform clips & ties** In school. This keeps the hair out of the eyes & helps reduce the risk of Lice infection.
- As per Authority instructions, **boys are not allowed to have long hair** (touching the shoulder or longer), or to wear typically female or extreme western hair styles.

Head Lice

As in all schools, at times there may be cases of head lice, which are extremely infectious. Please note:

- WSS has a **Zero tolerance for Lice**
- The Clinic conducts hair checks.
- In case of lice infection, the school policy is that:
- If the nurse finds lice in a child's hair she will call parents to take their child home, as lice are extremely infectious to the other children.
 1. If the parent does not pick up the call, the Clinic will email the parent.
 2. Bus children may return home by bus if the parent is unable to collect them, but would not be returned to class due to the infectious nature of lice.
 3. The child returns to school when the hair is clear of all lice & nits.
 4. The child will be checked by the Clinic (taken by parent or sent by Form Tutor) first thing in the morning to check the hair before being admitted to class, following treatment.
 5. Once the nurse has given the 'all clear' the child will be readmitted to class.

Treatment:


- Lice and their eggs (nits) are treated by a special lice shampoo (available in any pharmacy) and by daily combing through the hair with a special narrow-toothed comb.
- It can take repeated treatments & combings to completely clean the hair, so perseverance over several weeks is required.
- It is common for lice to spread through the whole family, so all members of the same family should be treated at the same time.

Holy Quran

- At each Assembly & event, a student will read a passage from the Holy Quran.
- All children & staff must treat the Quran & Quran Recitation with respect.
- There must be no clapping after the Quran recitation.
- WSS holds an annual, inter-school Quran Recitation Competition.

Home-Learning (HL) (Homework)

- Teachers assign HL according to the scheme of work and students' needs, & may include a balance of reading, skills practice, revision & projects.
- Most HL is optional (though highly recommended). However, some is assessed as part of the Term's Continuous Assessment Report Grade, so if your child could not complete their compulsory HL, please email the teacher in explaining the reason, so that the teacher can follow-up.
- The following table provides an example of HL activities (subject to change):

|  | WSS Home Learning (HL/Homework) Policy | | | | | | | | | | Updated: 15/12/17 | | |
|--|--|------------|-----------|---|-----------|-----------|-----------|--|------------------|------------------|-------------------|--------------|--------------|
| Policy area: | Junior Section | | | Primary Section | | | | Secondary Section | | | | | |
| What is the purpose of HL? | To reinforce/revise and gain better understanding of a topic/concept | | | Reinforce/revise and gain better understanding of a topic/ concept | | | | To make the students to practice/know more about the application of the learned concept | | | | | |
| Is HL required? | Yes, fortnightly focusing on the topics the students may be struggling with. Also additional HL using online resources like Active Learning . | | | Yes, weekly focusing on the topics the student/students may be struggling with. Additional HL using online resources such as Education City . | | | | Yes, to reinforce concepts introduced in class. | | | | | |
| HL includes the following types of activities: | Reading reinforcement work & research. | | | Reading, reinforcement work & research | | | | <ul style="list-style-type: none"> Practice the learned concepts Research work based on the learned concept. Project based learning Flip learning task | | | | | |
| How much time is expected to be spent on HL per day? | Grade | | | Grade | | | | Grade | | | | | |
| | KG1 | KG2 | G1 | G2 | G3 | G4 | G5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Time | 30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes | | | 30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes | | | | 20-30 min | 20-30 min | 20-30 min | 30-40 min | 1+ hr | 1+ hr |
| Who Marks HL? | Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers. | | | Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers. | | | | Peer marking and Self-assessment | | | | | |
| HL & Continuous assessment – is it included as part of the Term's Report grade? | No. HL is optional, so not all students do the HL task. However a specific Active Learning, Workbook or research assignment or project assignment can be assessed when all students are informed to complete it. | | | No. HL is optional as not all students do the HL task. However a research assignment or project assignment can be assessed where all students are informed to complete. | | | | As a part of AFL strategies, not part of the Term's Report Grade | | | | | |
| When should HL be sent home? | Thursdays | | | Wednesdays | | | | On Wednesdays Answers are uploaded on the following Tuesday | | | | | |
| What time should be given to complete it | Children can submit their home learning Notebook on Tuesdays. Arabic and Islamic HL work should be sent on Sunday. | | | One week | | | | 1 week | | | | | |
| Is HL compulsory or optional? | The active learning HL and Workbook HL & research/projects are compulsory. | | | Optional – however if the child requires additional practice, during revision week and on certain concepts/challenges/topics it is highly recommended | | | | Compulsory | | | | | |
| What materials are provided so parents can support at home? | Creative ideas are provided in the home learning letter. | | | Power point presentation from Teachers, Education City and website links | | | | Resources /links are shared | | | | | |
| Who quality controls HL? | Grade Team Leaders | | | Team Leaders & Subject Coordinators | | | | Subject Leaders & Deputy Subject Leaders | | | | | |
| How do we ensure that all classes in the same grade receive the same materials? | Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents. | | | Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents. | | | | Grade wise coordinators will set the WS for entire grade | | | | | |

Home-School Contract

As per Authority requirements, all parents sign a Home-School Contract on admission & then Annually. The Home-School contract is binding. Failure to comply may lead to the blocking of the re-enrolment facility for the following Academic Year.

House System & Points (Housepoints or Class Dojo)

Our behaviour management system includes rewards for good behaviour & achievement, & appropriate consequences for failing to follow our Code of Conduct.



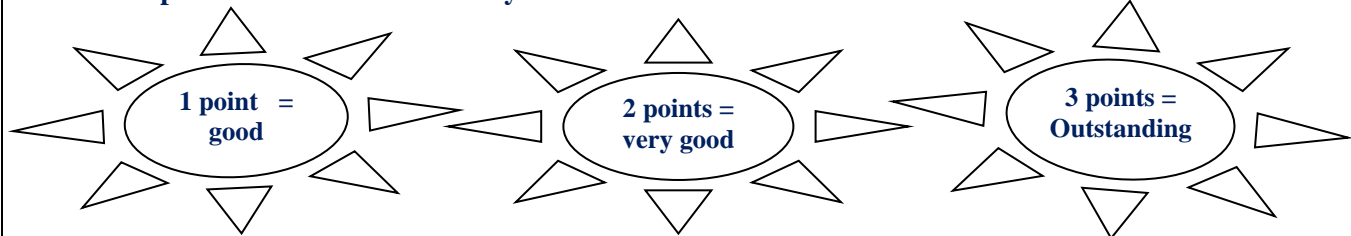
Students belong to one of four Houses (**Scorpion (red)**, **Dolphin (blue)**, **Arabian Horse (green)** & **Falcon (yellow)**). Students earn points for demonstrating positive learner profile attributes. At times HP could also be deducted. House Points, HP certificates and other awards are presented in Assemblies.

Every year, students are selected, after nomination, elections and interviews, to take on leadership roles to lead their peers & House. Roles include Class Leaders, Student Council Members, Houses Captains and Vice Captains (girls & boys), Head Boy/Head Girl & Deputy Head Girl/Boy). They supervise Break duties, committees, activities and support during school events.

- Points are added up & **certificates** awarded for Toppers.
- Character & House Leaders organize Inter-House competitions.

Students can earn/lose points in the following ways:

Number of points to be awarded for any one achievement:



Other Rewards

- Certificates for 100% attendance, Commendation Certificates, certificates, etc.
- Positions of responsibility.

Please note how we use 'Dojo Points' to encourage good behaviour and learning at our school:

😊 Earning Dojo Points (Up to 3 at a time):

- **Following the Fab. 5 Rules for Success and being Focused on Learning:** When your child is well-behaved, attentive, and ready for class, they can earn points.
- **Respect and Politeness:** We reward students who show respect to teachers, friends, and follow the rules.
- **Helping Others:** If your child helps classmates or works as a team, they can get points.
- **Doing Homework and Classwork.**
- **Positive Attitude.**
- **Leadership and Responsibility:** Students who take on leadership roles or help with activities can receive points.
- **Kindness.**
- **Good Behaviour Outside Class:** We also consider how your child behaves outside of school.
- **Being on Time.**
- **Effort and Determination:** When your child is trying hard, they can earn points.
- **Improving Skills:** When your child gets better at their skills through hard work, they get points.

Losing Dojo Points (Up to 3 at a time):

- **Being Disruptive:** If your child disrupts their friends' learning time, they can lose points.
- **Not Following Instructions.**
- **Lack of Focus:** Consistently being inattentive during lessons.
- **Bad Language or Conduct:** Using bad language or being disrespectful can lead to point deductions.
- **Wrong Attire:** Failing to wear the right uniform/ID card.
- **Not Completing Tasks:** Not doing assignments or homework.
- **Being Late:** Arriving late for class without a good reason.
- **Skipping Classes:** Skipping learning time without telling the teacher.
- **Bullying or Harassment:** negatively affecting the wellbeing of others.
- **Safety Violation:** Doing things that could hurt or endanger self or others.
- **Damaging Property:** Breaking/taking school or others' property.
- **Not Improving Behaviour:** If a behavior Improvement Plan isn't followed.
- **Continual Misbehaviour:** If a child keeps misbehaving despite warnings, more point deductions may be needed.

ID. Cards

For Safeguarding, all students are issued with a free identification card (ID) for use in school, the **bus & Library**. This should be **worn to school daily**. The card will be issued free of cost, but replacement cards will be charged at approx. **AED25**. Failure to wear the ID card is a health & safety risk, therefore a disciplinary issue.

International Mindedness

An important part of our 'hidden curriculum' is to develop character as described in the WSS Learner Profile. We do this through the ME & Wellbeing curriculum, assemblies, shows, Sports Days, events & activities. Intolerance, Bullying & discrimination are illegal & unacceptable at WSS.

Laboratories

- Science is taught best through practical activities, so Lab-use for practical activities is a regular part of the science curriculum in the Secondary Section.
- Health & safety are a priority.
- Older students should bring a Lab. coat for practical sessions.

Late Policy

| <i>Student arrival time:</i> | | <i>Action by WSS Staff</i> |
|------------------------------------|------------------|---|
| 7-7:20am | | <ul style="list-style-type: none">• Student proceeds straight to class through Forecourt doors. |
| <i>Late; arriving after 7:20am</i> | | <i>Action by WSS Staff</i> <ul style="list-style-type: none">• After 7:20am, Form/Class Tutor marks student as late.• After 7:20am, the Reception staff mark the student as 'Late' on the system• The Student Late Report is actioned by SLT/MLT & Trs. as required |
| <i>Number of 'lates'</i> | | |
| <i>Per week</i> | <i>Per month</i> | |

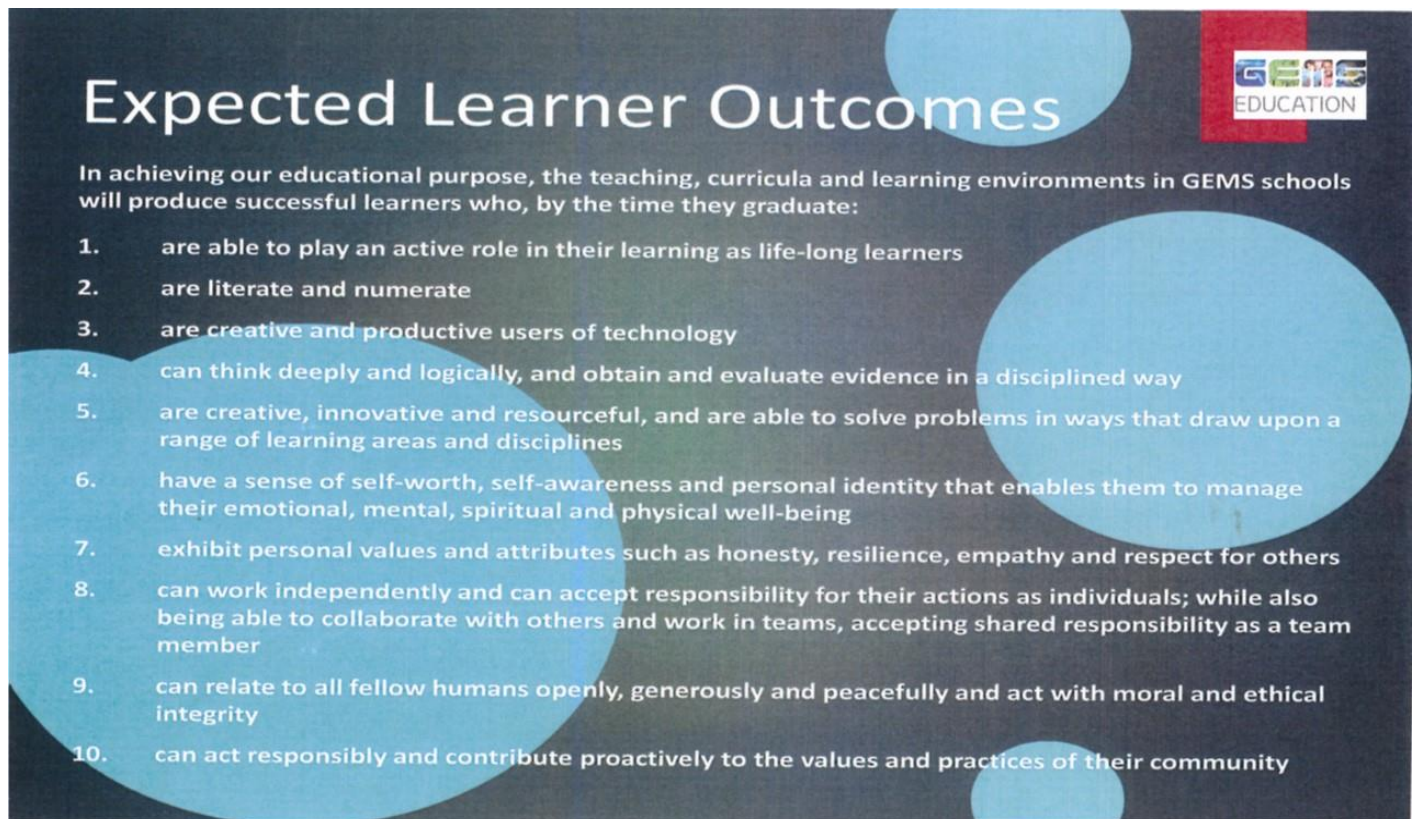
| | | |
|---|-----|---|
| 2 | 2-4 | 1. Loss of Points & verbal warning/email by Teacher |
| 3 | 5 | 2. Verbal warning by SLT & email. |
| 4 | 6 | 3. Incident Report sent home by SLT |
| 5 | 7 | 4. Incident Report sent home by SLT |
| | 8 | 5. Section SLT/MLT meeting with parent to discuss ways to improve punctuality. |
| | 9+ | 6. WL sent home |
| | | 7. Student loses 1 day's attendance. |

Leadership

Leadership is an important Learner Profile attribute for current & future success. Leadership is reinforced through class activities & the hidden curriculum. All students are encouraged to take on responsibility & experience leadership opportunities as much as possible, such as peer teaching, group work, Environment Leader, Class Leader, Student Council member, House Captain/Vice Captain, Head Boy/Girl & Deputy Head Boy/Girl etc.

Learner Outcomes

Our learning programme provides a range of opportunities so that:



Expected Learner Outcomes

In achieving our educational purpose, the teaching, curricula and learning environments in GEMS schools will produce successful learners who, by the time they graduate:

1. are able to play an active role in their learning as life-long learners
2. are literate and numerate
3. are creative and productive users of technology
4. can think deeply and logically, and obtain and evaluate evidence in a disciplined way
5. are creative, innovative and resourceful, and are able to solve problems in ways that draw upon a range of learning areas and disciplines
6. have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual and physical well-being
7. exhibit personal values and attributes such as honesty, resilience, empathy and respect for others
8. can work independently and can accept responsibility for their actions as individuals; while also being able to collaborate with others and work in teams, accepting shared responsibility as a team member
9. can relate to all fellow humans openly, generously and peacefully and act with moral and ethical integrity
10. can act responsibly and contribute proactively to the values and practices of their community

Learner Profile

These are the 10 core attributes that WSS aims to instill/reinforce in our students as they progress through & graduate from, the WSS learning programme.



Leave

- The Authorities requires that students attend school for a minimum number of school days. **As per SPEA, it is not allowed to be promoted to the next year group if the student is absent for more than 15 consecutive days, or more than 30 days throughout the year.**
- Parents decide whether the 'urgency/emergency' requires mid-term leave from school, & school respects parents' decision, while implementing the Leave policy.
- A **Medical Fitness Certificate** (safe to attend class) should be submitted to the school Clinic in the case of joining back after any serious injury, operation, or infectious disease.
- **Evidence** supporting the validity of the Leave must be provided in order to 'Approve' Leave.
- Leave forms would only be processed by school subject to the clearance of all pending fees.
- **Leave would be approved for the following reasons (with valid evidence):**
 1. **Medical Leave of child (evidence – Medical Leave Certificate)**
 2. **Bereavement of a close family member (evidence – Death Certificate)**
 3. **Umrah /Haj (evidence Visa or flight tickets)**
 4. **Authority appointment (passport, visa etc) (evidence - Appointment letter/card)**
- **Approved Leave means that Term Report grades would be based on Continuous Assessment in the case of missed Term exams**
- **Parents may choose to proceed with 'Rejected' leave, however Rejected leave would be deducted from the child's annual allocation of 30 leave days, & Term Report grades would exclude the exam marks (maximum grade possible would be a PASS) in the case of missed Term exams.**

For 1-8 Working Days' Leave

- Parents apply online through their Parent Portal for all leave of 1-8 working days.
- **Approved Leave applications with valid evidence will be approved by school on the system & will not be counted towards the 'Absence Record' of 30 annual days.**


Leave of more than 8 Working Days

- Extended leave during Term-time is not recommended. However, in emergency cases we understand that parents may need to take their children out of school.
- Extended Leave would be approved with the same conditions as the 4 reasons listed above.

- In addition to the usual parent portal online application, parents please submit a Leave application form to the PRE for Principal's approval.

Extended Leave Without Informing School

- Students who take uninformed extended Leave (more than one month) risk losing their seat through being 'Struck Off' the school & SPEA system (S/O).
- It is very critical that school is informed about all leave.

| | | | | | |
|---|--------------|---|---------------------------|---|------------------------------------|
|  | | WSS Student Mid-Term Emergency Leave Application | | | <i>Format updated: 22/5/24</i> |
| Student name | Class | ID: | Leave from (date): | Will return to school on (date): | |
| | | | | | |
| | | | | | |
| | | | | | |
| Reason for leave: | | | | | |
| | | | | | |

Dear WSS Principal,

Due to an emergency, we request Term-time leave for our child/children as above, as a special case. We understand that:

- As per the Authority rule, Leave of more than 15 consecutive days, or a total of 30 days during any one academic year, may lead to my child failing to be promoted to the next year group.
- Leave during Term time is only approved in the following circumstances (with evidence):
 1. Medical Leave of child (evidence – Medical Leave Certificate)
 2. Bereavement of a close family member (evidence – Death Certificate)
 3. Umrah /Haj (evidence - Visa or flight tickets)
 4. Authority appointment (passport, visa etc) (evidence - Appointment letter/card)
- Missed Term exams (except with Leave Approval) would be given '0' marks towards the Term Report, which would therefore be a Pass mark only. For missed exams during approved Leave, then a Continuous Assessment mark will be given on the Term Report. As per SPEA, attendance of T3 Promotional exams is compulsory.
- School will process this Leave form subject to no pending school fees.

Parent sign: _____

Date: _____

Parent contact: _____

| | |
|--|--------------|
| Cashier/Accounts Officer sign: <i>(there are no pending fees for the leave period as above):</i> | Date: |
|--|--------------|

| | | | | |
|---|---|--|--|--|
| ✓ | Principal comments: | | | |
| Leave is Approved: | Leave is not Approved: | To be failed in T3 SPEA & Report data if continuous assessment grades are Fail | ✓ Inform Section SLT if absence continues beyond approved date, or if a FD | |
| <ul style="list-style-type: none"> ○ Give continuous assessment mark for Report Grades ○ Mid-Term Assessment may be rescheduled subject to Section SLT approval | <ul style="list-style-type: none"> ○ Give '0' marks for exams & pass grade (50%) for Report Grades ○ Assessments not to be rescheduled ○ This is for information only | | | |
| Medical Leave Certificate attached | <ul style="list-style-type: none"> ○ Not Medical Leave. ○ No MC for student attached | Comments: | | |
| Other valid evidence attached | <ul style="list-style-type: none"> ○ No Evidence attached ○ Evidence attached is inadequate. | | | |
| Sign: | | Date: | | |

Leaving WSS

Completing SPEA processes when a child changes school takes time. Parents who wish to take their children out of WSS need to:

- 1) Clear all outstanding fees
- 2) Apply online for a TC through your Parent Portal.
- 3) Pay for TC fees (outside Sharjah)
- 4) **Online application for a TC should be done by the first week of June for end-of-year leavers due to Staff summer leave. Late applications will delay completion of TC until after the summer Break.**
- 5) SPEA attests the TC, as arranged by GRE, which is emailed to the parent.

Library

Our 2 school Libraries are managed by full-time librarians, providing a selection of reading material (in English, Arabic & French) & library competitions. Borrowing Library & Reading books is a part of our compulsory curriculum.

- All children visit the library with their teacher once a week to borrow new books or read together.
- A library period is part of every student's Arabic & English curriculum.
- A **replacement charge will be levied for any lost (not returned) or damaged books.**
- A student **need their school ID card** to borrow books.

Lockers

- Primary-Secondary students can book a school locker for the academic year.
- Books, spare stationary & learning materials for school may be stored in the locker. **School is not responsible for lost items.**
- Students are responsible for providing a padlock & keeping the locker clean & tidy.
- Decoration/graffiti is not permitted.
- **Damage to the locker & loss/damage of locker key will be charged.**

Lost & Found Property

- Lost & Found items (uniform, stationary, books, etc.) are stored in the **'Lost and Found' cupboard in East Lobby.**
- Valuable items (such as digital devices, watches) are kept with Security at Gate 1.
- Non-collected items are sent to charity at the end of each Term.
- Please **name all your child's belongings** (a marker pen on the label works well), so that lost items can be returned to your child if found.

Marking

WSS has a Marking Policy. Marking is to guide students to their next level to personalise learning.

- Marking will not be done every lesson - **not every piece of work is marked.**
- Not all spelling mistakes will be corrected. This would depend on the subject & Learning Objective.
- Some work will be **self or peer assessed** to encourage more reflection on the learning & success criteria.
- **Students are expected to reflect on & respond to the teacher's marking comments, as these outline & guide 'next steps' in learning.**
- If your child's work is not being marked regularly, please contact the Section SLT for follow-up.

Medical Facilities (see also Health & Safety)

- The school's 2 Clinics are located on the ground floor opposite the Bookstore.
- We have four nurses and two full time doctors.

- If you have any concern about the health of your child, please feel free to contact the medical team.
- **The Doctors' decisions related to all health & MOH matters are final.**

Accidents and Emergencies

- When your child requires emergency treatment, every effort will be made to contact you. To assist with this, please **keep school updated with your contact details.**
- In the case of a serious emergency, the school's doctor will call an ambulance & the child will be transferred to the government hospital (usually Al Qassimi Hospital).

Immunization & Vaccination Programmes

- For children's & community health, parents need to make every effort to keep their child's vaccinations up-to-date.
- The Ministry of Health requires that you submit your child's vaccination record to the Clinic. This will be checked against the U.A.E. immunization schedule and you will be advised of any due vaccinations.
- Students must be vaccinated at school as per Ministry of Health policy. **Please sign & return any consent forms to the medical team within one week. Failure to do so is a disciplinary issue.**

Medical Checkup:

- The Ministry of Health requires school to give students full medical examinations & eye tests at certain times, & for new students on joining. These are carried out by the school doctor and are basic, non-invasive procedures. We also do regular hair check-ups.
- You may receive a 'Referral letter' if your child is diagnosed with any medical problem.
- We recommend that you continue regular medical & eye checks with your family medical practitioner as well.

Medical Approval Forms:

- At the start of each academic year, you will be required to complete a medical form. Please return promptly with all required medical information.
- It is very important that the school is made aware of any medical condition or special needs that your child has and/or any medication they are on. This will help us in case of emergency treatment. The forms are as follows:
 1. **School Health General Parent Medical Consent form. As per MOH rules, school is not allowed to provide medical services without it,** except in emergency situations. All students must submit this on admission & at the start of each academic year (*see Form 1 below*).
 2. **Parent Consent for Medical Condition Management & Medicine Administration.** This is to be filled for students with any **medical condition & those who require medicine to be administered in school** (*see Form 2 below*).



نموذج موافقة عام

School Health General Consent Form

Student's Name:
School Grade Class.....
DOB:
Nationality:
ID Number:

I the undersigned agree that medical services for my son/
daughter shall be offered in the school's nurse.

I also agree that these medical services will remain provided to
my son / daughter and effective until I either refuse these
medical services or he /she is transferred from the public
school.

My consent involves a general approval of curative and / or
preventive services that may include first aid , screening for
height , weight , vision acuity , vaccination , hearing test,
Dental checkup , blood test for CBC and referral to primary
health care centers or emergency room when necessary & to
administer the following emergency medications when needed

1. Paracetamol to control mild to moderate pain and fever.
2. Antihistamine cream to relieve mild to moderate skin allergies.
- 3- Epinephrine in an acute allergic reaction
- 4- Salbutamol inhaler to control asthmatic symptoms.

Please list any precautions or contraindications to the above
medications that the school nurse needs to know:

In case of refusal, the above services will not to be offered
except in emergency situations which require immediate
intervention.

If my Son/daughter needs to be transferred to the clinic or
emergency room in either my absence or the legal guardian's
absence, then I authorize the school to transfer him/her as
needed.

I also understand that medical record is confidential document.
The information in it is circulated only by members of the
medical team of the MOHAP.

Name:
Signature of student's parent/guardian.....
Relation to the student:
Tel
Date:

اسم الطالب:
المدرسة: الصف: الشعبة:
تاريخ الميلاد:
الجنسية:
رقم الهوية:

أنا الموقع أدناه أوافق على تقديم الخدمات الصحية لإبني/الإبنتي في عياده
المدرسة بواسطة ممرض/ة الصحة المدرسية.

أن موافقتي على هذه الخدمات الصحية تبقى سارية المفعول لحين أقوم أنا
برفض هذه الخدمات لإبني/ إبنتي أو حين انتقال الطالب/الطالبة من
المدارس الحكومية.

أن موافقتي على هذه الخدمات الصحية هي موافقة عامة على أي
إجراءات وقائية وعلاجية وتشمل الإسعافات الأولية، قياس الوزن
والطول، حدة الإبصار، التطعيمات، فحص السمع، فحص الأسنان، عمل
تحليل الدم للفحص الشامل، التحريات إلى مراكز الرعاية الصحية
الأولية وأقسام الطوارئ، وإعطاء الأدوية التالية عند الضرورة:

1. الباريتول لتخفيف حدة الألم ذو الدرجة البسيطة أو المتوسطة ومخفض
للحرارة.
- 2 كريم مضاد للهستامين للتخفيف من حالات حساسية الجلد البسيطة
والمتوسطة.
- 3-الإبينيفرين في حالة الحساسية الحادة.
- 4- فنتولين (سالبوتامول) لعلاج أعراض الربو.

الرجاء ذكر أي موانع لإستخدام الأدوية أو أي احتياطات طبية على
الممرض/ الممرضة أن يعرفها:

في حال عدم موافقتكم ، يرجى العلم بأنه لن نستطيع تقديم هذه الخدمات
عدا حاجة ابنكم / ابنتكم لها الا في الحالات الطارئة القصوى التي نلزم
تدخلنا السريع.

إذا أصيب ابني / ابنتي بأي حالة طارئة نستدعي النقل إلى العيادة أو
الطوارئ، ولم أكن متواجداً أو من بنوب عني فأني أعطي الصلاحية
لإدارة المدرسة لنقله/ نقلها حسب الحاجة.

إن الملف الصحي للطالب / للطالبة وثيقة سرية لا يتم تداول المعلومات
الموجودة بها الا من قبل أعضاء الفريق الطبي لوزارة الصحة.

الإسم :
توقيع ولي الأمر:
صلة القرابة:
رقم الهاتف :
التاريخ:



2. Parent Consent for Medical Condition Management & Administering Medicine

Date: Form 2 p1

*Format updated:
21/05/2024*

| | | |
|---------------|------|--------|
| Student name: | ID: | Class: |
| Health Card: | DOB: | |

Child's medical history related to this medical Condition:

Please tick (✓) as appropriate:

| <i>Medical condition:</i> | <i>Yes</i> | <i>No</i> |
|--|------------|-----------|
| Allergies (other than food/medicine. Specify which allergies) | | |
| Bronchial asthma | | |
| Diabetes mellitus | | |
| Epilepsy | | |
| Food allergy (specify which, if yes) | | |
| Heart disease | | |
| Medicine allergy (specify which medicines, if yes) | | |
| Myasthenia gravis | | |
| Others (specify, if yes): | | |

| | |
|-------------------------|---------------------------------|
| Child's Physician Name: | Clinic/Hospital name & Address: |
|-------------------------|---------------------------------|

Physician's Phone no:

| Emergency Contacts | | |
|--------------------|--------------|-------------|
| Name | Relationship | Contact no: |
| | | |
| | | |

If you ticked yes for any illness, please submit the following to the WSS Clinic:

| | |
|---|---|
| <ol style="list-style-type: none"> 1. An updated medical report has to be submitted to the school clinic in the beginning of the academic year. 2. An updated medical report must be submitted to the school clinic when there is any change in your child's health condition or any new medical condition arises for your child. 3. If your child needs any medications to be administrated during school hours, a doctor's prescription needs to be submitted. Medications should be delivered by the parent/guardians to the clinic. | <ol style="list-style-type: none"> 4. Any required medication must be sent in the original packaging and should be clearly labeled with student's name, required doses, timing and route of administration. (see page 2). 5. Any submitted medication must be within sell-by date. Expired medications not collected by the Parent will be discarded by the Clinic. 6. In case of any changes, please contact school medical team immediately to update this consent form accordingly. |
| <ul style="list-style-type: none"> • I authorize the medical staff trained in the basics of the first aid in the school clinic to give my child first aid when they deem it necessary. • I understand that every effort will be made to contact me in the event of an emergency requiring Medical attention for my child. However, if I cannot be reached in case of emergency, I hereby authorize the medical team to transport my child to the nearest medical care facility (government hospital as per MOH rules) in an ambulance to secure necessary medical treatment for my child's urgent health and wellbeing. | <ul style="list-style-type: none"> • I authorize the medical staff to disclose the health condition of my child to other concerned staff in school as required for my child's health, wellbeing and safety. • In case of any change of the emergency contact, I will update the medical team. • In case of any changes in the health condition of my child, I will contact the school medical team to update this consent form accordingly. |

Parent Sign: _____ Date: _____

Mobile: _____

| Details of the Medicines to be Administered to my Child | | |
|---|----------------|-------------------------|
| Name of medicine | Dose/frequency | Route of administration |
| | | |
| | | |
| | | |
| | | |

Parent Sign: _____ Date: _____

Mobile: _____

Medicines:

- Students are **not permitted to carry medicine with them around school** under any circumstances.
- If your child needs medication at school, please **hand it to the Clinic where it will be stored safely.** Your

child will be required to come to the clinic at the appropriate time to take it.

- You must also inform the Clinic if any medicine may be needed at the school for an existing condition such as an inhaler for asthma, insulin for diabetes, or an EpiPen for allergies.
- After the treatment period, any remaining Medicine must be collected by parent/Guardian from the Clinic. If uncollected after one week it would be discarded through Wekaya.
- Please complete & submit the Medicine Consent Form as required (collect from the Clinic).

Meeting Us

You are most welcome to come into school, or arrange an online TEAMS Meeting, to see your child's teachers & the Senior Leadership Team (SLT), as we have an 'Open Door' policy. However, it is always **better to make a prior appointment to ensure our availability.**

- Feel free to directly email, or meet the PRE, who will help set up an appointment.
- Staff will come to meet you in the Reception Meeting room to meet you when you have an appointment, so please do not go inside school.

Music

- Music is part of our curriculum, with assessment marks awarded.
- However, if you do not wish your child to participate due to a religious reason, please email the Section SLT.
- Your child will sit at the back of the class & does not have to participate. In this case it would not be possible to grade for music.
- Please note that singing the UAE National Anthem & school song is a regular part of school assemblies & events & all students are expected to stand smartly & sing these respectfully.

Newsletters

- School Newsletters are published regularly by the Principal (usually weekly, with an emailed link, as well as being posted on the school website).
- The aim of Newsletters is to inform key messages, dates, deadlines & changes to policy, celebrate success & to share students' learning with parents.
- Please read the Newsletter weekly to ensure that you keep **up-to-date with important dates & information.**
- **Feel free to share pictures & information about your child's achievements and activities outside school with the Principal for publishing in the Newsletter.**

Parent Engagement

Parents are an integral part of the WSS team, with rights & responsibilities as outlined in our Home-School Contract & Code of Conduct. We believe that **mutual respect & cooperative communication** are key to a successful, productive & professional partnership. Please note:

- We have an 'open door' policy, which means that if we are free, we will meet you without an appointment. However, we **recommend that you email us in advance to make an appointment** to ensure availability.
- Parents are encouraged to attend WSS functions/events & join our Positive Parent Partners team. Please always report to Reception for assistance on arrival.
- All visitors (other than at regular drop off & pick up times) need to **sign in at the main gate.** Any visitor entering inside the school must also **take a 'Visitor Pass' from Security.**
- **It is strictly forbidden for any parent to speak directly to, or touch in any way, other peoples' children, except with parent permission.**
- **Verbal or physical abuse of any WSS community member is unacceptable.**

Parent ID

- For the safety of our children, access into school for visitors is restricted. Anyone entering school premises

without their Parent ID must sign in with Security at Gate 1, & submit a picture ID (such as Emirates ID Card) to Reception to take a Visitor Pass.

- WSS Parents are issued with a **WSS Parent ID Pass on admission, so please bring this with you if you want to enter the WSS premises at any time** (Drop-off/Pick-up times, Assembly, Coffee Mornings, Sports Day, PTM etc.). Since our children's safety is a critical issue, please note that anyone failing to supply a picture ID will not be allowed inside the school.

Parent-Teacher Communication

Regular home-school communication (emails, PULSE & PTM) is expected. We believe that parents and teachers are **partners** in the educational process and we support **parental engagement** through the following:

- Emails to teachers, PRE or SLT
- Feedback at Parent-Teacher Meetings (PTM)
- Attending school open days, events, activities & Coffee Mornings
- Meeting teachers, PRE, MLT/SLT, Head of Inclusion for discussion whenever necessary
- Active membership of the PPP
- Parents will be given the relevant teachers' work email IDs, and are free to communicate regarding their children's progress & achievement, concerns, queries & information (such as leave requests, family circumstances that may be challenging their children, etc).
- Teachers must respond to your **emails within 48 working hours**. If they do not, please inform SLT for follow-up.
- Teachers & management will **respond to emails during working hours (7:15am-2:30pm) on working days (Monday-Thursday)**.

Parent-Teacher Meetings (PTM)

PTM are held at least Termly and notification is given by email/SMS/Newsletter, though you are welcome to request additional home-school meetings with Teachers/SLT as required..

- **5-7 minutes are allocated per parent** (after that, the teacher may ask if you wish to have another appointment at a later date to complete the issue. If other parents are waiting, the teacher must stop the meeting with you & offer you a future appointment).
- **If you are unable to attend a scheduled PTM, feel free to make an alternative appointment with your child's teachers individually (F2F or on TEAMS)**. Due to Teachers' different timetables, it would **not be possible to arrange group meetings**. To schedule meetings, please reach out to the individual Teachers directly, or the PRE.
- **Parents can request privacy** as required.
- **Our Code of Conduct is based on respect**; all WSS stakeholders have the responsibility & right to respectful communication. **Shouting or rudeness is unacceptable to/from any parent/Staff**.
- **Confidentiality**; WSS staff are not allowed to discuss school issues, colleagues or other students/parents with anyone else. They are **only able to discuss your own child with you**. They are **not allowed to give out other parents', their own or other staff personal contact numbers** (only work email ID).

Parents as Partners 'Friends of WSS' (FOW)

- The Friends of WSS (FOW) is a voluntary group of parents committed to school improvement & parental engagement, who meet regularly to plan activities to support the school's development plan.
- The aim of FOW is to foster parent-school-community cooperation, home-school communication, inclusion & partnership to support school's vision of '*Excellence Through Teamwork; Success for all*' through the development of **parent-school-community engagement**, to enrich the lives of all our children.
- The FOW role is **not to discuss individual student/parent issues**; these should be directed to the school's Parent Relations Executive (PRE).
- The FOW is a support body, and does not directly interfere in operational matters.

- The FOW works closely with the school to support school improvement targets, share ideas, problem-solve & share expertise.
- Examples of FOW activities may be involvement in LAB membership, presentations to students or other parents, involvement in National Day and International Day, arranging learning-related activities for students, volunteering in class, sharing brilliant ideas etc. The list is endless!
- If you wish to join, please contact the PRE.

Phones

The use of mobile phones by students in school is against MOE rules, causes distraction & disruption, may be used for inappropriate photography & may be lost/stolen. Therefore, please note:

- **Unless otherwise agreed by WSS management, it is not permitted for students to bring a mobile phone to school (or any other device that takes photos).**
- **WSS accepts no responsibility whatsoever for the loss/theft/damage to any electronic item/phone brought into school.**
- **If any teacher sees your child with a mobile phone in school/bus, it will be confiscated, & you will need to come into school to collect it.**
- Random Bag checks may be done.
- **Phones taken into an examination room will be considered as ‘cheating’ & the student subject to disciplinary action.**
- In case of extreme emergency requiring your child to carry a phone to school, please **email the Section SLT/PRE, complete the form & ask your child to leave the phone with Security at Gate 1** for safe keeping for the day.



**Parent Disclaimer for Student Mobile Phone to be left
at School with WSS Staff**

Format updated 22/5/24

Student name:

ID:

Class:

- I understand that WSS students are not allowed to bring a Mobile phone to school.
- However, I need to be able to contact my child before and after school hours, therefore request special approval for my child to carry their mobile phone to & from school, & to leave it with WSS staff during the school day.
- I agree that my child will leave their mobile with school Security staff on arrival to school, and collect it from the Security staff on leaving the school premises. Their mobile will not be kept with them during the school day. Failure to follow this may result in my child's mobile phone being confiscated.
- I undertake to indemnify WSS from all liabilities (civil, criminal, health, legal, property, social etc.) arising from this arrangement. I agree that school is in no way responsible for the loss or damage of my child's mobile phone for the duration of this arrangement.
- I will ensure that my child's phone is clearly labelled with a copy of the child's WSS ID.
- I understand that WSS will not provide any insurance cover for my child's mobile. It is left with school staff entirely at my own risk.
- This arrangement may be terminated at any time by myself or the school management, if any concerns arise.

Dates Mobile to be left with WSS staff:

Comments:

From:

To:

Emergency Parent contact number:

Emergency Parent email:

Parent name:

Parent sign:

Date:

Parties (see also Birthdays)

- From time-to-time we organise class parties for special occasions, such as end-of-year, National Day, International Day, Parental Engagement Week etc.
- Food contributions & dress-up are always optional.
- If you send in food, please **send healthy options**, & stick to the requested items & amount for health & safety reasons & to avoid wastage.

Photocopying

Black-&-white photocopying will be charged at **AED1.25/- per A4 sheet** (including VAT).

Photographs

- Usually, a professional photographer visits the school each year to take student individual and class photographs, which are then available for optional purchase.
- Parents are **not allowed to take photographs of other children/adults without that person's (or a child's parent) permission.**

Physical Education (PE)

WSS has a timetabled sports' programme, including inter-school competitions, school teams & ASP training sessions.

- All students have weekly PE lessons, which include a range of outdoor & indoor games & sports.
- Students **come to school dressed in their PE kit on PE days.**
- If your child is not fit enough to participate in the PE lesson, please **email the teacher.**
- Wearing PE kit for PE lessons is compulsory. Students wear the PE T-shirt of their House colour (allocated depending on their class).
- All students participate in an annual Sports Day. Parents are invited.

Prayer Rooms

There are 2 prayer rooms on the first floor (one for male, one for females). Students may go with adult supervision. Parents wishing to use one need to get a Parent Pass from Reception.

Projects

Making projects is part of our students' curriculum/HL policy. These can be for assessment or just concept reinforcement. Projects should:

- **Be student's own work** (not parents')
- Be written in the students' own words (not 'cut & paste text' copied directly from the internet)
- **Student should understand exactly what the WALT/LFQ of the project is & be able to explain/talk about it to the class/Teacher & classmates in their own words.**
- Not cost a lot of money or involve many bought resources, unless you wish.
- Be portable (avoid huge, complicated projects unless for Innovation/Science Fairs). One sheet of A4 or A3 paper is fine.

Promotion to the Next Year Group; Criteria as per SPEA rules (Subject to change)

- Primary students must obtain a pass mark of 50% in all subjects for promotion to the next year group (60% for Secondary).
- If a student is failing in fewer than four subjects, they have to appear for the *Resit Exams*.
- Any student failing 4 or more subjects will be detained (subject to SPEA approval)
- Students failing fewer than 4 subjects will be retested (before end of the same academic year).
- Students failing in 4 or more subjects are detained in the current Year Group.
- Term 3 Report Grades are submitted for approval to MOE SPEA at the end of each academic year. T3 Promotional Reports are published only after MOE/SPEA approval.
- Report publication is subject to all fee clearance, & Registration with SPEA.

Reading

- This is one of the most important skills your child learns in school! Junior & Primary students follow a reading programme.
- **We welcome parent volunteers to spend time in school as a 'Reading Volunteer' with young children. If interested, please meet the PRE or relevant Section SLT.**



Supporting Reading at Home, Junior-Primary Students

The more practice that your child does at home, the better your child will do in school! Praise often, read daily - read to your child, or let your child read to you regularly & enjoy!

1. Revise the *phonics* (letter sounds a-z) until your child is confident with them.
2. *Listen* to your child read daily, even if it is only for a few minutes.
3. *Discuss* what has been read (ask questions, talk about the pictures & new vocabulary, check that your child understands, ask your child to say what they like & why, ask your child to predict what happens next & why).

Phonics

- When children start at WSS we teach them the sounds of letters. As they learn other reading skills they do not need to rely on phonics, but until they reach this stage using phonics is an invaluable reading aid.
- There are two skills which must be learned: **1) learning to break words down and 2) learning to blend the sounds together to form words.** Even very small children are able to learn these skills.

Breaking up words

You can play games to teach this. For example, say: "Point to the c a t". Don't say the names of the letters, but say their sounds. It should sound like "Kuh Ah Tuh" rather than "See Ay Tee".

Blending Sounds

The aim is to be able to say "Kuh Ah Tuh", and hear "cat". When the child can effortlessly look at the symbols and "hear" the word, he/she's a proficient reader. The only way to make this effortless is through regular practice.

The Phonetic Alphabet

Please use the following letter sounds when helping your child to learn the alphabet:

| | | | | |
|-----------------------------|-----------------------------|----------------------------|---------------------------|-----------------------------|
| <i>a</i> as in ant | <i>b</i> as in but | <i>c</i> as in cut | <i>d</i> as in dug | <i>e</i> as in egg |
| <i>f</i> as in far | <i>g</i> as in gate | <i>h</i> as in hut | <i>i</i> as in ink | <i>j</i> as in jug |
| <i>k</i> as in cut | <i>l</i> as in lump | <i>m</i> as in mum | <i>n</i> as in nut | <i>o</i> as in odd |
| <i>p</i> as in pink | <i>q</i> as in quick | <i>r</i> as in run | <i>s</i> as in sun | <i>t</i> as in ten |
| <i>u</i> as in under | <i>v</i> as in verb | <i>w</i> as in word | <i>x</i> as in axe | <i>y</i> as in young |
| <i>z</i> as in buzz | | | | |

Registration Time

- Registration time takes place each morning & is an important time, used for extra reading practice, Assembly, mental maths tests, spelling tests, Wellbeing Curriculum, etc.
- Repeated lateness is a disciplinary issue, as it causes lost learning time.

Reports

Students' formal academic reports are published online for parents to access through their Phoenix Parent Portal, **three times** during the school year, subject to **clearance of that Term's school, bus fees & SPEA system Registration.** **Report print-outs will be charged.**

| Report Grade Key | | | | | |
|-------------------------------|---------------------------|----------------------|----------------------------|----------------------|-----------------------|
| A* = 90 – 100% Outstanding | A = 80 – 89% Very Good | B = 70 – 79% Good | C = 60 – 69% Acceptable | D = 50 – 59% Weak | F = Below 50% Fail |

Safeguarding

Child Safeguarding is our #1 priority! Safeguarding, which includes Wellbeing, Health & safety, is the responsibility of all the WSS community. Please note the following:


Banned Dangerous Items

For Health & Safety reasons, please **do not allow your child to bring in any of the following, or similar items.** Bringing such items is dangerous, so is a disciplinary issue.

| Sharps | Allergies | Hazardous | Other |
|--|---|---|--|
| Knives, Sharp scissors, Paper cutters | Nuts (due to possible fatal allergies) | Glass items, Flammable items such as matches, candles or lighters, Poisonous chemicals, Perfume, sprays, foam sprays, or any other chemical that could get into the children's eyes & hurt them. | Tiny items that could be a choking hazard, Animals Caps, poppers, fireworks etc |

Clinic & Medical Issues

- **Parents need to sign a 'Consent to treat' form** in order to receive WSS Clinic treatment.
- Teachers send sick/injured students to the Clinic, which provides care and treatment and informs parents.
- Always **keep your sick child at home, for their health & as germs spread quickly to other children at school.**
- **Never send children to school if they have a temperature.** Students with a fever (a temperature above 37.5°) or any one flu-like symptom will **not be admitted to class, & will be sent home.**
- **Visitors to school will not be admitted if found to have a fever (a temperature above 37.5°).**
- Your child may bring a small, personal bottle of **hand sanitizer** to school, if you wish. Please teach you child to keep it in the bag & use it responsibly to avoid it getting into eyes.
- **Hospital trips – in case of a medical emergency requiring your child's urgent hospitalization, the school Clinic will call an ambulance to transport your child to the hospital,** if parents cannot get to school in time. Parents would be informed & the child would be escorted by Clinic staff, according to patient's condition as determined by the Dr.
- An **ambulance would only be called at the Doctor's discretion in case of critical medical emergency.**
- The school nurse maintains students' medical files. Every student has a medical file and a log is kept of all treatment.
- Children returning to school after a serious or contagious accident/illness (including Lice) first need to get the following **'Fitness to Return to Class' certificate signed by the Clinic before joining back to class:**

| | | | |
|---|---|------------|-----------------------------|
|  | Student Fitness to Return to Class | | Date of Examination: |
| | | | Time of Examination: |
| | | | <i>Updated 7/7/21</i> |
| Student name: | | ID: | Class: |
| Reason for Clinic Visit: | | | |
| Dr. Approval (tick & sign): | | | |
| <input type="checkbox"/> I have examined the above student & found him/her to be fit to return to class. | | | |
| <input type="checkbox"/> I have examined the above student & found him/her not to be fit to return to class. | | | |
| <input type="checkbox"/> Fitness to return to school Medical Certificate provided by parent | | | |
| <input type="checkbox"/> Fitness to return to school Medical Certificate not provided by parent | | | |
| <i>Sign:</i> | | Comments: | |

Please note the following accident & injury follow-up by medical team:

- Minor medical issues:** 1) Treat in the clinic, 2) Email, 3) child sent back to class, 4) child called back to clinic for further observation, if required.
- Suspected injuries of a non-critical issue;** inform parents that, 1) It is not critical, 2) The issue, 3) Medical Team will continue to observe, 4) Would parent like to collect child now or wait & the child will go home by usual means? 5) Dr. to provide a hospital referral in case of critical/serious cases, or if parent asks for it, 6) If the student is suspected to have a fracture, they will not be sent by bus.
- Critical issues:** 1) emergency first aid to stabilize, 2) call ambulance, 3) call parent.

Communication (Medical Issues)

WSS Medical staff are **contactable by email/school landline during the working week only**, not at weekends. Therefore, if you need to contact the Medical team or teacher about a health-related issue, feel free to email them at any time, however, you would only get a reply on the next working day.

Communicable diseases (including Influenza & COVID-19)

- The communicable diseases commonly seen in schools are Conjunctivitis, Chicken Pox, Measles, Influenza, Hand Foot and Mouth disease, gastroenteritis, seasonal flu, etc.
- It is an Authority requirement for parents to inform the school in writing (email with attached Medical Certificate to Teacher & clinic) of any Communicable Disease infection of your child.
- If a student develops signs and symptoms (fever, rash, vomiting or/and diarrhea etc) of suspected communicable disease, they should **be seen by doctor and rest at home for the duration of the illness**. The time period for each condition varies, so the child will need proper care at home as long as required.
- Upon returning to school **a fitness certificate by attended physician or pediatrician (medical report from the treating physician stating that the student is fit to join school on(date) must be provided to the clinic**.
- If the child **returns to school prior to the completion of the recommended isolation period as recommended by his treating physician, parents will be requested to take their child home**.
- Inform the clinic team at the earliest, so that classroom/bus deep cleaning can be done & the class monitored for symptoms in the case of any communicable disease.
- In case of communicable disease among students, all students of the concerned class will be examined by

doctor, and the measures will be taken by school to control and to minimize the transmission of the infection.

- The Authority's Preventive Medicine Department will be notified about such cases. A parent notification letter regarding the condition will be sent to parents for information.

E-Safety

Students now commonly use electronic equipment, including mobile phones, tablets and computers to access the internet and share content and images via social networking sites. Technology and the internet can be a source of fun, entertainment, communication and education. Unfortunately, however, some people will use those technologies to harm children, for example sending hurtful or abusive texts and emails to groom and entice children into inappropriate relationships, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and students are not allowed to access those sites in school. Many students own or have access to hand-held devices and parents are encouraged to consider measures to control access to keep their children safe when using the internet and social media at home and in the community.

- Please **inform school if you do not wish your child's picture to appear in Social Media**
- Students should be supervised while using the internet, at home and school.
- DfES guidance is available at <http://www.safety.ngfl.gov.uk>
- Students are required to bring a personal BYO device to school for educational purposes with parent plus SLT approval, & after parent & student signs the school's E-Safety Agreement letter. Parents need to be vigilant at home that the child does not put a VPN on the device.
- **Fab. 5 Rule #1; We Do Our Best** • Students will use the Internet for planned educational purposes/activities only.
- **Fab. 5 Rule #2; We Respect Each Other** • Students will not use the Internet, email, mobile phones or any other ICT equipment to be disrespectful or unkind about other people
- **Fab. 5 Rule #4; We are Safe & Sensible** • Students should never enter any personal information about themselves (or others) on the Internet.
- Students are expected to use their common sense and not access or share inappropriate material on the Internet
- If unsure of their online safety students must ask an adult for assistance.
- Teach your child to switch off their device & tell parent/teacher if they inadvertently access anything inappropriate.
- If you have any e-safety concerns please contact your Section SLT or **E-Safety Leader/DSL Ms. Rema rema.p_wss@gemsedu.com**

Online communication between staff and students

- WSS staff must follow strict Safeguarding rules relating to maintaining professional, role-related electronic communication with students.
- WSS staff may use only school email and website addresses for school work and communication, and never personal ones.
- Do please let school management know immediately if you have any concerns relating to staff safeguarding behaviour. Staff found to be in breach of these rules would be subject to serious disciplinary action.

Food & Snack (see also Birthdays & Parties')

- Please send **only healthy food** to school for snack/lunch, Birthdays & other events.
- Junk food with high fat & sugar, & highly processed, are unhealthy & can contribute to diabetes, obesity & hyperactivity in some children, so please avoid sending these to school.
- For birthday treats, end-of-term parties, etc the food brought in by students must be individually packaged with the ingredients and allergen information labelled. Please ensure the pre-packed items never contain nuts.
- If your child regularly brings unhealthy foods (fizzy drinks, chips, chocolates, sweets, cake, biscuits, pastries) to school the teacher will:
 1. Give a verbal warning

2. Email parent
3. Send home an Incident Report
4. Confiscate junk party food

- Healthy food suggestions; sandwiches, pasta, rice, noodles, oat bars, fruit, sugar-free juices, milk, yoghurt, cheese, vegetables etc.

Food Allergy Management (Parent Responsibilities)

If your child has a serious allergy, please:

- Share all relevant information regarding the student's medical condition, by providing written medical documentation, instructions, and medications as directed by the family physician, as well as emergency contact information.
- Provide WSS with current/updated contact information (mobile phone, email, etc.).
- Work with the school medical team to develop a plan that accommodates the child's particular needs at school or provide from the physician with a specified and tailored Individualised Health Plan (IHP). This plan should cover the child's entire school day, including time in classroom, cafeteria, Break times, during after-school programmes, during school-sponsored activities, and while on the school bus.
- Provide properly labelled medications and replace medications after use or before/upon expiration along with the doctor's prescription.
- Educate your child in the self-management of their food allergy including:
 - Recognising safe and unsafe foods.
 - Knowing strategies for avoiding exposure to unsafe foods and various allergens.
 - Identifying and recognizing symptoms of allergic reactions early.
 - Knowing how and when to tell an adult they may be having an allergy-related problem.
 - Knowing how to read food labels (age appropriate).
 - Knowing not to share snacks, lunches, or drinks and to politely explain why he/she is not sharing.
 - Understanding the importance of handwashing and hygiene.
- Providing appropriate food for their children if they have a history of food allergies whenever there is an event at school (such as birthday parties, International Day celebrations, etc.), and ensuring they don't eat the food on offer to prevent a potential allergic reaction.
- Review the IHP with the medical team annually and provide updates & information as requested.

Illness

To concentrate and function effectively at school, your children must be in good health. It is therefore important that a sick **child must rest at home. A fitness certificate must be submitted to the Clinic after complete recovery, before returning to class.** This is to reduce cross-infection of other students.

In case of fever, serious injury or illness, the medical team will:

- **Keep the child in the Clinic, to be collected by the parent.**
- **Student with a fever (above 37.5°), or infectious disease will be sent home.**
- **The student will not be sent back to class or home by Bus, to protect the health of the other children**
- **Treatment decisions are made by the Doctor & are non-negotiable.**

Incident Investigation

From time to time there may be incidents that require investigation, such as an altercation between children, a misunderstanding with staff, or an accident. In such cases, please inform your child's Section SLT or PRE immediately for our investigation & follow-up (**including any details of the incident that you are aware of & your child's name, class & ID**). We will get back to you once the investigation is complete. Please allow **2-3 working days to complete the investigation.** A typical investigation includes:

| | | |
|--|--|---|
| Interviewing your child, Interviewing witnesses, Taking written statements from concerned students, | Interviewing concerned staff, Taking written statements from concerned staff, Student Counseling, | Watching the CCTV footage, Logging any Safeguarding concern on the GEMS Safeguarding platform GUARD, Meetings/calls with concerned parents |
|--|--|---|

Other Peoples' Children

- **It is strictly forbidden for any parent to speak directly to, or touch, other peoples' children, except with their parent's permission.**
- **In case you have an issue with another WSS student, please bring your concern to the school PRE/Management for their follow-up & support.**
- **Taking Other People's Children Home; if you need someone else to take your child home, it is critical that you inform school in writing in the morning, so that we can inform BBT, Security and the teacher. It is absolutely not allowed to take someone else's child out of school without the parent's written permission.**

Privacy

Privacy is a right for all. If you have any Safeguarding concerns, please report them immediately to the Principal. Privacy expectations include:

- **The confidentiality of information.** Staff will not share the personal information of self or others in the WSS community, & will only discuss about a child with the respective parents & concerned staff. **Parents are also requested to respect the confidentiality of school, staff & others' personal information, both F2F & online.**
- **Physical privacy;** no student, whatever the age, should be required to change clothing in front of others. If a young child requires help changing in school (such as after a toilet accident), this would be done in the privacy of the washroom cubicle by a lady staff, & the utmost care would be taken to maintain modesty & avoid intimate touch. **Parents are requested to encourage their children to have the confidence to say "No, I am not comfortable with that!" & to voice any concern in a sensitive situation.**
- **Photography; it is not allowed by law to take or share pictures of others without their permission. It is not allowed for parents/guests to take pictures around school, or of other people's children, except in usual group situations such as of your child's Assembly show.**

Safeguarding; Expectations of Staff & Parent Behaviour

Staff & Parents are not allowed to do any of the following. If they do so, please immediately report the incident to the Principal (Safeguarding rules apply to all members of the WSS community, including parents. **Incidents of abuse of children/staff would be reported by WSS to the authorities):**

| | |
|--|--|
| Entering into/encourage/support or conduct any kind of relationship (physical or non-physical) with a student outside the strict professional limits of their job description. This includes touching inappropriately, suggestive comments, lifts in own transport, personal communication, such as on Social Media websites, phone calls/SMS, private meetings, emails unrelated to school work, giving car lifts, gifts other than as approved by Section SLT as per policy, social activities outside school, visits to home etc. | Any form of physical (corporal) punishment |
| | Any form of emotional abuse, such as sarcasm, humiliation, swearing and screaming, |
| | Breaking confidentiality about any student (family), colleague, GEMS or school information except with concerned staff & SLT. It is not allowed by law for anyone to spread rumour/gossip, share confidential information or defame anyone, or any organisation on Social Media. |

Security; Parent ID Cards

- **Wearing your school ID is mandatory to be worn and visible at all times when on site.**
- Any Y3-13 parent wishing to access the school grounds must have their school ID card with its **yellow** lanyard.
- Junior parents will be issued with a **red** lanyard, which allows them to the class for drop-off & pick-up.

- The initial school ID will be issued free of charge. However, in case of loss, replacement will be charged at **AED 25/-**.
- If you do not bring your ID card to school, you will be **required to sign in at the gate & deposit your EID card to receive a visitor' Pass**.

Trips; School Trip Policy of 'At Risk' students with Critical Health Issues

Adrenaline (EPI) Pen for Anaphylactic Shock:

- Primary students should be accompanied by their parent.
- Secondary students may take an EPI pen.

Diabetes Mellitus:

- Junior & Primary students need to be accompanied by their parent for the duration of the trip.
- No insulin or glucagon will be sent with the child or the teacher (Insulin could be a killer medicine if taken in an improper way or mistakenly taken).
- If parent is unable to use the bus (eg. due to RTA transport rules for school buses), parent may:
 1. Take the child to the trip venue in OT & meet the class there, or
 2. Meet the child at the trip location if the bus journey is **less than 30 minutes**.
- Secondary students do not need to be accompanied by their parent.
- The teacher needs to inform the Clinic before any trip, and the blood sugar of the diabetic child must be checked just before the trip and immediately after the child reaches back to school.

Myasthenia gravis:

- Primary and Secondary students can take their tablet under teacher supervision.

Vaccination

- Vaccination programmes are conducted in school by the Medical team as per MOH policy.
- Vaccination programmes are essential for the health of all in the UAE community & are a compulsory requirement of the UAE MOH.
- Vaccinations are conducted annually for Y2 (MMR -Dtap -Chicken pox-Polio), and Y12 (Tdap), plus any other vaccinations as per MOH.
- Parents must submit an updated vaccination card to the Clinic in the case of WSS admission, and also one week before any vaccination being given in school.
- Students who are newly admitted should provide the medical file from the previous school.
- A parent consent form & pre-vaccination questionnaire are sent home three weeks before the date of vaccination. The Consent form must be completed, signed & returned to the Clinic within one week. The Clinic will clarify any comment written in the consent form by the parent regarding medicines, allergies and illnesses. Failure to do this is a disciplinary issue.
- If the parent submitted a consent form for vaccination, but the child has already been vaccinated from outside, the parent will be informed that their child will not be given a repeat vaccine.

School Song

| GEMS Westminster School, Sharjah Song | | |
|--|--|---|
| <i>Lyrics written by Ms. Valerie Thompson</i> | | |
| 1st Verse | Chorus | 2nd Verse |
| Westminster School is the place for me, Where I'm the best that I can be. Learning each day the skills I need, For my future success. | <i>Taking my place in society, A leader wise & fair. My talents flourish day-by-day, With all my courage & strength. (With all my courage & strength).</i> | Westminster School is the place for me, Inspiring my dreams of who I'll be. Together our team from all parts of the world, In harmony, friendship our future unfolds. |

Sports Days

There are separate annual student Sports Days for each Section (scheduled in the cooler months). All students are expected to participate/attend/support their House. Parents are invited.

Student Council & Student Leadership

- The development of student leadership skills is an important part of our extra-curricular programme.
- The Student Council has a representative from each class.
- The Head Girl & Head Boy of each Section lead the Student Council along with the Character Leader & Teacher House Leaders. They take the lead in duties, peer support, speeches at school events, organizing events, meeting with Inspectors, etc.
- The Student Council meets regularly to discuss student-related issues & supports SLT with school events (eg. International Day, National Day, Talentastic committees, Y13 Graduation etc).

Teachers

All our teachers are qualified & experienced as per Authority rules, & get approved accordingly. Please note:

- Teachers have different personal strengths to share with their children, so the class teacher will change each year to allow children to benefit from a range of skills & talents.
- Children benefit from balanced classes (age, ability, boy/girl, Special/Regular Arab/non-Arab, etc.), so school assigns students to classes accordingly. It is **not possible for parents to choose their child's teacher** before their child joins.
- While we aim to keep teachers throughout the academic year, as in any school, at times a teacher may face unavoidable/emergency health/personal issues requiring early resignation or extended leave. In this case school would make timely & appropriate arrangements for their replacement so that there is minimal disruption to learning.
- School provides adult supervision/cover work for absent teachers.
- You will be given your child's teachers' email addresses for communication. Teachers are expected to respond **within 48 hours on a working day**.
- If your child's teacher is unable to resolve an issue, you are welcome to contact the Parent Relations Executive (PRE) whose role is to liaise between home & school, or the Section SLT.

Transfer Certificate (TC)

For admission into a UAE & schools in many other countries, parents need to produce an attested TC from the previous school showing either the child's current Year/Grade (if mid-year transfer) or the Year/Grade that the child has been promoted to (if end-of-year).

Students who are leaving WSS must apply online for a Transfer Certificate (TC) to be able to join another school, to cease being liable for WSS school fees from the last day of attendance, & to withdraw their names from the school & SPEA systems. The TC application process is as follows:

1. Parent must apply for the TC, then pay for the TC online through their Parent Portal or at the cashier.
2. All school, Babysitting & bus fees must be cleared in full.
3. All school resources (such as Library books) must be returned (or paid for).
4. TCs **will take at least two weeks** to prepare (longer if the TC is applied for between end June-September).
5. Once the TC is ready school will email it to the parent.

Timings & Timetable

| | Monday | | Tuesday | | Wednesday | | Thursday | |
|-------|--------|-------|---------|-------|-----------|-------|----------|-------|
| | start | end | start | end | start | end | start | end |
| R | 7:15 | 7:25 | 7:15 | 7:25 | 7:15 | 7:25 | 7:15 | 7:25 |
| 1 | 7:25 | 7:30 | 7:25 | 7:30 | 7:25 | 7:30 | 7:25 | 7:30 |
| | 7:30 | 8:10 | 7:30 | 8:10 | 7:30 | 8:10 | 7:30 | 8:10 |
| 2 | 8:10 | 8:15 | 8:10 | 8:15 | 8:10 | 8:15 | 8:10 | 8:15 |
| | 8:15 | 8:55 | 8:15 | 8:55 | 8:15 | 8:55 | 8:15 | 8:55 |
| 3 | 8:55 | 9:00 | 8:55 | 9:00 | 8:55 | 9:00 | 8:55 | 9:00 |
| | 9:00 | 9:40 | 9:00 | 9:40 | 9:00 | 9:40 | 9:00 | 9:40 |
| Break | 9:40 | 10:05 | 9:40 | 10:05 | 9:40 | 10:05 | 9:40 | 10:05 |
| 4 | 10:05 | 10:10 | 10:05 | 10:10 | 10:05 | 10:10 | 10:05 | 10:10 |
| | 10:10 | 10:50 | 10:10 | 10:50 | 10:10 | 10:50 | 10:10 | 10:50 |
| 5 | 10:50 | 10:55 | 10:50 | 10:55 | 10:50 | 10:55 | 10:50 | 10:55 |
| | 10:55 | 11:35 | 10:55 | 11:35 | 10:55 | 11:35 | 10:55 | 11:35 |
| 6 | 11:35 | 11:40 | 11:35 | 11:40 | 11:35 | 11:40 | 11:35 | 11:40 |
| | 11:40 | 12:20 | 11:40 | 12:20 | 11:40 | 12:20 | 11:40 | 12:20 |
| Break | 12:20 | 12:45 | 12:20 | 12:45 | 12:20 | 12:45 | 12:20 | 12:45 |
| 7 | 12:45 | 12:50 | 12:45 | 12:50 | 12:45 | 12:50 | 12:45 | 12:50 |
| | 12:50 | 13:30 | 12:50 | 13:30 | 12:50 | 13:30 | 12:50 | 13:30 |
| 8 | 13:30 | 13:35 | 13:30 | 13:35 | 13:30 | 13:35 | 13:30 | 13:35 |
| | 13:35 | 14:15 | 13:35 | 14:15 | 13:35 | 14:15 | 13:35 | 14:15 |

| | |
|--|------------------------------|
| | registration and break times |
| | lesson time |
| | transition time |

Transition

To help students move smoothly between Sections, Key Stages & Phases, we arrange Transition Day/session in Term 3, when students & parents are introduced to some of the next expectations & staff. The Head of Inclusion gives a counselling session on managing change & is available for counseling in case of any concerns.

Transport (see also Drop-off & Pick-up Policy)

- If you need to temporarily change your child's home-time transport arrangement, please **email the Form/Class Tutor by latest 10am on the day.**
- To ensure your child's safety, we will not be able to arrange last minute phone calls, taxi requests, change of bus or 'going home with a friend' arrangements unless **in writing.**
- **Students will only be allowed out of school without adult supervision, subject to advance written parent permission** (please meet Reception or PRE for the **Independent Exit Pass** or **Exit Pass** as applicable).

| BBT Bus Transport | |
|---|--|
| Morning | Afternoon |
| <p>The bus bay behind the school is designated for WSS Buses. The bus gates are not for staff or visitor entry.</p> <p>If the buses arrive before 7:20am the students remain seated on the bus in their designated seat until 7.20am.</p> <p>At 7:20am students leave the bus and enter the school via their designated entry point.</p> <p>All Y3+ enter the school via their allocated doors, the same as Own Transport students; West Lobby for girls and East Lobby for Y3+ boys.</p> | <p>If you require to pick-up any bus student from school (i.e. you do not require your child to go home on the bus that day) please inform Reception/teacher by latest 109am in the morning, so that we can inform the appropriate staff.</p> <p>When you arrive at school please report to Reception and get an Early Exit Pass for your child at least one hour before the end of the day. A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p> |

| | | |
|----------------|---|---|
| Junior | Conductors/Nannies will escort Junior students to their classrooms. | FS bus children are collected by their drivers/nannies at 12pm and are escorted to their bus. Once they are seated in their correct seat and have their seat belts fastened, the bus will leave. |
| Primary | Y3-5 students are escorted to the bus by their class teacher. Y6+ students once released by their teacher & make their own way immediately to the bus. | At home time bus students must make their way immediately to their bus, scan their ID card & sit quietly in their place. Arriving late to the bus or refusing to cooperate with staff is unacceptable & will lead to disciplinary action (this may include not being allowed to board, Incident Reports, Warning Letters & suspension from using the bus. Any fighting will lead to automatic bus suspension). Once students are seated in their correct seat and have their seat belts fastened, the bus will leave. |

Trips

- Trips are a regular part of the curriculum.
- **Written permission must be to obtained from a parent/guardian** for any child to leave school during the day.
- Trip **payment must be made (online or directly to the Cashier) by the deadline** given. **The trip payment deadline is usually one week prior to the trip** (or as mentioned in the trip letter). This is so trip costs can be processed through Accounts for proper auditing procedures. **We are unable to accept late payments for trips** after the given deadline
- **Teachers are not able to accept cash. Please avoid sending cash to the Teachers.**
- **To avoid your child missing any trip & feeling disappointed, kindly send in trip payments by the given deadline.**
- Trips are supervised and accompanied by teachers at all times.
- If your child has a medical condition (such as diabetes or dangerous allergies requiring an EPI Pen), please consult the Clinic before sending your child on a trip.
- Trips are approved by SPEA as per their policy





Online Trip Payment Parent Guide

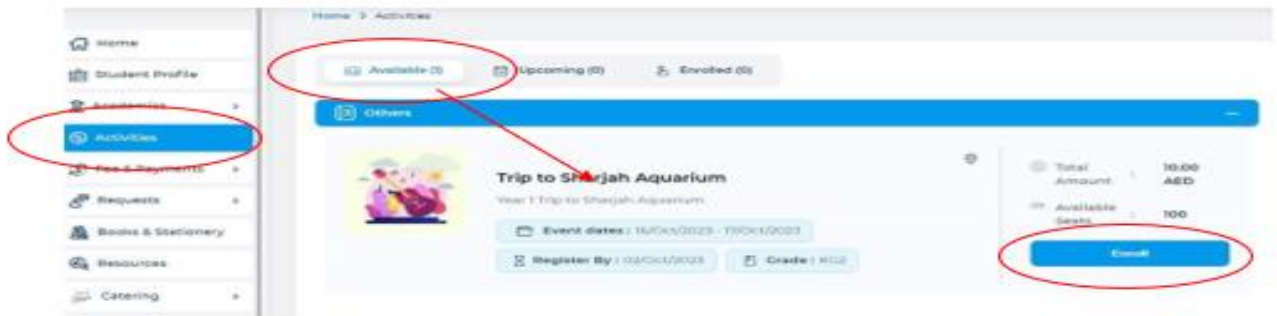
How to access the online trip payment through your GEMS Connect Parent Portal

1. Go to the website of GEMS parent portal or click the link below and enter your school-issued username and password, then click the login button.

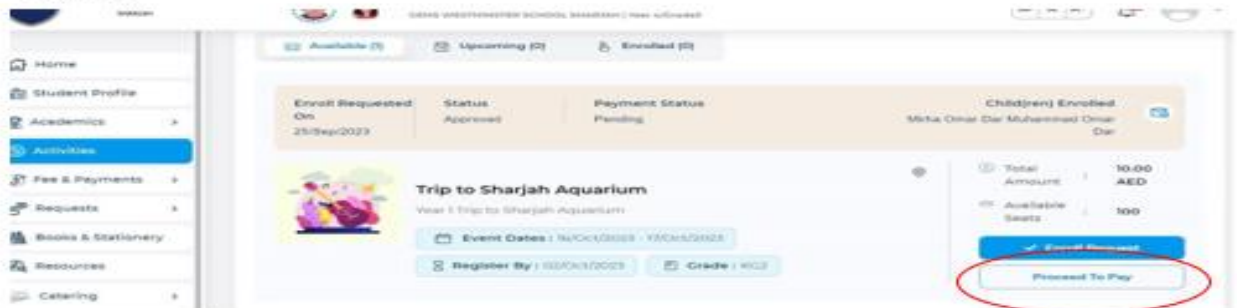
Link: <https://connect.gemseducation.com/>



2. On the home page, click the **Activities** option, select the **Available** fee and click **Enroll** button.



3. Then click **Proceed to Pay** button for the payment of the trip. Provide your card details and confirm the payment.



Examples of Trip Locations

- Kidzania (Dubai Mall)
- Sharjah Calligraphy Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Calligraphy_Museum.aspx
- Sharjah historic Museum & National Park: <http://www.sharjahtourism.ae/en/heritage/museums/sharjah-desert-park>
- Science Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Sharjah_Science_Museum.aspx

Tuition (Private)

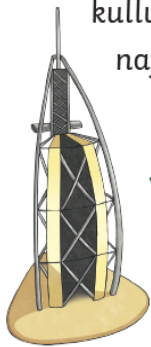
It is strictly **prohibited by UAE Labour Law for our teachers on school Visa to give private tuition for money to their own students**, or to work outside WSS. School arranges Intervention Classes where possible.

UAE National Anthem

The UAE National Anthem is played at the start of every Assembly & school event. It is a requirement for all present to stand respectfully & refrain from talking throughout the UAE National Anthem. Students are taught & required to sing it.

UAE National Anthem - Phonetic Arabic

Transliteration - How it sounds
'išhiy bilādī, 'ašha itahidu imārātinā
'išhiti lišhabin
dīnuhul islāmu haduhulul qur'ānu
hassantuki bismillah yā watan
bilādīy, bilādīy, bilādīy, bilādīy,
hamāki ilillāhu šhurūri a'zamāni
aqsamnā an nabnī n'amalu
n'amalu nukhliso n'amal nukhliso
mahmā 'ešhna nukhliso nukhliso
dām alamān wa 'āshal-'ālamō yā -imārātinā
ramzul 'orūbati
kullunā nafdīki biddimā nurwīki
nafdīkia bil-arwāh yā watan



Translation of UAE National Anthem

Live my country, the unity of our Emirates lives
You have lived for a nation

Whose religion is Islam and guide is Quran
I made you stronger in God's name oh homeland

My country, my country, my country, my country
God has protected you from the evils of the time

We have sworn to build and work

Work sincerely, work sincerely

As long as we live, we will be sincere, sincere

The safety has lasted and the flag has lived oh our Emirates

The Symbol of Arabism

We all sacrifice for you, we supply you with our blood

We sacrifice for you we supply you with our blood

We sacrifice you with our souls oh homeland

Uniform



We are training our students to become **successful, professional ‘business people’**, so enforce a **smart uniform code to reinforce self-discipline, professionalism, equality, personal pride & a sense of belonging to a team.** **Wearing our full uniform & ID badge is compulsory.** We request that parents support our uniform code.

- Full school uniform including ID Badge should be worn to school daily. Not wearing proper school uniform is a disciplinary issue.
- **If due to some unavoidable reason your child is not in proper uniform, please write a Planner note/send an email to your child’s Class/Form Teacher.**
- On PE days, the PE Uniform may be worn to school (with ID Badge).
- Birthday children may wear dress-up clothes to school for that day.
- Smart school uniform should be worn for trips, unless otherwise informed by the Teacher.
- Parents can purchase approved uniform from Threads. **Threads Contact is Tel: 8008473237, www.threadsme.com.**
- The school Bookstore keeps a stock of ties & scarves for convenient replacement.
- Replacement ID cards can be purchased from the BBT office

Please note our uniform policy (see also Threads Uniform poster below):

- Abaya: A **plain dark blue or black Abaya** may be worn if required for religious or cultural reasons (no decoration)
- Art overall: It is recommended to bring an art overall for Art lessons.
- Bags: **Wheeled trolley bags are not allowed**
Junior students need to bring a small, cubby-hole sized backpack.
- Belt: A uniform belt is available if required
- Blazer: Optional
- Headscarf/shehla: Students may wear the uniform version (pale blue), or plain white/black (absolutely no decoration).



- Hair: Long hair (touching the shoulder & longer) should be tied back with uniform ties
- ID Card: **Wearing the WSS ID card is compulsory.** Cost of a replacement WSS ID Card is AED25/- (order from the BBT office)
- Junior Uniform: Junior students should also come to school in full, smart uniform (including plain (dark) blue tights/socks & black shoes)
- Makeup: **Makeup & nail varnish are not allowed.** Students wearing these will be sent to the clinic for their removal.
- Mishaps: It is recommended to send a named set of spare clothes for FS children in case of a washroom mishap. These clothes are returned home at the end of the year.
- Pants/Trousers: Uniform pants/Trousers may be worn by girls & boys
- PE Kit: Uniform PE kit should be worn to school on PE days only. For Break time matches, sports activities, PE kit should be brought to school in a bag & changed into before the activity.
- Scarf: Y3-13 girls wear a neck scarf (compulsory)
- Shirts: Y3-13 boys' shirts should be tucked in. Girls may opt for untucked shirt, if they wish.
- Skirts: **Skirts must reach below the knee (mid-calf) or lower.** Secondary girls wearing a skirt above the calf (mid-lower leg) should also wear leggings/tights.
- Shoes: Plain, black leather shoes.
Plain white trainers for PE.
- Socks/tights: Plain dark blue socks, plain dark blue leggings or plain dark blue tights.
White socks for PE.
- Tie: Y3-13 boys wear a tie (compulsory)
- Winter sweater: Uniform winter sweater
- No Uniform: If due to some unavoidable reason a child is not in proper uniform, parent please email the Teacher

Stepped Discipline Policy for Students in incorrect uniform:

1. If there is no parent note, a verbal warning would be given;
2. The next step would be an email;
3. In case of repetitions, the student would receive an Incident Report;
4. Then Warning Letters.

Maps to Threads' Shops



Valuables in School





- Please do not send valuable items, such as expensive watches, jewellery, toys etc, to school with your child as they may get lost/broken.
- School is not responsible/liable for the loss or damage of personal items or their recovery/replacement/repair.

Vision & Mission (GEMŞ)

Our mission/vision

| | |
|--|--|
| <h4 style="color: #00AEEF;">Mission</h4> <p>To put a quality education within the reach of every learner</p> | <h4 style="color: #00AEEF;">Vision</h4> <p>To be the most valued K-12 education company in the world</p> |
|--|--|

The GEMŞ four Core Values underpin our learning & environment at WŞŞ:

| | | | |
|---|--|--|--|
|  <p>ALWAYS LEARNING</p> |  <p>CARE</p> |  <p>EXCELLENCE</p> |  <p>ONE TEAM</p> |
| Always Learning | Care | Excellence | One Team |

Vision & Mission (WSS);

| | | |
|--|---------------------------------|---|
|  | WSS Vision & Mission | <i>Updated: 26/5/22</i> |
| <h2 style="margin: 0;">WSS VISION</h2> <p style="margin: 0; font-size: 1.2em;"><i>Excellence Through Teamwork; Success For All</i></p> <h2 style="margin: 0;">OUR MISSION IS...</h2> | |  |

| | <i>Our Core Mission</i> | <i>What does this mean at WSS?</i> | <i>WSS Actions</i> |
|----------|--|--|---|
| T | <u>T</u>omorrow is built today | <ul style="list-style-type: none"> • WSS Prepares our students & staff for a successful, productive future as global citizens | <ul style="list-style-type: none"> • We prepare students for their future & to reach their potential through the curriculum, assessments, career/higher education guidance, Internship programmes & extra-curricular activities • Provide a range of leadership opportunities • Promote & develop the Student Council • We arrange character-building activities & trips • Older students engage in the 'Passport to Success' community service programme to enhance 21st century life skills • We provide opportunities to learn independence • We have high expectations of uniform & preparedness for learning |
| E | <u>E</u>nvironmental awareness & sustainability | <ul style="list-style-type: none"> • We are mindful of our impact on the environment • WSS provides opportunities for impactful engagement in environmental initiatives | <ul style="list-style-type: none"> • We promote the 3 R's; Reduce-Reuse & Recycle • We put our litter in the bin • We avoid wasting resources • Commitment to social concerns & charity |
| A | <u>A</u>chieving Excellence | <ul style="list-style-type: none"> • We are committed to excellence & are ambitious for success • We work hard & do the best we can • Reflective of our practice to continuously improve | <ul style="list-style-type: none"> • WSS reports regularly on progress & achievement, & sets SMART 'next step', data-driven targets for students, staff & the school • We provide attractive, enabling learning environments • WSS is committed to high ethical standards • We provide opportunities for challenge, STEAM & healthy competition to enable learners to exceed targets |
| M | <u>M</u> Growth Mindset | <ul style="list-style-type: none"> • We promote positivity & engage in life-long learning. • We show resilience & problem-solve • 'We can with practice' | <ul style="list-style-type: none"> • We provide opportunities to problem-solve & learn from mistakes • We welcome innovation, creativity & critical thinking • We celebrate success |
| W | <u>W</u>ellbeing & Happiness | <ul style="list-style-type: none"> • Safeguarding, Wellbeing, Health & Safety are top priority • We help others, show kindness, equality & inclusivity • We demonstrate self-discipline | <ul style="list-style-type: none"> • Safeguarding, health & safety are promoted through policies, practices, curriculum & activities • We provide opportunities for all to voice feedback & make decisions related to school development, wellbeing concerns or needs • We provide internal counseling services where required |
| O | <u>O</u>pening Doors of Opportunity, Choice & Success | <ul style="list-style-type: none"> • WSS is an inclusive school; we personalise learning so that everyone can achieve their potential (staff & students) • Challenges & change are seen as opportunities to develop skills, knowledge & experience • There is always a 'Plan B' | <ul style="list-style-type: none"> • WSS provides opportunities for students to engage in a wide range of extra-curricular events & initiatives within & beyond WSS • WSS provides leadership development opportunities for all • WSS provides comprehensive Careers & Higher Education counseling, work experience & opportunities for community service (Passport Programme) |
| R | <u>R</u>elationships & Character | <ul style="list-style-type: none"> • Our behaviour & decisions are values-driven, including mutual respect, self-discipline, confidence & tolerance • We are committed to the school vision, 'Excellence Through Teamwork; Success for all • We value diversity • We connect, collaborate & communicate professionally • We all follow the Fab. 5 Rules | <ul style="list-style-type: none"> • WSS builds positive home-school partnerships • We promote cultural awareness & harmony • We promote partnerships with the Authorities & community • We promote character development through the curriculum & beyond • We follow a fair, stepped & appropriate Code of Conduct • We have high expectations of behaviour for all • We teach students how to make smart choices. • We nurture & support within & beyond the WSS community |
| K | <u>K</u>nowledge, Skills & Understanding | <ul style="list-style-type: none"> • We fully engage with the WSS learning programme • We are open to applying new strategies, taking risks & applying learning to new situations | <ul style="list-style-type: none"> • WSS promotes personalised learning so every child is able to experience learning success • WSS sets high standards of teaching & learning • We promote the application of technological innovation • We provide opportunities for students to explore their individual gifts & talents • We relate learning to real-life & aim to make learning fun! |

Wellbeing

WSS believes that Student & Staff Wellbeing is a priority. WSS has a wellbeing Framework, including curriculum, Activity workbooks (in some year groups), events and policy. It is everyone's responsibility (students, parents & staff) to promote Wellbeing at WSS.



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| <i>UAE Vision 2031; To be among the happiest countries in the world</i> | | | | | |
| Positive Individual | | | Positive Institution | | |
| Instilling Purpose | Promoting Health | Building Relationships | | Fulfilling Potential | |
| <i>SPEA Wellbeing Framework 2023</i> | | | | | |
| Emotional Wellbeing | Physical wellbeing | Social wellbeing | Academic wellbeing | Digital wellbeing | Life skills acquisition |
| <i>PERMAH Framework</i> | | | | | |
| Meaning/Purpose | Positive Emotions | Health | Relationships | Engagement | |