



New Student Handbook

September 2017



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School Vision

Putting Children First Since 1977

It is our mission to provide:

- A safe, happy and welcoming organisation which has safeguarding and care at the heart of all it does;
- An embedded ethos of respect for others and themselves;
- A multi-cultural learning community embracing a holistic approach that celebrates each child's unique talents;
- An enriched contemporary environment instilling independent and inquisitive learning skills;
- A child-centred, innovative, inspiring curriculum;
- An education for pupils with the understanding that achievement is without limit; we aspire to continually progress and surpass expectation;
- A sense of community that pervades all aspects of school life.

It is our shared vision to:

- Nurture confident, reflective, emotionally intelligent learners;
- Encourage critical thinking where pupils are willing to take risks and respond to challenges with enthusiasm and self-belief;
- Empower pupils to become resilient and adaptable lifelong learners;
- Prepare our pupils to become responsible global citizens who lead healthy, active and balanced lifestyles;
- Be the leaders of the future in our rapidly changing world.

Principal's Welcome



Dear Parents

I am delighted to welcome you to Jebel Ali School and I hope your children will be very happy with us. They are joining a long-established school which has developed an enviable reputation within the Dubai community over the last 40 years. That reputation is built on developing responsible and caring young people who have gained the confidence, skills and knowledge to embrace the joys, as well as manage the complexities, of the modern world. Our long standing not for profit status has certainly helped in creating this reputation of 'putting children first' and in providing first class modern facilities throughout the primary and secondary age range.

Today, across both the primary and now secondary sections of the school, we have created a stimulating intellectual and physical environment. Within this context, we aim to ignite, nurture and deepen intellectual curiosity, encourage pupils to truly excel in their individual areas of strength and actively support them to confront difficult, but necessary, challenges.

Education is, however, not a science with a simple equation leading to success and happiness; if only it were that simple. Attempting to develop and balance wellbeing, resilience, social confidence, intellectual growth and philanthropy as well as interest and ability in the cultural and sporting spheres is not easy and certainly does not 'just happen'. However, if the child perseveres and is guided, supported and inspired by a specialist, caring and tremendously experienced team at school - as well as obviously, family and friends - then we are certainly nudging closer to that elusive 'equation'.

The Jebel Ali School community, both past and present, is immensely strong and we are proud that it is such a major part of the school's success. I warmly welcome your family to it.

Peter Hill
School Principal

Primary Headteacher's Welcome



Dear Parents

Your child's school years are one of the most important times of their life. Every minute counts and it is our job to ensure that when you drop your child off at school each morning, they have the best day possible. You need to know that you are leaving your child somewhere safe, where people care about them a great deal, where they can progress in every sense but most importantly, where they will be happy and ultimately thrive.

May I take this opportunity to welcome you to Jebel Ali School; we believe, one of Dubai's happiest schools. Opened in 1977 to provide education for the children of expatriate workers involved in the construction of the port, Jebel Ali School has grown into the wonderful place it is today. Having moved in 2016 to the new Damac Hills site and a brand new, purpose built environment, Jebel Ali School is connecting its rich and successful past to its promising and exciting future.

The basis for the education we provide at Jebel Ali School is the understanding that achievement is without limit. It is important for us that we enable your child to continually progress and surpass expectation. Successful relationships are therefore something that we spend a great deal of time building and maintaining with your child, our staff and you the parent. We will guide, support and nurture your child from the moment they start with us as a curious and inquisitive three year old right through to when they are eighteen and complete their journey as happy, self-confident and successful adults.

Teachers typically stay a long time at Jebel Ali School, providing experience, consistency and stability for our children, who are at the centre of everything we do. High academic achievement is carefully balanced with well-being and happiness. We take time to develop each child holistically with emphasis not only on their academic success but also on their involvement in music, sport and the arts. Equally, good manners and the respect we show each other are similarly important.

Putting children first and maintaining our Jebel Ali School community and family atmosphere remain at the heart of what we do.

Welcome to our school.

Lizzie Robinson
Primary Headteacher

Secondary Headteacher's Welcome



Dear Parents

I offer you a warm welcome to Jebel Ali School at Damac Hills. This is a very exciting time for this 'old' Dubai school, having opened the doors to Jebel Ali Primary School some 40 years ago. The new, purpose-built site includes Foundation, Primary and Secondary phase buildings designed to ensure that students enjoy their education in state of the art facilities. They include specialist areas for Sports, Science, Art, Music, Design and Food Technology as well as modern, bright multipurpose classrooms. More important than the buildings, however, is the Jebel Ali School community; a building is only as good as the people who breathe life into it! Well-being is at the centre of all that we do and our philosophy is happy students and happy staff lead to a successful school. We focus on care of students, always putting them first, and we thrive in an atmosphere of mutual respect and challenge.

Academically, our students fulfil and often surpass expectations. Excellent teaching and learning are embedded throughout the curriculum and student progress is monitored to allow us to offer the best possible pathways for the students.

While we recognise the value and importance of academic success, we also want our students to leave Jebel Ali School as self-confident, global citizens. We know examination results matter because they help generate opportunities for future success but we also place great importance on character and values in the development of well-rounded young adults, preparing them to thrive, lead and inspire in the 21st century. Through academic and pastoral experiences, we aim to develop curiosity, compassion, kindness, awareness, honesty and integrity in each of our students. As such, our PSHE (Personal, Social and Health Education) programme permeates the curriculum in order to develop our young charges' personal and moral dimensions. Sport and Music are particularly important at Jebel Ali and these activities often enable students to find their niche.

This is a genuine community school where parents, staff and students collaborate to achieve success. Jebel Ali School creates a vibrant and happy learning environment for all its stakeholders.

I am delighted to take this opportunity to welcome your family into our community.

Colette Doughty
Secondary Headteacher

Academic Year 2017/18

| AUTUMN TERM 2017 | |
|--|---|
| New Students and Year 7 Induction | Tuesday 5 September 2017 |
| | |
| All Pupils Return: FS2 – Year 8 | Wednesday 6 September 2017 |
| | |
| Foundation 1 Induction Week | Sunday 10 September 2017 |
| | |
| Staff INSET (<i>no students in school</i>) | Sunday 24 September |
| | |
| Half Term/Staff INSET | Sunday 29 October – Thursday 2 November 2017 |
| | |
| Martyrs Day (<i>circa</i>) * | Thursday 30 November 2017 |
| | |
| National Day (<i>circa</i>) * | Sunday 3 December 2017 |
| | |
| End of Term | Thursday 14 December 2017 |
| | |
| SPRING TERM 2018 | |
| Term Starts | Sunday 7 January 2018 |
| | |
| Staff INSET (<i>no students in school</i>) | Sunday 28 January 2018 |
| | |
| Half Term | Sunday 11 to Thursday 15 February 2018 (inclusive) |
| | |
| End of Term | Thursday 22 March 2018 |
| | |
| SUMMER TERM 2018 | |
| Term Starts | Sunday 8 April 2018 |
| | |
| Staff INSET (<i>no students in school</i>) | Sunday 27 May and Monday 28 May 2018 |
| | |
| Eid Al Fitr (<i>3 days circa</i>) | Thursday 14 June 2018 |
| | |
| End of Term | Thursday 5 July 2018 |

* Islamic observances / National Day Holiday: actual dates to be confirmed

Orientation

We are looking forward to welcoming you to our school. A location map can be found on our website or at the following link <http://jebelalischool.org/contact-2/>

On Tuesday 5 September, we will invite any **new students (FS2 – Year 8) and all Year 7 students only** to Jebel Ali School. All regular classes will begin on **Wednesday 6 September for FS2 – Year 8.**

FS1 induction will take place during week beginning **Sunday 10 September.** On Sunday 10 and Monday 11 September, parents are welcome to stay in the classroom with their child. The name of your child's class teacher and teaching assistant will be sent to you by the end of June 2017.

| Date and time | Year Groups | Purpose | Venue |
|--|--|---|-----------------------|
| Tuesday 5 September 1.00pm | FS2 – Year 8 new students plus all Year 7 students | Meet senior leaders, teachers and orientation | Auditorium |
| Sunday 10 September 8.15am – 11.00am | FS1 – Transition Group A - will be advised | Meet teachers and orientation | Commence at classroom |
| Monday 11 September 8.15am – 11.00am | FS1 – Transition Group B – will be advised | Meet teachers and orientation | Commence at classroom |
| Tuesday 12 September 7.50am – 11.00am | All FS1 children in school | Start of classes | Commence at classroom |
| Wednesday 13 September 7.50am – 11.00am | All FS1 children in school. | Start of classes | Commence at classroom |
| On Wednesday 13 September, FS1 parents are invited to meet in Auditorium at 8.45am for presentations from specialist teachers, including PE, music, library, learning support and the school nurses. | | | |
| Thursday 14 September 7.50am – 12.45pm | All FS1 children in school | Normal classes | Commence at classroom |

Please ensure you submit all original transfer certificates for international students, end of school reports and any outstanding documentation to the school's Admissions Office (registrar@jebelalischool.org) prior to the start of the term.

If you are coming from a country outside the European Union and USA or from another Emirate within the UAE, you will need the transfer certificate to be attested. This will either be done in your home country or from the Educational Zone of the Emirate you are transferring from. Please

ensure all other important certificates, such as marriage, birth certificates and educational certificates are also attested for all your school and visa requirements.

Routines

Primary Daily Routines

Drop Off

FS1 – Year 2

- Gates will not be opened before 7.20am.
- Parents must park and accompany students to class.
- Students should be supervised until the bell at 7.40am. FS1 – Year 2 will go straight into class using the patio doors at each individual classroom.

Year 3 – Year 6

- Students can be dropped off from 7.20am when the school gates open.
- Students may drop bags etc in their cubbies at classrooms prior to the bell.
- Students should line up on the field at the 7.40am bell for flag raising/anthem.

Pick up

FS1 – Year 3

- Students should be collected from classroom patio doors.

Year 4 – Year 6

- Students will be lined up outside at the end of the day for handover to parents. Designated areas will be identified on the orientation days at the start of the new term.

Lunches/Snacks

During the day, the students will need a drink and two snacks. We encourage healthy eating at Jebel Ali and our nurses will visit classrooms during the school year to look at students' snacks. We do not allow your child to bring sweets or chocolate. Please remember we are a NO NUT AND NO PORK SCHOOL.

In terms of meals provided on site, two lunch options will be available from the Rhodes Programme:

- A hot lunch service in the canteen. This will be available for Year 3 to Year 8.
- A healthy lunch box service available to all year groups.

It is proposed that a trial programme will run for two weeks from 10 September until 21 September to allow students to sample the lunches available. Thereafter, sign up will be for a twelve week programme until the end of term. Payment for the lunch services will be made in advance directly to the Rhodes Programme. Further details will be provided in due course for any parent interested in either service.

All students may, of course, bring their own snacks/lunch if desired.

We also run, through the catering provider, a coffee shop service that will be available at designated times during school day for staff and parents.

If you have any issues or concerns about your child's eating or snack time please contact the school nurses at nurse@jebelalischool.org.

Secondary Daily Routines

Drop Off

- Students can be dropped off from 7.20am when the school gates open.

Student Tutor Bases

- Each tutor group will be based in one of the classrooms in the secondary school block. Lockers are provided for safekeeping of books, bags and other personal items. Students are expected to keep these lockers organised, clean and locked when they are not present.
- Tutor rooms will be open from 7.30am onwards. Students will be expected to attend the daily flag ceremony at 7.40am on Sundays and Thursdays.

Form Tutors

- Each class is assigned a form tutor whom they meet daily at registration and during mentor time, (30 minute session 4 days a week). The form tutor is the first point of contact for parents should they have any academic or pastoral concerns.

Eating at School

- There is a canteen within the school building and hot and cold lunches are available for purchase. Students may also choose to bring a packed lunch or snack box which may be stored in lockers. For more details on the canteen service we will provide please see **Primary Daily Routines**.

The Student School Day – **for students to read**

Attend Flag Raising (Sunday and Thursday only)

- Remember to drop off your books and bags to your tutor room before this ceremony if you have time.
- Return to your tutor room promptly ready for registration.
- Monday-Wednesday go straight to your tutor room.

Morning Registration

- Visit your lockers and choose what you need for lesson 1 and lesson 2.
- Your tutor will take a register.
- Move to your tutor room in a timely fashion.

Mentor Time

- This session will take place in your tutor base from Monday to Wednesday.
- You will be working with your tutor group on cultural, moral and social issues relevant to your life growing up in Dubai.
- Islamic Education students will at this time attend an Islamic Education lesson one mentor lesson per week as per a schedule that will be published.

During mentor sessions, when all the students are present, you will have a mixture of Year Group Assemblies and complete additional tasks such as developing learning styles, revision techniques and activities pertinent to your Year Group.

Break Time

- Return to your tutor room and return your lesson 1 and 2 books to your locker.
- Collect your snack and eat in the designated eating areas OR go to the canteen to purchase a snack.
- Return to your locker before the end of break to collect your books for lesson 3 and lesson 4.
- Proceed to lesson 3 promptly, ready to start on time.
- Lunchtime.
- Return to your tutor room and leave your books and collect your lunchbox or go to the cafeteria.
- You must eat in the designated areas around the school only.
- Return to your locker and collect your books for lesson 5 and lesson 6, ready for a prompt start.

End of the Day

- Return to your locker and collect anything you require for your homework that night.
- Close and lock your locker.
- Leave your tutor room clean and tidy.

School will commence at 7.40 am and finish at 3.20 pm Sunday to Wednesday, with a 1.00 pm finish on Thursday. Lessons will take place in general classrooms and specialist rooms such as Science Laboratories, Technology rooms and Music rooms. These rooms are all located in the main secondary building.

School Transport

Two routes are offered for the academic year 2017 – 2018. The service operates at a cost of AED 8,500 per year and is regulated by the terms within the Parent Contract. Fees are paid termly in advance as follows:

Term 1: AED 3450 (Includes AED 50 for issue of a bus card)

Term 2: AED 2550

Term 3: AED 2550

A limited number of places are available for Secondary school students for the morning bus service only. Please enquire at ks2recep@jebelalischool.org

Routes and provisional timings are as follows:

| | | |
|---|--|--------------------|
| Route : # 1 Morning Pick Up | | |
| Jebel Ali Village / Gardens to JAS, DAMAC Hills | | |
| SI No | Pickup Location | Pickup Time |
| 1 | Al Muntazah Complex, Jebel Ali Village | 6:35 AM |
| 2 | Spinneys, Jebel Ali Village | 6:45 AM |
| 3 | Gardens- Mosque Parking | 6:48 AM |
| | JEBEL ALI SCHOOL-DAMAC Hills | 7:30 AM |
| | Morning journey time: | 55 minutes |

| | | | |
|--|--|----------------------|----------------|
| Route : # 1 Afternoon Drop off | | | |
| JAS DAMAC Hills TO Jebel Ali Village / Gardens | | | |
| SI No | Drop Off Location | Drop off Time | |
| | | Sun - Wed | Thurs |
| | JEBEL ALI SCHOOL – DAMAC Hills | 2:40 PM | 1:15 PM |
| 4 | Spinneys, Jebel Ali Village | 3:15 PM | 1:45 PM |
| 5 | Al Muntazah Complex, Jebel Ali Village | 3:20 PM | 1:55 PM |
| 6 | Gardens- Mosque Parking | 3:30 PM | 2:05 PM |
| | Afternoon journey time: | 50 Mins | 50 Mins |

| | | |
|---|--------------------------------------|------------------------|
| Route : # 2 Morning Pickup | | |
| Emirates Hills / Lakes / Meadows /Springs | | |
| SI No | Pickup Location | Pickup Time |
| 1 | Emirates Hills Main Gate | 6:30 AM |
| 2 | Lakes Club | 6:50 AM |
| 3 | Lakes Nursery | 6:57 AM |
| 4 | Meadows Village, Spinneys Parking | 7:10 AM |
| 5 | Meadows Town Center Spinneys Parking | 7:17 AM |
| 6 | Springs Village, Nr Springs Nursery | 7:22 AM |
| | JEBEL ALI SCHOOL – DAMAC Hills | 7:40 AM |
| | Morning journey time: | 1 hr 10 minutes |

| | | | |
|---|--------------------------------------|----------------------|-------------------|
| Route : # 2 | | | |
| Afternoon Drop off | | | |
| Emirates Hills / Lakes / Meadows /Springs | | | |
| SI No | Drop Off Location | Drop off Time | |
| | | Sun - Wed | Thurs |
| | JEBEL ALI SCHOOL – DAMAC Hills | 2:40 PM | 1:15 PM |
| 1 | Meadows Village, Spinneys Parking | 3:05 PM | 1:35 PM |
| 2 | Meadows Town Center Spinneys Parking | 3:10 PM | 1:40 PM |
| 3 | Springs Village, Nr Springs Nursery | 3:15 PM | 1:45 PM |
| 4 | Emirates Hills Main Gate | 3:25 PM | 1:55 PM |
| 5 | Lakes Club | 3:30 PM | 2:00 PM |
| 6 | Lakes Nursery | 3:40 PM | 2:10 PM |
| | Afternoon journey time: | 1 Hour | 55 minutes |

Requests for being placed on the waiting list and further information can be obtained by contacting the main office on 04 8846485.

Admissions

If you have any admissions queries during the summer, please mail registrar@jebelalischool.org. There will be limited access to this e-mail and there may be a delay in responding.

What to Bring – Primary

- School bag
- Book bag
- Packed lunch
- Water bottle
- School hat

We do not allow your child to bring money, mobile phones, electronic games or toys to class.

What to Bring – Secondary

Mobile Telephones

Students are allowed to carry mobile phones in school but there are strict guidelines as to how and when they may be used. We have a 'not visible unless approved' policy that students are expected to follow. A mobile phone acceptable conduct contract is signed by students and sanctions are imposed if this policy is not adhered to.

If phones are seen or heard, they will be confiscated and a detention issued. The phone will be returned at the end of the day. If repeated, the phone will be confiscated for one week.

If a student needs to contact parents during the school day, they **MUST NOT** use their mobile phone without permission from a member of staff, even if they think that it is an emergency. They should normally go to Reception either at first break or lunchtime where they will be able to call home using the school telephone or their mobile in the presence of a member of staff. Students who feel unwell must go and see the school nurse in the first instance. If the nurse feels it is necessary for the student to go home, they will contact parents and arrange for collection.

Headphones

The wearing of headphones is not permitted around the school or within lessons, unless they are needed as part of that lesson.

Invoicing and Tuition Fees

Any fee-related queries should be addressed directly to the Accounts Department, bursar@jebelalishool.org.

Term 1 school fee invoices will be issued by the end of June. Please ensure that you can arrange payment by the end of the first week of term in September.

After School Activities

The full list of after school activities will be communicated at the beginning of each term.

Individual Instrumental Lessons

Individual music lessons are available. Our Head of Music will communicate details at the beginning of term.

PE Class Routine

Our PE programme is an important and compulsory part of our curriculum and includes games, gymnastics, athletics, dance and swimming. Any student not participating in a PE class should bring a note explaining why.

Primary class teachers will notify you of both PE and swimming days by the end of the first week; please make sure that the relevant kit/costume is in school on these days. Please note that, in addition to their swimming costume, students need to bring their own towel for swimming lessons.

Please note ALL students, with the exception of FS1 and FS2, must change into and out of PE clothes.

Secondary PE lessons will run as per the secondary school timetable.

School Timetable

| Sunday to Wednesday | | |
|------------------------|---------------|---------------|
| | Start of Day | End of Day |
| Foundation 1 | 7:50am | 12:30pm |
| Foundation 2 | 7:45am | 2:05pm |
| Year 1 and 2 | 7:40am | 2:15pm |
| Year 3 to 6 | 7:40am | 2:25pm |
| Clubs Primary | 2:30pm | 3:20pm |
| Years 7 and 8 | 7:40am | 3:20pm |
| Clubs Secondary | 3:30pm | 4:30pm |

| Thursday | | |
|---------------|--------------|------------|
| | Start of Day | End of Day |
| Foundation 1 | 7:50am | 12:45pm |
| Foundation 2 | 7:45am | 12:50pm |
| Years 1 and 2 | 7:40am | 12:50pm |
| Years 3 to 6 | 7:40am | 1:00pm |
| Years 7 and 8 | 7:40am | 1:00pm |

Medical/School Nurse

School Nurses

Our school nurses are the first point of contact in terms of the physical well-being of students within school. This includes immunisations and other forms of preventative medicine (such as information on healthy eating).

They are responsible for coordinating between all government bodies (the Ministry of Health), any visiting physicians, any health care providers and parents.

If a student is taken ill in school, the nurse will assess them and decide on the best course of action. The nurse can administer over the counter medication with consent from parents. Where students need off site medical care, (doctor or hospital), parents will be contacted by the nurse to make the relevant arrangements. Parents are responsible for maintaining their correct contact information as this will be used to contact them in the event of any medical matters.

Parents of students with special medical needs should meet with the nurse to discuss any specific provision required. This would include chronic illness, congenital conditions or transient medical issues such as broken bones.

Please do not send your child to school if they are not well.

Medical Examinations

The Dubai Health Authority requires that all students receive a medical in FS1, Years 1, 4, 7, 9 and the year of leaving school. The medical examination will be carried out by the school

doctor. This is a simple examination and you will be notified in advance; arrangements can be made if you wish to be present. As per DHA regulations, any student transferring from a school outside Dubai will also require a medical examination by the school doctor, regardless of year group. If you would prefer to take your child to your own family doctor for their medical examination, please notify the school nurses.

Our nurses also conduct annual general height and weight measurements as well as basic eye tests.

Immunisations

It is a requirement from the Dubai School Health Services that immunisation records are kept for each student. Please ensure that a copy of any new student's immunisation record is forwarded to the school nurses on admission to the school. For all students, please also forward any updated immunisation records following any vaccines received from their own family doctor.

Medications

Medication should not be carried in school by students. Parents of any students requiring prescribed medication during school hours should provide a doctor's letter, authorising the school nurses to administer the clearly labelled medication. The required dosage, route of administration, frequency and timings should be clearly stated and all medications provided must be within their expiry dates. Any over-the-counter medications provided from home should be brought in with the manufacturer's original label and the student's name affixed to the container.

Please also note that for all prescribed and over-the-counter medications to be administered during school hours, a letter must be provided from parents requesting that medication is given by the school nurses, with their child's name, dosage, route of administration and timings clearly stated.

Attendance

Absence Notification

All parents should inform the school by 8.00am directly if a student is going to be absent for any reason. The contact should be made by e-mail at absence@jebelalischool.org or by notifying Reception on 04 8846485. Absences should be explained so that the correct follow up procedures can take place.

School needs to be notified each day for absence and all explanations must be put in writing on the student's return. Any unexplained absence will be noted as unauthorised.

We expect students to maintain an excellent attendance record. Failure to do so may require further explanation and may result in students having to catch up if, in the opinion of the school, the students learning has been affected. Good attendance is part of high achievement. We do not routinely provide work for completion at home during absence.

Punctuality

Students are expected and required to arrive on time for school. The school gates will open at 7.20am with school supervision for Years 3 to 8 from 7.20am. KS2 starts at 7.40am with the UAE National Anthem on the sportsfield. (Year7/8 will also meet on the sportsfield on Sundays and Thursdays for the Anthem but go directly to classes for 7.40 on other days.) It is important that you arrive on time to collect your child at the end of the school day. Staff have meetings and after school activities to attend and are not available to supervise students who are left after the school bell at home time. Students who are not collected on time are taken to the main office.

Students who arrive late for school 3 times in 4 weeks are given a letter from the assistant headteacher/ Head of Year for Secondary.

The parents of students who arrive late for school a further 3 times in 4 weeks are then asked to come into school and meet with the class teacher/form tutor regarding this issue.

The parents of students who arrive late for school a further 3 times in 4 weeks are then asked to come into school and meet with the assistant headteacher/Head of Year for Secondary regarding this issue.

The parents of students who arrive late for school a further 3 times in 4 weeks are then asked to come into school and meet with the headteacher regarding this issue.

Public Holidays

There are closures of the school when exact dates cannot be predicted, i.e. some Islamic holidays or periods of mourning. Please check with the local newspapers and radio. When the government declares "the public sector will be closed" all schools must, by law, remain closed

and there will be no school on these days. Parents will be notified through the School Communicator if the school is required to close in exceptional circumstances.

Holidays during term time are disruptive to children's education and parents are requested to avoid arranging holidays during school time. If children are taken from school for this reason, please note no school work or homework will be provided to cover the period of absence.

Early Departure

Students needing to leave school early for medical or dental appointments, music examinations, etc. MUST:

- Provide a letter of notification.
- Report to the relevant secondary, primary or foundation reception desk at departure time.
- Be collected and signed out from the office by a parent (or their representative).
- Sign in at the office on return (if applicable).

Communications

School Communicator

The School Communicator is a free application that can be downloaded on to your PC or Mac computer, smart phone or tablet. This is our main method of communicating with our parents.

The School Communicator includes all the information parents really need to know. News, calendar events, a photo gallery, timetables, contact list and links to our website and other useful resources. There are also critical alerts for news that just can't wait.

Information is automatically updated and the Communicator launches every morning, so parents see the news at least once a day.

Parents receive news that is directly relevant. They select the year groups they have students in and receive only content for those year groups. Of course, some content and news that is relevant to all parents will be sent to the whole school.

Please ensure you sign up to the School Communicator and your relevant year group prior to your child commencing school. For details of how to upload the Communicator, please go to <http://six-delta.com/downloads.html>

Parents are asked to keep the school informed of any changes to their home telephone or email contact details. We will use contact information submitted on your child's application form to contact you in an emergency so please ensure this is up to date. This is vital and a requirement for joining the school.

Homework Diary (Primary)

Students will be provided with a reading diary from FS2 to Year 3 which needs to be returned to school each day.

The reading diary will inform you of any information that we feel you need to know and give you the opportunity to let the teacher know of anything about your child that may affect their school day. If you have any concerns, you are encouraged to contact teaching staff.

Communication to parents is not just about academic achievements; we have a full calendar of events.

Student Planner (Secondary)

Secondary students will be issued with a planner at the start of each academic year. The planner contains relevant information and will help students organise their day/week and homework routines.

The planner is to be taken to all lessons (except PE) and parents are encouraged to sign the planner weekly in order to engage with their son or daughter's school day.

The planner is also a vital means of communication between staff and students and a space is available for such communication.

Newsletter

A whole school newsletter will be sent out on a weekly basis via our School Communicator. This newsletter will include whole school news, key information on forthcoming events, important reminders and updates as well as highlighting our achievements.

Photography Policy

The school takes photographs for use in classroom displays, the school social media, school website and School Communicator. All photographs are taken with respect and in line with cultural sensitivities. If you do not wish your child to be photographed, please complete the exemption form below.

Parent Exemption Form 2017-18

If you DO NOT wish your child to participate in the undernoted activities/events, please complete the exemption form by ticking the relevant boxes and return to the admissions office.

Child's Full Name: _____

Class: _____

As the parent/legal guardian of the above named, I DO NOT WANT my child to: -

| | | |
|--|------------------|--|
| Have their photograph (un-named) and/or work displayed in selected local media publicising school events and activities. This may include material linked with community partners, competitions and school agencies. | | |
| We do not name students on our social media pages however we may occasionally publish a photograph. Please indicate if you wish to exempt your child from group (i.e. music/sport) or individual shots. | Group shots | |
| | Individual shots | |
| Take part in educational visits as required at Jebel Ali School <i>I understand that I will be informed in advance of any educational visits each term</i> | | |
| Take part in activities in the immediate vicinity | | |

Signature of Parent /
Guardian _____

Date: _____

Name of Parent /
Guardian _____
(Please Print)

Assessments

At Jebel Ali School we believe that effective assessment provides information to improve teaching and learning. Assessment is used as a tool for teachers to plan each step of learning. To do this in our school, we undertake two different but complementary types of assessment: assessment *for* learning and assessment *of* learning.

Assessment *for* learning (formative assessment) involves the use of assessment in the classroom to raise pupil achievement. It is based on the idea that students will improve most if they understand the aim of their learning, where they are in relation to this aim and how they can achieve this aim (i.e. to close the gap in their knowledge).

Assessment of learning (summative assessment) involves judging students' performance against national standards. Teachers may make these judgements at the end of a unit of work, of a year or of a Key Stage. Test results, too, describe student performance.

We give our students regular feedback on their learning so that they understand what it is that they need to do to improve. Research has shown that their involvement in the review process raises standards and that it empowers pupils to take action towards improving their performance.

Parent Consultations/Reports

Primary Parent Consultations

Parent consultations are held twice a year in the first and second terms. A school report is sent home in Term 3. The dates are published on the school calendar and parents are informed by letter. Parent consultations provide an opportunity for parents and teachers to discuss progress and attainment.

Appointments are made with the class teacher and selected specialists. Parents should be aware that appointments during parent consultations are for 10 minutes and you are, therefore, requested to keep to the allotted time for the benefit of all. Further appointments can be arranged to see your child's class teacher. Sometimes the class teacher may ask parents for an appointment to discuss any issues/concerns.

Primary Reports

An important part of the academic home/school communication is the official reporting of your child's progress. Annual written reports are provided. These reports are delivered via your child. They will include information about your child's progress, both academically and personally.

We should point out that reports should not contain "surprises". We will inform you of any ongoing matters requiring attention ahead of the reporting schedules.

Secondary Parent Consultations/Reports

Communication and feedback involving parents and students are essential to success in the learning community. There will be formal feedback each term by way of parent consultations and/or interim or full school reports.

The schedule indicated below will be confirmed in September 2017 in terms of date, time and location.

| Term | Year 7 | Year 8 |
|-------------|-------------------------------|-----------------------------|
| Term 1 | Tutor contact call – Sept | Tutor contact call – Sept |
| | Tutor Meeting - Oct | Parent Consultations - Nov |
| | Interim Report – Dec | |
| Term 2 | Interim Report - Feb | Interim Report - Feb |
| | Parents Consultations - March | |
| Term 3 | End of Year Report - June | Parent Consultations– April |
| | | End of Year Report - June |

Uniform and Equipment

School Uniform

School uniform is compulsory at Jebel Ali School. We feel that the uniform enhances the students' feeling of belonging to, and identifying with, the school. Many visitors and parents make positive comments about the appearance of the students at Jebel Ali School.

All items may be purchased from Stitches in Al Quoz, telephone 04 3486110. Please use this link to download the order form [click here](#)

Foundation 1 (boys and girls)

| Girls | Boys |
|--|--|
| <ul style="list-style-type: none"> • White polo shirt with green trim and school logo • Navy blue JAS skort • White ankle socks • White velcro shoes • School hat/cap <p>Outerwear (Optional)</p> <ul style="list-style-type: none"> • Navy blue JAS cardigan • Navy blue part zip fleece | <ul style="list-style-type: none"> • White polo shirt with green trim and school logo • Navy blue JAS shorts • Navy ankle socks • White velcro shoes • School hat/cap <p>Outerwear (Optional)</p> <ul style="list-style-type: none"> • Navy blue JAS jumper • Navy blue part zip fleece |

Foundation 2

| Girls | Boys |
|---|---|
| <ul style="list-style-type: none"> • White polo shirt with green trim and school logo • Navy blue JAS skort • White ankle socks • White velcro shoes • School hat/cap • House colour PE top • House colour PE shorts • JAS swimming costume • School book bag • Towel (optional) • JAS bags and accessories (optional) <p>Outerwear (Optional)</p> <ul style="list-style-type: none"> • Navy blue JAS cardigan • Navy blue part zip fleece | <ul style="list-style-type: none"> • White polo shirt with green trim and school logo • Navy blue JAS shorts • Navy ankle socks • White velcro shoes • School hat/cap • House colour PE top • House colour PE shorts • JAS swim jammers • School book bag • Towel (optional) • JAS bags and accessories (optional) <p>Outerwear (Optional)</p> <ul style="list-style-type: none"> • Navy blue JAS jumper • Navy blue part Zip fleece |

Year 1 to Year 6

| Girls | Boys |
|--|---|
| <ul style="list-style-type: none"> • Blue, green and white striped school dress Or <ul style="list-style-type: none"> • Blue, green and white striped school blouse • Navy blue JAS skort • White ankle socks • Black shoes (velcro if unable to tie laces) • School hat/cap • House colour PE shorts • House colour PE top • JAS swimming costume • JAS swim cap • School book bag • JAS towel (optional) • JAS bags and accessories (optional) Outerwear (Optional) <ul style="list-style-type: none"> • Navy blue JAS cardigan • Navy blue zip fleece <p>KS2 girls of Muslim religion may opt to wear navy trousers</p> | <ul style="list-style-type: none"> • Blue, green and white striped school shirt • Navy blue JAS shorts • Navy ankle socks • Black shoes (velcro if unable to tie laces) • School hat/cap • House colour PE top • House colour PE shorts • JAS swimming jammers • JAS swim cap • School book bag • JAS towel (optional) • JAS bags and accessories (optional) Outerwear (Optional) <ul style="list-style-type: none"> • Navy blue JAS jumper • Navy blue zip fleece <p>December to end February boys may wear full length navy JAS trousers</p> |

Secondary

| Girls | Boys |
|---|--|
| <ul style="list-style-type: none"> • White JAS blouse with navy trim • Navy blue JAS girls trousers/navy knee length straight skirt • White ankle socks • Black leather shoes • House colour PE top • Navy PE shorts • JAS swimming costume • JAS towel (optional) • JAS bags and accessories (optional) • School hat/cap (optional) Outerwear (Optional) <ul style="list-style-type: none"> • Navy blue JAS cardigan • Navy blue zip fleece | <ul style="list-style-type: none"> • White JAS shirt with navy trim • Navy blue JAS boys trousers • Navy ankle socks • Black leather shoes • House colour PE kit • Navy PE shorts • JAS swimming jammers • JAS towel (optional) • JAS bags and accessories (optional) • School hat/cap (optional) Outerwear (Optional) <ul style="list-style-type: none"> • Navy blue JAS jumper • Navy blue zip fleece |

Winter Wear

Students may wear warm jackets, fleeces, etc. to and from school. However, while working in the classroom and during break times, students should only wear regulation uniform cardigans, jumpers or fleeces. These are available from Stitches. Commencing December until end of

February, primary boys are permitted to wear long tailored JAS navy trousers and primary girls may wear white tights.

Personal Property and Appearance

Jewellery

The wearing of jewellery is not desirable due to health and safety reasons and also the time required to remove jewellery for PE and swimming activities.

Girls are allowed to wear one small, plain pair of gold or silver studs worn in the conventional position in the ear lobe. Please do not let girls wear anything other than studs to school as accidents can occur with other types of earrings. No earrings for boys. Friendship bands, ankle chains etc must not be worn.

Hairstyles

Hair for boys should be kept shorter than collar length or the hair will be tied up. No shaved hairstyles shorter than Grade 2 or long fringes for boys. Hair should be neat and tidy.

Girls' hair, if long, should be tied back. No fancy hair clips, braids or bandanas - only school headbands or scrunchies should be used. A member of staff may ask girls to tie their hair back if they feel it is in the way. However girls **must** tie their hair back for all practical lessons.

Body Adornment

Nail varnish (including on toenails), transfers and tattoos are not permitted. Facial make up, such as lipstick and eye-liner, is not permitted and will be removed by the student on the instruction of staff members. From Year 7, light foundation is permitted as long as it is natural in appearance.

General – Primary

Expensive watches, toys and personal belongings should not be brought to school. This reduces the risk of items being lost or exchanged with other students. There are lost property boxes in the school for clothing. At certain times during each year, these boxes will be cleared. Valuables such as watches, money, etc. will be kept at the main reception. **Please name all clothing.**

Primary students must wear a school hat when outside at break times. They will not be allowed to play in the direct sun without a hat.

General – Secondary

Students are encouraged not to bring expensive items to school. All students are expected to keep their possessions neatly in their lockers and they **MUST KEEP THEIR LOCKERS LOCKED**. They are responsible for their property and it is recommended that school equipment like calculators etc are clearly named.

There are lost property boxes in the school which are cleared at certain times throughout the year. Valuables such as watches, money etc will be kept at the main reception.

Expectations and Agreements

Code of Conduct (Primary)

Our Golden Rules:-

- We are honest
- We are hardworking
- We look after property
- We listen to others
- We are kind and helpful
- We have good manners
- We are gentle

Code of Conduct (Secondary)

Expectations

- We are:
 - Tolerant
 - Respectful
 - Responsible
 - Kind and helpful
 - Accountable for our actions
 - Willing to listen to others
 - Willing to take advice from others
 - Willing to work hard and show effort in all that we do.

Rewards

Rewards For Positive Behaviour and Academic Performance/Effort

For attitude towards work

- House point/sticker given by teacher.
- Celebration certificate. When individuals reach a set number of house points, certificates will be given out in assembly and sent home so that parents are informed.
- Postcards home. For exceptional work, attitude or helpfulness.
- Work to be shown to the Headteacher and DeputyHeads for special praise.

To encourage appropriate behaviour in the classroom

- Verbal praise.
- Expectation of appropriate behaviour – praising what is expected first before talking about inappropriate behaviour.
- Behaviour flow charts showing actions and consequences are displayed in all Secondary school classrooms.
- Stickers – given by teachers and support staff.
- Celebration certificate. When individuals reach collect a set number of house points certificates will be given out in assembly and sent home so that parents are informed.
- Golden Time awarded based on class/table 'pasta' jar – Primary only.
- Visiting Headteacher and DeputyHeads for special praise.

Using the Internet

Internet Access Policy Statement

All Internet activity should be appropriate to staff professional activities or the students' education.

Internet Publishing Statement

- We wish our website to reflect the diversity of activities, individuals and education that can be found at Jebel Ali. However, we recognise the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:
- No video recording may be made or published without the written consent of the parents/legal guardian of the student concerned, and the student's own verbal consent.
- Surnames of students should not be published, especially in conjunction with photographic or video material.
- No link should be made between an individual and any home address, (including simply street names).
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing this may well be fine, but images of that student should not be published.
- The person posting material on the school website is responsible for its content and accuracy.

Bullying

Definition of Bullying

At Jebel Ali School we regard bullying as follows;

- Students being constantly pressured or teased by their peers.
- Constantly ignored by their peers.
- Unequal fights/disputes/intimidation either one off or regular occurrences.
- Extreme physical or emotional distress caused to student by one or more of peer group.
- Loud or aggressive behaviour by older students or adults resulting in a student feeling intimidated.

If your child is a victim of bullying, or if you observe incidents involving others, do not hesitate to inform a member of staff.

The Curriculum

Introduction

Jebel Ali School provides a high quality, British-style education based upon the framework of the National Curriculum for England from EYFS through to secondary. Our holistic approach to education fosters respect, tolerance and understanding and enables each student to maximise their academic success and also develop the skills and aptitudes that will allow them to adapt and succeed in a world which is rapidly changing.

The school offers a safe and secure environment where students are challenged in order to gain the necessary skills in academic, social, sporting and aesthetic fields. We emphasise the development of the individual but also encourage all students to see themselves as valued and productive members of our school and the wider community.

Our curriculum across all phases is rich and varied and designed to stimulate curiosity and a love of learning which students will carry with them through their years at Jebel Ali School and beyond. Regular assessment ensures accurate planning of next steps and support required through the learning journey and meaningful feedback empowers students to be aware of, and take action on, their own personal learning targets.

Across all phases of the school, we enrich our curriculum by way of:

- educational visits which support and extend in-class study.
- community involvement where we can access expertise to enhance students' experiences, eg visiting authors, Dubai Police, drama groups.
- participation in community events and initiatives.

Pastoral care and personal development are central to the Jebel Ali experience. Knowing, and caring for, our students and promoting self-esteem and self-belief underpin curriculum delivery across all phases of the school. Every teacher, parent and student is expected to play a significant role in this aspect of the Jebel Ali School community.

Understanding the British Curriculum

| Key Stages | Chronological Ages | Years |
|-------------------------------------|--------------------|----------------------------------|
| Early Years Foundation Stage (EYFS) | 3 - 4 | Foundation One and Two (FS1/FS2) |
| Key Stage 1 (KS1) | 5 - 7 | Years 1 and 2 |
| Key Stage 2 (KS2) | 7 - 11 | Years 3 - 6 |
| Key Stage 3 (KS3) | 11 - 14 | Years 7 - 9 |
| Key Stage 4 (KS4) | 14 - 16 | Years 10 - 11 |
| Key Stage 5 (KS5) | 17 - 18 | Years 12 - 13 |

Early Years Foundation Stage

Throughout the Foundation Stage, children progress through a programme of skills and knowledge development culminating in the Early Learning Goals, (ELGs). This programme is a British Early Years curriculum which emphasises learning through play and exploration, active

learning and creating and thinking critically. Learning is organised under seven key subject headings:

- Literacy
- Mathematics
- Communication and Language
- Understanding the World
- Expressive Arts and Design
- Physical Development
- Personal, Social and Emotional Development.

The EYFS curriculum can be found at:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Primary

We provide a continuous learning journey for our students and when each child achieves the ELGs, they commence the British National Curriculum for Year 1. Effective staff liaison ensures a smooth transition from early years to primary to ensure continuity in learning. The curriculum is mainly delivered through a topic approach with discrete subject lessons where appropriate. This allows children to study in contexts that are meaningful and make connections across different areas of learning.

There is a strong focus on core subjects of English, mathematics and science. Other subjects comprise geography, history, art, design technology, music, PE, citizenship and Personal, Social and Health Education, (PSHE) which helps develop students into healthy, independent and responsible members of society.

We have specialist teachers for Arabic, French and Spanish, music, PE, computing, learning support and for Islamic Education which is a programme for Muslim students only. Computing is a key area and is taught both discretely as a skills-based programme and also used as a learning tool, integrated across the curriculum.

We also integrate Social Studies and Values Education into our curriculum across the primary years. This syllabus seeks to inform children about the context in which they live in Dubai, focusing on elements of local culture, local and global issues, the development of Dubai and the UAE and the multicultural nature of society. This supports children in their growth as global citizens.

Full English Primary Curriculum guidelines can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf

Secondary

Aims

Our curriculum is based on the UK National Curriculum for England and is enriched and personalised where appropriate. We go beyond the basic curriculum requirements and engage our students in wider world perspectives and fields of study that are stimulating, intriguing and have the potential to develop thinking, understanding and doing skills. We will enrich our curriculum by incorporating ideas and best practice from other curricula such as the International

Baccalaureate (IB) using ideas from the core of IB such as creativity, action and service and RSA Opening Minds, which focuses on core competencies such as citizenship, relating to others, and managing situations and information. Please see:

www.ibo.org/programmes/diploma-programme/curriculum/creativity-activity-and-service/
www.rsaopeningminds.org.uk/about-rsa-openingminds/competences/

We offer a combination of subjects at Key Stage 3 that allows our students to develop a broad and balanced range of knowledge and skills and they are challenged and supported in equal measure. As the school grows organically over the next several years, we will move towards the opening of Year 12 (first year of the 6th form programme) in the academic year beginning September 2021. The school will follow the UK A Level route that is recognised globally and will allow our students access to universities and further education programmes world-wide. The sixth form center structure was completed by September 2016 but internal fit-out will be held back in order that we can design an internal facility that is state of the art, current and appropriate for post 16 education in 2021.

Pastoral

In addition to the academic provision, we will address social, physical and emotional needs of our students through learning and teaching that focuses upon the standards, welfare and well-being of each student.

The pastoral programme will include facilitating a comfortable transition from Key Stage 2 where the Year 6 curriculum model is developed gradually in Year 7 by the introduction of specialist teaching in certain curriculum areas. Students will be given specific support and advice to successfully manage the structure of the Year 7 curriculum during which the process of increasing their independent learning skills is further developed. This allows Jebel Ali School to provide thorough preparation for the rigours of the curriculum at GCSE and A Level.

The daily educational structure provides a framework where the school's pastoral responsibilities are central to student success.

Academic

Students will take the 6 core subjects as specified by the KHDA (Knowledge and Human Development Authority). These include Arabic, Islamic Education, English, Mathematics, Science and Social Studies. In addition, students up to KS3 will study Humanities, French, Spanish, Art, Drama, Technology, Computer Science, Music and Physical Education.

To support this curriculum, the school hopes to offer a Food Technology Club. As the school expands this subject will be incorporated into the daily curriculum. Both GCSE and A Level Food Technology will be offered along with the remainder of the subjects identified above.

Key Stage 4 (Year 10 and Year 11)

In KS4 all students take a common core of subjects consisting of English, Mathematics, Science and Core PE. In addition, Year 10 students choose further subjects from the option choices presented to them. At Jebel Ali School, they will be expected to take one Modern Foreign Language, one Social Science, one Creative Art plus one other GCSE in keeping with a broad and balanced curriculum.

The option choices available will be offered in Term 2 to the Year 9 students and advice via

lessons, PSHE sessions and a detailed options booklet will be provided to support student choices.

Key Stage 5 (Year 12 and Year 13)

At the end of KS4, all Year 11 students are free to select three (and sometimes four) 'A' Level subjects they wish to pursue. It is the norm that students opt for the subjects that they are most interested in and will advance them to a university course of their choosing. The option choices available will be offered in Term 3 to the Year 11 students and advice via lessons, PSHE sessions and a detailed options booklet will be provided to support student choices.

Jebel Ali School
PO Box 17111
Dubai
United Arab Emirates

Tel: +971 4 8846485
Fax: +971 4 8845373

General Enquiries: jaschool@jebelalischool.org
Admission Enquiries: registrar@jebelalischool.org

www.jebelalischool.org