



Welcome Book

New Starters Term 2
2016



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI
A NORD ANGLIA EDUCATION SCHOOL



Welcome from the Principal

Dear Parents,

I am absolutely delighted to warmly welcome you to the British International School, Abu Dhabi. Choosing the right school to educate your child is a big decision and we are honoured that you have selected our school for your child's education.

The first day at school can often be a daunting prospect but rest assured it is our aim to settle your child into the routines of school life as quickly as possible. This guide offers some useful information about our school including key contacts, procedures and communications. In addition, there are members of staff around the school and we do encourage you to ask them any questions you may have.

If you have any queries please do not hesitate to contact us, we would be more than happy to help.

With best wishes,

Patrick Horne
Principal



Key staff and contact information

School Function	Telephone Number	E-mail
Reception	+971 2 510 0100	N/A
Finance	+971 2 510 0140	finance@bisad.ae
Admissions	+971 2 510 0131/136/138/101	admissions@bisad.ae
School Nurse	+971 2 510 0103	school.nurse@bisad.ae

Name	Position	Tel	E-mail
Patrick Horne	Principal	+971 2 510 0102	Principal@bisad.ae
Stephanie Wilson	PA to the Principal	+971 2 510 0102	Stephanie.Wilson@bisad.ae
Jade Thaden	PA to Head of Secondary	+971 2 510 0115	Jade.Thaden@bisad.ae
Claire Hall	PA to Head of Primary	+971 2 510 0127	Claire.Hall@bisad.ae
Craig McLaren	Head of Secondary	+971 2 510 0106	Craig.Mclaren@bisad.ae
Michelle Hayes	Head of Primary	+971 2 510 0139	Michelle.Hayes@bisad.ae
Tommy O'Neill	Finance Manager	+971 2 510 0116	Tommy.Oneill@bisad.ae
Chantal Bird	Business Manager	+971 2 510 0108	Chantal.Bird@bisad.ae
Sayle Donativo	Director of Marketing and Admissions	+971 2 510 0122	Sayle.Donativo@bisad.ae
Amanda Robins	Admissions Officer	+971 2 510 0131	Amanda.Robins@bisad.ae
Sandra Burton	Admissions Officer	+971 2 510 0123	Sandra.Burton@bisad.ae

Key staff and contact information

Name	Position	Tel	E-mail
Nicola Baggaley	Admissions Officer	+971 2 510 0136	Nicola.Baggaley@bisad.ae
Daniela Raykova	Admissions Officer	+971 2 510 0101	Daniela.Raykova@bisad.ae
Rima Ahmed	Primary Deputy Head	N/A	Rima.Ahmed@bisad.ae
Lesley Watson	Primary Assistant Head – Curriculum & Assessment	N/A	Lesley.Watson@bisad.ae
Patrick O’Neill	Primary Assistant Head - Student Wellbeing	N/A	Patrick.O’neill@bisad.ae
Chris Lowe	Secondary Assistant Head – Student Wellbeing	N/A	Christopher.Lowe@bisad.ae
Andrew Bradley	Secondary Assistant Head - Curriculum & Assessment	N/A	Andrew.Bradley@bisad.ae
Stephanie Brotherstone	Secondary Assistant Head - Teaching and Learning	N/A	Stephanie.Brotherstone@bisad.ae
Andrew Kenning	Head of Senior School	N/A	Andrew.Kenning@bisad.ae
Nicola Exley	Head of Early Years	N/A	Nicola.Exley@bisad.ae
Jo Croome	Assistant Head – School Organisation	N/A	Jo.Croome@bisad.ae
Adam Stewart	Secondary Examination Officer and Learning Mentor	N/A	Adam.Stewart@bisad.ae

Key information for the start of term

We look forward to welcoming you to the British International School Abu Dhabi. We wanted to provide you with some information that might be useful when starting at the school:

School Uniform

School uniform can be purchased from ZAKS store in Al Raha Mall. Before visiting the store you can call them on 02 556 5340 or visit their website at www.zaksstore.com. Please remember that school uniform is compulsory for FS1 - Year 11 students. IB students wear business attire which is explained in more detail further in this guide.



School Bus

Should you wish to use the school bus please do contact our school bus service provider Shanawaz Transport. They can be reached on bisadbus@shanawazgroup.com or you can call Mr. Fawad on +971 55 760 2648. The school bus travels to most places in Abu Dhabi and uses modern and well-equipped buses. Buses only run at the end of the school day at 2:45pm; therefore, if your child is participating in Co-curricular activities after school, we kindly ask parents to make their own collection arrangements.



School Caterers

The school provides a healthy and varied choice of food through our caterers Keita (formerly known as The D Club). It is not compulsory for your child to have school lunches, but if you do choose this option you can purchase food vouchers for Primary students, and an electronic card for Secondary students, in the Dining Hall. If you prefer to send school lunch from home we encourage this to be a healthy option. It is also important to note that we are a NUT FREE school.



Key information for the start of term

Website & Communications

Don't forget to visit our website regularly (www.bisabudhabi.com) as it contains a calendar of events for the school, as well as news stories.

The weblog is a great place to find out about things that have happened in school on each day and is full of photos. We encourage you to regularly visit the Weblog directly on: <http://weblog.abudhabi.nordanglia.com>

Additionally, it is important that you visit the following page and subscribe to our newsletter service in order to receive news:

<http://weblog.abudhabi.nordanglia.com/newsletters/>

Arrangements for First Day of School

The following are arrangements to be followed for the first day of the term, Sunday 10th January 2016:

- The school gates open from 7:30am and the school day begins at 7:45am.
- On the first day of term please ensure that you arrive prior to 7.45am and come straight to the Main Reception where you will be met by one of our admissions team.
- We will take students straight to their new class where you will have an opportunity to meet the class teacher.

Reminder of entrances:

FS1 entrance is Oak

FS2 entrance is Ash

Primary entrance is Willow

Secondary entrance is currently Oak (normally Secondary entrance is Elm, however it is closed off at the moment for construction work)

Prams/buggies

Lastly, please be reminded that due to health and safety reasons, prams/buggies are not allowed inside the school building. There are spaces outside the main entrances to leave your prams/buggies.

Key term dates

<i>Term 2 (Spring Term)</i>	
First Day of Term 2	Sunday 10th January 2016
Half term holiday	Sunday 14th & Monday 15th February 2016
Student free day (staff training)	Sunday 13th March 2016
Last day of Term 2	Thursday 24th March 2016

<i>Term 3 (Summer Term)</i>	
First day of Term 3	Sunday 10th April 2016
Isra Wal Miraj*	Thursday 5th May 2016
Last day of Term 3	Thursday 30th June 2016
Ramadan*	Sunday 5th June - Tuesday 5th July 2016

*Please note that the above dates are subject to change. In particular, the Islamic Holidays are subject to sightings and Ministry approval.

Upcoming Events - September 2015

Events in January 2016

Start of Term 2	Sunday 10th January 2016
PTA Welcome Coffee Morning	8am Tuesday 12th January 2016
KS2 Duathlon	3pm Thursday 14th January 2016
CCAs Begin	Week of 17th January 2016
Year 3 'Things that go bump in the night' Theme Day	Sunday 17th January 2016
Arabic Curriculum Briefing for Parents	8am & 6pm Monday 18th January 2016
Introduction to Phase 1 Phonics for FS1 Parents	8am Tuesday 19th January 2016
Year 1 Trip to Khalifa Park	Wednesday 20th January 2016
Year 9 Parents Evening	Wednesday 20th January 2016
International Week	24th - 28th January 2016
International Week Family Festival	Afternoon of Thursday 28th January 2016
IB Information Evening	6pm Sunday 31st January 2016

The school uniform can be purchased from ZAKS store in Al Raha Mall. Students from FS1 to Year 11 are expected to dress neatly and presentably in proper school uniform. All students are expected to wear sensible black shoes and are asked to come with minimal jewellery, no nail varnish and no extreme hairstyles. International Baccalaureate students should dress in business attire. Please note trolley bags are not allowed for any students as they create a trip hazard.

All clothes worn to school (uniform and non-uniform items) should be clearly labelled with the child's name. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each month.

Foundation Stages and Primary School (FS1 to Year 6)

Boys should wear the teal coloured polo shirts and have the option of wearing either school trousers or shorts. Girls should wear the teal coloured polo shirts with skirts. Alternatively girls are able to wear the school dress. Students will also be required to wear house shirts in their house colours, at various house-related events throughout the year.

Secondary School (Years 7 to 11)

Students from Year 7 to Year 11 are expected to dress neatly and presentably in proper school uniform. Boys are required to wear school trousers with the white school shirt. Girls are required to wear the white school shirt but have the choice of trousers or a mid length skirt. Students will also be required to wear house shirts in their house colours, at various house-related events throughout the year.

PE Uniform

Unless students are undertaking a specific sport, then normal PE uniform consists of the house polo shirt and black shorts which can be bought from ZAKS store.

Additionally, proper trainers should be used. It is important that students bring a water bottle, hat and sunscreen when they have PE lessons. Children participating in football must always wear shin pads and those participating in rugby must always bring the appropriate footwear and a gum shield. If these health and safety regulations are not met then students may be excluded from lessons or practices.

International Baccalaureate students (Year 12 - 13)

The school uniform expected of students in the Secondary School does not apply to IB students, however, there is a requirement that students attend school smartly dressed.

For boys this means formal shirt and tie, formal trousers, suit/sports jacket/blazer/, and polishable leather shoes. For girls this means formal dress, trousers or skirt, blouse and/or jacket, and dress shoes – with heels of practical, business attire height. Skirts/dresses must be at least knee length, continually covering the knee when seated. Blouses must not be low cut, nor reveal midriff – the propriety of the UAE should be maintained. Jewellery and piercings, if worn, should be discreet. Tattoos should not be visible. Hairstyles should be neat, with no radical styling.

We use a wide variety of methods to communicate with parents. Don't forget to visit our website regularly (www.bisabudhabi.com) as it is regularly updated with the latest news. You can find a weekly calendar on the homepage and a more detailed monthly calendar on the calendar page. You can also download letters sent from the school, under the 'News & Insights' heading on the website.

Weekly Newsletter

The most important request is that all parents looking to receive news visit the following website page and sign-up to the general news and the news for their child's year group.
<http://weblog.abudhabi.nordanglia.com/newsletters>

Every week a newsletter is circulated which links families to our weblog where school news is held. There are also some important reminders on the newsletter for upcoming events.

Having trouble receiving news?

If for any reason you have any issues receiving electronic communications at the school please email newsletters@bisad.ae and we will assist you.

Weblog

The weblog is a great place to find out about things that have happened in school on each day and is full of photos. We encourage you to regularly visit the Weblog directly on:
<http://weblog.abudhabi.nordanglia.com>

Social Media

The school uses Social Media on a daily basis to update parents with urgent messages or to share good news and stories. If you are interested in receiving notifications please follow us on the following social media accounts:



/britishinternationalschoolabudhabi



TheBISAD



@bis_ad

Communication Books and Homework Diaries

When a child begins school they are given a Communication Book if they are an FS/Primary student or a Homework Diary if they are a Secondary student. For the primary school, the teacher will write a note home in this book about their progress on a weekly basis. For the secondary school, parents are expected to review the homework diary and sign it weekly.

Teacher Communication

If the Communication Book / Homework diary is failing to work then parents are welcome to email teachers with questions and/or concerns. When a parent meets a teacher for the first time they should exchange email addresses so that correspondence can be shared in this way. Normally, a teacher's email address is *firstname.surname@bisad.ae* so you can normally guess what it is even if you don't have time to ask the teacher/form tutor directly!

Meeting Requests

Sometimes, it is just easier to come and see one of the staff here at school. For this reason, we have included key contacts at the start of this booklet to ensure you can get in touch with the person you need to see.

The 'mid-year' report and 'end of year' report reports will focus on academic achievement as well as personal and social matters, and will include some targets for future learning. The 'Settling In' report is much more focused on pastoral care.

Notes

Notes are required from home for:

- Absences (approval is needed from the Principal for leave during term time);
- being out of uniform (school and/or PE uniform);
- being late;
- leaving school early (prior to leaving)

Please ensure that notes are provided for all of these reasons as early as possible and handed in at Reception. The note will then be passed to the teacher or person responsible.

Arrival and Pick Up Procedures

Vehicles arriving at the school to drop off or collect students should use the “pick up/drop off” parking facility at the student entrance on the west side of the building, which is clearly signposted on approach to the school. No parents or children should enter the building through the main reception entrance unless they are arriving at school after 7:45am.

Children in FS classes should be taken directly to their classrooms where they will be met by their teachers. All other primary students must assemble in the playground for registration; students in secondary should go straight to their form rooms where they will be registered. It is important that secondary students only enter and exit the building from their designated entrance on the east side.

At the end of the day, the school gates will open at 2:45pm. Parents of FS1 students will be given a pass allowing them to enter the school from 1:00pm. Parents of FS2 students will be allowed to enter the school from 2:30. For pick-up, FS students should be picked up directly from their classroom and Primary students should be met at the basketball court near the pick-up/drop-off area. Secondary students will leave through the same entrance on the east side, and can walk to the west side to join their Primary siblings or meet parents.

If students are attending school team training or school fixtures it is important that they inform their bus monitor and make arrangements to be collected by their parents no later than 4:25pm.

The school day begins at 7:45am for all children. As the parent of an FS1 child there is a choice of end of day collection timings, an FS1 child may be collected at either 1:00pm daily or 2:30pm daily.

NB: Please note that there is an end of day school bus provision at 2:30pm only for FS1.

Parent ID Badges

In the interest of security, parents are asked to ensure that parent badges are worn at all times when entering the school. To apply for your very own ID badge, please see our receptionist Jenifer at the main reception desk. You will need to complete a brief ‘ID Badge Request’ form and provide a passport sized photo. Your badge will then be prepared within a few days and can be collected from Reception.

If for whatever reason you do not have your badge available, you must then sign in with security and get a visitor badge. At the direction of the school, security will be stopping parents/nannies/drivers and all other visitors, so we appreciate parents’ support by following these rules and cooperating with security.

Co-Curricular Activities (CCA)

CCA stands for Co-Curricular Activities. We offer students the opportunity to participate in extra-curricular activities designed to be fun, challenging, inspiring and motivating. CCAs are available to students from Year 1 upwards and are held after school. Most of the CCAs are free of charge except ones held by outside vendors such as wakeboarding. At the beginning of each term students will be notified of the available CCAs for their class level and will have the chance to express an interest in signing up. While we do try and accommodate students' first choice of CCA, they are very popular and some do reach capacity quite quickly.

For more information please email :

cca@bisad.ae

House System

There are 4 houses - Oak (green), Ash (red), Willow (blue) and Elm (yellow). All students have the opportunity to earn house points which are tallied every week and the winning house announced in our weekly assembly. At the end of the year a trophy is awarded to the house which has collected the most house points during that entire school year. At various intervals in the year, house competitions are held in order to raise the profile of the house system.



Lockers (Secondary Only)

All students in Secondary have the chance to purchase a locker for the year with ample room for books, school bags and change of clothes. Your child will be provided with a locker key. If your child loses their locker key, they will be expected to buy a new one. Students are responsible for their locker for the year and should report any problems immediately.

First Aid and Health

The school employs one full-time qualified nurse and an assistant who operate a clinic on the ground floor behind the main reception. They deal with minor medical issues such as cuts and bruises, as well as those children who feel unwell whilst at school. In the most unlikely event of a more serious incident occurring at school, parents will immediately be contacted by telephone to inform them of the accident.

Medicines will only be administered in school in exceptional circumstances. They must be clearly labelled with your child's name and class, and the required dosage and frequency. Such medication should be brought personally to the School Nurse, where you will be asked to sign a consent form to confirm the details. Students will not, under any circumstances, administer their own medicine.

Please advise us of any medical problems your child may suffer, particularly when there is an allergy to materials or food.

Keeping Healthy & Staying Safe in the sun

Please ensure your child has a labelled cap in school to wear outdoors and during the hot months ensure they have sun protection on.

Health

Regular daily attendance at school is compulsory, but sometimes absence is unavoidable through sickness. Please inform your class teacher or form tutor if your child is absent through sickness or you can call the school reception and notify them. If your child takes the school bus, the bus coordinator will need to be informed that your child will not be on the bus. If your child exceeds two days of absence through illness, parents are asked to write a sick note.

If a child is removed from school for an extended period such as a family holiday, the parents must complete an Absence Declaration Form (available at the Main Reception) to explain why they are going away and the duration of the stay – this must then be authorised by the Head of Primary/Head of Secondary.

Prams and Buggies

Due to health and safety reasons, prams/buggies are not allowed inside the school building. There are spaces outside the main entrances to leave your prams/buggies.

The bus service is operated by a contractor and booking seats on buses for children falls outside the purview of the school. Parents should contact Shanawaz Transport in the first instance to arrange transport for their children: ***bisadbus@shanawazgroup.com***

The school has established a “Bus Rules Agreement” in collaboration with the transport contractor. Students availing of the bus provision, as well as their parents, will be expected to sign and adhere to this. Essentially, the agreement is an application of the school behavioural policy to the bus service: all beneficiaries of the service are expected to behave courteously towards one another and towards the employees of the bus operator and school.

The school bus should be a safe and comfortable environment for all. Hence, on every journey the children will be under the aegis of a “bus monitor”, who will supervise the children; ensure that they are safe and that their behaviour is acceptable.

Role of the Bus Monitor:

- To ensure that all the correct children leave school on the correct bus.
- To ensure that all children wear seat-belts and remain seated throughout the journey.
- No children are permitted to sit in the front seat.
- To carry a mobile telephone and to contact parents if there is any delay to the service on either the outward or return journey.
- To contact parents if the child is not waiting at the bus stop as expected (the bus will wait for 2 minutes only, before leaving).
- If there is a problem with a student’s behaviour on the bus, point out the problem to the child and request that it stops. It is expected that students will conform to the request

There is often a wide range of ages present on a bus and older children, particularly, need to take care of how they behave and what they choose to talk about. Vehicles are surveyed with closed circuit television (CCTV) cameras.

Please note that primary students (up to Year 6 inclusive) must be met at the bus stop or other agreed point of disembarkation by a responsible and designated adult. If this is not the case, an attempt will be made to contact the parents before the bus returns the student to school.

Parents are advised to read the agreement document in detail--which also details procedures in the event of an emergency--in the interests of their children’s safety and security.

English as an Additional Language (EAL)

Being a diverse international school, EAL is a big component of some children's education. EAL at our school is a course that is designed to help students to develop their language skills, learn more about school life, how to talk and interact with people and get the best out of their education. It allows students to learn English with others in a relaxed and friendly environment where they can make friends and learn how to express themselves properly in a different language.

As children progress, or for those students who only require a little help, EAL can show them how to hone their skills. By learning how to use everyday English grammar and English expressions, learning different writing styles and using advanced reading techniques, students will find that they are able to function much better in their studies than they used to.

Whether your child is a beginner in English, in the early stages of learning English or just needs a little extra help, EAL is here to help your child enjoy their time at school and acquire the tools they need to perform to their full potential in their lessons.

Early Years Foundation Stage information

Within Early Years Foundation Stage (EYFS) we aim to provide a caring, relaxed and happy atmosphere which will allow your child to enjoy the learning experience offered, while developing their potential at their own time and pace.

The team aim to ensure your child settles as quickly and happily as possible into their new class setting.

Our work is carefully differentiated to cater for individual needs. Before your child begins school, it may be useful to:

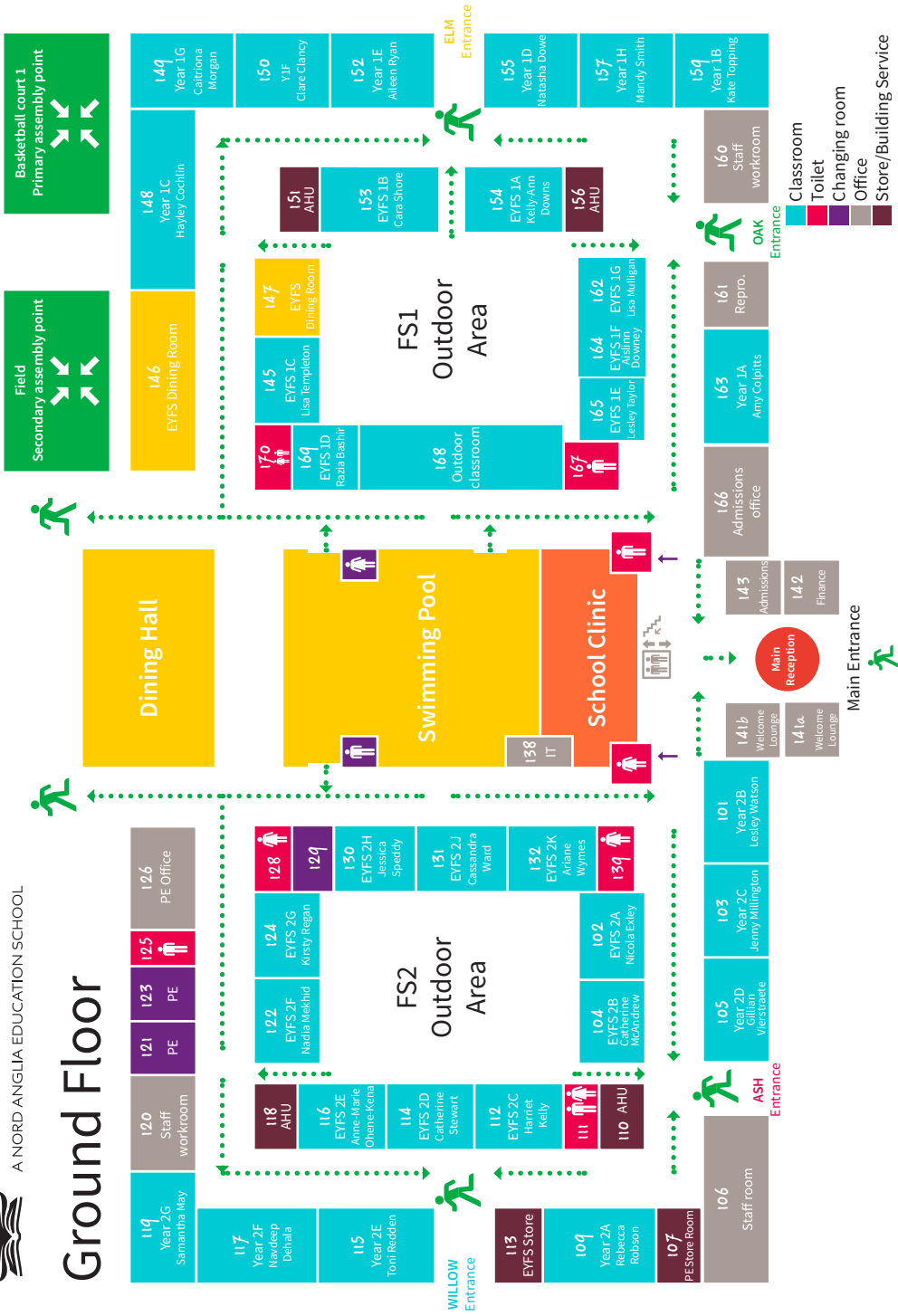
- Talk to your child about what to expect before coming to school - be positive!
- Children will be apprehensive, so encourage conversations about starting school with your child.
- Read stories about school and making new friends
- Arrive at school on time to ensure your child is able to participate in the full range of activities
- Stay optimistic - some children take longer to settle-in than others. This is normal and we will work closely together to help your child become comfortable and confident.
- If your child is sick please keep them home until they are better - it is very normal for children in their first year of school to get the 'sniffles'.



THE BRITISH INTERNATIONAL SCHOOL
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Ground Floor

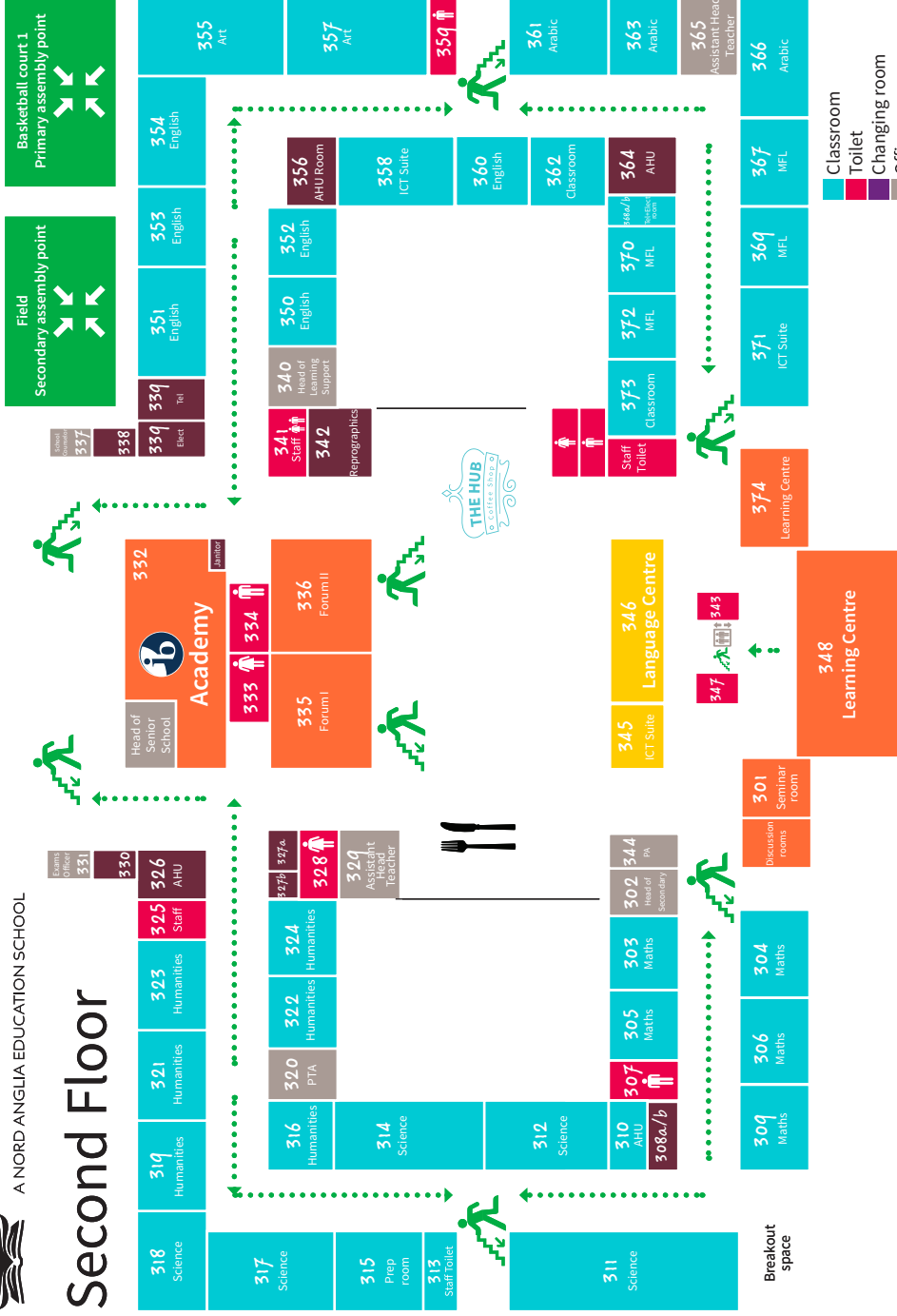




**THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI**

A NORD ANGLIA EDUCATION SCHOOL

Second Floor



- Classroom
- Toilet
- Changing room
- Office
- Store/Building Service



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI
A NORD ANGLIA EDUCATION SCHOOL

Contact us

The British International School, Abu Dhabi
PO Box 60968
Abu Dhabi
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Behind Abu Dhabi University, E22 Al Ain Road

☎ +971 (0)2 510 0101

✉ admissions@bisad.ae

🌐 www.bisabudhabi.com