




NORD ANGLIA INTERNATIONAL
SCHOOL DUBAI
A NORD ANGLIA EDUCATION SCHOOL

New Student Handbook September 2014 - 2015

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NEW STUDENT HANDBOOK
SEPTEMBER 2014 - 2015

AT

NORD ANGLIA INTERNATIONAL
SCHOOL DUBAI

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School Year Calendar - Academic Year 2014 - 2015



NORD ANGLIA INTERNATIONAL SCHOOL DUBAI

A NORD ANGLIA EDUCATION SCHOOL

Start of Academic Year	Tuesday 2nd September 2014
Start and end of Autumn Term	Tuesday 2nd September - Thursday 18th December 2014
Eid al Adha*	Sunday 5th and Monday 6th October 2014
Islamic New Year*	Saturday 25th October 2014
Half Term	Sunday 26th October - Thursday 30th October 2014
UAE National Day	Tuesday 2nd December 2014
Start and End of Spring Term	Sunday 4th January - Thursday 26th March 2015
Prophets Birthday*	Friday 2nd January 2015
Half Term	Sunday 15th February - Thursday 19th February 2015
Spring Term Break	Sunday 29th March - Thursday 9th April 2015
Start and End of Summer Term	Sunday 12th April - Tuesday 30th June 2015
Half Term Break	Thursday 14th May - Sunday 17th May 2015
Al Isra W'al Miraj Day*	Friday 15th May 2015
Finish of Academic Year	Tuesday 30th June 2015

* Islamic observances need to be confirmed

Dear Families

This guide is a ready reference for families joining us this September. One of the most important foundations of our school is a sense of community. An atmosphere of mutual respect is important but it is worth spelling out precisely why this is so and I will do so here;

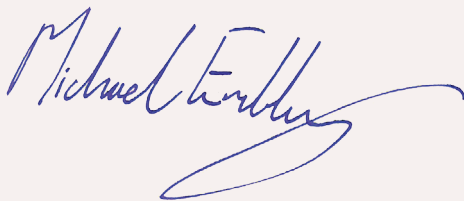
- 1) A common set of values, applied to all; students, teachers, parents, builds the foundations of the school
- 2) On these foundations the academic success and personal qualities of students are built.
- 3) Everyone is an example when they are in school, they are there to learn and to keep an open mind.
- 4) We expect and require all members of our school to be part of the purpose, part of building an excellent environment for the young people in our care.

On a practical basis this also means having some shared procedures and a clear understanding of what goes where!

This booklet aims to provide the last part of this equation. We hope that it does.

As to the other four points, I, very personally, look forward to building our school community with you all. It is a great privilege.

Best regards

A handwritten signature in blue ink that reads "Michael Embley". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Michael Embley
Principal

The First Day

The first day

Drop off is from 7:30am and the school day will begin at 7:45am.

Primary school parents and students enter through the main school entrance and then follow the signs to their new classrooms, where staff will be waiting to greet you. After the first week, Year 1 to Year 6 students should make their own way to their classes. Foundation Stage children should enter the building through the Eiksund Tunnel and go to their classrooms to be met by their teachers and teaching assistants.

Secondary school students should use the main school entrance and proceed to their form rooms.

If your child is arriving by bus they will come into school through the bus entrance and then make their way to their respective class or form rooms. During the first few weeks staff members will help the younger children to their classrooms.

After dropping off your child please join us for coffee, tea and croissants in the refectory from 8:00am on the First day.

Admissions

If you have an admissions query during the summer please email admissions@nainternationalschool.ae

Uniform

Uniforms will be available from Zaks in Motorcity after the first week of August.

Tel: +971 (4) 3629975

Open: Saturday to Thursday 10:00 am to 7:30pm

The full lists are on our website and detailed on pages 19 to 22.

Lunches / snacks

Information will be sent to you in August regarding registration for school lunches. During the day the children will need a drink and snacks, such as fresh fruit or a healthy snack. Please do not allow your child to bring sweets, chocolate, money or toys to class. If you have opted for school lunches each child will be guided by their teachers through the routine. Please remember we are a NO NUT SCHOOL.

What to bring on your first day

- School bag
- Book bag (Nursery to Y2)
- Pencil case (Y7 & 8 see requirements on page 25)
- Packed lunch (if not having school lunch)
- Snack (all years) Please remember we are a NO NUT SCHOOL
- Change of clothes and underwear to leave in school (Nursery and Reception). These are their own clothes and should be clearly labelled.
- Sun cream
- Water bottle
- School hat

Invoicing and tuition fees

Any fee-related queries should be addressed directly to the Finance Department, finance@nainternationalschool.ae

Term 1's invoice will be issued by 20th August 2014. Please ensure that you can arrange payment by 27th August 2014. If you are planning to go on holiday and will not be able to make payment on time, please advise the finance department and an invoice can be issued to you earlier upon your request.

The school cannot ensure places if payments are not received by the due date.

Bus service

Should you wish to confirm the bus service, please contact Mr. Lokesh Parwani on +971 (0) 52 – 9989711 or email him at Lokesh@stss.ae

Co - Curricular Activities

The full list of CCAs will be available during orientation. Sign up will be in the first week of the school term, CCAs will start in week three.

Individual instrumental lessons

The full list of lessons will be available during orientation. Sign up will be in the first week of the school term.

LOTE - Languages other than English

Please ensure you have fully completed the online questionnaire, inclusive of your child's name, year group and language choice. If you do not have the link please email admissions@nainternationalshool.ae

PE class routine

Our PE programme is an important and compulsory part of our curriculum and includes games, gymnastics, athletics, dance and swimming. Class teachers will notify you of both PE and swimming days so please make sure that the relevant kit/costume is in school on these days. Please note that, in addition to their swimming costume, children need to bring their own towel, and wear the NAS Dubai swimming cap for swimming lessons.

Please note ALL children must change into and out of PE clothes.

School Timetable - Primary

Years 1 - 4

Drop Off/ Morning Activities	07:30 - 07:45
Registration	07:45 - 07:55
Lesson 1	07:55 - 09:05
Mini - Break	09:05 - 09:15
Lesson 2	09:15 - 10:00
Break and Snack	10:00 - 10:30
Lesson 3	10:30 - 11:15
Lesson 4	11:15 - 12:00
Lunch	12:00 - 12:45
Lesson 5	12:45 - 13:30
Lesson 6	13:30 - 14:15
Prep	14:15 - 15:00
CCA	15:00 - 16:00

Years 5 + 6

Lesson 5	12:00 - 12:45
Lunch	12:45 - 13:30

School Timetable - Secondary

Drop Off/ Morning Activities	07:30 - 07:45
Registration	07:45 - 08:00
Lesson 1	08:00 - 09:05
Lesson 2	09:05 - 10:10
Break	10:10 - 10:35
Lesson 3	10:35 - 11:40
Lesson 4	11:40 - 12:45
Lunch	12:45 - 1:30
Lesson 5	13:30 - 14:20
Lesson 6	14:20 - 15:00

School nurse

The school nurse is the first point of contact in terms of the physical wellbeing of the children within school.

This includes immunisations and other forms of preventative medicine (such as information on healthy eating).

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

Where children need off site (Doctor or Hospital) medical care, parents will be contacted by the nurse to make the relevant arrangements.

Where a child is taken ill in school, the nurse will assess them and decide on the best course of action. Children who are ill should not be sent to school.

Children with special medical needs should meet, with their parents, to discuss any special provision required. This would include chronic illness, congenital conditions or transient medical issues such as a broken leg.

The nurse can administer over the counter medication with consent from parents.

Parents are responsible for maintaining their correct contact information via the Parent Portal as this will be used to contact them in the event of any medical matters.

Medical examinations

The Ministry of Health requires all new students arriving into Dubai and those in Years 4, 7, 9 and 11, to undergo medical examinations. There is a fee for this procedure.

Daily Routine - Transport and Attendance

Drop off, pick up and parking

Access to the school, drop off areas and parking areas are from Hessa Street and can also be reached from Al Barsha South Road and Umm Suqeim Road. There will be dedicated drop off areas, as well as parking facilities for all our parents. EYFS parking is closest to the building for obvious reasons and we would ask all parents of non - EYFS children not to park in those areas. Safety is of paramount importance when students are entering or leaving the school premises. Members of staff are on duty in the car parks; please follow their guidance at all times. We would ask that you are very clear with your driver that they should also follow the instructions of school staff.

On occasion, you may be asked to wait in a queue for safety reasons. Please park your vehicle where directed. We thank you in advance for your co-operation in this important matter.

EYFS pick up at 2:00pm

Please inform your child's teacher if you are picking your child up at the early collection time.

Absences

We ask that all parents inform the school directly if a student is going to be absent for any reason. The contact should be made via the student's class or form teacher, preferably via email. Absences should be explained so that the correct follow up procedures can take place. We expect and require students to maintain a 97% attendance record. Failure to do so will require further explanation and may result in remediation if, in the opinion of the school, the students learning has been affected. Good attendance and time keeping is part of high achievement.

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 by SMS and through the Parent Portal if the school is required to close in exceptional circumstances.

Punctuality

Students are expected and required to arrive on time for registration and lessons. The times for all lessons are in the students timetable. This is part of taking personal responsibility for their own learning and academic development.

Please ensure that they arrive in good time. If they are repeatedly late for lessons this will be discussed with the class or form tutor, Head of School and parents. A plan will then be put into place to ensure that each student takes responsibility for their learning.

Ramadan

Hours are adjusted during the Holy Month of Ramadan.

Holiday and other absences

Sustained learning is important so parents are asked to avoid arranging holidays during term time. There may be other unavoidable reasons for a student to be absent from school apart from illness. In all cases of proposed absence during term time, parents must seek the Principal's permission in writing at least ten days before the proposed absence. Where permission is not sought absences will be recorded as unauthorised; repeated instances of unauthorised absence will call into question the student's future attendance at the school.

Early departure

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

- Provide a letter of notification
- Report to Reception at departure time
- Be collected from Reception by a parent (or their representative)
- Sign in at Reception on return (if applicable)

Communications - Parent Portal

iSAMS is the name of our Parent Portal programme.

Log on information for all families will be provided in the last week of August.

It is a web based system that allows an easy, convenient and efficient system for parents to receive information from the school.

It also allows parents to update their contact information quickly and effectively (for example if a mobile phone number changes).

Most importantly it allows parents to keep track of their children's progress easily and at any time they choose.

By logging onto the Parent Portal, a parent will be able to see; school information bulletins, school calendar, academic assessment records for their children, attendance records, commendation records, any recorded disciplinary matters, and medical information/actions.

These records are secure and individual to each student, they remain private at all times.

The Parent Portal is not a substitute for human interaction and parents evenings, for example, however it does give parents the information that they need in an easy, user friendly fashion.

Parents are asked to keep the school informed of any changes to their home, telephone or email contact details. To notify us of any changes please complete the change request form on the Parent Portal and inform the Admissions Department of any changes as soon as possible.

We will use contact information submitted on your child's application form to double-check and update the details held within our database. It is also our intention to use the information provided on these forms to produce a school directory. Through the Parent Portal or with Admissions you can indicate any information that you do not want us to include in the school directory.

Home School Book - Primary

A home/school folder will be sent home each night with the Home/School Book (HSB), a book to read and any other homework set for that day. This should be returned each day.

In Early Years Foundation Stage the HSB 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.

Daily emails will be sent home by all class teachers to inform all parents of what has been learnt in class, special events, homework and any calendar changes.

If you have any concerns, you are encouraged to contact teaching staff directly through the Parent Portal.

Academic Passport - Secondary

The 'Academic Passport' is a tool we use with the secondary school at NAS Dubai to ensure our students organise their time appropriately and take responsibility for their own learning. The passport is not only a tool where students can record their homework, it is also a place where students recognise the role they play in the school and celebrate their success.

Parents are encouraged to take an interest in the passport where students will also be recording their latest assessment grades and setting targets for individual subjects. Once a week during form activities the student and form tutor will enter into dialogue about the passport with a focus on ensuring the students are doing all they can to succeed.

The passport will also contain rewards and sanctions, assessment overviews, key dates as well as reminders about the themes of assemblies and PSHE activities. The passport must be brought into school each day and will be visible during lessons.

The majority of the information contained within the passport will be available to view on the Parent Portal.

Assessment is key to effective approaches to teaching and learning. The forms that assessment takes, the uses to which assessment data is put and the context within which assessment is undertaken are therefore critical aspects of educational policy and practice at international and school level.

Assessment at NAS Dubai takes a number of different forms and serves a number of distinct purposes.

Assessment should be used by teachers to enable them to form valid and reliable judgements of students' progress for the development of the curriculum. Data from assessment has also become an integral feature of how schools and the education system as a whole are held to account for their performance.

A separate assessment guide will be available to all parents to compliment our assessment workshops at the start of the school year.

Monitoring students progress:

All students at NAS Dubai will be set a target of a minimum of 3 sub-levels of progress. With High Performance Learning in mind many students will be set an aspirational target of 4 sub levels of progress. Extension objectives can then be used to indicate the learning that is needed to achieve A/A* grades at IGCSE.

Assessment results are displayed through the Parent Portal.

Parents evening

These evenings run at key points during the year. These dates are published on the school calendar and within the Parent Portal. They provide an opportunity for parents, students and teachers to discuss progress. On occasion we will ask the students to lead the discussion, this allows them to take responsibility and ownership for their learning. We believe that reflection is part of a repertoire of tools that will help the student achieve higher academic standards.

Appointments are made through the Parent Portal with all, or with a selected number, of teachers. Parents are asked not to arrive to see a teacher without an appointment being made. Occasionally, a teacher may request to see a parent, believing that a discussion would be mutually beneficial. Parents should be aware that time during parent evenings is limited and are therefore requested to stick to the allotted time for the benefit of all. Longer discussions are welcomed by separate appointment if required.

Reports

An important part of the academic home school communication is the official reporting of your child's progress. Both the primary and secondary school will receive three written reports per year. These reports will be delivered through your child and are also available on the Parent Portal once published. They will include information about your child's progress, both academically and personally. We will also give you statistical information related to their progress, both in terms of school, national and international benchmarks.

The parents evenings will also feature verbal follow up on the reports and discussion where required.

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.

Communication to parents is not just about academic achievements; we have a full calendar of events and will have a whole school newsletter related to our students, Global Classroom and the achievements of our staff.

Newsletter

We will send you a weekly whole school newsletter. This newsletter will include whole school news, key information on events coming up, important reminders, charity updates as well as highlighting our achievements.

Our website will host all current information, news, gallery, calendar and our gateway to the Parent Portal.

Daily emails

Each day you will receive a daily email from your child's class teacher or subject teacher depending on year groups. Within this daily email you will be told what your child has studied, any achievements, homework set and any reminders.

If you have any queries you can email the relevant teacher or place a note in the Home School Book.

Blog and social media

Our blog and social media channels will host articles, information and snapshots of our school community.

We are always looking for contributors. If you would like to help, please see Bekky or email her on news@nainternationalschool.ae

Photography policy

The school takes photographs for use in classroom displays, promotional material, the school website and social media site.

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 form through our Parent Portal when you receive your log in details.

Uniform & Equipment - School Uniform - EYFS



Boys

- NAS Dubai black bag
- NAS Dubai book bag
- NAS Dubai teal polo shirt
- NAS Dubai grey shorts
- NAS Dubai hat - cap or cricket hat
- NAS Dubai hoodie *
- NAS Dubai PE shorts (Reception only)
- Grey socks
- White or black trainers
- No Crocs or large logos

Girls

- NAS Dubai black bag
- NAS Dubai book bag
- NAS Dubai teal polo shirt
- NAS Dubai grey skirt
- NAS Dubai hat - cap or cricket hat
- NAS Dubai hoodie *
- NAS Dubai PE shorts (Reception only)
- Grey, teal or white hairbands or clips
- White socks
- White or black trainers
- No Crocs or large logos

EYFS - Nursery and Reception

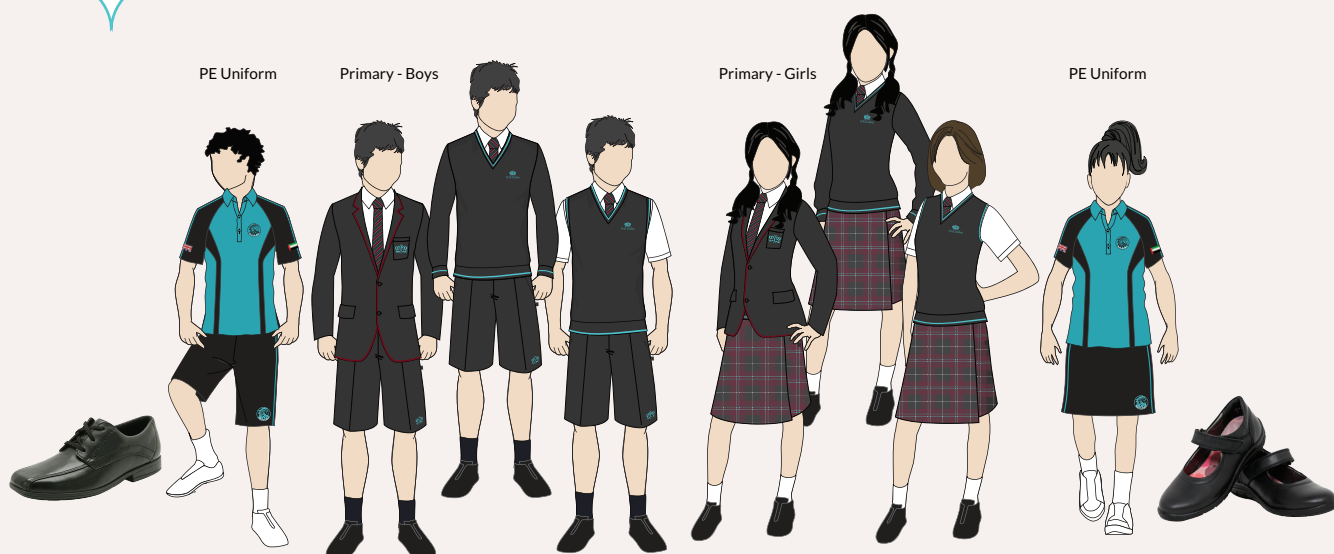
Uniform is compulsory for all students in EYFS.

Often very young children leave it to the last moment before dashing to the toilet, so please help them practise dressing themselves in school uniform. Shoes should be closed toe trainers/athletic shoes and not have laces. It is important that your child can put his/her shoes on and be able to fasten them. We suggest that the children bring a spare set of clothes in their school bag, just in case we need to change them. Please ensure that all clothes are clearly labelled.

The children play outside everyday (weather permitting). Ensure your child has sunscreen on prior to coming to school, a school hat and NAS Dubai hoodie. Encourage your child to dress him/herself and show him/her how to do up buttons and zips as the children will be expected to put on their own jumpers and shoes after the first few weeks. Personal jackets and sweaters are not permitted.

Uniform & Equipment - School Uniform - Primary

Year 1 to Year 6



Boys

- NAS Dubai black bag
- NAS Dubai black book bag (Year 1 & 2)
- NAS Dubai grey v neck pullover or vest ^
- NAS Dubai grey blazer
- NAS Dubai white shirt
- NAS Dubai tie
- NAS Dubai grey shorts
- Grey socks
- Plain black full closed shoe - no trainers or sandals
- NAS Dubai hat - cap or cricket hat

PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts
- Plain black football socks *
- NAS Dubai sports bag
- NAS Dubai swim suit - long or short *
- NAS Dubai swim cap *
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

Optional Items

- NAS Dubai hoodie *

Girls

- NAS Dubai black bag
- NAS Dubai black book bag (Year 1 & 2)
- NAS Dubai grey v neck pullover or vest ^
- NAS Dubai grey blazer
- NAS Dubai white shirt
- NAS Dubai tie
- NAS Dubai tartan skort (Year 1 - Year 4)
- NAS Dubai tartan kilt (Year 5 - Year 6)
- White socks
- Plain black full closed shoe - no trainers or sandals
- Grey, teal or white hairbands or clips
- NAS Dubai hat - cap or cricket hat

PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts or NAS black PE skirt
- Plain black football socks *
- NAS Dubai sports bag
- NAS Dubai one piece swim suit - long or short *
- NAS Dubai swim cap *
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

Optional Items

- NAS Dubai hoodie *

Uniform & Equipment - School Uniform - Secondary Year 7 to Year 8



Boys

- NAS Dubai black bag
- NAS Dubai grey blazer
- NAS Dubai grey v neck pullover or vest ^
- NAS Dubai white shirt
- NAS Dubai tie
- NAS Dubai trousers
- Grey socks
- Plain black full closed shoe - no trainers or sandals
- NAS Dubai hat - cap or cricket hat

Optional Items

- NAS Dubai hoodie *

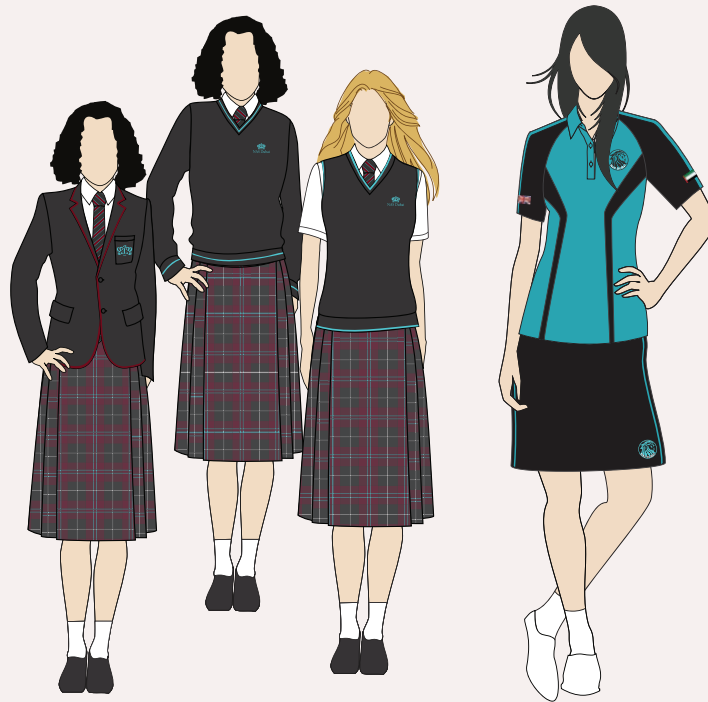
PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts
- Plain black football socks *
- NAS Dubai sports bag
- NAS Dubai swim suit - long or short *
- NAS Dubai swim cap *
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

Optional Items

- NAS Dubai Hoodie *
- Rugby/football boots for away fixtures
- Mouth guard
- Shin pads

Uniform & Equipment - School Uniform - Secondary Year 7 to Year 8



Girls

- NAS Dubai black bag
- NAS Dubai grey blazer
- NAS Dubai grey v neck pullover or vest ^
- NAS Dubai white shirt
- NAS Dubai tie
- NAS Dubai tartan kilt
- White socks
- Plain black full closed shoe - no trainers or sandals
- NAS Dubai hat - cap or cricket hat

PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts or NAS black PE skirt
- Plain black football socks *
- NAS Dubai sports bag
- NAS Dubai swim suit - long or short *
- NAS Dubai swim cap *
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

Optional Items

- NAS Dubai hoodie *
- Rugby/football boots for away fixtures
- Mouth guard
- Shin pads

NAS Dubai uniform is compulsory and can all be purchased from Zaks Uniform Shop in Dubai Motorcity from early August. Pre-ordering will be available.

* Items can be purchased from NAS Dubai school shop.

^ Can be purchased and worn during the cooler months.

Please ensure all items are clearly labelled with your child's name.

Uniform & Equipment - Personal Property and Appearance

NAS Dubai bag and book bag

All students from Nursery to Year 8 must have and use a NAS Dubai bag. Book bags are compulsory for EYFS, Y1 and Y2. All students from Y1 to Y8 must use a NAS Dubai sports bag for PE.

Jewellery

On the grounds of safety, only one watch and one small ring are allowed. (Relates to both boys and girls). Sovereign rings are not allowed.

All jewellery must be removed for PE and sports.

Earrings

One pair of studs, sleepers or small earrings.

Hair styles

Any excessive fashion hairstyles are not acceptable. Girls must wear their hair tied up and boys hair must be cut above the collar.

Make - up

No make - up except concealer is permitted. Students will be asked to remove if inappropriate.

Nails

No nail extensions are permitted. Clear nail varnish only.

Mobile phones

The school is not responsible for any loss or theft of phones. All phones are to be kept in lockers and switched off. Mobile phones will be confiscated if they are seen to be used during school hours.

Make sure all uniform, equipment and accessories are clearly labelled.

Smart appearance at all times is important.

Shirts must be tucked in neatly and ties tied correctly.

Girls skirts must be at knee level.

The school reserves the right to send home any student, in the unlikely event that they refuse to follow these rules.

Secondary school equipment

We expect every student to have the basic items of equipment for every lesson:

A pen/flash drive or an external USB drive, pens (black, blue, red, purple, green, orange or yellow), HB Pencils, ruler (30cm), compass, protractor, sharpener, highlighter, scissors, coloured pencils and glue.

Electronic Scientific Calculator - Casio models fx82TL, fx570S, fx570W, fx911V, fx100S, fx992S, fx85V, fx100W, f, fx82MS, fx115W and Sharp model EL520G. Many models are suitable but please ensure that the calculator you buy includes the fraction key $a \frac{b}{c}$ as well as the scientific functions.

Text books and certain specialist equipment may be issued on loan. Students will be given an exercise book or folder for each subject. If students lose or wilfully damage anything they will be expected to pay for a replacement. This also applies to furniture and the school buildings. Look after all the equipment carefully.

Lost property

If a student finds something that someone has lost, please hand it into Reception. If a student loses something they should inform their class teacher or form tutor. If it is not found straight away, please ask Reception. Items that have the owners name clearly labelled are easy to return to their owners; please name all items. At the end of term any remaining items will be donated to the second hand uniform shop.

Lockers

Every EYFS student will have a labelled cubby with box. At the start of the day each student should place all their belongings inside.

All primary and secondary students will have a locker outside their class or form room. All items not being used during lessons should be placed inside the lockers. The lockers provided will hold the majority of students' books and bags. These are to be kept tidy at all times; with items placed inside the lockers; not on top or in front.

Expectations and Agreements - Code of Conduct for Students

On the way to and from NAS Dubai students will:

Look smart and tidy
Be sensible and mindful of others
Be courteous and helpful to other people
Behave sensibly at all times
Queue in a sensible way when waiting for the bus
Try to help others behave sensibly

In our corridors students will:

Wear the school blazer and tie
Not run or shout
Keep to the right
Be courteous to other people
Greet their peers, guests and staff with the relevant respectful greeting
Hold the doors

For lessons secondary students will:

Bring a pen, pencil, ruler, Academic Passport, exercise books and homework
Bring PE kit to PE lessons
Bring necessary equipment for practical lessons
Keep mobiles and electrical equipment in lockers
Personal ipads and laptops should not be brought to school

For lessons primary students will:

Bring their Home School Book, reading books, and homework
Bring PE kit to PE lessons

At break times and lunchtimes students will:

Behave sensibly
Treat the building with respect
Line up quietly while waiting to buy food
Allow other people to enjoy their games without interference
Treat other people's belongings with respect
Always put litter in a bin and encourage others to do the same

In the classroom students will:

Hand homework in on time
Try their best to learn
Bring to the lesson all they need to learn
Follow all instructions
Respect other people and their property
Listen to other students and teachers
Chewing gum is strictly forbidden

Expectations and Agreements - Home School Agreement

At NAS Dubai we want to work with students, parents, staff and the advisory board to create a school environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom experience and feel intellectually challenged and stimulated. We believe in the importance of equipping students with the values and skills that will help their development and learning for life. We want to build self-esteem and confidence and create opportunities where students, parents and staff know that they are valued. We are convinced that this can happen when parents, students and staff agree to work together in partnership.

The Home - School Agreement is an agreement to work together.

The Parents

I/We shall aim to:

- Ensure my child attends regularly, on time, properly equipped and in full school uniform.
- Respectfully make the school aware of any concerns which might affect my child's education and welfare throughout the correct channels.
- Support the school's policies and guidelines for behaviour.
- Attend parents' evenings and discussions about my child's progress.

NAS Dubai

We will:

- Make the school a safe and secure environment where learning can take place.
- Ensure that your child achieves their full potential as a valued member of the community.
- Provide a balanced curriculum which follow national guidelines.
- Achieve high standards of work and behaviour.
- Inform you of any concerns that are affecting your child's work or behaviour.
- Issue regular reports home.
- Set, mark and monitor homework.

The Student

I shall:

- Attend the school regularly and be on time.
- Bring all the equipment I need every day.
- Wear full school uniform and take pride in my appearance.
- Do all my class work and homework to the best of my ability.
- Be polite, helpful and respectful to others in and outside of the school.
- Keep the school and its environment free from litter and graffiti.

Expectations and Agreements - The Internet

To ensure a safe environment for your child we operate the following Internet agreement.

- 1) Students agree to use the Internet for constructive educational purposes.
- 2) Students will not visit sites which are offensive, illegal or defamatory.
- 3) Students will observe rules and laws of copyright and plagiarism.
- 4) Students will be fair with the network, refraining from time consuming downloads of large files.
- 5) Students will not give out personal details about home, the school, addresses or telephone numbers.
- 6) Students should report to a member of staff any information they come across that makes them feel uncomfortable.

We ask all parents to sign the agreement through the Parent Portal. The students should sign the agreement in their Academic Passport for secondary school.

Expectations and Agreements - Bullying

Bullying may be verbal, physical or take place through social media and the Internet. It will not be tolerated by the school in any form whatsoever.

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

Your child should not put up with bullies in their group of friends.

Regular surveys and monitoring takes place in order to prevent bullying in our school.

EYFS

We aim to provide a caring, relaxed and happy atmosphere which will allow your child to enjoy the learning experiences offered, while developing their potential at their own time and pace. Our work follows children's own interests and is personalised to cater for individual needs. Praise will be given for successes and support in areas for development. EYFS classrooms are very busy and active places. Your child may feel bewildered, shy or even tearful when they first join school. This is normal and to be expected, but with your help and us working in partnership, he/she will soon be confident, happy and reaching their full potential.

The importance of practical learning experiences and play

Learning experiences are play-based to ensure wide ranging and first hand experiences for all. We combine the best features of the UK Foundation Stage programme, alongside the early structures of the English National Curriculum, especially in English and mathematics. We must always remember that 'play' is the young child's work and that the ground we cover leads automatically to readiness for reading, writing and number work. We will host a EYFS Curriculum Workshop so you can learn more about our programme. Class teachers are available to meet with you by appointment to answer your questions and give more information.

Expectations and Agreements - Setting the Right Standards

The central focus of NAS Dubai is on the development of teaching and learning. Good discipline in the school creates a purposeful learning environment. The foundations of good discipline are well-prepared and well-organised lessons, consistent, intelligible marking of work, high expectations, and sympathetic guidance with praise for achievement.

All members of staff are responsible for maintaining a calm, caring and disciplined atmosphere about the school. Staff should supervise children in and out of the classrooms by meeting and greeting at the door and take responsibility for checking behaviour on the school site generally, as a matter of course. Classes should begin with students placing bags in lockers and having necessary equipment on the desk – passports, pens, pencils and rulers. Uniform needs to be perfect. Exemplary standards of behaviour are expected from our students and our teachers maintain the standards we expect.

Sanctions are used to remind students about the Home/School Agreement and about patterns of acceptable behaviour. We believe that self-discipline is best however sometimes this needs to be supported by imposed discipline and appropriate sanctions.

In secondary school

Detentions at break and/or lunch time, and extra work may be used for minor misdemeanours. After school detentions, being placed 'On Report' or isolation from lessons may be used for more serious matters.

In rare cases, we could use a range of exclusions from school together with consultations with parents and agreements for the most serious actions of misconduct. Under no circumstances do we accept unruly or violent behaviour.

Positive Behaviour Rewards

We believe that positive reinforcement is preferable to a sanctions based system wherever possible. So while sanctions are available to teachers we would rather reward good behaviour and set the correct expectations from the start.

We have a house point system in primary and secondary school to recognise and reward children's effort and achievement. The vast majority of our students exhibit very good manners and care for their peers and learning environment; this is valued and celebrated in class as well as in full school assemblies.

Parents are part of this process and we expect and require two way communication from parents. We would like to celebrate your child's success with you and, if needed, share the requirement for correction and reflection with you.

Our approach is constructive, firm and consistent. By setting the correct, supportive, standards from the outset we support the high achievement expected in our school.

Homework is an integral part of life at NAS Dubai. All students from Reception and above will be involved in the programme and such involvement will obviously depend on the child's age. As a general rule, the following policy will be used.

Homework should be:

- Manageable for parents, students and teachers.
- Directly related to children's class work and the school curriculum.
- Regarded as important and monitored by parents and teachers.
- Objectives and feedback are clearly understood by all students.

Homework expectations

Reading Homework

Daily reading at home is an expected part of NAS Dubai homework. In Nursery; we expect that the children will have a story read to them every day, rather than read the book themselves. The children will regularly bring home a new book for parents to read to them.

In Reception; initially the children will bring home a book for parents to read to them each day. As the children progress they will take home books to read to their parents for approximately 5 to 10 minutes each day.

From Year 1 onwards; the children will have daily reading which should be heard by an English speaking adult where possible. For Year 1 and Year 2 this should be for a minimum of 10 minutes per day, rising for Year 3 to Year 6 to 30 minutes per day.

Reading record

Your child will use their Home School Book as their reading record each day. The purpose of this log is for your child to record what they have read at home each day (title, author and page numbers). You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.

Expectations and Agreements - Homework Policy - Primary

There are 4 main ways to help support your child’s reading development:

- 1) Hear your child read their school reading book or any other suitable book on a daily basis. KS2 children still need to have their reading heard by an adult (i.e. Y3 & Y4 4-5 times per week and Y5 & Y6 2-3 times per week). Reading aloud helps develop fluency and understanding.
- 2) Read with your child - take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It’s also fun!
- 3) Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading. All primary children benefit greatly from hearing stories read to them in English (and other languages).
- 4) Let your child see you reading – show them reading is both highly enjoyable and very useful. Set a great example.

Homework Timetable

Year group	Reading	Spellings	Maths	Other	LOTE
	With an adult (Rec - Y2) Independently and to an adult at times (Y3 - Y6)	Words to learn using Look, Cover, Write Check (LCWC) method and/or spelling activity	This may include mental maths and/or written work	This could include written or drawing task, practical work, research or discussion topics	This could include speaking, listening, reading or writing practice or cultural activities
Nursery	Weekly library book to read to child, enjoy and talk about (and reread again and again as desired by the child)	n/a	n/a	Very occasional discussion topic for family to talk about.	n/a
Reception	5/10mins 3/4 times per week daily. Sight words as directed by the teacher	1 task per week	Counting, number songs	Very occasional discussion topic for family to talk about	15 mins per week max
Year 1	10 mins per day	1 task per week	15 mins per week max	Additional tasks not usually set	15 mins per week max
Year 2	15 mins per day	1 task per week	20 mins per week max	Additional tasks not usually set	30 mins per week max
Year 3	20 mins per day	1 task per week	20 mins per week max	Additional tasks totalling no more than 30mins	30 mins per week max
Year 4	20 mins per day	1 task per week	30 mins per week max	Additional tasks totalling no more than 30mins	30 mins per week max
Year 5	30 mins per day	1 task per week	30 mins per week max	Additional tasks totalling no more than 1 hour	30 mins per week max
Year 6	30 mins per day	1 task per week	30 mins per week max	Additional tasks totalling no more than 1 hour	30 mins per week max

Expectations and Agreements - Homework Policy - Secondary

We believe that homework is a vital part of students' learning. Homework is any work or activity a student is asked to do outside lesson time, either on their own or with their parents.

Homework has a variety of purposes. These include:

- Helping a student to take responsibility for organising their own work.
- Giving opportunities for them to work independently.
- Consolidating and developing understanding.
- Preparing for future class work.
- Extending the time available for learning.
- Supporting the home/school relationship.
- To enable them to devote time to particular demands within lessons.

As teachers we will ensure that the work set is meaningful and relevant and that it forms an integral part of their learning. They must make sure they hand their homework in on time, and that as with class work, they take pride in their homework and complete it to the best of their ability.

They should have their passport with them at all times to record their homework in. The work set will also be published on the Parent Portal.

YEAR GROUP	3 SUBJECTS PER NIGHT
Year 7	20 - 30 mins per subject
Year 8	30 - 40 mins per subject
Year 9	40 - 50 mins per subject

For all students in both primary and secondary, there will be a Prep session at the end of the day. They can utilise this time to complete some of their homework tasks set.

PSHE stands for Personal, Social and Health Education. This will be where students consider ideas and look at topics that will support them in making informed decisions about life. It is a carefully planned part of the curriculum that contributes to the quality of life by developing students knowledge, understanding, skills and attitudes in some very important areas.

We will promote healthy and positive lifestyles as part of our school culture, and we will help students to become healthier, more independent, more responsible and more active members of our community. Students will learn and appreciate what it means to be a positive part of a multi-cultural school and society.

The course includes aspects of citizenship, where students learn how they can make a positive contribution to society, and traditional PSHE, where they learn how they can make sure they lead a confident, healthy and responsible life. The dual focus on them as an individual and the role they play as a member of a society will reappear throughout the course, and students will have plenty of opportunity to look at both aspects of PSHE.

Throughout Years 7 and 8 we explore topics like the harmful effects of bullying, and how to prevent it, healthy lifestyles, dealing with stress and emotions, alcohol and drugs, friendships and relationships, global issues, the environment, human and animal rights, managing money, dealing with racism and prejudice, becoming a responsible citizen and managing learning. This list demonstrates we will be dealing with important topics, and we will give students plenty of opportunity to contemplate, absorb, discuss and challenge it all.

A note to parents

We do, of course, tackle all the topics here carefully, sensitively and with respect to the law and local culture of the UAE. We are more than happy to discuss what we cover and how we cover it, please see our staff for further details.

What opportunities are available for your child to be part of NAS Dubai?

- Senior Students
- Form Reps
- Teaching and Learning Student Council
- Subject Prefects (e.g. Music Prefects)
- Sports Leaders
- Library Assistant
- Peer Buddies
- Anti - Bullying Committee
- Writers of the Pastoral Newsletter
- Fundraising Committees
- Function and Year Book Committee

These are just some of the ways that students can get involved. If you think we've missed something or your child can offer more to NAS Dubai, see Mrs. Lamb in primary or Mr. Cullinan in secondary.

We will always encourage leadership by our students for our students. Student Voice and its importance continues to grow rapidly with more and more students getting involved and taking an active role in their education and in our school.

Why do we have a Student Voice?

To give every student from Year 2 up a voice that they know will be heard.

To involve students in making decisions about our school.

To encourage democracy and working as a group.

To encourage citizenship, involve the whole school and the wider community.

To make our school a better place to be!

How are members of Student Voice chosen?

Two members of each class and form are voted onto the Year Group Student Voice (they will have been elected from people who have nominated themselves in each class or form).

From these students this group, two students - (one male and one female) are elected to go onto Whole School Student Voice

Why is it important that a student votes?

Students get a chance to decide who will represent their voice.

They elect representatives that will give them feedback on what is happening.

To give them vital voting experience for when they reach 18.

So that the school can recognise their opinion.

So that they can learn the importance of selecting the most suitable candidate.

They need someone to express their ideas and opinions.

Their opinion matters - get it heard!

All young people have a right to have a say.

Their vote makes a difference not only to school, but to the wider community as well.

They will benefit the school and therefore enhance their education.

It will make our school a better place.

How to gain academic House Points

- Outstanding presentation of work and homework
- Making a positive contribution in lessons
- Exceptional effort in a lesson
- Showing leadership skills
- Achieving your individual target grade
- Completing all of your homework in a half term

How do House Points add up?

House Points are recorded within the school database and in the Secondary Academic Passport. They will also be displayed within the class and form rooms.

Every milestone earns you a reward

10 House Points	=	Bronze Certificate
20 House Points	=	Merit Reward Pen
30 House Points	=	Silver Certificate
40 House Points	=	NAS Dubai Reward Pencil Case
50 House Points	=	Gold Certificate
60 House Points	=	NAS Dubai Reward Pen Set
70 House Points	=	Platinum Certificate
80 House Points	=	Gift Voucher

Rewards will be at the centre of all our work at NAS Dubai. A display of rewards will be available through the Parent Portal as well as in the Academic Passport for secondary school students.

Rewards will be awarded in lessons for achieving a target grade, exceptional effort, displaying, leadership skills, making a positive contribution to the lesson or the outstanding presentation of homework and classwork. Further rewards will be achieved through contribution to 'Team NAS Dubai'. This includes taking part in CCAs, helping with school activities, helping the local community and creating a positive ethos in the school.

Head of School and Principal Award

These will be awarded to students who have made an outstanding contribution to a lesson or to the school and to students who have made exceptional progress.

Activities and Miscellaneous - Parent Association / Parent Advisory Board

Parents Association

The Parents Association (PA) is a key active and supportive feature of our school. It drives many functions (school ball, charity fundraisers), events (school picnic, Christmas Fayre, Spring Fayre, International Day), volunteer programmes (assisting with reading, CCA coaching, yoga and activities for parents) and the running of our coffee shop!

If you would like to volunteer for the PA please email:

news@nainternationalschool.ae

We will then coordinate with all the interested parties at the start of term.

Advisory Board

The Advisory Board exists to support the school in terms of its development and strategic approach. It is also (with the understanding that the KHDA has input into these matters) the final internal appeal body for such matters as student exclusion and other more serious disciplinary matters if they should occur. The board meets three times per year on a normal basis but might meet more frequently as required.

They are also the body that will work with the school's inspection team and the principal to ensure that our standards are met and communicated properly. Essentially this is a role of oversight.

Members of the board are normally elected however since this is impractical in the first year of the school's operation we will look to appoint members of the board during the first year.

If you would like to be considered for a position on the Advisory Board please email Michael Embley on mike.embley@nordanglia.com

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