



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI
A NORD ANGLIA EDUCATION SCHOOL



Welcome Book

2019/20



Welcome from the Principal

Dear Parents,

I am delighted to welcome you to the British International School Abu Dhabi. The staff at our school are dedicated to doing the very best for each individual student and we look forward to helping your child be the best they can possibly be.

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 0176	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
Sandra Burton	PA to the Principal	+971 2 510 0102	Sandra.Burton@bisad.ae
Chris Lowe	Head of Secondary	+971 2 510 0106	Chris.Lowe@bisad.ae
Rebecca Graham	PA to Head of Secondary	+971 2 510 0115	Rebecca.Graham@bisad.ae
Mike Wolfe	Head of Primary	+971 2 510 0139	Mike.Wolfe@bisad.ae
Sarah Jackson	PA to Head of Primary	+971 2 510 0127	Sarah.Jackson@bisad.ae
Karen Strickland	Director of Admissions and Marketing	+971 2 510 0186	Karen.Strickland@bisad.ae
Tommy O'Neill	Finance Manager	+971 2 510 0116	Tommy.Oneill@bisad.ae

Key staff and contact information

Name	Position	E-mail
Alan Cocker	Deputy Head of Primary	Alan.Cocker@bisad.ae
Lesley Watson	Assistant Head of Primary	Lesley.Watson@bisad.ae
Rebecca Robson	Assistant Head of Primary	Rebecca.Robson@bisad.ae
Samantha Squire	Assistant Head of Primary	Samantha.Squire@bisad.ae
Julie Usieto	Assistant Head of Secondary	Julie.Usieto@bisad.ae
Tony Biddle	Assistant Head of Secondary	Anthony.Biddle@bisad.ae
Aine McGlue	Assistant Head of Secondary	Aine.McGlue@bisad.ae
Rachel Batty	Head of Senior School	Rachel.Batty@bisad.ae
Helen Scott	Head of IB	Helen.Scott@bisad.ae
Victoria Collinson	Head of IB	Victoria.Collinson@bisad.ae
Nudrath Jamal	Careers & University Guidance	Nudrath.Jamal@bisad.ae
Ryan Baker	Director of Sports	Ryan.Baker@bisad.ae
Paul Cochlin	Head of PE	Paul.Cochlin@bisad.ae
Gita Bhatt	School Counsellor	Gita.Bhatt@bisad.ae
Jihad Omar	School Counsellor	Jihad.Omar@bisad.ae

We look forward to welcoming you to the British International School Abu Dhabi and wish to share some information with you may find useful.

School Bus

Should you wish to use the school bus, please 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 service covers most areas within Abu Dhabi and uses modern and well-equipped buses. Buses run at the beginning and end of the school day at 2:45pm.



Please note: we offer a late bus on Monday, Tuesdays and Wednesdays for students participating in Co-curricular activities after school at an additional cost. For more information contact Schoolbuses@bisad.ae.

If students are attending school team training or school fixtures it is important that they inform their bus monitor. Students not using the CCA bus service must make arrangements to be collected by their parents by no later than 4:25pm.

Please refer to page 19 to view our Bus Policy.

School Caterers

The school provides a healthy and varied choice of food through our caterers, Compass. It is not compulsory for your child to have school lunches, but if you do choose this option, you can register for a lunch card that can be topped up online at our Orientation Day. Please note there is a small charge of 10AED to issue each electronic card.

If you prefer to send school lunch from home we encourage this to be a healthy option.



FS1 and FS2 students will need to bring in their own packed lunch.

It is also important to note that we are a **NUT FREE** school.

Arrangements for First Day of School

The following are the arrangements to be followed for the first day of the term,

Wednesday, 28th August 2019:

- The school gates open from 7:30am and the school day begins at 7:45am. FS1 students, please refer to the communications received regarding your child's individual transition hours.
- 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 who will assist you with locating your child's class.

Reminder of entrances (please refer to map on page 23)

FS1 entrance is Oak

FS2 entrance is Ash

Primary entrance is Elm

Secondary entrance is Willow

Prams/buggies

Please note 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 them.

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 leather 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 your 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 school shorts. Girls should wear the teal coloured polo shirts with school skirts or 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)

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 school trousers or a mid-length school skirt. Students will also be required to wear House shirts in their House colours, at various House-related events throughout the year.

International Baccalaureate students (Years 12 and 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. Students will also be required to wear House shirts in their House colours, at various House-related events throughout the year.

If you are unsure of which House your child is in, please contact Admissions@bisad.ae.



PE Uniform

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

Additionally, proper trainers must be worn. 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.

Students in Primary are permitted to wear their PE uniform to school on days they have PE lessons. Please pack a change of shirt for students in Years 5 and 6.

Students in Secondary must wear their full school uniform to school and bring their PE uniform with them to change into for their PE lessons.



Our school uniform

EY FS1 and FS2

Teal coloured polo shirt
Grey school skorts for girls
V-neck sweater for Winter
White socks for Girls
Black socks for Boys
School backpack
House polo shirt
Cardigan
Fleece

Sports Uniform

White polo shirt and
house polo shirt
Black Shorts

Accessories

Book bag
PE kit bag
Swim bag
Baseball cap or bucket hat
Black leather school shoes
Swim costume for boys
One-piece Swimwear for girls

Year 1 to Year 6

Teal coloured polo shirt
Grey school skorts for girls
Grey school shorts for boys
V-neck sweater for Winter
Check dress for Summer
Long trousers or skirt
White Socks for girls
Black socks for boys
School backpack
House polo shirt
Cardigan
Fleece

Sports Uniform

White polo shirt and
house polo shirt
Black Shorts

Year 7 to Year 11

White school shirt/blouse
Girls'/Boys' school trousers
Girls' school Skirt
Tie (optional)
V-neck Sweater for Winter
White socks for girls
Black socks for boys
School backpack
House polo shirt
Cardigan
Fleece

Sports Uniform

White polo shirt and
house polo shirt
Black shorts

Years 12 – 13 (International Baccalaureate)

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

For everyone's safety, please do not equip students with a trolley bag (suitcase style pull-along bag on wheels.)



Zaks Uniform Shop – Al Raha Mall (2nd floor)
4048 Channel Street, Abu Dhabi (E10 Abu Dhabi-Dubai Road)
T +971 2 5565 340

All our school uniform and accessories can be purchased at the Zaks Uniform Shop located in Al Raha Mall on the second floor.

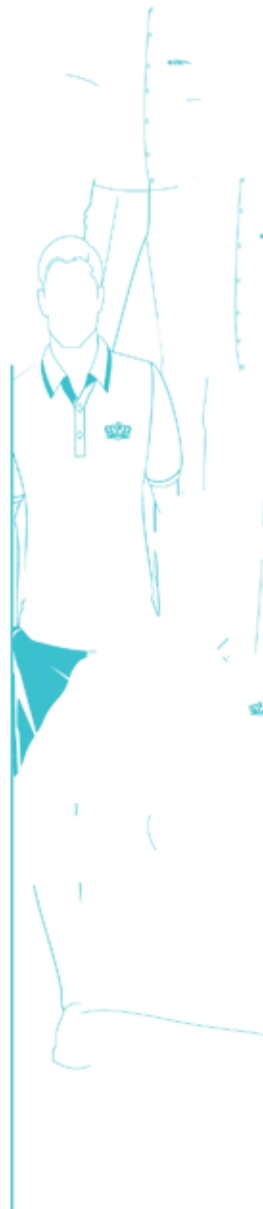
Zaks Order Centre - Al Wahda Mall (Opposite Adidas Store - New Extension)
The newly-opened Zaks Order Centre gives parents the option of placing their orders at Al Wahda Mall and having it either home delivered (additional cost between AED 35 - 50 depending on proximity) OR picked up from the Al Wahda Mall Location within one weeks time.

Note the Zaks Order Centre does not have any ready uniforms stored at the location, only size sets for all uniforms which are available to try on and place orders.

Additional School Uniform Services

These details are provided by the uniform supplier and The British International School, Abu Dhabi cannot accept responsibility for any inaccuracies in the information below.

- 800 ZAKS (9257): From Saturday-Wednesday between 10:00 a.m. to 4:00 p.m. parents can call 800 9257 and receive information on store timings, services, prices and compulsory uniforms required for the school. Information can also be sent by fax or email.
- Website Service: Parents have the option to purchase their uniforms online and have them delivered to their home or at their office. The Zaks website (zaksstore.com) has easy to understand 'Size Charts', and promotional offers that help facilitate to parents purchase uniforms on line, avoid queuing in stores, saving them time and effort. This is a paid service.
- Alteration: Zaks offers a two-year free alteration service on all garments purchased, as they come with generous seam allowances. The lead time to alterations is between 3-5 days.
- Order Form Service: The Order forms can be faxed/emailed to parents calling in the store or on the 800 Zaks (9257) helpline, which can be filled in and sent back to the store/office. Goods can be delivered at a nominal charge to the respective residential locations.
- Made to Measure: A 'Made to Measure' service is also provided to all students who do not fit in the allocated Size Grid of readymade uniforms, at no additional charge.



Secondary Student Checklist

Clothing and Accessories

- ✓ School shirt
- ✓ Zaks charcoal school trousers or school skirt that covers knees
- ✓ School jumper for cool days
- ✓ All black leather shoes
- ✓ PE Uniform specified by school
- ✓ PE Trainers (different to school shoes)
- ✓ PE swim suit
- ✓ Girls: One-piece swimsuit, flip-flops and goggles
- ✓ Boys: Swim shorts or trunks, flip-flops and goggles
- ✓ Swimming hat for all students
- ✓ Hat or Cap (for outdoor use and PE lessons only)



Equipment

- ✓ School bag (backpack)
- ✓ Lunch box or lunch vouchers
- ✓ Water bottle
- ✓ School Planner (provided by the school)
- ✓ USB flash drive
- ✓ Reading book



Stationery

- ✓ Pencil case
- ✓ 2 black pens
- ✓ 2 blue pens
- ✓ 2 red pens
- ✓ 2 green pens
- ✓ 2 pencils
- ✓ Sharpener
- ✓ Rubber
- ✓ Ruler
- ✓ Scientific calculator
- ✓ Graphing calculator (for IB students only)
- ✓ Glue stick
- ✓ Compass (pair of compasses)
- ✓ Protractor
- ✓ Highlighters



Website and Communications

Please visit the Parent Essentials section of our website regularly (<https://www.nordangliaeducation.com/our-schools/abu-dhabi/parents-essentials>) as it contains term dates, a calendar of events, as well as regular news articles.

Weekly Newsletter

We send a school newsletter every Tuesday to update families on school news which also includes important reminders and information regarding upcoming events.

Please make sure you visit <http://weblog.abudhabi.nordanglia.com/newsletters> and sign-up to the general news and the section for your child's year group so that you receive all relevant information.

Having trouble receiving news?

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

Social Media

The school uses Social Media on a daily basis to update parents and to share news and media. Please follow us on the following social media accounts to keep up-to-date:



/britishinternationalschoolabudhabi



TheBISAD



@bis_ad



bis_ad

Communication Books and Homework Diaries

When your child begins school they will be 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 send a weekly email with an update on what your child has been working on as well as future class/school plans.

Secondary parents are expected to review their child's homework diary and sign it weekly. In addition, all Secondary families will receive a monthly year group bulletin which outlines relevant academic information and ways in which to support your child's learning at home.

Teacher Communication

Parents are also welcome to email teachers with questions and/or concerns. In most cases a teacher's email address is **firstname.surname@bisad.ae**. All teacher's contact information can be found on the staff section of the website (<https://www.nordangliaeducation.com/our-schools/abu-dhabi/our-staff>)

Meeting Requests

We have included key contacts at the start of this booklet to ensure you can get in touch with the person you wish to see.

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

Notes

Notes are required from home for:

- Absences (approval is needed from the Principal for leave during term time)
- Incorrect uniform (school and/or PE uniform)
- Lateness
- Leaving school early (prior to leaving)

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

Co-Curricular Activities (CCAs)

CCAs stands for Co-Curricular Activities. We offer students the opportunity to participate in a large number of 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 year group 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 - Willow (blue), Oak (green), Elm (yellow) and Ash (red). All students have the opportunity to earn House points which are tallied every week and the winning House is announced in weekly assemblies. At the end of the year, a trophy is awarded to the House which has collected the most points. At various intervals in the year, House competitions are held in order to celebrate school spirit. Siblings are always in the same House.



Lockers (Secondary Only)

All students in Secondary have the chance to rent a locker for 20AED for the year. The lockers have ample room for books, school bags and a change of clothes. If your child rents a locker, they will be provided with a locker key, if they lose their locker key, they will be expected to pay for a new one. Students are responsible for their locker for the year and should report any problems to the team at Reception immediately.

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 'Willow' located near the sports fields 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 or 2:30pm. Parents of FS2 students will be allowed to enter the school from 2:30pm. For pick-up, FS students should be picked up directly from their classroom and Primary students should be met at the the Primary playground near their pick-up/drop-off area. Secondary students will leave through the Willow entrance on the east side, and can walk around the building exterior to join their Primary siblings or meet parents.

Vehicles arriving at the school to only drop-off/pick-up students should use the "pick-up/drop-off" parking facility at the main entrance, which is clearly signposted on approach to the school. Please note that vehicles can only stop and not park in this area. Please use the car park if you wish to leave your vehicle.

Parent ID Badges

In the interest of security, parents are asked to ensure that parent badges are worn at all times when on school grounds. To apply for an ID badge, please see our reception team 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 must sign in with security to be given a visitor badge to wear. 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.

First Aid and Health

The school employs one full-time qualified nurse and two assistants who operate a clinic on the ground floor. They deal with minor medical issues such as cuts and bruises, as well as assisting children who feel unwell whilst at school. In the most unlikely event of a more serious incident occurring at school, parents will immediately be informed by telephone.

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, be allowed to 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 also remember to apply sunscreen before school, particularly during the hotter months.

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 alternatively, call the school reception and notify them. If your child takes the school bus, the bus monitor will need to be informed that your child will not be on the bus.

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.

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 using 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 care 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 fitted 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, 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.

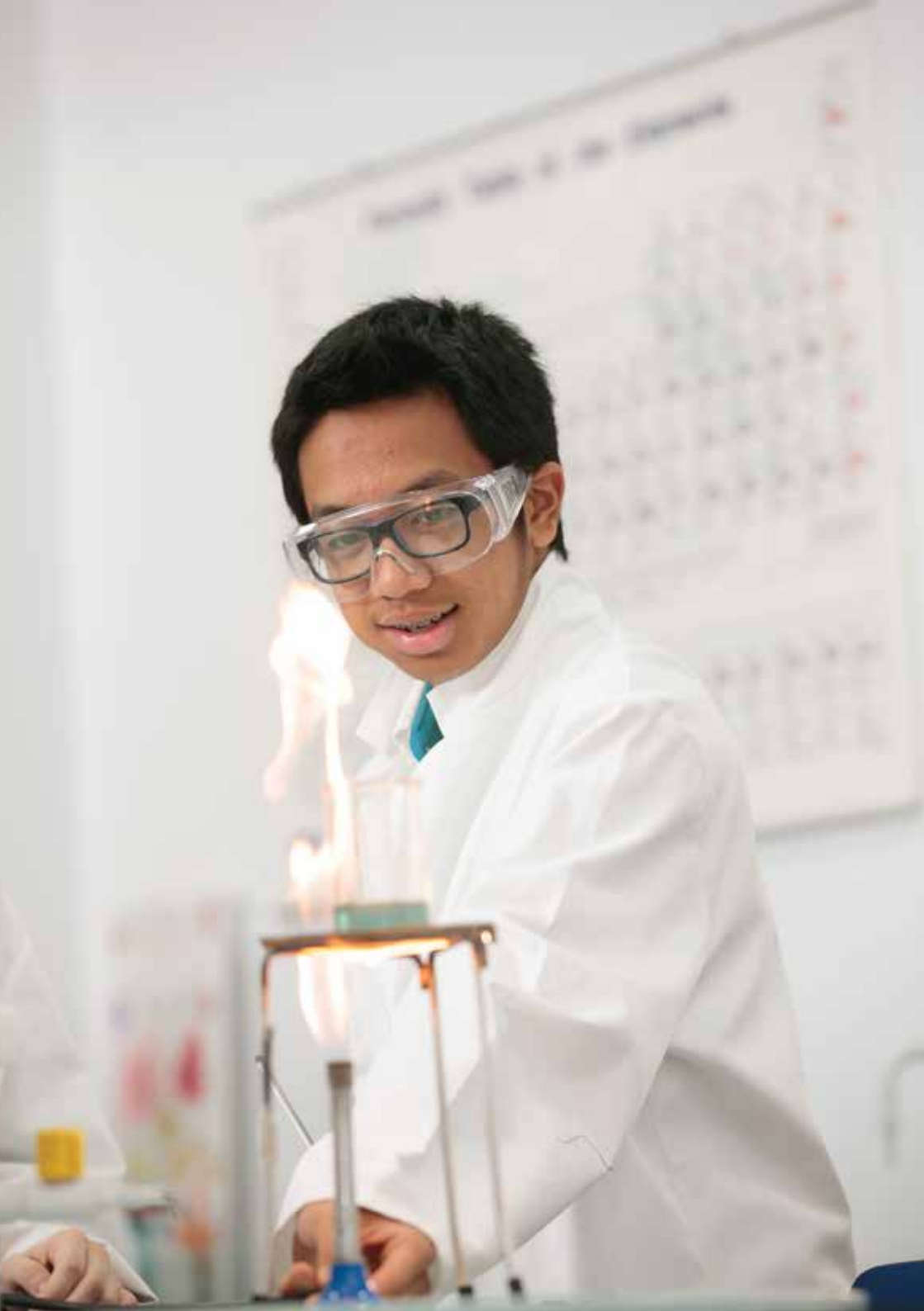
Additional Educational Needs (AEN)

We aim to be an inclusive school providing an international, individual and inspiring education for all students. We want all students to succeed, in order for this to happen, some students may require additional support. Many children will have additional educational needs of some kind during their education. Some will need extra help for some or all of the time throughout their education.

The Inclusion Team is made up of specialists, highly experienced Additional Educational Needs staff. They work with students across the whole of school to ensure that students' individual needs are supported appropriately. To help support all the work which happens across school, the Inclusion Team also has a number of dedicated teaching assistants who work very closely with identified students both within the classroom and in small groups.



Notes







THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI

A NORD ANGLIA EDUCATION SCHOOL

Contact us

The British International School Abu Dhabi
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Abu Dhabi
United Arab Emirates
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✉ admissions@bisad.ae

🌐 www.bisabudhabi.com