

*Secondary
Parent
Handbook
2020 - 2021*



NORD ANGLIA
INTERNATIONAL SCHOOL
DUBAI

Be Ambitious

SECONDARY PARENT HANDBOOK

2020 - 2021

NORD ANGLIA INTERNATIONAL
SCHOOL DUBAI

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Message from the Principal

Dear Parents and Students,

This Handbook serves as a reference point and guide for families who are new to NAS Dubai. It may not answer all of the questions you have so I encourage you to come forward and always ask when there is uncertainty.

First and foremost, if we have not already met, please do come forward and say hello as I strive to get to know as many students and families as I can. At NAS Dubai we maintain an ‘open door’ approach, trusting in high levels of transparency and clarity of communication throughout our diverse community.

We remain united in our mission:

NAS Dubai champions an ambitious education believing that there are no limits to what we can achieve for ourselves and for others.

Our partnerships with Juilliard and the Dubai Opera remind us of the importance of creativity and personal response; our partnership with M.I.T. and innovation in Dubai reinforces the importance of design thinking, entrepreneurship and the integration of learning through STEAM; and our close links with UNICEF, Dubai Cares as well as linkage with other schools in the Nord Anglia Education group fosters a genuine sense of interest in others and students commitment to making a better world.

We trust in common sense and a shared integrity of values that include:

- The clear commitment to making good effort to achieve high academic success and personal improvement through positive engagement in the life of the school;
- An understanding that we are all role models for others and that the universal human values of courtesy, kindness and open-mindedness can be applied throughout;
- A belief that we can always do better and maintain high levels of respect for our School where we come together with shared purpose.

On a practical level this means abiding by sensible shared procedures, understanding who is who and what goes on where. This booklet aims to provide that information.

I look forward to working together and trust that your experience of schooling at NAS Dubai will be positive, healthy, challenging and enriching throughout.

Yours sincerely.

Matthew Farthing
Principal

Welcome from the Secondary Team

It is a great pleasure to welcome you and your family to the secondary school here at NAS Dubai. This Secondary Handbook will help and support our new students transitioning into our school, providing them with useful information and guidance.

I am very proud to be the Head of Secondary at NAS Dubai. Our students are unique and talented individuals who display both academic and emotional intellect.

We make no apologies for our high expectations as this allows our young people to develop and grow into our future leaders. Our Personal Tutor programme ensures that every child's potential is unlocked and nurtured and that no stone is left unturned in any individual's quest for success.

This is an exciting time at NAS Dubai and we are looking forward to being part of your child's learning journey.

Liam Cullinan
Head of Secondary



Liam Cullinan
Head of Secondary



Tayyba Qureshi
Deputy Head



Graeme Malcolm
Deputy Head



Cheryl McSweeney
Deputy Head



Carrie McNerney
Assistant Head



Louise Brown
IB Co-ordinator

School Year Calendar - Academic Year 2020 - 2021



NORD ANGLIA INTERNATIONAL SCHOOL
DUBAI
A NORD ANGLIA EDUCATION SCHOOL



TERM DATES 2020 - 2021

AUGUST 2020

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

DECEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

JANUARY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

MARCH 2021

SUN	MON	TUE	WED	THU	FRI	SAT
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL 2021

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

MAY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE 2021

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

JULY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Y7 and Y12 Student Induction: Thursday 27th August
- Start of Academic Year 2020/2021: Sunday 30th August
- Staff INSET - School Closed for students: Sunday 25th October
- Half Term: Sunday 18th October - Thursday 22nd October
- Prophet's Birthday: Thursday 29th October TBC
- Commemoration Day: Tuesday 1st December TBC
- National Day: Wednesday 2nd - Thursday 3rd December TBC
- End of Term 1: Thursday 10th December
- Winter Break: Sunday 13th December - Thursday 31st December

- Term 2 Starts: Sunday 3rd January
- Staff INSET - School Closed for students: Sunday 24th January
- Half Term: Sunday 14th - Thursday 18th February
- End of Term: Thursday 25th March
- Spring Break: Sunday 28th March - Thursday 8th April
- Term 3 Starts: Sunday 11th April
- Ramadan starts: Tuesday 13th April TBC
- Eid al-Fitr: Thursday 13th May - Saturday 15th May TBC
- Staff INSET - School Closed for students: Sunday 30th May
- End of Term: Thursday 1st July (Last day of academic year)

Please note:
 Many public and religious holidays will remain unconfirmed by KHDA until nearer the time.
 We therefore do not recommend that you book flights based on these provisional dates, which are intended as a guide only.

The Secondary School Day - Timetable 2020 - 2021

	Sunday - Wednesday	Thursday
07:45 - 08:10	Registration	Registration
08:10 - 09:10	Period 1	Period 1
09:15 - 10:15	Period 2	Period 2
10:15 - 10:40	Break	Break
10:40 - 11:40	Period 3	Period 3
11:45 - 12:45	Period 4	Period 4
12:45 - 13:25	Lunch	Lunch
13:25 - 14:25	Period 5	Period 5
14:30 - 15:30	Period 6	

Timetables are distributed on the first day of the academic year.

The timetable runs over a two week period, so it is important that your child knows which week is operating and that they have the right books and material for that week.

The alternate weeks are labelled Week 1 and Week 2.

The Secondary School Day - Transport

Drop Off, Pick Up and Parking

Access to the school, drop-off areas and parking areas are from Hessa Street. There are dedicated drop off areas as well as parking facilities for all our parents.

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.

In case of a driver dropping/picking up students, we would ask that you are very clear with your driver to follow the instructions of school staff. On occasion, you may be asked to wait in a queue for safety reasons or park your vehicle where directed. We thank you in advance for your co-operation in this important matter.

Bus Service

The official bus service provider for NAS Dubai is STS.

Our STS Representative is Mr. Karthik Narendranath
Mobile: +971 558690544
Email: karthik.k@stss.ae

Parents requiring this service should contact the company directly to make the necessary agreements for their child/children. The bus company issues invoices directly to the parents.



The Secondary School Day - Attendance

Holiday and Other Absences

Sustained learning is important, so parents are asked to avoid arranging holidays during term time. There may be rare 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 permission from the Head of School 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. We ask that all parents inform the school directly if a student is going to be absent for any reason.

Contact should be made via the student's Personal Tutor, preferably via email. If it is a future known absence that requires authorisation from the Head of School, an electronic form on the Parent Portal or via the app is submitted. Absences should be explained so that the correct follow up procedures can take place in line with KHDA requirements.

We expect and require students to maintain a 98% attendance record. Failure to do so will require further explanation and may result in remediation if, in the opinion of the school, the student's learning has been affected. Good attendance and time keeping is part of high achievement.



The Secondary School Day - Punctuality / Late Policy

Public Holidays

There are closures of the school when exact dates cannot be predicted, i.e. some Islamic holidays or periods of mourning. Please check with the local newspapers and radio. When the Government declares 'the public sector will be closed' all schools must, by law, remain closed and there will be no school on these days. Parents will be notified through email, Facebook and the NAS Dubai App if the school is required to close in exceptional circumstances.

Ramadan

Hours are adjusted during the holy month of Ramadan to five hours per day.

Punctuality

Students are expected and required to arrive on time for registration (7:45am) and lessons. This is part of taking personal responsibility for their own learning and academic development. Please ensure that they arrive in good time. If students are repeatedly late for school or lessons this will be discussed with the Personal Tutor, Head of Year and parents.

A plan will then be put into place to ensure that each student takes responsibility for their learning.

If a student arrives at school after the close of registration, they must sign in at the main reception.

Early Departure

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

- Provide a letter of notification to their Personal Tutor
- Report to the main reception at departure time and sign out
- Be collected from the main reception by a parent (or their representative)
- Sign in at main reception on return (if applicable)



Secondary School Essentials

Admissions

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

Invoicing and Tuition Fees

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

General Queries

For any general questions/concerns please email: AskNas@nasdubai.ae and your queries will be forwarded to the relevant department or call our main reception.

School Lunches / Snacks

During the day students need a snack/drink and a healthy lunch. Students can opt for a packed lunch from home or buy a school lunch from our canteen provider, NAS Lunch Box.

Lunch Box provides a hot lunch meal, sandwich station, barbecue area, salad bar and a morning snack service which can be purchased using the student card account system or by paying cash.

There is also the option of an early breakfast service for the homework club from 6:45am - 7:30am.

The weekly menus can be found on the NAS Dubai App and on our school website. Lunch Box offers a daily vegetarian choice.

Student lunch cards will be issued when you arrive in school. As a general guide lunch will cost approx. 30Dhs. The lunch menu is priced a 30/35Dhs.

What to Bring to School

- School bag
- Pencil case
- Snacks: Please remember we are a NO NUT SCHOOL
- Packed lunch (if not having a school lunch)
- Water bottle
- School hat

NAS Dubai - BYOD (*Bring Your Own Device*) Policy

Commencing in August 2020, NAS Dubai will allow Students to use their own devices in lessons.

1. Purpose and Reason

The BYOD policy has been designed to ensure that all designated students of the initiative are given the opportunity to develop the necessary skills and literacy to thrive in the digital age.

Student-centered learning is a key value of any 21st Century school and BYOD helps support this philosophy by giving students more opportunities to take responsibility for their own learning and to develop the attributes of the IB Learner Profile.

1.1 What kind of educational activities will the personal devices be used for?

- Working in Microsoft office 365 for various purposes such as producing documents, spreadsheets, and/or slide shows, email communication and collaboration amongst their peers and teachers.

- One Drive and SharePoint for the purpose of collaboration and accessing resources.
- Accessing the NAS online learning environment during class to support learning.
- Recordings to support learning (Only in accordance with the Acceptable User Contract).
- Self-regulation on the use of ManageBac (IB only)

2. Devices and Software

2.1 Suggested Devices

This policy applies to devices which have a screen & physical keyboard permanently attached to it.

Preferred Devices

Windows Laptop

Apple Laptop (MacBook)

NAS Dubai - BYOD (Bring Your Own Device) Policy

2.2 Suggested Minimum System Requirements

Operating System	Windows or MacOS
Processor	1.3GHz dual-core
RAM	4Gb Minimum

2.3 Software

- Office 365 must be installed on the device, this is free and comes with the students online Office365 account (login to your 365 account and download office)
- Any other subject specific software that is recommended, is at the responsibility of the user.

3. Conditions of Use

All BYOD scheme members are required to fill out the AUC, signed by both the parent and the student user, with details of make, model & MAC address of device.

4 Lost, Stolen, or Damaged Devices:

- Each user is responsible for his/her own device and should use it responsibly and appropriately. The School will take no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
- IT Service and Computer Science Staff will help users identify how to keep personal devices secure, users will have the final responsibility for securing their personal devices.
- NAS Dubai staff are not responsible for any troubleshooting, repair maintenance or upgrade to any personal device brought into school under the BYOD policy.

Secondary School Essentials

Co - Curricular Activities (CCAs)

The full list of CCAs will be available during the first week of each term when students can sign up for their preferred activities. CCAs run from Monday to Wednesday. Our external providers will be available on site during September with their details and schedules so that parents can also choose from those activities.

Any queries can be emailed to:
cca@nasdubai.ae

NAS Music Academy

The NAS Music Academy offers all students a fully comprehensive music tuition programme including piano, voice, strings, woodwinds, brass and percussion. Numerous music recitals are scheduled throughout the year allowing music students of all levels to experience performing in front of an audience which will in turn will help them in preparation for competitions and exams. These performances will take place in the Auditorium where friends, family and teachers are all welcome to attend to support our young musicians.

For further information on our individual music lessons please contact:

Amira Fouad
Head of Instrumental Music
amira.fouad@nasdubai.ae



Secondary School Essentials - School Nurse / Medical

School Nurse

Please ensure your Medical and Immunisation Record and Consent Form is returned to Admissions prior to the start of school.

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

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

The school nurse is responsible for coordinating between all government bodies (the Ministry of Health), visiting physicians, 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.

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

Parents with children with special medical needs should meet with the nurse to discuss any special provision required. This includes 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. Any, and all, medication to be administered during the school day has to be signed for by a parent at the clinic. No medication is to be self administered (in accordance with DHA regulations). This is done via the clinic.

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 1, 5 and 9 (and any others as stated by DHA) to undergo medical examinations. There may be a fee for this procedure.

Secondary School Essentials - School Uniform



Boys

- NAS Dubai black bag
- NAS Dubai grey blazer
- NAS Dubai white shirt
- NAS Dubai tie
- NAS Dubai trousers
- Grey socks
- Plain black formal leather shoes
no trainers, plimsolls or sandals
- NAS Dubai hat - cap or cricket hat

Optional Items

- NAS Dubai hoodie *
- NAS Dubai grey v-neck pullover or vest

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
- 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 be purchased from Zaks Uniform Shop in Dubai Motorcity.

Open: Saturday to Thursday from 10:00am to 7:30pm. Tel: +971 (4) 3629975

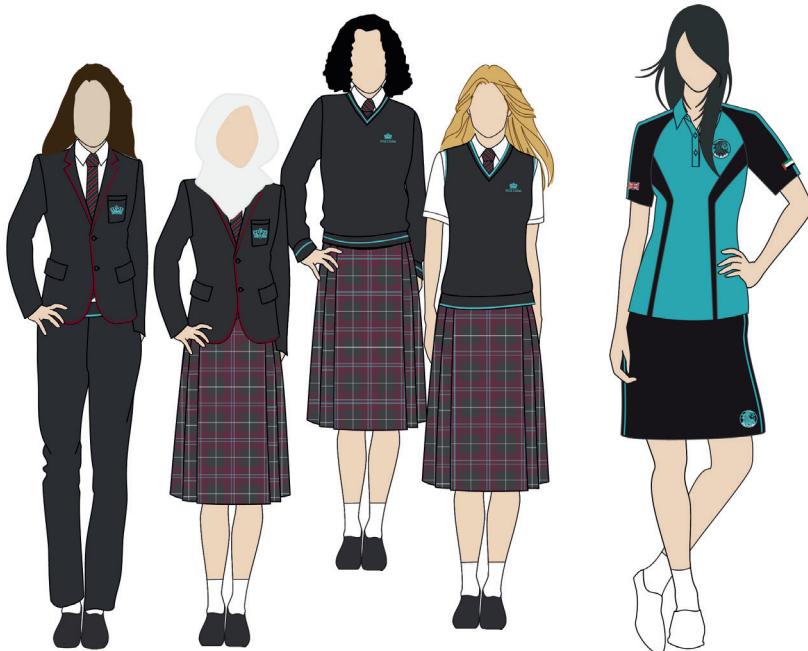
* Items can be purchased from NAS Dubai school shop. (subject to availability)

^ Can be purchased and worn during the cooler months.

° Available from any sports shop

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

Secondary School Essentials - School Uniform



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 or NAS Dubai tailored trousers
- White socks
- Plain black formal leather shoes - no trainers, plimsolls 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
- 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 be purchased from Zaks Uniform Shop in Dubai Motorcity.

Open: Saturday to Thursday from 10:00am to 7:30pm. Tel: +971 (4) 3629975

* Items can be purchased from NAS Dubai school shop. (subject to availability)

^ Can be purchased and worn during the cooler months.

◦ Available from any sports shop

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

Secondary School Essentials - Personal Property and Appearance

NAS Dubai School Bag

All students must have and use a plain black school bag. Students must also use a NAS Dubai sports bag for PE.

Jewellery

For safety, only one pair of studs or small earrings are permitted.

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.

* This includes dying of hair.

Make - Up

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

Footwear

No branded training shoes, such as Adidas Stan Smith are permitted. This includes canvas shoes, such as Vans and Converse.

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.

Labelling Items

Make sure all uniform equipment and accessories are clearly labelled.

Appearance

- Smart appearance at all times is important.
- Shirts must be tucked in neatly and ties tied correctly.
- Girls skirts must be at knee level.
- Blazers must be worn when moving around the school.

The school reserves the right to remove students from lessons or send them home, in the unlikely event that they refuse to follow these rules.

School Essentials - Health and Safety in PE and Sports

PE Class Routine

Our PE programme is an important and compulsory part of our curriculum and includes games, gymnastics, athletics, dance and swimming. Please ensure your child is aware of PE and swimming days so that the relevant kit/ costume is in school on these days.

Please note that, in addition to their swimming costume, students need to bring their own towel and wear the NAS Dubai swimming cap for swimming lessons.

At NAS Dubai your child's health and safety is of upmost importance to us. Therefore, we operate a strict set of rules regarding PE attire.

All of the below policies apply to both boys and girls equally:

Mandatory

- NAS Dubai PE shirt
- NAS Dubai black shorts or NAS Dubai black PE skirt
- Sports socks
- NAS Dubai hat (for outside activities)

Optional

- NAS Dubai Hoodie (for the cooler months)

Footwear

- Sports hall activities: Trainers with non-marking soles
- Outdoor activities: Trainers (non-marking soles not required)
- Astroturf activities: Trainers or studded shoes

Water Bottles

All children must bring a full water bottle to PE lessons and Sports CCAs. Their teacher or coach will give the class frequent opportunities to drink water.

Football, Hockey, Rugby (plus other contact sports)

- Plain black football socks
- Shin pads: Compulsory for secondary football and hockey lessons
- Mouth guards: optional for PE lessons and compulsory for contact rugby and hockey CCAs.

Swimming

- NAS Dubai swimming costume
- NAS Dubai swimming cap*

*Students must wear swimming caps for their own safety to prevent hair from becoming caught in filters and to maintain the cleanliness of the pool.

School Essentials - Health and Safety in PE and Sports

No jewellery

This includes all earrings (including studs), necklaces, bracelets and rings. We strongly recommend that jewellery be left at home on PE days. If you choose to allow your child to wear jewellery to school please ensure they can remove it themselves. The changing rooms are not locked during lessons and therefore any items of jewellery left in the changing rooms will be at the students own risk. If a student is wearing jewellery which they cannot remove themselves they will not be allowed to participate.



Hair

Long hair must be tied back. This is to ensure it cannot get caught on any objects and does not impair vision. If your child has a long fringe or a hairstyle that causes the hair to fall in front of their face, they should wear a band to prevent this from happening.

Spare Kit

We do not hold any spare PE kit as the sharing of clothing could pose a health and safety risk.

Illness and Injury

If for any reason your child cannot actively participate in PE or swimming, they should still bring a PE kit as they can assume the role of a coach or official. Children are required to bring in a note, addressed to the PE teacher/ swimming coach, explaining why they cannot participate in the lesson.



School Essentials - Equipment / Lost Property / Lockers

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 $\frac{a}{b}$ as well as the scientific functions. c

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. Please 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 then they should inform their class teacher or Personal Tutor. If it is not found straight away, please ask at the main reception. Items with the student name clearly labelled are easy to return to their owners. Please name all items. Lost and labelled NAS Dubai uniform and bags are kept at the main reception. Any other lost items are under the stairs next to the lift and auditorium. At the end of term any unclaimed items will be donated.

Lockers

All students will have a locker outside their form room. Items not being used during lessons should be placed inside the lockers. The locker provided will hold the majority of a student's books and bags. These are to be kept tidy at all times; with items placed inside the lockers; not on top or in front. We encourage students to place books that they do not need in their locker.

Other Important Aspects of Our Curriculum - School Trips and Expeditions

It is school policy that every child in secondary be offered the opportunity to take part in school residential.

All trips are carefully planned and staffed to ensure the safety of all participants, and have the common objective of both providing an enriching educational experience, as well as helping character development of our children.

- Year 7 compulsory trip to Hatta
- Year 8 trip to Malaysia
- Year 9 trip to Tanzania
- Year 10 trip to Nepal
- Year 11 trip to New York/London
(option to go to either)
- Year 12 trip to Thailand

Further information is available in the trips brochure that can be found on our website.

During the year, departments may also organise day trips to support the curriculum. We will always look to take advantage of the many events and opportunities that are held each year in Dubai such as theatre performances, art galleries and STEAM events.



Other Important Aspects of Our Curriculum - Arabic and Islamic Education / Personal and Social Development

Arabic Education

All students at NAS Dubai study Arabic each week from Nursery onwards. It is a Ministry requirement that all students from Years 1-9 have a set amount of time per week of Arabic as a second language. All Arab passport holders are required to study Arabic every year of their schooling in Dubai.

Arabic is the national language and is a core subject here at NAS Dubai. The GCSE programme of study is introduced in Key Stage 2 of Primary, so the children are fully prepared to sit the examination. This raises the level of expectation of all our NAS Dubai community by providing a common goal for all our students and a qualification in Arabic.

Islamic Education

All KHDA registered Muslim students attend statutory weekly Islamic lessons in English or if an Arab passport holder then in Arabic during their schooling at NAS Dubai.

No other religious education is taught in the school for other students.

Personal and Social Development

As a school we are focused on the celebration of all cultures and societies. We pride ourselves on our openness and willingness to celebrate all cultural communities in our school. We also endeavour to recognise and celebrate the culture of the UAE.

At NAS Dubai we have a commitment to the holistic development of every child and throughout the school we explore age appropriate topics like the harmful effects of bullying and how to prevent it, healthy lifestyles, dealing with stress and emotions, friendships and relationships, global issues, the environment, human and animal rights, managing money, dealing with racism and prejudice, becoming a responsible citizen and becoming an independent learner. Much of this takes place during morning tutor time, which is another reason we emphasise the importance of good punctuality.

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 do it. Please speak to your child's Personal Tutor for more details.

Other Important Aspects of Our Curriculum - Student Leadership / Student Voice

Student voice is about recognising the values, opinions and beliefs of both individual students and groups of students. Through student voice, we aim to empower students to take ownership of their own school.

NAS Dubai Leadership Opportunities

- Prefects
- House Captain
- Form Reps
- Subject Prefects
- Sports Leaders
- Library Assistant
- Peer Buddy
- Anti-Bullying Committee
- Fundraising Committees
- Cultural Ambassadors

These are just some of the ways that students can get involved. If you think we have missed something or your child can offer more to NAS Dubai, please discuss this with Mr. Cullinan.

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

Communications

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

Newsletter

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

Curriculum Guides

Curriculum overviews are available on the Parent Portal as PDF document outlining what will be covered in the curriculum areas. The language curriculum guide will also be published, which outlines what is being taught in your child's language choice and Arabic.

Website

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

Weekly Email

Your child's Personal Tutor will communicate key information through a weekly email sent every Thursday.

Contacting Us

Your child's Personal Tutor will be your first point of contact in school as they will take an overview of their academic and social development. We encourage you to build a strong, open relationship with the Personal Tutor and keep in close, regular contact. (See Pastoral section for more information on the role of the Personal Tutor).

All subject teachers and the Personal Tutor can be contacted by email but we also encourage you to make an appointment and meet face to face whenever possible. This allows for an open and transparent relationship between school and home.

Communications - NAS Dubai App and Social Media

NAS Dubai Mobile App

The NAS Dubai Mobile App enables parents, students and staff to easily access school information and stay informed of what is happening in the school.

The App can be downloaded for free from the Apple Store for iOS (Nord Anglia International School Dubai) and for Android devices on Playstore (Nord Anglia Intl. School Dubai).

The NAS Dubai App features:

1. School calendar (syncs with personal calendar)
2. Push notifications
3. Parent teacher meeting sign-up
Sports team match information and confirmation of attendance feature
4. CCA sign-up
5. Photo and video gallery
6. Information on school events
Newsletters (weekly whole school and sports)
7. Staff directories
8. Curriculum Resources
9. Social media and on-line links
Parents Association information and volunteer sign-up for events
Parent Essentials including uniform information, bus service and daily lunch menus
10. Absence notification feature
11. Permission forms
12. About us/contact us
13. Reports

Social Media

Stay connected with NAS Dubai no matter where you are. Follow us on social media to keep informed of all the latest events with lots of photos and videos of our school and students.

- ➊ <https://www.facebook.com/nasdubai.ae>
- ➋ nasdubaischool
- ➋ nasdubaisports
- ➋ nasdubaiperformingarts
- ➌ NASDubaiSchool
- ➍ NAS Dubai Media



Communications - Parent Portal

iSAMS is the name of our Parent Portal. It is a web-based system that provides an easy, convenient and efficient system for parents to receive information pertaining to records from the school.

Your username and password information, will be provided during the first week of school.

It also allows parents to update their contact information quickly and effectively.

Most importantly, parents can 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: academic assessment records for their children, attendance records and medical information/ actions. For further information about assessment practices please refer to the separate Assessment Handbook.

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. However it does give parents the information that they need in an easy, user friendly fashion. Please note that not all information is compatible with ipads.

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 Personal Tutor of any changes as soon as possible.

We will use the contact information submitted on your child's application form. Please double-check and/or update the details held within our database.

Communications - Home and School

Secondary Academic Passport

The Academic Passport is the most important tool in any Secondary student's learning journey. We use the Passport to ensure our students take ownership of their own learning. The Passport is not only a tool where students can record their homework, it is also a place where students set their own targets for improvement and celebrate their successes.

Parents are encouraged to take an interest in the Passport as it is the primary means of communication between school and home. It is also where students record their latest assessment grades and set targets for individual subjects. Once a week during form activities the student and Personal Tutor will enter into a dialogue about the Passport with a focus on ensuring the students are doing all they can to succeed.

Parents Evening / Reports

The Passport must be brought into school each day and should be visible during lessons.

The Passport is such an important feature of the Secondary School that we ask that you, as parents, check it and sign it each week. Please use it as an opportunity to gain a snapshot of your child's progress at any time. This enables you to have a dialogue with your child and engage in what they are currently doing in school.

Communications - Pastoral Care in Secondary

The Personal Tutor

Built into our ethos and core values is the belief that each child is unique, both as a learner and as an individual, and through our curriculum and pastoral care we aim to recognise this.

Every child will come up against barriers to learning at some point; whether they are academic, social, behavioural or emotional, and we will always support them in finding a way to overcome their setbacks. The role of your child's Personal Tutor is central to this. The Personal Tutor is tasked with getting to know what makes your child unique and supporting them on every step of their learning journey. They will take an oversight of your child's academic progress in all subjects, as well as nurturing their personal and social development. As such, they will be your first point of contact in school.

The Head of Year

In addition to your child's Personal Tutor there is also a Head of Year attached to each year group. The Heads of Year will support the team of Personal Tutors in their pastoral role and can be contacted should you have any more pressing concerns.

The Heads of Year for 2020 - 2021 are:

Year 7 – Miss Troy

Year 8 – Mr. Morley

Year 9 – Mrs. Bell

Year 10 – Mrs. Barnes

Year 11 – Miss Farthing

Head of 6th Form - Mrs. Louise Brown

The Safeguarding Team

An additional tier to our pastoral care is the Safeguarding Team, led by our Deputy Head, Mrs McSweeney. This team meets on a weekly basis to discuss the social, emotional and physical wellbeing of any students who have been brought to their attention. These meetings are strictly confidential and aim to place a 'Team Around Child' (TAC) to support vulnerable young people who may be experiencing certain difficulties beyond their learning in the classroom.

If you have any questions about pastoral care in the Secondary school, please contact our Deputy Headteacher Mr. Graeme Malcolm.

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 devices such as mobile phones and iPads are not allowed. Laptops may be used in lessons only, but only if specifically requested by a teacher

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 work 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
- Not chew gum which is strictly forbidden

The Secondary Student Council of 2015-2016 created the following Code of Conduct outlining their expectations of one another:

1. There's no such word as can't...so have a can do attitude
2. Be prepared to learn...have your equipment and Passport on your desk immediately
3. Be innovative...don't be afraid to take a risk and try something new
4. Make a positive contribution in every lesson... get involved in whatever learning is taking place
5. Be ambitious in your learning...challenge yourself in every lesson
6. Listen to everyone...be willing to learn from others
7. Be punctual...if you are late it disrupts your learning & the learning of others
8. Encourage others...don't put them down
9. No excuses...you are in charge of your own learning
10. Respect everyone...we are all part of TEAM NAS!

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.

Please refer to our website for our Acceptable Use Policy on electronic devices, and for our Social Media Policy.



Expectations and Agreements - Bullying

Bullying is extremely rare at NAS Dubai. 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 they observe incidents involving others, do not hesitate to inform a member of staff or a member of the student-led Anti-Bullying Committee (ABC).

We encourage our students to be proactive and resilient in their daily lives as this is an extremely powerful way to prevent bullying before it occurs.

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

You can view our Anti-Bullying Policy and our Counter-Cyberbullying Policy on our website.



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 supervises children in and out of the classrooms by meeting and greeting at the door and taking responsibility for checking behaviour on the school site generally. Classes begin with students placing bags in lockers and having necessary equipment on the desk passports, pens, pencils and rulers. The 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.

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 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.

You can view our Behaviour for Learning policy on our website.

NAS Dubai Behaviour and Academic Referral Flowchart

Stage 1: CLASS TEACHER

Teachers complete a Referral on iSAMS. This must include what action was taken by the class teacher.

Stage 2: Head of Department / PERSONAL TUTOR

Class teachers to refer student to HOD if problem persists.
Personal Tutors to monitor the overall number of Referrals to look for behaviour patterns. Appropriate support implemented by HOD (if issue is only in one subject) or Personal Tutor (if issue is across a range of subjects).
Parents must be notified at Stage 2

Stage 3: Head of Year

If HOD / Personal Tutor behaviour intervention at Stage 2 does not have a positive impact student can be referred to HOY.

Stage 4: Senior Leadership Team

HOY may refer student to SLT.
Serious incidents may be referred directly to SLT.

How this works

This flow chart shows how we use a clear staged approach to challenging behaviour that disrupts the learning of others. All incidents are recorded by teachers using an electronic ‘Referral’ system. This enables us to monitor patterns of behaviour across the school.

Expectations and Agreements - Rewards

At NAS Dubai we believe that outstanding work, an excellent attitude to learning and positive conduct deserve to be rewarded.

Students may be rewarded for any of the following:

High level of attainment	Showing leadership	Taking part in a wide range of CCAs
High level of effort	Showing initiative	Taking part in school productions
Excellent presentation of your work	Being creative	Helping out at school events such as the Christmas Fayre
Excellent homework	Being innovative	Representing the school in sporting events
Making a positive contribution in a lesson	Having over 98% attendance	Being kind to others
Helping others in class	Always arriving to school and lessons on time	And finally, just being part of TEAM NAS!

What sort of reward can students earn?

Rewards will mostly come in the form of House Points. Students will collect House Points in their Passport.

Head of School Award

Students who make an outstanding contribution to NAS Dubai may be recommended by a teacher for a Head of School Award from Mr. Cullinan. A record of these is also kept in the Passport.

Recognition of Outstanding Attainment and Attitude to Learning

There will be special celebration assemblies held to recognise the outstanding attainment and attitude to learning in every subject, as well a number of other awards such as Personal Tutor awards for good citizenship.

Record of Achievement

Students will also keep their own personal record of their achievements throughout the year in the Record of Achievement section in their Passport.

Expectations and Agreements - Homework Policy

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.
- Enabling 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 that 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. Students should have their Passport with them at all times to record their homework.

YEAR GROUP	2 - 3 SUBJECTS PER NIGHT
Year 7	20 - 30 mins per subject
Year 8	30 - 40 mins per subject
Year 9 - 11	40 - 50 mins per subject
Year 12 - 13	40 - 60 mins per subject

For all students there will be a timetabled prep session. They may utilise this time to complete some of their homework tasks.

Parents' Association / Parent Advisory Board / Class Representatives

Parents' Association

The Parents' Association (PA) is an active and supportive feature of our school. It drives many functions (Gala Dinner, Quiz Nights), events (school picnic, Christmas Fayre, Spring Fayre), volunteer programmes (CCA coaching, yoga and activities for parents) and the running of our amazing coffee shop - Chatter Box Café.

If you would like to volunteer for the PA please email:
naspadubai@gmail.com

Class Representatives

Each class has parent Class Representatives that voluntarily come forward at the start of year. The volunteer role of Class Rep is to help build the community outside of the classroom with responsibilities focusing on the non-academic, but highly integral social aspects of school life.

If you interested in becoming a Class Rep or for information, please contact:
nasclassreps@gmail.com

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.





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