

*Student
Handbook
2016 - 2017*



NORD ANGLIA
INTERNATIONAL SCHOOL
DUBAI

Be Ambitious



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STUDENT HANDBOOK
2016 - 2017

AT

NORD ANGLIA INTERNATIONAL
SCHOOL DUBAI

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School Year Calendar - Academic Year 2016 - 2017



**NORD ANGLIA INTERNATIONAL SCHOOL
DUBAI**

A NORD ANGLIA EDUCATION SCHOOL

Autumn Term 2016/2017 – Term 1

Term begins for FS1	Tuesday 23rd August 2016
Induction for ALL new starters – FS1 – Y11	Thursday 25th August
Term begins for ALL	Sunday 28th August 2016
Eid Al Adha	Sunday 11th to Tuesday 13th September 2016 (circa)
Islamic New Year	Sunday 2nd October 2016 (circa)
Half Term (students only)	Sunday 16th to Thursday 20th October 2016
Martyr's Day	Wednesday 30th November 2016 (circa)
National Day	Thursday 1st December 2016 (circa)
Prophet's Birthday	Sunday 11th December 2016 (circa)
Term Ends	Thursday 15th December 2016

Spring Term 2016/2017 – Term 2

Term Starts for Students	Monday 2nd January 2017
Half Term	Sunday 12th to Thursday 16th February 2017
Term Ends	Thursday 23rd March 2017

Summer Term 2016/2017 – Term 3

Term Starts for Students	Sunday 9th April 2017
Half Term/Israa and Miraaaj	Monday 24th April 2017 (circa)
Term Ends	Sunday 25th June 2017

Message from the Principal

Dear Parents and Students,

The guide that follows has been prepared to serve as a reference guide for our families and especially for those who are new to NAS Dubai.

First and foremost, if we have not already met, please do come forward as I like to meet all families and do my best to know as many of the young people in our school as I possibly can.

It is most important that you know that we have an 'open door' approach across the school and that you can ask any questions that you may have.

In writing this letter of welcome, I am mindful of the letter that was written by our Founding Principal, Mr. Embley, who emphasised how the special sense of community is essential to all good schools and with that comes:

- A common sense of values that are shared by all, students, parents, teachers and all staff alike;

- A clear commitment to making good effort to achieve academic success and personal improvement through engagement in the life of the school;
- An understanding that we are all role models for others and that human values of courtesy, consideration for others, and open-mindedness are applied throughout;
- A belief that we can always do better and that we are respectful of the environment where we come together with shared purpose.

On a practical basis this also means abiding by some sensible shared procedures and 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 experiences of schooling at NAS Dubai will be positive, healthy and enriching throughout.

Yours sincerely,

Matthew Benjamin Farthing
Principal

The School Day

The school day for students starts at 7:30am which is when you are allowed to go to your class teacher / form tutor ready for registration at 7:45am.

Primary and Secondary school parents and students can enter through the main entrance or from the back entrance and car park. New students will be met in the main entrance by school staff and students and guided to their classrooms. Foundation Stage children should enter the school through the Eiksund Tunnel and go to their classrooms to be met by their teachers.

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.

Admissions

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

Uniform

Uniforms are available from Zaks in Motorcity.

Tel: +971 (4) 3629975

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

The full lists are on our website in this handbook.

The School Day

Lunches / Snacks

During the day the children will need a drink and snacks, such as fresh fruit or a sandwich. Please do not allow your child to bring sweets, chocolate, toys or nuts to class.

Students can opt for a packed lunch from home or buy a school lunch. Details on how to organise the school meals will follow shortly.

What to Bring

- School bag
- Book bag (Nursery to Y2)
- Pencil case (Y7 - Y11 see requirements on page 26)
- Packed lunch (if not having a 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 (no hat, no play)

Invoicing and Tuition Fees

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

The invoice for Term 1 will be issued by the 6th June 2016. Please ensure that you can arrange this payment by the 1st August 2016 to secure your child's place.

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

The School Day

Bus Service

Should you wish to confirm the bus service, please contact Mr. Dominic on +971 (0) 55 869 0544 or email him at dominic@stss.ae

Co - Curricular Activities (CCAs)

The full list of CCAs will be available during the first week of each term where students can sign up for their preferred activities. These run from 3:00pm - 4:00pm on a Monday to Wednesday. Our external providers will be available on the 4th, 5th and 6th of September (time TBC) with their details and schedules so that parents can also choose from those activities. These are paid activities that mostly start after 4:00pm. CCAs will start in the 4th week following Eid.

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

Individual Instrumental Lessons

Our individual instrumental lessons are provided by Music Box. They offer instrumental and vocal lessons in Piano, Guitar (Electric, Acoustic and Classical), Drums, Percussion, Voice (Classical and Rock & Pop), Violin, Clarinet, Saxophone, Cello, Viola, Trumpet, Flute and Bassoon.

All lessons will continue to be offered on an individual basis during school hours by qualified teachers and every effort and care will be taken to ensure crucial lessons are not missed. Lessons will be offered on a rotating and flexible timetable to ensure that the same academic lessons are not missed consecutively, and some slots after school will be available.

Please contact Yousef Khan for more details: musicdso@gmail.com

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 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 in Primary and Secondary (not EYFS) must change into and out of PE clothes.

Daily Routine - School Timetable 2016 - 2017

School Timetable - Primary

Years 1 - 6

Drop Off/Morning Activities	07:30 - 07:45
Registration	07:45 - 07:50
Lesson 1	07:50 - 08:50
Lesson 2	08:50 - 09:50
Break and Snack	09:50 - 10:20
Lesson 3	10:20 - 11:00
Lesson 4	11:00 - 11:40
Lesson 5	11:40 - 12:20
Lesson 6	12:20 - 13:00
Lesson 7	13:00 - 13:40
Lesson 8	13:40 - 14:20
Lesson 9	14:20 - 15:00
CCA	15:00 - 16:00

NB Lunch will be between 11:40 and 13:00 - exact time differs according to year group.

School Timetable - Secondary

Registration	07:45 - 08:05
Period 1	08:05 - 09:05
Period 2	09:05 - 10:05
Break	10:05 - 10:20
Period 3	10:20 - 11:20
Period 4	11:20 - 12:20
Lunch	12:00 - 13:00
Period 5	13:00 - 14:00
Period 6	14:00 - 15:00

Daily Routine - Medical / School Nurse

School Nurse

Please ensure your medical form is returned to the school nurse prior to the start of school.

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).

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 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.

Parents with children with special medical needs should meet with the nurse, 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. 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 4, 7, 9 and 11 (and any others as stated by DHA) to undergo medical examinations. There may be 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 or park your vehicle where directed. We thank you in advance for your co-operation in this important matter.

EYFS Pickup

Nursery children can be collected at 12:00pm, 2:00pm or 3:00pm.

Reception children can be collected at 2:00pm or 3:00pm.

We ask that you do not collect your child between these times as it is very disruptive for the rest of the class.

Daily Routine - Transport and Attendance

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 permission from the relevant 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.

The contact should be made via the student's class or form teacher, 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 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 97% 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.

Daily Routine - 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 Facebook and/or SMS and 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 (7:45am) and lessons. The times for all lessons are in the students' timetable (page 11). 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.

In previous years they have been approx. 8:30am - 1:30pm for all students.

Early Departure

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

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

Communications - Parent Portal

iSAMS is the name of our Parent Portal.

Your username and password information, for all new families, will be provided in your first week of school.

It is a web-based system that provides 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 and medical information/actions. The CCA (Co-Curricular Activities) choices for each term are also published on the portal where parents choose and submit their preferences.

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 (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 class teacher 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.

Communications - Home and School

Home-School Book - Primary

A home-school book will be sent home each night (HSB) as well as a book to read and any other notes. Homework is set on a Tuesday, to be completed by the Sunday.

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 parents about what has been learnt in class, special events, homework and any calendar changes.

If you have any concerns, you are encouraged to contact the class teacher directly.

Academic Passport - Secondary

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 success.

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 will 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 a 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 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 - Assessments

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 serve a number of distinct purposes.

Assessments are 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.

There is a baseline assessment week in September and an end of year assessment week in May for the Primary students. During these weeks the students will complete a piece of creative writing and Year 3 to Year 6 will complete an online assessment for reading, maths and English. Year 1 and 2 will complete their normal reading bench marking, phonics screening and maths work in class.

These assessments are used by the teachers to look at both individual children and cohorts and highlight areas of strengths and areas for development while showing how each child can apply their knowledge and skills in a different situation. The children do not receive scores or a pass/fail and there is no extra study or tutoring needed to prepare for the assessments.

Teachers know each individual child and monitor and track their progress closely over the whole year through a range of formative assessment techniques. These scheduled assessments only help confirm what the teachers already know by working closely with the students every day. The end of year achievement grade on the end of year report will be based on their class work over the whole year to ensure it is a true reflection of their ability and hard work.

Primary reports with achievement grades are given at three points throughout the year. Assessment results for Secondary are communicated through the Parent Portal.

Communications - Parents Evening / Reports

Parents Evenings

These evenings run at key points during the year. These dates are published on the school calendar and the Parent Portal. They provide an opportunity for parents, students and teachers to discuss progress. We believe that reflection is part of a repertoire of tools that will help the student achieve higher academic standards.

Appointments are made directly with 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 written reports at key points throughout the year. These reports will be given to your child and/or via the Parent Portal. 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.

Communications - Whole School

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 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.

Termly Curriculum Guides

At the start of each term, a curriculum overview is available on the Parent Portal as a PDF document outlining what will be covered in the curriculum areas for that term.

The Languages curriculum guide will also be published, which outlines what is being taught in your child's language choice and Arabic.

All parents of registered Muslim children from Reception to Year 11 will also receive termly learning objectives to support the teaching of Islamic studies.

Website

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

Daily Emails

As a parent of an EYFS child through to Year 6, you will receive a daily email from your child's class teacher or subject teacher. 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.

This is continued in a similar manner in Secondary School but it is communicated on a weekly, rather than daily, basis.

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

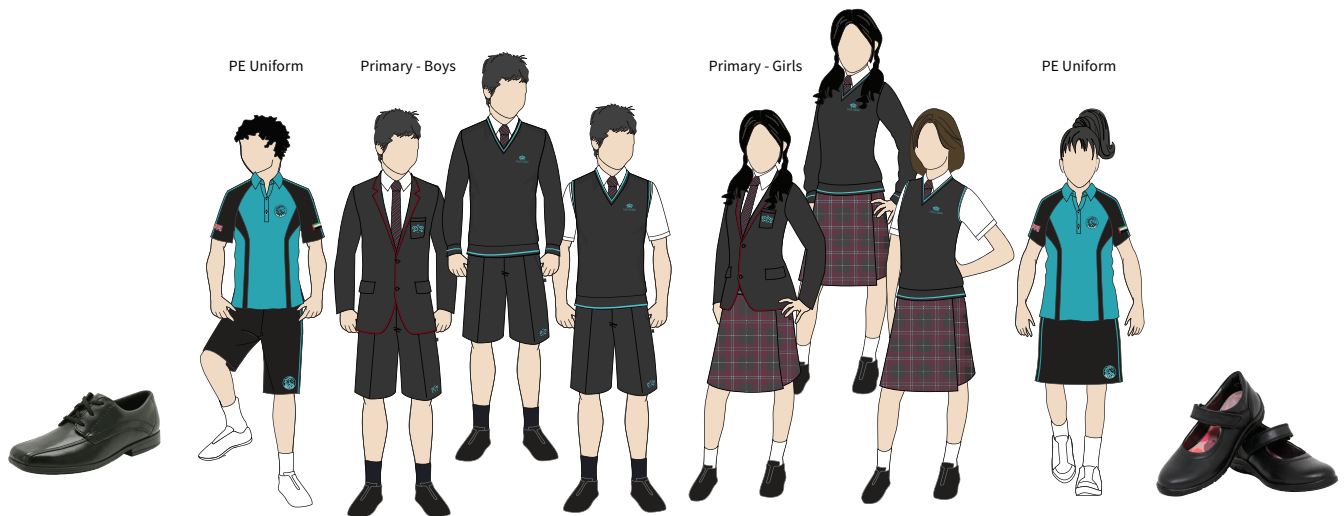
EYFS - Nursery and Reception

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 11



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 *

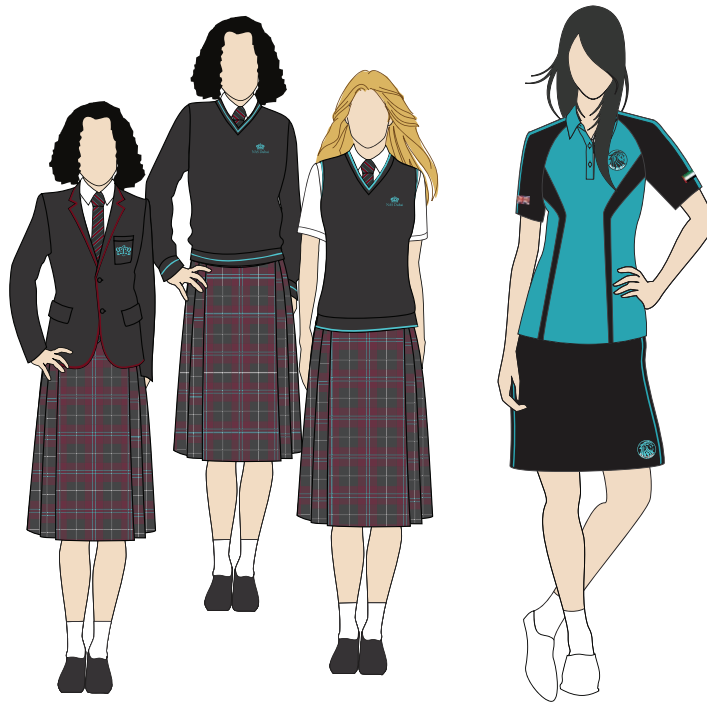
PE Uniform

- 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 11



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^o
- 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.

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

[^] Can be purchased and worn during the cooler months.

^o Available from any sports shop

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 in EYFS, Primary and Secondary must have and use the NAS Dubai school bag. Book bags are compulsory for EYFS, Y1 and Y2. All students from Y1 to Y11 must use a NAS Dubai sports bag for PE.

Jewellery

For safety, only one pair of studs, sleepers 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.

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.

Blazers must be worn when moving around the school

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

Uniform & Equipment - Equipment / 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, 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.

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 then they should inform their class teacher or form tutor. If it is not found straight away, please ask at the main reception. Items that have the student name clearly labelled are easy to return to their owners; please name all items. Lost 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 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 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
- Chewing gum is strictly forbidden

The Secondary Student Council 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're late it disrupts your learning & the learning of others
8. Encourage others...don't put them down
9. No excuses...you're in charge of your own learning
10. Respect **everyone**...we're 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.

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.

Expectations and Agreements - EYFS

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, your child will soon be confident, happy and reaching their full potential.

Play Based Learning

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 an 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.

Please see the EYFS Handbook for 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. 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.

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.

Expectations and Agreements - 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.

Expectations and Agreements - Homework Policy - Primary

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 adult. 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.

Termly Languages Homework

Throughout the year there will be five homework points set where the children will be expected to complete two option choices each time, one speaking or listening and one reading or writing task. Every student from Years 1-6 will complete their Arabic and their choice of language homework (French, German, Mandarin or Spanish). All Muslim students will also have termly tasks to complete for Islamic studies.

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 – showing them reading is both highly enjoyable and very useful. Set a great example.

Expectations and Agreements - Homework Policy - Primary

Homework Timetable

Year group	Daily	Weekly			
	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. Sight words as directed by the teacher	1 task	Counting, number songs	Very occasional discussion topic for family to talk about	15 mins
Year 1	10 mins – books changed once a week	Range of 5-10 words depending odepending upon phonics ability	Practical or written 10 mins	Additional tasks not usually set	Tasks set for each half term
Year 2	10 mins – books changed twice a week	Range of 5-10 words depending odepending upon phonics ability	20 mins	Additional tasks not usually set	Tasks set for each half term
Year 3	Minimum 10 mins	10 words with 2-4 extension words	20 mins minimum	Additional tasks totalling no more than 30mins	Tasks set for each half term
Year 4	Minimum 15 mins	12 words differentiated between the Higher, Middle and Lower ability groups	30 mins	Additional tasks totalling no more than 30mins	Tasks set for each half term
Year 5	20 mins minimum	12 words plus related spelling activity	30 mins minimum	Additional tasks totalling no more than 1 hour	Tasks set for each half term
Year 6	20 mins minimum	12 words from Year 6 National Framework	30 mins minimum	Additional tasks totalling no more than 1 hour	Tasks set for each half term

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
Year 10	40 - 50 mins per subject
Year 11	40 - 50 mins per subject

For all students in both primary and secondary there will be several opportunities during the week for prep sessions. They may utilise this time to complete some of their homework tasks set.

Activities and Miscellaneous - PSHE

Arabic Education

All students at NAS Dubai will 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. All students will sit the Arabic GCSE at the end of Year 9. 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 will attend statutory weekly Islamic lessons in English or if an Arab passport holder then in Arabic during their schooling in NAS Dubai. No other religious education will be taught in the school for other students.

Social Studies

As a school we are focused upon the celebration of all cultures and societies. We pride ourselves on our openness and willingness to celebrate all cultural communities in our school. All children take part in social studies in partnership with PSHE each week or through cross curricula work.

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 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, 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 do it. Please see our staff for further details.

Activities and Miscellaneous - Student Activities / Student Voice

NAS Dubai Primary Opportunities

- Library Assistant
- Sports Team Captains
- House Captain
- Form Representative

NAS Dubai Secondary Opportunities

- Senior Students
- Form Reps
- Teaching and Learning Student Council
- Subject Prefects (e.g. Music Prefects)
- Sports Leaders
- Library Assistant
- Peer Buddy
- Anti - Bullying Committee
- Pastoral Newsletter writer
- Fundraising Committees

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.

Activities and Miscellaneous - Primary Rewards / Pastoral

Housepoints

Housepoints are awarded for:

- Outstanding presentation of work
- Making a positive contribution in lessons
- Exceptional effort in a lesson
- Achievement

- Showing leadership skills
- Achieving your individual targets
- Outstanding homework
- Behaviour and social graces, good manners

House Points are recorded by the teacher in the classroom.

25 House Points	=	Bronze Certificate
50 House Points	=	Silver Certificate
100 House Points	=	Gold Certificate
150 House Points	=	Platinum Certificate

Certificates are awarded in a celebration assembly every week.

Pen Licence and Penmanship

Handwriting is an important part of our education and so when a child is consistently proving they can write neatly and cursively, they earn a Pen Licence. This means they are honoured and trusted to write in pen rather than pencil in their books (except maths).

When they prove, over time, that they can keep up that high standard in pen as well, they are presented with their Penmanship Award including an NAS Dubai pen.

- Monthly Language Awards

Activities and Miscellaneous - Rewards / Pastoral

Secondary Rewards

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 an active and supportive feature of our school. It drives many functions (Gala Dinner, charity fundraisers), events (school picnic, Christmas Fayre, Spring Fayre), volunteer programmes (CCA coaching, yoga and activities for parents) and the running of our amazing coffee shop - Chatterbox. If you would like to volunteer for the PA please email:
naspadubai@gmail.com

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.

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.

Health and Safety in PE and Sport related CCAs: Primary and Secondary

At NAS Dubai your child's health and safety is of utmost importance to us. Therefore, we operate a strict set of rules regarding PE attire. Full details of our school uniform policy can be found at: <http://www.nordangliaeducation.com/our-schools/dubai/our-school/our-uniform>

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: White trainers with non-marking soles
- Outdoor activities: White trainers (do not have to have non-marking soles)
- Astroturf activities: White 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: recommended for football and hockey lessons for Year 3 and above. Compulsory for secondary football and hockey lessons and all years football and hockey CCAs
- Mouth guards: optional for PE lessons and compulsory for contact rugby and hockey CCAs.

Swimming

- NAS Dubai swimming costume
- NAS Dubai swimming hat*

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

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 child's own risk. If a child 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 participate as a performer in PE, 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, explaining why they cannot participate as a performer.

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