

Sixth Form Student Handbook 2021 - 2022

SIXTH FORM STUDENT HANDBOOK 2021 - 2022

AT

NORD ANGLIA INTERNATIONAL
SCHOOL DUBAI



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NAS Dubai Media

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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



Carrie McNerney
Acting Deputy
Head



Graeme Malcolm
Deputy Head



Cheryl McSweeney
Deputy Head



Yasir Abrar
Acting Assistant
Head



Louise Brown
IB/Sixth Form
Co-ordinator

School Year Calendar - Academic Year 2021 - 2022



**NORD ANGLIA INTERNATIONAL SCHOOL
DUBAI**
A NORD ANGLIA EDUCATION SCHOOL



**KHDA
APPROVED CALENDAR**



TERM DATES 2021 - 2022

| AUGUST 2021 | | | | | | | SEPTEMBER 2021 | | | | | | | OCTOBER 2021 | | | | | | | NOVEMBER 2021 | | | | | | |
|-------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | 31 | | | | | | | | | | | | | |

| December 2021 | | | | | | | January 2022 | | | | | | | February 2022 | | | | | | | March 2022 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | |

| April 2022 | | | | | | | May 2022 | | | | | | | June 2022 | | | | | | | July 2022 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | 1 | 2 | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | | 31 | | | | | | |

- Staff Induction: Sunday 22nd August
- All students in school for the new academic year
- Prophet Muhammad's Birthday
- Half Term: Sunday 24th October - Thursday 28th October
- National Day: TBC
- End of Term 1: Thursday 9th December
- Winter Break: Sunday 12th December - Thursday 30th December
- Term 2 Starts: Sunday 2nd January

- Half Term: Sunday 13th - Thursday 18th February
- End of Term 2: Thursday 24th March
- Spring Break: Sunday 27th March - Thursday 7th April
- Term 3 Starts: Sunday 10th April
- Eid al-Fitr: TBC
- End of Term: Wednesday 6th July (Last day of academic year)
- Eid al Adha: TBC

Please note:

All public and religious holidays will be confirmed by KHDA nearer the time.

The School Day

The school day for existing students at NAS Dubai will begin at 8:15am ready for registration.

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.

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.

Bus Service

The official bus service provider for NAS Dubai is Shanawaz Bus Service
Email: nasbus@shanawazgroup.com
Mobile: 050 760 3447

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.

Admissions

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

Lunches / Snacks

During the day the children will need a drink and snacks, such as fresh fruit or a sandwich. Please do not bring nuts to school.

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.

The School Day - Student Wellbeing and Resilience

At NAS Dubai, we fully understand the importance of students' wellbeing and happiness. These are essential attributes, which along with resilience, that support and facilitate academic and social development. This is optimised by the provision of safe, supportive and respectful learning environments and, as an Sixth Form School, we share this responsibility with our school-wide community.

Healthy, happy, confident students with a capacity for emotional intelligence perform better academically, and these skills can also contribute to the creation of strong social bonds with their peers.

At NAS Dubai, all Sixth Form students are supported by a Personal Tutor who is there to support each student with academic and pastoral issues. The Personal Tutors are further supported by the Head of Sixth Form/IB Coordinator, the Heads of Year and University Guidance Counsellor to give a holistic and integrated support network for our Yr12 and Yr13 students.

The School Day - School Timetable 2020 - 2021

Sunday - Wednesday

| |
|-----------------------------|
| Registration 8:15 - 8:40 |
| Period 1 8:40 - 09:40 |
| Period 2 9:40 - 10:40 |
| Break 10:40 - 11:00 |
| Period 3 11:00 - 12:00 |
| Period 4 12:00 - 13:00 |
| Lunch 13:00 - 13:30 |
| Period 5 13:30 - 14:30 |
| Period 6 14:30 - 15:30 |

Thursday

| |
|-------------------------------|
| Registration 08:15 - 08:55 |
| Period 1 8:55 - 09:55 |
| Period 2 9:55 - 10:55 |
| Break 10:55 - 11:10 |
| Period 3 11:10 - 12:10 |
| Period 4 12:10 - 13:10 |
| Lunch 13:10 - 13:30 |
| Period 5 13:30 - 14:30 |
| |

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

The School Day - Medical / School Nurse

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.

The School Day - Holidays 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 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 is submitted. Absences should be explained so that the correct follow up procedures can take place in line with KHDA requirements.

It is expected that all students maintain a minimum 97% attendance record in order to meet the academic rigour of the Sixth Form Curriculum.

If a student's attendance falls below this level without valid reason, then their position within the Sixth Form will be reviewed and this may result in non-registration for the Final Exams in Year 13.

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, the NAS Dubai App and the Parent Portal 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.

The School Day - Punctuality / Late Policy / Study Periods

Punctuality

Students are expected and required to arrive on time for registration (8:15am). 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 lessons this will be discussed with the Personal Tutor, Head of Year, Head of School 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
- 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)

Study Periods and Personal Organisation

Study periods will be built into the weekly timetable and students will be given the freedom to decide how to use them effectively. These sessions will be supervised to ensure that any arising issues are dealt with in a timely manner. NAS Dubai will help and support all students by providing a supportive working environment whilst encouraging students to make good use of their time.

Learning to manage time effectively is an essential skill that will help them with their transition to university and into the world of work. In return, we ask students to take responsibility for their personal behaviour and approaches to learning to meet the expectations here at NAS Dubai. We expect our students to commit to their learning and work alongside us to achieve our collective goals. Students and parents will sign a school charter/ code of conduct to acknowledge that they are part of a whole-school community with a common mission, vision, philosophy and expectations.

Communications - NAS Dubai 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
14. Lunch Box pre-ordering
15. University Guidance

Download
Instructions for
NAS Dubai App



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 serves 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.

Teachers also use School Based Assessment in addition to Internal and External Assessments. These School-Based Assessments are essential for student success and contribute to the students' school report marks. The school report grades each student earns in a particular subject is not only tied directly on formal examinations, but is reflective of all work completed in preparation for those assessments.

Report marks during the course are based on Unit Tests using past exam questions, practice exams and in-class assignments using grading rubrics then converted to an assessment grade.

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.

Details of how this will be carried out will be shared by your personal tutor.

Reports

At NAS Dubai we ensure that our students' well-being is a priority. We enable them to flourish within our school environment whilst achieving the very best possible academic grades. All students are assigned to a Personal Tutor, a member of staff who is there for support in both an academic and pastoral context. Every student's performance is also closely monitored by recording and analysing tracking data illustrating their progress grade as compared to their target grade.

Students also take cognitive ability tests, the results of which will be used to generate targets in each of their subjects which indicate what a student is likely to be able to achieve in terms of final results.

Several times each year, our teachers write reports which will include current attainment grades, effort grades, predicted scores as well as feedback on work missed and attendance. Our teachers are experienced practitioners who are able to make accurate assessment predictions combined with recommendations on what steps need to be taken to ensure successful progress.

These reports give students, teachers and parents a very clear summary of the student's progress and bring to light any issues that need to be dealt with.

Communications - Parents Evening / Reports

Parent-teacher meetings will also be held to further discuss each student's attainment that will also allow students to evaluate their own progress and consider ways to improve their performance.

Deadlines

Students are given strict deadlines to meet by their subject teachers. Both internal and external deadlines must be strictly adhered to over the course of the academic journey. Students receive a Calendar of Internal Deadlines at the beginning of each academic year. These calendars give details of the due dates for the most important assignments that count towards the final grades. These deadlines will also be posted on the school's ManageBac software platform as a constant reminder to students.

The purpose of these deadlines is to spread the major pieces of work throughout the academic year and to avoid any bottlenecks of deadlines that could cause undue anxiety for the students. These formal deadlines are non-negotiable and are set to ensure the school has the necessary time to process the student's work and forward it to the examining bodies for marking and moderation.

IB Deadline Policy

The school reserves the right not to enter students for the Full IB Diploma if they do not meet the assessment criteria or the deadlines set by the school. Students will then receive certificates in their individual subjects but will not pass the Full IB Diploma.

Decisions on student registration are taken in November of Year 13 after continuous monitoring/support/feedback is provided throughout the IB programme.

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.

Website

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

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.

-  **NASDubaiSchool**
-  **NAS Dubai Media**
-  **nasdubaiperformingarts**
-  **nasdubaischool**  **nasdubaisports**
-  **<https://www.facebook.com/nasdubai.ae>**

School Essentials – School and PE Uniform

Dress Code for Sixth Form Programme Students

NAS Dubai has a dress code rather than a school uniform. We hope our students appreciate the privilege and responsibility that comes with this in presenting themselves positively to our school community. All students are expected to dress appropriately for a working environment, which essentially means wearing formal business attire.

General guidelines:

- ▶ Young men should wear: a blazer, formal shoes, collared long-sleeve shirts (shirts must be tucked into trousers at all times) with a tie.
- ▶ Young women should wear: smart professional trousers/below the knee length skirts, shirts and blouses must cover their shoulders. Blazers (are optional) and formal shoes. Statement socks are not permitted.
- ▶ Young women should not wear beach style vests or dresses. Leggings, tops/ jumpers with any 'loud' logos or writing are inappropriate and strictly prohibited.
- ▶ Flip-flops, espadrilles, trainers, t-shirts, hoodies, denim jeans and combat trouser are inappropriate and strictly prohibited (unless in times of non-uniform days).

Yr12 and Yr13 students have been allocated one PE session per week as part of their timetable. This is an important session to maintain a healthy active lifestyle. There are several different activities they can select to participate in. The standard PE uniform should be worn.

PE Uniform

- NAS Dubai PE Shirt or Black Plain Sports T Shirt
- NAS Dubai Black Shorts or Black Plain Shorts or Athletic Jogging Bottoms
- Non marking trainers with minimal logos or stripes
- Plain black leggings (girls)

School Essentials – Personal Property / Appearance

Accessories: only one piece of each item of jewelry is permitted. Large earrings are strictly prohibited; however, our female students may wear dainty studs instead. Natural coloured/nude nail varnish and natural makeup is allowed.

General presentation: hair must be neat, professional and well-kept. No extreme hair styles or dyed hair is allowed. Young men must have neat, professional and well-kept hair; for those with longer hair, top-knots are not permitted (hair must be tied back in a tidy manner with a delicate hair tie).

Students must adhere to the correct standards as outlined above to be in lessons. If students fail to uphold the appropriate professional dress as detailed above, parents/guardians will be contacted and students will be sent home to change.

NAS Dubai Bag

All students must have a smart black school bag for use on a daily basis and a smart sports bag/ruck sack for social PE lessons.

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 during lesson time and are only to be used in the Common Room at lunchtimes.

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

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 - Equipment / Uniform / 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.

IB Maths

An important piece of equipment that IB Maths students will need to complete the mathematical component of their IB Diploma is the Graphical Display Calculator. **We recommend the Texas Instruments TI-Nspire CX Graphing Calculator.**

Very few other calculators are allowed in IB Examinations.

A Level Maths

Students will be required to use a comprehensive scientific calculator and it is recommended that they purchase the **Casio FX-991EX**.

The school has a number of these calculators, which can be borrowed for the duration of their academic journey, but we require a security deposit paid directly to the Finance Office. This deposit can be retrieved upon return of the calculator (in reasonable condition) either at the end of the course or earlier if necessary.

Alternatively, you may choose to buy this calculator yourself if you happen to be visiting the US or the UK. 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.

School Essentials - Equipment / Uniform / Lockers

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

All students will be provided with a locker in the Sixth Form Common 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.

Creativity, Activity, Service (CAS) opportunities at NAS Dubai

There are many examples of activities and experiences that students can get involved with at school in order to make a positive impact - some of these are listed below:

| Experience | C | A | S |
|---|---|---|---|
| Music CCA's (choir, orchestra etc.) | X | | |
| Refereeing for a Primary sports fixture | | X | X |
| Participating in an art class outside of school or as a CCA | X | | |
| Global Expedition | X | X | X |
| Taking and presenting photographs of a school event/activity for the school newsletter | X | | X |
| Supporting Primary reading or homework club | | | X |
| School student council or form representative | | | X |
| Attending sports CCA's and/or fixtures | | X | |
| Being part of the school environmental committee | | | X |
| Volunteering as a subject tutor for younger students | | | X |
| Helping to direct or take part in the school production | X | | |
| Volunteering as a guide/helper for new students | | | X |
| Learning to play a new musical instrument or setting new goals in one that you already play | X | | |
| Attending a dance class and putting together a dance performance | X | X | |
| Designing and organising a school CAS website, noticeboard or blog | X | | X |
| Helping to create a display board after a school event | X | | X |
| Helping with a beach clean-up campaign in the local community | | | X |
| Volunteering at one of Dubai's Animal Welfare Organisations | | | X |
| Learning a new activity outside of school such as rock climbing or skiing | | X | |
| Participating in the Duke of Edinburgh International Award | X | X | X |

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 correct uniform
- 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 open for others

For lessons students will:

- Bring all relevant equipment
- Exercise books and homework
- Bring PE kit to PE lessons
- Bring necessary equipment for practical lessons
- Keep mobiles and electrical equipment in lockers
- A device-led curriculum is in place so that students can use their personal devices (not mobile phones) to conduct research and facilitate their learning. These are issued to students by NAS Dubai and students will sign an Acceptable Use policy to ensure appropriate use of the device.

At break times and lunchtimes students will:

- Behave sensibly
- Treat the building with respect
- Line up quietly while waiting to buy food
- 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 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'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 - Academic Integrity Agreement

1. I have received and read the document entitled 'General regulations: Diploma Programme' and am fully aware of what constitutes academic misconduct and the implications of such actions.
2. I have received and read the 'NAS Dubai Academic Integrity Policy' and fully understand the contractual and ethical guidelines as set out in this policy document.
3. I acknowledge the positive manner in which NAS Dubai's Academic Integrity Policy is intended to support and enhance my learning at our school.
4. I will not copy others' work, in whole or in part, and claim it as my own. I understand that this is academic misconduct.
5. I will not share my assignments with other students for them to gain an unfair advantage over others.
6. I will not discuss test questions and answers with students who have not yet taken the test in to gain an unfair advantage. I understand that this is considered collusion and is also academic misconduct.
7. During a test, I will not copy answers. I will not use outside information on tests, such as notes or textbook, without the express permission of the teacher. I understand that this is academic misconduct.
8. I will not plagiarise. I know that plagiarism is using words or ideas of authors in my work without giving those authors credit. I understand that this is academic misconduct.
9. I understand that copying an author's words and making minor alterations is also plagiarism.
10. I know that paraphrased text must include citations and sections of text copied word for word must be referenced clearly and accurately. I understand that making minor alternations to others' work is also academic misconduct.
11. I understand that if I am found to be guilty of academic misconduct, I will receive a zero for that assignment and risk being removed from the A level Subject or the Full Diploma Programme.
12. I understand that if I am found to be guilty of academic misconduct by the IB on any of my internally and externally marked or moderated work, I will automatically fail the class (for which that work is submitted) and I will not receive the Full IB Diploma.
13. I will endeavour to uphold all the ethical and honourable aspects of NAS Dubai's Academic Integrity Policy in order to play a successful part in our internationally minded school community.

Expectations and Agreements - Academic Integrity Agreement

I have read the NAS Dubai 'Academic Integrity Agreement' above and I agree to abide by the items stipulated.

Student Name (Print): _____

Date: _____

Signature: _____

I have received, read and will adhere to all aspects of the document entitled 'General regulations: Diploma Programme' and the NAS Dubai 'Academic Integrity Policy.'

Student Name (Print): _____

Date: _____

Signature: _____

(Parent): I can confirm that my son/daughter _____
_____ will abide by NAS Dubai's 'Academic Integrity Agreement' and has received, read and will adhere to all aspects of the NAS Dubai's 'Academic Integrity Policy':

Parent/guardian's name (Print): _____

Date: _____

Signature: _____

Head of Sixth Form's name (Print): _____

Date: _____

Signature: _____

Head of Year's name (Print): _____

Date: _____

Signature: _____

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.

Expectations and Agreements - Home-School Agreement

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 appropriate professional dress 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.
- Be a role model and leader to others
- Will uphold and abide by the Academic Honesty Agreement and the Acceptable Use of IT Agreement.

Please see next pages for the BYOD Policy

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.
- Access to video and audio recordings to support learning (Only in accordance with the Acceptable User Contract).
- Self-regulation on the use of ManageBac and other key educational platforms
- Accessing Seesaw for teachers to monitor and assess children's learning

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 |
|--|
| Secondary Windows Laptop Apple Laptop (MacBook) |
| Primary Windows Laptop Apple Laptop (MacBook) Apple iPad with Keyboard |

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.
- Seesaw class application and Microsoft Office suites to be downloaded for Primary school students

3. Conditions of Use

All BYOD scheme members are required to fill out the AUA policy (Acceptable Use Agreement Policy), signed by both the parent and the student user, with details of make, model & MAC address of device.

3.1 Guidelines for Students

- Students who bring their own device must always adhere to the BYOD policy & AUA policy at all times.
- Each member of the school staff has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects within school.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used for non-instructional purposes (such as making personal phone calls and text messaging).
- Devices should be sufficiently charged before the start of school every day.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

NAS Dubai - BYOD (Bring Your Own Device) Policy

- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
 - Students must ensure they have the latest software installed on their devices, relevant to the subject area.
 - It is the student's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purpose.
 - Devices must have appropriate protection/cases allowing easy carrying of the devices.
 - Devices must be clearly labelled, both physically on the device and electronically.
 - Devices must have a secure login and password.
 - The schools Behavior Policy/ Acceptable use policy is applied if students fail to adhere to these guidelines.
- 3.2 Students, Parents/Guardians and Staff acknowledge that:**
- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
 - NAS Dubai are authorised to collect any device that is suspected of breaching the BYOD policy, the AUC, the data protection and information security policy for the suspected source of an attack or virus infection. If the device is locked or password protected the student concerned will be required to unlock the device at the request of authorised staff with a parent present.
 - All students involved in the BYOD program will supply their own devices and be responsible for its safety, whilst on the school premises
 - When accessing the school WiFi, they must agree to terms and conditions set out on the online authentication page.
 - Students, Staff and Parents/ Guardians are prohibited from knowingly bringing a device on premises that infects the network with malware, virus, Trojan, or programme designed to damage, alter, destroy, or provide access to unauthorised data or information.

NAS Dubai - BYOD (Bring Your Own Device) Policy

- Students, Staff and Parents/ Guardians are prohibited from processing or accessing information on school property related to “hacking” altering or bypassing network security policies.
- Printing from personal devices will not be possible at school.
- NAS Dubai are not responsible for restoring devices where passwords have been forgotten or the device is locked.
- It is the choice of the individual families to insure devices against loss or damage.
- Personal devices must be charged prior to school and run on battery power while at school.
- NAS Dubai are not responsible or liable for loss or damage of student’s personal devices or cases.
- Any student in breach of this BYOD policy will result in the application of the School Behavior Policy, possibly leading to confiscation of the device.
- Online safety is a core element of NAS Dubai’s computer science curriculum, where the scope and sequence will be visited numerous times throughout the academic year
- Students should only use Microsoft Teams Chat during lessons for educational purposes and should not create their own teams chat/groups without the involvement of staff
- Students should not accept invitations from any user who is not part of the NAS Dubai community
- Students are not to send any inappropriate messages, images or audio files as per the laws governed by the UAE
- Appropriate use of devices is the joint responsibility of students, staff and parents. Any inappropriate use/ behaviour that occurs while outside of school (eg distance learning) should be reported to the school

NAS Dubai - BYOD (Bring Your Own Device) Policy

3.4 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.
- For iPads, we recommend that screen protectors and durable covers are purchased to keep devices safe along with a name tag to distinguish devices

- Personal insurance on devices is highly recommended to ensure accidental damage is covered outside of any potential warranties provided by manufactures. This would be at a personal cost to families

By **opting** into this communication, you agree with **NAS Dubai Bring Your Own Device Policy** and the above additional guidelines.

If, for whatever reason, you are not in agreement with the details contained herewith, **please contact your personal tutor directly**. If we do not receive an email indicating that you do not wish your child to adhere with the BYOD policy, we will then make direct contact with families.

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 using the student portal.

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 - 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. 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.

Sixth Form Students

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.

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 - 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. Students 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.

Students should use their managebac account or personal diaries to record their homework in.

Homework will not be set for the following day, students will always have at least 2 nights to complete tasks given.

Adhering to Calendar Deadlines

Students will receive a calendar of deadlines which includes important dates for all subjects including university applications and other core elements. These must be strictly adhered to in order ensure a smooth flow of work and reduce their level of stress. If for any reason a student cannot meet their set deadline, they must contact their subject teacher and Head of Year with at least 48hrs notice to discuss reasons and if approved will be granted an extension.

Activities and Miscellaneous – Rewards / Pastoral

Sixth Form Awards

Rewards will be given 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 class work. 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 - 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

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.

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

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