



**IB Diploma  
Student  
Handbook  
2019- 2020**

STUDENT HANDBOOK FOR  
THE IB DIPLOMA PROGRAMME  
2019 - 2020

AT

NORD ANGLIA INTERNATIONAL  
SCHOOL DUBAI



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# Message from the Principal

Dear Parents and Students,

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

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

We remain united in our mission:

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

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

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

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

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

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

Yours sincerely,

Matthew Farthing  
Principal

## *Welcome from the Secondary Team*

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

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

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

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

**Liam Cullinan**  
Head of Secondary



Liam Cullinan  
Head of Secondary



Tayyba Qureshi  
Deputy Head



Graeme Malcolm  
Deputy Head



Cheryl McSweeney  
Deputy Head



Carrie McNerney  
Assistant Head

















Lee Banfield  
IB Co-ordinator


# School Year Calendar - Academic Year 2019 - 2020

## TERM DATES 2019-2020

Modified May 20th 2019

AUGUST 2019							SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019						
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
28	29	30	31	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31	1	2	24	25	26	27	28	29	30
1	2	3	4	5	6	7	29	30	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
DECEMBER 2019							JANUARY 2020							FEBRUARY 2020							MARCH 2020						
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
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	8	9	10	11	12	13	14
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	15	16	17	18	19	20	21
22	23	24	25	26	27	28	26	27	28	29	30	31	1	23	24	25	26	27	28	29	22	23	24	25	26	27	28
29	30	31	1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6	7	29	30	31	1	2	3	4
APRIL 2020							MAY 2020							JUNE 2020							JULY 2020						
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
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8

-  Sun 25th August: SCHOOL CLOSED for Students (*First day of academic year for teachers*)
-  Thurs 29th August: Nursery, Y1 and Y12 Student Induction (*First day of academic year for these students*)
-  **Sun 1st September: Start of term for all Students**
-  Sun 20th October - Thurs 24th October: SCHOOL CLOSED for Students and Staff (Half Term)
-  Thurs 7th November: SCHOOL CLOSED for Students (Staff INSET Day)
-  Sun 10th November: Possible holiday for the Prophet Mohammed's Birthday (TBC)
-  Mon 2nd December: Expected holiday for National Day (TBC)
-  Fri 13th December - Sat 4th January inclusive: Winter break (as mandated by KHDA)
-  Sun 26th January: SCHOOL CLOSED for Students (Staff INSET Day)
-  Sun 16th - Thurs 20th February: SCHOOL CLOSED for Students (CPD for Staff)
-  Fri 27th March - Sat 11th April inclusive: Spring Break (as mandated by KHDA)
-  Sun 24th - Tues 26th May: Possible holiday for Eid Al Fitr (TBC)
-  Sun 7th June: SCHOOL CLOSED for Students (Staff INSET Day)
-  **Thurs 2nd July: Last day of the academic year for Students and Staff**

**Please note:** 

Many public and religious holidays will remain unconfirmed by KHDA until nearer the time.

We therefore do not recommend that you book flights based on these provisional dates, which are intended as a guide only.

## *The School Day*

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

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 STS.

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

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

### **Admissions**

If you have an admissions query during the summer please email [admissions@nasdubai.ae](mailto: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 IB World 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 IB Diploma students are advised by an 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 and IB Co-ordinator and the University Guidance Counsellor to give a holistic and integrated support network for our Yr12 and Yr13 IB students.



## *The School Day - School Timetable 2019 - 2020*

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

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

## *The 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 IB students maintain a minimum 97% attendance record in order to meet the academic rigour of the

IB Diploma Programme. If a student's attendance falls below this level without valid reason, then their position within the IB Program will be reviewed and this may result in non-registration for the Full IB Diploma 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 (7:45am) and lessons. This is part of taking personal responsibility for their own learning and academic development. Please ensure that they arrive in good time. If students are repeatedly late for 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 IBDP 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 - Parent Portal and Access to ManageBac*

### **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.

### **ManageBac: A Curriculum-First Learning Platform for the IB Diploma Programme at NAS Dubai**

ManageBac is the leading planning, assessment and reporting platform for the IB Diploma. It will enable our teachers to perform efficient curriculum planning, assessment and reporting, while eliminating paperwork and enhancing communication to our parents and students.

## *Communications - Parent Portal and Access to ManageBac*

ManageBac provides our coordinators, teachers, students and parents with a more efficient alternative to paper forms, Word docs on shared drives, and Excel spreadsheets.

Here at NAS Dubai, the ManageBac platform supports the effective implementation and management of the IB Diploma programme that will include test and assignment dates, detailed data tracking and monitoring of individual students, exam entry and e-coursework upload and much more.

As parents, you will be able to gain access to your child's 'personalised online dashboard' in order for you to:

1. view all their assignment dates and upcoming tests
2. view the attendance information for your child and details of how many absences he or she has
3. view the messages written by teachers and students in each of your child's classes
4. view your child's academic progress in each class and view past report cards and future academic plans

5. view which units are being taught and view task / assignment grades
6. view work that your child has uploaded to their classes

As parents, all you need to access ManageBac is an internet connection and a modern web browser with JavaScript enabled. We would recommend using Google Chrome for the best experience, but Safari 5, Internet Explorer 9 or Firefox 12 all work fine on Macs & PCs.

There will be workshops arranged early in Term 1 of the 2019 - 2020 academic year for parents on 'Effective Use' of ManageBac in order for you to fully support your child through their IB Diploma Journey. For further information on ManageBac please go to the following website:

<https://www.managebac.com/diploma/>



## *Communications - Home and School*

### **Academic Passport - Year 12 and Year 13 IB Students**

The Academic Passport is the most important tool in any IB 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 university guidance, assessment overviews, key dates as well as reminders about the themes of assemblies and CAS (Creativity, Activity, Service) activities. The Passport must be brought into school each day and should be visible during lessons.

The Passport is such an important feature of our school that we ask parents to check 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 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.

### **School-Based Assessment (SBAs)**

IB Diploma teachers also use School-Based Assessment (SBAs) in addition to IB Internal and External Assessments. These School-Based Assessments are essential for student success and contribute to the students' school report marks. The school report grade each student earns in a particular IB class is not only tied directly to the marks earned on formal IB assessments, but is reflective of all work completed in preparation for those assessments.

Report marks during the course are based on unit tests using past IB exam questions, practise exams and in-class assignments modelled on IB assessments. Teachers evaluate school-based assignments using IB rubrics and then convert the marks to 1-7 grades based on mark bands available in the subject reports provided by the IB.



## *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**

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 IB Diploma 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 IB subjects which indicate what a student is likely to be able to achieve in terms of final results.

Several times each year, our IB teachers write reports which will include current attainment grades (based on IB criteria), effort grades, predicted IB scores as well as feedback on work missed and attendance. Our teachers are experienced IB 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**

IB Diploma students are given strict deadlines to meet by their subject teachers and the IB Coordinator. Both internal and external deadlines have to be strictly adhered to over the course of the IBDP. Students receive an IB 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 IB grades including the Extended Essay, TOK essay and presentations, the Language Orals, The Group 4 Project and the Internal Assessment assignments. 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 IB for marking and moderation.

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

📘 <https://www.facebook.com/nasdubai.ae>

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### **NAS Dubai Mobile App**

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

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

The NAS Dubai App features:

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

## *School Essentials - School and PE Uniform*

### **Dress Code for IB Diploma 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).

Year 12 and Year 13 students will also have the opportunity to take part in optional social PE sessions at certain times during each term to ensure they maintain a health body and healthy mind. The standard PE uniform should be worn if students wish to take part.

#### **PE Uniform**

- NAS Dubai PE shirt
- NAS Dubai black shorts
- Non marking trainers with minimal logos or stripes

## *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 IB 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 IB 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.

The most important piece of equipment that your son or daughter will need to complete the mathematical component of their IB Diploma is the Graphical Display Calculator. The programme cannot be completed successfully without this calculator, and knowledge of its features and capabilities will be required for all three different types of course: Mathematical Studies; Mathematics SL and Mathematics HL.

Very few calculators are allowed in IB mathematics exams; to avoid possible confusion we would recommend only one type: the Texas Instruments Ti-84Plus. (Ti-83, Ti-83 Silver are all roughly equivalent).

The school has a number of these calculators, which can be borrowed for the duration of the Diploma, 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 Diploma 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 IB students will be provided with a locker in the IB 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
- 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
- A device-led curriculum is in place so that IB 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 Honesty 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 Honesty 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 Honesty 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 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 Honesty Policy in order to play a successful part in our internationally minded school community.

## *Expectations and Agreements - Academic Honesty Agreement*

I have read the NAS Dubai 'Academic Honesty 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 IB document entitled 'General regulations: Diploma Programme' and the NAS Dubai 'Academic Honesty Policy.'

Student Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Parent): I can confirm that my son/daughter \_\_\_\_\_  
\_\_\_\_\_ will abide by NAS Dubai's 'Academic Honesty Agreement' and has received, read and will adhere to all aspects of the IB document entitled 'General regulations: Diploma Programme' along with NAS Dubai's 'Academic Honesty Policy':

Parent/guardian's name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

IBDP Coordinator's name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Head of School'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.

### **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.

## *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 - 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.

### **IB 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.

They should have their Passport with them at all times 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.

## *Activities and Miscellaneous - Rewards / Pastoral*

### **IB Diploma 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](mailto: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](mailto:nasclassreps@gmail.com)

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