

*Primary  
Student  
Handbook  
2019 - 2020*



NORD ANGLIA  
INTERNATIONAL SCHOOL  
DUBAI

*Be Ambitious*

PRIMARY STUDENT HANDBOOK  
2019 - 2020

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 Primary Team

Dear Parents,

I would like to extend a very warm welcome to you and your family from the Year 1 team here at Nord Anglia International School Dubai.

The first week of school is an exciting and busy time for the children, parents and teachers. There will be a lot of new experiences and a lot of questions that you will want to ask.

For children who are new to Nord Anglia Dubai the first day is a big day. Some children may find separating from parents and carers difficult. Preparing your child in advance by talking to them about their new school and having a play visit can make things easier. On the day a big hug, a wave goodbye, a big smile and reassurance that they will be collected and when, will help your child adjust to their new environment more quickly. With time your child will become more familiar and settled with the school routines.

We believe that your child's time with us will be a happy and settled one and that they will enjoy attending each day. We look forward to getting to know you and your family and as the year goes on we can work together in the best interests of your child.

Please feel free to ask for information and advice to make your new child's transition into their new school/class go as smoothly as possible. We are always here to offer our support. If you have any concerns or questions about

what to expect in the coming year please do not hesitate to ask. We will be more than happy to help.

Enjoy your child's Year 1 experience with us.

**Christine Walker**  
Head of Primary



**Christine Walker**  
Head of Primary



**Stephen Sharma**  
Deputy Head



**Tara Lambert**  
Deputy Head



**Cheryl McSweeney**  
Deputy Head



**Michael Connor**  
Assistant Head



**Tracey Parry**  
PA to the Head

# 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.

## Daily Routine - School Timetable 2019 - 2020

Years 1 - 6

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

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



## The School Day

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

Primary school parents and students can enter through the main entrance or from the two back entrances and car park. New students will be met in the main entrance by school staff and students and guided to their classrooms.

Foundation Stage children should enter the school through the Eiksund Tunnel and go to their classrooms to be met by their teachers.

If your child is arriving by bus they will come into school through the bus entrance and then make their way to their respective classrooms. During the first few weeks staff members will help the younger children to their classrooms.

### Admissions

If you have an admissions query during the summer please email [admissions@nasdubai.ae](mailto:admissions@nasdubai.ae)

### Invoicing and Tuition Fees

Any fee-related queries should be addressed directly to the Finance Department: [finance@nasdubai.ae](mailto:finance@nasdubai.ae)

### Uniform

Uniforms are available from Zaks in Motorcity.

Tel: +971 (4) 3629975

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

The full lists are on our website and in this handbook.

### School Lunches / Snacks

During the day students need a snack/drink and lunch. Students can opt for a packed lunch from home or buy a school lunch from our canteen provider, NAS Lunch Box. Lunch Box provides a hot lunch meal, sandwich station and a morning snack service which can be purchased through vouchers or cash. Lunch Box offers a daily vegetarian choice. The weekly menus can be found on the NAS Dubai App and on our school website.

### What to Bring

- School bag
- Book bag (Nursery to Year 2)
- Packed lunch (if not having a school lunch)
- Snack (all years) please remember we are a NO NUT SCHOOL
- Sun cream
- Water bottle
- School hat (no hat, no play)



## The School Day

### **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

### **Co - Curricular Activities (CCAs)**

The full list of CCAs will be available during the first week of each term where students can sign up for their preferred activities. These run from 3:00pm - 4:00pm on a Monday to Wednesday. Our external providers will be available on Tuesday 12th and Wednesday 13th of September 1:30pm - 3:30pm with their details and schedules so that parents can also choose from those activities. These are paid activities that mostly start after 4:00pm. CCAs will start on Monday 25th September.

**UPDATE INFO?**

Any queries can be emailed to: [cca@nasdubai.ae](mailto:cca@nasdubai.ae)

### **NAS Music Academy**

#### **Individual Instrumental Lessons**

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

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

Please contact Amira Fouad for more details: [amira.fouad@nasdubai.ae](mailto:amira.fouad@nasdubai.ae)

### **PE Class Routine**

Our PE programme is an important and compulsory part of our curriculum and includes games, gymnastics, athletics, dance and swimming. Class teachers will notify you of PE and swimming days so please make sure that the relevant kit/ costume is in school on these days.

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

Please note ALL children in Primary (not EYFS) must change into and out of PE clothes.

## Daily Routine - 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.

## Daily Routine - Transport

### **Drop Off, Pick Up and Parking**

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

Safety is of paramount importance when students are entering or leaving the school premises. Members of staff are on duty in the car parks; please follow their guidance at all times.

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



## Daily Routine - 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 Head of School in writing at least ten days before the proposed absence. Where permission is not sought absences will be recorded as unauthorised; repeated instances of unauthorised absence will call into question the student's future attendance at the school. We ask that all parents inform the school directly if a student is going to be absent for any reason.

The contact should be made via the student's class teacher, preferably via email. If it is a future known absence that requires authorisation from the Head of School, an electronic form on the Parent Portal is submitted. Absences should be explained so that the correct follow up procedures can take place in line with KHDA requirements. We expect and require students to maintain a 97% attendance record.

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



## Daily Routine - Punctuality / Late Policy

### Public Holidays

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

### Punctuality

Students are expected and required to arrive on time for registration (7:45am) and lessons. The times for all lessons are in the students' timetable. This is part of taking personal responsibility for their own learning and academic development. Please ensure that they arrive in good time. If they are repeatedly late for lessons this will be discussed with the class teacher, Head of School and parents. A plan will then be put into place to ensure that each student takes responsibility for their learning.

### Ramadan

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

### Early Departure

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

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



## Communications

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, updates as well as highlighting our achievements.

### Termly Curriculum Guides

At the start of each term, a curriculum overview is available on the Parent Portal as a PDF document outlining what will be covered in the curriculum areas for that term. The Languages curriculum guide will also be published, which outlines what is being taught in your child's language choice and Arabic.

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

### Website

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

### Daily Emails

As a parent of an EYFS child through to Year 6, you will receive a daily email from your child's class teacher or subject teacher. Within this daily email you will be told what your child has studied, any achievements, homework set and any reminders. If you have any queries you can email the relevant teacher or place a note in the Home-School Book.

### Primary Home-School Book

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



## Communications - NAS Dubai App and Social Media

### NAS Dubai Mobile App

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

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

The NAS Dubai App features:

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

### Communications/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.

- 📘 <https://www.facebook.com/nasdubai.ae>
- 📷 nasdubaischool      📷 nasdubaisports
- 🐦 NASDubaiSchool
- 📺 NAS Dubai Media



## Communications - Assessments

Assessment is key to effective approaches to teaching and learning. The forms that assessment takes, the uses to which assessment data is put and the context within which assessment is undertaken are therefore critical aspects of educational policy and practice at international and school level.

Assessment at NAS Dubai takes a number of different forms and serve a number of distinct purposes.

Assessments are used by teachers to enable them to form valid and reliable judgements of students' progress for the development of the curriculum. Data from assessment has also become an integral feature of how schools and the education system as a whole are held to account for their performance.

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

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

Teachers know each individual child and monitor and track their progress closely over the whole year through a range of formative assessment techniques. These scheduled assessments only help confirm what the teachers already know by working closely with the students every day.

The end of year achievement grade on the end of year report will be based on their class work over the whole year to ensure it is a true reflection of their ability and hard work.

Primary reports with achievement grades are given at three points throughout the year.



## 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 NAS Dubai App. They provide an opportunity for parents, students and teachers to discuss progress. We believe that reflection is part of a repertoire of tools that will help the student achieve higher academic standards.

Appointments are made directly with teachers. Parents are asked not to arrive to see a teacher without an appointment being made.

Occasionally, a teacher may request to see a parent, believing that a discussion would be mutually beneficial. Parents should be aware that time during parent evenings is limited and are therefore requested to stick to the allotted time for the benefit of all. Longer discussions are welcomed by separate appointment if required.

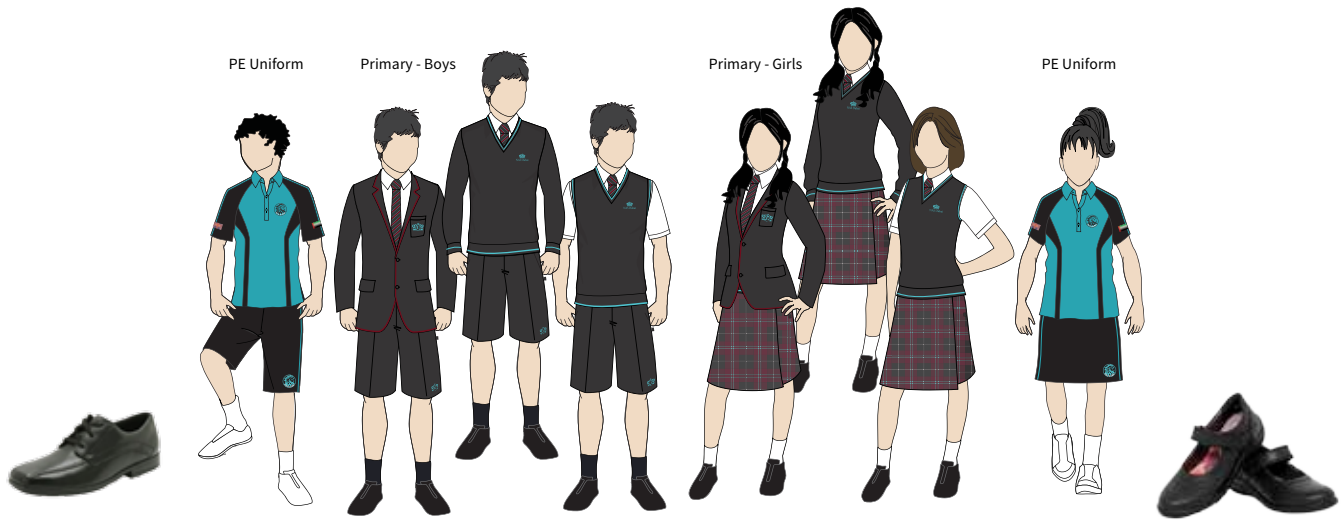
### Reports

An important part of the academic home school communication is the official reporting of your child's progress. The Primary School will receive written reports at key points throughout the year. These reports will be given to your child and/or via the Parent Portal. They will include information about your child's progress, both academically and personally. We will also give you statistical information related to their progress, both in terms of school, national and international benchmarks.

The parents evenings will also feature verbal follow up on the reports and discussion where required.

We should point out that reports should not contain 'surprises'. We will inform you of any ongoing matters requiring attention ahead of the reporting schedules.

# Uniform & Equipment - Primary School Uniform - Year 1 to Year 6



## Boys

- NAS Dubai black bag
- NAS Dubai black book bag (Year 1 & 2)
- NAS Dubai grey v-neck pullover or vest
- NAS Dubai grey blazer
- NAS Dubai white shirt
- NAS Dubai tie \*
- NAS Dubai grey shorts
- Grey socks
- Plain black full closed shoe - no trainers or sandals
- NAS Dubai hat - cap or cricket hat

## PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts
- Plain black football socks<sup>o</sup>
- NAS Dubai sports bag
- NAS Dubai swim suit - long or short \*
- NAS Dubai swim cap \*
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

## Optional Items

- NAS Dubai hoodie \*

\* A clip-on tie is available for Year 1 only.

## Girls

- NAS Dubai black bag
- NAS Dubai black book bag (Year 1 & 2)
- NAS Dubai grey v-neck pullover or vest
- NAS Dubai grey blazer
- NAS Dubai white shirt
- NAS Dubai tie \*
- NAS Dubai tartan skirt (Year 1 - Year 4)
- NAS Dubai tartan kilt (Year 5 - Year 6)
- White socks
- Plain black full closed shoe - no trainers or sandals
- Grey, teal or white hairbands or clips
- NAS Dubai hat - cap or cricket hat

## PE Uniform

- NAS Dubai PE shirt
- NAS Dubai black shorts or NAS black PE skirt
- Plain black football socks \*
- NAS Dubai sports bag
- NAS Dubai one piece swim suit - long or short \*
- NAS Dubai swim cap \*
- NAS Dubai swim bag
- White non marking trainers with minimal logos or stripes
- NAS Dubai hat - cap or cricket hat
- House polo shirt

## Optional Items

- NAS Dubai hoodie \*

NAS Dubai uniform is compulsory and can all be purchased from Zaks Uniform Shop in Dubai Motorcity.

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

<sup>^</sup> Can be purchased and worn during the cooler months.

<sup>o</sup> Available from any sports shop

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

## Uniform & Equipment - Personal Property and Appearance

### **NAS Dubai Bag and Book Bag**

All students in Primary must have and use the NAS Dubai school bag. Book bags are compulsory for Year 1 and Year 2. All students from Year 1 to Year 6 must use a NAS Dubai sports bag for PE.

### **Jewellery**

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

### **Hair Styles**

Any excessive fashion hairstyles are not acceptable. Girls must wear their hair tied up and boys hair must be cut above the collar.

### **Make - Up**

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

### **Nails**

No nail extensions are permitted.  
No nail varnish.

### **Mobile Phones**

The school is not responsible for any loss or theft of phones. All phones are to be kept in lockers and switched off. Mobile phones will be confiscated if they are seen to be used during school hours.

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

**Smart appearance at all times is important.**

**Shirts must be tucked in neatly and ties tied correctly.**

**Girls skirts must be at knee level.**

**Blazers must be worn when moving around the school.**

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

## Uniform & Equipment - Equipment / 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. 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 primary students have a locker outside their classroom. All items not being used during lessons should be placed inside the lockers. The lockers provided will hold the majority of students' books and bags. These are to be kept tidy at all times; with items placed inside the lockers; not on top or in front.



## Expectations and Agreements - Code of Conduct for Students

### **On the way to and from NAS Dubai students will:**

- Look smart and tidy
- Be sensible and mindful of others
- Be courteous and helpful to other people
- Behave sensibly at all times
- Queue in a sensible way when waiting for the bus
- Try to help others behave sensibly

### **In our corridors students will:**

- Wear the school blazer and tie
- Not run or shout
- Keep to the right
- Be courteous to other people
- Greet their peers, guests and staff with the relevant respectful greeting
- Hold the doors

### **For lessons primary students will:**

- Bring their Home-School Book, reading books, and homework
- Bring PE kit to PE lessons

### **At break times and lunchtimes students will:**

- Behave sensibly
- Treat the building with respect
- Line up quietly while waiting to buy food
- Allow other people to enjoy their games without interference
- Treat other people's belongings with respect
- Always put litter in a bin and encourage others to do the same

### **In the classroom students will:**

- Hand work in on time
- Try their best to learn
- Bring to the lesson all they need to learn
- Follow all instructions
- Respect other people and their property
- Listen to other students and teachers
- Chewing gum is strictly forbidden

## Expectations and Agreements - Home-School Agreement

At NAS Dubai we want to work with students, parents, staff and the Advisory Board to create a school environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom experience and feel intellectually challenged and stimulated.

We believe in the importance of equipping students with the values and skills that will help their development and learning for life. We want to build self-esteem and confidence and create opportunities where students, parents and staff know that they are valued. We are convinced that this can happen when parents, students and staff agree to work together in partnership.

The Home/School Agreement is an agreement to work together.

### **The Parents**

I/We shall aim to:

- Ensure my child attends regularly, on time, properly equipped and in full school uniform.
- Respectfully make the school aware of any concerns which might affect my child's education and welfare throughout the correct channels.
- Support the school's policies and guidelines for behaviour.
- Attend parents evenings and discussions about my child's progress.

### **NAS Dubai**

We will:

- Make the school a safe and secure environment where learning can take place.
- Ensure that your child achieves their full potential as a valued member of the community.
- Provide a balanced curriculum which follow national guidelines.
- Achieve high standards of work and behaviour.
- Inform you of any concerns that are affecting your child's work or behaviour.
- Issue regular reports home.
- Set, mark and monitor homework.

### **The Student**

I shall:

- Attend the school regularly and be on time.
- Bring all the equipment I need every day.
- Wear full school uniform and take pride in my appearance.
- Do all my class work and homework to the best of my ability.
- Be polite, helpful and respectful to others in and outside of the school.
- Keep the school and its environment free from litter and graffiti.

## Expectations and Agreements - The Internet

To ensure a safe environment for your child we operate the following Internet agreement.

- 1) Students agree to use the Internet for constructive educational purposes.
- 2) Students will not visit sites which are offensive, illegal or defamatory.
- 3) Students will observe rules and laws of copyright and plagiarism.
- 4) Students will be fair with the network, refraining from time consuming downloads of large files.

5) Students will not give out personal details about home, the school, addresses or telephone numbers.

6) Students should report to a member of staff any information they come across that makes them feel uncomfortable.

We ask all parents to sign the agreement.



## 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 will supervise children in and out of the classrooms by meeting and greeting at the door and take responsibility for checking behaviour on the school site generally, as a matter of course.

Classes should begin with students placing bags in lockers and having necessary equipment on the desk—passports, pens, pencils and rulers. The uniform needs to be perfect. Exemplary standards of behaviour are expected from our students and our teachers maintain the standards we expect.

Sanctions are used to remind students about the Home/School Agreement and about patterns of acceptable behaviour. We believe that self-discipline is best, however sometimes this needs to be supported by imposed discipline and appropriate sanctions.



## Expectations and Agreements - Behaviour

### Positive Behaviour Rewards

We believe that positive reinforcement is preferable to a sanctions based system wherever possible. So while sanctions are available to teachers we would rather reward good behaviour and set the correct expectations from the start.

We have a house-point system in Primary and Secondary school to recognise and reward children's effort and achievement. The vast majority of our students exhibit very good manners and care for their peers and learning environment; this is valued and celebrated in class as well as in full school assemblies.

Parents are part of this process and we expect and require two way communication from parents. We would like to celebrate your child's success with you and, if needed, share the requirement for correction and reflection with you.

Our approach is constructive, firm and consistent. By setting the correct, supportive, standards from the outset we support the high achievement expected in our school.



## Expectations and Agreements - Homework Policy - Primary

Homework is an integral part of life at NAS Dubai. All students from Reception and above will be involved in the programme and such involvement will obviously depend on the child's age. As a general rule, the following policy will be used.

Homework should be:

- Manageable for parents, students and teachers.
- Directly related to children's class work and the school curriculum.
- Regarded as important and monitored by parents and teachers.
- Objectives and feedback are clearly understood by all students.

### **Homework Expectations**

From Year 1 onwards; the children will have daily reading which should be heard by an adult. For Year 1 and Year 2 this should be for a minimum of 10 minutes per day, rising for Year 3 to Year 6 to 30 minutes per day.

### **Reading Record**

Your child will use their Home/School Book as their reading record each day. The purpose of this log is for your child to record what they have read at home each day (title, author and page numbers). You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.

### **Termly Languages Homework**

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

## Expectations and Agreements - Primary Homework Policy

There are 4 main ways to help support your child's reading development:

- 1) Hear your child read their school reading book or any other suitable book on a daily basis. KS2 children still need to have their reading heard by an adult (i.e. Year 3 & Year 4 4-5 times per week and Year 5 & Year 6 2-3 times per week). Reading aloud helps develop fluency and understanding.
- 2) Read with your child - take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It's also fun!
- 3) Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading. All primary children benefit greatly from hearing stories read to them in English (and other languages).
- 4) Let your child see you reading – showing them reading is both highly enjoyable and very useful. Set a great example.



# Expectations and Agreements - Primary Homework Policy

## Homework Timetable

Year group	Daily	Weekly			
	Reading	Spellings	Maths	Other	Languages
	With an adult (Rec - Y2) Independently and to an adult at times (Y3 - Y6)	Words to learn using Look, Cover, Write Check (LCWC) method and/or spelling activity	This may include mental maths and/or written work	This could include written or drawing task, practical work, research or discussion topics	This could include speaking, listening, reading or writing practice or cultural activities
Nursery	Weekly library book to read to child, enjoy and talk about (and reread again and again as desired by the child)	n/a	n/a	Very occasional discussion topic for family to talk about.	n/a
Reception	5/10mins. Sight words as directed by the teacher	1 task	Counting, number songs	Very occasional discussion topic for family to talk about	15 mins
Year 1	10 mins – books changed once a week	Range of 5-10 words depending odepending upon phonics ability	Practical or written 10 mins	Additional tasks not usually set	Tasks set for each half term
Year 2	10 mins – books changed twice a week	Range of 5-10 words depending odepending upon phonics ability	20 mins	Additional tasks not usually set	Tasks set for each half term
Year 3	Minimum 10 mins	10 words with 2-4 extension words	20 mins minimum	Additional tasks totalling no more than 30mins	Tasks set for each half term
Year 4	Minimum 15 mins	12 words differentiated between the Higher, Middle and Lower ability groups	30 mins	Additional tasks totalling no more than 30mins	Tasks set for each half term
Year 5	20 mins minimum	12 words plus related spelling activity	30 mins minimum	Additional tasks totalling no more than 1 hour	Tasks set for each half term
Year 6	20 mins minimum	12 words from Year 6 National Framework	30 mins minimum	Additional tasks totalling no more than 1 hour	Tasks set for each half term

## Activities and Miscellaneous - Arabic - Islamic Education - PSHE

### **Arabic Education**

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

Arabic is the national language and is a core subject here at NAS Dubai. The GCSE programme of study is introduced in Key Stage 2 of Primary so the children are fully prepared to sit the GCSE examination. In Year 9 this raises the level of expectation of all our NAS Dubai community by providing a common goal for all our students and a qualification in Arabic.

### **Islamic Education**

All KHDA registered Muslim students will attend statutory weekly Islamic lessons in English or if an Arab passport holder then in Arabic during their schooling at NAS Dubai. No other religious education will be taught in the school for other students.

### **Social Studies**

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

PSHE stands for Personal, Social and Health Education. This will be where students consider ideas and look at topics that will support them in making informed decisions about life. It is a carefully planned part of the curriculum that contributes to the quality of life by developing students knowledge, understanding, skills and attitudes in some very important areas.

We will promote healthy and positive lifestyles as part of our school culture, and we will help students become healthier, more independent, more responsible and more active members of our community. Students will learn and appreciate what it means to be a positive part of a multi-cultural school and society.

## Activities and Miscellaneous - Arabic - Islamic Education - PSHE

The course includes aspects of citizenship, where students learn how they can make a positive contribution to society, and traditional PSHE, where they learn how they can make sure they lead a confident, healthy and responsible life. The dual focus on them as an individual and the role they play as a member of a society will reappear throughout the course, and students will have plenty of opportunity to look at both aspects of PSHE.

Throughout the school we explore age appropriate topics like the harmful effects of bullying, and how to prevent it, healthy lifestyles, dealing with stress and emotions, alcohol and drugs, friendships and relationships, global issues, the environment, human and animal rights, managing money, dealing with racism and prejudice, becoming a responsible citizen and managing learning.

This list demonstrates we will be dealing with important topics, and we will give students plenty of opportunity to contemplate, absorb, discuss and challenge it all.

### **A Note to Parents**

We do, of course, tackle all the topics here carefully, sensitively and with respect to the law and local culture of the UAE. We are more than happy to discuss what we cover and how we do it. Please see our staff for further details.



## Activities and Miscellaneous - Student Activities / Student Voice

### NAS Dubai Primary Opportunities

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

These are just some of the ways that students can get involved. If you think we have missed something or your child can offer more to NAS Dubai, see Mrs. Walker Head of Primary.

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





## Activities and Miscellaneous - Primary Rewards / Pastoral

### Housepoints

#### Housepoints are awarded for:

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

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

House Points are recorded by the teacher in the classroom.

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

Certificates are awarded in a celebration assembly every week.

### Pen Licence and Penmanship

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

When they prove, over time, that they can keep up that high standard in

pen as well, they are presented with their Penmanship Award including an NAS Dubai pen.

### Head of School and Principal Award

These will be awarded to students who have made an outstanding contribution to a lesson or to the school and to students who have made exceptional progress.

## Activities and Miscellaneous - Parent Association / Parent Advisory Board / 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)

### 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)

### Advisory Board

The Advisory Board exists to support the school in terms of its development and strategic approach. It is also (with the understanding that the KHDA has input into these matters) the final internal appeal body for such matters as student exclusion and other more serious disciplinary matters if they should occur. The board meets three times per year on a normal basis but might meet more frequently as required.



## Health and Safety in PE and Sport related CCAs

At NAS Dubai your child's health and safety is of utmost importance to us. Therefore, we operate a strict set of rules regarding PE attire. Full details of our school uniform policy can be found on our website and the NAS Dubai App.

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

### Mandatory

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

### Optional

- NAS Dubai Hoodie (for the cooler months)

### Footwear

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

### Water Bottles

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

### Football, Hockey, Rugby (plus other contact sports)

- Plain black football socks
- Shin pads: recommended for football and hockey lessons for Year 3 and above. Compulsory for secondary football and hockey lessons and all years football and hockey CCAs
- Mouth guards: optional for PE lessons and compulsory for contact rugby and hockey CCAs.



## Health and Safety in PE and Sport related CCAs

### Swimming

- NAS Dubai swimming costume
- NAS Dubai swimming hat\*

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

### No jewellery

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

### Hair

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

### Spare Kit

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

### Illness and Injury

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





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Nord Anglia International School  
Al Barsha 3, Dubai  
United Arab Emirates

Physical Address: Hessa St (D61) and Mohammad bin Zayed Road

Main Desk: +971 (0) 4 2199 999

admissions@nasdubai.ae

**nasdubai.ae**



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



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@NASDubaiSchool



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