



THE BRITISH INTERNATIONAL SCHOOL  
ABU DHABI  
A NORD ANGLIA EDUCATION SCHOOL

*Foundation Stage at  
The British International School Abu Dhabi*





**Kind Hands**

**Kind Feet**

**Kind Words**



## *Welcome to Foundation Stage at BIS Abu Dhabi*

We are looking forward to getting to know all new FS parents, as well as your children, and hope your time with us will be a happy and enjoyable one. We, as teachers, are glad to have the opportunity to work with you as partners in your child's education.

The purpose of this booklet is to keep you informed about day-to-day routines, offering some advice on how to make the transition into FS1 Nursery and FS2 as smooth as possible and will hopefully answer some of the questions you may have.

We hope that you enjoy reading it and will discuss the contents with your child, to promote a happy, successful and rewarding year for us all.



### *What are the behavioural expectations in FS?*

In FS we all follow the three Golden Rules: Kind Hands, Kind Feet and Kind Words. Teachers talk about these regularly with the children and children are encouraged to follow these at all times.

### *What is the morning routine?*

You may drop your child off at their classroom between 7:30 and 7:45 am. Please do not take them directly to the playground as they need to be registered. Your child will have some time to play in the playground and meet up with their friends before gathering to sing the National Anthem. After a song or dance to wake them up, they will head into their classrooms to discuss their day and plan their learning. This is an important part of their day and we ask that you make sure they arrive on time in the mornings as late arrivals can unsettle them and lead to disturbances in their learning.

### *When may I collect my child?*

Pick up time for FS1 Nursery can be at 1pm or 2.30pm from the classroom. Pick up time for FS2 is at 2:30pm from the classroom. Both you and your child will be excited to share news of the day, but please wait for the teacher to dismiss your child, by calling their name, before taking them.

### *I cannot fetch my child today. I am running late. What should I do?*

If you have arranged for someone else to collect your child, please inform the teacher as soon as possible. This can be done in person in the morning, by writing a note in the communication book or by emailing the teacher directly in advance. If the arrangement has been made during the school day, please email the teacher before lunch or call reception and ask them to pass on a message. Your teacher will not send your child home with an unfamiliar adult without your express permission, so please support us by informing us as soon as you are aware of a change. Your child will understandably be anxious about a change in routine and we can help prepare them. Children who are not collected are taken to the library on the first floor, where they will wait with a staff member until you arrive.

### *What should I do if my child is not going to be at school?*

Please email your class teacher before 7:30 am in the morning with a brief explanation of why your child is absent. If your child is absent for 3 or more consecutive days, please bring in a doctor's certificate. This can be given to the receptionist or to a class adult.

We do not encourage term time absences for any reason other than illness. However, we are aware that sometimes term time leave is unavoidable. In this event, please request a leave of absence form from reception and complete by providing as much detail as possible so that senior staff can make an informed decision on whether to authorise it or not.

### *What happens if my child becomes sick or is injured?*

If a child is unwell or has sustained an injury, they will be taken to the school clinic to be assessed by the nursing staff. All visits to the clinic are recorded and you will receive a blue copy of the report in the communication book of any minor incidents and the treatment given. The nurse will call you to collect your child if he/she becomes too unwell to take part in lessons.

Any child with a fever over 38 degrees C will be sent home. If your child has a high temperature or feels unwell, please keep him/her at home. Children may return to school when their temperature has been normal (without the use of any medication) for 24 or more consecutive hours.

Should your child experience vomiting and or diarrhoea please keep them at home for at least 48 hours after the symptoms have passed.

If your child is diagnosed with an infectious illness, please let your class teacher know as soon as possible so that we can inform the nurse.

If your child requires medication to be administered during the school day, please hand the medication with a copy of the prescription to the school nurse. Do not leave any medication in your child's school bag.

In case of serious injury parents will be contacted immediately by the clinic staff. Please ensure that you inform us of any changes to your telephone number and that you answer your telephone when called in case the school needs to contact you in an emergency.

### *Does my child need to take swimming lessons?*

Swimming is part of our FS curriculum and all children are encouraged to take part. If your child is not well enough to swim, please keep them at home or send in a doctor's note explaining why they may not swim. If they forget their swimming kit, we will be able to lend them spare kit.

### *My child is fully toilet trained. Do I still need to send in spare clothes?*

Our children learn through hands-on experiences. Sometimes these lead to messy or wet clothes, which can be uncomfortable for the children. A spare set of 'Just in case' clothes is kept in the classroom for your child to change into if necessary. These clothes do not need to be uniform but should be easy for your child to put on. Please label these clothes and send them in in the labelled zip lock bag given out on Orientation day. If your child comes home in their spare clothes, make sure that you send a new set in the next day. The learning never stops!

### *Can my child wear jewellery to school?*

The children in FS do a lot of physical activity; running, climbing, crawling and sliding. Jewellery can be a health and safety risk in some situations and is therefore discouraged.

### *May my FS child and other children play in the playground?*

Our playground is only to be accessed when there is a Foundation Stage staff member present to supervise (between 7:30am and 2:15pm) The equipment has been specially chosen for this age group and is not appropriate for younger or older siblings to use.

### *May I take photos of my child at school?*

Due to the difficulty in obtaining individual permission, we advise that you do not take photos at school. Your class teacher will be taking plenty of pictures and will send these to you via Seesaw. Please do not repost any photos on social media platforms without permission.

### *How can I be more involved in my child's learning?*

At least once a term, FS host a Stay and Play session for parents to spend time in class, learning alongside their children. The sessions will have different focuses. They take place early in the morning and last for approximately thirty minutes. Notice will be sent out in advance and we strongly encourage you to join your child.

Regular parent workshops are held throughout the year. These include a phonics and reading workshop, a Maths workshop and a Writing and Fine Motor workshop. You will receive notice about specific workshops closer to the time.

In your child's report, the teacher will be giving you specific ideas of how to support them at home but here are a few general ways in which you can help.

- Reading stories with your child and getting them to retell the story.
- Looking for numbers in the environment and counting.
- Showing them how to write their names.
- Cooking with your child.

Later in the year, FS2 will be sending out reading packs and reading books. Please choose a quiet spot and set aside some time when you can support your child with their reading.

### *What should I pack for my child to eat and drink?*

Your child will need a small snack and a slightly more substantial lunch. These should be clearly labelled and packed in separate named boxes/bags so that they can be easily sorted into the Snack and Lunch bins outside your child's classroom. We promote healthy eating in our school and food sent in should reflect this. Fruit, vegetable sticks, yoghurt or a small sandwich are suitable for snack. A rice or pasta dish, sandwich or wrap, with fruit or vegetable sticks can be sent in for lunch. Please avoid sending in biscuits, cakes, chocolate bars and sweets. Save them for an occasional treat at home.

Your child will need to bring in a refillable water bottle. These are kept in the classroom and all the children have unrestricted access to water throughout the day. Please do not send in flavoured milk or juice which is high in sugar.



### *How do I communicate with my child's teacher?*

You may write your child's teacher a note in the communication book or email them at their school email address. If you would like to have a face to face meeting, please speak to the teacher about arranging a suitable time.

Throughout the school year, parents are kept informed of events, activities and their child's progress in a variety of ways.

### *Weekly class emails*

These are sent every Thursday afternoon and are used to inform you of what has been happening in the classroom that week. Reminders and dates of upcoming events are also included.

### *Whole school newsletter*

This is emailed each Tuesday afternoon. Please make sure that you are signed up to receive this newsletter. You can do so by following the link below:

[www.weblog.abudhabi.nordanglia.com/newsletters/](http://www.weblog.abudhabi.nordanglia.com/newsletters/)

### *Weblog*

Links to various items on the weblog can be found in the various newsletters:

[www.nordangliaeducation.com/our-schools/abu-dhabi/news-and-events](http://www.nordangliaeducation.com/our-schools/abu-dhabi/news-and-events)

### *Reports*

These are sent home twice a year and give you information regarding your child's progress at school.

### *Parent Teacher meetings*

These are held each term to discuss your child's progress. A letter will be sent out the week before for you to choose your preferred session. The teacher will allocate you a specific appointment time.

### *Can my child bring toys to school? What is Golden Time and what do I need to do for it?*

Golden Time is held once a week during which time children may bring in a small toy to play with as a treat for good behaviour during the week. In some classes it is linked to Show and Tell. Your teacher will inform you of when Golden Time will be held. Please help your child select a small toy which they would like to show their friends. Please do not send in expensive toys, electronic devices, such as iPads or gaming consoles, or very special toys.

Please do not allow your child to bring in toys on any other day.

### *How can my child celebrate their birthday at school?*

We love celebrating important milestones in your child's life such as birthdays and we sing Happy Birthday at line up to let everyone know when their friends are having a birthday. To help us make it a special day you may send in a healthy snack such as fruit pieces, fruit kebabs, plain popcorn or cucumber and carrot sticks with hummus for him/her to share with the class. No cakes, donuts, cookies or baked goods are allowed. Also, please remember no nuts, including Nutella and Peanut Butter.



We hope that we have managed to answer some of your questions in this booklet and we look forward to a productive and successful year for your child in FS at BIS Abu Dhabi.



Learning in an environment  
that nurtures *ambition*







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