



Parent Handbook 2025 - 2026



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#### **EISM Vision**

To enable our students to excel and thrive in a happy, safe and successful environment whilst providing substantial academic rigour.

#### **EISM Mission**

EIS Meadows is a learning community where students are ready, respectful and safe in all they do. Students are empowered to think critically and creatively and to show resilience in their search for success. Our inclusive environment and innovative enquiry based international education fully prepares students for their future.

### **EISM Philosophy**

Our Philosophy at EIS Meadows, we foster a love of life-long learning through an innovative, inspiring IB curriculum that allows students to be leaders of their own learning journey. We nurture open-minded, principled, independent learners who exhibit self-awareness and grow to be responsible global citizens. We foster intercultural sensitivity and personal responsibility to encourage internationally minded young adults who are fully prepared for our future world.

### **Definition of Learning**

A Journey Of Empowerment, Inspiration and Success, Motivating learners for life.

### **Definition of Innovation**

Reflect, Adapt and Change for Improved Experiences.



# **Head of High School's Welcome**

Dear Parents,

It is with great pride and enthusiasm that I welcome you to the 2025–26 academic year at Emirates International School, Meadows. As Head of High School, I am honoured to work within such a dynamic, ambitious, and supportive community — one where every student is empowered to achieve academic excellence, personal growth, and global awareness.

At EIS Meadows, our vision is clear: to enable students to excel and thrive in a safe, happy, and challenging environment. In High School, this means nurturing independence, resilience, and intellectual curiosity while equipping students with the skills and mindset to succeed in higher education and beyond.

As an International Baccalaureate (IB) World School, we proudly deliver the Middle Years Programme (MYP) and Diploma Programme (DP). Both pathways challenge our students to be creative problem-solvers, effective communicators, and principled leaders. Guided by the IB Learner Profile, our students are encouraged to take responsibility for their learning, embrace intercultural understanding, and become confident global citizens.

Our mission underpins all we do: to develop young people who are ready, respectful, and safe in all aspects of their school life. Our dedicated staff strive to provide high-quality teaching and learning experiences that combine academic rigour with innovation, ensuring each student is stretched, supported, and inspired.

We believe education is most impactful when school, students, and families work in partnership. Your involvement and support are vital in guiding our young people through these formative years, and I warmly encourage you to connect with us throughout the year as we share in your child's journey.

Together, we will continue to build on the school's achievements and provide the opportunities, encouragement, and challenge that enable every learner at EISM to flourish — not just as students, but as compassionate, responsible, and ambitious individuals, ready to shape their own future.

I am excited for the year ahead and look forward to working with you in partnership to ensure an inspiring, successful, and fulfilling experience for all our students.

Warm regards,

Amanda Murphy



Ms Amanda Murphy Head of High School



# **Senior Leadership Team**



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School Principal
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Amanda Murphy
Head of High School
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Georgia Marston

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High School

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DP Co-ordinator

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Laura Husseiny
Coaching, Learning
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# **School Calendar**

	Term 1 (2025)	Events
August	Monday 25 <sup>th</sup> Tuesday 26 <sup>th</sup>	New students induction First day for all students
October	Monday 13 <sup>th</sup> – Wednesday 15 <sup>th</sup>	Mid-Term break, School closed (dates inclusive)
December	Friday 05 <sup>th</sup>	End of Term 1

	Term 2 (2026)	Events
January	Monday 05 <sup>th</sup>	Students return, Start of Term 2
February	Thursday 12 <sup>th</sup> and Friday 13 <sup>th</sup>	Mid-Term break, School closed (dates inclusive)
March	Friday 13 <sup>th</sup>	End of Term 2

March Monday 30 <sup>th</sup> July Friday 03 <sup>rd</sup>	Students return, Start of Term 3 Last day for the students

This calendar is approved by KHDA, but subject to changes following Government directives. Please refrain from booking any holidays until dates have been confirmed by the school.



# **Key Contacts**

Year leader (Year 7)	Ms. Hamdaoui	Saidn@eischools.ae
Year leader (Year 8)	Ms Howard	<u>Howardk@eischools</u>
Year leader (Year 9)	Ms. Kewley	<u>Kewleyj@eischools.ae</u>
Year Leader (Year 10)	Mr Ryan	Ryanp@eischools.ae
Year Leader (Year 11)	Mr Dcruz	<u>Dcruzn@eischools.ae</u>
Year Leader (Year 12)	Mr Broderick	Broderickt@eischools.ae
Year Leader (Year 13)	Mr Broderick	Broderickt@eischools.ae
Registrar	Ms. Rosine Labaki	rosine@eischools.ae
Assistant Registrar	Mr. Kiran Radhakrishnan	kiran@eischools.ae
Finance and Accounts	Mr. Manoj Maniyil	manoj@eischools.ae
Cashier	Mr. Marcos	marcos@eischools.ae

It is important to update us if your contact information changes. In case of an emergency we must have your most up to date phone number.



### **Communication**

At EISM, strong communication between parents and the school is a top priority. Throughout the academic year, parents are kept informed through various channels, including digital platforms, the regular newsletter, and a wide range of social media highlights.

We also offer numerous opportunities for parental involvement, such as exhibitions, cultural and UAE national celebrations, coffee mornings, competitions, sports events, and both parent learning workshops and information sessions.

We believe that parental engagement plays a vital role in supporting and enhancing a child's learning. Parents are valued partners in the educational journey, and by working together, we aim to develop every child's knowledge, skills, and understanding to the highest possible standard.

### Who to Contact

At EISM we operate an 'open door' policy and welcome parents to arrange appointments with teachers or members of the Senior Leadership Team via email, as all staff in High School have teaching commitments and may not always be immediately available.

Year Leaders will share a weekly newsletter with key updates, while curriculum information is accessible through ManageBac and on the school website.

Parent—Teacher Conferences are scheduled at key times throughout the year, and families can also stay connected through our school website, Instagram account (@eis\_meadows), and weekly newsletters. Urgent messages and reminders are sent via SMS.

# **Lines of communication**

1. Teacher 2. Year Group Leader 3. Assistant Head 4. Deputy Head

Head of High School



# **Uniform**

In order to maintain a high standard of presentation and to support the feeling of school identity, parents are requested to make sure all students are in full school uniform when coming to school. A school uniform relieves our students from peer pressure and supports self-discipline in school.

### **Boys Uniform**

**Students in Years 7-11** 

Navy trousers
Oxford blue shirts with school logo
School navy V neck pullover
Plain black leather shoes
Black socks
Black belt

#### Students in Years 12 - 13

Black trousers

White long-sleeved shirt or short sleeved with school logo on the pocket

School navy V neck pullover

Plain black footwear with navy/black socks

Black belt for trousers

Year 12 boys should wear a red tie and Year 13 boys should wear a blue tie.

### **Girls Uniform**

Students in Years 7 to 11

Navy skirt (ankle length or knee length) or navy trousers
Oxford blue blouse with school logo
School navy V neck pullover
Plain black leather shoes
Black socks
Black belt

#### Years 12 and 13

Black skirt (ankle length or knee length) or black trousers

White full sleeved blouse with school logo

School navy V neck pullover

Plain black leather footwear with black socks

Year 12 girls should wear a red tie and Year 13 girls should wear a blue tie



### **PE Kit**

# **Boys and Girls Physical Health Education (PHE) Uniform**

The New PHE uniform consists of dark navy with white front shirt for boys and red front shirt for girls. Students must wear trainers for all sports, and it is important these have "non-marking soles", this is particularly necessary when using the Sports Hall.

Students must use the school swimming kit during the swimming lessons and the school swimming competitions (swim kit = EIS swimming suit, EIS towel and EIS swim cap)

#### **Personal Presentation**

We are all proud to be part of the EISM community, and our uniform is a symbol of that pride. It reflects the high standards we uphold each day and promotes positive attitudes towards learning and one another. Learning to dress smartly and professionally from helps students develop habits that will serve them well beyond school, particularly in the workplace. Additionally, wearing a uniform reduces social pressures related to fashion trends, creating a more inclusive and focused environment. For these reasons, we place great importance on wearing the school uniform and PHE uniform correctly and consistently. We thank you for your continued support in helping our students reach their full potential.

### Where to purchase the school uniform

Uniforms are sold at:

#### RIGHT FIT READYMADE GARMENTS TRADING CO. LLC

Tel: +971 50 903 4694

Email: rightfituniforms@eischools.ae

Emirates International School-Jumeirah, Primary School Building (Side Entrance),

Operating Hours: 9.30 am to 2.00pm & 2:00pm to 3.00pm (closed) & from 3:00pm - 6.00pm (Monday to Saturday).

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# **Our School Day**

Monday - Thursday	7:15am - 2.50pm
Friday	7.40am - 12:00pm

Supervision in the school begins at **7.15am** and finishes at **3.15pm.**We request that you drop off and collect your children at these times.

On arrival into school students make their way to their form room where their tutor will be waiting for them.

**After School Activities** (ASA's) begin at 2.50pm and finish at 3.50pm.

**School buses** leave at 2.40 pm daily and at 4.00 pm on days where ASA's are available.

#### **Attendance and Absences of Students**

For students to make the most of their education at EISM they should arrive on time and attend school each day. It is appreciated that absence from school for a variety of family reasons will occur from time to time. We ask that you try to keep these to an absolute minimum, and only if absolutely unavoidable.

#### **Planned Absences from School**

School and KHDA expects all students to attend every day which in total is 188 school days each year. If you know your child will be absent from school, please inform your child's Tutor, Year Leader or High School Secretary. Non attendance to school will be marked as absent. There is no leave permitted. If a student is not in school they will be marked as absent and this will go towards their cumulative attendance record.

#### **Unplanned Absences from School**

Please contact the school as soon as possible if your child is absent from school. This is important Child Safety information which we must know.

Ms. Adelfa Dela Paz is our attendance officer and her contact details are adelfa@eischools.ae

The school phone number is 04 362 9009.



#### **Lateness**

Any student arriving after 7:40am will be marked as late and must sign in at reception.

As IB learners, punctuality is essential to ensuring a focused and productive start to the day. Students who arrive late will receive a reflection time from their Form Tutor. Form Tutors monitor lateness closely and will liaise with the Year Leader and Head of Pastoral if lateness becomes a recurring issue.

Should the problem persist, parents/guardians will be invited to meet with the Year Leader, and subsequently the Head of Pastoral if necessary. The school office will contact parents if a student is absent without prior notification. We greatly appreciate your support in keeping us informed, as strong attendance and punctuality are closely linked to higher levels of academic success.

#### Appointments during the school day

Students in Years 7–11 may only leave school during the day if collected by a parent or guardian. Students in Years 12 and 13 may leave independently, provided they have parental permission and a signed Early Leave Form. All students are required to obtain a leave form from the High School Secretary, which must be signed by the Head of High School or Deputy Head Teacher before departure. Please note that once a student leaves the school premises, their attendance record will change from "present" to "absent."

#### **Collecting children**

All Parents/Guardians are requested to report to the reception when collecting a child with their official school ID. Only a Parent with official school ID (or other named person for the child with official school ID e.g. nanny) can collect a child from school during the day. The 'Permission to leave form' must be signed by the Head of High School or the Deputy Head of High School.

### **Drop Off and Pick Up Procedures**

High School students can leave the school premises at the end of the school day via the rear gate (for buses) and front entrances. Students are not permitted to leave via the Primary School entrance.



#### **School Buses**

Diamondlease provides the bus transportation service for EISM. Parents must register to use the school bus at the beginning of the Academic Year. Diamondlease has a temporary office next to the Finance Office on the Ground Floor or alternatively please contact them via email at: school@diamondlease.com. All Buses are RTA compliant, with seat belts, a driver, and a female bus supervisor. Should you choose to use the bus service all details including pick up/drop off times will be shared, along with the bus expectations/code of contact. It is important you discuss the expectations with your child as safety is our priority. Feedback is given directly to the school should students not be adhering to the expectations shared.

Students who are not registered cannot travel on the school bus.

### After School Activities Programme (ASA's)

At EIS Meadows our ASA Programme has something to offer each and every student. With a wide variety of different clubs available which encourage the application of academic, cultural, practical, artistic, linguistic and creative skills we guarantee they will be challenged and have plenty of fun in an engaging and safe environment.

We have also visited off site venues to ensure that Health and Safety regulations are in place for any external programmes that we may offer. Our strong relationship with our external providers allows us to offer a wide selection of sporting activities led by qualified and experienced instructors.

### **School Trips**

Throughout the year, each Year Group takes part in a variety of educational visits and experiences designed to enrich and extend classroom learning.

Parents will receive detailed information and permission slips for each trip, including costs and payment instructions.



# **Health and Wellbeing**

#### **Healthy Eating**

At EIS Meadows, we actively promote healthy eating and encourage all students to make positive choices when it comes to food. We are a nut-free school and ask for your support in maintaining this policy.

If you are sending snacks or packed lunches, please ensure they are healthy, balanced, and nutritious. Items such as nuts, fizzy drinks, candy, chocolate, crisps, and other "junk food" are not permitted. For health and safety reasons, students are not allowed to share lunches.

A dining room is available on site where students can purchase food options that meet our healthy eating standards.

#### **Behaviour Expectations**

At EIS Meadows, we believe that a safe, respectful, and supportive environment allows every student to flourish. Our Positive Behaviour Policy is designed to nurture self-confidence, self-esteem, and a strong sense of responsibility within our school community.

Students are encouraged to understand both their rights and their responsibilities, and to reflect on how their actions impact themselves and others. Our Behaviour Ladder outlines expectations, consequences, and restorative measures to help guide students in making the right choices.

We expect all students to:

- Demonstrate positive behaviour, which is acknowledged and praised.
- Show respect towards others, property, and the school environment.
- Move calmly, quietly, and courteously around the school.

When inappropriate behaviour occurs, it is addressed promptly by the class teacher, Year Leader, or Subject Leader in line with our Behaviour Ladder. Parents are contacted and included in the process to ensure consistent support. Persistent or serious behaviour concerns may result in temporary or permanent removal from class.

In cases of serious misconduct, the Senior Leadership Team and the Head of High School will be directly involved. EIS Meadows does not tolerate poor, disrespectful, or rude behaviour at any time. The school also reserves the right to recover the cost of deliberate damage or vandalism to school property.



# **Campus Safety**

#### **Parents and Visitors**

Our students' safety and security are the School's first and foremost priorities. To maximize security, all parents have been issued with lanyards and these must be worn at all times when entering the Campus. All those not wearing a lanyard will be asked to sign in at the Security Guard's desk before entering, and to wear a Visitor ID Pass. Please see our lanyard poster to guide on this.

Parents/Visitors on campus must wait in the main reception of High School if they have a scheduled appointment before the staff member they are visiting joins them. There are regulations and school-wide policies regarding adults on campus and it is important these are adhered to at all times.

#### **School Alarms**

If the Fire Alarm goes off while you are on school premises, follow the instructions of our security guards or the teachers. You will not be able to leave the campus until the 'All Clear' is given. You will be asked to go to the safe Collection Point on the field. If a school alarm happens within the school day you will be emailed and notified of why this has occurred.

#### **Video and Photographs**

To safeguard the privacy of all students at the school, parents/visitors are not permitted to take any video or photographs in the classrooms or around the school at any time. There will be occasions where this is permissible (i.e. school productions or school events) and you will be advised at such time.

#### Lost and Found

Clothing and inexpensive items of lost property are stored with the HS Secretary Ms. Adel on the first floor. Valuable items such as mobile phones, spectacles, and money are held by security staff until claimed. Any unclaimed items are disposed of at the end of each term. Please make sure your child's clothing is clearly marked with his/her name. Student's are responsibility for their belongings.

### Mobile Phones, iPads, Tablets and Laptops

Phones MUST be switched off during the day. The school cannot accept responsibility for damage or loss to any device brought to school. VPN devices are not permitted in school. If a student is found to be using a mobile phone during the school day it will be confiscated.

I-pads, Tablets and Laptops will be needed each day for research or project purposes. A Cyber-Safety Agreement and a BYOD (Bring Your Own Device) policy and agreement is shared with students and parents at the beginning of each year. Students and parents must sign and return the agreement in order for personal devices to be used. We do not encourage students to bring expensive personal items into school like make-up, gaming equipment or large sums of money. Any items which are lost are the responsibility of the students and not the school. As IB learners students must take responsibility for their own belongings.



# Curriculum

#### The IB Programmes

The International Baccalaureate Programme consists of three programmes: the Diploma Programme (DP), the Middle Years Programme (MYP) and the Primary Years Programme (PYP).

The aim of all IB programmes is to develop internationally minded people who, recognise their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The guiding principles of the IB Programmes are that:

- Students should develop a holistic attitude to knowledge; they should see the subjects they learn as an integrated whole.
- Students' own cultural experiences and backgrounds, and those of our diverse teaching staff, are a valuable learning resource; we encourage understanding through intercultural awareness.
- The ability to express ideas both reflects and deepens understanding; students' communication skills are central to their learning.

#### The IB Learner Profile

The IB Learner Profile represents 10 attributes valued by IB World Schools. We believe these attributes help individuals and groups become responsible members of local, national and global communities.





### Library

The High School Library is centrally located on the first floor of the High School building.

The library is viewed as an essential part of a school in which students develop essential information, literacy and research skills. Supported by the Class Teacher and Librarian, students are encouraged to develop a lifelong love for reading.

Students are welcome to visit the library during break, lunch times and after school for research and quiet reading when the library is open. Students visit the library on a scheduled basis with their class in order to borrow books to take home, assisted by the Librarian and the Library Assistant. It is important that students return their borrowed books the following library session.

If a student has overdue books, no more books will be issued until the overdue books are returned. Lost or damaged books will be charged to the student's parents and no more books will be issued until payment has been made. The invoice received by email must be paid to the school cashier and sent along with the receipt to the library with the student. Following which the student may again borrow books.

### **House System**

Students are organised into four Houses: Khanjars, Falcons, Dhows and Camels. The purpose is to encourage cooperation, collaboration, enthusiasm and motivation to share in a wide range of school events and activities.

House activities vary from sports, music, drama, arts, talent shows and many other team activities.

House T-shirts can be purchased in the uniform shop.

House Points are collected by students throughout the course of each week relating to our reward system and points scores are read out over our loudspeaker system with clear celebrations in place following this for the winning team.

### **Home Learning**

Home Learning is designed to be purposeful and engaging, providing students with authentic and meaningful tasks. It aims to foster independent work habits, reinforce key skills, concepts, attitudes, and knowledge covered in class, and allow students to apply and demonstrate their understanding. Students in Years 7-9 have a Home Learning schedule. This is to support students in consolidating their daily learning. In older years homework is issued when appropriate.

### **Education Outside the Classroom**

All students will get the opportunity to take part in school trips and excursions. Each trip is individual and expectations are shared prior to the start of the external learning experience.