

Emirates International School Jumeirah

Primary School



Parent Handbook

Dear Parents,

A very warm welcome to our new families.

This handbook has been compiled to answer many questions which we receive from parents. This said, it is not finite and should you have any other questions, please do ask.

You will be receiving a welcome video from your child's class teacher in August, with a brief introduction about themselves. There will be an opportunity early in term 1 to meet the teams. More details to come later.

Please note Monday August 30th is for new students only in EY2 to Year 6. Parents of EY1 will receive details for students coming into school.

Tuesday August 31th is for all students in EY2 to Year 6, with normal school times. All detailed in our [Guide to the First week at school](#).

We look forward to welcoming your children to school.

We are all looking forward with excitement for the next academic year.

Kind regards

The EIS-J Primary Team

Emirates International School provides a broad international education, in English, designed for local and expatriate students, which promotes excellence in all academic activities. It is our mission to enhance the educational, social and physical development of our students, encouraging them to think analytically and creatively in preparation for the next stage of their education.

EIS provides a safe yet challenging environment, which develops in students an inter-cultural sensitivity and responsibility towards the people and environment of our local and global community.

ACADEMIC HONESTY

The well-being of the School community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavours. Academic honesty is the pillar of this belief. We are the training ground for developing integrity and establishing each student's own code of personal behaviour, a code which models the highest ethical standards. Academic honesty requires students to produce work which is their own and demonstrates authentic authorship.

ATTENDANCE

- Regular attendance is **essential** if students are to maximise their potential.
- Parents are responsible for the regular attendance of their children.
- Students can be withdrawn or asked to repeat a year if consecutively absent from school for no reason or for reasons unacceptable to the School.

Parents are to make holiday travel arrangements which ensure their children not only attend each school day, but are rested and ready to learn upon their return. The Primary School does not support the practice of parents arranging holidays for their children which results in their absence from school for a long period. When both parents are away from Dubai, they must contact the class teacher to inform the school as to who will be the guardian of their children and how the parents may be contacted in case of an emergency. Should your child need to be away from school for any reason, please e-mail the class teacher, preferably in advance, so the absence can be entered as a known absence in the School's Management System.

BEHAVIOUR

The school has a positive and inclusive approach to managing behaviour. We believe in encouraging good behaviour through a range of positive behaviour management strategies. Through this positive approach, we aim to pre-empt inappropriate behaviour, thus enabling us to focus on good behaviour. We believe strongly in the importance of promoting and praising good behaviour, linking all behaviours, both positive and negative, to the PYP attitudes and attributes.

Should a child not adhere to the protocols, putting others at risk, parents will be asked to collect them from school. More information about our behaviour practices can be found in the behavior policy.

CAMPUS SAFETY

Our students' safety and security is our number one priority.

Parents may come into school with a prior arranged appointment.

All students in Years 2 to 6 must proceed to their classrooms independently each morning; and each afternoon must be collected from their classroom EY-Y4; students in Y5-6 will be dismissed from a central location.

Staff will be on duty at entrances to welcome, greet and direct students to the area of their class. Class teachers will be inside the classrooms from 7:20. There is no supervision before this time. Please wait in your car with your child, should you choose to arrive at school before 7:20.

It is mandatory for all parents to be wearing ID cards, if entering the campus. Please expect to be challenged should you not be wearing one.

Nobody can be on campus once the school day has started, other than students and staff members.

Should a parent be called to school to collect a child, you will receive clear instructions about where to go to collect your child.

Please refer to our [Guide to the first week at school document](#) for further information about drop off's and dismissals from school.

COMMUNICATION

We openly encourage communication between all members of the school community. As previously mentioned, parents should not come onto school premises without a prior appointment.

Should a student need to change their transport arrangement for the end of the day, the parent must email the class teacher first thing in the morning. The change must be in writing from the parent, it cannot be done over the phone. This is imperative for the health and safety of the student.

When communicating with the School, **please always give your child's full name and class.**

CONTACTS

Principal – Mrs. Jayne Needham jneedham@eischools.ae

Head of Primary – smclean@eischools.ae

Executive Assistant to the Head of Primary – Ms. Manal Salman – msalman@eischools.ae

Deputy Head – Mrs. Deepali Rami deepalir@eischools.ae

Assistant Head Curriculum – Mr. Scott Kirkland – skirkland@eischools.ae

Assistant Head – Ms. Chloe McGee – cmcgee@eischools.ae

Assistant Head – Mrs. Sarah Jarvis – sjarvis@eischools.ae

Early Learning Leader – Ms. Jill Gaynor - jgaynor@eischools.ae

COUNSELLOR

Counselling is offered at Emirates International School as part of the welfare support which the School community offers to its students.

The counselling office is committed to providing students with individual and group socio-emotional counselling to address a variety of student concerns. These include assistance with conflict resolution, cultivating positive relationships with peers, depression, stress and anxiety. The counsellor extends and coordinates support services to students, families and staff where appropriate. The Primary School Counsellor is Shaista Ansari sansari@eischools.ae

CURRICULUM

The Primary Years Program (PYP) is the first of four IB programmes of education. It gives students an excellent foundation for the IB's other programmes.

The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others, and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom.

The Primary Years Programme is a curriculum framework guided by six Transdisciplinary themes. It focuses on the development of the whole child, is inquiry-based, and develops knowledge, skills, and understanding across six learning areas for students aged 3-11/12.

The PYP recognises it is inappropriate and challenging to dictate what every child should know in an international environment and community. Rather than provide a fixed syllabus or curriculum, the PYP has identified themes, or areas of knowledge, which are used to organise the 6 Units of Inquiry, taught from early childhood through to Year 6. These Units of Inquiry provide the framework (as opposed to a textbook curriculum) for a wide variety of resources to be explored, in order to accomplish the objectives within each Unit of Inquiry: Who we are; Where we are in place and time; How the world works; How we organise ourselves; Sharing the planet; How we express ourselves.

For more information about the PYP curriculum framework, please visit the International Baccalaureate website: www.ibo.org

You may also find our PYP Community Guide on our [website](#)

DAY TO DAY ROUTINE

Registration is at 7:45 for all students. Students arriving after 7:45 a.m. must report to the appropriate Administration office in the school. The School operates a shorter school day during the Holy Month of Ramadan, when many students and staff are fasting. In Years 1 - 6 Music is played between lessons or a bell is rung at the end of sessions. EY lesson/break timings are individually organised. School for EY finishes at 1:00 and at 2:50 for Years 1 – 6. **There is no teacher supervision after 3:00 p.m. / on Friday 11:30 a.m.** Parents have to be punctual for end of day collection.

Friday is a half day and all students should be off school premises by 11:30 a.m. The school doors open from 11:20am on Friday for dismissal so please ensure you are at school by 11:20am to collect your child from their class teacher.

DELIVERIES

Only essential items can be delivered to students during the school day. Please visit our school reception desk and ensure the items are clearly labeled with the child's name. Please inform our school receptionists of the class and year group so that it can reach your child effectively.

DOCTOR / NURSE

The school nurse should be kept apprised of any medical conditions affecting your child. Samples of any medicine should be handed into the clinic, clearly labelled.

A parent will be contacted by phone by the School Doctor/Nurse if she feels the child needs to be taken home or if outside medical care is required. Again, the parent will have clear instructions of where to go.

Any medical condition which prevents your child from doing any activity in school must be shared with the school's nurse.

Our nurses are Ms. Remya Rajan – remya@eischools.ae Years 3 to 6 and Ms. Remya Rahul remyarahul@eischools.ae EY 1 to Year 2

EARLY LEAVE

Should you need your child to leave school early for an emergency, in the first instance you must e-mail the class teacher to make them aware. When you arrive to collect your child, please wait in reception for your child to come to you with an early leave slip. The latest time to pick a child for early dismissal is 2:20, after this time parents will wait for the normal dismissal time of 2:40.

ELECTRONIC ITEMS

Students in EY 1 to Year 1 are not permitted to bring electronic items into the Primary School.

Students do not need and must not bring mobile phones to school. Students who breach this policy will have the item confiscated until such time as a parent can come to school to collect the item. Similarly, students may not bring in peripheral communication devices e.g. an Apple watch.

Years 2 - 6 will be able to bring in a device on which they can work. However, the [BYOD policy](#) has to be accepted and signed prior to bringing in the device and must be strictly adhered to.

EMERGENCY EVACUATION / LOCKDOWN

There are regular Emergency Evacuation Drills throughout the academic year.

In the unlikely event of a fire or lockdown, the safety of staff and students is paramount. All students and staff will ensure they move to an approved safe location in school during these periods and parents will be effectively notified in the event of any emergency.

ENVIRONMENT

As part of the whole school effort to keep the campus clean and to instil good social habits, everyone is expected to support keeping the school free of litter. One time plastic bottles are discouraged.

HEALTHY EATING

All food brought into school by students must be healthy and balanced. It is important to add a variety of fruit, vegetables, protein and complex carbohydrates to each lunch box. All meat must be culturally sensitive. Nuts in any form are not allowed. Each child must have adequate water to get through the day. Flavoured milk and fizzy drinks are not allowed, nor is chocolate. Fruit juice and drinks containing added sugar should be kept to a minimum. Food cannot be shared.

Snack and lunch will be in classrooms.

BIRTHDAY CELEBRATIONS

We understand that students might want to celebrate their birthday at school. Students are invited to celebrate these on **Friday's only**. If your child would like to celebrate their birthday at school, please contact the class teacher 1 week in advance so that they can plan. If you have not contacted the class teacher 1 week in advance you will be asked to wait until the following week to celebrate.

HOME LEARNING

Each student will receive regular home tasks. In most cases, the work is set on a Friday and must be completed by and handed in the following Tuesday.

The tasks are set through Toddle which comes to parents from the class teacher as part of the weekly newsletter.

We ask our parents to support our students with their home learning. We also encourage our parents to listen to their children read.

HOUSES

The Primary School has 4 houses and every child and teacher is assigned to a house. Every student will need to have a house t-shirt for school events. More information about the house system will be shared at the beginning of the academic year. House t-shirts can be purchased at our school uniform shop.

LANGUAGE POLICY

English Language is the school language of instruction. English is the written and spoken language in the classroom and around the grounds for students and staff, wherever possible, except in French, Arabic or

Islamic lessons. Students are strongly encouraged to develop proficiency in the English language. As an IB PYP school, we also promote and celebrate our students' mother tongue languages.

LEARNING CENTRES

We have two libraries and all students will receive Library lessons. Students are actively encouraged to borrow books from the Library and return them in a timely manner in Years 2-6.

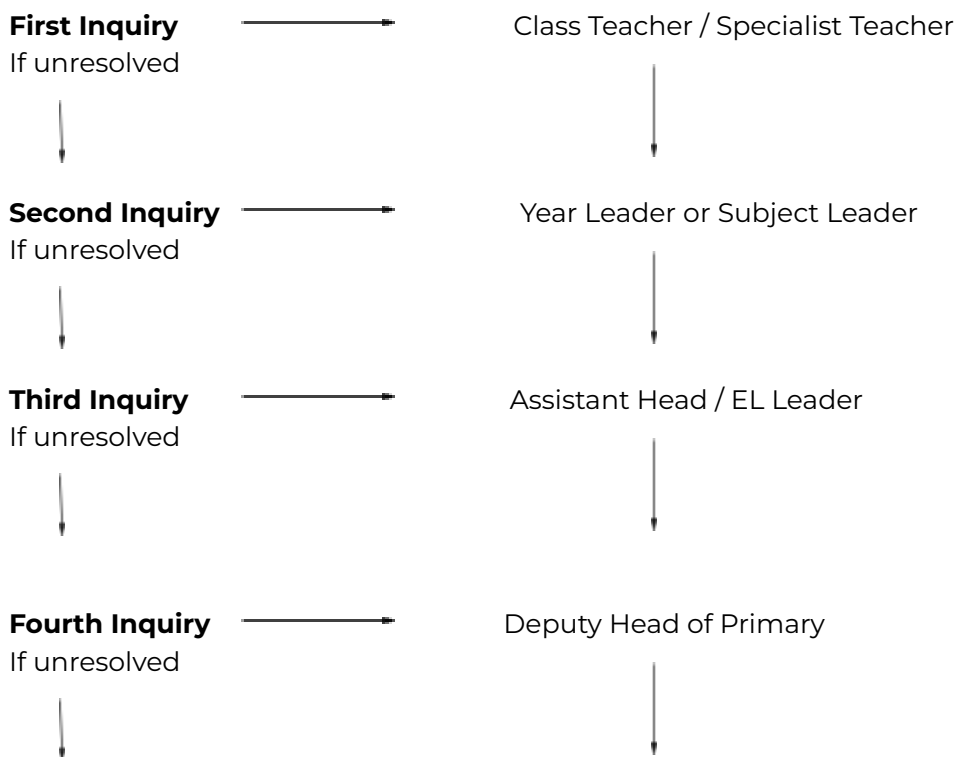
LIFTS

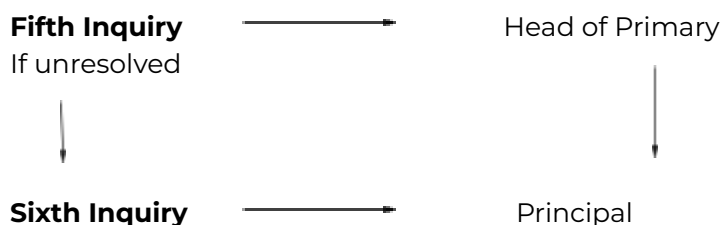
Students are not allowed to use the lifts, unless they are physically unable to walk upstairs, when they must be accompanied by an adult.

LOST AND FOUND

We ask parents to label everything which a child brings into school, with the name and the class of the student. Should a student lose an item of clothing or a lunch box, for example, there are two areas for Lost and Found. One is behind Security in the new building and the second one is at the end of the Ground Floor Corridor of the Junior Building. **All items not claimed will be sent to charity at the end of each month.**

PRIMARY SCHOOL PARENT CONTACT / QUESTIONS PROCEDURE





All parents are asked to follow this procedure when making inquiries to the School.

All individuals in the process will seek a briefing from the staff member before them on the flow chart, in order to gain knowledge of the question or issue to be addressed. It is therefore vital that parents follow the flow of inquiry.

Any concerns parents may have about other students, must be reported to and dealt with by a member of SLT.

PROMOTION

The promotion of a student to the next year group is decided on the results of summative and formative assessments. Poor attendance can also be a factor in this decision. The KHDA has strict guidance for schools regarding the minimum attendance. Any student whose attendance falls below 92% could jeopardize their promotion to the following year group.

PUNCTUALITY

All students are expected to arrive at school in time to prepare themselves for the school day. Please refer to the timings of the school day. Any student who arrives after 7:45 must register their attendance with the front desk in the new building EY to Year 4 or in the Junior Building for Years 5 and 6. They collect a clock card to take to the teacher to confirm they are a late arrival. **This late registration of attendance is imperative to prevent an automated notification being sent to the parent to say their child is not in school.**

Students must be collected promptly at the end of the day. Please refer back to Page 5.

RESPONSIBILITY

Should a student bring into school an item which is not allowed, e.g. jewellery or mobile phone, the item is the sole responsibility of the student and the school has no liability.

SCHOOL BAG

There are very strict rules on what children can bring to school.

- Water
- Packed snack and lunch. Please adhere to the healthy eating policy.
- Personal stationery items. Pen, pencil, rubber, ruler, sharpener, coloured pencils. These must come to the school every day.
- Years 2 to 6 a device. This will go home with them.
- Wheelie bags must not be brought into school, they are too heavy to carry upstairs and are not needed.

SCHOOL TRANSPORT

Diamond Lease operates a school bus system which services the EIS catchment area. All enquiries regarding the school bus service should be made directly to the Team Leader – Operations, Mr. Sajjad. (Email: ops_school@diamondlease.com Mob: 050 5147885 Tel: 04 885 2200). Any question of poor behaviour on a bus will result in the student having to find an alternative method of transport.

SCHOOL UNIFORM

The Primary School sets high expectations with regards to uniform throughout the academic year. All items of school uniform must be clearly labelled with the student's name and class. All items of uniform must be washed daily.

The trousers, shorts, skirts, skorts, shirts, PE kit and cardigans/sweaters are available from the School Shop, Right Fit, which is on the right of the entrance to the new building.

Shoes for boys and girls must be plain black, low-heeled leather shoes with closed toes and preferably no buckles. Plain black trainers with no other markings on them are also allowed. Socks should be black, white or navy. **Shoes with LED lights are not allowed at all, as they are harmful for some students.**

Students must also bring a hat and water bottle every day.

Notes

- School uniform is obligatory for all students from EY to Year 6
- Girls may not wear nail polish or jewellery. Girls are allowed a wristwatch and one set of stud earrings only. Male students are not allowed any jewellery except a wrist watch
- Male students should have clean, neat hair. Exaggerated hairstyles are not acceptable. Girls with long hair should tie it back for school.
- Unusually coloured hair is not suitable or acceptable
- Vests and undershirts or t-shirts worn under the school shirt must be plain white with no markings on them
- Students should be clean, neat and tidy at all times
- Students incorrectly dressed will be sent home until they are in proper uniform, once purchased
- Discreet medical or religious items may be worn but they should not be visible
- For cooler weather, students may wear plain navy cardigans or jumpers over their uniform, not tied round their waist

TEACHERS

Before school starts, you will receive a video from your child's class teacher. This is so you and your child know who will be greeting them on their first day. Staff on duty will guide your child to the correct classroom. Please ask your child to remember their class for their first day, so they know who to ask for.

You will also receive a list of all the teachers who teach your child, after the academic year has started.

VISITORS

All visitors to the School should have a prearranged appointment. The only entrance will be through the main reception of the new building. ID badges are mandatory and nobody can leave this area, to go anywhere else in school, until escorted. Our students' safety is our number one priority.