

**Emirates International School**

**Jumeirah**

**Primary School**



**Parent Handbook**

**2019-2020**

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## **PRINCIPAL'S WELCOME**

It is my privilege to welcome you to EIS-Jumeirah for the academic year 2019-2020. In June the 26<sup>th</sup> cohort of students graduated from our school. All our students are well prepared for university and over the past two decades our alumni have received offers from world renowned universities such as MIT, Stanford, UC Berkeley and Cambridge, The London School of Economics, amongst others.

Our multi-cultural campus is home to students of over 80 nationalities and teachers from more than 30 different countries. Our annual celebrations of Flag Day, UAE National Day and International Day, serve to bring the whole school community together in a celebration of our diversity. This year we are introducing a Mother Tongue Language Programme which will further enrich the learning experience of our students.

The four IB programmes we offer provide students from Early Years to Year 13 an inquiry based curriculum which is aligned for a smooth transition from PYP to MYP leading to either DP or CP. The essential under-pinning of this curriculum is the IB Learner Profile that creates life-long learners and future global citizens.

As a school we are committed to providing an orderly, safe and caring environment marked by respect, which will promote positive inter-personal relationships. We will foster the physical, social and creative development of each child recognizing that children learn differently.

We strongly believe that education is a partnership between home and school, and through effective communication endeavour to keep parents fully informed and engaged in their child's progress. We welcome feedback through the various avenues we provide. Our Open-Door policy means that you are able to make an appointment that enables you to meet with school leaders or faculty at any time.

The report from the DSIB inspection last year indicates that the school is on a trajectory of improvement and we have exciting initiatives planned for this year.

We look forward to working with you and thank you for your continued support.

Pratibha Rao  
School Principal

Dear Parents,

Welcome to a new academic year, 2019.20. It is with great pleasure I extend a very warm welcome to all our new families joining Emirates International Primary School, Jumeirah.

We have a very caring community into which your children will be nurtured and included. Each new student, from Year 1, will have an existing student as a buddy, who can guide them to lessons and help them settle into their new environment. In Early Years, the class teacher and the classroom helper will constantly be on hand.

Each student has a class teacher who will always be their first point of contact. In addition, there are Year Leaders, Curriculum Leaders, a Dean of Students and a Counsellor who are all available for every student. As you can see, we have a strong supportive team in place to ensure your child is able to enjoy their education, in a safe and caring environment.

Please have a look through the Handbook. There is a lot of information to absorb about life in EIS-J. However if there is anything you feel we have not included or you have a question you need to ask, please do not hesitate to contact the relevant person. We encourage open, positive communication between our staff and our families.

This is not only true of when you first join EIS-J, should you wish to share anything with us throughout the year, please do so.

I look forward to welcoming each and every one of you to our School in September 2019.

Miss. J. Barbara Exley  
Head of Primary

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.

### **AFTER SCHOOL ACTIVITIES**

Schools are always enhanced by extra-curricular contributions. All teachers offer at least one After School Activity during the year. This involves a minimum of one hour per week leading an activity for students after school, for a period of eight/nine weeks during one of the terms. Teachers also offer paid activities which can further enhance a student's education or support their studies. After School Activities are an important part of school life and students are always involved in many different activities during the academic year.

More details will be given to parents in the first week of term 1.

Buses will be available for students at 4:00 but only for students in Years 3 - 6. This only applies to students who normally use school transport. All arrangements must be made directly with Diamond Lease.

In addition, there are various school trips planned each year. Apart from academic trips, there are also camps for Years 5 & 6, which not only endorse the physical activities of the students but also encourage the students to work in a team. We also have different external sources who come into school to work with our students.

### **AFTER SCHOOL CLUB – EARLY YEARS**

We have an after school club for students in EY 1 and EY 2, which runs from 1:00 to 2:50. This is organised and led by the EY team. Parents who are unable to collect their children at 1:00 can pay a supplement for their child to attend this club. The Early Years Team will share full information with all parents in these two year groups.

### **ASSEMBLIES**

Each Year Group has an assembly once every two weeks, sometimes weekly, for most of the year. These are led by the Dean of Students and then each class organises and performs in an assembly; all subject specialists also have a week to showcase their area during the school year.

### **ATTENDANCE**

- Regular attendance at school 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.

## **BIRTHDAY PARTIES**

Birthday parties or any other celebrations in school must be approved by the classroom teacher beforehand. All celebrations must take place at the end of the school day and we would request any food being brought in, should be healthy snacks for our students.

## **CAMPUS SAFETY**

Our students' safety and security is our number one priority. All parents have been or will be issued with ID cards, which must be worn at all times when entering the campus. All those not wearing this ID, will be asked to sign in with a form of identity at Security and then be given a Visitor's pass. Please expect to be challenged should you not be wearing either of these.

There are very strict regulations regarding anyone on campus once the school day has started, other than students and staff members. To this end all parents and guardians are expected to be off campus by 7:45 and again at either 1:15 if collecting students in EY or 3:00 if collecting students in Years 1 to 6.

At all other times, parents must check in and wait in reception, and they will then be guided by a helper to an appointment or for a child to be collected.

Parents must not approach a child who is not their own. Should you have any concerns, please address these to a member of staff.

At the end of the day, please wait in your cars until 5 minutes before the end of session. This being 12:55 for Early Years and 2:45 for Years 1 to 6.

## **COMMUNICATION**

We openly encourage communication between all members of the school community. Due to timetable constraints and meetings, we advise our parents to make appointments after school. Parents are asked to refrain from interrupting the school day, as this disturbs the education of our students. The Primary School secretaries will arrange meetings on your behalf.

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.

## **CONTACTS**

Principal – Ms. Pratibha Rao – [prao@eischools.ae](mailto:prao@eischools.ae)

Head of Primary – Miss J. Barbara Exley – [bexley@eischools.ae](mailto:bexley@eischools.ae)

Personal Assistant to the Head of Primary – Ms. Manal Salman – [msalman@eischools.ae](mailto:msalman@eischools.ae)

Deputy Head – Mr. Emmanuel Alexander – [ealexander@eischools.ae](mailto:ealexander@eischools.ae)

PYP Leader – Mr. Scott Kirkland – [skirkland@eischools.ae](mailto:skirkland@eischools.ae)

Dean of Students – Mr. Tyler Rumball – [trumball@eischools.ae](mailto:trumball@eischools.ae)

Early Years Leader – Ms Cheryl Craig (September to January) – [ccraig@eischools.ae](mailto:ccraig@eischools.ae) Ms. Deepali Rami (January onwards)

[drami@eischools.ae](mailto:drami@eischools.ae)

Leader of Technology and Innovation – Mr. James Haji – [jhaji@eischools.ae](mailto:jhaji@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.

Our Counsellor is Ms. Corine Makansi – [cmakansi@eischools.ae](mailto:cmakansi@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 learning using knowledge and skills, derived from six subject 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](http://www.ibo.org)

You may also find our PYP Community Guide on our website: [www.eischools.ae/Jumeirah](http://www.eischools.ae/Jumeirah)

We will also be inviting all our parents into school very early in the new academic year to learn more about the Programme and the learning journey of their child.

## **DAY TO DAY ROUTINE**

The School Day starts 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.**, except for the After School Activities which take place until 4 p.m.

## **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.

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. Daisy Cunho – [dcunho@eischools.ae](mailto:dcunho@eischools.ae) Years 3 to 6 and Usha Johanesh [ujohanesh@eischools.ae](mailto:ujohanesh@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 speak with the receptionist for an early leave slip and somebody will collect your child for you, if they are in the younger years.

## **EDUCATION OUTSIDE THE CLASSROOM**

As an IB School, learning happens everywhere, inside and outside the classroom. Trips and events play a major role within our learning community. All students will be informed of dates, venue and purpose, and any costs are additional to school fees. Unless otherwise advised, students must wear full school uniform and should there be any concerns of behaviour, the student may be exempted from all future activities.

## **ELECTRONIC ITEMS**

Students in EY 1 to Year 2 are not permitted to bring electronic items into the Primary School. Should a student need to bring a mobile phone to school, it must not be seen or used during the school day.

Students who breach this policy will have the item confiscated until such time as one or both parents come to school to collect the item.

Years 3 - 6 will be able to bring in a device on which they can work, as so much of their learning centres around accessing sites. 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.

## **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.

## **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. Fruit juice and drinks containing added sugar should be kept to a minimum.

## **HOME LEARNING**

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

The tasks are usually set through the weekly newsletter which comes to parents from the class teacher.

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.

## **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 RESOURCE CENTRES**

The aim of the two centres is to foster the development of lifelong learning abilities, develop information handling skills in a range of other media and a love of reading. The centres also provide teachers with instructional backup and professional resources. The programme and services evolve directly from the School's curriculum requirements. The Libraries offer an array of resources to support and enhance those requirements. Should a student lose a book, an invoice will be issued and payment must be made through the accounts department.

## **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.

## **MOTHER TONGUE LANGUAGE PROGRAMME**

This year we are introducing a mother-tongue language programme in the After School Activities slot at an additional cost. Information regarding the languages on offer and the structure of the programme will be shared separately with interested parents.

## **ORIENTATION**

All students in Early Years 1 have staggered times for the first 7 days of the school year. Confirmation of dates and times have been shared via e-mail by our EY Leader, Ms Deepali Rami.

For all new students in EY2 through to Year 6, they will come into school on their first morning, Sunday 1<sup>st</sup> September. Arrival time is 8:30, when they will meet their Year Leader. They will have a tour of the School and meet their teacher. All students have to be picked up again at 10:30.

All students in EY 2 to Year 6 will then be in for full school days from Monday September 2<sup>nd</sup>.

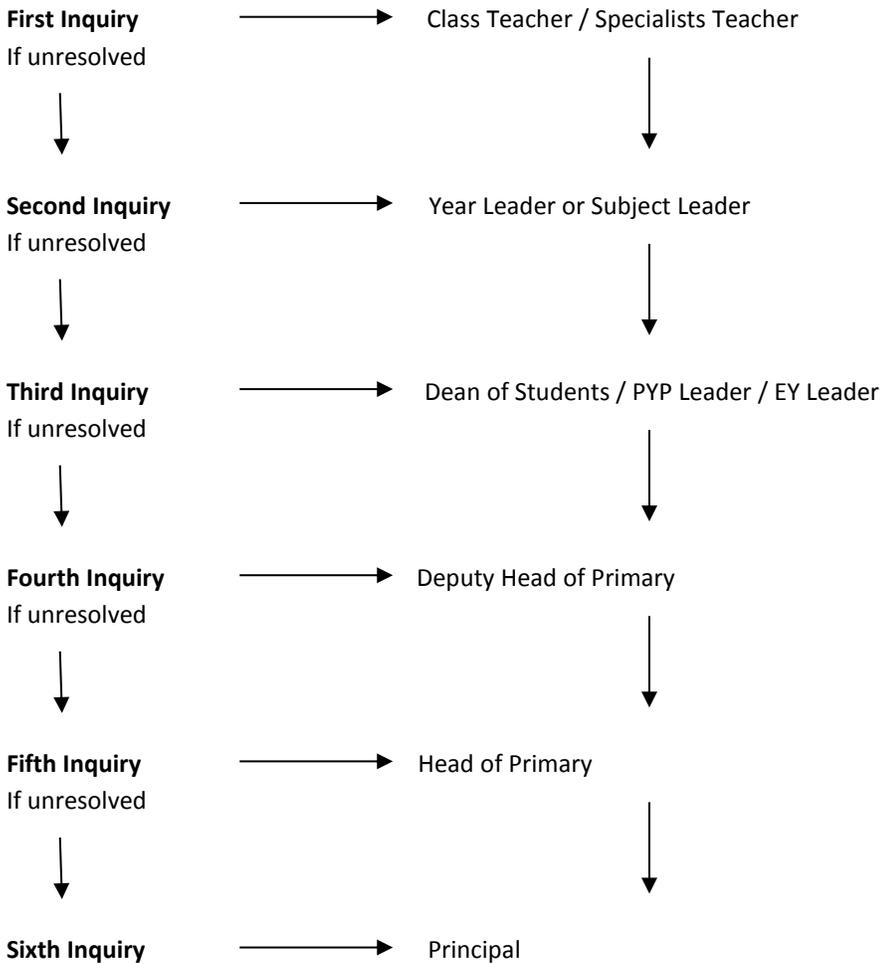
## PARENTS' SUPPORT GROUP

The PSG will provide a link between the parents/guardians and the management of the School, with a view to facilitating co-operation and communication between the two parties.

The PSG represents the parent body, acting as a conduit for parent feedback on school issues, participation in school community event planning (e.g. international days) and participation in quality management practices (KHDA/ IB inspections).

The PSG is composed of parent representatives from the Primary and High schools. [eisj4parents@gmail.com](mailto:eisj4parents@gmail.com)

## 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 parents follow the flow of inquiry.

## PRIVATE TUITION

Teachers at EIS – J are not allowed to privately tutor students from their own class. This is viewed as a conflict of interest.

## 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.

## **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 with Ms. Kholoud 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 should move from lesson to lesson quietly and swiftly, so they arrive to the next lesson on time (this includes trips to the bathroom).

## **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](mailto: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.

The trousers, shorts, skirts, skorts, shirts, PE kit and cardigans/sweaters are available from Stitches in Al Quoz on 04 3486110

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.

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 neat short hair, trimmed so it is above the ears and collar. 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
- Discrete medical or religious items may be worn but they should generally not be visible
- For cooler weather, students may wear plain navy cardigans or jumpers over their uniform

A full list of uniform, including PE kit will be sent to all parents by Ms. Manal, with details of where to purchase all items including the House t-shirts.

## **STUDENTS' CODE OF CONDUCT**

Every student has the right:

- to attend school without fear of being bullied, harassed or abused
- to learn without being distracted by bad behaviour from others
- to bring property to school without fear of it being deliberately damaged or stolen

The school will therefore use a variety of measures against any student:

- who uses aggressive, threatening or offensive language or behaviour
- who disrupts learning through persistently poor behaviour
- who fails to respect other people's' property

In the Classroom each student should:

- observe and obey the rules displayed
- be on time for lessons
- have all the right books, equipment or kit for every lesson
- always follow the safety rules

- listen carefully and follow instructions
- join in and take a full part in lessons and activities
- hand in all work on time

Around the School each student should:

- respect other pupils, their work and belongings
- look after the school (inside and out)
- be polite and helpful to everyone
- wear full uniform at all times

On excursions each student should:

- adhere to the school code of conduct whenever participating in school-sponsored, off-campus class trips or activities

During After School Activities each student should:

- respect the right of others to enjoy the activity
- behave in a manner which does not endanger themselves or others
- listen to and respect the facilitator of the activity

### **VIDEO AND PHOTOGRAPHS**

To safeguard the privacy of all students in school, parents/visitors are not allowed to take any video or photograph in the classroom or around the school at any time. There will be occasions where this is permissible and you will be advised on these occasions.

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