

# **Emirates International School High School - Jumeirah**



## **Parent and Student Handbook 2019 – 2020**

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## **Our Mission**

**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.**

### **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, over the past two decades EIS-J 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 to celebrate 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

## **Welcome from the Head of High School**

Welcome to our school. We are proud of our tradition as the most experienced IB school in Dubai, having offered the IB Diploma since 1992. We are authorized as one of very few schools in the world offering all four of the IB programmes: PYP, MYP, DP and CP. We firmly believe in the holistic nature of education. We recognise that to our students and their parents, academic achievements are fundamental, as they open the doors to the amazing opportunities our world has to offer. School is not simply about academics, however, and our mission is to turn out well-rounded young people who are fully able to play their part in the world. We also celebrate participation and achievement in social, cultural, sporting and artistic activities. Our after-school activities programme is complemented by many other activities including the Duke of Edinburgh International Award, Model United Nations, competitive sporting teams, musical and theatrical performances as well as numerous excursions. Our students have a strong voice in every area of their school life and regularly influence the activities and experiences on offer.

We are an inclusive school, providing opportunities for students with different abilities and from different cultural and linguistic backgrounds. There are over eighty different nationalities represented within the student body and this is a real strength of the school, reflecting the diversity of our amazing host city. Our young people are caring, tolerant, and curious, and value the range of backgrounds and experiences within every classroom.

I hope you will find this handbook useful as a starting point for getting to know us. It answers many of the questions we are routinely asked and serves as a first point of reference for most queries. If you require more detail on a particular matter, please contact your child's form tutor in the first instance. I am always delighted to meet parents and I value all feedback. We operate an Open Door policy and will always make an effort to see parents when they arrive. Inevitably, there are times when the person you want to see will be unavailable: they might be teaching or involved in some other pre-planned activity. To minimise the frustration, it is always worthwhile making an appointment in advance so that you do not have to wait to be seen. School is a partnership and, if we work together we significantly increase your child's chances for success.

Shirley Harrison

Head of High School

## The School Day

All classes are 55 minutes.

During Ramadan, School has a modified timetable, which allows for students to attend all six of their classes each day for 35-minutes each.

Sunday - Thursday Form room opens 7:30	
<b>Registration 7:40</b>	
All students are in their Form Room, along with their Form Tutor.	
Year groups have an assembly, led by their Progress and Wellbeing Leader, on a regular day each week.	
<b>Period 1</b>	7:55-8:50
<b>Period 2</b>	8:55-9:50
<b>Break</b>	9:50-10:10
<b>Period 3</b>	10:15-11:10
<b>Period 4</b>	11:15-12:10
<b>Lunch</b>	12:10-12:50
<b>Period 5</b>	12:55-1:50
<b>Period 6</b>	1:55-2:50
<b>Lessons End</b>	2:50
<b>Buses leave</b>	3:00
<b>After School Activities begin</b>	3:00
<b>After School Activities End</b>	4:00 Late Bus leaves 4:15

## **JOINING EISJ**

We understand that choosing a school is one of the most important decisions a family will make. Parents are welcome to meet Senior Leaders and tour the school before joining. There are regular school tours, which take place on Mondays and Wednesdays but requests for tours can be accommodated on other days too. Please telephone the school ahead of time so we can ensure the most appropriate person is available to meet you, or call in at Reception to book an appointment.

## **ESSENTIAL DOCUMENTATION FOR FAMILIES NEW TO THE SCHOOL**

Having made the decision to join EISJ, our Registrars will guide you through the next steps. In order for enrolment in the school to be completed please ensure that you have provided the school with all the necessary documentation. Various documents are required by both the school and the Knowledge and Human Development Authority (KHDA).

Documents required by the school and the KHDA:

- Two copies of school records for the last two years
- Three colour passport size photographs
- Two copies of the Transfer Certificate
- Two copies of the passport information page with valid visa page
- Two copies of Birth Certificate
- Two copies of Vaccination Records Additional Documents required by the school:
- Signed Parent -School Contract (done online via KHDA)
- Two copies of the sponsor's passport
- Two copies of the sponsor's residence visa
- Field Trip Form
- Contact Details Form
- Medical Declaration

Please ensure that all documents are submitted in one of the following ways:

Hand delivery: The Registrar's Office from Sunday to Thursday between 8.00 am and 2.00 pm

By Email: [subarna@eischools.ae](mailto:subarna@eischools.ae)

## **EIS-J A - Z**

**The following section provides a quick reference guide to aspects of school life. Please do refer to the handbooks for each IB Programme for a closer look at learning, and also to the relevant policies which can be found in the 'Policies' section of our school website.**

## ACADEMIC PROMOTION

It is a KHDA requirement that students are required to pass classes with a **minimum of a level 3**. Students who fail three or more classes are subject to non-promotion. This means they do not move up to the next academic year with their peers. For students to achieve success in one of the post-16 IB Programmes, they are required to pass the MYP Certificate (28 points or more). EIS-J strives to be an inclusive school and decisions are reviewed on a case-by-case basis at the discretion of the school leadership. All students are required to complete Year 13 to graduate from EIS-Jumeirah.

Teachers inform parents at each reporting period if their child is seen to be “At Risk” of failing to fulfil their potential in one or more subjects. Year 11 “At Risk” students are expected to attend support and intervention classes. These are provided in a range of subjects each year.

## ASSEMBLIES

Meeting as a community to celebrate our achievements is a regular part of school life. Assemblies foster our sense of belonging, pride and responsibility. It is expected that students participate in assemblies for example through performance, contributing ideas and opinions, and by respectfully recognising the contributions and achievements of their peers. Assemblies take place for different year groups each day. These are held by Progress and Wellbeing Leaders. Longer assemblies are also scheduled as part of our Moral Education programme (delivered as a discrete lesson, Tuesdays period 4 for all students). These longer assemblies often feature guest speakers.

## ATTENDANCE and PUNCTUALITY

It has been well documented that attendance and academic progress are closely linked. As such, we have high expectations of all our students. As every absence impacts a student’s ability to reach their full potential, **a minimum 98% attendance record is expected**. KHDA expects all students to attend school 188 days per year.

### Planned absences

Occasionally, absence cannot be avoided and parents are asked to inform the school by **contacting the relevant Progress and Wellbeing Leader** for the year group, and by using the leave of absence form available from the Dean of Students. This should be done **at least 24 hours ahead** of the expected absence. It can be frustrating for parents and teachers if parents arrive to collect children with no advance notice. Parents invariably need to wait while the appropriate member of staff is found to ‘sign out’ the child. If the teacher is in a classroom, they cannot be interrupted to ‘sign out’ as this would unfairly disrupt the learning for other students. Parents should not organise events or trips that may jeopardise their child’s attendance record as poor attendance may affect their ability to progress to the next year level in the school.

### Unplanned absence

Please contact the school as soon as possible or before 8am if your child is away from school. This is important safeguarding information for us.

Contact the High School secretary or your child’s Progress and Wellbeing Leader to let them know of unplanned absence.

Progress and Wellbeing Leaders work hard with individual students and families to improve attendance. Where a student is below the attendance target, they will be expected to attend Saturday School to 'catch up'. Saturday School takes place on a monthly basis and is supervised by the Dean of Students along with Progress and Wellbeing Leaders. Where persistent absence from school is a concern, attendance at Saturday School is non-negotiable.

Students are expected to arrive to school and class on time. **Students must be in school by 7:40 am** in order to register their attendance with their form teacher. Attendance is taken in every period of the day. Where students are persistently late to school or class, they will be expected to attend Saturday School.

Further important information regarding lateness, early leave and attendance is located at the end of this document for your review.

Progress and Wellbeing Leaders for 2019/ 2020 are:

Year 7 Ms Megan Russell [mrussell@eischools.ae](mailto:mrussell@eischools.ae)

Year 8 Mr Ryan Buckman [rbuckman@eischools.ae](mailto:rbuckman@eischools.ae)

Year 9 Ms Aisling Keane [akeane@eischools.ae](mailto:akeane@eischools.ae)

Year 10 Ms Victoria Raynor [vraynor@eischools.ae](mailto:vraynor@eischools.ae)

Year 11 Ms Eimear Hall [ehall@eischools.ae](mailto:ehall@eischools.ae)

Year 12 and 13 Mr Rob White [rwhite@eischools.ae](mailto:rwhite@eischools.ae)

### **Appointments in the day**

Children may leave school during the school day for medical appointments if collected by a parent, driver or nanny holding the EISJ school ID AND the school has been given 24 hours notice prior to the appointment. We do, however, encourage you to make these appointments for times outside the school day so as not to interrupt your child's learning.

## **BEHAVIOUR AND REWARDS**

### **Rewards**

As a school we take every opportunity to reward academic excellence and endeavour, positive learning behaviours, and to celebrate success both in and out of the classroom. Our rewards are centred around the IB Learner Profile which encourages students to be:

- Inquirers;
- Knowledgeable;
- Thinkers;
- Communicators;
- Principled;
- Open-minded;
- Caring;
- Risk-takers;
- Balanced;
- Reflective.

In addition, students are nominated and recognised for their contributions to the academic and wider life of the school in monthly award assemblies.

## **Behaviour Aims and Guiding Principles**

### **Aim:**

To enable students to reach their true potential through a supportive environment, which encourages students to develop the attitudes found in the IB Learner Profile. The school is dedicated to creating a positive learning environment for all. The school expects all students to be positive contributing members to the school community, with respect towards other students and teaching staff.

### **GUIDING PRINCIPLES FOR BEHAVIOUR MANAGEMENT**

The management of student behaviour at EISJ is based on the following principles that guide all decisions on how to approach problems with behaviour:

**Individualism:** All students are individuals and respond to different situations in different ways. A blanket punitive measure on a particular type of behaviour is never effective. Why has this *particular student* behaved in this way and why? What might be the best course of action? We consider all circumstances before deciding what is best for the student.

**Strengths:** We create the conditions for students to see and feel real success. Students' interests and strengths are identified from the start and incorporated into their learning to ensure a sense of positive participation and fulfilment.

**Students achieve when they can:** No healthy student wants to fail or to get into trouble, but behaviour is a skill. We need to model and teach good behaviour to the individual. We support and teach academically, and we must support and teach behaviourally, not just punish. That is not to say that sanctions can't be applied - sometimes they must - but we must always ask the question, 'will these sanctions help the student do better in the future?'

**Belonging:** We all need to belong. How are we fostering a sense of belonging both in and out of the classroom?

**Self-Motivation:** It has been noted several times that giving carrots and sticks for behaviour simply makes students good at getting carrots and sticks. To create long-term success, we must foster an environment that builds self-motivation: students doing the right thing because it is the right thing to do.

**Everyone makes mistakes:** We all make mistakes. But we need to take responsibility for them, make things right, and work to ensure the same mistake doesn't happen twice. Students need to grow behaviourally as they grow academically. It's very rare for any student to receive a 7 in any subject without guidance, nurturing and being able to recognize where they have gone wrong. Behaviour is no different.

## **'BRING YOUR OWN DEVICE' (BYOD)**

Emirates International School – Jumeirah is dedicated to providing a learning environment that gives access to appropriate technology in order to enhance learning, unlock potential, and connect students

locally and globally. We ensure that all students, staff and guests have access to high-speed internet in all areas of the school. The BYOD (Bring Your Own Device) policy has been designed to ensure that all members of the community are given the opportunity to develop the necessary skills and literacy to thrive in the digital age. Student-centred learning is a key value of any IB World School and BYOD helps support this philosophy by giving students more opportunities to take responsibility for their own learning and to develop the attributes of the IB Learner Profile.

**How does BYOD support learning?** The students at EIS-J are digital-natives. For them, technology is part of the environment in which they are growing up, not just a resource as it was for previous generations.

Our aim at EIS-J is for students to learn *with* technology, rather than learning *from* technology. The use of BYOD supports key contemporary learning skills including:

- Accessing, filtering and processing information
- Planning and organizing
- Making choices and decisions
- Facing challenges and problem solving
- Risk-taking and overcoming challenges
- Collaborating and sharing
- Communicating
- Being creative and innovative
- Reflecting

This policy applies to any device that is not school owned or supplied, and is used to access the school wireless network. The purpose of this policy is to establish clear guidelines and procedures when students use their own devices in school, to ensure the safe use and the integrity of the EIS network.

Students bring a tablet device of their own to classes and other activities to enhance their learning.

All students are required to sign the Bring Your Own Device policy.

**Smartphones/Mobile Phones** Please note that smartphones are not considered a suitable device for most classroom learning due to screen size, storage limitations, and function restrictions. Smartphone/mobile phones may be brought to school but must be powered off and stored in the student's backpack or locker during school hours. This includes during break and lunchtimes. Students seen with their smartphone/mobile out during school hours will have it taken from them and it will be given to the Dean of Students for safe storage until the end of that day. Repeat offenders will face longer and/or other sanctions.

Occasionally teachers may allow the use of a smartphone/mobile phone for recording or other circumstances. Students must only use their smartphone/mobile phone for the purpose and time stated by that teacher.

Please see the BYOD Policy for further details.

***Students who misuse their phones or other devices at any time will be subject to sanctions as indicated in the Behaviour Policy.***

## CALENDAR

### EIS – JUMEIRAH SCHOOL CALENDAR ACADEMIC YEAR 2019-2020

Term 1 - 2019		Events
August	Sunday 18 <sup>th</sup>	SLT return
August	Sunday 25 <sup>th</sup>	All Staff return
September	Sunday 1 <sup>st</sup>	New Students Orientation day
September	Monday 2 <sup>nd</sup>	All Students return
October	Sunday 20 <sup>th</sup> – Thursday 24 <sup>th</sup>	Mid-Term break
October	Sunday 27 <sup>th</sup>	Staff only day
December	Monday 2 <sup>nd</sup>	UAE National day *
December	Thursday 12 <sup>th</sup>	End of Term 1
December	Sunday 15 <sup>th</sup> – Monday 16 <sup>th</sup>	Staff only days

Term 2 - 2020		Events
January	Sunday 5 <sup>th</sup>	Students return
January	Thursday 16 <sup>th</sup>	Staff only day
February	Sunday 16 <sup>th</sup> – Thursday 20 <sup>th</sup>	Mid-Term break
March	Thursday 26 <sup>th</sup>	End of Term 2

Term 3 - 2020		Events
April	Sunday 12 <sup>th</sup>	Students return
April	Friday 24 <sup>th</sup>	Start of Ramadan *
May	Friday 22 <sup>nd</sup> – Saturday 23 <sup>rd</sup>	End of Ramadan *
July	Thursday 2 <sup>nd</sup>	End of Term 3

\*Public holidays are subject to Government declaration.

## **CAMPUS SAFETY**

Students' safety and security are the School's top priorities. To maximise security, all parents have been issued with ID cards and these must be worn at all times when entering campus. All those not wearing ID will be asked to sign in at the Security Guard before entering, and to wear a Visitor ID when on campus. Please do not be offended if you are challenged by staff on Campus when you are not wearing ID: we are doing this to keep your children safe.

Parents are requested not to approach or talk to a child who is not your own. If you wish to comment on something that is happening inside school, please discuss this with a member of staff, and not a student.

Parents/ Visitors may not enter the professional environment of the teacher without an appointment.

If the fire alarm goes off while you are on campus, follow the instructions of the guards or the teachers. You will not be able to leave the building until the 'All Clear' is given.

EIS-J has a lockdown policy which is intended to protect the school community at times when it could be unsafe to be out and about on campus. If you are visiting school when a lockdown occurs, it is essential that you comply with the instructions of the person with whom you are meeting. The lockdown procedures are practised periodically, as are the fire evacuation procedures.

### **Video and photographs**

To safeguard the privacy of all students at the school, parents/ visitors are not permitted to take photographs in classrooms or around the campus grounds. There will be occasions when this is permissible - such as school productions. You will be advised at such times.

## **COMMUNICATIONS**

EISJ has an open door policy and welcomes parents to make an appointment to meet with a teacher or member of the Senior Leadership Team. Please do keep in mind that the teacher you would like to see could be teaching so it is always best to email the school to make an appointment.

A weekly newsletter from the Head of High School is sent to all parents each Thursday. We also make regular use of Twitter, Facebook and Instagram to share information and celebrate success. You can find our social media accounts at:

Twitter

[https://twitter.com/EIS\\_Jum](https://twitter.com/EIS_Jum)

## Instagram

<https://www.instagram.com/eisjumeirah/>

## Facebook

Emirates International School – Jumeirah

[www.facebook.com/eisjumeirah](http://www.facebook.com/eisjumeirah)

We hold parent coffee mornings, focus groups and information sessions throughout the year. You will always receive email notification of these.

Parent - Student - Teacher Conferences take place throughout the year. Again, details will come to you via email.

Our Parent Support Group meets on the last Tuesday of each month. This group includes parents of children in High School and Primary School. The PSG organises social events for the school community and also supports with planning in-school events, such as International Day.

Parents can contact the group on [eisj4parents@gmail.com](mailto:eisj4parents@gmail.com)

## **CURRICULUM**

Emirates International School is a full IB Continuum school, which means that we offer only IB Programmes: PYP (in Primary School); MYP; and then for senior students, DP or CP. Please refer to the relevant course handbook for more details.

Where students join EISJ mid-year, there is a transition programme to support their entry to school. This is particularly important where students join from non-IB schools.

## **CONTACT DETAILS**

As a parent, your first port of call in High School is your child's form teacher and then the Progress and Wellbeing Leader.

Year 7 Ms Megan Russell [mrussell@eischools.ae](mailto:mrussell@eischools.ae)

Year 8 Mr Ryan Buckman [rbuckman@eischools.ae](mailto:rbuckman@eischools.ae)

Year 9 Ms Aisling Keane [akeane@eischools.ae](mailto:akeane@eischools.ae)

Year 10 Ms Victoria Raynor [vraynor@eischools.ae](mailto:vraynor@eischools.ae)

Year 11 Ms Eimear Hall [ehall@eischools.ae](mailto:ehall@eischools.ae)

Year 12 & 13 Mr Rob White [rwhite@eischools.ae](mailto:rwhite@eischools.ae)

The next step is to contact the Dean of Students, Mr Steve Brown [sknewstubbrown@eischools.ae](mailto:sknewstubbrown@eischools.ae)

If the issue is a subject matter, please contact the subject teacher and then the Subject Leader/ Head of Department directly.

Where an issue is not resolved at this level, the next step is to contact the appropriate IB Programme Coordinator:

IB MYP Coordinator Ms Adele Teasel [ateasel@eischools.ae](mailto:ateasel@eischools.ae)

IB DP Coordinator Ms Nausheen Arif [narif@eischools.ae](mailto:narif@eischools.ae)

IB CP Coordinator Mr Aiden Maher [amaher@eischools.ae](mailto:amaher@eischools.ae)

## **ILLNESS OR INJURY DURING THE SCHOOL DAY**

EIS-J employs a full time nurse and doctor who are present during the school day and when after-school activities are on. If a student is feeling unwell during class time they must inform their teacher who will give them a note to visit the clinic. The medical staff will ascertain the seriousness of the situation and may administer simple treatments. Where the medical staff deem the illness or injury is of a more serious nature and either the student needs to go home or seek further treatment from a professional outside the school, parents will be contacted to either arrange for the students to be collected or to coordinate the calling of emergency services. In all instances when a student visits the clinic parents will be notified by email for minor cases or by phone and email for more serious instances. The Dean of Students or Head of High School will be notified regarding any serious illness or injury and will coordinate communication with parents and investigations to ascertain how an injury occurred. Parents will be kept fully informed of the results of any investigation.

## **INDEPENDENT LEARNING**

Independent learning is a core value of both the school and the International Baccalaureate. Independent learning is fostered throughout the school day, but students are required to continue their learning outside of school hours both in their academic subjects and their ASAs, Personal Projects, Action for Service and CAS opportunities. As students move through the school greater emphasis is put on them taking responsibility for their learning both in and out of school. Independent learning is also the conduit through which parents discuss and support progress with their child. Assignments for independent learning, or home learning, are posted on Managebac, which is the IB's on-line learning platform accessible by all students and teachers.

Given the emphasis on collaboration in IB MYP and DP, students are often set tasks which require them to work with other students. This can be very demanding as young people learn to cooperate, negotiate, and manage themselves as team players. Where group work is set, parents can support by ensuring young people break tasks into smaller 'chunks' so that all deadlines are met. As adults do when they are engaged in team work, students will want to use their devices to ensure the best collective outcome. At EIS-J we expect students to maintain appropriate behaviour towards each other when working 'out of hours' on school projects. Where parents or students have concerns that these protocols are not being followed, they should immediately alert the class teacher in the first instance, or the relevant Form Tutor or Progress and Wellbeing Leader.

EISJ has a dedicated library for MYP and also a separate library for our Senior students. The School's libraries help to foster the development of lifelong learning abilities, information handling skills in a range of media, and a love of reading. The libraries are well stocked with print material for research and enjoyment as well as access to online resources and information which link directly to the school's curriculum. Students in years 12 and 13 have access to their own library, which provides a stimulating environment for their independent learning.

Our librarians are Ms Varsha (DP/ CP Library) and Mr Rajeevan (MYP Library).

It is important that students return their borrowed books. 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 students' parents and no more books will be issued until payment is made.

## **MANAGEBAC**

ManageBac is our IB-specific curriculum management tool. Each student in the school is provided with a Managebac account. All assignments, assessment dates, and report cards are managed through Managebac (MB). Parents have access to their child's information through ManageBac. Managebac is built around the IB Programmes. It allows online submission of internal and external assessments, and deadlines and academic planning can be shared with parents. Exam registrations are done for the Diploma via Managebac as the IB platform is integrated with Managebac. All curriculum unit plans are posted on Managebac and are available for parents and students to view. End of unit reflections are completed in Managebac by staff of each subject.

Students' work for CAS (DP), Service and Action(MYP), the Extended Essay (DP) and the Personal Project (MYP) are monitored through Managebac. Parents use ManageBac extensively to monitor their child's homework and assignments and to view curriculum units and resources and to stay updated with achievement levels and feedback on assessment tasks. Teachers and Middle/Senior leaders communicate with students and their parents regularly via the "Messages" function (to inform them about subject related matters, additional support classes, eAssessments etc).

The calendar provides a useful overview of homework, assignments and events for students and parents.

The "Files" section is used to store important IB related documents and information for students, parents and teachers.

Student class lists and timetables are stored on Managebac and are easily accessible there. Information is provided in the "Groups" section for students following clubs and activities. Although ManageBac is not specifically set up for the CP requirements, it is still used extensively to help structure and monitor the course.

There are opportunities for parents to learn more about how Managebac supports learning. Parents should look out for the curriculum information afternoons, where the IB MYP Coordinator, Ms Adele Teasel, shares ideas about how to get the best from Managebac. Ms Teasel can be contacted on [ateasel@eischools.ae](mailto:ateasel@eischools.ae)

## **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.

## **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.

## **STUDENT WELFARE**

The welfare of students at EISJ is of paramount importance; each student is assigned a Form Tutor who monitors the progress and well-being of each student in their form, and they are the first point of contact for your child during the school day as well as for you as parents. Form Tutors are led by Progress and Wellbeing Leaders and the Dean of Students, and supported by the Senior Leadership Team.

In addition, we have a dedicated counsellor on-site, Dr Rose Kamath, who provides support for students and families who feel they would benefit from speaking with someone about welfare and wellbeing.

Another key resource for ensuring student welfare and wellbeing is the Higher Education Careers Advisor, Ms Sheetal Fernandes. Students from Year 7 through to Year 13 have access to a professional dedicated to helping students plot their future education and employment pathways. This is particularly the case for Year 13 students who are given specialist guidance and assistance for university admissions.

Moral Education is delivered during a dedicated form period allows for social and emotional growth, which, coupled with service learning and community opportunities, helps to develop our students' sense of self, community and responsibility. Our Form Tutors deliver the Moral Education to their own form class.

All staff are trained in Safeguarding and Child Protection. Key staff are identified as points of contact for Child Protection issues. Their faces can be seen on posters around school.

The Safeguarding and Child Protection team for 2019/2020 is:

- Ms Shirley Harrison (Head of HS); [sharrison@eischools.ae](mailto:sharrison@eischools.ae)
- Mr Steve Brown (Dean of Students); [sknewstubbrown@eischools.ae](mailto:sknewstubbrown@eischools.ae)
- Dr Rose Kamath (School Counsellor). [rkamath@eischools.ae](mailto:rkamath@eischools.ae)

## **STUDENT VOICE AT EISJ**

Students have a voice in all aspects of school life and The Student Representative Council (SRC) is the main body which allows that voice to be heard. Members are elected by their peers on an agenda of

how effective they feel they will be in representing the wider student body. Members gain important experience in self-expression, the representation of others and personal and political integrity. The Student Representative Council (SRC) is led by the Head Girl and Boy who lead a team of Deputy Head Students who each hold a portfolio and responsibility for improving life at EIS-J. The portfolios are: Supporting Happiness and Wellbeing, Supporting Sport and the Arts, Supporting Academic Achievement, and Supporting Cultural Affairs. The team works closely with elected Class House Captains and Class Ambassadors to initiate programmes and activities aligned with these portfolios.

## 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.

Many families prefer to drop students off at school. Inevitably, the area at the front of school can become very congested at drop-off time. Please do follow the instructions of the Security and Senior staff who are managing the traffic flow at this time: they are there to ensure everyone is safe at a busy time. Where parents do not follow instructions from staff in these instances we will request you make alternative arrangements regarding your children's arrival at School.

## UNIFORM

All students in Years 7 - 13 are expected to wear school uniform. Visitors often comment that our students wear their uniform with pride. **Our uniform is supplied by Stitches.** Please do not buy uniform items from elsewhere as it can be frustrating for students and parents when they are requested to replace non-regulation uniform items. This also applies to shoes which should be plain black (no white soles or logos, please).

'Stitches' T: +971 (0) 4 348 6110 [www.stitchesgroup.com](http://www.stitchesgroup.com)

Retail: Warehouse 3 and 4, Street 10 (behind Home Centre Logistics), Al Quoz Ind. 1, Dubai

PO Box 28055

Boys:

- Y7 - 11 navy trousers; oxford blue short sleeved shirt with school logo
- Y12/13 black trousers, white shirt with school logo on pocket
- The school navy V neck jumper for colder days
- Y12 boys should wear a red tie; Y13 boys should wear a blue tie
- Black belt for trousers
- black shoes (low-heeled leather shoes with closed toes and no buckles). Plain black trainers with black soles and no other markings are allowed
- Navy/ black socks
- No jewellery, other than a wrist watch
- Neat hair; exaggerated hair styles are not acceptable for boys or girls
- Shirts should be worn outside of the trouser/skirt waistband.

Girls:

- Y7 - 11 navy skirt (ankle or knee length)/ blue trousers. Only Stitches material will be accepted. Girls needing custom made skirts should have them made in the school uniform style by Stitches.
- Y12/13 black skirt (ankle length or knee length) or trousers. White, full sleeved blouse with school logo
- The school navy V neck jumper for colder days
- Light blue fitted or straight shirt
- Plain black shoes (low-heeled leather shoes with closed toes and no buckles). Plain black trainers with black soles and no other markings are allowed
- Black or white socks
- Y12 girls should wear a red tie and Y13 should wear a blue tie
- No makeup, and no jewellery other than a wrist watch and one set of stud earrings
- Shirts should be worn outside of the trouser/skirt waistband

Winter jackets are available for purchase for boys and girls.

### **Boys and Girls Physical Education Uniform**

New PE uniform, dark navy with white front for boys and red front shirt for girls

Students must wear trainers with non-marking soles for all sports. This is particularly important when using the Sports Hall.

Swimming kit is mandatory: includes towel, swimming suit, cap and bag.

For all years: Vests and undershirts or t-shirts worn under the school shirt must be plain white with no markings on them. Discreet medical or religious items may be worn but they should generally not be visible. Uniform items are only available from Stitches.