



Emirates International School Meadows



Parent Handbook

2022-23

Welcome to High School

Welcome to Emirates International School Meadows Academic Year 2022-23.

We look forward to working with you all in the coming months to support your child in their development.

We are a member of the International Baccalaureate, World Schools, authorized to deliver the Primary Years Programme, Middle Years Programme and Diploma Programme.

With an emphasis on the IB Learner Profile – students embrace all aspects of this in all their learning experiences.

I believe a variety of exciting and real-world activities stimulate a student's learning on several different levels. We challenge students and teachers alike to be risk takers and innovators, to be world citizens as well as collaborators.

In High School we encourage students to embrace the IB Philosophy making sure all are supported in developing the knowledge and skills to thrive in this new world. We do this by leading through innovation, pursuing excellence, growing by learning, and global citizenship. With this holistic approach, we aim to produce not just great learners, but great people who are ready to be the leaders of tomorrow.

Students and staff at EISM are an inspiration to all. Teachers instill learning in all students throughout the school whilst students inspire each other. As a school we continually pursue innovative learning and teaching practices to offer the highest standards of lesson delivery. We shape young minds into mature learners ensuring all students are real world learners, creating learners who can adapt and apply themselves in many situations.

Our students support each other academically and socially – we are an international school and students embrace cultures beliefs and traditions of all.

Education is an incredibly powerful tool which, we as educators must use effectively for all students to experience success and enjoyment each day of their school careers. We can develop, nurture, inspire, lead, promote whilst ensuring students have the appropriate skills and aspirations to contribute to being true global citizens now and in the future.

Regards

Andrew J Williams

Head of High School

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1.Our Mission Statement

We offer 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.

At Meadows it is our mission to promote life-long learning through the educational, social and physical development of our students.

- We aim to provide a safe and challenging environment that recognizes individual learning styles
- We strive to foster inter-cultural sensitivity and personal responsibility to encourage internationally minded young adults

Belief Statement

- That education is the shared responsibility of the total school community of Board, Administration, Faculty, Students and Parents working in partnership
- That an orderly, safe and caring environment is essential to academic success and is marked by respect for the rights of others and development of personal responsibility
- That education must encompass the development of the whole individual with the school's emphasis on academic, physical, social and creative growth
- That education must foster independent thinking, critical analysis and an appreciation and understanding of difference of opinion
- That as all children do not learn in the same way, allowances must be made for differences in learning styles
- That all children must be recognized and valued for hard work and perseverance. The school experience must promote positive interpersonal relationships
- That good education will instill a desire for life-long learning
- That Information Communication Technology must be an essential part of the school curriculum
- We are innovators within education

2. Uniform

High School Dress Code

Years 7 – 13

All face to face and distance learning students are expected to attend school in the correct uniform. (DL students must also wear school uniform. In the event of DL continuing at any level).

Boys' Uniform

- Years 7 to 11: Navy Trousers, oxford blue shirts with school logo
- Years 12 and 13: Black Trousers, white long sleeved shirt with school logo on the pocket
- The school navy V Neck / Jumper for the colder days
- Black leather shoes 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

- Years 7 to 11: Navy Skirt (ankle length or knee length) or trousers, oxford blue fitted or straight blouse with school logo
- Years 12 and 13: Black Skirt (ankle length or knee length) Trousers, white full sleeves blouse with school logo
- The school navy V Neck / Jumper for the colder days
- Black leather shoes with black/white socks
- Year 12 Girls should wear a Red tie and Year 13 Girls should wear a Blue tie

Boys' and Girls' Physical Education (PE) Uniform

- New PE uniform, 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.
- Swimming Kit is mandatory from Year 3 to 9.
- Swimming Kit includes: Towel, swimming suit, cap and bag.
- Students will wear PE clothing on days they have PE as they will not be permitted to change due to Covid 9 regulations.

Uniform is available from the EISJ who now have a designated Uniform Shop in the new Primary building at our Jumeirah Campus.

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) PO Box 6446

Operating Hours: 9.00 am to 6.00 pm (Saturday to Thursday) www.rightfituniforms.com

3. The School Day and Attendance

School Times

School begins at 7.40 am and ends at 2.50pm

Supervision in the school begins at 7.30 am and finishes at 3.00 pm. We request that you drop off and collect your children during these times

Additional-School Activities (ASA's) begin at 2.50pm and finish at 3.50pm

School buses leave at 2.40 pm daily (this is during social distancing) and at 4.00 pm on days where ASAs are available.

Attendance and Absences of Students

For students to make the most of their education at EIS-M 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

(KHDA expects all students to attend 188 school days each year)

If you know your child will be absent from school, please inform The Principal in advance, in writing, indicating the dates you expect your child to leave and return to school.

Unplanned Absences from School

Please contact the school as soon as possible or before 8.00 a.m. if your child is away from school. This is important Child Safety information which we must know.

Ms. Adel 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 at form later than **7.40am** is late.

Lateness shall be noted in the late online registration system at the high school Receptionist desk and monitored by the Form Tutor/ HOY and Head of Pastoral.

Reflection times are issued for lateness on arrival at reception **after 7:40am** by the Form Tutor.

Form Teachers monitor lateness and liaise with the Head of Pastoral. If the 'lateness' becomes a regular occurrence the parents/guardians will be invited to meeting with the HOY.

The school office will contact the parents of children who are absent without notification. Your support in

keeping us informed is appreciated. Full attendance is attributed to even higher academic success.

Appointments in the day

Children may only leave during the school day if collected by a parent or nanny/driver holding the EISM school ID and the school has been given 24 hours' notice prior to the appointment. Once a student leaves the school their attendance changes from "present" to "early exit". Students should notify the class teacher and then complete a permission slip from the High School Secretary. When this is the case- a student will only be allowed to leave school once the slip is signed by the Head of High School or the Deputy Head Teacher.

Collecting/returning children

All parents/guardians are requested to report to the reception when collecting a child. If the child then returns before the end of the school day all students must sign back into school with the High School Secretary before returning to lessons.

Only a parent with official school ID or Emirates ID (or other named person for the child with official school ID e.g. nanny) can remove a child from school during the day. The Permission to Leave Pass must be signed by the Head of High School or the Deputy Head of High School who will discuss the reason with the parent.

Late Students

If your child arrives at school after the UAE National Anthem plays at 7.40 am then they must go to their form rooms and the teacher will record the lateness. If a student arrives after 8.00am they will need to report to the HS receptionist to be recorded as present.

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. Students who are waiting have access to the library and outside space. Students are not permitted to wait in the High School Reception. Please do not make arrangements to pick up your child from here.

We are adhering to KHDA protocols regarding the Covid pandemic, and as such these will be adapted to allow for social distancing and to support parents.

4. Communication

Staff and Information Sharing

EISM has an open door policy and welcomes parents to make an appointment to meet with a teacher or member of the senior leadership team at any time. These are limited currently due to Covid protocols. We encourage meetings to be via Zoom.

As SLT teach in High School they may not be immediately available. In some cases an email to the leadership team will ensure the member of staff is available. If you arrive at school and they are not available another member of the leadership team will endeavor to meet with you.

Our weekly School Newsletter will inform you of current and upcoming events and general useful information about happenings in the school and will include a separate area for all the Year Groups and Subjects. Teachers and Year Leaders may, at times, also email parents to share information.

We hold regular parent meetings and coffee morning as well as workshops during the term, where we share and update you on school developments and answer any general questions you may have, or hear ideas and suggestions from you.

In addition, Parent Teacher Conferences will be held throughout the year.

Our school Twitter [@EISM_Meadows](#) page includes photos of events that are happening on a daily basis. Our school website www.eischools.ae. It will keep you informed of current and upcoming events and general useful information on the day-to-day activities of the school. We also use SMS for reminders and urgent messages.

During Social Distancing protocols parent meetings will be offered via Zoom to follow KHDA protocols.

5. High School Contact Details

Parents sometimes experience difficulties in not receiving emails. We find this is often Hotmail or Yahoo users and please be advised that Gmail has proved to be more reliable.

You are requested to send your latest email addresses and mobile phone numbers to the High School Secretary in case the school needs to contact you urgently. Please update these whenever they change.

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

Year 7 – Mr L Hilton

Year 8 – Mr T Broderick

Year 9 – Ms J Kewley

Year 10 – Ms T Irvine

Year 11 – Ms N Hamdaoui

Year 12 and 13 – Mr C Vazquez

MYP requests – Ms S Robson

DP requests – Ms J Branicki-Tolchard

The next step is to contact the Head of Pastoral – Mr A Brocklehurst.

If it is a subject matter then the relevant Subject Teacher and then the Subject Leader should be contacted.

SLT are available throughout the day to meet with parents via Zoom but an appointment is needed.

6. Campus Safety

Security – Parents and Visitors

Covid- please be aware that, under KHDA Protocols for the Opening of Private Schools in Dubai, we cannot hold face to face meetings with parents without full vaccination or a negative PCR test taken within 48 hours. As such, parents cannot access the building beyond reception or accounts. Meetings will be held via telephone or Zoom conference call. These measures will be in place until such time as the KHDA protocols are changed.

Students' safety and security are the School's top priorities. To maximize security, all parents have been issued with ID cards and these must be worn at all times when entering the Campus. All those not wearing ID will be asked to "sign in" at the Security Guard's table before entering and to wear a Visitor ID Pass.

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

You must be prepared to be challenged if you are not wearing your Parent ID or Visitor ID Pass.

Parents/Visitors may not enter the professional environment of the teacher without an appointment. This must be done via prior arrangement and a zoom meeting code will be issued.

There are regulations and school-wide policies regarding adults on campus and it is important these are adhered to at all times. Parents are not permitted to visit areas of the school unaccompanied, for security reasons.

If the Fire Alarm goes off while you are inside the school, follow the instructions of the guards or the teachers. You will not be able to leave the building until the "All Clear" is given. You will be asked to go to the safe Collection Point on the field.

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 production or school events) and you will be advised at such time.

7.Student Welfare

Behaviour Expectations

The Positive Behaviour Policy at EIS Meadows is designed to create a supportive, secure learning environment which will enable each student to develop and maintain self-confidence and self-esteem and to promote positive behaviour. Students are encouraged to be aware of their rights as well as their responsibilities within a community.

In keeping with this, the following guidelines have been developed:

- Positive behaviour is encouraged, acknowledged and praised whenever shown
- Students are encouraged to respect others, property and the environment
- Students are encouraged to move around the school quietly and courteously and to settle to work quickly
- Consequences of inappropriate behaviour are discussed with the students

Unacceptable or inappropriate behaviour is dealt with immediately by the class teachers, Year Leader or Subject Leader. Parents are contacted and included in this process. Students are encouraged to understand how the consequences of their actions might impact on themselves or others. Temporary or permanent withdrawal from the class may be put into effect if a child persists in seriously inappropriate behaviour. In instances of serious misconduct the Senior Leadership Team and then the Head of High School will be involved.

The school reserves the right to recover costs of deliberate damage or vandalism to school property as determined by the school management.

Health and Medical Facilities

Covid- please be aware that, under KHDA Protocols for the Opening of Private Schools in Dubai, we will follow all Dubai Health Authority guidelines regarding suspected positive cases of covid, positive tests, or close contacts. The steps that we will need to take are changing constantly in response to the fluctuations in positive cases, and the subsequent measures taken by DHA. These measures will be in place until such time as the KHSDA protocols are changed. Students who test positive or are close contacts of confirmed positive cases will undertake the appropriate length of quarantine as per the DHA requirements at the time.

The School has two clinics. The School Doctor, Dr. Vinitha Ghopan has her surgery in the High School supported by Nurse Sinju Jacob.

Whenever a student is attended to by either the Nurses or Doctor, parents are informed by telephone.

Medical records including vaccinations are kept on file. Parents are urged to keep the Doctor informed of

medical records, vaccinations and recent changes in their child's medical situation. It is essential that the school is made aware of any health problems a student may have. The school medical staff will contact you if we have any concerns. Please ensure the school has your most up-to-date contact details.

You are urged to encourage your child to practice good hygiene techniques which includes washing hands regularly during the day. Dispensers of hand sanitiser are around the school for students to use. If your child has a temperature and/or is coughing or sneezing, please do not send him or her to school.

Healthy Eating

The School encourages healthy eating and staff are proactive in ensuring students are making healthy food choices when eating. We are in the process of reviewing a Healthy Eating Policy. **We are a nut free school.** Please ensure you send a snack or packed lunch which is healthy and nutritious and which does not contain nuts, canned fizzy drinks, candy, chocolate, chips, potato crisps and other 'junk' food. We especially ask you not to send in Pot Noodles. Sharing of lunches is not allowed.

All forms of nuts are banned in school

Snacks and Lunch

A time is set aside each day for the students to sit quietly and eat. All children should bring a healthy and nourishing snack and/or packed lunch; perhaps a sandwich, some fruit and a drink. Lunch is eaten under supervision, and students cannot eat in other areas of the school site. We have a café where students can purchase food.

Houses

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, speaking, games, talent shows and many other team activities.

Lost and Found Property

Clothing and inexpensive items of lost property are placed in the containers in the HS Secretary Ms. Adel's office on the first floor. Valuable items such as mobile phones, spectacles, money are held by Mr. S Hughes 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. It is a student's 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 bought to school.

I-pads, Tablets and Laptops may be brought to school for research or project purposes. These may be used under the supervision of a staff member at our TECH Hot Spots in High School. 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.

Break Times

Students have one break other than lunch during the school day. They are permitted to use outdoor spaces, corridor, spaces, the library as well as the Dhows Dining Room.

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

EISM learners, including all staff and parents, strive to be:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in

	many ways. We collaborate effectively, listening to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-Minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-Takers / Courageous	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

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.

Home Learning

Students in Years 7-9 have a Home Learning Timetable. 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 eternal learning experience.

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 librarian is present.

Students visit the library on a scheduled basis with their class in order to borrow books to take home

during this time, 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 receipt to the library with the student. After which the student may again borrow books.

9. Additional School Activity Programme

Our ASA Programme has something for every student with over 40 different clubs that encourage the application of academic, cultural, practical, artistic, linguistic and creative skills in a fun and safe environment. We have utilised the vast expertise of our teaching staff and carefully chosen external providers to offer the highest standards of instruction.

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 aid sporting activities led by qualified and experienced instructors.

Hamilton Swimming Academy offer foundation, development potential, competitive, adult and fitness courses perfectly suited to the age and ability of the swimmer. Sessions are structured in order to allow children to develop new skills, have fun and increase their swimming confidence.

At EIS-Meadows we have something to offer each and every student. We guarantee they will be challenged and have plenty of fun along the way. ASAs are offered in Term 1, Term 2 and Term 3. Parents will be notified of the dates for ASA sign up.

10. School Transport

Diamond Lease provides the bus transportation service for EISM. Parents must register to use the school bus at the beginning of the school year. Diamond Lease has a temporary office next to the Finance Office on the Ground Floor. All Buses are RTA compliant, with seat belts, a driver, and a female bus supervisor.

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

School buses leave at 3.05 pm.

Safety is paramount for the students travelling by bus. There are strict rules which ensure the safety of the passengers.

School Bus Rules

- Wear your seatbelt.
- Remain seated, in your assigned seat, while the bus is in motion.
- No eating or drinking on the bus (except water).
- Refrain from loud talking.
- At all times show respect for other passengers, the bus supervisor and the driver.
- Obey the instructions of the bus supervisor and driver.

Consequences of Breaking Bus Rules

- Any incident of bad language, inappropriate behaviour, rudeness, standing or moving around the bus while in motion, eating or drinking (other than water), damage to the bus, interference with the smooth running of the bus, or refusal to follow the instructions of the bus supervisor, will be reported to the Head of Pastoral Care, who will investigate.
- The first incident will receive a Verbal Warning.
- The second incident will receive a Written Warning to the parents.
- The third and final incident will receive a Written Warning to the parents and a One Day Suspension from the bus.
- Parents will be invited to attend a meeting with the Head of School to discuss the severity of the issue and the consequences if the behaviour continues.

If further incidents occur the student will be permanently suspended from using the bus.

If you have any concerns or questions about the bus transport, please contact either the Diamond Lease supervisor, Amir or Dean of Students.

11. Contact Details

Principal, EIS - Meadows	Mr Ian Ward	wardI@eishools.ae
Head of High School, EIS-Meadows	Mr Andrew Williams	Williamsa@eishools.ae
Deputy Head of High School	Mr Steven Hughes	Hughess@eishools.ae
Head of Pastoral	Mr Adrian Brocklehurst	Brocklehursta@eishools.ae
MYP Coordinator	Ms Sarah Robson	Robsons@eishools.ae
DP Coordinator	Ms Joanne Branicki Tolchard	Tolchardj@eishools.ae
Secretary to the Principal	Ms Basma Elkersh	Basma@eishools.ae
High School Secretary	Ms Adelfa De Lapaz	Adelfa@eishools.ae
High School Receptionists	Ms Carol Bebita	Carol@eishools.ae
High School Office	Tel: +971 4 362 9009 Fax: +971 4 362 9229	www.eishools.ae
High School Counselor	Ms Sumatee Sahni	Sahnes@eishools.ae
Registrar	Mrs. Rosine Labaki	Rosine@eishools.ae
Finance and Accounts	Mr. Manoj Maniyil	Manoj@eishools.ae
Assistant Registrar	Mr Kiran Radhakrishnan	Kiran@eishools.ae
Cashier	Mr Marcos	Marcos@eishools.ae