



Emirates International School
Meadows
Primary School



Contents

| | |
|---|----|
| <u>School Mission Statement</u> | 3 |
| <u>Head Teacher's Welcome</u> | 4 |
| <u>Senior Leadership Team</u> | 5 |
| <u>School Calendar</u> | 6 |
| <u>Upcoming Events</u> | 7 |
| <u>Communication</u> | 8 |
| <u>Uniform</u> | 9 |
| <u>Our School Day/ School Timings/ Absence</u> | 10 |
| <u>Our School Day/ Late Arrival/Drop Off and Pick Up/ Information Sharing</u> | 11 |
| <u>School Buses</u> | 12 |
| <u>After School Activities Programme(ASA's)/ School Trips</u> | 13 |
| <u>Health and Wellbeing</u> | 14 |
| <u>Campus Safety</u> | 15 |
| <u>Curriculum</u> | 16 |
| <u>The IB Learner Profile/Library</u> | 17 |
| <u>Devices for Learning</u> | 18 |
| <u>Houses/ Lifelong Learner Award/Mother Tongue</u> | 19 |



EISM Vision

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

EISM Mission

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

EISM Philosophy

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

Head Teacher's Welcome

Welcome to the 2023 - 2024 academic year. We look forward to working in partnership with you to provide your child with the very best opportunities to support their learning and development. We hope that the information outlined in this Handbook will answer the questions you have regarding this extremely important stage in your child's life.

We wish to convey a special welcome to all of our new families joining us this year and a big welcome back to all of our returning families. We are fortunate to be joined by the vast majority of our excellent staff from last year and are excited to welcome our new staff to Meadows. They all performed superbly during a rigorous interview process and we are excited and eager to get to know our students.

EIS Meadows is a member of the International Baccalaureate (IB) World Schools, authorised to teach the Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP). Through the PYP, the Primary School is able to provide a meaningful context of learning and teaching which is transdisciplinary – where the learning is not confined within the boundaries of traditional subject areas but is supported and enriched by them. With the emphasis on the IB Learner Profile, students learn to be open-minded, principled, risk-takers, reflective, inquirers, communicators, caring, balanced and knowledgeable, empowering them to become responsible contributors to our World and its future.

EIS Meadows is very fortunate to have committed and dedicated staff who understand the significant role they have in developing the academic, physical, social and emotional growth of each individual student. They provide excellent learning and teaching programmes that establish high expectations within a happy, safe, supportive and caring environment. All staff actively look to promote and celebrate the success of every child.

The school has established a positive working partnership between students, parents and staff and will continue to build on this through open communication, building trusting relationships, and continuing to establish a community where our culture and values promote a high level of commitment and mutual respect.

We look forward to working in partnership with you during this Academic Year.



Mr Tim Wade
Head Teacher of Primary School

Senior Leadership Team



Ian Ward
School Principal
ian@eischools.ae



Tim Wade
Head of Primary School
wadet@eischools.ae



Natalie Bridges
Deputy Head of Primary
School
nbridges@eischools.ae



Deepali Rami
Head of Early Years
drami@eischools.ae



Matthew Hyland
Head of Learning &
Teaching
hylandm@eischools.ae



Sumayya Shariff
PYP Coordinator
shariffs@eischools.ae



Harmeet Kahlon
Head of Pastoral Care &
Support
Kahlonh@eischools.ae



Michelle Higgins
Head of Inclusion
higginsm@eischools.ae



School Calendar

| Term 1 | |
|--|----------------------------------|
| 28 th August | New Students Orientation morning |
| 29 th August | All students return |
| 29 th September | Prophet's birthday |
| 16 th -18 th October | Mid Term Break |
| 19 th October | All students return |
| 1 st December | UAE National Day |
| 8 th December | Last day of Term 1 |

| Term 2 | |
|--|---------------------|
| 2 nd January | All students return |
| 12 th & 13 th February | Mid Term Break |
| 14 th February | All students return |
| 22 nd March | Last day of Term 2 |

| Term 3 | |
|-----------------------|---------------------|
| 8 th April | All students return |
| 1 st July | Last day of Term 3 |

Events

UAE National Day - November

Be prepared with your UAE cultural dress.



International Day - February

Get your home country cultural dress ready for celebrations.



Coming up in 2023/2024...

World Book Day - March

We had such a wonderful day of celebration this year. Get your costumes ready for next year. The theme will be...

Food Glorious Food





Communication

| | | |
|--|-------------------------|--|
| PA to the Head of Primary | Mrs. Rasha El Mohamedy | rasha@eischools.ae |
| Primary School Receptionist | Mrs. Marichu Lontoc | marichu@eischools.ae |
| After School Activities Coordinator | Ms Chelsea Western | asa_eism@eischools.ae |
| Primary School Counselor | Mrs. Sumatee Sahni | sahnis@eischools.ae |
| Registrar | Ms. Rosine Labaki | rosine@eischools.ae |
| Assistant Registrar | Mr. Kiran Radhakrishnan | kiran@eischools.ae |
| Finance and Accounts | Mr. Manoj Maniyil | manoj@eischools.ae |
| Cashier | Mr. Marcos | marcos@eischools.ae |

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

Uniform

Plain black shoes are to be worn with school uniform.

Girls



Boys



Hats: Please note that children are not allowed to play in the sun unless they are wearing a hat. This is especially important during the hot summer months.

Hair: Should length hair must be tied back.

Accessories: Students must not wear jewellery to school except for a watch. Students with pierced ears should wear simple stud earrings. Students must not wear nail polish or highly decorated hair bands.

School Bags: It is important to note that school bags should not be on wheels as this can create a tripping hazard on our stairs.

***Football boots are not acceptable footwear for school.**

PE Kit

Girls



Boys



Students must wear trainers for all sports, and it is important that they have “non-marking soles”, this is particularly necessary when using the Sports Hall.

For health and safety reason students must not wear football shoes to school.

Swimming Kit

A micro-fibre towel, one swim cap, one swimming suit, a waterproof kit bag.

Uniforms are sold at:

RIGHT FIT READYMADE GARMENTS TRADING CO. LLC

Tel: +971 50 903 4694

Email: rightfituniforms@eischools.ae

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

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



Our School Day

| | |
|------------------------|-------------------|
| School Doors Open | 7:15 am |
| Year 1 – Year 6 | 7.40 am – 2.50 pm |
| Year 1- Year 6 ASA | 2.50 – 3:50pm |
| Whole School on Friday | 12:00pm |

Students should arrive no earlier than 7:15 am and be collected no later than 3pm if they are not attending an ASA.

Attendance and Absences of Students

For students to make the most of their education at EISM they should arrive on time and attend school each day. It is appreciated that absence from school for a variety of family reasons will occur from time to time. We ask that you try to keep these to a minimum to ensure that the impact on your child's learning is minimised.

Planned Absences from School (KHDA expects all students to attend 182 school days each year)

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

All absence is recorded as

Unplanned Absences from School

Please contact the school by 8.00 am if your child is away from school. This is important child protection information which we must be made aware of as soon as possible.

Ms. Marichu Lontoc is our Attendance Officer and her contact details are marichu@eischools.ae. The school phone number is 04-3629009. The School Office will contact the parents of children who are absent without notification. Your support in keeping us informed is very much appreciated.

Late Arrival

If your child arrives at school after the National Anthem is played at 7.40 am then they must register as 'late' with one of our school secretaries.

If arriving after 8.15 students should report to the Primary School Receptionist who will update registration records.



Our School Day

Withdrawal During the Day

If you need to take your child out of school during the day for an appointment, please send an emailed request to their class teacher, copying both Mrs. Rasha Mohamedy (rasha@eischools.ae), our Primary School Secretary, and Ms. Marichu Lontoc (marichu@eischools.ae) by 8.00 am.

- Students will be collected from the teacher and brought down to you.
- You will receive a form signed by the class teachers.
- Hand this form to the security guard before you leave the school premises.

If you return your child to the school during the day, please ensure their class teacher knows that s/he is back at school.

Drop off and Pick Up

In order for the school day to start well students should enter their classrooms and participate in morning learning activities. Being regularly late for school impacts on learning and the student's attitude to the importance of their day. From the start of the Academic Year in September a record will be kept of late arrivals and parents will be contacted to discuss their child's attendance.

Please see the following location for dismissal at 2:50pm:

| | |
|-------------|--|
| Year 1 | Please refer to guidance from Class Teacher |
| Year 2 | Under the canopy near Primary School Entrance |
| Year 3 | On blue area near canteen |
| Year 4 | Shaded area in the school field. |
| Years 5 & 6 | Students are dismissed and can meet parents at a pre organised meeting spot. |

Students not collected by 3:00 pm will be taken to Primary School Reception, parents will be phoned and they will wait there until collected.

Following ASA's all students will be located on the blue area.

Information Sharing

EISM has an open door policy and welcomes parents to meet with a teacher or member of the Senior Leadership Team. Please note that we are unable to invite any parents into the campus without prior appointment. Please email either the member of staff you wish to meet with or contact our Primary School Secretary (rasha@eischools.ae) who will assist with your request. We always do our utmost to see people promptly.



Our School Day

Our weekly School Newsletter will inform you of current and upcoming events and general useful information about happenings in the school and is specific to each Year Group in Primary School. Classroom Teachers, may, at times, also email parents of students in their own class with information as and when is required.

We hold regular Coffee Mornings and parent workshops during each term where we share and update you on school developments, answer any general questions you may have, and hear ideas and suggestions from you. In addition, Primary School Meet the Teacher events will be held at the beginning of each Academic Year to meet your child's teachers and school leaders, as well as termly Parent Teacher Conferences when you will be able to discuss your child's progress and attainment with their teachers.

Our school Twitter page (@EIS_Meadows) includes photos of events that are happening on a daily basis and our school website www.eischools.ae will keep you informed of current and upcoming events and general useful information on the day-to-day activities of the school.

School Buses

Diamondlease provides the bus transportation service for EISM. Parents must register to use the school bus at the beginning of the Academic Year. Diamondlease has a temporary office next to the Finance Office on the Ground Floor. 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.

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

- 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

- Any incident of unacceptable 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 and Support who will investigate.
- Students will be removed from the school bus should their behaviour warrant it.

Our School Day

- 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 Primary 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 service.

If you have any concerns or questions about the bus transportation, please contact either the Diamondlease Supervisor, Mr. Amir (school@diamondlease.com), or our Head of Pastoral Care and Support.

After School Activities Programme(ASA's)

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

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

School Trips

Each Year Group undertakes a range of educational visits and other activities to reinforce our students' learning programmes. The students will have opportunities to visit museums, aquariums, zoos, theatres, factories, manufacturing sites, farms, toy building and training facilities to name but a few. In their Upper Primary years they will have the chance to participate in outdoor adventure camps. Information and permission slips will be sent home outlining the trip details, costs, and details about how to pay.





Health and Wellbeing

Healthy Eating

The School encourages healthy eating and staff are proactive in ensuring students are making healthy food choices when eating as part of our Healthy Eating Policy. 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 as several of our students are hyper-allergic to them. We are a nut free school.

Birthday Celebrations

In line with being a healthy school we ask all students not to bring cakes or treats (including party bags) into school to celebrate. Classes can celebrate in their own special way without including food.

Health Facilities

The School has two clinics. The Primary School Medical Clinic is staffed by our qualified staff, Nurse Princy Lazar and Nurse Jebila Muthu. The EIS Meadows School Doctor, Dr. Vinitha Gopan, has her Surgery in the Main School Building.

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

Medical records including vaccinations are kept on file. **Parents are urged to keep the School 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.

The Zones of Regulation

We encourage our students to reflect on how they are feeling and aim for them to develop an understanding that all feelings are okay, it is how we process and manage these feelings which is important. This is taught through The Zones of Regulation to support positive mental health and wellbeing amongst our students.



Campus Safety

Parents and Visitors

Our students' safety and security are the School's first and foremost priorities. To maximise 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 desk 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 the parent ID or Visitors ID Pass.

Parents/Visitors must wait at the Primary School Entrance Gate or on the School Playground. There are regulations and school-wide policies regarding adults on campus and it is important these are adhered to at all times.

School Alarms

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

Video and Photographs

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

Lost and Found

We do ask that you ensure all items of clothing and other belongings are clearly labelled with your child's full name to avoid the inconvenience of them becoming lost. We will return all named items to their owners. All unclaimed and unnamed items will be disposed of at the end of each term for health and safety reasons.

Valuable items such as mobile phones, spectacles, money etc. are generally held by the Primary School Receptionist, Ms. Marichu Lontoc, marichu@eischools.ae until claimed.



The IB Programmes

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

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.

Primary Years Programme

The PYP promotes an international perspective which recognises and welcomes the diversity of student experiences and backgrounds. A PYP school strives towards developing an internationally-minded person who demonstrates the attributes of the IB Learner Profile. The core curriculum is taught by the class teacher while Art, Music, Drama, French and Physical Education are taught by specialist teachers. Information Communication Technology is integrated into all aspects of the curriculum. In order to support Core Curriculum development our students are ordinarily placed into targeted groups for English and Mathematics from Years 3-6.

In our detailed Curriculum Guide all the learning areas explored by our students are explained.

[CLICK HERE](#)

Home Learning

Home Learning for our students is purposeful and engages them in authentic, meaningful tasks. It is designed to develop independent work habits, reinforce skills, attitudes, concepts and knowledge learned in lessons, and demonstrate newly acquired skills and understanding. It varies slightly according to Year Group and student needs.



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 analyse 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 | 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. |

Library

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

Our 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 Assistant Librarian. It is important that the students return their borrowed books during 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 must be paid to the school cashier and sent along with receipt to the library with the student.

Break Times

Students are requested not to bring in footballs, football cards, other similar cards or small play items which are used for swapping. These cards may be confiscated and returned at the end of the day. Skateboards, electric scooters and rollerblades are banned from use within the campus grounds.

Devices for Learning

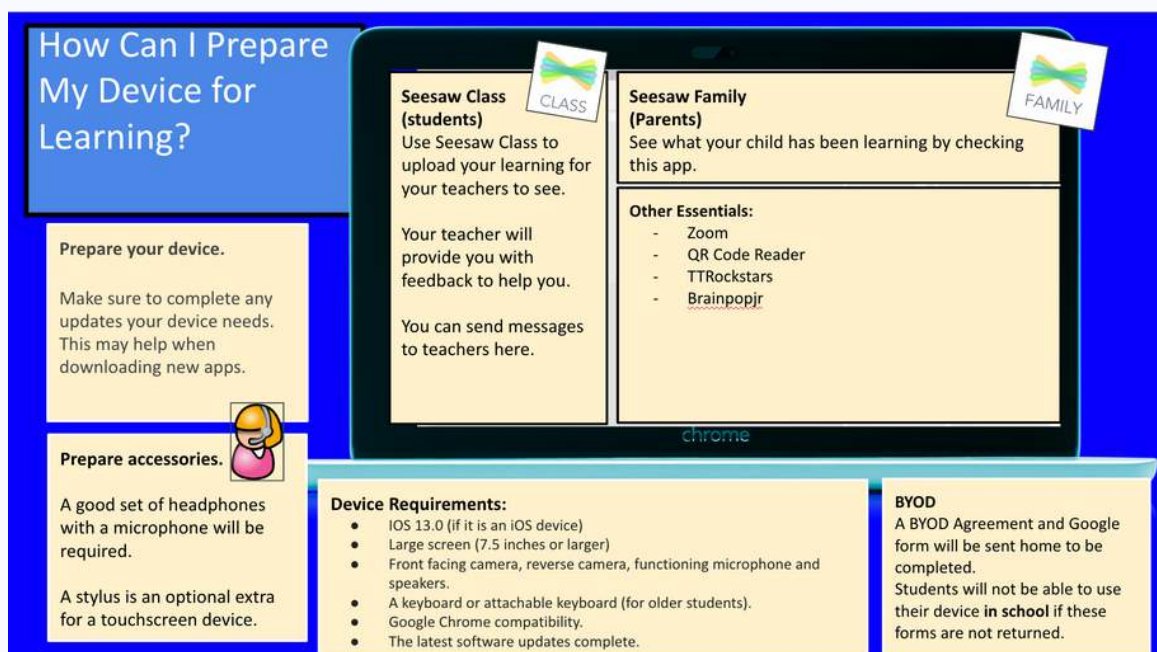
At the beginning of the academic year parents of students in Years 2-6 will receive the Bring Your Own Device (BYOD) agreement form. In order for students to use devices in class this form must be completed.

When looking for appropriate device please refer to the updated device specifications:

- IOS 13.0 and newer (if it is an iOS device)
- Large screen (7.5 inches or larger)
- Front facing camera, reverse camera, functioning microphone and speakers.
- A keyboard or attachable keyboard (for older students).
- Google Chrome compatibility.
- The latest software updates complete.

As a school we can suggest the following devices:

- ipads (years 1-3)
- ipads, chromebooks, macbooks, (years 4-6)

An infographic titled "How Can I Prepare My Device for Learning?" with a blue background. It contains several sections: "Prepare your device." with instructions on updates; "Prepare accessories." with a headset icon and text about headphones and a stylus; "Seesaw Class (students)" and "Seesaw Family (Parents)" sections with app icons and descriptions; "Other Essentials:" listing Zoom, QR Code Reader, TTRockstars, and Brainpopjr; "Device Requirements:" listing the same specifications as the text above; and "BYOD" with a note about the agreement form.

How Can I Prepare My Device for Learning?

Prepare your device.
Make sure to complete any updates your device needs. This may help when downloading new apps.

Prepare accessories.
A good set of headphones with a microphone will be required.
A stylus is an optional extra for a touchscreen device.

Seesaw Class (students)
Use Seesaw Class to upload your learning for your teachers to see.
Your teacher will provide you with feedback to help you.
You can send messages to teachers here.

Seesaw Family (Parents)
See what your child has been learning by checking this app.

Other Essentials:

- Zoom
- QR Code Reader
- TTRockstars
- Brainpopjr

Device Requirements:

- IOS 13.0 (if it is an iOS device)
- Large screen (7.5 inches or larger)
- Front facing camera, reverse camera, functioning microphone and speakers.
- A keyboard or attachable keyboard (for older students).
- Google Chrome compatibility.
- The latest software updates complete.

BYOD
A BYOD Agreement and Google form will be sent home to be completed.
Students will not be able to use their device **in school** if these forms are not returned.

Mother Tongue Programme

We are delighted to offer high quality learning opportunities for our students to continue to develop proficiency in their heritage language as part of our Mother Tongue Language Programme. Optional lessons are available in a range of languages as part of our Curriculum provision. For further information about these programmes or to enquire about other language opportunities for your child please contact Ophelie Dumont (smitho@eischools.ae) for further information.

Houses

Camels

Falcons

Khanjars

Dhows

Students from Early Years 1 to Year 6 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 and many other team activities. Early Years 1 to Year 6 students are asked to wear their House T-shirt for House activities and Sports Days. House T-shirts can be purchased in the uniform shop.

House Points are collected by students throughout the course of each week and points scores are read out over our loudspeaker system, and shared in the weekly newsletter, at the end of each week so that our students and families are aware of how well their Houses are doing.

Lifelong Learner Awards

The Lifelong Learner Award is focused on celebrating student achievement within the classroom, within our school community and within our global community. The 3-tiered award system is designed to celebrate the growth of our students as a whole person, in addition to our focus on academic achievement. In order to apply for the award student are required to collect and share evidence of leadership, commitment and respect, alongside full attendance and punctuality, as well as wearing correct uniform to represent our school.