



EMIRATES INTERNATIONAL SCHOOL
Meadows

Primary Parents Handbook

2022 -2023



Welcome

Welcome to the 2022-2023 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 should answer most questions you have regarding this extremely important stage in your child's life.

We are delighted to be able to welcome our students back to the campus for the start of the new Academic Year but the KHDA protocols which ensure that our students and staff continue to be safe and healthy currently remain in place and this means that there are a number of changes and modifications to the way our school operates on a day to day basis. Whilst we will continue to ensure that every EISM student receives the very best educational provision our utmost priority, as always, will be their safety and welfare. We would therefore ask for your patience and understanding if the present circumstances mean that school operations do not function exactly in the same way as described in this document. We know that you will want to fully support us in keeping our students safe which is the only reason why any changes will have been made.

We wish to convey a special welcome to all of our new students in Early Years 1 and 2, and to those students who have joined us in other Year Groups. We welcome back our returning staff and the new teachers who have joined us this year. We are fortunate to have employed excellent classroom practitioners from many countries, further enhancing the international ethos and status of the school.

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 creative growth of each individual student. They provide excellent learning and teaching programmes that establish high expectations within a safe, supportive and caring environment. Each member of our teaching team will 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 our 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.

EIS Meadows Staff



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EISM Core values

Vision

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

Mission Statement

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.

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.



School Uniform

In order to maintain a high standard of presentation and to support the feeling of school identity, parents are requested to make sure all students are in full school uniform when coming to school. A failure to wear the correct uniform will result in a warning and an expectation that it will be rectified at the earliest opportunity.

A school uniform relieves our students from peer pressure and supports self-discipline in school.

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), PO Box 6446.

Operating Hours: 9.30 am to 2.00pm & 3:00pm - 6.00pm (Monday to Saturday)

Primary School Dress Code EY1 – Year 6

Boys: Daily Uniform

- EY1 and EY 2: Blue Polo shirt with logo, with pull up shorts or navy trousers
- Year 1 to 6: Navy Trousers or shorts with blue & white striped shirt with school logo
- School navy blue cardigan or Jumper with school logo
- **Plain black** comfortable shoes with white/black socks
- Navy cap for outdoor play

Girls: Daily Uniform

- EY1 and EY2: Blue Polo Shirt with logo, with navy skort
- Year 1 to Year 3: Navy skort and a flat collar stripe blouse, with logo
- Year 4 to Year 6: Navy skort or trousers and a flat collar stripe blouse, with logo
- School navy blue cardigan or Jumper with logo
- **Plain black** comfortable shoes with white/black socks
- Navy cap for outdoor play

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 that they have “non-marking soles”, this is particularly necessary when using the Sports Hall

Swimming Kit

- Swimming lessons take place from Year 3 – Year 6.
- A micro fibre towel, one swim cap, one swimming suit girls or one swimming suit boys, waterproof kit bag.



School Uniform

House T-Shirt

- Students from Early Years 1 - Year 6 are required to wear a House T-shirt for special House events. New students will be notified of their House allocation. House T-Shirts are available from Right Fit Uniform Shop.

Sun 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

- Students with hair longer than shoulder length should have their hair tied back.

Jewelry

- Students should not wear jewelry to school except for a watch. Students with pierced ears should wear simple stud earrings.

School Bags

- Please avoid school bags with wheels as when they are pulled along they create a tripping hazard, especially on stairs. Students do not need to carry their bags around during the school day as they all have their own personal storage hook. Backpacks are recommended.

The School Day and Attendance



EY1 and EY2	7.40 am – 1.00 pm	Year 1 – Year 6	7.40 am – 2.50 pm
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Supervision in the school begins at 7.15 am and finishes at 3.00 pm. We request that you drop off and collect your children during these times. Lesson one begins promptly at **7.45am** so it is vital students are in school and ready for learning at this time. School buses leave at 2:45 pm daily.

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 183 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.

Unplanned Absences from School

Please contact the school by 8.00 am at the latest if your child is away from school. This is important child safety 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.

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**.

- ❖ Wait at the Primary School Entrance Gate 10 minutes before the time.
- ❖ 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.

Late Students – Late Slip

If your child arrives at school after the National Anthem is played at 7.40 am then they must collect a Late Slip from one of the school secretaries. This slip will need to be given to the class teacher when entering the room.

All school secretaries are able to issue Late Slips until 8.15 am. After this time students should report to the Primary School Receptionist.



Drop Off and Pick Up Procedures

In order for the school day to start well students should enter their classrooms with time to unpack bags, hand in Home Learning and reading books and settle quietly before the bell rings at 7.40 am. Being constantly 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 this number will appear on the End of Year Academic Report.

It is also important that you arrive on time (2.50 pm - Monday-Thursday and 12:00pm on Friday) to collect students at the end of the day. The current KHDA protocols due to the COVID-19 pandemic means that safe social distancing will be in place in all areas of the School Campus. We would ask that you fully respect all signage relating and any verbal instructions relating to social distancing you receive from a member of school staff.

At this time, our Year 2 – Year 6 students will continue to be dismissed each afternoon from the playing field, whilst Early Years and Year 1 students will be dismissed from the designated entrance door directly leading to our Early Learners Department. Please ensure that all members of a family know the arrangements and older siblings who collect younger siblings do so in a timely manner. There are no duty teachers after 3.00 pm (12.15pm on a Friday) to supervise students as staff will be running ASA activities and be in Professional Development sessions & meetings.

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.

Communication

Approachable Staff and 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 the current KHDA protocols due to the COVID-19 pandemic mean that we will aim to hold online meetings with parents as much as possible. 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 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. Due to the current KHDA protocols concerning the COVID-19 pandemic all of the above meetings will continue to be held online and further details will follow concerning individual events.

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.



Campus Safety

Security – 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. To ensure the safety of our students during the current COVID-19 pandemic we are not permitted to allow parents or visitors into the school building. There are regulations and school-wide policies regarding adults on campus and it is important these are adhered to at all times.

Parents who collect their child from EY1 or EY2 will not be able to wait on school premises for their other child (who might finish at 2.50 pm). This is for safety and security reasons.

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.



Student Welfare

Behaviour Expectations

The Positive Behaviour Policy at EIS Meadows is designed to create a happy, safe, secure, caring and supportive learning environment which will enable each student to develop and maintain self-confidence and self-esteem and to promote positive behaviour. Our students are encouraged to be aware of their rights as well as their responsibilities within a community. Our goal for all EISM students is to provide the best opportunities for them to be **happy, safe and successful**. In return we expect our students to be **ready, respectful and safe** at all times.

Ready – Ready for learning. This means arriving punctually for each lesson and with the correct equipment, as well as having a positive attitude for learning and being ready to give their very best in everything they do.

Respectful – Respectful to each other, staff, parents, their environment and visitors to the school. We are extremely proud of our students' polite and well-mannered behaviour and we expect them to maintain these high standards at all times as ambassadors of our school.

Safe – We expect our students to demonstrate safe behaviour in everything they do. This not only concerns their responsibility for keeping themselves safe, but also our expectation that they will behave in a safe way around others and therefore ensure their safety also.

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.
- ❖ At the beginning of the year, our students are invited to discuss and identify both their rights and their responsibilities and draw up an Essential Agreement for their class.
- ❖ Consequences of inappropriate behaviour are discussed with the students.

Unacceptable or inappropriate behaviour is dealt with immediately by the class teachers, Primary Leadership Team Year Links or our Head of Pastoral Care and Support. 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 continually persists in seriously inappropriate behaviour. In instances of serious misconduct the Head of Primary 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.

Houses

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



Health and Medical Facilities

The School has two clinics. The Primary School Medical Clinic is staffed by our qualified staff, Nurse Princy Lazar. The School Doctor, Dr. Vinitha Gopan, has her Surgery in the Main School Building. EY1 to Year 4 students go directly to Nurse Princy Lazar, and Year 5 and 6 students to Dr. Vinitha Gopan.

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.

You are urged to encourage your child to practice good hygiene techniques which includes washing hands regularly during the day. This is particularly important due to the COVID-19 pandemic. Dispensers of hand sanitiser are in all classrooms and in frequent locations around the school for students to use. If your child has a temperature, is coughing or sneezing or showing any symptoms of COVID-19, **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 as part of our 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 as several of our students are hyper-allergic to them.

Birthday Guidelines

We look forward to celebrating all our students' birthdays and these will be acknowledged in the classes on their special day. Please do not send in cakes, balloons etc as these will not be permitted in the classrooms.

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.

- A hot meal is provided for EY1 and EY2 students if parents purchase a school meal plan. This is delivered to their classrooms. They eat their food in the EY Department under the supervision of their Teacher.
- Year 1 to 6 may go to the Canteen at their allocated break or lunch time and purchase food.



Lost and Found Property

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 half-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.

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.

In Years 2, 3, 4, 5 and 6, iPads and tablets may be brought to school for research or project purposes. 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.

Students who choose not to follow the agreements will have their devices confiscated and parents will personally have to collect them from the Head of Pastoral Care.

Break Times

As per the KHDA protocols concerning the COVID-19 pandemic breaks and lunchtimes will be staggered to ensure that all students are able to maintain safe social distancing on our playground and all-weather sports field. 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.



Curriculum – The IB Programmes

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**.
- ❖ The ability to express ideas both reflects and deepens understanding; students' **communication skills** are central to their learning.

Early Learners at EISM

1. There are 17 Early Learning Goals which we follow in Early Years 1 and Early Years 2 in order to assess your child's attainment and progress. These are divided into 7 areas of learning which are similar to subject areas. There are three Prime areas of learning: Communication & Language, Personal, Social & Emotional Development and Physical Development, and four Specific areas: Literacy, Mathematics, Understanding of the World and Expressive Arts and Design. These areas of learning and Early Years expectations are set as an end target for children to achieve the expected level of development at the end of Early Years.

2. Using the Early Learning Goals alongside our PYP curriculum ensures our children gain a well-rounded and robust Early Years education preparing them fully for the next stage of their learning.

Children will continue to be part of the Early Learners Programme in Year 1 and move onto Key Performance Indicators as their learning objectives.

Early Learners will learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outdoors from Early Years 1 until the end of Year 1.

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. However, due to KHDA protocols concerning the COVID-19 pandemic, each group of students will not be able to mix with other groups during the school day and will therefore be taught their English and Mathematics lessons in their homeroom classes.

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.

The IB Learner Profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

International Baccalaureate Organization 2013

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

Go to: <https://www.eischools.ae/meadows/primary-school-programme-overview>

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 ability.



Education Outside the Classroom

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 and team building excursions and visit ecology-focused field centres. Information and permission slips will be sent home outlining the trip details and costs etc. *(Subject to Covid constraints and KHDA guidelines)*

Students should not bring in large amounts of money for trips. If money is being brought in for a school trip or other charges, the student must hand over that money to the Classteacher on arrival to school or the School Secretary. Again, the school cannot take responsibility for loss. Similarly, students are responsible for any cameras or other expensive items taken on trips.

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 Classteacher and Librarian, our students are encouraged to develop a lifelong love for reading. Students are welcome to visit the library during break times for research and quiet reading when the Librarian is present.

Our students visit the Library on 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, after which time the student may again borrow books.

Mother Tongue

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 Jenifer Vas (jenifer@eischools.ae) for further information.

After School Activity Programme (ASA)

At EIS Meadows our ASA Programme has something to offer each and every student. With over 40 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 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 sporting activities led by qualified and experienced instructors.



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.

School buses leave at 1.05pm (Early Years 1 and Early Years 2) and 3:05pm (Years 1-6).

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 and Support 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 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.



School Administration & Leadership

Leadership

Principal - Mr. Ian Ward

Head of Primary - Mr. Tim Wade

Deputy Head of Primary - Mrs. Natalie Bridges – Assessment, Reporting and standards

Head of Learning and Teaching – Mr. Matthew Hyland

Head of PYP and Curriculum - Mrs. Sumayya Shariff

Head of Pastoral Care and Support – Ms. Harmeet Kahlon

Head of Early Years - Mrs. Deepali Rami

Head of Primary School Inclusion - Ms. Michelle Higgins

Contact Details

School Principal	Mr. Ian Ward	ian@eischools.ae
Head of Primary School	Mr. Tim Wade	wadet@eischools.ae
Deputy Head of Primary	Mrs. Natalie Bridges	nbridges@eischools.ae
Head of Learning and Teaching	Mr. Matthew Hyland	hylandm@eischools.ae
Head of PYP/Curriculum	Mrs. Sumayya Shariff	sharrifs@eischools.ae
Head of Pastoral Care and Support	Ms. Harmeet Kahlon	kahlonh@eischools.ae
Head of Early Years	Mrs. Deepali Rami	drami@eischools.ae
Head of Inclusion (Primary School)	Ms. Michelle Higgins	higginsm@eischools.ae
PA to the Head of Primary	Mrs. Rasha El Mohamedy	rasha@eischools.ae
Primary School Receptionist	Mrs. Marichu Lontoc	marichu@eischools.ae
Primary School Office	Tel: +971 4 362 9009 Fax: +971 4 422 2661	www.eischools.ae
Primary School Counselor	Mrs. Sumatee Sahn	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