

# Emirates International School Meadows



# Parent Handbook

# Contents

<b>Mission Statement</b>	<b>3</b>
<b><u>Head Teachers Welcome</u></b>	<b>4</b>
<b>School Uniform</b>	<b>5</b>
<b><u>School Day and Attendance</u></b>	<b>7</b>
<b>Communication</b>	<b>9</b>
<b>High School Contact Details</b>	<b>10</b>
<b>School Safety</b>	<b>11</b>
<b>Student Wellbeing</b>	<b>12</b>
<b>Medical Facilities</b>	<b>13</b>
<b>Day to Day</b>	<b>14</b>
<b>Curriculum</b>	<b>15</b>
<b>Library</b>	<b>17</b>
<b>Additional School Activities</b>	<b>18</b>
<b>School Transport</b>	<b>19</b>
<b>Contact Details</b>	<b>20</b>

# Mission Statement

## **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 Teachers Welcome

Welcome to Emirates International School Meadows Academic Year 2023-24 Parent Handbook.

We are rated Very Good by KHDA since 2020 and we are looking forward to our move to outstanding in the future.

We look forward to working with you all in the coming months and years to support you and your child in their development. We work as a team and the triangulation of parents, students and school ensure a successful outcome.

We are a member of the International Baccalaureate, World Schools, authorised 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 expect 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 instil 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 the 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 and promote whilst ensuring students have the appropriate skills and aspirations to contribute to being true global citizens now and in the future.



# School Uniform

It is mandatory for all students to attend school in the correct uniform each day.

## Boys Uniform

Students in Years 7-11

- Navy trousers
- Oxford blue shirts with school logo
- Plain black leather shoes
- Black socks
- Black belt

Students in Years 12 - 13

- Black trousers
- White long-sleeved shirt with school logo
- School navy V neck pullover
- Plain black footwear 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

Students in Years 7 to 11

- Navy skirt (ankle length or knee length) or trousers
- Oxford blue blouse with school logo
- Plain black leather shoes
- Black socks
- Black belt

Years 12 and 13

- Black skirt (ankle length or knee length) trousers
- White full sleeved blouse with school logo
- School navy V neck pullover
- Plain black leather footwear with black socks
- Year 12 girls should wear a red tie and Year 13 girls should wear a blue tie

# School Uniform

## **Boys' and Girls' Physical Health Education 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 they have non-marking soles, this is particularly necessary when using the Sports Hall.
- Swimming Kit is mandatory from Year 7 to 9.
- Swimming Kit includes: Towel, swimming suit, cap and bag.

Uniforms are available from EISJ Campus 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](mailto: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](http://www.rightfituniforms.com)

# School Day and Attendance

Our school day begins at 7.40 am and ends at 2.50pm.

Supervision in the school begins at 7.15am and finishes at 3.00pm. We request that you drop off and collect your children at these times. On arrival into school students make their way to their form room where their tutor will be waiting for them.

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

School buses leave at 2.40 pm daily and at 4.00 pm on days where ASA's are available.

## **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 an absolute minimum, and only if absolutely unavoidable.

## **Planned Absences from School**

School and KHDA expects all students to attend every day which in total is 188 school days each year

If you know your child will be absent from school, please inform your child's Tutor, Year Leader or High School Secretary. Non attendance to school will be marked as absent. There is no leave permitted. If a student is not in school they will be marked as absent and this will go towards their cumulative attendance record.

## **Unplanned Absences from School**

Please contact the school as soon as possible if your child is absent from school. This is important Child Safety information which we must know.

Ms. Adelfa Dela Paz is our attendance officer and her contact details are [adelfa@eischools.ae](mailto:adelfa@eischools.ae).

The school phone number is 04 362 9009.

# School Day and Attendance

## **Lateness**

Any student arriving at form later than 7.40am is late. Students must check in at reception where they will be recorded as late. As IB learners punctuality is key to ensuring a focussed start to the day.

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 Year Leader and Head of Pastoral. If the 'lateness' becomes a regular occurrence the parents/guardians will be invited to a meeting with the Year Leader and if issues persist then the Head of Pastoral.

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 during the school day**

Students may only leave during the school day if collected by a Parent/Guardians in Years 7-11. Students in Years 12 and 13 can leave with parents permission and a signed early leave form.

Once a student leaves the school their attendance changes from "present" to "absent". Students will require a leave form from the High School Secretary. Students will only be allowed to leave school once the form is signed by the Head of High School or the Deputy Head Teacher.

## **Collecting children**

All Parents/Guardians are requested to report to the reception when collecting a child.

Only a Parent with official school 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 form' must be signed by the Head of High School or the Deputy Head of High School.

## **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.



# Communication

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.

As all Senior Leaders have a teaching timetable 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 endeavour to support you.

Our weekly Newsletter will inform you of current and upcoming events and general useful information about events in the school. This will be shared by Year Leaders each week.

Curriculum information will be available on Managebac and a Curriculum overview will be available on the school website.

Parent Teacher Conferences will be held throughout the year at key times.

Our school Twitter page @EISM\_Meadows and Instagram account eis.meadows include photos of events that are happening on a daily basis. Our school website is [www.eischools.ae](http://www.eischools.ae). It will keep you informed of current and upcoming events and general information on the day-to-day activities of the school. We also use SMS for reminders and urgent messages.

# High School Contact Details

We use parent email as our main method of communication. It is the responsibility of the parent to update school with any change in contact details.

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

Year 7 – Ms Kewley *Kewleyj@eischools.ae*

Year 8 – Mr Hilton *Hiltonl@eischools.ae*

Year 9 – Ms Clarke *Clarkes@eischools.ae*

Year 10 – Ms Hamdaoui *Hamdaouin@eischools.ae*

Year 11 – Ms Irvine *Irvinet@eischools.ae*

Year 12 and 13 – Mr Broderick *Broderickt@eischools.ae*

MYP requests – Mr Higgins *Higginsr@eischools.ae*

DP requests – Ms J Branicki-Tolchard *Tolchardj@eischools.ae*

The next step is to contact the Head of Pastoral – Mr R Glenn *Glennr@eischools.ae*

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

# School Safety

## Parents' ID

Students' safety and security are the School's top priorities. To maximise security, all parents will be 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 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.

There are regulations and school-wide policies (for security reasons) 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.

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.

Privacy is a huge matter in the UAE and taking pictures of people without permission is illegal. *Article 378 of the UAE Penal Code (Federal Law No 3 of 1987) states that taking a photo of a person without his/her consent is an invasion of privacy and thus punishable by law.*

Likewise, *Article 21 of the UAE Cyber Crime Law (Federal Law No 5 of 2012) clearly states that anyone who is 'using a visual device to invade the privacy of third party by capturing their picture or transferring, copying or keeping those pictures is a crime punishable by at least 6 months imprisonment and a fine of up to AED 500 000.*

# Student Wellbeing

## **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. Our student Behaviour Ladder outlines consequences of unacceptable behaviour.

### **In keeping with this, the following guidelines are in place**

- Positive behaviour is expected, acknowledged and praised
- Students respect each other, property and the environment
- Students are expected to move around the school quietly and courteously
- Consequences of inappropriate behaviour are discussed with the students in line with our Behaviour Ladder

Unacceptable or inappropriate behaviour is dealt with immediately by the class teacher, 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.

# Medical Facilities

## **Clinics**

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 and records are updated.

Medical records, including vaccinations are kept on file. Parents are expected 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 they have any concerns. It is your responsibility to ensure that the school has your most up-to-date contact details.

You are urged to encourage your child to practise good hygiene techniques which includes washing hands regularly during the day. Dispensers of hand sanitiser are around the school for students to use.

## **Healthy Eating**

The School encourages healthy eating and staff are proactive in ensuring students are making healthy food choices when eating. 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. Sharing of lunches is not allowed.

## **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 can only eat in designated eating areas. We have a dining room where students can purchase food and eat their own.

**We are a nut free school**



# Day to Day

## **House System**

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, talent shows and many other team activities.

## **Lost and Found Property**

Clothing and inexpensive items of lost property are stored with the HS Secretary Ms. Adel on the first floor. Valuable items such as mobile phones, spectacles, and money are held by security staff 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. Student's are 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 brought to school.

I-pads, Tablets and Laptops will be needed each day 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.

## **Break Times**

Students have two breaks, a 20 minute morning comfort break and another at lunch time during the school day. They are permitted to use outdoor spaces, corridor spaces, the library as well as the Dining Room.

# 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 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.

## **World Book Day**

Our World Book Day Theme next Academic Year is 'Food Glorious Food'. We will be encouraging students to get dressed up based on this theme. We look forward to amazing costumes and the creativity our students have.

# Curriculum

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	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 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 library is open.

Students visit the library on a scheduled basis with their class in order to borrow books to take home, 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 the receipt to the library with the student. Following which the student may again borrow books.

# Additional School Activities

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 sporting activities led by qualified and experienced instructors.

Hamilton Swimming Academy offers 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 lots 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.



# 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 2:40 pm.

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

## **School Bus Rules**

- Follow all school rules and behaviour expectations
- 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.
- Follow the instructions of the bus supervisor and driver.

## **Consequences of Breaking Bus Rules**

Any student who does not follow school rules and behaviour expectations whilst using school transport may have to be removed from this service.

Any incident of 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 sanctions will be implemented.

Each incident will be addressed individually and actions taken. The most severe will be removal from the service.

Parents will be invited to attend a meeting with the Head of Pastoral 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 the Diamond Lease supervisor, Amir.

# Contact Details

<b>Principal, EIS - Meadows</b>	Mr Ian Ward	wardl@eischools.ae
<b>Head of High School</b>	Mr Andrew Williams	Williamsa@eischools.ae
<b>Deputy Head of High School</b>	Ms Sarah Robson	Robsons@eischools.ae
<b>Head of Pastoral</b>	Mr Ryan Glenn	Glennr@eischools.ae
<b>MYP Coordinator</b>	Mr Rhys Higgins	Higginsr@eischools.ae
<b>DP Coordinator</b>	Ms Joanne Branicki Tolchard	Tolchardj@eischools.ae
<b>Secretary to the Principal</b>	Dilaxini Jalanthan	Jalanthand@eischools.ae
<b>High School Secretary</b>	Ms Adelfa De Lapaz	Adelfa@eischools.ae
<b>High School Receptionist</b>	Ms Carol Bebita	Carol@eischools.ae
<b>High School Office</b>	+971 4 362 9009	www.eischools.ae
<b>High School Counselor</b>	Ms Sumatee Sahni	Sahnis@eischools.ae
<b>Registrar</b>	Mrs. Rosine Labaki	Rosine@eischools.ae
<b>Finance and Accounts</b>	Mr. Manoj Maniyil	Manoj@eischools.ae
<b>Assistant Registrar</b>	Mr Kiran Radhakrishnan	Kiran@eischools.ae
<b>Cashier</b>	Mr Marcos	Marcos@eischools.ae