

Emirates International School

Jumeirah

Primary School



Parent Handbook

2023-2024

August 2023

Dear Parents,

A very warm welcome to our new families and welcome back to our returning families.

This handbook has been compiled to answer many questions which we receive from parents. This said, it is not finite and should you have any other questions, please do ask.

You will be receiving a welcome video from your child's class teacher on Thursday, with a brief introduction about themselves. There will be an opportunity early in term 1 to meet the teams. More details to come later.

Please note Monday August 28th is for new students only in EY2 to Year 6. Parents of EY1 will receive details for students coming into school.

Tuesday August 29th is for all students in EY2 to Year 6, with normal school times. All detailed on the next pages.

I look forward to welcoming your children to school next week. One of the delights of my day in school is greeting students at the door in the morning.

We are all looking forward with excitement for the next academic year.

Kind regards

Miss J. Barbara Exley
Head of Primary
bexley@eischools.ae



MONDAY AUGUST 28th
NEW STUDENTS ONLY EY2 to YEAR 6

All **new students** from EY2 to Year 6 will come into school, to meet their Year Leader and the class teacher. They will have an introduction to life in their Year Group and a tour of the School.

Please drop your child at the main entrance of the new building between 8:30 a.m. and 9:00 a.m. Please collect your child at 11:30 a.m. from the same entrance.

Parents of students in Years 2 to 6 may come into the foyer entrance but may not go into classrooms with their child. Parents are unable to wait in school until 11:30. A parent of an EY 2 or a Year 1 child will be able to escort their child to the classroom which is on the ground floor, via the main entrance. There will be many staff in the main entrance, to guide your child to where they need to be.

TUESDAY AUGUST 29th onwards
FOR ALL STUDENTS IN EY2 TO YEAR 6
EY1 INFORMATION WILL BE SENT SEPARATELY

All students will be informed of their class and class teacher this week, by the class teacher through a video of introduction. Please make sure you remember the class name, as this is very important for drop off and pick up.

The following information applies from **Tuesday August 29th** until further notice and is for **ALL** parents and students. Please adhere strictly to the instructions below. The students have to enter and exit through the gates/rooms below, there cannot be an alternative. Parents, please do not linger when dropping off or picking up. We have a lot of students whom we need to move at the beginning and end of the day.

The morning drop off is timed between 7:20 and 7:45. The teachers will not be in their rooms before 7:20, so students may not enter for safety reasons, there is no supervision.

Parents of students in Years 1 to 6 are not allowed in the School buildings. All Year 1 classrooms are on the ground floor this year, with access from outside.

Parents of EY1, the below takes effect from Friday September 8th. Details for staggered arrival are sent separately.

For all parents, Friday pick up is different. There will be signs to guide you. Details for Friday are in **blue**

Arrival Time	Who	Where	Departure Time	Who	Where
From 7:20	EY1	Parents enter through the main entrance, walk out of the door into the EY outdoor area and drop off at classroom door.	At 1:00 Friday 11:30	EY1	Parents enter through the main entrance, walk out of the door into the EY outdoor area and pick up at classroom door.
From 7:20	EY2	Parents enter through the main entrance, walk out of the door into the EY outdoor area and drop off at classroom door.	At 1:00 Friday 11:30	EY2	Parents enter through the main entrance, walk out of the door into the EY outdoor area and pick up at classroom door.

From 7:20	Year 1	Parents enter through side gate of the school and drop off at classroom doors or Parents enter through blue gate on the right of main entry doors, new building, pass the uniform shop and drop off at classroom door.	At 2:40 Friday 11:40	Year 1	Parents enter through side gate of the school and drop off at classroom doors or Parents enter through blue gate on the right of main entry doors, new building, pass the uniform shop and drop off at classroom door.
From 7:20	Year 2	Students enter through the main entrance and then go up to the first floor, via the main staircase.	At 2:40 Friday 11:40	Year 2	Canteen – parents enter through blue gate on the left of main entry doors, new building, and pick up from canteen from outside only. Please collect promptly.
From 7:20	Year 3	Students enter through the main entrance and then go up to the first floor, via the main staircase.	At 2:40 Friday 11:40	Year 3	Students will be on the stairs in the new building, parents come through main doors of new building.
From 7:20	Year 4	Students enter through the main entrance and then go up to the second floor, via staircase 2, behind the Security area.	At 2:50 Friday 11:50	Year 4	Parents enter through blue gate on the left of the entrance, new building, to the Concertina Room from where parents can collect from outside. Please try not come into the area before 2:50, as Year 2 parents will be there.
From 7:20	Year 5	Via the security side gate and in through the entrance door near Mr. Rumball's office.	At 2:50 Friday 11:50	Year 5	Out through the side security gate, only if parent has given permission to the class teacher or parent goes to the Junior Hall from where parents can collect from outside having entered through side security gate and walk along front of Junior School
From 7:20	Year 6	Via the security side gate and in through the entrance door near Mr. Rumball's office.	At 2:40 Friday 11:40	Year 6	Out through the side security gate, only if parent has given permission to the class teacher or parent goes to the Junior Hall from where parents can collect from outside having entered through side security gate and walk along front of Junior School

- Bus children will enter through the back of the school for EY to Year 4 and through the main entrance of the Junior School for Years 5 and 6, at the beginning of the day. All bus children will depart slightly earlier than the times indicated above to avoid congestion. Buses will leave school at 1:00 or 3:00. **Friday at 12:00.**

- Any student not collected by 3:00 or 12:00 will move to the main stairs in the new building, to be collected.
- Should an older child collect a younger one, they must follow the directions given to parents above.
- Should you have siblings, please try and adhere to the departure times.
- If a student arrives after 7:45, collect a clock from the entrance of your building.
- All parents/guardians must wear School ID every day, for easy recognition. Security will ask parents for their ID, this is for the safety of your children. Please speak to someone at the main entrance of the new building for the form, should you need ID.

The above will be reviewed on a regular basis and I will make you aware of any changes.

Thank you for your support in making the arrival and departure a smooth process.

Emirates International School provides a broad international education, in English, designed for local and expatriate students, which promotes excellence in all academic activities. It is our mission to enhance the educational, social and physical development of our students encouraging them to think analytically and creatively in preparation for the next stage of their education.

EIS provides a safe yet challenging environment, which develops in students an inter-cultural sensitivity and responsibility towards the people and environment of our local and global community.

ACADEMIC HONESTY

The well-being of the School community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavours. Academic honesty is the pillar of this belief. We are the training ground for developing integrity and establishing each student's own code of personal behaviour, a code which models the highest ethical standards. Academic honesty requires students to produce work which is their own and demonstrates authentic authorship.

ATTENDANCE

- Regular attendance is **essential** if students are to maximise their potential.
- Parents are responsible for the regular attendance of their children.
- Students can be withdrawn or asked to repeat a year if consecutively absent from school for no reason or for reasons unacceptable to the School.

Parents are to make holiday travel arrangements which ensure their children not only attend each school day but are rested and ready to learn upon their return. The Primary School does not support the practice of parents arranging holidays for their children which results in their absence from school for a long period.

When both parents are away from Dubai, they must contact the class teacher to inform the school as to who will be the guardian of their children and how the parents may be contacted in case of an emergency.

Should your child need to be away from school for any reason, please e-mail the class teacher, preferably in advance, so the absence can be entered as a known absence in the School's Management System.

BEHAVIOUR

The school has a positive and inclusive approach to managing behaviour. We believe in encouraging good behaviour through a range of positive behaviour management strategies. Through this positive approach we aim to pre-empt inappropriate behaviour, thus enabling us to focus on good behaviour. We believe strongly in the importance of promoting and praising good behaviour, linking all behaviours, both positive and negative, to the PYP attitudes and attributes.

Should a child not adhere to the new protocols, putting others at risk, parents will be asked to collect them from school.

CAMPUS SAFETY

Our students' safety and security is our number one priority.

Parents may come into school with a prior arranged appointment.

All students in Years 2 to 6 must enter independently.

Staff will be on duty at entrances to welcome, greet and direct students to the area of their class. Class teachers will be inside the classrooms from 7:20. There is no supervision before this time. Please wait in your car with your child, should you choose to arrive at school before 7:20.

It is mandatory for all parents to be wearing ID cards, if entering the campus. Please expect to be challenged should you not be wearing one.

Nobody can be on campus once the school day has started, other than students and staff members.

Should a parent be called to school to collect a child, you will receive clear instructions about where to go to collect your child.

COMMUNICATION

We openly encourage communication between all members of the school community. As previously mentioned, parents should not come onto school premises without a prior appointment.

Should a student need to change their transport arrangement for the end of the day, the parent must email the class teacher first thing in the morning. The change must be in writing from the parent, it cannot be done over the phone. This is imperative for the health and safety of the student.

When communicating with the School, **please always give your child's full name and class.**

CONTACTS

Principal – Mr. Robert Ellis – rellis@eischools.ae

Head of Primary – Miss J. Barbara Exley – bexley@eischools.ae

Executive Assistant to the Head of Primary – Ms. Manal Salman – msalman@eischools.ae

Deputy Head – Mr. Emmanuel Alexander – ealexander@eischools.ae

Assistant Head Curriculum – Mr. Scott Kirkland – skirkland@eischools.ae

Assistant Head Pastoral – Mr. Tyler Rumball – trumball@eischools.ae

Assistant Head - Early Learning Leader – Ms. Ayesha O'Dea adea@eischools.ae

Leader of Technology and Science – Mr. James Haji – jhaji@eischools.ae

COUNSELLOR

Counselling is offered at Emirates International School as part of the welfare support which the School community offers to its students.

The counselling office is committed to providing students with individual and group socio-emotional counselling to address a variety of student concerns. These include assistance with conflict resolution, cultivating positive relationships with peers, depression, stress and anxiety. The counsellor extends and coordinates support services to students, families and staff where appropriate. The Primary School Counsellor is Shaista Ansari sansari@eischools.ae

CURRICULUM

The Primary Years Program (PYP) is the first of four IB programmes of education. It gives students an excellent foundation for the IB's other programmes.

The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others, and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom.

The Primary Years Programme is a curriculum framework guided by six Transdisciplinary themes. It focuses on the development of the whole child, is Inquiry based learning using knowledge and skills, derived from six subject areas for students aged 3- 11/12.

The PYP recognises it is inappropriate and challenging to dictate what every child should know in an international environment and community. Rather than provide a fixed syllabus or curriculum, the PYP has identified themes, or areas of knowledge, which are used to organise the 6 Units of Inquiry, taught from early childhood through to Year 6. These Units of Inquiry provide the framework (as opposed to a textbook curriculum) for a wide variety of resources to be explored, in order to accomplish the objectives within each Unit of Inquiry; Who we are; Where we are in place and time; How the world works; How we organise ourselves; Sharing the planet; How we express ourselves.

For more information about the PYP curriculum framework please visit the International Baccalaureate website: www.ibo.org

You may also find our PYP Community Guide on our website: www.eischools.ae/Jumeirah

DAY TO DAY ROUTINE

Registration is at 7:45 for all students. Students arriving after 7:45 a.m. must report to the appropriate Administration office in the school. The School operates a shorter school day during the Holy Month of Ramadan, when many students and staff are fasting. In Years 1 - 6 Music is played between lessons or a bell is rung at the end of sessions. EY lesson/break timings are individually organised. School for EY finishes at 1:00 and from 2:40 for Years 1 – 6. **There is no teacher supervision after 3:00 p.m.** Parents have to be punctual for end of day collection.

Friday is a half day and all students should be off school premises by 12:00.

DELIVERIES

Only essential items can be delivered to students during the school day.

DOCTOR / NURSE

The school nurse should be kept apprised of any medical conditions affecting your child. Samples of any medicine should be handed into the clinic, clearly labelled.

A parent will be contacted by phone by the School Doctor/Nurse if she feels the child needs to be taken home or if outside medical care is required. Again, the parent will have clear instructions of where to go.

Any medical condition which prevents your child from doing any activity in school must be shared with the school's nurse.

Our nurses are Ms. Daisy Cunha – dcunho@eischools.ae Years 3 to 6 and Remya Rahul remyarahul@eischools.ae EY 1 to Year 2

EARLY LEAVE

Should you need your child to leave school early for an emergency, in the first instance you must e-mail the class teacher to make them aware. When you arrive to collect your child, please wait in reception for your child to come to you with an early leave slip.

ELECTRONIC ITEMS

Students in EY 1 to Year 1 are not permitted to bring electronic items into the Primary School.

Students do not need and must not bring mobile phones to school. Students who breach this policy will have the item confiscated until such time as a parent can come to school to collect the item. Similarly, students may not bring in peripheral communication devices e.g. an Apple watch.

Years 2 - 6 will be able to bring in a device on which they can work. However, the BYOD policy has to be accepted and signed prior to bringing in the device and must be strictly adhered to. Further information to come.

EMERGENCY EVACUATION / LOCKDOWN

There are regular Emergency Evacuation Drills throughout the academic year.

In the unlikely event of a fire or lockdown, the safety of staff and students is paramount.

ENVIRONMENT

As part of the whole school effort to keep the campus clean and to instil good social habits, everyone is expected to support keeping the school free of litter. One time plastic bottles are discouraged.

HEALTHY EATING

All food brought into school by students must be healthy and balanced. It is important to add a variety of fruit, vegetables, protein and complex carbohydrates to each lunch box. All meat must be culturally sensitive. Nuts in any form are not allowed. Each child

must have adequate water to get through the day. Flavoured milk and fizzy drinks are not allowed, nor is chocolate. Fruit juice and drinks containing added sugar should be kept to a minimum. Food cannot be shared.

Snack and lunch will be in classrooms until further notice.

HOME LEARNING

Each student will receive regular home tasks. In most cases, the work is set on a Friday and must be completed by and handed in the following Tuesday.

The tasks are usually set through the weekly newsletter which comes to parents from the class teacher, via e-mail/SeeSaw.

We ask our parents to support our students with their home learning. We also encourage our parents to listen to their children read.

HOUSES

The Primary School has 4 houses and every child and teacher is assigned to a house. Every student will need to have a house t shirt for school events. More information about the house system will be shared at the beginning of the academic year.

LANGUAGE POLICY

English Language is the school language of instruction. English is the written and spoken language in the classroom and around the grounds for students and staff, wherever possible, except in French, Arabic or Islamic lessons. Students are strongly encouraged to develop proficiency in the English language. As an IB PYP school, we also promote and celebrate our students' mother tongue languages.

LEARNING CENTRES

We have two libraries and all students will receive Library lessons. Students are actively encouraged to borrow books from the Library and return them in a timely manner, Years 2- 6.

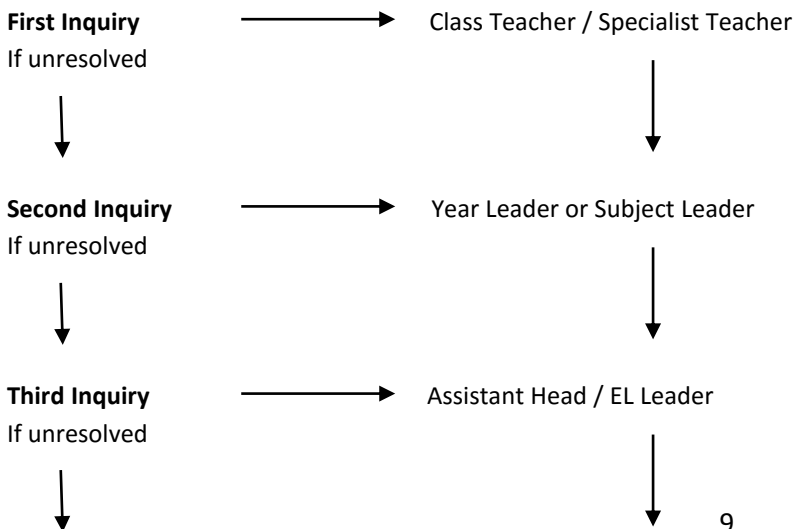
LIFTS

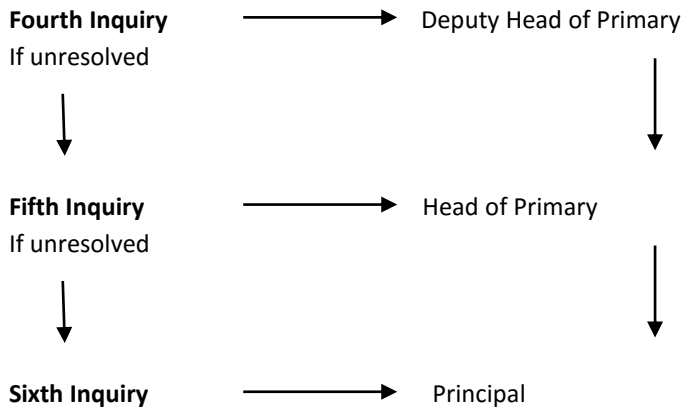
Students are not allowed to use the lifts, unless they are physically unable to walk upstairs, when they must be accompanied by an adult.

LOST AND FOUND

We ask parents to label everything which a child brings into school, with the name and the class of the student. Should a student lose an item of clothing or a lunch box, for example, there are two areas for Lost and Found. One is behind Security in the new building and the second one is at the end of the Ground Floor Corridor of the Junior Building. All items not claimed will be sent to charity at the end of each month.

PRIMARY SCHOOL PARENT CONTACT / QUESTIONS PROCEDURE





All parents are asked to follow this procedure when making inquiries to the School.

All individuals in the process will seek a briefing from the staff member before them on the flow chart in order to gain knowledge of the question or issue to be addressed. It is therefore vital parents follow the flow of inquiry.

Any concerns parents may have about other students, must be reported to and dealt with by a member of SLT.

PROMOTION

The promotion of a student to the next year group is decided on the results of summative and formative assessments. Poor attendance can also be a factor in this decision.

PUNCTUALITY

All students are expected to arrive at school in time to prepare themselves for the school day. Please refer to the timings of the school day. Any student who arrives after 7:45 must register their attendance with the front desk in the new building EY to Year 4 or with Ms. Carla in the Junior Building for Years 5 and 6. They collect a clock card to take to the teacher to confirm they are a late arrival. **This late registration of attendance is imperative to prevent an automated notification being sent to the parent to say their child is not in school.**

RESPONSIBILITY

Should a student bring into school an item which is not allowed, e.g. jewellery or mobile phone, the item is the sole responsibility of the student and the school has no liability.

SCHOOL BAG

There are very strict rules on what children can bring to school.

- Water
- Packed snack and lunch. Please adhere to the healthy eating policy.
- Personal stationery items. Pen, pencil, rubber, ruler, sharpener, coloured pencils. These must come to the school every day.
- Years 2 to 6 a device. This will go home with them.

Due to the very limited needs on a daily basis, school bags must be very small and carried. Wheelie bags must not be brought into school, they are too heavy to carry upstairs and are not needed.

SCHOOL TRANSPORT

Diamond Lease operates a school bus system which services the EIS catchment area. All enquiries regarding the school bus service should be made directly to the Team Leader – Operations, Mr. Sajjad. (Email: ops_school@diamondlease.com Mob: 050 5147885 Tel: 04 885 2200). Any question of poor behaviour on a bus will result in the student having to find an alternative method of transport.

SCHOOL UNIFORM

The Primary School sets high expectations with regards to uniform throughout the academic year. All items of school uniform must be clearly labelled with the student's name and class. All items of uniform must be washed daily.

The trousers, shorts, skirts, skorts, shirts, PE kit and cardigans/sweaters are available from the School Shop, Right Fit, which is on the right of the entrance to the new building.

Shoes for boys and girls must be plain black, low-heeled leather shoes with closed toes and preferably no buckles. Plain black trainers with no other markings on them are also allowed. Socks should be black, white or navy. **Shoes with LED lights are not allowed at all, as they are harmful for some students.**

Students must also bring a hat and water bottle every day.

Notes

- School uniform is obligatory for all students from EY to Year 6
- Girls may not wear nail polish or jewellery. Girls are allowed a wristwatch and one set of stud earrings only. Male students are not allowed any jewellery except a wrist watch
- Male students should have clean, neat hair. Exaggerated hairstyles are not acceptable. Girls with long hair should tie it back for school.
- Unusually coloured hair is not suitable or acceptable
- Vests and undershirts or t-shirts worn under the school shirt must be plain white with no markings on them
- Students should be clean, neat and tidy at all times
- Students incorrectly dressed will be sent home until they are in proper uniform, once purchased
- Discreet medical or religious items may be worn but they should not be visible
- For cooler weather, students may wear plain navy cardigans or jumpers over their uniform

TEACHERS

The Thursday before school starts, you will receive a video from your child's class teacher. This is so you and your child know who will be greeting them on their first day. Staff on duty will guide your child to the correct classroom. Please ask your child to remember their class for their first day, so they know who to ask for.

You will also receive a list of all the teachers who teach your child, after the academic year has started.

VISITORS

All visitors to the School should have a prearranged appointment. The only entrance will be through the main reception of the new building. ID badges are mandatory and nobody can leave this area, to go anywhere else in school, until escorted. Our students' safety is our number one priority.

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