





GEMS Westminster School – Sharjah Parent Handbook

The WSS family are committed to our vision ‘*Excellence Through Teamwork, Success for all!*’ Parents, Students & WSS staff are all an integral part of this team, & this Handbook aims to help you & your children settle happily & engage successfully with WSS. Do please feel free to meet/contact us if you have any queries. We are here to help!

Please note that our policies and practices are reviewed regularly, and are therefore subject to change.

			
<p>I am active & healthy!</p>	<p>We follow the Fab. 5</p>	<p>I can problem-solve</p>	<p>We collaborate!</p>
			
<p>We do our best</p>	<p>So what do you think?</p>	<p>We are World Citizens</p>	<p>Teamwork!</p>
			

The GEMS four Core Values underpin our learning & environment at WSS:

 ALWAYS LEARNING	 CARE	 EXCELLENCE	 ONE TEAM
Always Learning	Care	Excellence	One Team

☺ Contact Us:

Website: www.gemswestminsterschool-sharjah.com		Landline: 06 5426323
Facebook https://www.facebook.com/gemswestminsterschool.sharjah		
<i>Role</i>	<i>Name</i>	<i>Contact number</i>
Principal	Ms. Valerie Thompson	valerie.t_wss@gemsedu.com
VP	Mr. Andrew Wilson	andrew.w_wss@gemsedu.com
(GRE) Government Relations Executive	Ms. Abir	abir.g_wss@gemsedu.com
Learning Coach	Dr. Lisa Patterson-Igwe	lisa.p_wss@gemsedu.com
Assistant Principal, Juniors	Ms. Shamail	shamail.i_wss@gemsedu.com
Deputy Head of Juniors	Ms. Raghi	raghi.s_wss@gemsedu.com
Assistant Principal, Primary	Ms. Sonia	soniamary.f_wss@gemsedu.com
Deputy Head of Primary	Ms. Emelia	emelia.g_wss@gemsedu.com
Assistant Principal, Secondary	Mr. Franklin	alfredfrank.j_wss@gemsedu.com
Assistant Principal	Ms. Sreeja	sreeja.n_wss@gemsedu.com
Parents Liaison Executive (PRE)	Ms. Aiysha Khan	aiysha.k_wss@gemsedu.com
Manager School Operations	Mr. Dhijin Devassy	dhijin.d_wss@gemsedu.com
Registrar	Ms. Stephy	stephy.a_wss@gemsedu.com
BBT Bus Transport Customer Care Executive (CCE)	Mr. Thomas Rajan	thomas@bbt.ae 055 2378382 800 STSS (7877)
Uniform Threads	Located near NMC Hospital, Al Nahda area, Dubai. Store open 10am-7:30pm. Tel: 8008473237 www.threadsmc.com	



MOE Social Communication Sites (01/11/12)

Twitter	https://twitter.com//MOEEducationUAE
Facebook	www.facebook.com/MinistryOfEducationUAE
Youtube	www.youtube.com/user/moeaevideos?feature=watch
MOE	www.moe.gov.ae
Phone	Toll free: 80051115

Our School Vision & Mission;

WSS VISION

Excellence Through Teamwork; Success For All



OUR MISSION IS...

T

Teachers, students & parents support each other to be aspirational, inspirational & innovative

E

Everyone is committed to the wellbeing & happiness of others, in WSS & beyond

A

All in the WSS Community contribute, collaborate, & engage in life-long learning to be leaders and globally-minded citizens

M

Motivated to achieve, to explore, to create

W

We demonstrate good character and nurture others to do so

O

Opportunities to be ourselves, be better, belong and go beyond

R

Responsible citizens Reduce-Reuse-Recycle; we are committed to the wellbeing of our environment

K

Kindness, respect and values are the keystones of WSS culture













مدرسة جيمس ويستمنستر للتعليم
GEMS Westminster School
SHARJAH





WSS Senior Leadership Team (SLT)

Principal	Vice Principal	Assistant Principal, Secondary Section	Assistant Principal, Primary Section	Assistant Principal, Junior Section
				
Ms. Valerie Thompson	Mr. Andrew Wilson	Mr. Franklin	Ms. Sonia	Ms. Shamail
Learning Coach (LC)	Manager School Operations (MSO)	Assistant Principal	Deputy Head of Primary	Deputy Head of Juniors
				
Dr. Lisa	Mr. Dhijin	Ms. Sreeja	Ms. Emelia	Ms. Raghi

Updated 6/6/21

WSS A-Z ...Useful Information



Perseverance with Learning



Developing Literacy



Developing Observation Skills



Cooperative Learning

Absent Students

Please email the Teacher when your child is absent. A **Medical Certificate/Leave form** should be sent to the Teacher in the case of any **leave more than 3 days**, & in case of missed exams. A **Medical Fitness Certificate** (safe to attend class) should be submitted to the school Clinic in the case of joining back after any serious injury, operation, or infectious disease. A WSS Medical Certificate, Clinic assessment & negative PCR report are required in case the child suffered from any COVID-19 symptoms.

Acronyms

Please find below some of the meanings of the many acronyms we use at WSS.

	<i>Meaning</i>	
A	<ul style="list-style-type: none"> ALC = Arabic Learning Coach (for Arabic, Islamic Studies & Social Studies for Arabs Teams) AMSF = Assistant Manager School Facilities 	<ul style="list-style-type: none"> APJ, APP, APS = Assistant Principal Junior/Primary/Secondary ASP = After School Programme (Activities, Support Classes, sporting teams, competitions)
B	<ul style="list-style-type: none"> BASE = is a Reception Baseline Assessment 	<ul style="list-style-type: none">
C	<ul style="list-style-type: none"> CAT4 = Cognitive Abilities Test CNL = Class Newsletter (published Termly) Conf = Conference (Rm) Coord = Coordinator 	<ul style="list-style-type: none"> CPD = Continuing Professional Development (<i>or</i> PD) CV = GEMS 4 Core Values (Global Citizenship, Growing by Learning, Pursuing Excellence, Leading Through Innovation)
D	<ul style="list-style-type: none"> DHoP = Deputy Head of Primary DOJ = Date of Joining 	<ul style="list-style-type: none"> DP = Development Plan DSL = Designated Safeguarding Lead (ie. Head of Inclusion & Principal)
E	<ul style="list-style-type: none"> EID = Emirates Identity Card ELL = English Language Learners 	<ul style="list-style-type: none"> ENC = English National Curriculum
F	<ul style="list-style-type: none"> FOH = Front of House (Receptionists, PRE, Registration Team) 	<ul style="list-style-type: none">
G	<ul style="list-style-type: none"> GC = Guidance Counselor (careers, Alumni, counseling, IEPs) GCO = GEMS Corporate Office 	<ul style="list-style-type: none"> GEMS = Global Education Management Systems (our parent company) G&T = Gifted & Talented
H	<ul style="list-style-type: none"> HB = Staff Handbook HL = Home-learning (formerly HW) HoI = Head of Inclusion (was SENDCO) 	<ul style="list-style-type: none"> HR = Human Resources H&S = Health & Safety
I	<ul style="list-style-type: none"> ICT/IT = Information, Communication Technology (computer studies) IBP = Individual Behaviour Plan (for ongoing behaviour concerns) IEP = Individual Education Plan (for Wave 1-3 SEND students) 	<ul style="list-style-type: none"> IGCSE = International General Certificate of Studies in Education IR = Incident Report

J	<ul style="list-style-type: none"> • JD = Job Description 	<ul style="list-style-type: none"> •
K	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
L	<ul style="list-style-type: none"> • LC = Learning Coach • LFQ = Learning Focus Question (WALT) • LM = Line Manager (GTL, LC, Supervisor, SLT) • LO – Lesson Observation 	<ul style="list-style-type: none"> • LSA = Learning Support Assistant (for Wave 3 SofD students) • LWD = Last Working Day (in school)
M	<ul style="list-style-type: none"> • MC = MARCOM, Marketing Coordinator • MLT = Middle Leadership Team (Phase Leaders, Coordinators, HOD, GTL) 	<ul style="list-style-type: none"> • MOE = Ministry of Education • MSO = Manager School Operations • Mtg. = Meeting
N	<ul style="list-style-type: none"> • ND = National Day (UAE celebration) • NL = Newsletter (for Parents) 	<ul style="list-style-type: none"> • NLS = National Literacy Strategy (UK NC) • NNS = National Numeracy Strategy (UK NC)
O	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
P	<ul style="list-style-type: none"> • P = Principal • PASS = Performance Assessment of Self-care Skills • PE = Physical Education • PISA = Programme for International Student Assessment 	<ul style="list-style-type: none"> • PPT = Powerpoint presentation (<i>or ppt</i>) • PRE = Parents Relations Executive • PRT = Parents Relations team (PRE, Registrar, Receptionist, Admissions Secretary) • PTM = Parent Teacher Meeting
Q	<ul style="list-style-type: none"> • QAP = Quality Assurance Programme (PULSE) 	<ul style="list-style-type: none"> • QAT = Quality Assurance Team
R	<ul style="list-style-type: none"> • Rm = room 	<ul style="list-style-type: none"> •
S	<ul style="list-style-type: none"> • SAR = Social Academic Report • SDP = School Development Plan • SEC = Sharjah Education Council (our MOE branch) • SEF = Self Evaluation Form • SEND = Special Educational Needs & Disabilities (Students of Determination) • SENDCO = Special Educational Needs & Disabilities Coordinator (now called HoI) 	<ul style="list-style-type: none"> • SLT = Senior Leadership Team (P, VP, AP, LC, Deputy Heads of Section, MSO) • SofD = Students of Determination (SEND) • SPEA = Sharjah Private Education Authority (our MOE) • SSC = Schools' Support Centre (GEMS Corporate Office) • St = student/s
T	<ul style="list-style-type: none"> • TA = Teaching Assistant • TBC = To be confirmed • TIMSS = Trends in International Maths & Science Study 	<ul style="list-style-type: none"> • Tr. = Teacher/s • Tchg = Teaching
V	<ul style="list-style-type: none"> • VP = Vice Principal 	<ul style="list-style-type: none"> •
W	<ul style="list-style-type: none"> • WALT = We are learning to... (the learning objective) • WB = Weekly Bulletin (staff notices, information, diary dates) 	<ul style="list-style-type: none"> • WILF = What I am looking for (What the st. has to produce; the learning outcome) • WL = Warning Letter • WSS = GEMS Westminster School, Sharjah
Y	<ul style="list-style-type: none"> • YTL = Year Group Team Leader (was GTL) 	<ul style="list-style-type: none"> •

Activities & Events

Our school vision, in line with English National Curriculum objectives, focuses on holistic student development (both academic & character). Our calendar includes leadership opportunities, sports competitions, assembly shows, concerts, Inter-school Quran Competition, Science Fair, Subject Weeks & other innovation events, which provide a range of learning & memorable experiences for our children. Activities and events vary each year & will be informed to you. These are some that your children may enjoy:

Example of Possible Annual Events		
Student Leaders' Investiture After School Activity Programme (ASP), Science Fair, UAE National Day Celebrations Flag Day activities Transition Day International Day Subject Days/Weeks	Class Assemblies Inter-school Quran Competition Achievement Assembly (Termly) Sports Days Concerts and 'Talentastic' Show Inter-House & Inter-School competitions	Parent Engagement activities, Coffee morning sessions & PPP Citizenship Week & International Day Grade Trips Innovation Fair, Careers Fair, Mother's Day Celebration Sports Teams competitions

Admission & Re-Enrollment (students)

Student admission is as per MOE SPEA & GEMS rules. School strictly follows a set procedure for admissions to ensure that we are able to Register your child with SPEA/MOE:

1. Parent **Registers online.**
2. Child will be invited for **Assessment/Interview.**
3. Parent informed PASSED or FAILED. You are welcome to meet the Principal if you require feedback.
4. Admission will be offered to PASSED students subject to seat availability. **Seat booking fee (AED500/- which is deductible from T1 fees, but is non-refundable in any case) & documents must be submitted within a given deadline** to secure the seat.
5. Enrollment is confirmed once **full first Term fees are cleared & all required documents & EID are submitted. Only then is a class assigned.**
6. **Re-enrollment needs to be done each year by a given deadline to book a seat for the following academic year.**
 - a. **Re-enrollment can only be confirmed once all pending fees are cleared.**
 - b. The re-enrollment process to hold a seat for the following Academic Year is 1) Clear all current pending fees; 2) visit your online account to re-enroll online & then 3) Payment of AED500/-.
 - c. **Failure to follow the re-enrollment process within the given deadline will lead to loss of seat for the following academic year.**

Admission Criteria for Junior Section


Based on the revised EYFS curriculum and expected levels, the following are the criteria for Junior Section admission:

Nursery/Pre-KG (Age 3-4) Admission Expectations			
A child should be able to achieve at least expected or exceeding level in age band:			
Literacy	Numeracy	Communication	Personal social and Emotional development
<ul style="list-style-type: none"> • Enjoy drawing freely • Develop play around favourite stories using props. • Notices some print like the first letter of their name. • Add marks to their drawing and gives meaning like "that is mummy" 	<ul style="list-style-type: none"> • Takes part in finger rhymes with numbers • Can combine objects like stacking blocks and cups. • Attempts to count in numbers. • Can solve simple puzzles of 3 to 4 objects/pieces. • Can compare sizes using the language like "big" and "small" 	<ul style="list-style-type: none"> • Can shift attention from one task to another however by calling child's name he will pay attention • Child has vocabulary of 300 words. • Can follow the instruction with three key words like can you wash dolly's face? • Can understand action words. 	<ul style="list-style-type: none"> • Starts to enjoy the company of other children and want to play with them. • Can say if they are sad or happy and sometimes explains why. • Starts taking turn instead of grabbing what they want.

FS2/KG1 (Age 4-5) Admission Expectations			
A child should have attended Nursery & be able to achieve at least expected or exceeding level in age band of (30-50) months:			
Literacy	Numeracy	Communication	Personal social and Emotional development
<ul style="list-style-type: none"> • I can join in with my favourite 	<ul style="list-style-type: none"> • I show interest in 	<ul style="list-style-type: none"> • I listen to the stories and I 	<ul style="list-style-type: none"> • I like to play in group with

<ul style="list-style-type: none"> stories and rhymes. I know that stories have beginning, middle and end. I can recognise and copy my name. I can hold the pencil correctly and form recognisable letters. I can write the initial sounds of the words. I hold the books right way up and turn the pages carefully when I look at it on my own. 	<ul style="list-style-type: none"> number games like putting my farm animals in 2 fields, then in 3 fields. I can count claps and jumps as well as things like apple and buses and dinosaurs. I can recognise and count numbers till 10. I know how many objects in a set of 10. 	<ul style="list-style-type: none"> can talk about them. I can understand the use of objects like what do we use for cutting. I can speak longer sentences using because. I can ask questions and answer your question. I am able to tell about my needs. 	<ul style="list-style-type: none"> my friends. I can ask my friends to play with me. I would like to help you when needed like cleaning up the class room. I can always wait for my turn. I can share toys with my friends.
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Year 1/KG2 (Age 5-6) Admission Expectations			
A child should be able to achieve at least expected or exceeding level in age band:			
Literacy	Numeracy	Communication	Personal social and Emotional development
<ul style="list-style-type: none"> I can read short sentences like “ I can go “ I can tell about the characters in the story. I can say the sounds I hear in the word like “bag”. I can write words like “the” and “was” 	<ul style="list-style-type: none"> I can use numbers from 1 to 20 in the right order when I am counting things or singing rhymes. I can add groups of things together. I can take away things from a group to tell how many I am left with. I can make patterns and tell you about it. I can use words like “big”, “small”, “heavy”, “light”, “in”... 	<ul style="list-style-type: none"> I can tell you what has happened and what might happen next as you share a story with me. I can make up my own stories. I can use words like “I went” or I am going instead of “I go”. I can tell the order of the events. 	<ul style="list-style-type: none"> I can play with my friends and also listen to their ideas. I can talk to my friends about feeling happy, excited, sad, cross or worried. I know what I should do about sharing toys and keeping safe.

 WSS Enrolment Offer		Date:
		Updated: 6/7/21
Student name:	Enquiry number:	Year Group:
This offer letter will expire on:		

We are writing to offer admission for your child at GEMS Westminster School, Sharjah. To confirm your child's seat please bring all the **below mentioned documents along with AED 500/-** Seat Booking Fee within **2 working days**. The seat will be held for your child for 2 working days only. **Registration timings are 8am to 4pm.**

1. Required Documents for Seat Booking:

- Copy of Passport and Visa of the child and parents.
- Copy of Emirates ID of the child and parents.
- Original Emirates ID of the child and parents.
- Copy of latest Report Card from the current School.
- 2 Passport Size photograph of the child.

Please note:

- All the following documents (with attestation if required) must be submitted before any child is assigned a class to be admitted into school.
- Children will not be admitted until all required documents are submitted.**
- The following list is subject to MOE/SPEA change without notice.
- Any seat booking fee paid by parent is to reserve a seat until the deadline mentioned. It does not guarantee that WSS will hold the seat indefinitely. It does not guarantee admission if the parent fails to submit the required documents by the deadline given or clear pending fees by the deadline.
- Tuition fees are due once all documents have been submitted. Non-payment of Tuition fees by the given deadline will result in loss of seat.
- Deadline to Submit the below mentioned documents & clear Term 1 Fees is:**

2. Report Card and Transfer Certificate (both should be attested):

Attestation Process (Inside UAE Document)	Attestation Process (Outside UAE Document)
<ol style="list-style-type: none"> Attested by the School Attested by the MOE of the child's previous school 	<ol style="list-style-type: none"> School stamp and principal signature. Ministry of education in the origin Country. Ministry of foreign affairs of the origin country or country's Consulate. Ministry of foreign affairs of UAE.

3. Required Documents for Completing Enrolment & Class Assigning if seat reserved:

It is mandatory to complete the file with valid documents before the child join in WSS

- Copy of student vaccination card and the medical file from the current School.
- Attested Original Final Year Report Card
- Attested Original Transfer Certificate
- Valid passport copy, visa copy and Emirates ID copy for child and Parents. (It is mandatory to bring the hard copies of the documents to the Registration Office. Please ignore this if you have already submitted these documents which is valid until September 2021.)
- Original Emirates ID for child and parents.

For Grade 10, 11 & 12 (Year 11, 12, 13) students:

- Attested Original final report cards for previous 2 years
- Attested Original Transfer Certificate
- Attested Original IGCSE/ GCSE examination certificates (you may submit an attested true copy, if you do not want to attest the original certificates).
- In case of change of curriculum, letter from parent with the reason for changing curriculum.
- In case of change of curriculum, the Equivalency certificate; students coming from different curriculum must apply for transfer through the Ministry of Education website with the link given below and certificate of transferring curriculum issued by Ministry of Education.

<https://www.moe.gov.ae/Ar/EServices/ServiceCard/pages/CertEquivalentMove.aspx>

- Grade 11 (Year 12) admission: Students coming from British curriculum but without IGCSE exam certificates from Grade 10 (Year 11) will need a letter explaining non-performance of IGCSE exams issued by the Previous School.

Admission Clearance Process:

- All valid documents need to be submitted latest by the given deadline
- Visit Registration office with all the valid documents to complete the file. Clearance form will be issued by the Registration office once the documents completed.
- Original Emirates ID of the student is mandatory for SPEA registration.
- Clearance to join class form will not be issued if any document is pending and in case of any expired document (bring the renewed document in case any expired).
- Clear the first term School fees within the given deadline once the clearance form been issued (visit the Cashier with the Clearance form issued by Registration office).
- Medical file and Vaccination Card copy needs to be submitted to the School clinic (visit the clinic with the clearance form issued by Registration office).
- Section will be assigned once the clearance form signed by Cashier and Clinic.
- Visit the Registration office with the signed clearance form (signed by Cashier and clinic) to get the class.
- Clearance form should be submitted to the teacher to start the class.

You will receive emails from the School to keep you updated with the next steps. We look forward to welcoming you & your child to WSS. Thank you.

WSS Registration Team

Admission Ages & Cut Off Dates for Pre-KG (FS1) to G1 (Year 2), with effect from 1/9/21

Grade in Arabic	Minimum age by 1/9	British System (as per WSS)	Grade in American System
السنة التمهيديّة	3	Nursery (FS1)	Pre-KG
روضة أولى	4	Reception (FS2)	KG1
روضة ثانية	5	Year 1	KG2
الصف الأول	6	Year 2	Grade 1

Age & Grade-Year Equivalency

WSS offers FS1 (Nursery/Pre-KG, age 3) up to Year 13 (Grade 12, age 18). Classes. Therefore Grade 12 is equivalent to Year 13.

When a child transfers from a school using 'Year' to one that uses 'Grade' (or 'visa-versa), or where classes are assigned as per Transfer Certificate (TC) & not age, the equivalency table below will apply in UAE.

Grade-Year Equivalency		
AGE REQUIREMENT in England	Year (ENC schools in UK)	Grade
3 YEARS	Nursery (FS1)	Pre-KG
4 YEARS	Reception	KG1
5 YEARS	YEAR 1	KG2
6 YEARS	YEAR 2	Grade 1
7 YEARS	YEAR 3	Grade 2
8 YEARS	YEAR 4	Grade 3
9 YEARS	YEAR 5	Grade 4
10 YEARS	YEAR 6	Grade 5
11 YEARS	YEAR 7	Grade 6
12 YEARS	YEAR 8	Grade 7
13 YEARS	YEAR 9	Grade 8
14 YEARS	YEAR 10	Grade 9
15 YEARS	YEAR 11	Grade 10
16 YEARS	YEAR 12	Grade 11
17 YEARS	YEAR 13	Grade 12

Assembly

Parents are invited to join us for their child's class assembly & other events (subject to COVID safety protocols). Assembly days are flexible & will be informed by the Class/Form Teacher, but are usually as follows:

Usual Assembly Programme (subject to change)

Standing:

1. UAE National Anthem

Sitting:

2. Recitation of the Holy Quran (arranged by the Islamic Team)
3. Birthday wishes
4. Programme by a class

Class	Minimum Age	From	To	Age
Pre-Kg / FS1	3	1/9/2017	31/8/2018	3 Years
KG1 / FS2	4	1/9/2016	31/8/2017	4 Years
KG2 / Year 1	5	1/9/2015	31/8/2016	5 Years

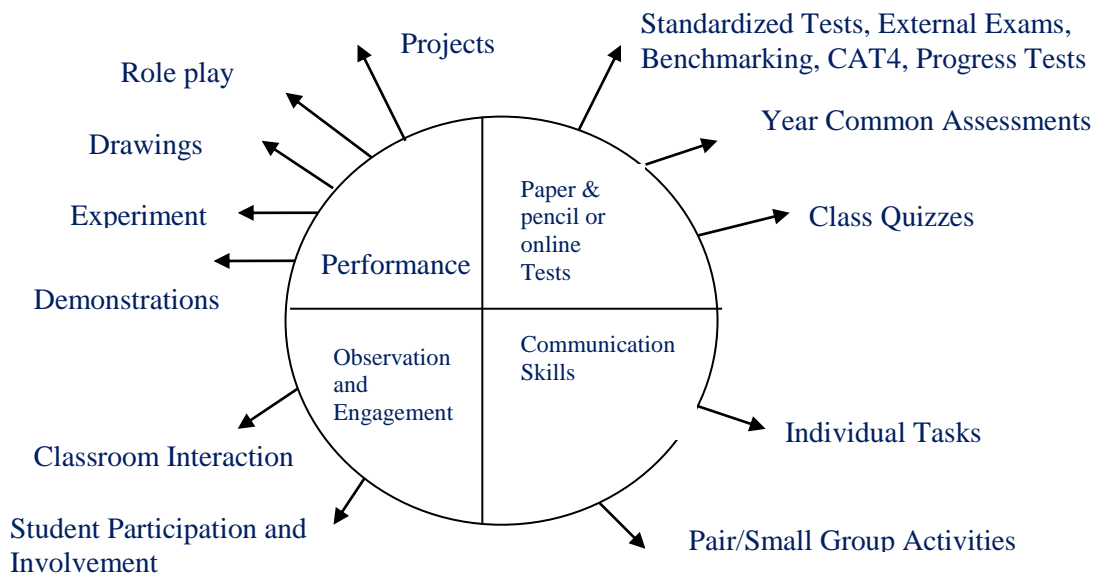
5. Address by SLT

Standing:

6. School Song

Assessment and Reports

Teachers use a range of assessment tools to help them to gather the best evidence to identify students' progress & achievement (see diagram below). Students' progress is measured against English National Curriculum expectations. Student Progress Reports are issued at the end of every Term (subject to clearance of Term fees & submission of all required SPEA registration documents).



Weighting for Reports (subject to change)

Weighting for Term Reports is usually 50% Continuous Assessment plus 50% Term Exam. Assessments may be as hardcopy, or online. However, Report grade weighting is subject to change.

Subject Attainment Grading System (subject to change)

Grades:				
	%	Comment		
A*	96-100%	Outstanding	1	Extremely Conscientious
A	90-95%	Very Good	2	Consistent effort
B	75-89%	Good	3	Satisfactory effort
C	60-74%	Acceptable (Pass for Secondary)	4	More effort/support required
D	50-59%	Weak (Pass for Primary)	5	Little evidence of effort
F	<50%	Fail		
FA		Failure Due to Absence		

Policy for missed exams:

Policy for missed exams:


- If a student misses a Term/end-of year exam, but brings a medical certificate, the student will be given a Report grade based on continuous assessment. Assessments are not rescheduled.
- If a student misses a mid-term assessment but brings a medical certificate, the assessment may be rescheduled (at SLT discretion).

- If there is no medical certificate, we do not reschedule any exam or give any marks instead of the exam. Those marks are lost from the Report grade.

Attendance & Punctuality

The MOE requires that students attend school for a minimum number of school days. Students could fail the year if their attendance falls below the required number of days (eg. FS students should not lose more than 3% of their study days). Being punctual to school teaches the students **the lifelong value of punctuality & time management**. Being frequently late is a disciplinary issue.

- Registration **time is from 7:40am**.
- Students arriving **after 8am are marked as Late**.
- As part of our discipline policy students who are **repeatedly late will be issued Incident Reports, Warning Letters** and parents will be called.
- A record of late days is maintained by Reception for SLT follow-up, as part of our Code of Conduct.
- **Please send a Planner note/email for any short leave (1-2 days) & a medical certificate for any longer leave/absence.**
- Please complete & submit a formal leave request (as below, & available with PRE) for any leave during Term time.

		WSS Student Mid-Term Emergency Leave Approval			<i>Updated 8/7/21</i>	
Student name	Class	ID:	Reason for leave:	Leave from (date):	Will return to school on (date):	

Dear WSS Principal,

Due to emergency, unavoidable reasons, we request Term-time leave for our child/children as a special case.

We understand that:

- **Insufficient attendance is a disciplinary issue.** Leave during Term time would only be approved for extreme emergencies (eg. **medical reason, death in the family**, family travel for urgent reasons, etc.). A **Medical Certificate/Acceptable Evidence** needs to be provided along with the Leave Approval form.
- **Missed Term exams** (except with student's Medical Leave Certificate) **would be given '0' marks towards the Term Report**, which would therefore be a maximum of a Pass mark only. If the child has a Medical Certificate for missed exams, then a Continuous Assessment mark will be given on the Term Report. **As per SPEA, attendance of T3 Promotional exams is compulsory.**
- **All pending school fees covering the period of leave must be cleared prior to this leave.**

Parent sign: _____

Date: _____


Parent contact:

Cashier/Accounts Officer sign: <i>(there are no pending fees for the leave period as above):</i>				Date:	
Principal comments:					
Leave is Approved: <ul style="list-style-type: none"> o Give continuous assessment mark for Report Grades o Assessment not to be rescheduled o Assessment may be rescheduled 		Leave is not approved: <ul style="list-style-type: none"> o Student to be given '0' marks for exams & minimum pass grade (50%) for Report Grades o Assessments not to be rescheduled o This is for information only 		To be failed in SPEA 'Brown Book' if continuous assessment grades are Fail	Inform Section SLT if absence continues beyond approved date, or if a FD
Approved Medical Leave. MC attached		Not Medical Leave. No MC attached		Comments:	
Approved Evidence attached		<ul style="list-style-type: none"> o No Evidence attached o Evidence attached is inadequate 			
Sign:				Date:	

Babysitting (Optional, *Paid, for FS1--Y1 students only, from early end-of-day until the later school end-of-day*)

To ensure the wellbeing of your child, we request that you:

- **Pick up your child from the classroom/Babysitting Room promptly at end of day.**
- If you arrive earlier than end-of-day, kindly **wait in Reception.**
- If you are **later than the standard Year-wise end-of-day please collect your child from the Babysitting/Late Room. Babysitting charges will apply** (charged by the day).
- If you are unable to collect or bus your FS1-Y1 child home at the earlier end-of-day, there is **paid Babysitting available until the later end-of-day.** If you wish to use the Babysitting facility, please:
 1. Collect & complete the Babysitting form from PRE (*see form below*)
 2. Pay at Cashier & hand the signed form back to PRE (who will also sign it)
 3. PRE will send the form to the teacher before 12pm
 4. Tr. will sign it & file it in the student Portfolio.
 5. Tr. will ensure child goes to Babysitting
 6. Parents picking up their child after 1:15pm will be charged Babysitting fees (@ AED21/ per day).

	Optional FS to Year1 Babysitting		Date:
			<i>Updated 13/1/22</i>
Child's name:	ID:	Class:	
Father's contact number:			
Mother's contact number:			
Start date for Activity Babysitting arrangement:		End date of Activity Babysitting arrangement:	

Dear WSS Principal,

Subject: Request for Optional FS-Y1 Babysitting

We understand that FS to Year1 school timings are shorter. However, we are unable to collect our child at the earlier time, or send by the early bus. We request for our child to stay in school until the end of day in optional paid Babysitting.

We understand & approve that:

- The optional Babysitting arrangement is beyond regular teaching timings, so needs to be paid.
- **Unpaid due fees will be added to my child's fee account.**
- **I will clear unpaid Babysitting fees before any Report or other document is released by school.**
- Babysitting is charged @ AED84 per week, or AED21/- per day. VAT is applicable at 5% & is non-refundable in any case.
- Refunds will be given for any unused days following the submission of a 'discontinuation of Babysitting' letter to school in advance. Refunds will not be backdated & will be exclusive of VAT.
- There is a 5% discount if I pay the full Term in advance, & a 10% discount if I pay for the whole year in advance (if discount is given, it would will be deducted from any refund).
- I will collect my OT child promptly at the end of day.



<i>Term</i>	<i>Number of working days in the Term</i>	<i>Total Term Fee</i>
1		
2		
3		
Term charge if paid in full in advance (minus 5%)		
Annual cost if paid in full in advance (minus 10%)		

Signed: _____ Parent Date: _____

.....
For School Admin:

	Date	Signed
Amount paid:		Accounts:
Request received by PRE/SLT		PRE/SLT:
Request received by Class Teacher		Teacher:
Request received by Babysitting Coordinator		BC:

Bags

- For health & safety reasons, **Junior children are not allowed to bring Trolley Bags to school.** They must bring the regular backpack style of bag that hangs safely on a corridor hook.
- Primary & Secondary students may bring trolley bags, but please minimise size, as space in class for storage is limited.
- If your child uses bus transport, please be aware that there is limited space for bags, so please keep the bag as small as possible.
- If your Y3-13 child's bag is heavy, please avail of the locker facility.








Behaviour Policy; WSS Code of Conduct

In line with the MOE Behaviour Bilo, we have a stepped approach to discipline management, involving rewards and consequences. This is to encourage self-discipline & problem-solving, as well as to ensure a safe, happy & productive learning environment for all our students. All members of WSS community (including parents) are expected to model the school's **Code of Conduct** (& GEMS Core Values), as well as model & respect local norms, culture & values.

The MOE Student Behaviour Management Bilo includes the annual allocation of 100 Behaviour Marks (the student starts with 80 standard Marks plus can earn up to 20 Behaviour Marks for exceptional behavior).

Marks for Outstanding behaviour are awarded for **1) Personal development, 2) Appreciating Islamic values & respecting the identity, heritage & culture of UAE & world cultures, 3) Social responsibility, leadership & innovation.**

WS		WSS Fab. 5 Rules for Success		Updated: 4/11/18
Fab. 5 Rules		This means:	My Character Traits, attributes & behaviours.	Islamic Values
1	We do our best 	<ul style="list-style-type: none"> I am hardworking. I am ready for lessons & assessments, with HW, revision, classwork & projects completed on time, having the necessary books, Planner & materials I am punctual; I arrive to school & class on time I wear smart, correct uniform to school I clear-up after lessons, snack and Break 	<ul style="list-style-type: none"> I am motivated I persevere I am confident I am resilient I am optimistic I have drive and show grit I have ambition I am conscientious I am curious 	<ul style="list-style-type: none"> Courage Being Proactive And Active The Value Of Seeking Education
2	We respect each other 	<ul style="list-style-type: none"> I respect others' right to a peaceful, dignified existence; making sure that my words and actions do not hurt, disturb or offend others. I am Tolerant. I value, respect & accept others' differences I avoid shouting, sarcasm, teasing, insults, swearing and offensive language. I respect authority, the rights & property of others. I am honest & trustworthy. I do not take things that don't belong to me. 	<ul style="list-style-type: none"> I am respectful I am honest I have integrity I am tolerant 	<ul style="list-style-type: none"> Manners Respecting & Loving Family & Others Honesty & Fidelity Fairness Intellectual Tolerance
3	We listen to learn 	<ul style="list-style-type: none"> I follow staff directions promptly I listen when the teacher is talking. I listen politely to classmates 	<ul style="list-style-type: none"> I have focus 	<ul style="list-style-type: none"> Giving And Seeking Advice
4	We are safe and sensible 	<ul style="list-style-type: none"> I am accountable, reliable and responsible for my choices & actions I make sensible choices considering my own & others' safety & learning I move in an orderly way & walk safely in corridors I put my rubbish in a bin to keep my classrooms & school clean & healthy I use the washroom responsibly 	<ul style="list-style-type: none"> I behave with dignity 	<ul style="list-style-type: none"> Being Mindful And Calm
5	We work together 	<ul style="list-style-type: none"> I support our school motto 'Excellence Through Teamwork; Success For All' I co-operative with staff, students and parents to improve my own and others' learning I negotiate to problem-solve with helpful words, not anger, fists or feet I am polite, courteous, considerate and helpful I work positively with others in groups, pairs & teams. 	<ul style="list-style-type: none"> I have community spirit I am neighbourly 	<ul style="list-style-type: none"> Collaboration Family Values Forgiveness Generosity Kindness Volunteer Work Community Collaboration

1

Examples of Rewards:

<i>Examples of Positive Actions by Student</i>	<i>Examples of Positive Reinforcement</i>
Following School's Code of Conduct Following the Fab. 5 Rules for Success. Working hard, neatly and independently. Being polite and respectful. Excels in academics, projects etc. Working well in a group, helping others. Completing Home Learning tasks. Using cursive handwriting. Reading and sharing stories. Helping the Librarian, Reading more books. Picking up litter, using the bin, cleaning class, tidying up Community service, charity, recycling etc.	Housepoints Student given Class Leadership role Earns Star Student of the Month Joins House Council Student receives verbal & written positive remarks Work displayed and shown to other classes and teachers Appointed as class buddy, Reads to other Grades' students. Library Monitor. Library awards. Student given praise or star sticker.

Examples of Consequences:

WSS & MOE Stepped Approach to Behaviour Management

- Parents sign the Home-School Contract on joining WSS, in which parents agree to support the school's discipline policy.
- From the initial 80 standard Behaviour Marks, deductions can be made for violations of 4 different categories, depending on the seriousness of the violation. Points are deducted depending on the category of the violation, at 2/4, 8, 12 & 20 points each violation. Deductions & Outstanding Points are totaled at the end of each Term & Year. Details of categories & example violations are below.
- Staff monitor & follow-up behavioural issues in a fair, consistent manner. Incidents are reported in the students' Planner &/or recorded using the Incident Report, which is filed in the student's Portfolio. Multiple Planner notes/Incident Reports over time & serious safety issues would lead to a Warning Letter.
- Students are expected to learn from their mistakes & reflect on 'how to do better next time'. Students who repeat irregularities & receive more than one WL would have an IBP (Individual Behaviour Plan) managed by Head of Inclusion/GC.
- Warning Letters are issued immediately for serious violations (such as fighting) or due to repeated irregularities over time.
- **After 2 Warning Letters**, a child's re-enrollment would be blocked & the child would be 'On Probation'.
- **Students whose behaviour does not significantly improve would not be readmitted for the following academic year.**
- The following table outlines the general stepped approach to discipline. However, the route may be fast-tracked or reviewed considering the level of violation.

Example of Behaviour Violations (as per MOE Bilo, 2018-2019) for FS2-Y3

1. Being late for more than 10 minutes
2. Absence by more than 3% without an excuse
3. Non-compliance with uniform
4. Lack of personal hygiene (hair, nails, clothing)
5. Lack of following positive behaviour rules inside & outside classroom, such as maintaining calm & discipline
6. Misuse of electronic devices.
7. Misuse of school facilities.
8. Misuse of learning resources.
9. Verbal abuse.
10. Writing on school walls & vandalising school buses & furniture.
11. Inciting to provoke, threaten or intimidate any child.
12. Frequently keeping some educational resources (stealing).
13. Long hair for boys & western hair cuts

Example of Behaviour Irregularities (as per MOE Bilo, 2018-2019) for G3-12/Y4-13

First Category Violations	<p>First Category (minor) Violations (1st time Planner note, 2nd time IR sent home, 3rd time 2 marks deducted, 4th time 4 points deducted & subsequent repetitions):</p> <ul style="list-style-type: none"> • 1.1; Being late without acceptable justification. • 1.2; Non-compliance with uniform (school or PE) • 1.3; Failure to bring books/school supplies • 1.4; Failure to follow positive rules of behaviour inside/outside class • 1.5; Sleeping in class • 1.6; Eating in class without justification • 1.7; Non-compliance about completing HW & assignments. • 1.8; Bringing any means of communication, such as mobile (p46; 1st time confiscate until end of day, 2nd time deduct 2 marks & confiscate for one week, third time deduct 4 marks & confiscate for the rest of the Term) • 1.9; Misusing electronic devices, such as playing games & misusing headphones • 1.10; Any similar action.
Second Category Violations	<p>Second Category Violations (Medium Risk) 1st time (IR sent home, 2nd time IR/WL with -8 marks. From 3rd time, st. can be given internal exclusion for 1-3 days)</p> <ul style="list-style-type: none"> • 2.1; Repeating the irregularities of the first Level more than 3 times • 2.2; Absence from school without acceptable excuse, including before or after holidays & weekends, or for exams • 2.3; Entering or leaving the classroom without permission during the session, or not attending sessions/activities without an excuse. • 2.4; Inciting to provoke, threaten or intimidate • 2.5; Violating public morals, such as dressing/styling to resemble the other gender • 2.6; Writing/damaging school/bus walls or furniture. • 2.7; Taking, possession, sharing photos of staff/students without their permission • 2.8; Verbal abuse • 2.9; Smoking in school or possessing any smoking tools. • Private License holders who use private cars without obtaining necessary school approvals. • 2.11; Trying to steal. • 2.12; Misuse of Means of communication, such as Mobile on trips. • 2.13; Any similar action.
Third Category Violations	<p>Third Category Violations (Dangerous) (1st time -12 marks plus written WL. St. can be banned from bus for repetitions, excluded from school for 1 week as per MOE approval)</p> <ul style="list-style-type: none"> • 3.1; Repetition of one of the Second Degree Irregularities more than 3 times • 3.2; Leaving school without permission/escaping during the school day • 3.3; The acquisition, possession, display & promotion of unauthorized materials, information, electronic materials & those contrary to values, morals, etiquette & public order or modesty. • 3.4; Defaming peers or staff on social media • 3.5; Bringing or possessing white weapons or similar in school • 3.6; Sexual harassment in school • 3.7; Physical assault of peers or staff (physical bullying) • 3.8; Systematic theft or concealment • 3.9; Attempt to destroy/damage school equipment/facilities & seize them. • 3.10; Tampering of or vandalising buses, harming Driver/Conductor or road users. • 3.11; For License holders, driving recklessly around school, failure to follow safety rules & security instructions. • 3.12; Failure to deliver means of communication (Mobile) • 3.13; Any similar action.

Fourth Category Violations

Fourth Category Violations (Very Serious) (1st time -20 marks). Exclusion from school pending investigation. Excluded from Government school system)

- 4.1; Repetition of one of the Third Degree Irregularities more than 3 times
- 4.2; Use of means of communication (eg. Mobile) for illegal/ immoral activity, or in any way that harms the education foundation or its employees/users.
- 4.3; Destroying or damaging school equipment/facilities & seize them.
- 4.4; The acquisition, possession or use of firearms, white weapons or the like in school
- 4.5; Sexual abuse in school
- 4.6; Physical assault leading to injury of peer or staff
- 4.7; Leaking exam questions, or participating in any way
- 4.8; Causing fires in school
- 4.9; Impersonating others in school dealings or forging school documents.
- 4.10; Abusing political, religious or social symbols of the State
- 4.11; Possession, bringing, promotion or use of any kind of narcotic drugs or psychotropic substances, or being under the influence.
- 4.12; Broadcasting or promoting extremism or atheistic ideas & beliefs against the social & political systems of society.
- 4.13; Any similar actions.
- 4.14; Insulting the divine religions, or provoking all that causes strife at school.

Stepped follow-up Action by WSS Staff

Prevent-Developmental-Therapeutic

1. Verbal warning by concerned staff.
2. Note in Student's Planner by concerned staff.
3. Loss of HP/responsibilities/privilege.
4. Break Detention
5. Behaviour Incident Report
6. Student writes an apology letter
7. Incident Report including deduction of Behaviour Marks
8. St. referred to Inclusion Team for Counseling
9. Social Academic Report (SAR) sent home.
10. Code of Conduct Promise Letter signed by student & sent home.
11. Parent asked to meet SLT & sign an Agreement Letter
12. Parents pay for any loss/damage
13. Warning Letter sent home.
14. St. put 'On Report' for repeated violations & has an Individual Behaviour Plan (IBP) from Inclusion Team.
15. Community service in WSS
16. After WL2, st. put on an Individual Behaviour Plan by Inclusion Team.
17. Internal suspension - Study Temporary Suspension Decision letter (p59)
18. 2nd WL, st. 'On Probation'. Re-enrollment blocked for the following year. If st. passes 'On Probation' parent signs a 'Conditional re-admission' Letter for Sept.
19. After 2nd/3rd WL (before 1st May), 'No Place September' Letter sent home.
20. File referred to MOE SPEA in case of mid-year Level 4 irregularities
21. MOE Transfer to another school letter

Birthdays & Parties (As per our Healthy Lifestyle Policy)

- Birthday & Party Food; sugar & chemicals may contribute to hyperactivity – this is not healthy or conducive to learning & health. Therefore, if parents wish to send a treat to the class, **students may bring healthy fruit treats to share only. Junk food (cake, sweets, chips & biscuits) is not allowed at all (unless there is a published 'Junk Food Amnesty' for school events such as International Day or end of Term Party). Junk food will be sent back home if brought in to school.**
- **No 'Goody Bags'**. Some are unable to afford these, so better to stick to fruit treats.
- Parents must **never send in food items with nuts** in due to severe allergy issues. If nut treats are sent in, Teacher will send back home at the end of the day.
- All students may wear non-uniform clothes to school on their birthday if they wish (modesty & cultural sensitivity must be maintained).
- If your child has his/her **birthday during a holiday, they may come in non-uniform dress & celebrate their birthday on another day** (please write a Planner note accordingly).
- If a parent sends birthday treats to only a select group, the treat will be sent back home at the end of the day.

Junior (FS1-Y2)

- Only FS have class birthday parties. If you want to send in edible treats, please only send healthy fruit baskets/fruit treats (**no cake, sweets, chocolates, fizzy drinks, or other junk food**).
- FS family may attend their child's birthday party in class.
- **Birthday parties** for FS students finishing at 30 minutes before end-of-day only.
- FS birthday parties must be **booked with the class teacher at least one working day before** the party. Parent to email or write a Planner note.

Primary (Y3-6) & Secondary (Y7-13)

- Teaching time should not be disrupted, so if the fruit basket/fruit snack arrives after Break time, it will be distributed during the last 20 minutes of the school day.

Blooms Taxonomy of Higher Order Thinking Skills

Learning & thinking are so much more than just memorising facts. Blooms identified **6 levels** of higher order thinking, which we aim to reinforce through lessons, questioning, activities & Home-Learning:

Working towards expected level		Working at expected level		Working at greater depth	
➤ 1. Knowledge	➤ 2. Comprehension	➤ 3. Application	➤ 4. Analysis	➤ 5. Evaluation	➤ 6. Creating


Books & Resources

- Books & basic stationary items are available from the school bookstore.
- Our textbooks are British curriculum-specific, though some are printed in-house.
- Students need to **cover & label their books** (plain paper or sticky-backed plastic is recommended).
- **Graffiti of any kind is not allowed.**
- Primary-Secondary students are encouraged to have a **locker** to store their books in, to reduce the weight of their daily bag.

Bus Transport

Bright Bust Transport (BBT) school buses are available, where feasible, to pick and drop students to/from their homes (or as arranged with BBT) on certain routes. Meet the BBT Customer Care Executive for details of available routes, cost & timings.

- Please note that **Bus Fees are out of school hands & subject to change.**
- Bus locations are reviewed at the start of each year, so **before enrollment, do please check whether the pick-up/drop-off location that you need is available. School fees (including the Seat Booking & re-enrollment fee) will not be refunded due to transport issues.**
- **Pick-up time;** students must be at their pick-up point on time as Drivers will **wait for only one minute.**
- **Drop off time;** parents/approved guardians of FS1-Y4 must meet their child at the drop-off point on time. Drivers will **wait only one minute** & then will return the child to school.
- Parents wishing their Y5+ children to be dropped off at the drop-off point alone (& when requiring any change of home-time transport arrangement), should sign an consent form (with BBT CCE).
- If you require a **temporary change of home-time transport arrangement** on any day, please **email your instructions in the morning to the Class Teacher/Form Tutor** & contact Reception for the below form **at least one hour before home time. To avoid misunderstandings, changes to arrangements will not be made over the phone.**

	WSS Student Early Exit Pass			Date:		Time:	
				<i>Updated 8/7/21</i>			
Student name:			ID:		Class:		
Parent/Guardian has submitted written (hardcopy/email) approval for the following temporary change to exit time/transport arrangements:							
<input type="checkbox"/>	Leaving by Own Transport	<input type="checkbox"/>	Leaving with an adult other than parent/guardian.	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Bus change to #:
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Send home by Junior Bus
Pick-up adult EID:							
Reason for leaving early:							
Approval signed:							
Parent:	Reception:	Clinic (in case of Clinic Exit):	BBT CCE (Bus st only)	SLT:	Teacher:		

- BBT charges school for the use of buses for trips, competitions, matches & extra activities. These charges will be included in trip charges.

Sl.No.	Area / Route	Annual Fee (AED)	TRANSPORT FEE PER TERM - 2021-2022		
			Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - June)
1	Muwaileh (School Zone)	4,300	1,720	1,290	1,290
2	Other areas in Sharjah	4,750	1,900	1,425	1,425
3	Ajman / Emirates City Ajman	5,250	2,100	1,575	1,575
4	Dubai - Al Qusais / Muhaisnah 4	5,250	2,100	1,575	1,575
4	Dubai - Mirdif / Al Warqa'a	5,800	2,320	1,740	1,740

- **Carrying the school ID card for the bus is compulsory** for safety reasons, once issued. If the child does not produce the ID card we will take the following action; **1) Verbal warning, 2) Written Planner note, 3) Phone call to parents, 4) Incident Report with lost Behaviour Points, 5) Excluded from boarding the bus.**

Contact BBT:

BBT Bus Transport Customer Care Executive (BBT CCE)	Mr. Thomas Rajan	055 2378382 thomas@bbt.ae 800 STSS (7877)
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Bus Fees (all fees subject to change)

Sl.No.	Area / Route	Annual Fee (AED)	TRANSPORT FEE PER TERM - 2020-2021		
			Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - June)
1	Muwaileh (School Zone)	4,300	1,720	1,290	1,290
2	Other areas in Sharjah	4,750	1,900	1,425	1,425
3	Ajman / Emirates City Ajman	5,250	2,100	1,575	1,575
4	Dubai - Al Qusais / Muhaisnah 4	5,250	2,100	1,575	1,575
4	Dubai - Mirdif / Al Warqa'a	5,800	2,320	1,740	1,740

Home-Time Bus Policy

Boarding the bus late delays drop-off times for all students which is unfair on others. Please note following process for late boarders:

1. Teachers will release children on time at home time as per their staggered, SLT-given timing.
2. Bus students must go directly to the bus (or quickly via the washroom) & board. They will not be allowed off again.
3. Bus gates will close at 2:30pm.
4. One designated Bus will honk horn 3 times at 2:32 for a 2-minute 'board the bus' warning.
5. Bus doors close at 2:34pm. Boarding will not be allowed after this.
6. **Buses leave at 2:35pm.**
7. **Children trying to board after 2:34 will get one warning** (Driver/Conductor will inform parents that their child came late, which causes unacceptable delay to others, so will lead to missing the bus next time), then **next**

time they will not be allowed to board the bus & will have to be collected by a parent.

Bus Code of Conduct

Safety on the bus is essential. Dangerous behaviour is not acceptable due to safety considerations. We must be safe & sensible at all times:	
Our 3 Bus Rules; 1) Sit Safely (seatbelt, if available) 2) Quiet please 3) Manners	
General Bus Safety Rules:	
<ul style="list-style-type: none"> • Stay seated safely (with seatbelt on, if available) • Follow directions given by WSS staff • Talk/play music quietly • KG-G4/FS1-Y5 students must be met at the drop-off point by a designated adult with an ID. card. If no one is there to pick-up, child will be taken back to school for parent pick-up. • Bring ID. card each day 	
Being Safe & Sensible Behaviour on the Bus Means:	
<ul style="list-style-type: none"> • I behave sensibly so as not to distract the driver. • I stay sat down in our place with our seat belt on while the bus is moving. • I never throw items inside, or out of the bus. • I talk quietly, using polite, respectful language to all. • I am kind to others – no bullying or fighting. • My litter goes in the bin, or stays in my bag. • I take care of the bus so there is no damage to the bus. • I am sensitive to others’ needs for space and quiet. • I am punctual, so the bus arrives at school, & leaves school, on time. • I bring my bus ID. card daily. • For health, safety and hygiene reasons, eating on the bus is not permitted. 	

WSS Stepped Approach to Bus Behavior Management	
<i>Example of Behavior</i>	<i>Action by WSS Staff</i>
<p>For safety-related behavioural issues:</p> <p><i>Behaviour that is not safe or sensible; troubling or being disrespectful to others, moving around out of his/her place, not listening to the Conductor, distracting the driver, potentially dangerous for self or others.</i></p>	<ol style="list-style-type: none"> 1. Verbal warning by Conductor/Driver 2. Behaviour Record Log: WSS bus Conductor will record incidents in the Bus Behaviour Log. 3. Student Planner; Conductor may write Planner notes or make calls to inform Parents of any safety/behaviour issue for their support & follow-up. 4. Incident Slips; Serious or repeated incidents will be forwarded to BBT CCE for follow-up. These are filed in the student’s Portfolio 5. Repeated or serious safety-related behaviour issues will result in a Temporary Bus Ban, then Term Bus Ban, then Permanent Bus Ban. 6. Fighting or abuse of any other person on the bus will lead to immediate bus suspension. 7. Verbal or physical abuse of staff or other children by parents is not allowed. 8. It is strictly not allowed for parents to confront any other person’s child, or to climb aboard the bus to confront staff or students.

Calendar

Following the change of weekend (Friday-Sunday) & working week (Monday-Thursday) by the Authorities wef/ 1/1/22, the following dates are subject to change to the nearest new working day/Weekend.

التقويم المدرسي للعام الدراسي 2021/2022
Academic Calendar for AY 2021 – 2022

اسم المدرسة : مدرسة جيمس ويستمنستر الشارقة..... school :
المتاهج المطبق : البريطاني..... Curricula:
رمز المدرسة (نظام دليل) :120 school code (daleel system)

Duration of vacation / مدة الإجازة	To / إلى	From / من	Statement / البيان
		2021/8/29	First Day of School / بدء دوام الطلبة
Days2/ يومان	2021/10/25	2021/10/24	Break / إجازة
3 Weeks / 3 أسابيع	2021/12/30	2021/12/12	Winter Break / إجازة الشتاء
		2022/1/02	School Return / استئناف دوام الطلبة
يوم واحد	2022/2/17	2022/2/17	Break / إجازة
2 Weeks / أسبوعين	2022/4/7	2022/3/27	Spring Break / إجازة الربيع للطلبة
		2022/4/10	School Return / استئناف دوام الطلبة
		2022/6/30	Last day for school / نهاية دوام الطلبة
First day of Academic Year 2022-2023		2022/8/28	بدء العام الدراسي 2022 / 2023

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مدير المدرسة



هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

18/1/2022

محمد

Canteen/Snacks

A small canteen is available for Primary-Secondary students (during non-COVID times). The canteen offers a range of snacks for breakfast & Break times. Students may visit the canteen at Break times. **A healthy packed lunch (no junk food) is required for all Junior students as they do not use the Canteen.**

Water is available all day (during non-COVID times), but all **students need to bring a reusable water bottle daily**, as there are **no cups available**.

√☺ Suggestions for healthy snacks:

X☹ For health & safety reasons, please **do not send**:

<p>Fresh fruits and vegetables in bite size pieces Pasta & other salads Sandwiches (eg. cheese & salad in brown bread (only send meat, fish, eggs or dairy products if you send an ice pack in the snack box to keep the food fresh) Dried & fresh fruit Yogurt, milk and fruit juice Fruit & oat bars</p>	<p>Glass bottles/containers Chewing gum Nuts (some children suffer with dangerous, severe allergies) Hyper-making junk food such as chips, biscuits, fizzy drinks, cake, sweets, chocolate, fatty foods and foods high in sugar &/or artificial additives/preservatives. Please note that for health & safety reasons, these items will be sent home if brought to school.</p>
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Carpark Use & Safety

WSS has a parent/visitor carpark. Gates open in the morning from 6:30am & close at 3:30pm on regular school days (usually 8am-4pm during holidays). Use of the school carpark is subject to following safe parking & driving rules. **Parents have dedicated parking on the Ground Floor.**

Cartoons

During student snack/break times teachers may show child-friendly, educational videos.

Charity

As per MOE/SPEA approval, we may have fund-raising events for charity to support MOE/SPEA-approved initiatives (such as for the 'Red Crescent'). Charity collections in school may only be done with Authority approval.


Cheating in Exams

WSS has a **zero tolerance for cheating** in exams. Cheating is a serious disciplinary issue because students are practicing for the prestigious Cambridge & EDEXCEL Examination Board exams, which do not tolerate cheating of any kind. Schools or individual students who cheat/allow cheating or attempt to cheat would be disbarred from taking these examinations. Therefore, we train out students from a young age that any kind of cheating (copying, talking, using hidden notes, asking others for answers, taking parent help during an exam, swapping papers or using electronic devices etc. to search for answers during an examination) are unacceptable & not tolerated. **Any student caught cheating will be disbarred from taking that particular examination. The student will lose those marks**, which would impact on their Term Report grade.

Class Transfers (Class Change)

Class & teacher allocation are done considering the best interest of all our students to ensure that our **classes are balanced** (numbers, Arab Regular/Special for Arabic lesson timetabling, male/female, Students of Determination, etc). **Class transfer requests will always be considered & follow the review process, but may not necessarily be possible due to balance of classes, or for social/academic concerns.** Should you feel a change of class is required please note the following process:

1. Parent meets the PRE & completes a Class Transfer request form (see below).
2. PRE forwards the Class Transfer form to the Registrar, who confirms where seats are available.
3. The Registrar passes the form to the next staff. The form is finally returned to PRE to inform parents what is possible.
4. **This process takes 1-2 weeks. Immediate transfers are not possible.**

	Parent Request for Class or RLP/Blended Programme Transfer		Date:	
			<i>Updated 6/7/21</i>	
Student name:		ID:	Current Class:	
			Current Learning Programme:	
Requesting change of (√):				
Transfer to class:		From 100% RLP to Blended Programme	From Blended to 100% RLP Programme	
Reason (√):				
Social issues with classmates				
Twin sibling in another section				
Sharing LSA				
Other:				
Parent sign:			Contact:	

For WSS Admin:

Class/Programme Transfer Approval							
<i>PRE gives form to parents to complete then forwards it to Section SLT. Form is completed in order. Form is returned to PRE once all parties have approved, or as soon as any one party does not approve, whichever is soonest.</i>							
#	To Action	Date form given	Action	Approved (√)		Reason	Comments:
				Yes	No		
1	PRE		1) Gives parent the Class/Programme Transfer Request Form to complete. 2) Confirms with parent when they require the Transfer. 3) Passes completed form to Section SLT.				
2	Registrar		For Class Transfer only, Checks class numbers & available seats. N/A for Programme Transfer				Child could be moved to (specify all appropriate classes):
3	Section SLT		Checks with GTL & Class Teacher if the Transfer is appropriate/practical (social/academic reasons & class balance/numbers).				Child could be moved to (specify all appropriate classes): Child can change learning Programme to: <input type="checkbox"/> 100% RLP <input type="checkbox"/> Blended
4	VP		For Class transfer only, checks System timetable requirements (Arabic Regular/Special etc.) N/A for Programme Transfer				Child could be moved to (specify all appropriate classes):
5	PRE		Call parent & inform them of the decision & start date (if any)	Parent informed that...			
				Parent agreed that...			

Commendation Certificates

These are awarded to students who have excelled in various areas of school life (academic/social), have demonstrated service, or contributed to school/team/class initiatives/development. **Please share achievement/success stories & pictures with the Principal for publishing in the Newsletter.** We love to celebrate success!

Communication

Effective home-school communication is key to our children's success. We mostly use **email** (you will be given the teachers' work email), system access to resources & **SMS**. **Communication methods include the Parent Handbook, weekly Newsletters, Coffee Mornings, your online portal, Curriculum Letters, and other**

communication as required.


- **Please keep school informed of your correct contacts** to ensure we can communicate in case of emergency or as required.
- **Most communication will be online, so please keep us updated with your current email. An excuse that the parent email was not working would not be considered as valid, if critical deadlines are missed (such as re-enrolment)**
- Please note that **staff will respond to communication within 2 working days. Staff may not access work emails during the weekends & holidays**, so please communicate on working days.
- Please **check your email Inbox, the school website & Newsletters regularly.**
- Newsletters include important Diary Dates & policies, so please read them carefully each week to keep yourself updated.
- Staff **personal mobile numbers will not be given out.**

Complaints & Concerns

Our team are dedicated professionals, & we hope that you enjoy a positive relationship with the WSS family. However, if there is any misunderstanding or concern, please note:

- Communication between home-school should **always be in line with our Code of Conduct, based on mutual respect. Any form of abuse to staff (directly, on Social Media, or to a third person, written or verbal), including insults, defamation of character, shouting, bad language etc. is unacceptable & will lead to disciplinary action.**
- If you have any complaints about a WSS staff member, please bring them to the school management for our follow-up.

You are most welcome to **meet the PRE** or contact us if you have any query, concern or issue. Please follow the following pathway as appropriate to the case:



Communication Route Parent-School & School-Parent		Comments
1	Planner note/email to/from Teacher/Parent	<ul style="list-style-type: none"> • Concerns/Appreciation communication may be related to achievement, attendance, attitude, bad language, behaviour, books & learning materials, bullying, classwork, effort, HL, illness/health, progress, uniform, punctuality, safeguarding/wellbeing, any other issues. • Response to any parent email/Planner note/Reception or PRE message within 48 hours • Parents must inform school immediately of any COVID Positive or Close Contact case for both child & immediate family
2	Phone call to Parent/Teacher or PRE	<ul style="list-style-type: none"> • Repeating any of the above. • If you requested a response from teacher, but they have not responded to your Planner/email note within 48 working hours. • Serious discipline issues (such as a fight, bullying or Safeguarding incident)
3	PRE, HEAD OF INCLUSION/GC, Parent or Teacher arranges a face-to-face or online virtual meeting	
	SAR (Social Academic Report) sent home by school	
	Incident Report/SAR/On Report sent home by school Warning Letter sent home	
4	Year Group Team Leader (YTL)	<ul style="list-style-type: none"> • The child's Year Team Leader may call/email parents (or parent may communicate with the GTL) to discuss concern &/or arrange a meeting. • An Incident Report, SAR or Warning Letter may be sent home by SLT or MLT

5	SLT	<ul style="list-style-type: none"> • Parents/SLT may call a meeting where the concern has gone beyond the scope of the class teacher or MLT. • A Warning Letter may be sent home (for serious issues such as a fight, Safeguarding incident, failure to inform the Clinic immediately in a COVID Positive of Close Contact Case, sending the child to school with any COVID symptom, or ongoing bullying, SLT may become involved immediately).
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Computers & IT Devices

IT is an important & daily part of our children's lives. The school promotes IT literacy to support development of student ICT skills & to improve teaching & learning. All students require to bring a personal BYOD device during the COVID-19 Blended Programme.

- **Primary-Secondary students need to bring a Laptop or other accessible device to school as per Teacher information, plus have access to the internet & printer at home** for accessing learning resources, HL, Reports, Projects, Research, Virtual Meetings, communication, Newsletters etc.
- The BYOD (Bring Your Own Device) programme is subject to parents signing a contract to promote safe, responsible IT usage. IT lessons develop IT literacy & Digital Citizenship, & students may be given IT-based projects & research as part of their learning in other subjects.
- Please only send in a laptop or other electronic device to school if requested by the teacher.
- Electronic items are sent in **entirely at your own risk. WSS accepts no responsibility for their loss, theft or damage.**
- Misuse/inappropriate use of IT is a serious disciplinary issue.

Curriculum

We follow the English (British) National Curriculum. We aim to **meet the individual learning needs of each student**. We aim to ensure that students are able to be **independent, self-confident, inquisitive & life-long learners**, with the skills & attitude to meet the challenges of a fast-changing environment in a global context. Learning needs are identified and organised so that learning is **meaningful** for the students. Students are encouraged to respond and work **effectively** with others. Students need to be **supported** in their learning and to take on **responsibility** for their own learning. They learn best when they are **confident** in their abilities and have a sense of personal **worth**. The development of these qualities is strongly influenced by the **quality of the relationships** & teamwork between students, home and teachers, and by the extent to which students feel a **valued & listened-to** member of their school learning community.

Arabic & Islamic Studies

- Arabic, Islamic Studies and Social Studies books and teaching are strictly according to Ministry curriculum & guidelines.
- **An Arab passport holder must study Arabic for Arabs.**
- **A Muslim student must take Islamic Studies.**
- Non-Muslim students are taught PSHE/Life Skills rather than Islamic Studies.

THE CURRICULUM (English National Curriculum)

Early Years:

The English Early Years (EYFS) Curriculum covers **7 main areas of learning**:

1	Personal, Social & Emotional Learning	5	Literacy
2	Understanding the World	6	Mathematics
3	Communication & Language	7	Expressive Arts & Design
4	Physical Development		

We facilitate our students on their journey of learning in the **7 Areas of Development** through engagement, exploration and by stimulating their creativity. We provide a sound foundation of the four skills of language; speaking, listening, writing, and reading. We emphasize that students develop these skills in English and Arabic (Y1) at their own pace and progress to reach age-appropriate achievement targets. We have a well-structured & well-paced reading programme, involving knowledge and understanding of phonics and sight words. Number Sense is developed through teaching pre-number concepts and with focus on a hands-on experience. Science and awareness of the environment are developed by experiential learning, with educational trips to reinforce these concepts.

Year 1: The main course books for core subjects are chosen from International/UK Publications (with some school workbooks to supplement). Curriculum planning ensures continuity and progression of concepts and skills in each subject throughout the school. **Projects, group games, & multimedia are used extensively to enrich the teaching and learning experience in class.** School publications are printed to support the practice and reinforcement of topics like **spelling, mental maths, lab. skills**, etc. Students will learn cursive **handwriting** through a pattern writing of curves and joints pattern, progressively introduced in every grade. Students weak in English may be required to attend the English Language Learner's (ELL) Programme for additional support.

Junior & Primary Sections; Key Stage 1 (Year 1-2) & Key Stage 2 (Y2-Y6)

The learning process in the Junior & Primary Sections is child-centred, experiential, and applications-orientated. Establishing foundation and consolidating learning is stressed in an environment that is caring, practical, related to real life, nurturing and enjoyable.

Secondary Section; Key Stage 3 (Y7-9) & Key Stage 4 (Y10-11)

KS3 programme consolidates and reinforces the educational foundations established in the Junior & Primary Sections. The learning process focuses on individualised student needs and extending academic expectations. Students are encouraged to take greater responsibility for their learning, working with increasing independence & confidence. Students in Y11 take UK IGCSE examinations.

Key Stage 5 (Y12-13, Sixth Form)

- Sixth Form is an ‘A/S’ & ‘A’ Level programme, external UK examination board (such as the Cambridge Board).
- **To join our Sixth Form programme, students must achieve 5 IGCSE exam passes (A*-C Grade) including a B Grade in the subjects they wish to study at A/S & ‘A’ Level.**
- **Failing to meet the below criteria will mean the student is unable to be promoted to the following Grade.**

- **Ministerial Resolution No. (199) of year 2019 will be applied starting from academic year 2021-2022:**

Curriculum	The requirements and conditions for completing the secondary school stage in foreign curricula based on ministerial resolution No. (199) of year 2019		Grades
British	The student will pass five (5) subjects in the ordinary level (LEVEL GCSE or IGCSE) with one of the following grades: (A * A.B.C.D. E) or (3.4.5.6.7.8.9)	The student must pass two subjects in the (GCE Advanced Subsidiary) or one subject in (Advanced Level) with one of the following pass scores: (A *, A, B, C, D)	10+11+12
		The subjects of Islamic Education and Arabic are not included in both levels.	

To be promoted into Y12

To Pass Y13

- **Ministerial Resolution No. (883) of year 2019 will be applied starting from academic year 2022-2023:**

Curriculum	The requirements and conditions for completing the secondary school stage in foreign curricula based on ministerial resolution No. (883) for year 2019		Grades		
British	The student must pass five (5) subjects in the ordinary level (LEVEL GCSE or IGCSE) with one of the following grades: (A * A.B.C.D) or (3.4.5.6.7.8.9) provided that they include the following subjects: Mathematics A subject of science (physics, chemistry, Biology (or dual science subject) * <u>General track only</u> English language or English literature.	The student must pass two subjects of (GCE Advanced level) with one of the following pass scores: A *, A, B, C, D) The subjects of Islamic Education and Arabic are not included in both levels.	10	11	12

To be promoted into G11

To Pass G12/Y13

We also offer **Arabic** for Arabs, Arabic for Non-Arabs, & **Islamic Studies** (for Muslim st.) for Arabs & non-Arabs, Social Studies (for Arabs & non-Arabs), plus MOE Moral Education (ME).

Damage to School/Personal Property

Wilful or negligent damage to school, bus or others’ personal property by any student or visitor is unacceptable & will be charged.

Documents & Photocopying

If you require any individual document from school, other than online Reports or emailed material, there is an admin. charge of **AED21/-** (including VAT @ 5%) **per document**, payable at the Cashier. This charge would apply to such documents as transcripts, recommendation letters & Bonafide Student letters etc. The first, original system fee receipt is printed for free, but any reprint would cost **AED1.25 per sheet** (as per photocopy charges).

If you need to **submit important/original Registration documents to school, please submit them directly to the Registrar** & get her to sign for them. To avoid documents being misplaced, please **avoid giving precious documents to anyone else** to forward for you (such as a Teacher, Reception, or sending in with your young child).

Drop-off & Pick-up Policy


- **After 8am all parents/visitors must report to Reception** & not go inside school, as this disrupts teaching & learning, & raises safety & security concerns. **After 8am, there should be no parents/visitors inside school (except for Junior pick-up).**
- **Please report to Reception for a Parent Pass to attend any special assembly or programme inside school.**
- **The school gate opens at 6:30am (7:15am during COVID precautions).** Students arriving from 6:30-7:30am wait in the front forecourts with WSS staff supervision. Students must wait quietly & safely. Running about in the Forecourts is dangerous (very hard surface) & not allowed.


- The school doors open at 7:30am.
- 7:30-8am; after the first week of school, only Junior parents may drop off their child at the class.
- At 8am the East & West Lobby Doors will be locked, so **late children need to enter by the main Reception door** & sign in ‘Late’ at Reception. Junior students will be escorted to class by WSS staff. Being repeatedly late is a discipline issue.

Early Pick-up/EXIT Pass & Home Time

Missing learning time affects students’ achievement & grades, so we discourage parents from taking their children out of school early. However, if you have some emergency please:

1. Report to Reception for an Early Exit Pass (see below) at least **1 hour before normal finish time.**
2. Complete a ‘Early Exit Pass’ & wait in Reception
3. The receptionist will have your child brought to Reception.
4. On exiting school, parent will give Security Guard the slip to allow child to leave.
 - **It is not allowed for parents to go directly to class to take your child.**
 - **Late requests for Early Exit Passes cannot be accommodated** as the Support Staff are not available to go to classes as they leave for Bus duty.

	WSS Student Early Exit Pass			Date:		Time:	
				<i>Updated 8/7/21</i>			
Student name:			ID:		Class:		
Parent/Guardian has submitted written (hardcopy/email) approval for the following temporary change to exit time/transport arrangements:							
Leaving by Own Transport		Leaving with an adult other than parent/guardian.		Taxi	Bus change to #:		Send home by Junior Bus
Pick-up adult EID:							
Reason for leaving early:							
Approval signed:							
Parent:		Reception:	Clinic <i>(in case of Clinic Exit):</i>	BBT CCE <i>(Bus st only)</i>	SLT:		Teacher:

	<u>WSS Student Exit Pass</u>		Validity of Exit Pass (dates):
	Approval & Disclaimer for my child/ren to leave WSS school premises at end of the school day without an approved adult accompanying.		From: To:
			<i>Updated 2/11/21</i>
Student name:	ID:	Class:	
Student name:	ID:	Class:	
Student name:	ID:	Class:	
<ul style="list-style-type: none"> • I give permission for my child/ren, as named above, to exit the school premises without parent or other approved adult accompanying, at the end of the school day ('end of day' as defined by school management) on any school day during the agreed time frame mentioned above. • I understand that WSS or any of its staff will not be held liable or responsible in any way for the safeguarding, wellbeing, security or behaviour of my child/ren outside school premises in relation to this arrangement. • I accept full responsibility for allowing my child/ren to leave school at the end of the day without an approved adult accompanying. 			
Father name:	Signed:	Date:	
Mother name:	Signed:	Date:	
Father Contact:			
Mother Contact:			

Own Transport (Parent Drop-Off and Pick-Up)		
Morning	Afternoon	Comments
<p>The School Gate opens at 6.30am. No students, parents or visitors are allowed onsite before this time. Unaccompanied students should not be left outside the gates before 6:30am (7:15am in case of COVID precautions), as the school is not open & does not have supervisors at this time, which is a Health & Safety risk.</p> <p>After the school gate opens students are allowed onsite, but must wait quietly outside their respective entrance (All <u>Juniors & Y3-13 Girls in West Forecourt, Y3-13 boys in East Forecourt</u>).</p> <p>The West and East Lobby doors open at 7.30am to allow students to enter the building.</p> <p><u>Parents wishing to come onsite must wear their Parent ID & lanyard.</u></p> <p>Only Junior parents wearing their ID may enter the school building to drop children to class. <u>Other parents please report to Reception for assistance.</u></p> <p>All parents coming to school after 8am please report to Reception for assistance.</p> <ul style="list-style-type: none"> • If you require any temporary change to normal pick-up/drop-off arrangements, please email your instructions in the morning to the Class Teacher/Form Tutor. To avoid dangerous misunderstandings, <u>changes to arrangements will not be made over the phone.</u> 	<p>If you require to pick up any student during the school day please report to Reception and get an <u>Early Exit Pass</u> for your child <u>at least one hour before the end of your child's school day.</u></p> <p>A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p> <p>An Early Exit Pass is available up to one hour before home time (11:15am/1:18pm) after this time pick up will have to occur at the usual home time. (i.e. 12:15/2.18pm).</p> <ul style="list-style-type: none"> • If you require any temporary change to normal pick-up/drop-off arrangements, please email your instructions in the morning to the Class Teacher/Form Tutor. To avoid dangerous misunderstandings, <u>changes to arrangements will not be made over the phone.</u> 	<p>Allocated parking for parents & staff is available in the Visitor Car Park.</p> <p>It is illegal to park across & block the emergency exit gates since access is required for emergency vehicles at all times; please park in the visitor carpark or away from the school gates.</p> <p>PARENTS ARE REQUESTED TO DROP OFF AND PICK UP CHILDREN PUNCTUALLY FOR HEALTH & SAFETY REASONS.</p> <p>NO STUDENTS ARE ALLOWED UNDER ANY CIRCUMSTANCE S, TO LEAVE SITE IF UNACCOMPANIED, except Secondary students with a <u>pre-signed parent approval letter/email.</u></p>

Junior	<p>7:30am-8am:</p> <p>Junior parents may escort their children to their classroom through West Lobby doors from 7.30am, entering and leaving via the West Lobby Doors with their KG lanyard ID (via Reception during COVID protocols).</p> <p>No parents are allowed to enter Primary or Secondary Sections of the school.</p> <p>Please leave school ASAP to maintain Social Distancing & so that teaching can start on time.</p> <p>All students that arrive on site after 8am must enter the school via Reception where they are signed in as 'late'.</p> <p>It is very important that all students arrive for registration by 7.40am. The first lesson is the most important of the day as it sets up the day's learning.</p> <p>All late Junior students must be left at the internal Reception door so Staff can take them to class. <u>No parents are allowed to take students to class after 8am</u></p> <p>Parents may wait here until students are collected and taken to class. To avoid separation anxiety, say goodbye quickly and move out of sight as soon as possible. The longer you linger the more upsetting saying good bye can be. LEAVE YOUR CHILD AS SOON AS POSSIBLE AND GET OUT OF SIGHT QUICKLY, as this allows your child to settle quicker.</p>	<p>FS at early home time:</p> <p>FS parents enter the FS corridors via the West Lobby Doors subject to showing their yellow lanyard ID card. Doors will open 15 mins. prior to home time & close 15 mins. After. FS parents are not allowed into the school before this time.</p> <p>You are welcome to wait in Reception.</p> <p>Once the children are collected, parents must take them directly off site through the West Lobby Doors as lesson are continuing elsewhere in the school.</p> <p>Parents are not permitted to visit or wander around any other part of the school.</p> <p>Any parents of FS children using the paid Babysitting service can enter via Reception until end of the late school day. After this time, parents can enter via the West Lobby doors only.</p>	
Y3-13	<p>6:30am-8am:</p> <p>Parents may stay with their children outside the designated entry (West Lobby for Girls or East Lobby for Boys) Forecourt doors until the students are allowed into school at 7.30am, if they wish.</p> <p>Once the school doors are open there is no admittance for Y3-13 parents into school (for Health & Safety reasons).</p> <p>If you need to meet a teacher, please report to Reception for assistance. Reception will deliver items and messages to the classroom. Ideally, parent messages should be written in student Planners or emailed directly to the concerned staff.</p>	<p>At end of late school day:</p> <p>All students should be collected from either the West Forecourt (Y3-13 Girls) or East Forecourt (Y3-13 Boys) areas ONLY. Please do not arrange for either you or your driver to collect them from anywhere else.</p> <p>At end of late school day students must wait quietly in their allocated area (students are not to enter Reception, school building, other Forecourt, or leave the school grounds unaccompanied by the designated adult).</p>	

Bus Transport Arrangements

Morning		Afternoon
<p>The bus bay west of the school is designated for WSS Buses. The bus gates are not for staff or visitor entry. If the buses arrive before 7:30am the students remain seated on the bus in their designated seat until 7.30am. At 7:30am students leave the bus and enter the school via their designated entry point (West Lobby for Y2 & Y3-13 girls and East Lobby for Y3-13 boys).</p>		<p>If you require to pick-up any bus student from school (i.e. you do not require your child to go home on the bus that day) please inform teacher by Planner note/email that morning & apply to Reception for an Early Exit Pass by latest one hour before home time. A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p>
FS	<p>Conductors/Nannies will escort FS students to their classrooms.</p>	<p>FS1-Y1 bus children are collected by their bus Conductors nannies at home time and escorted to their bus. Once they are seated in their correct seat and have their seat belts fastened, the bus will leave. The BBT CCE will inform the conductor if a parent has taken an Early Exit Pass & collected a child that would normally use school transport.</p>
Y2-13	<p>Y2-6 students are escorted to the bus by their class teacher a few minutes before Secondary students are released from class.</p> <p>Y7-13 students once released by their teacher must make their own way immediately to the bus.</p>	<p>The BBT CCE must inform the conductor if a parent has taken an Early Exit Pass & collected a child that would normally use school transport.</p> <p>At home time bus students must make their way immediately to their bus, scan their ID card & sit quietly in their place. Arriving late or refusing to cooperate with staff is unacceptable & will lead to disciplinary action (this may include not being allowed to board the bus, Warning Letters, & long-term suspension from using the bus. Any fighting will lead to automatic bus suspension.) Once students are seated safely in their designated seat and have their seat belts fastened, the bus will leave.</p>

English

Although all languages are respected & valued, WSS is an English medium school. Lessons are delivered through the medium of the English language, except during Arabic, Social Studies (Arabs), Islamic & French lessons. Students are expected to speak English in all lessons, except during Arabic/French medium lessons/activities/assemblies.

External Examinations

WSS is an **accredited examination center** for Cambridge & EDEXCEL Boards. Students at WSS take **IGCSE, A/S & 'A' Level examinations**, plus benchmarking tests, such as CAT4. PISA, TIMSS, GL Progress Tests & other external tests are included in our assessment programme. All external Board exams will be charged & must be paid for before any student is entered for the exam.

Fees

- Tuition fees are subject to SPEA approval & change without notice. As per MOE Bilo, school fees are due by latest the first day of each Term.
- First Term (September-December) fees need to be cleared before any student is admitted/assigned a class for a new academic year.
- Fee Defaulters are not eligible to receive any assessment results, Report, Teacher communication, TC or other document, or to re-enroll for the next academic year.
- We want to avoid embarrassment, upset & inconvenience, so please clear fees on time. If you have a financial emergency & will be delayed paying T2 & T3 fees, do please contact the PRE or Principal early for a Payment Plan.
- Please **do not give large amounts of money to your child to bring to school** as it may get misplaced. Any loss would **not be school's responsibility**. It is safer to use the online portal for fee payment, or meet the cashier.

Please see below for this year's Fee Structure. However, the Fee Structure is subject to MOE-approved change. Even if fees were paid in advance, any fee rise would be applicable for that academic year.

	WSS Fee Structure Academic Year 2021-2022	 GEMS Westminister School SHARJAH																																																																																					
																																																																																							
Please note: <ul style="list-style-type: none"> • All fees are subject to Authority approval & change <u>without notice</u>. • In case of any Authority-approved revision in fee structure, the difference will be payable, backdated as per Authority approval. • The seat Booking fee of AED500/- is non-refundable for any reason, but deductible against first Term fees. • School fees are due by latest the first day of each Term (as per MOE Bilo Article 52). First Term fees are due in full before any child is admitted. • In case of pending fees, there would be no discussion on progress, achievement or results of any assessment (external or internal), & official school document would be given. • Please bring the Student school ID Number when paying at the School Fee counter (cash credit card or cheque). • Cheques should be made out to 'GEMS WESTMINSTER SCHOOL SHARJAH'. • An online Fee payment facility is available once your child has been Registered. Thank you. 		<i>Updated 7/10/21</i>																																																																																					
AUTHORITY APPROVED FEE STRUCTURE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Year (Grade Equivalent) <i>(Approximate age)</i></th> <th style="text-align: center;">Term 1</th> <th style="text-align: center;">Term 2</th> <th style="text-align: center;">Term 3</th> <th style="text-align: center;">Annual</th> </tr> <tr> <th></th> <th style="text-align: center;">Sept- Dec</th> <th style="text-align: center;">Jan-Mar</th> <th style="text-align: center;">Apr-Jun</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>FS1/Nursery (Pre-KG) (Age 3)</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">12,600</td> </tr> <tr> <td>FS2/Reception (KG1) (Age 4)</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">12,600</td> </tr> <tr> <td>Year 1 (KG2) (Age 5)</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">3,780</td> <td style="text-align: center;">12,600</td> </tr> <tr> <td>Year 2 (Grade 1) (Age 6)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 3 (Grade 2) (Age 7)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 4 (Grade 3) (Age 8)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 5 (Grade 4) (Age 9)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 6 (Grade 5) (Age 10)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 7 (Grade 6) (Age 11)</td> <td style="text-align: center;">5,880</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">4,410</td> <td style="text-align: center;">14,700</td> </tr> <tr> <td>Year 8 (Grade 7) (Age 12)</td> <td style="text-align: center;">6,720</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">16,800</td> </tr> <tr> <td>Year 9 (Grade 8) (Age 13)</td> <td style="text-align: center;">6,720</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">5,040</td> <td style="text-align: center;">16,800</td> </tr> <tr> <td>Year 10 (Grade 9) (Age 14)</td> <td style="text-align: center;">7,560</td> <td style="text-align: center;">5,670</td> <td style="text-align: center;">5,670</td> <td style="text-align: center;">18,900</td> </tr> <tr> <td>Year 11 (Grade 10) (Age 15)</td> <td style="text-align: center;">8,400</td> <td style="text-align: center;">6,300</td> <td style="text-align: center;">6,300</td> <td style="text-align: center;">21,000</td> </tr> <tr> <td>Year 12 (Grade 11) (Age 16)</td> <td style="text-align: center;">8,840</td> <td style="text-align: center;">6,630</td> <td style="text-align: center;">6,630</td> <td style="text-align: center;">22,100</td> </tr> <tr> <td>Year 13 (Grade 12) (Age 17)</td> <td style="text-align: center;">9,680</td> <td style="text-align: center;">7,260</td> <td style="text-align: center;">7,260</td> <td style="text-align: center;">24,200</td> </tr> </tbody> </table>			Year (Grade Equivalent) <i>(Approximate age)</i>	Term 1	Term 2	Term 3	Annual		Sept- Dec	Jan-Mar	Apr-Jun	TOTAL	FS1/Nursery (Pre-KG) (Age 3)	5,040	3,780	3,780	12,600	FS2/Reception (KG1) (Age 4)	5,040	3,780	3,780	12,600	Year 1 (KG2) (Age 5)	5,040	3,780	3,780	12,600	Year 2 (Grade 1) (Age 6)	5,880	4,410	4,410	14,700	Year 3 (Grade 2) (Age 7)	5,880	4,410	4,410	14,700	Year 4 (Grade 3) (Age 8)	5,880	4,410	4,410	14,700	Year 5 (Grade 4) (Age 9)	5,880	4,410	4,410	14,700	Year 6 (Grade 5) (Age 10)	5,880	4,410	4,410	14,700	Year 7 (Grade 6) (Age 11)	5,880	4,410	4,410	14,700	Year 8 (Grade 7) (Age 12)	6,720	5,040	5,040	16,800	Year 9 (Grade 8) (Age 13)	6,720	5,040	5,040	16,800	Year 10 (Grade 9) (Age 14)	7,560	5,670	5,670	18,900	Year 11 (Grade 10) (Age 15)	8,400	6,300	6,300	21,000	Year 12 (Grade 11) (Age 16)	8,840	6,630	6,630	22,100	Year 13 (Grade 12) (Age 17)	9,680	7,260	7,260	24,200
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Contacts: Registrar: Ms. Stephy Email: registrar_wss@gemsedu.com Landline: 00971 (0)6 5426323 School website: gemswestminsterschool-sharjah.com		Principal/CEO: Ms. Valerie Thompson Email: valerie.t_wss@gemsedu.com Landline: 00971 (0)6 5426323 School website: gemswestminsterschool-sharjah.com																																																																																					

Fees Due on taking a Mid-Year TC As per The Bilo of Federal Law #28, 1999 for Pricate Educatin (11/07/2001) p30-31:

8- If student leaves school for any reason, the fees have to be collected as follows:

A- Fee should pay school fees for one full month if he attends at school for two weeks or less.

B- He should pay school fees for two full months if he attends at school for more than two weeks and less than one month.

C- He should pay school fees for three months if he attends at school for more than one month.

D- School books and uniforms should not be refunded but transport fees should be treated as applied to school fees.

Fire & Other Safety Drills

- Fire & other safety drills are carried out each Term/Year to promote health & safety.
- On hearing the fire alarm bell, all staff, visitors & students must leave the building immediately, in a calm, orderly manner, proceeding to the pre-arranged assembly point (area outside the school Reception (visitors) & the field (staff & students)).
- Fire escape routes are posted up in all classrooms, corridors & offices.

Gate Timings

The school gate usually opens at **6:30am** on school days (**7:15am during COVID Protocols** & 8am during holidays). **For health & safety concerns, never leave unaccompanied children outside the school gate before opening time, as traffic is very dangerous & school is not responsible.**

Gifts

Although there is no expectation of gifts, there may be times when you would like to show appreciation to your child's teachers. Small gifts such as flowers or chocolates etc. are appropriate, but staff are not allowed to accept anything expensive. Appreciation emails are also very encouraging & motivating for teachers! Thank you.

Glasses

It is highly recommended to only **use plastic lenses in children's eye glasses** in case of breakage.

Hair

In school, students' long hair (past shoulder length) should be **tyed back with school uniform clips & ties**. This keeps the hair out of the eyes & helps reduce the risk of Lice infection.

Head Lice

As in all schools, at times we discover cases of head lice, which are extremely contagious. Please note:

- If lice or nits (eggs) are found, the student will stay in the Clinic, & parents will be called to take the child home. An information letter will be shared with tips about clearing them up (special shampoo & daily combing with a special comb & conditioner to remove all lice & nits).
- **Children found with head lice/nits will be asked remain at home until clear, as lice spread very quickly through school.**
- Before the child is admitted to class the Clinic must check the child is free from lice & nits, then gives a Class Admit slip. **Students found to have lice/nits will be unable to rejoin class until completely clear.**

- The Clinic will do Termly hair checks (& as required).
- A bus **student found to have lice or nits will not be sent home by bus**. For others' health & safety, the parent will be asked to collect the child from school.

Health, Safety & Safeguarding

Child Safeguarding is our #1 priority! Health & safety is the responsibility of all the WSS community. Please note the following:


Banned Dangerous Items

For Health & Safety reasons, please **do not allow your child to bring in any of the following, or similar items**. Bringing such items is dangerous, so is a disciplinary issue.

Sharps	Allergies	Hazardous	Other
Knives, Sharp scissors, Paper cutters	Nuts (due to possible fatal allergies)	Glass items, Flammable items such as matches, candles or lighters, Poisonous chemicals, Perfume, sprays, foam sprays , or any other chemical that could get into the children's eyes & hurt them.	Tiny items that could be a choking hazard, Pets & other animals Caps, poppers, fireworks etc

Clinic & Medical Issues

- **Do not send children to school if they have a temperature**. Students with a fever (a temperature above 37.5°) or any one flu-like symptom will **not be admitted to class, will be sent home & required to do a PCR test**.
- **Visitors to school will not be admitted past the gate if found to have a fever (a temperature above 37.5°)**.
- Always **keep your sick child at home, for his/her health & as germs spread quickly to other children at school**.
- Your child may bring a small, personal bottle of **hand sanitizer** to school, if you wish. Please teach you child to keep it in the bag & use it responsibly to avoid it getting into eyes.
- **Hospital trips – in case of a medical emergency requiring your child's urgent hospitalization, the school Clinic will call an ambulance to transport your child to the hospital**, if parents cannot get to school in time. Parents would be informed & the child would be escorted by Clinic staff if required, according to patient's condition as determined by the Dr.
- An **ambulance would be called at the Doctor's discretion in case of critical medical emergency only**.
- The school nurse maintains students' medical files. Every student has a medical file and a log is kept of all treatment. Teachers send sick/injured students to the Clinic, which provides care and treatment and informs parents.
- **Parents need to sign a 'Consent to treat' form in order to receive WSS Clinic treatment**.
- Children returning to school after a serious or contagious accident/illness (including Lice) first need to get the following **'Fitness to Return to Class' certificate signed by the Clinic before joining back to class**:

	Student Fitness to Return to Class		Date of Examination:
			Time of Examination:
Student name:		ID:	Class:
Reason for Clinic Visit: 			
Dr. Approval (tick & sign):			
<input type="checkbox"/> I have examined the above student & found him/her to be fit to return to class.			
<input type="checkbox"/> I have examined the above student & found him/her not to be fit to return to class.			
<input type="checkbox"/> Fitness to return to school Medical Certificate provided by parent			
<input type="checkbox"/> Fitness to return to school Medical Certificate not provided by parent			
<i>Sign:</i>		Comments:	

Please note the following accident & injury follow-up by medical team:

- Minor medical issues:** 1) treat in the clinic, 2) Planner note, 3) child sent back to class, 4) call child back to clinic for further observation, if required.
- Suspected injuries of a non-critical issue;** inform parents that, 1) It is not critical, 2) The issue, 3) Medical Team will continue to observe, 4) Would parent like to collect child now or wait & the child will go home by usual means? 5) Dr. to provide a hospital referral in case of critical/serious cases, or if parent asks for it, 6) If the student is suspected to have a fracture, he will not be sent by bus.
- Critical issues:** 1) emergency first aid to stabilize, 2) call ambulance, 3) call parent.

Communication (Medical Issues)

WSS staff are **contactable by email/school landline during the working week only**, not at weekends. Therefore, if you need to contact the Medical team or teacher about a health-related issue, feel free to email them at any time, however, you would only get a reply during the next working day.

COVID-19

It is an Authority requirement to inform the school (please inform Class/Form teacher & clinic) of any COVID-symptom absence of your child, plus in the case of your child being a Close Contact or Confirmed Case of COVID. If your child is absent or sent home from school for having any COVID symptom, your child must submit a **negative PCR test plus Medical Report** stating illness to the Clinic before rejoining class.

E-Safety (see also E-Safety Policy & BYOD Agreement Policy)

- Please inform school if you do not wish your child’s picture to appear on Social Media
- Students should be supervised while using the net.
- DfES guidance is available at <http://www.safety.ngfl.gov.uk>
- Students may bring personal BYO devices to school for educational purposes with parent plus SLT approval, & after parents & students sign the school’s E-Safety Agreement letter.
- **Fab. 5 Rule #1; We Do Our Best** • Students will use the Internet for planned educational purposes/activities only.
- **Fab. 5 Rule #2; We Respect Each Other** • Students will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people

- **Fab. 5 Rule #4; We are Safe & Sensible** *Students should never enter any personal information about themselves (or others) on the Internet.
Students are expected to use their common sense and not access or share inappropriate material on the Internet. If unsure of their online safety students will ask an adult for assistance.
If a student inadvertently accesses anything inappropriate, teach them to switch it off & tell parent/teacher.
- All staff receive online safety training.
- If you have any e-safety concerns please contact your Section SLT or **E-Safety Leader/DSL Ms. Rema rema.p_wss@gemsedu.com**
- Children and young people commonly use electronic equipment, including mobile phones, tablets and computers on a daily basis to access the internet and share content and images via social networking sites such as Facebook, Twitter, MSN, Tumblr, Snapchat and Instagram. These technologies and the internet are a source of fun, entertainment, communication and education. Unfortunately, however, some adults and young people will use those technologies to harm children. That harm might range from sending hurtful or abusive texts and emails to grooming and enticing children, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and students are not allowed to access those sites in school. Many students own or have access to hand held devices and parents are encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community.

WSS Code of Conduct

- **Our Code of Conduct includes e-safety incidents. WSS also has E-Safety Policy & BYOD Agreement Policy.** Cyberbullying and inappropriate messaging by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our child protection procedures.

Online communication between staff and students

- Staff must follow strict rules relating to personal online activity, use of social networking and electronic communication with students. WSS staff may use only school email and website addresses for school work and communication, and never personal ones. Do please let school management know immediately if you have any concerns; staff found to be in breach of these rules would be subject to serious disciplinary action.

Food & Snack

- Please send **only healthy food** to school for snack/lunch, Birthdays & other events. Junk foods with high fat & sugar, or that are highly processed, are unhealthy & can contribute to diabetes, obesity & hyperactivity in some children. If your child brings these foods (fizzy drinks, chips, chocolates, sweets, cake, biscuits, pastries) to school the teacher will:
 1. Give a verbal warning & send home.
 2. Planner note
 3. Incident Report with deducted Behaviour Points
 4. Confiscation of junk party food
- Healthy food suggestions; sandwiches, pasta, rice, noodles, oat bars, fruit, sugar-free juices, milk, yoghurt, cheese, vegetables etc.

Illness

To concentrate and function effectively at school, your children must be in good health. It is therefore important that a sick **child must rest at home. A fitness certificate must be submitted to the Clinic after complete recovery, before returning to class.** This is to reduce cross infection of other students.

In case of fever, serious injury or illness, the medical team will:

- **Keep the child in the Clinic, to be collected by the parent.**

- Request a PCR test
- Student with a fever (above 37.5°), or infectious disease will be sent home.
- The student will not be sent back to class or home by Bus, to protect the health of the other children
- Treatment decisions are made by the Doctor & are non-negotiable.

Other Peoples' Children

- **It is strictly forbidden for any parent to speak directly to, or touch, other peoples' children, except with their permission.**

Safeguarding; Expectations of Behaviour

Staff are not allowed to do any of the following. If they do so, please immediately report the incident to school management (Safeguarding rules apply to all members of the WSS community, including parents. **Incidents of abuse of children/staff would be reported by WSS to the authorities):**

<p>Entering into/encourage/support or conduct any kind of relationship (physical or non-physical) with a student outside the strict professional limits of their job description. This includes touching inappropriately, suggestive comments, personal communication, such as on Social Media websites, phone calls/SMS, private meetings, emails unrelated to school work, giving car lifts, gifts other than as approved by Section SLT as per policy, social activities outside school, visits to home etc.</p>	<p>Any form of physical (corporal) punishment</p>
	<p>Any form of emotional abuse, such as sarcasm, humiliation, insults and screaming,</p>
	<p>Breaking confidentiality about any student (family), colleague, GEMS or school information except with concerned staff & SLT. It is not allowed by law for anyone to spread rumour/gossip, share confidential information or defame anyone, or any organisation on Social Media.</p>

Security; Parent ID Cards

- **Wearing your school ID is mandatory to be worn and visible at all times when on site.**
- Any Y3-13 parent wishing to access the school grounds must have their school ID card with its **yellow** lanyard.
- Junior parents will be issued with a **red** lanyard, which allows them to the class for drop-off & pick-up.
- The initial school ID will be issued free of charge. However, in case of loss, a replacement will charged at **AED 21/-**.
- If you do not bring your ID card to school, you will be **required to sign in at the gate & deposit your EID card to receive a visitor' Pass.**

Trips; School Trip Policy of 'At Risk' students with Critical Health Issues

Adrenaline (EPI) Pen for Anaphylactic Shock:

- Primary students should be accompanied by their parent.
- For Secondary students: the child can take the pen under teacher observation (if the student is already well trained about how to use it during emergency).

Asthma:

- Students may take all types of inhalers.

Diabetes Mellitus:

- Primary students need to be accompanied by their parent.
- Secondary students do not need to be accompanied by their parent.
- No insulin or glucagon will be sent with the child or the teacher (Insulin could be a killer medicine if taken in an improper way or mistakenly taken).
- The teacher needs to inform the Clinic before any trip, and the blood sugar of the diabetic child must be checked just before the trip and immediately after the child reaches back to school.

Myasthenia gravis:

- Primary and Secondary students can take their tablet under teacher supervision.

Vaccinations

- Vaccination programmes are conducted in school by the Medical team as per MOH policy.
- Vaccination programmes are essential for the health of all in the UAE community & are a compulsory requirement of the UAE MOH.
- Vaccinations are conducted annually for Y2 (MMR -Dtap -Chicken pox-Polio), and Y12 (Tdap), plus any other vaccinations as per MOH.
- Parents must submit an updated vaccination card to the Clinic in the case of WSS admission, and also one week before any vaccination being given in school.
- Students who are newly admitted should provide the medical file from the previous school.
- A parent consent form & pre-vaccination questionnaire are sent home three weeks before the date of vaccination. The Consent form must be completed, signed & returned to the Clinic within one week. The Clinic will clarify any comment written in the consent form by the parent regarding medicines, allergies and illnesses. Failure to do this is a disciplinary issue.
- If the parent submitted a consent form for vaccination but the child has already been vaccinated from outside, the parent will be informed that their child will not be given the vaccine.

Holy Quran


At each Assembly & event, a student will read a passage from the Holy Quran. All children & staff treat the Quran & Quran Recitation with respect. WSS holds an annual, inter-school Quran Recitation Competition.

Home-Learning (HL) (Homework)

Teachers will assign HL according to the scheme of work and students' needs, which includes a balance of reading, revision and writing. Only revision HL is assigned during revision/test/exams days.

Most HL is optional (though highly recommended). However, some is assessed as part of the Term's Report Grade, so if your child could not complete his/her compulsory HL, please write a note to the teacher in the Planner explaining the reason, so that the teacher can follow-up.

Please note following HL policy:

	WSS Home Learning (HL/Homework) Policy										Updated: 15/12/17		
Policy area:	Junior Section			Primary Section				Secondary Section					
What is the purpose of HL?	To reinforce/revise and gain better understanding of a topic/concept			Reinforce/revise and gain better understanding of a topic/ concept				To make the students to practice/know more about the application of the learned concept					
Is HL required?	Yes, fortnightly focusing on the topics the students may be struggling with. Also additional HL using online resources like Active Learning .			Yes, weekly focusing on the topics the student/students may be struggling with. Additional HL using online resources such as Education City .				Yes, to reinforce concepts introduced in class.					
HL includes the following types of activities:	Reading reinforcement work & research.			Reading, reinforcement work & research				<ul style="list-style-type: none"> Practice the learned concepts Research work based on the learned concept. Project based learning Flip learning task 					
How much time is expected to be spent on HL per day?	Grade			Grade				Grade					
	KG1	KG2	G1	G2	G3	G4	G5	6	7	8	9	10	11
Time	30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes			30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes				20-30 min	20-30 min	20-30 min	30-40 min	1+ hr	1+ hr
Who Marks HL?	Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers.			Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers.				Peer marking and Self-assessment					
HL & Continuous assessment – is it included as part of the Term's Report grade?	No. HL is optional, so not all students do the HL task. However a specific Active Learning, Workbook or research assignment or project assignment can be assessed when all students are informed to complete it.			No. HL is optional as not all students do the HL task. However a research assignment or project assignment can be assessed where all students are informed to complete.				As a part of AFL strategies, not part of the Term's Report Grade					
When should HL be sent home?	Thursdays			Wednesdays				On Wednesdays Answers are uploaded on the following Tuesday					
What time should be given to complete it	Children can submit their home learning Notebook on Tuesdays. Arabic and Islamic HL work should be sent on Sunday.			One week				1 week					
Is HL compulsory or optional?	The active learning HL and Workbook HL & research/projects are compulsory.			Optional – however if the child requires additional practice, during revision week and on certain concepts/challenges/topics it is highly recommended				Compulsory					
What materials are provided so parents can support at home?	Creative ideas are provided in the home learning letter.			Power point presentation from Teachers, Education City and website links				Resources /links are shared					
Who quality controls HL?	Grade Team Leaders			Team Leaders & Subject Coordinators				Subject Leaders & Deputy Subject Leaders					
How do we ensure that all classes in the same grade receive the same materials?	Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents.			Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents.				Grade wise coordinators will set the WS for entire grade					

Home-School Contract

As per Authority requirements, all parents sign a Home-School Contract on admission & then Annually. The Home-School contract is binding. Failure to comply may lead to blocking of the re-enrolment facility for the following Academic Year.

House System & Housepoints (HP)

We believe in positive discipline based on respect, so that your child is able to make safe & sensible choices, & develop into a self-determining, responsible person. Our system includes rewards for good behaviour & achievement, & appropriate consequences for failing to follow our Code of Conduct.



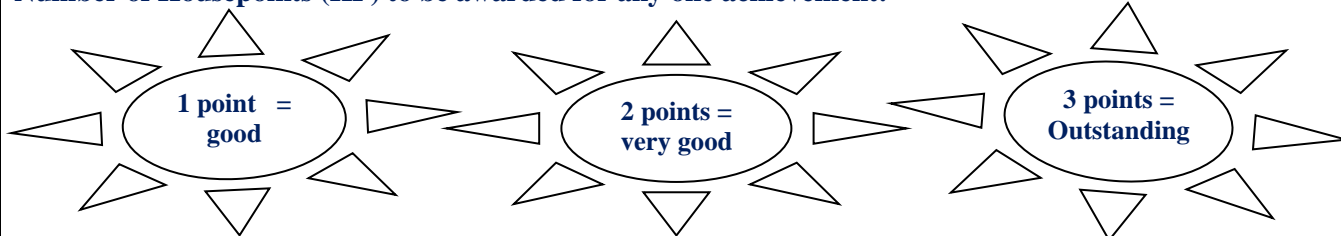
Students belong to one of four Houses (**Scorpion (red)**, **Dolphin (blue)**, **Arabian Horse (green)** & **Falcon (yellow)**). Students earn Housepoints for success in sporting & other competitions, showing improvement, positive attitude, good & consistent achievement in behaviour, conduct, academics, class participation, projects, and positive involvement in school life, leadership etc. At times HP could also be deducted. House Points, HP certificates and other awards are presented in Assemblies.

Every year, students are selected, after nomination, elections and interviews, to take on leadership roles to lead their peers & House. Roles include Class Leader, Student Council Members, Houses Captains and Vice Captains (girls & boys), Head Boy/Head Girl & Deputy Head Girl/Boy). They supervise Break duties, committees, activities and support during school events.

- Housepoints are added up & **certificates** awarded for Toppers.
- Housepoint totals are collated to find the Termly and annual winner of the House trophy.
- Character & House Leaders organize Inter-House competitions.

Students can earn/lose points in the following ways:

Number of Housepoints (HP) to be awarded for any one achievement:



HP can be awarded for:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Individual & team/class behavior, work, attitude, teamwork. • Competitions & sporting events, such as Inter-House/Inter-School events & Sports days. • Quality projects, classwork, HL, displays and progress. • High academic achievement • Participation in school events, activities & competitions • Attendance and punctuality | <ul style="list-style-type: none"> • Contribution to the environment • Tidiness and cleanliness • Smart uniform • Showing concern or consideration • Modeling safe, sensible Breaktime behaviour • General knowledge, research skills • Participation in competitions, class or other activities • Showing citizenship, helpfulness, charity work etc. • Good conduct & improvement <p>• On occasion, points can be deducted for failing to follow the Fab. 5 Rules & the Code of Conduct.</p> |
|---|--|

Other Rewards

- Certificates for 100% attendance, Commendation Certificates, Housepoint certificates, etc.
- Positions of responsibility.

ID. Cards

For safety & convenience, all students will be issued with a free identification card (ID) for use in school, the **bus & Library**. This should be **worn to school daily**. The card will be issued free of cost, but replacement cards will be charged at approx. **AED21**. Failure to wear the ID card is a health & safety risk, therefore a disciplinary issue.

International Mindedness

As a GEMS international school, part of our ‘hidden curriculum’ is to promote respect, tolerance & understanding of different cultures, languages, accents, religions & individual differences (World Citizenship). We do this through the curriculum, assemblies, shows, Sports Days, events & activities. Intolerance, Bullying & discrimination are illegal & not accepted at WSS.

Laboratories

Science should be taught through practical activities, so Lab. use for practical activities is a regular part of the science curriculum. Health & safety are a priority. Older students should bring a Lab. coat for practicals.

Lateness & Punctuality

WSS Daily Timetable and Timings 2021 – 2022 (wef. 17/1/22)										Updated 6/1/22	
Whole School Reg – Education starts 7:30am	Session 1	Session 2	Session 3	Break time	Session 4	Session 5	Lunch break	Session 6	Session 7	Session 8	Reg. & Dispersal
7:30-7:59am	8:00-8:45am	8:45-9:30am	9:30-10:15am	10:15-10:44am	10:45-11:30am	11:30-12:15pm	12:15-12:44pm	12:45-1:30pm	1:30-2:15pm	2:15-3:00pm	3:00-3:15pm

Learning to be punctual shows responsibility and successful, professional practice. Punctuality is a good habit for life! Students are expected to arrive at school, for duties and lessons punctually. **Arriving late disrupts learning & is a disciplinary issue.**

- The school day begins at 7:30am for students. **Registration time (7:30-7:59am)** is an important time for the Form Tutor (Class Teacher) to develop positive relationships, discuss important notices, attend Assembly, take tests & Quizzes, check Planners and follow-up with students.
- We follow a stepped approach to discipline, including the reinforcement of punctuality, as follows:

<i>Student arrives at:</i>		<i>Action by WSS Staff</i>
7:30-7:45am		<ul style="list-style-type: none"> Student proceeds straight to class. Form Tutor marks him/her as late after 7:30am. HP deducted
After 7:45am		<ul style="list-style-type: none"> Lobby doors are closed & the student must pass through Reception. Late students sign with their ID Card at Reception.
<i>Number of ‘lates’</i>		<i>Action by WSS Staff</i>
Per week	<i>Perm month</i>	
<ul style="list-style-type: none"> 2 3 4 5 	<ul style="list-style-type: none"> 2-4 5 6 7 8 	<ol style="list-style-type: none"> Verbal warning by Teacher & Written note in Planner Loss of HP Written note in Planner SLT call to parents. GC/HEAD OF INCLUSION counseling if required. Incident Report with loss of Behaviour Points sent home. SLT meets with parents to discuss ways to improve punctuality, Warning Letter.
	<ul style="list-style-type: none"> 9+ 	

Leadership

Leadership is an important skill for current & future success. Leadership is reinforced through class activities & the hidden curriculum. All students are encouraged to take on responsibility & experience leadership opportunities as much as possible, such as peer teaching, group work, Environment Leader, Class Leader, Student Council member, House Captain/Vice Captain, Head Boy/Girl & Deputy Head Boy/Girl etc.

Learner Outcomes & Characteristics

All students will be supported to develop the following skills & characteristics:

Expected Learner Outcomes



In achieving our educational purpose, the teaching, curricula and learning environments in GEMS schools will produce successful learners who, by the time they graduate:

1. are able to play an active role in their learning as life-long learners
2. are literate and numerate
3. are creative and productive users of technology
4. can think deeply and logically, and obtain and evaluate evidence in a disciplined way
5. are creative, innovative and resourceful, and are able to solve problems in ways that draw upon a range of learning areas and disciplines
6. have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual and physical well-being
7. exhibit personal values and attributes such as honesty, resilience, empathy and respect for others
8. can work independently and can accept responsibility for their actions as individuals; while also being able to collaborate with others and work in teams, accepting shared responsibility as a team member
9. can relate to all fellow humans openly, generously and peacefully and act with moral and ethical integrity
10. can act responsibly and contribute proactively to the values and practices of their community

Can you demonstrate good character?



Curiosity
Optimism
Perseverance
Honesty
Grit
Resilience
Focus
Confidence
Drive
Conscientiousness
Neighbourliness
Dignity
Community
Spirit
Integrity
Ambition
Respect
Tolerance
Motivation

Leave

Extended leave during Term-time is not allowed, other than Medical Leave or for extreme family emergencies. Please **apply to PRE for a leave form to submit to the Principal**, or print out & submit the form as on next page:



WSS Student Mid-Term Emergency Leave Approval

Updated 8/7/21

Student name	Class	ID:	Reason for leave:	Leave from (date):	Will return to school on (date):

Dear WSS Principal,

Due to emergency, unavoidable reasons, we request Term-time leave for our child/children as a special case.

We understand that:

- **Insufficient attendance is a disciplinary issue.** Leave during Term time would only be approved for extreme emergencies (eg. **medical reason, death in the family, family travel for urgent reasons, etc.**). A **Medical Certificate/Acceptable Evidence** needs to be provided along with the Leave Approval form.
- **Missed Term exams** (except with student's Medical Leave Certificate) **would be given '0' marks towards the Term Report**, which would therefore be a maximum of a Pass mark only. If the child has a Medical Certificate for missed exams, then a Continuous Assessment mark will be given on the Term Report. **As per SPEA, attendance of T3 Promotional exams is compulsory.**
- **All pending school fees covering the period of leave must be cleared prior to this leave.**

Parent sign: _____

Date: _____

Parent contact: _____

Cashier/Accounts Officer sign: <i>(there are no pending fees for the leave period as above):</i>	<i>Date:</i>
--	--------------

Principal comments:			
Leave is Approved: <ul style="list-style-type: none"> o Give continuous assessment mark for Report Grades o Assessment not to be rescheduled o Assessment may be rescheduled 	Leave is not approved: <ul style="list-style-type: none"> o Student to be given '0' marks for exams & minimum pass grade (50%) for Report Grades o Assessments not to be rescheduled o This is for information only 	To be filled in SPEA 'Brown Book' if continuous assessment grades are Fail	Inform Section SLT if absence continues beyond approved date, or if a FD ✓
Approved Medical Leave. MC attached	Not Medical Leave. No MC attached	<i>Comments:</i>	
Approved Evidence attached	<ul style="list-style-type: none"> o No Evidence attached o Evidence attached is inadequate. 		
Sign:		Date:	

Leaving WSS

Completing MOE processes when a child changes school takes time. Parents who wish to take their children out of WSS need to:

- 1) Clear all outstanding fees
- 2) Apply & pay for a TC online
- 3) SPEA need to attest the TC as arranged by GRE.

Online application for a TC should be done by the first week of May for end-of-year leavers due to summer leave. Late applications will delay completion of TC from August.

Library

Our 2 school Libraries are managed by full-time librarians, providing a selection of reading material (in English, Arabic & French) library competitions, newspapers, reference materials, fiction, non-fiction books and computer & internet access. Borrowing Library & Reading books is a part of our compulsory curriculum.

- **Parents of FS students are welcome to visit the library anytime between 12:15-12:30pm any day** (Year 1 also on Wednesdays & Thursdays 12:15-12:30pm) and spend reading time with their child. All children visit the library with their teacher once a week to borrow new books or read together.
- A library period is part of every student's Arabic & English curriculum.
- A **replacement charge will be levied for lost (not returned) or damaged books (including reading books).**

Lockers

Primary-Secondary students are allocated a school locker for that academic year. They are responsible for providing a padlock & keeping the locker clean & tidy. Decoration/graffiti is not permitted. Books, spare stationary & learning materials for school may be stored in the locker. **School is not responsible for lost items. Damage to the locker & loss/damage of locker key will be charged.**

Lost Property

Items of lost property are deposited in the **'Lost and Found' cupboard in East Lobby**. Valuable items are kept in the safe by the MSO. Non-collected items are sent to charity at the end of each Term. Please **name all your child's belongings** (a CD marker pen on the label works well), so that lost items can be returned to your child if found.

MAPS (Floor Plans) of WSS (subject to change)



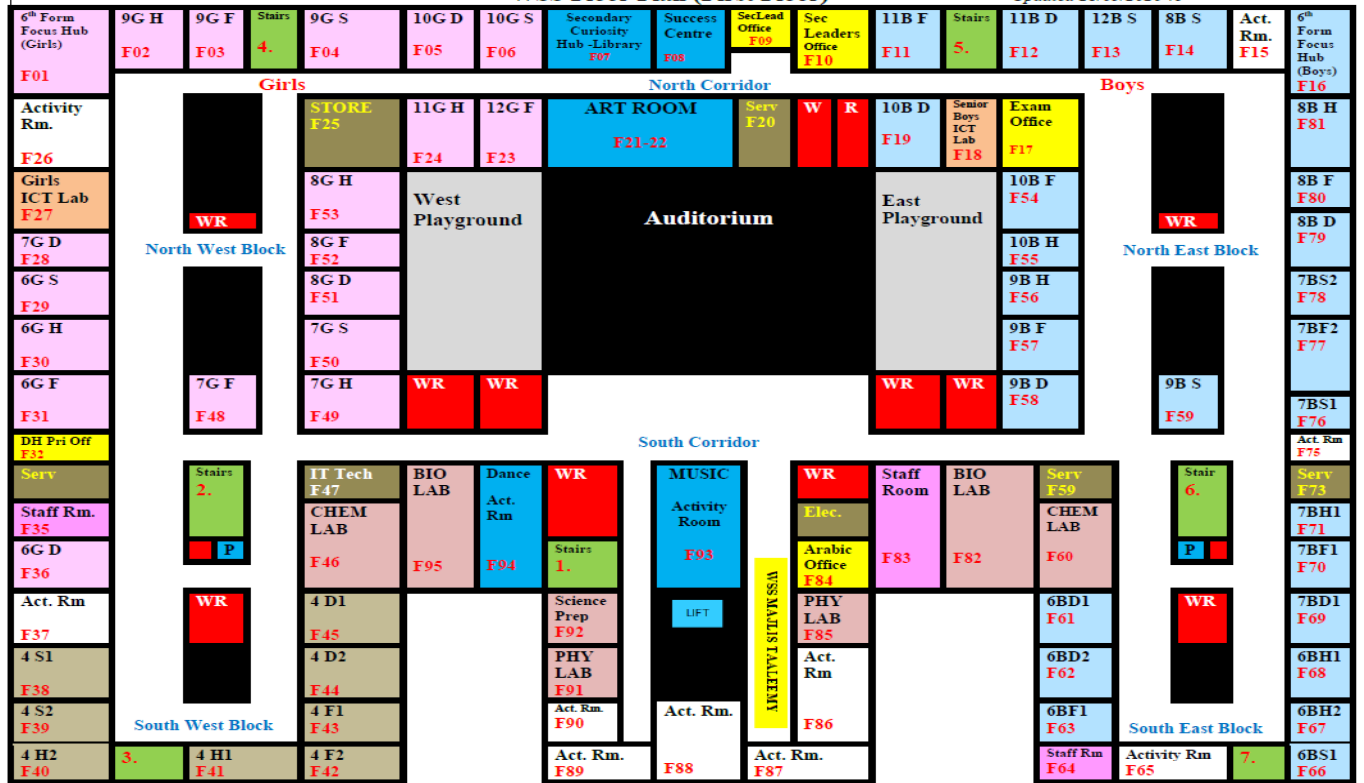
WSS Floor Plan (Ground Floor)

Updated 28/05/2020 v5



WSS Floor Plan (First Floor)

Updated 28/05/2020 v5



Marking

- WSS has a Marking Policy. Regular marking should involve correcting regularly to a subject-appropriate level, signing & a WALT/LFQ/WILF-related comment at the end of *some* extended pieces of work, with target-setting for 'next steps'.
- Not every piece of work will be marked. Not all spelling mistakes will be corrected, depending on the subject & WILF.
- Some work will be **self or peer assessed** to encourage more reflection on the learning & success criteria.
- **Students are expected to reflect on & respond to the teacher's marking comments, as these outline & guide 'next steps' in learning.**
- If your child's work is not being marked regularly, please contact the Section SLT for follow-up.

Medical Facilities (see also Health & Safety)

The school's 2 Clinics are located on the ground floor opposite the Bookstore. We have four nurses and two full time doctors. If you have any concern about the health of your child, please feel free to contact the medical team. The Doctor's decisions related to all health & MOH matters are final.

Accidents and Emergencies

When your child requires emergency treatment, every effort will be made to contact you. To assist with this, please **keep school informed of any changes in your contact details.**

In the case of a serious emergency, the school's doctor will call an ambulance & the child will be transferred to the government hospital (usually Al Qassimi Hospital).

Immunization & Vaccination Programmes

Every effort should be made to have your child's vaccinations up-to-date prior to them starting WSS. The Ministry of Health requires that you submit your child's vaccination record to the Clinic. This will be checked against the U.A.E. immunization schedule and you will be advised of any due vaccinations.

Students must be vaccinated at school as per Ministry of Health policy. **Please sign & return any consent forms within one week to the medical team.**

Medical Checkup:

The Ministry of Health requires school to give students full medical examinations & eye tests at certain times, & for new students on joining. These are carried out by the school doctor and are basic, non-invasive procedures. You may receive a 'Referral letter' if your child is diagnosed with any medical problem. We recommend that you continue medical & eye checks with your family medical practitioner as well.

Medical forms:

At the start of each academic year, you will be required to complete a medical form. Please return promptly with all required medical information. It is very important that the school is made aware of any medical condition or special needs that your child has and/or any medication they are on. This will help us in case of emergency treatment. The forms are as follows:

1. School Health **General Parent Medical Consent** form, as found in **the Student Planner. As per MOH rules, school is not allowed to provide medical services without it**, except in emergency situations. All student to submit this on admission & at the start of each academic year (*see below*).
2. **Parent Consent for Medical Condition Management & Medicine Administration.** This is to be filled for students with any **medical condition & those who require medicine to be administered in school** (*see below*).




نموذج موافقة عام

School Health General Consent Form

<p>Student's Name:</p> <p>School Grade..... Class.....</p> <p>DOB:</p> <p>Nationality:.....</p> <p>ID Number:</p> <p>I the undersigned agree that medical services for my son/ daughter shall be offered in the school's nurse.</p> <p>I also agree that these medical services will remain provided to my son / daughter and effective until I either refuse these medical services or he /she is transferred from the public school.</p> <p>My consent involves a general approval of curative and / or preventive services that may include first aid , screening for height , weight , vision acuity , vaccination , hearing test, Dental checkup , blood test for CBC and referral to primary health care centers or emergency room when necessary & to administer the following emergency medications when needed</p> <ol style="list-style-type: none"> 1. Paracetamol to control mild to moderate pain and fever. 2. Antihistamine cream to relieve mild to moderate skin allergies. 3- Epinephrine in an acute allergic reaction 4- Salbutamol inhaler to control asthmatic symptoms. <p>Please list any precautions or contraindications to the above medications that the school nurse needs to know:</p> <p>.....</p> <p>In case of refusal, the above services will not to be offered except in emergency situations which require immediate intervention.</p> <p>If my Son/daughter needs to be transferred to the clinic or emergency room in either my absence or the legal guardian's absence, then I authorize the school to transfer him/her as needed.</p> <p>I also understand that medical record is confidential document. The information in it is circulated only by members of the medical team of the MOHAP.</p> <p>Name:.....</p> <p>Signature of student's parent/guardian.....</p> <p>Relation to the student:.....</p> <p>Tel</p> <p>Date:.....</p>	<p>اسم الطالب:</p> <p>المدرسة: الصف: الشعبة:</p> <p>تاريخ الميلاد:</p> <p>الجنسية:</p> <p>رقم الهوية:</p> <p>أنا الموقع أدناه أوافق على تقديم الخدمات الصحية لإبني/الإبنتي في عياده المدرسة بواسطة ممرض/ة الصحة المدرسية.</p> <p>أن موافقتي على هذه الخدمات الصحية تبقى سارية المفعول لحين أقوم أنا برفض هذه الخدمات لإبني/ إبنتي أو حين انتقال الطالب/الطالبة من المدارس الحكومية.</p> <p>أن موافقتي على هذه الخدمات الصحية هي موافقة عامة على أي إجراءات وقائية وعلاجية وتشمل الإسعافات الأولية، قياس الوزن والطول، حدة الإبصار، التطعيمات، فحص السمع، فحص الأسنان، عمل تحليل الدم للفحص الشامل، التحريات إلى مراكز الرعاية الصحية الأولية وأقسام الطوارئ، وإعطاء الأدوية التالية عند الضرورة:</p> <ol style="list-style-type: none"> 1. الباريتول لتخفيف حدة الألم ذو الدرجة البسيطة أو المتوسطة ومخفض للحرارة. 2. كريم مضاد للهستامين للتخفيف من حالات حساسية الجلد البسيطة والمعتدلة. 3- الإبينيفرين في حالة الحساسية الحادة. 4- فنتولين (سالبوتامول) لعلاج أعراض الربو. <p>الرجاء ذكر أي موانع لإستخدام الأدوية أو أي احتياطات طبية على الممرض/ الممرضة أن يعرفها:</p> <p>.....</p> <p>في حال عدم موافقتكم ، يرجى العلم بأنه لن نستطيع تقديم هذه الخدمات عدا حاجة ابنكم / ابنتكم لها الا في الحالات الطارئة القصوى التي نلزم تدخلنا السريع.</p> <p>إذا أصيب ابني / ابنتي بأي حالة طارئة نستخدم النقل إلى العيادة أو الطوارئ، ولم أكن متواجداً أو من بنوب عني فأني أعطي الصلاحية لإدارة المدرسة لنقله/ نقلها حسب الحاجة.</p> <p>إن الملف الصحي للطالب / للطالبة وثيقة سرية لا يتم تداول المعلومات الموجودة بها الا من قبل أعضاء الفريق الطبي لوزارة الصحة.</p> <p>الإسم :</p> <p>توقيع ولي الأمر:</p> <p>صلة القرابة:</p> <p>رقم الهاتف :</p> <p>التاريخ:</p>
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 2. Parent Consent for Medical Condition Management & Administering Medicine		Date: <i>Updated 20/4/20</i>	
Student's name:		ID:	
Health Card:		Class:	
Health Card:		DOB:	
Child's medical history related to this medical Condition:			
<i>Please tick (✓) as appropriate:</i>			
Medical condition:		Yes	No
Allergies (other than food/medicine. Specify which allergies)			
Bronchial asthma			
Diabetes mellitus			
Epilepsy			
Food allergy (specify which, if yes)			
Heart disease			
Medicine allergy (specify which medicines, if yes)			
Myasthenia gravis			
Others (specify, if yes):			
Child's Physician Name:		Clinic/Hospital name & Address:	
Physician's Phone no:			
Emergency Contacts			
Name	Relationship	Contact no:	

If you ticked yes for any illness, please submit the following to the WSS Clinic:	
<ol style="list-style-type: none"> 1. An updated medical report has to be submitted to the school clinic in the beginning of the academic year. 2. An updated medical report must be submitted to the school clinic when there is any change in your child's health condition or any new medical condition arises for your child. 3. In case of any changes, please contact school medical team to update this consent form accordingly. 	<ol style="list-style-type: none"> 4. If your child needs any medications to be administered during school hours, a doctor's prescription needs to be submitted. Medications should be delivered by the parent/guardians to the clinic. 5. Any required medication must be sent in the original packaging and should be clearly labeled with student's name, required doses, timing and route of administration. (see page 2).
<ul style="list-style-type: none"> • I authorize the medical staff trained in the basics of the first aid in the school clinic to give my child first aid when they deem it necessary. • I understand that every effort will be made to contact me in the event of an emergency requiring Medical attention for my child. However, if I cannot be reached in case of emergency, I hereby authorize the medical team to transport my child to the nearest medical care facility (government hospital as per MOH rules) in an ambulance to secure necessary medical treatment for my child's urgent health and wellbeing. 	<ul style="list-style-type: none"> • I authorize the medical staff to disclose the health condition of my child to other concerned staff in school as required for my child's health, wellbeing and safety. • In case of any change of the emergency contact, I will update the medical team. • In case of any changes in the health condition of my child, I will contact the school medical team to update this consent form accordingly.
Parent Sign:	Date:
Mobile:	

Details of the Medicines to be Administered to my Child		
Name of medicine	Dose/frequency	Route of administration
Parent Sign:	Date:	
Mobile:		

Medicines:


- Students are **not permitted to carry medicine with them around school** under any circumstances.
- If your child needs medication at school, please **hand it to the Clinic where it will be stored safely**, & your child will be required to come to the clinic at the appropriate time to take it.
- You must also inform the Clinic if any medicine may be needed at the school for an existing condition such as an inhaler for asthma, insulin for diabetes, or an Epipen for allergies.
- Any remaining Medicine must be collected by parent/Guardian from the Clinic. If uncollected after one week it would be discarded through Wekaya.
- Please complete & submit the Medicine Consent Form as required (collect from the Clinic).

Meeting Us

You are most welcome to come into school to meet your child's teachers & the Senior Leadership Team (SLT). We have an 'Open Door' policy, however, it is always better to make a prior appointment to ensure our availability.

During COVID protocols, meetings would be held online, except with the Principal if you wish to meet F2F.

- Feel free to directly email, send Planner note or contact the PRE, who will help set up an appointment.
- You may also email in or submit the following Meeting Request form, & we will get back to you within 48 working hours with an appointment time.
- Staff will come to Reception to meet you when you have an appointment, so please do not go inside school.
- You are most welcome to use the Conference or Meeting room for meetings if you require privacy.

	WSS Parent Meeting Request & Minutes		Date:
			<i>Updated 6/7/20</i>
Student name:		ID:	Class:
Student name:		ID:	Class:
Parent name:		Mobile:	
Email:			

A. Meeting Request with (√):									
<input type="checkbox"/>	Class Teacher or Form Tutor	<input type="checkbox"/>	GRE	<input type="checkbox"/>	GTL for Grade:	<input type="checkbox"/>	Guidance Counselor	<input type="checkbox"/>	Head of Inclusion
<input type="checkbox"/>	MSO	<input type="checkbox"/>	PRE	<input type="checkbox"/>	Principal	<input type="checkbox"/>	Registrar	<input type="checkbox"/>	Subject Teacher for:
<input type="checkbox"/>	SLT; Junior	<input type="checkbox"/>	SLT; Primary	<input type="checkbox"/>	SLT; Secondary	<input type="checkbox"/>	Vice Principal	<input type="checkbox"/>	Other:

To be completed by parent/visitor:

B. Meeting Requested for (√):									
<input type="checkbox"/>	Schedule a meeting within 2 working days	<input type="checkbox"/>	Schedule a meeting within the next working week	<input type="checkbox"/>	Please call me on Mobile	<input type="checkbox"/>	Please email me	<input type="checkbox"/>	Other:
Parent Comments (eg, preferred day/date, time etc.):									
Meeting Agenda:									

Parent ID & WSS Parent Pass

For the safety of our children, access into school for adults is restricted. Anyone entering inside school must submit a picture ID (such as Emirates ID Card) to Reception & take a Visitor Pass. WSS Parents are issued a **WSS Parent ID Pass, so please bring this with you if you want to go inside school for any reason** (Assembly, Coffee Morning Session, Sports Day, PTM etc.). Since our children's safety is a critical issue, please note that anyone failing to supply a picture ID will not be allowed inside the school.

Phones

Except during COVID Protocols, the use of mobile phones by students in school is generally against MOE rules, causes distraction & disruption, may be used for inappropriate photography & may be lost/stolen. Therefore, please note:

- **Unless otherwise agreed by WSS management, it is not permitted for students to bring a mobile phone to school (or any other device that takes photos).**
- **WSS accepts no responsibility whatsoever for the loss/theft/damage to any electronic item/phone brought into school.**
- **If any teacher sees your child with a mobile phone in school/bus, it will be confiscated, & you will need to come into school to collect it.**
- Random Bag checks may be done.
- **Phones taken into an examination room will be considered as 'cheating' & the student subject to disciplinary action.**
- In case of extreme emergency requiring your child to carry a phone to school, please **write a note in your child's Planner** & ask your child to **leave the phone with the Section SLT** for safe keeping for the day.

Music

Music is part of our curriculum, with assessment marks awarded. However, if you do not wish your child to participate due to a religious reason, please write the teacher a note. Your child will sit at the back of the class & does not have to participate. In this case it would not be possible to grade for music. However, please note that singing the UAE National Anthem & school song is a regular part of school assemblies & events & all students are expected to stand smartly & sing these respectfully.

Newsletters

School Newsletters are published regularly by the Principal (usually weekly & emailed & posted on the school website), **to inform, update, celebrate success & to share students' learning** with parents. Please read them to ensure that you keep **up-to-date with important dates & information.**

Notebooks

- All student books should have the student's **name, class & subject** written on the front cover of all their books.
- Please cover with **transparent plastic or plain brown paper** (or other suitable covering).
- **Graffiti** on books is unacceptable.

Parties (see also Birthdays)

From time-to-time we organise class parties for special occasions, such as end-of-year, National Day, International Day, Parental Engagement Week etc. Food contributions are always voluntary. If you send in food, please send healthy options, & stick to the requested items & amount for health & safety reasons & to avoid wastage.

Parents

Parents are an integral part of the WSS team, with rights & responsibilities as outlined in our Home-School Contract & as defined in our Code of Conduct. We believe that **mutual respect & cooperative communication** are key to a successful, productive & professional partnership. Please note:

- We have an ‘open door’ policy, which means that if we are free, we will arrange to meet you without an appointment. However, we **recommend that you email us to make an appointment** to ensure availability.
- Parents are encouraged to attend our school functions/events. Please always report to Reception for assistance.
- Junior parents only may drop their children directly off at the class (7:30-8am) & pick up at end of day from classes, subject to carrying the correct ID Pass. All other parents & times, parents need to report to Reception.
- **It is strictly forbidden for any parent to speak directly to, or touch in any way, other peoples’ children, except with parent permission.**
- All visitors (other than at regular drop off & pick up times) need to **sign in (at the main gate &/or Reception)**. Any visitor entering inside the school must also **take a ‘Visitor Pass’ from Reception**.
- **Verbal or physical abuse of any WSS community member is unacceptable.**

Parent –Teacher Communication

Regular communication by the teacher (emails & Planner notes) to home is expected. We believe that parents and teachers are **partners** in the educational process and we support **parental engagement** through the following:

- Using the Student Planner as a communication link
- Emails to teachers, PRE or SLT
- Feedback at Parent-Teacher Meetings (PTM)
- Attending school open days, events, activities & Coffee Mornings
- Meeting teachers, PRE, MLT/SLT, Head of Inclusion for discussion whenever necessary
- Active membership of the PPP
- Parents will be given their children’s teachers’ work email IDs, and are free to communicate regarding their children’s progress & achievement, concerns, queries & information (such as COVID Positive/Close Contact cases, leave requests, family circumstances that may be challenging their children etc).
- Teachers must respond to your **emails within 48 working hours**. If they do not, please inform SLT for follow-up.
- Teachers & management will **respond to emails during working hours (7:30am-2:30pm) on working days (Sunday-Thursday)**.

Positive Parent Partners (PPP)

- The Positive Parent Partners is a voluntary group of parents committed to school improvement & parental engagement, who meet regularly to plan activities to support the school’s development plan.
- The PPP’s role is **not to discuss individual student/parent issues**; these should be directed to the school’s Parent Relations Executive (PRE).
- The PPP is a support body, and does not directly interfere in operational matters.
- The aim of the WSS PPP is to foster parent-school-community cooperation, communication, inclusion & partnership & to support school’s vision of ‘*Excellence Through Teamwork; Success for all*’ through the development of **parent-school-community engagement**, to enrich the lives of all our children.
- The PPP works closely with the school to support school improvement targets, shares ideas, problem-solve & share expertise.
- Examples of PPP activities may be involvement in LAB membership, presentations to students or other parents, involvement in National Day and International Day, arranging learning-related activities for students, volunteering in class, sharing brilliant ideas etc. The list is endless!
- If you wish to join, please contact the PRE.

Parent-Teacher Meetings (PTM)

PTM are held at least Termly and notification is given by email/SMS/Newsletter.

- **5-7 minutes are allocated per parent** (after that, the teacher may ask if you wish to have another appointment at a later date to complete the issue. If other parents are waiting, the teacher must stop the meeting with you & offer you a future appointment).
- **Parents can request privacy** as required.

- **Our Code of Conduct is based on respect;** all WSS stakeholders have the responsibility & right to respectful communication. **Shouting or rudeness is unacceptable to/from any parent/Teacher.**
- **Confidentiality;** WSS staff are not allowed to discuss school issues, colleagues or other students/parents with anyone else. They are **only able to discuss your own child with you.** They are **not allowed to give out other parents', their own or other staff personal contact numbers** (only work email ID).

Photocopying

Black & white photocopying will be charged at AED1.25 per A4 sheet (including VAT).

Photographs

Usually, a professional photographer visits the school each year to take student individual and class photographs, which are then available for purchase, if you wish.

Parents are **not allowed to take photographs of other children/adults without the parents' permission.**

Physical Education (PE)

WSS has an active sports programme, including inter-school competitions, school teams & ASP training:

- All students have weekly PE lessons, which include a range of outdoor & indoor games & sports.
- They can **come to school dressed in their PE kit on PE days.**
- If your child is not fit enough to participate in the PE lesson, please **write a Planner note.**
- Wearing PE kit for PE lessons is compulsory. Students wear the PE T-shirt of their House colour (allocated depending on their class).
- All students participate in an annual Sports Day.
- Older students may be invited to join the school teams to participate in inter-House & inter-school matches/competitions.

Planners

We encourage regular communication between school and home as parents are our **partners in education.** The **students' Planner** is an excellent medium of communicating with the teacher about regular concerns and for sharing information.

- **Please read your child's Planner at least weekly, to check notices and sign any notes or circulars/letters of information & send it back with your child each day.**
- **Your child must bring their Planner daily as is a requirement. Failure to do so is a disciplinary issue.**

Prayer Rooms

There are 2 prayer rooms on the first floor (one male, one female). Students are not allowed to go during regular lesson times or without adult supervision. Parents wishing to use one need to get a Parent Pass from Reception.

Projects

Making projects is part of our students' curriculum/HL/HW policy. These can be for assessment or just concept reinforcement. Projects should:

- **Be student's own work** (not parents')
- Be written in the students' own words (not 'cut & paste text' copied directly from internet)
- **Student should understand exactly what the WALT/LFQ of the project is & be able to explain/talk about it to the class/Teacher & classmates in their own words.**
- Not cost a lot of money or involve many bought resources, unless you wish.
- Be portable (avoid huge, complicated projects unless for Innovation/Science Fairs). One sheet of A4 or A3 paper is fine (& is easy to display).

Promotion to the Next Year Group; Criteria as per MOE rules

Primary students must obtain a pass mark of 50% in all subjects for promotion to the next Grade (60% for

Secondary). If a student is failing in fewer than four subjects, he/she has to appear for the *Resit Exams*.

- Any student failing 4 or more subjects will be detained (subject to SPEA approval)
- Students failing fewer than 4 subjects will be retested (before end of the same academic year).
- Students failing in 4 or more subjects are detained in the current Grade.
- Ministry Grade Sheets are submitted for approval to MOE SPEA as per MOE rules at the end of each academic year. Reports are published only after MOE/SPEA approval. Report publication is subject to all fee clearance, & Registration with SPEA.

Reading

This is one of the most important skills your child learns in school! Your Junior & Primary children will follow a reading programme. **We welcome parent volunteers to spend time in school as a ‘Reading Mentor’ with young children. If interested, please meet the relevant Section SLT.**

Supporting Reading at Home, Junior-Primary Students

The more support that you are able to give at home, the better your child will do in school! Praise often, read daily - read to your child, or let your child read to you regularly.

1. Revise the **phonics** (letter sounds a-z) until your child is confident with them.
2. **Listen** to your child read daily, even if it is only for a few minutes.
3. **Discuss** what has been read (ask questions, talk about the pictures & new vocabulary, check that your child understands).



Phonics

When children start at WSS we teach them the sounds of letters. As they learn other reading skills they do not need to rely on phonics, but until they reach this stage using phonics is an invaluable reading aid.

There are two skills which must be learned: **1) learning to break words down and 2) learning to blend the sounds together to form words.** Even very small children are easily able to learn these skills.

Breaking up words

You can play games to teach this. For example, say: “Point to the c a t”. Don’t say the names of the letters, but say their sounds. It should sound like “Kuh Ah Tuh” rather than “See Ay Tee”.

Blending Sounds

The object here is to be able to say “Kuh Ah Tuh”, and hear “cat”. When the child can effortlessly look at the symbols and ‘hear’ the word, he/she’s a proficient reader. The only way to make this effortless is through regular practice.

The Phonetic Alphabet

Please use the following letter sounds when helping your child to learn the alphabet:

a as in ant	b as in but	c as in cut	d as in dug	e as in egg
f as in far	g as in gate	h as in hut	i as in ink	j as in jug
k as in cut	l as in lump	m as in mum	n as in nut	o as in odd
p as in pink	q as in quick	r as in run	s as in sun	t as in ten
u as in under	v as in verb	w as in word	x as in axe	y as in young
z as in buzz				

Registration (morning)

Registration time takes place each morning **7:40-8am**. Registration time is important as it is used for extra reading practice, Assembly, mental maths tests, spelling tests etc. Repeated lateness is a disciplinary issue, as it impact on own & others' learning.

Registration with MOE (SPEA)

Official Ministry of Education (MOE) Online Registration

Sharjah MOE (Sharjah Private Education Authority - SPEA) has a mandatory online registration/data base system for all students. **If your child is not registered, then his/her time at school will not be counted, your child will have to 'resit' the Grade/Year, we will not re-enroll your child & you will incur a large fine.** In order for us to avoid these issues & complete the registration process we require the following **current** documents before your child joins the school (check with Registration Team for updated list):

- | | |
|--|---|
| <ol style="list-style-type: none">1. Current passport copy2. Current Residence Visa copy3. Current Emirates ID copy & <u>original ID to scan.</u>4. 2 Current photographs | <ol style="list-style-type: none">5. Attested TC from previous school6. Attested last Marksheet/Report from previous school <ul style="list-style-type: none">• Contact the Registrar if you require clarification |
|--|---|

Reports

Students' formal academic reports are published (uploaded online for parents to access), **three times** throughout the school year, subject to **clearance of all that Term's school, bus fees & MOE/SPEA Registration. Report prints will be charged.**

Report Grade Key					
A* = 90 – 100% Outstanding	A = 80 – 89% Very Good	B = 70 – 79% Good	C = 60 – 69% Acceptable	D = 50 – 59% Weak	F = Below 50% Fail

Scissors, knives & Paper-cutters (see also Health & Safety)

Due to health & safety concerns, **no sharp scissors, knives or paper-cutters, are allowed** in school. Equipment required for art lessons will be supplied by the school. Please do not send sharps to school with your child, unless the teacher asks older students (via Planner note) for specially designed, child-safe scissors for craft activities.

School Song

GEMS Westminster School, Sharjah Song

Lyrics written by Ms. Valerie Thompson

1 st Verse	Chorus	2 nd Verse
Westminster School is the place for me, Where I'm the best that I can be. Learning each day the skills I need, For my future success.	<i>Taking my place in society, A leader wise & fair. My talents flourish day-by-day, With all my courage & strength. (With all my courage & strength).</i>	Westminster School is the place for me, Inspiring my dreams of who I'll be. Together our team from all parts of the world, In harmony, friendship our future unfolds.

Sports Days

Except during COVID Protocols, there are separate annual student Sports Days for each Section (scheduled in the cooler months). All students are expected to participate/attend/support their House. Parents are invited.

Student Council & Student Leadership

The development of student leadership skills is an important part of our 'hidden' curriculum. The Student Council has a representative from each class. The Head Girl & Head Boy lead the Student Council along with the Character

Leader & Teacher House Leaders. They take the lead in duties, peer support, speeches at school events, organizing events, duties, etc. The Student Council meets regularly to discuss student-related issues & supports SLT with school events (eg. International Day, National Day, Talentastic committees, Y13 Graduation etc).

Suspension

For severe or persistent disciplinary incidents (such as fighting), students may be given a suspension. Internal suspensions are completed in school, when the student stays in the Success Centre with the YTL/Guidance Counsellor for the day. During suspension, a student is not permitted to attend any classes or to participate in any extra-curricular activities. During the days of suspension, all school work & assessments (except external & Term exams) will be marked as zero. A student may make up work missed, and materials that he/she missed may be available to him/her, but no grade will be awarded for this work.

Teachers

All our teachers are qualified & experienced as per MOE/SPEA rules, & get approved by MOE/SPEA & MOL. Please note:

- Teachers have different personal strengths to share with their children, so the class teacher will change each year to allow children to benefit from a range of skills & talents.
- Children benefit from balanced classes (age, ability, boy/girl, Special/Regular Arabic, etc.), so school assigns teachers according to student needs. It is **not possible for parents to choose their child's teacher** before their child joins.
- While we aim to keep the same teachers through the academic year, however, as in any school, at times a teacher may face unavoidable/emergency health/personal issues requiring early resignation or extended leave. In this case school would make timely & appropriate arrangements for their replacement so that there is minimal disruption to learning.
- School provides adult supervision/cover work for absent teachers.
- You will be given your child's teachers' email addresses for communication. Teachers are expected to respond **within 48 hours**.
- If your child's teacher is unable to resolve an issue, you are welcome to contact the Parent Relations Executive (PRE) who is available to liaise between home & school.

Transfer Certificate (TC)

For admission into a UAE school, parents need to produce an attested TC from the previous school showing either the child's current Grade/Year (if mid-year transfer) or the Grade/Year that the child has been promoted to (if end-of-year).

Students who are leaving WSS must apply online for a Transfer Certificate (TC) to be able to join another school, to cease being liable for WSS school fees from the last day of attendance, & to withdraw their names from the school register. The TC application process is as follows:

1. Parent must apply & pay for the TC online through their Portal or at the cashier.
2. All school & bus fees must be cleared in full.
3. All school resources (such as Library books) must be returned (or paid for).
4. TCs **will take at least two weeks** to prepare (longer if the TC is applied between June-September).
5. Once the TC is ready school will contact the parent to collect it.

Timings & Timetable *(Subject to Change) wef. 17/1/22*

School Gate timings:	6am-4:30pm (on regular school days)
FS-Y1:	7:30am-1:15pm
Y2-Y13:	7:30am-3:15pm

WSS Daily Timetable and Timings 2021 – 2022 (wef. 17/1/22)											Updated 6/1/22	
Whole School Reg – Education starts 7:30am	Session 1	Session 2	Session 3	Break time	Session 4	Session 5	Lunch break	Session 6	Session 7	Session 8	Reg. & Dispersal	
7:30-7:59am	8:00-8:45am	8:45-9:30am	9:30-10:15am	10:15-10:44am	10:45-11:30am	11:30-12:15pm	12:15-12:44pm	12:45-1:30pm	1:30-2:15pm	2:15-3:00pm	3:00-3:15pm	
Monday												
Tuesday												
Wednesday												
Thursday												

Transition

To help students move smoothly between Sections, we arrange Transition Day/lesson in Term 3, when students are introduced to some of the expectations & staff of their new Section. The Head of Inclusion gives a counselling session on managing change & is available for counseling in case of any concerns.

Transport (see also Drop-off & Pick-up Policy)

If you need to temporarily change your child’s home-time transport arrangement, please **email the Form/Class Tutor by latest 9am on the day**. To ensure your child’s safety, we will not be able to arrange last minute phone calls, taxi requests, change of bus or ‘going home with a friend’ arrangements after 9am. **Only Secondary students will be allowed out of school alone, subject to advance written parent permission** (please meet Reception or PRE for the Exit Pass). Younger students/siblings will not be allowed out alone.

BBT Bus Transport	
Morning	Afternoon
<p>The bus bay west of the school is designated for WSS Buses. The bus gates are not for staff or visitor entry.</p> <p>If the buses arrive before 7:30am the students remain seated on the bus in their designated seat until 7.30am.</p> <p>At 7:30am students leave the bus and enter the school via their designated entry point.</p> <p>All Y3+ enter the school via their allocated doors, the same as Own Transport students; West Lobby for Y3+ girls and East Lobby for Y3+ boys.</p>	<p>If you require to pick-up any bus student from school (i.e. you do not require your child to go home on the bus that day) please inform Reception/teacher by latest 9am in the morning, so that we can inform the appropriate staff.</p> <p>When you arrive at school please report to Reception and get an Early Exit Pass for your child. A member of staff will then go and get your child from class for you. Please be patient as this will take a few minutes, especially at busy times.</p>

Junior	Conductors/Nannies will escort Junior students to their classrooms.	FS bus children are collected by their drivers/nannies at 12pm and are escorted to their bus. Once they are seated in their correct seat and have their seat belts fastened, the bus will leave.
Primary	Y3-5 students are escorted to the bus by their class teacher. Y6+ students once released by their teacher & make their own way immediately to the bus.	At home time bus students must make their way immediately to their bus, scan their ID card & sit quietly in their place. Arriving late to the bus or refusing to cooperate with staff is unacceptable & will lead to disciplinary action (this may include not being allowed to board, Incident Reports, Warning Letters & suspension from using the bus. Any fighting will lead to automatic bus suspension). Once students are seated in their correct seat and have their seat belts fastened, the bus will leave. BBT CCE must inform the conductor if a parent has collected a child that would normally use school transport.

Trips

- Except during COVID protocols, Trips are a regular part of the curriculum.
- **Written permission must be to obtained from a parent/guardian** for any child to leave school during the day.
- Trip **payment must be made as per deadline** given. **The trip payment deadline is usually one week prior to the trip** (it will be mentioned in the trip letter). This is so trip costs can be processed through Accounts for proper auditing procedures. **We are unable to accept late payments for trips** (after the given deadline).
- **To avoid your child missing any trip & feeling disappointed, kindly send in trip payments by the given deadline.**
- Trips are supervised and accompanied by teachers at all times.
- If your child has a medical condition (such as diabetes or dangerous allergies requiring an EPI Pen), please consult the Clinic before sending your child on a trip.
- Trips must be approved by MOE/SPEA as per their policy.



Examples of Trip Locations

- Kidzania (Dubai Mall)
- Sharjah Calligraphy Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Calligraphy_Museum.aspx
- Sharjah historic Museum & National Park: <http://www.sharjahtourism.ae/en/heritage/museums/sharjah-desert-park>
- Science Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Sharjah_Science_Museum.aspx

Tuition (Private)

It is strictly **prohibited by UAE Labour Law for our teachers on school Visa to give private tuition for money** to their own students, or to work outside WSS. School arranges Intervention Classes where possible.

Uniform

We are training our students to become **successful, professional ‘business people’**, so enforce a **smart uniform code to reinforce self-discipline, professionalism, equality, personal pride & a sense of belonging to a team.** **Wearing our full uniform & ID badge is compulsory** & failure to do so is a disciplinary issue. We request that parents support our uniform code.



- **Not wearing proper school uniform is a disciplinary issue, so if due to some unavoidable reason your child is not in proper uniform, please write a note in the Planner to inform the teacher.** Thank you.
- **Full school uniform should be worn to school daily, except on PE days** or when specifically instructed not to do so (eg. for a Sports Day, Birthday or sports trip).
- **Birthday children may wear their home coloured clothes to school for that day.**
- **Full school uniform should be worn for trips**, except where specifically instructed to wear PE kit, such as for a sports trip.
- Parents can purchase approved uniform from Threads. **Threads Contact is Tel: 8008473237, www.threadsme.com.**
- The school Bookstore keeps a stock of ties & scarves for convenient replacement.



Please note our uniform policy (see also Threads Uniform poster below):

- **Bags:** Wheeled trolley bags are not allowed in Juniors (FS1-Y2). Please send a small, cubby-hole sized backpack for Juniors. Primary-Secondary students may bring appropriately-sized backpacks or small trolley bags.
- **Blazer:** Optional
- **Headscarf/shehla:** Students may wear the uniform version (pale blue), or plain white/black (absolutely no decoration).
- **Hair:** Long hair (shoulder length & longer) should be tied back with uniform ties/headband.
Junior Uniform: Children should come to school in smart uniform too (including plain dark blue tights/socks & black shoes).
- **Lab Coat:** Recommended for Secondary students for use during science practicals.
- **Makeup:** **Makeup & nail varnish are not allowed.** Any student wearing these will be sent to the Clinic for their removal.
- **PE Kit:** Uniform PE kit should be worn to school on PE days only. For Break time matches, ASP & sports activities, PE kit should be brought to school in a bag & changed into before the activity.
- **Scarf:** Y3+ girls wear a neck scarf (compulsory)
- **Shirts:** Y3-6 shirts should be tucked in, except for Secondary girls who may opt for untucked shirt
For modesty reasons, if they wish.
- **Shoes:** Plain, black leather shoes. Sensible height & closed toe.
Plain white trainers for PE.
- **Socks/tights:** Plain dark blue socks, plain dark blue leggings or plain dark blue tights. Opaque leggings
Should be worn by Secondary girls wearing skirts above calf length.
Plain white socks for PE.
- **Tie:** Primary-Secondary boys wear a tie (compulsory)
- **Winter sweater:** Navy blue uniform winter sweater/jacket during winter
- **Art:** It is recommended to bring an art overall for Art lessons.
- **KG Mishaps:** It is recommended for FS parents to send a named set of spare clothes in case of a washroom 'accident'. These are returned home at the end of the year.
- **No Uniform:** If due to some unavoidable reason a child is not in proper uniform the parent should write a note in the Planner.



CORE UNIFORM FS1 - Y2



CORE UNIFORM Y3 - Y6



CORE UNIFORM Y7 - Y12



PE UNIFORM - UNISEX ALL YEARS



WINTERWEAR & BLAZER UNISEX



Additional Items ALL YEARS

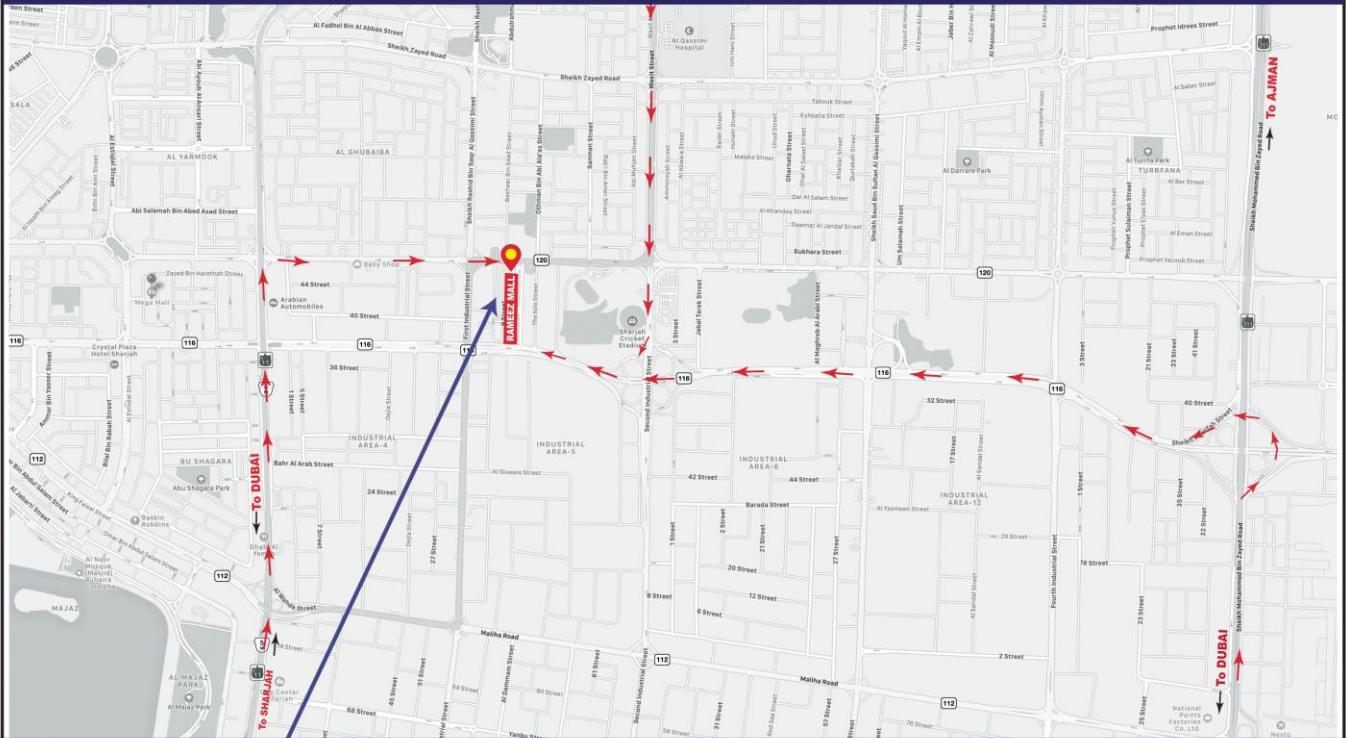


Signature: (GEMS Westminster School - Sharjah)

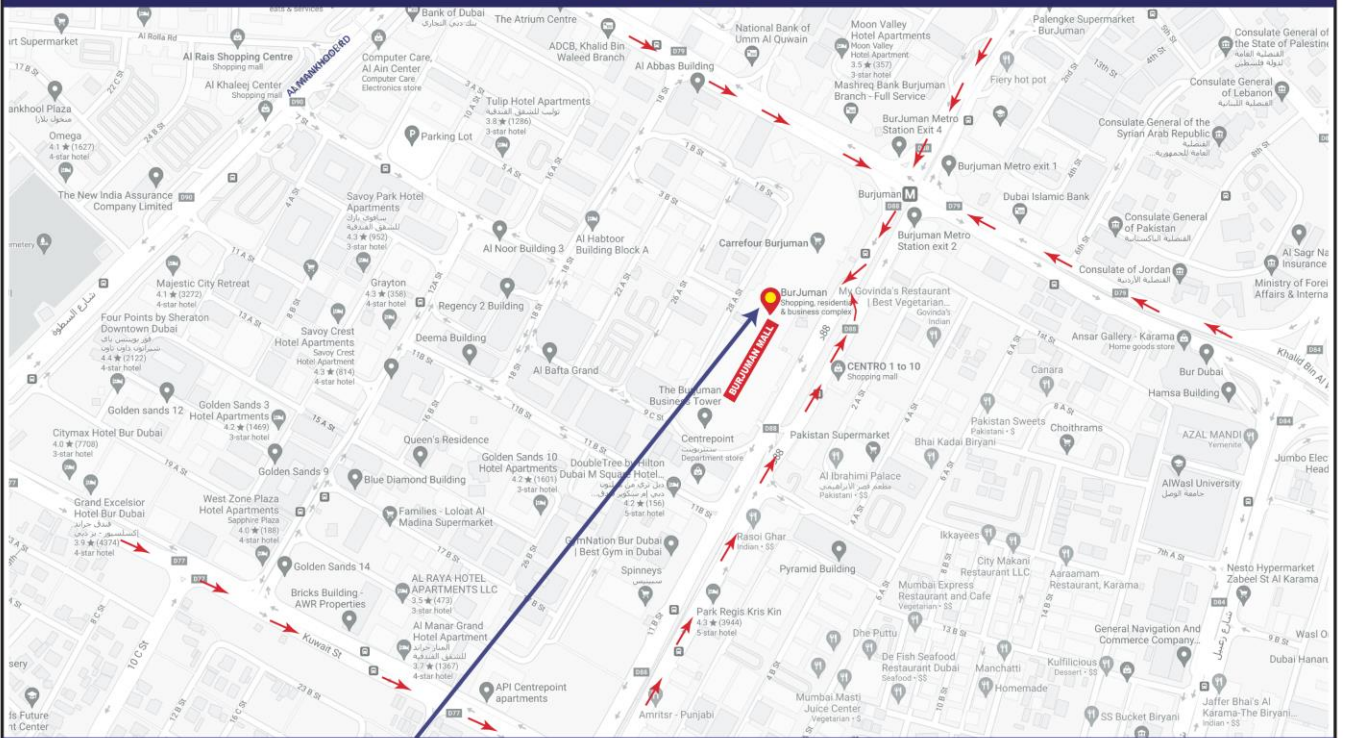
www.threadsme.com || 800-THREADS(8473237)



Maps to Threads' Shops



Shop # M2/M3 Mezzanine floor Rameez Mall, beside Sharjah Municipality, near Sharjah Cricket Stadium, Sharjah - UAE. | Tel.: +971.6.5332 645



Shop # 1001-1003, Level 2, Opp. Brands for Less, Burjuman Mall, Dubai - UAE. | Tel.: +971.4.3411 577

Valuables in School

Please do not send valuable items, such as expensive watches, jewellery, toys etc, to school with your child as they may get lost/broken. School is not responsible/liable for the loss or damage of personal items or their recovery/replacement/repair.