

Updated:10/11/26



GEMS Westminster School – Sharjah Parent Handbook

The vision is '*Excellence Through Teamwork, Success for all!*' Students, Parents & WSS staff are all an integral part of the WSS team, with our children at the heart. This Handbook aims to help you & your children to get the most out of time at WSS through being aware of our policies & procedures. Do please feel free contact us if you have any queries. We are here to help!

Please note that our policies and procedures, as published in the Parent Handbook, are reviewed regularly, therefore subject to change.



I am Open-minded



We are Innovators



I am Tolerant



We are Team Leaders



We are Communicators



We are Resilient



We are Life-long Learners



We have a 'Growth Mindset'



I am Respectful



I am a Problem-solver





We are WSS students!

Contents *(page numbers may vary slightly due to mid-year Handbook upddates)*

page	***Item***
2-3	Contents
4	Contact Us
5	Meet the SLT (Senior Leadership Team)
5	Absence & Attendance *(see 'Leave & Attendance')*
5-6	Acronyms *(what do these mean?)*
6	Activities & Events
7-9	Admission & Re-enrollment *(See also 'Fees')*
9	Assembly
9-11	Asessment, Exams & Reports, Examination Malpractice, Missed Exams
11	Babysitting
11	Bags
12-16	'Be a GEM' Behaviour Policy *(inc. Behaviour Pathways)*
16-17	Birthdays & Parties *(as per our Healthy Lifestyle Policy)*
17	Blooms Taxonomy of Higher Order Thinking Skills
17	Books & Learning Resources
17-20	Bus Transport *(BBT)*
21	Calendar
21	Canteen & Snacks
21	Car Park Use & Safety
21	Charity
22-23	Class Transfers *(Class change)*
24-25	Communication *(Home-school & School-home),* Complaints & Concerns
25-26	Curriculum
26	Digital Devices & Learning Resources
27	Documents & Photocopying
27-31	Drop-Off & Pick-up Policy (for Own Transport) *(including Early Exit & Independent Exit)*
31	English
31-34	Fees *(including Payment Plan form, Fee Structure & Fees if taking Mid-Year TC))*
34	Fire, Alert, Lockdown & Other Emergency Drills

35	Floor Plans (WSS)
36	Friends of WSS Parent Group (FOW)
36	GEMS Song
36	Gifts
36-37	Gifted & Talented Students
37	Glass
37	Glasses
37-38	Hair
38	Head Lice
38	Holy Quran
38	Home Learning (Homework)
39	Home-School Contract
39-40	House System & Points
40	ID Cards *(Parents)*
40	ID Cards *(Students)*
40	International Mindedness
40	Laboratories
40	Late Policy *(from 7:15am)*
41-43	Leadership
43-45	Leave *(with Leave Application Form)*
46	Leaving WSS *(see also TC)*
46	Library
46	Lockers
46	Lost & Found Property
46	Marking
46-47	Meeting Us *(see also communication & complaints & concerns)*
47	Music
47	Newsletters
47	Parent-Teacher Meetings *(PTM) (see also communication & complaints & concerns)*
47-48	Parties *(see also Birthdays)*
48-49	Phones
50	Photocopying
50	Photography
50	Physical Education *(PE)*
50	Prayer Rooms
50	Projects *(Learning)*
50	Promotion to the Next Year Group *(subject to SPEA change)*
50-51	Reading
51	Registration Time *(7:15-7:25am)*
51	Reports
52-50	Safeguarding *(Clinic Policy, Health & Safety, Heat Index, Medical Facilities etc.)*
59	Sports Days
59	Teachers
60	Transfer Certificate *(TC) (see leaving WSS)*
60	Timings & Timetable
60	Transition
60-62	Trips
62	Tuition *(Private Tuition)*
63	UAE National Anthem
63-65	Uniform & Map to Threads Store
66	Valuables in School
66	Vandalism (WIlfull Damage to School or Others' Property)
66-67	Vision & Mission *(GEMS)*
68	Vision & Mission *(WSS)*

Contact Us:		
Website: www.gemswestminsterschool-sharjah.com **Facebook** https://www.facebook.com/gemswestminsterschool.sharjah		**Landline: 06 5426323**
Role	***Name***	***Contact number***
Principal	Ms. Valerie Thompson	**valerie.t_wss@gemsedu.com**
Vice Principal (VP)	Mr. Shujahat Munir	**shujahat.m_wss@gemsedu.com**
(GRE) Government Relations Executive	Ms. Abir	**abir.g_wss@gemsedu.com**
Designated Safeguarding Lead (DSL), E-Safety Leader & Head of Inclusion	Ms. Rema	**rema.p_wss@gemsedu.com**
Learning Coach (LC)	Ms. Christine	**christine.m2_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**
Deputy Head of Secondary	Ms. Seema	**Seemalaxmika.n_wss@gemsedu.com**
Parents Liaison Executive (PRE)	Ms. Aiysha Khan	**aiysha.k_wss@gemsedu.com**
Manager School Operations (MSO)	Ms. Sera	**alphonsia.s_wss@gemsedu.com**
Registrar	Ms. Stephy	**stephy.a_wss@gemsedu.com**
BBT Service Delivery Executive (BBT SDE)	Ms. Jency Robince	**055 2378382** **sde-wss@sts-group.com** **jency.robince@sts-group.com** **800 STSS (7877)**
Uniform Threads	Located in RAMEZ MALL, SHARJAH, Shop # M2/M3 Mezzanine floor Ramez Mall, Beside Sharjah Municipality, Near Sharjah Cricket Stadium, Sharjah, UAE. www.threadsme.com Contact # 800-8473237 Email- support@threadsme.com Time – 10am to 09pm	

MOE Social Communication Sites (01/11/12)	
SM	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

Meet the WSS Senior Leadership Team (SLT)

Principal	Vice Principal	Assistant Principal, Secondary Section	Assistant Principal, Primary Section	Assistant Principal, Junior Section
				
Ms. Valerie Thompson	Mr. Suj. Munir	Mr. Franklin	Ms. Sonia	Ms. Shamail
Learning Coach (LC)	**Manager School Operations (MSO)**	**Deputy Head of Secondary**	**Deputy Head of Primary**	**Deputy Head of Juniors**
				
Ms. Christine McDermott	Ms. Sera	Ms. Seema	Ms. Emelia	Ms. Raghi

Updated 15/10/25

Absence & Attendance *(see 'Leave & Attendance')*

Acronyms

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

	Meaning	
A	• 'A' Level = Advanced Level *(Board exams taken in Y13)* • AMSF = Assistant Manager School Facilities	• APJ, APP, APS = Assistant Principal Junior/Primary/Secondary • AS Level = Advanced Subsidiary *(Board exams taken in Y12)*
B	• BAG = Be a GEM Behaviour Policy • BASE = an FS Baseline assessment	• BSO = British Schools Overseas
C	• CAT4 = Cognitive Abilities Test • CNL = Class Newsletter *(published Termly by the Form Tutor)*	• Conf = Conference room *(Rm)* • Coord = Coordinator • CPD = Continuing Professional Development (*or* PD)
D	• DHoP = Deputy Head of Primary • DB = Daily Bulletin *(staff notices, information, diary dates)*	• DOJ = Date of Joining • DSL = Designated Safeguarding Lead *(ie. Head of Inclusion)*
E	• EID = Emirates Identity Card • ELL = English Language Learners	• ENC = English National Curriculum ('British' Curriculum)
F	• FOH = Front of House *(Receptionists, PRE, Registration Team)*	•
G	• GC = Guidance Counselor *(Inclusion, careers, Alumni, counseling, IEPs, IBPs, SARs etc.)*	• GEMS = Global Education Management Systems *(our parent company* •)G&T = Gifted & Talented
H	• HB = Handbook • HL = Home–learning *(formerly HW)* • HOD = Head of Department *(Secondary subject leader)*	• HoI = Head of Inclusion *(was SENDCO)* • HR = Human Resources • H&S = Health & Safety

I	• ICT/IT = Information, Communication Technology *(computer studies)* • IBP = Individual Behaviour Plan *(for ongoing behaviour support)* • IEP = Individual Education Plan *(for Wave 1-3 SofD SEND students)*	• IGCSE = International General Certificate of Studies in Education *(Board exams taken in Y11)* • IR = Incident Report • IRV – Improvement Review Visit (SPEA)
J	• JD = Job Description	•
K	•	•
L	• LC = Learning Coach • LM = Line Manager *(TL, HOD, SLT)* • LO = Lesson Observation/Learning Outcome	• LSA = Learning Support Assistant *(for Wave 3 SofD students)* • LW = Learning Walk • LWD = Last Working Day *(in WSS)*
M	• MC = MARCOM, Marketing Coordinator • MLT = Middle Leadership Team *(Phase Leaders, HOD, TL, Coordinators,)*	• MOE = Ministry of Education • MSO = Manager School Operations *(Admin Officer)* • Mtg. = Meeting
N	• ND = National Day *(UAE celebration for 2-3/12)* • NGRT = New Group Reading Test • NL = Newsletter *(for Parents)*	• NLS = National Literacy Strategy *(UK NC)* • NNS = National Numeracy *Strategy (UK NC)* • NPQ = National Professional Qualifications
O	•	•
P	• P = Principal • PASS = Performance Assessment of Self-care Skills *(international Benchmarking assessment for attitudes)* • PE = Physical Education • PISA = Programme for International Student Assessment *(international Benchmarking Assessment)*	• PPT = Powerpoint presentation *(or ppt)* • PRE = Parents Relations Executive • PRT = Parents Relations team *(FOH; PRE, Registrar, Receptionist, Admissions Secretary)* • PTM = Parent-Teacher Meeting
Q	• QAT = Quality Assurance Team	•
R	• Rm = room	• RLAG = Read Like a GEM Playbook – GEMS non-negotiable Reading Policy
S	• SAR = Social Academic Report • SCO = School Compliance Secretary (was GRE/Arabic Secretary) • SEF = Self Evaluation Form • SEND = Special Educational Needs & Disabilities *(Students of Determination)* • SIP = School Improvement Plan • SLT = Senior Leadership Team *(P, VP, AP, LC, Deputy Heads of Section, MSO)*	• SofD = Students of Determination (SEND) • Sparkling GEMS = GEMS SofD & G&T Playbook • SPEA = Sharjah Private Education Authority • SPR = School Performance Review *(SPEA inspection)* • SSC = Schools' Support Centre *(GEMS Corporate Office)* • St = student/s
T	• TA = Teaching Assistant • TBC = To be confirmed • TIMSS = Trends in International Maths & Science Study *(international Benchmarking assessment)*	• TL = Year Group Team Leader • TLAG – Teach Like a GEM Playbook – GEMS teaching non-negotiables • Tr. = Teacher/s
U	•	•
V	• VP = Vice Principal	•
W	• WL = Warning Letter	• WSS = GEMS Westminster Private School, Sharjah

Activities & Events

Our school learning programme is values-based & is aligned to English National Curriculum objectives & assessment. It is designed to promote holistic student development (both academic & character) & reinforce Islamic values & local culture. Our calendar includes leadership opportunities, sports competitions, Assemblies, concerts, Inter-school Quran Competition, Science Fair, Subject Weeks & other innovation events, which provide a range of learning enriching 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 Extra-Curricular Activity programme (ECA), Science Fair, UAE National Day Celebrations Flag Day activities, UAE 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, Friends of WSS (FOW) engagement, International Day Educational & Wellbeing Trips Innovation Fair, Careers Fair, Mother's Day Celebration Inter-school sports competitions

Admission & Re-Enrollment *(see also 'Fees')*

Please note following admission procedure (subject to Authority change):

1. Parent **Registers online & receives** a unique SR ID.
2. Child is invited for the **Assessment/Interview (on a first-come basis)**.
3. Parent informed PASSED or FAILED. Admission will be offered to PASSED students subject to seat availability.
4. Parent submits all required documents & pays the **seat booking fee** within given deadline. This fee **is deductible from T1 fees, but is non-refundable in any case.**
5. All students must **clear full T1 fees & submit all required documents & EID before being assigned & admitted to class**.
6. Teachers are **not allowed to admit any new student into class without 1) Being on their school generated class list, *or* 2) Having a signed Class Admit Slip from Registrar/Principal.**

Admission Retests

1. One Retest is offered to existing GEMS parents/staff children/siblings only.
2. Any hardcopy exam *retest* will be charged an Admin. fee to cover printing costs (AED50/-) as applicable.

Re-enrollment needs to be done each year by the deadline given, to book a seat for the following academic year.

a. **Re-enrollment conditions & deadlines will be published in advance in the Newsletter** (usually linked to payment of Term 2 fees, having no behaviour issues, signing of Conditional Admission letter, etc).
b. The re-enrollment process is 1) Clear outstanding fees; 2) visit online account to re-enroll, then 3) Payment of Re-enrollment Fee.
c. Failure to follow the re-enrollment process within the given deadline will lead to loss of seat for the following academic year.
d. All students must **clear T1 fees & submit all required documents & EID before joining class** for the new academic year.
e. There is **no Payment Plan for T1 fees**.

Admission Criteria for Junior Section

Based on the revised EYFS curriculum expectations, the following are the criteria for Junior Section admission:

FS1 (Pre-KG) (Age 3-4) Admission Expectations a child should be able to achieve at least expected or exceeding level in age band (recommended to have attended Nursery):			
Literacy	**Numeracy**	**Communication**	**Personal social and Emotional development**
• Enjoys drawing freely • Plays around favourite stories usingprops. • Notices some print like the first letter of their name. • Adds marks to their drawing and gives meaning like "that ismummy"	• Takes part in finger rhymeswith numbers • Can combine objects likestacking blocks and cups. • Attempts to count in numbers. • Can solve simple puzzles of 3to 4 objects/pieces. • Can compare sizes using language like "big" and "small"	• Can shift attention from one task to another. • If you call the child's name he will pay attention • Child has vocabulary of at least 300 words. • Can follow instructions with three key words like can you wash dolly's face? • Can understand actionwords.	• Starts to enjoy the company of other childrenand wants to play with them. • Can say if they are sad orhappy and sometimes explains why. • Starts taking turns insteadof grabbing what they want. • Follows instructions & engages positively with peers & adults.

FS2/KG1 (Age 4-5) Admission Expectation is that a child has attended Nursery & is able to achieve at least expected level in age band of 30-50 months:

Literacy	Numeracy	Communication	Personal social and Emotional development
• I can join in with my favourite stories and rhymes. • I know that stories have a beginning, middle and end. • I can recognise and copy myname. • I can hold the pencil correctlyand form recognizable letters. • I can write the initial soundsof the words. • I hold books the right way upand turn the pages carefully when I look at it on my own.	• I show interest in 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 dinosaurs. • I can recognise and count numbers till 10. • I know how many objects in a set of 10.	• I listen to stories and I can talk about them. • I can understand the use ofobjects like 'what 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 myneeds.	• I like to play in a group with my friends. • I can ask my friends toplay with me. • I like to help you when needed like cleaningup the class room. • I can always wait for myturn. • I can share toys with myfriends.

Year 1/KG2 (Age 5-6) Admission Expectations A child should be able to achieve at least expected or exceeding level in the age band:			
Literacy	Numeracy	Communication	Personal social and Emotionaldevelopment
• I can read short sentences like " Ican go " • I can tell about thecharacters in the story. • I can say the soundsI hear in the word like "bag". • I can write words like "the" and "was"	• I can use numbers from 1 to 20in the right order when I am counting things or singing rhymes. • I can add groups of thingstogether. • I can take away things from a group to tell how many I am leftwith. • I can make patterns and tell youabout it. • I can use words like "big", "small", "heavy", "light", "in"…	• I can tell you what has happened and what might happen next as you share astory with me. • I can make up my ownstories. • I can use words like "Iwent" or I am going instead of "I go". • I can repeat the order of events.	• I can play with my friendsand also listen to their ideas. • I can talk to my friendsabout feeling happy, excited, sad, cross or worried. • I know what I should doabout sharing toys and keeping safe.

Age & Year-Grade Equivalency

WSS offers FS1 (Pre-KG, age 3) up to Year 13 (Grade 12, age 18) year groups. Grade 1 is equivalent to Year 2, & Grade 12 is equivalent to Year 13 etc.

The following equivalency table applies in UAE.

Grade-Year Equivalency		
AGE REQUIREMENT in England	**Year** *(ENC schools in UK)*	**Grade**
3 YEARS	**FS1**	**Pre-KG**
4 YEARS	**FS2**	**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 as appropriate. Assembly days are flexible & will be informed by the Class/Form Teacher.

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
5. Address by SLT

Standing:

6. GEMS Song

Assessment, Exams and Reports

- Teachers use a range of internal & external assessment tools to help them to gather evidence to understand students' progress & achievement (see example diagram).
- Students' progress is measured against English National Curriculum & international Benchmarking expectations.
- Student Progress Reports are issued at the end of every Term (subject to clearance of pending fees & SPEA system registration).
- Term 3 promotional exams are summative & not shared with parents or students.
- Parents may request a re-evaluation of any T1 or T2 paper, if they have queries relating to their child's performance in an exam. The paper will be moderated & feedback (WWW & EBI) shared with parents.
- Below is an example of the Continuous Assessment Policy for Report Card marks (subject to change)

Assessment Component	Description	Marks	Alignment with Inspection Framework (PS 3.2)
Continuous Assessment	End-of-unit retrieval quizzes using multiple-choice and short-answer questions.	10	Supports coherent internal assessment processes (3.2.1) and provides valid progress checks that help identify misconceptions for analysis and follow-up (3.2.3).
Reflection and Application	Reflection tasks, notebook responses, and UAE-contextualised activities.	15	Promotes students' engagement in, and responsibility for, their own learning (3.2.5) and informs responsive teaching and support (3.2.4).
Innovation and Research	Project-based tasks such as presentations, media products, and artefacts.	10	Develops higher-order thinking, enquiry, research, and application of learning in line with curriculum standards (3.2.1) and supports personalised learning (3.2.4).
Mid-Term Review	A standardised mid-term assessment to check progress against expected outcomes.	10	Provides reliable benchmark information through standardised assessment (3.2.2) and supports the tracking of progress over time (3.2.3).
Personal and Social Development (PSD)	Personal and social development measured through the GEMS BaG initiative.	5	Supports monitoring of students' personal and social development through internal assessment processes (3.2.1) and contributes to a more comprehensive understanding of each learner (3.2.3).

Total marks for each reporting cycle: 50

Examination Malpractice (Cheating, or the Appearance of Cheating) in Assessments/Exams

- WSS has examination Board accreditation & has **zero tolerance for examination malpractice (or the appearance of malpractice)** in assessments/exams. Malpractice is a serious disciplinary issue because students are practicing for the prestigious international Cambridge & EDEXCEL Examination Board exams, which do not tolerate cheating (or the appearance of cheating) of any kind. As an examination center, WSS has the responsibility to maintain the highest level of examination integrity & management.
- **Schools or individual students who cheat/allow cheating/attempt to cheat/show the appearance of cheating** would be disbarred from taking that international Board exam. Therefore, we train out students from a young age that any kind of malpractice (copying, talking, having hidden notes, asking others for answers, writing on a limb, swapping papers or having a mobile/electronic device etc.) during an examination is unacceptable & not tolerated.
- **Any student caught cheating (or with the appearance of cheating) will be disbarred from taking that particular exam & would receive '0' for that paper. The student would lose those marks**, this exam would not be repeated, which would impact on their Term Report grade.
- **The judgement by the examination supervisor is final.**

WS	**WSS ASSESSMENT POLICY** ***(Examination Non-negotiables for Secondary)***	*Updated 20/3/24*

- Students are expected to **report to the exam venue 15 minutes before the exam** begins.
- Students will **leave the exam venue only with the invigilator's permission** after the exam.
- Students are expected to **maintain discipline in the exam room** and **adhere to the instructions** of the invigilators.
- Students should be in **proper uniform with their school ID visible** around their necks.
- All **stationery items (pens, pencils, etc.) must be taken into the exam venue in a clear plastic** bag.
- Before entering the exam, students must ensure that **their hands and other body parts are free from any information in the form of text, numbers, signs, or symbols.**
- Students must **check their pockets, bags, etc., for any unauthorized materials** before entering the examination room.
- Only **authorized examination materials are allowed on students' desks. Invigilators are permitted to inspect any items on desks** and may ask students to **display the contents of their pockets**. Refusal to comply could be considered evidence of possession of unauthorized materials.
- Students are not allowed to bring the following unauthorized materials into the examination room:
  - Mobile phones, smartwatches, or any portable electronic devices that provide wireless connectivity and data usage. Such devices must be kept outside before entering the examination room.
  - Summary notes and/or study sheets/books must be kept outside the examination room.
  - No food or drinks, except a **clear transparent water bottle**, are allowed inside the examination room.
  - Chewing gum is strictly prohibited in school & the examination room.
- Possession of unauthorized materials in the examination room will be considered evidence of malpractice, and action will be taken according to the school's examination policy, **whether malpractice was intended or not.**
- During the exam, **students must not engage in the following behaviors** or activities (actions involving malpractices):
  - Speaking, communicating, or attempting to communicate verbally or non-verbally with another student or person is considered malpractice.
  - Sharing of any equipment such as calculators, pens, pencils, rulers, erasers, etc., with another student is prohibited.
  - Viewing or attempting to view the work of another student or allowing another student to view or attempt to view one's own work is considered malpractice.

- Leaving the examination room without the invigilator's permission is not allowed. Students who leave without permission will not be allowed to return.
- Students involved in any type of malpractice or disciplinary issues during an examination will be subject to:
  - Referred to the Discipline Committee
  - Given a **warning letter** and.
  - **Marks for that examination paper would be given as zero.**
  - Additional actions may be taken based on the Discipline Committee's recommendations.
  - In extreme cases, students may not be allowed to participate in any further school examinations for the duration of that Term.

Report Grading System (subject to change)

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

Missed Exams Policy (see also 'Leave & Attendance Policy)

- If a child misses their Term Report exams for an approved reason (such as Medical Leave), the student will be given a Report grade based on the Term's Continuous Assessment.
- If the Leave was not approved, student is given zero marks for the missed exam. This means a maximum of a 50% pass grade on the Report Card.
- Mid-term assessments may be rescheduled with SLT approval, subject to the Leave being approved.
- End-of-Term exams are not rescheduled.

Weighting for Reports *(subject to change)*

- Weighting for Term Reports is usually 50% Continuous Assessment plus 50% Term Exam *(subject to change)*.

Babysitting (Optional, *Paid, for FS1-Y1 students only, from early hometime until the later hometime)*

There is an optional **paid Babysitting facility available until the later end-of-day**, if you wish. Parents picking up their child after 1:15pm will be charged Babysitting fees (@ AED21/ per day). If you wish to use the Babysitting facility, please:

1. **Collect & complete the Babysitting form from PRE**
2. Pay at Cashier & hand the signed form back to PRE (who will also sign it)
3. PRE sends the form to the teacher ASAP
4. Tr. signs it & file it in the student Portfolio.
5. Tr. ensures the child goes to Babysitting

Please note:

- **Please pick up** your child **from the classroom/Babysitting Room promptly at end of the day.**
- If you arrive earlier than end-of-day, please **wait in Reception.**

Bags



- **Our school bag policy is based on safety. Trolley bags are not allowed at all. Parents are requested to provide a Backpack-style bag.**
- We avoid trolley bags for the following reasons:
  - **Trolley bags are a serious trip hazard**, especially on stairs & in crowded corridors. School is too busy & crowded for trolley bags.
  - Trolley bags are especially unsafe during busy times, such as morning entry into school & at the end of the day, when 3,100 students are moving in & out of school at the same time
  - There is limited storage space in classes & on corridor hooks– there is no safe place to store trolley bags

- Y3-13 students may opt for a **locker** in school to store books & other items to reduce bag weight. The Locker comes with a small charge to cover the cost of the key.
- 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.
- There would be a charge for damaged lockers (such as graffiti) & key replacement.

Be a GEM' Behaviour Policy

We believe that everyone has the right to feel safe, respected & valued in school. This applies to students, parents & staff.



- **Student Safeguarding is our #1 priority. If you become aware of any Safegurading issue, please report it to school immediately.**
- **Our BAG Behaviour Policy is built on mutual respect & wellbeing.** Poor, disrespectful or unsafe behaviour undermines wellbeing & the quality of the learning environment, so is unacceptable.
- **The BAG Behaviour Policy includes e-safety, a BYOD Agreement (for devices),** Attendance**, Anti-Bullying, Rewards** & more.
- WSS has a **zero tolerance to physical aggression.** While we understand that when emotions run high a physical response may feel the next step, due to health & safety concerns, **any type of physical response, for whatever reason, is strictly prohibited.**
- Parents, please counsel your children—Self-defense (putting hands out so that someone cannot come to us,

saying strongly, "*No, stop! I don't like that*!") is fine—**but retaliating (going back to that person & using a physical response against them) is not allowed.** Please role play scenarios to practice this, so your children feel confident how to put their hands out & saying strongly, *"No! Sto*p!"

- Cyberbullying and inappropriate SM messaging by students will be treated as seriously as any other type of bullying.
- **Bullying is not accepted at WSS, so if your child is being teased or bullied, they need to tell us.** Rest assured that we will take action. We will always take action. However **it may take applying a range of strategies for a child to change to safe decisions, so if any bullying is repeated, please report it** to school.
- **Our Investigation & Actions typically include the following:**

Follow-up Actions taken by school/BBT:								
√	*Date*	*Action:*	√	*Date*	*Action:*	√	*Date*	*Action:*
		St. apologized & shook hands			**Incident Report (IR) sent home**			**Suspended from Class** *(Internal)*
		Apology/Reflection Letter			**Incident logged on GUARD (Safeguarding)**			**Suspended from School** *(External)*
		CCTV Video watched (by):			**Meeting Parent** (F2F or TEAMS)			**Suspended from Bus (dates)** □ 2 Days □ 1week □ 1 month □ 1 Term □ Permanent
		Counseling by MLT/SLT			**'On Report'**			**Warning Letter sent:** □ WL1 □ WL2 □ WL3
		Counseling by □ HoI □ GC			**Phone call to Parent**			**Other:**
		Email sent to Parent			**Social Academic Report (SAR) sent home**			
		Individual Behaviour Plan (IBP)			**Time in Success Centre (SC)**			

- In line with the MOE Behaviour Bilo, GEMS has 7 'Be a GEM' rules for success & 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.

The 'Be a GEMS' Code of Conduct - Rules for Success!

It is the right of every individual at WSS to feel safe, have opportunities to fulfill their academic and social potential, and to have a peaceful, dignified existence, without their learning or person being disturbed by the behaviour or attitude of others. Therefore, it is my responsibility to model our Code of Conduct as follows:

Fab. 5 Rules		*This means:*	*The WSS Learner Profile Attributes*
1	**I am Present**	• I attend school every day, on time, with correct uniform & equipment	• Tolerant • Respectful • Innovator • Resilient • Having a Growth Mindset • Open-Minded • Life-long Learner • Team Leader • Communicator • Problem-solver
2	**I am Ready to Learn**	• I follow every routine in the 'Be Like a GEM' Playbook	
3	**I am the Best I Can Be**	• I live by GEMS values in lessons & around school	
4	**I am Kind**	• I ensure that everyone is able to learn in a happy school	
5	**I am Focused**	• I Work hard & follow instructions	
6	**I am Brave**	• I speak up if I need support. • I tells school about bullying & school will help me.	
7	**I am an Ambassador**	• I join in the school's ECAs, leadership programmes & play my part in our school community	

Examples of Rewards:

Examples of Positive Actions by Student	*Examples of Positive Reinforcement*

Following BAG Discipline Policy Community service, charity, recycling, Passport Community Service etc. Working hard, neatly and independently. Exceling in academics, projects etc. Working well in a group, helping others. Completing Home Learning tasks. Reading, helping the Librarian. Picking up litter, using the bin, cleaning class, tidying up Class Dojo/BAG Points	Student given Class Leadership role Earns BAG certificates Student Leadership role Student receives verbal & written positive remarks Work displayed and shown to other classes and teachers Appointed as class buddy, Reads to other classes Library Monitor. Library awards. Student given praise or star sticker. Junior Section 'Marbles in a Jar'

Examples of Consequences:

The following, **stepped Discipline Pathway** is typical:

Example of Behaviour Violations (as per MOE Bilo, 2018-2019) for FS1-Y3	
No deduction of Behaviour Points. Meetings with parents & written communication (IRs/WLs). Damage to school property will be charged.	
1. Being late for more than 10 minutes 2. Absence by more than 3% without an excuse 3. Non-compliance with uniform & ID 4. Lack of personal hygiene (hair, nails, uniform) 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 & vandalism (school or bus). 11. Inciting to provoke, threaten or intimidate others. 12. Taking property of others or educational resources (stealing). 13. Long hair for boys & western hair cuts	
Example of Behaviour Irregularities (as per MOE Bilo, 2018-2019) for Y4-13	
1) Verbal warning, 2) Written IR, 3) Written WL with deduction of Behaviour Points (1st time -2, repetition -4) etc.	
First Category Violations	**First Category (minor) Violations (1st time email, 2nd time IR sent home, 3rd time WL):** • 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.
eg ory	***1) Written WL with deduction of Behaviour Points (1st time -8), 2) Written WL with deduction of -8 Behaviour Points, 3) Suspension 1-3 days) etc.***

	Second Category Violations (Medium Risk) • 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 (including vaping). • 2.10; 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	**1) 1st time written WL with -12 Behaviour Points, 2) Suspended from school for up to 1 week. St. can be banned from bus for repetitions** **Third Category Violations (Dangerous)** • 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	**1) Written WL with -20 Behaviour Points. Exclusion from school pending investigation** **Fourth Category Violations (Very Serious)** • 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.

The WSS Discipline Pathway

F. The WSS Stepped Discipline Pathway: 'Prevent, Developmental, Therapeutic'		
Action		*Example of when this may be applied*
1	**Verbal warning by concerned staff**	Low-level Category 1 Violations; for the first time – eg. low-level class disruption, off task, uniform, ID, Late, forgot learning materials/HL etc.
2	**Loss of Points**	Repeating Category 1 Violations
3	**Email home by concerned staff.**	Repeating Category 1 violations or to accompany any IR or WL sent home
4	**Incident Report.**	Category 1 Violations
5	**Report any Safeguarding concern/Incident on GUARD**	Bullying, fighting, verbal abuse, parent abuse of child, etc.
6	**Apology/Reflection letter written by student**	To accompany any IR/WL incident
7	**St. referred to Inclusion Team for counseling**	For any Safeguarding concern, pattern of negative behaviour, part of IBP
8	**Parent pays for any loss/damage**	Deliberate or neglectful damage, loss or taking of property (school or others) or facilities
9	**Loss of responsibilities/privileges**	As part of an IBP, Safeguarding concern
10	**Warning Letter sent home with Loss of Behaviour Points as per policy**	Category 2-4 Violations
11	**St. put 'On Report' for repeated violations**	Repeated IRs or WLs sent home
12	**Individual Behaviour Plan (IBP) with Inclusion Team & Section Pastoral Team.**	Following WL2, if 'At Risk' of being Blocked from re-enrollment
13	**Social Academic Report (SAR) sent home.**	Termly for SEND/SOfD, in case of ongoing behaviour/academic concern, unsupportive/challenging parent
14	**Internal Suspension (temporary)**	Fighting, Category 3 & 4 Violations
15	**External Suspension (temporary)**	Serious Fighting, Category 4 Violations
16	**'On Probation' & Re-enrollment blocked for the following year**	After 2 WLs, abusive parent,
17	**'Conditional Admission' Letter for Sept. re-enrollment**	Blocking after the re-enrollment fee has been paid
18	**'No Place September' Letter**	Failure to make significant improvement in behaviour
19	**File referred to MOE SPEA in case of mid-year Level 4 irregularities**	For serious L4 violations that would negatively impact on student or staff safeguarding

Suspension

- For severe disciplinary incidents (such as fighting), students may be given a suspension (internal or external).
- Internal suspensions are completed in school, when the student stays in the Success Centre for the day.
- During suspension, a student is not prmitted to attend any classes or to participate in any ECA or trip.
- During the days of suspension, 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 on Phoenix, but no grade will be awarded for this work.

Birthdays & Parties (aligned to our Healthy Lifestyle Policy)

- Junk food containing sugar & chemicals may contribute to hyperactivity & an unhealthy weight. Therefore, if parents wish to send a treat to class, **please send healthy fruit treats to share.** Please **avoid cake, sweets, chocolates, fizzy drinks, or other junk food.**
- If you send 'Goody Bags' or birthday treats, please send enough for the whole class. If a parent sends only for a select group, the treat will be sent back home at the end of the day.
- Parents must **never send in food items with nuts** due to severe allergy issues. If nut treats are sent in, Teacher will send back home at the end of the day.

- Students may **wear non-uniform clothes** to school on their birthday if they wish (modesty & cultural sensitivities must be followed – knees & shoulders covered, no inappropriate slogans).
- If your child has their birthday during a holiday, they may come in non-uniform clothes & celebrate their birthday on another day (please email the Teacher accordingly).

Junior (FS1-Y2)

- Only FS have classroom birthday parties with guests (FS family may attend their child's birthday party in class).
- **Birthday parties** for FS students run 30 minutes before the end-of-day only.
- Please book your FS child's birthday party **with the class teacher at least one working day before** the party. Parent to email the Teacher.

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

- Teaching time should not be disrupted, so if the Birthday treat 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 lesson activities, questioning, tasks & 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, Apps & Learning Resources

- Learning materials (books, APPs etc.) are included in the school fees as for teachers salary! There is no separate book fee amount. Leanring resources are given to your child once the Term fees have been paid.
- **WSS provides the required learning materials once per course. If a course runs over 2 years, students need to keep their books & APP pws carefully for use in the second year. Lost books would have to be paid for.**
- WSS has a BYOD policy incorporated into the curriculum & Assessment Policy, so **every Y3-13 child needs to bring a personal Device to school daily from home.**
- Students may have **up to one exercise book per subject per Term**, subject to the old book being full & signed off by the Teacher. Additional exercise books may be purchased from the Bookstore.
- Our textbooks & resources are British curriculum-specific, though some are printed in-house.
- Students need to **cover books** (**plain paper or sticky-backed plastic** is recommended) **& label (name, Class, ID, Subject).**
- **Grafitti 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 (BBT) *(see also 'Drop-off & Pick-up Policy')*

- **Bus Fees (all fees subject to change) may change as per SPEA approval.**
- As per SPEA, BBT will not allow any student of Y5 & below to get off the bus before confirming the presence of their parents or their representative with the BBT issued Guardian card to receive the student at their drop off point. If the authorised person is not available, or is without the Guardian card, the student will be returned to the school by BBT for parent collection.
- Bright Bust Transport (BBT) school buses are available on ***certain*** routes only. **Meet the BBT Service Delivery Executive to confirm available routes, cost & timings before booking your seat at WSS.**
- The route travel time may vary depending on the number of students and traffic conditions.
- Please note that **Bus Fees/bus refunds/bus routes/timings are out of school hands** & subject to BBT policy & change.

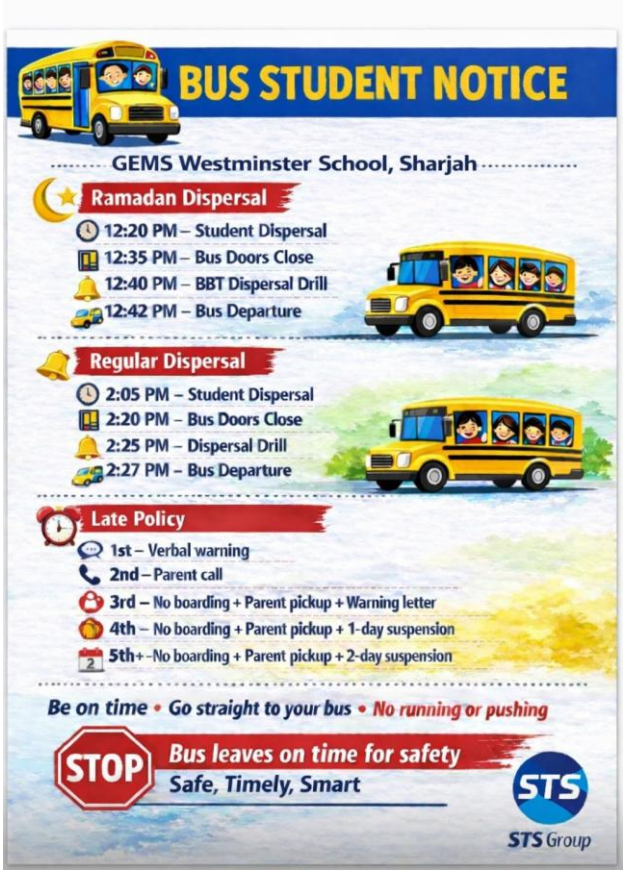
- **Refunds will not be provided where there is an interruption, discontinuation or suspension of services due to events which are beyond the reasonable control of BBT** (for example, school closure or lockdowns, natural calamity).
- Bus fee refunds are only applicable in cases where fees for more than one school term have been paid by the parent and services are not required for the succeeding Term(s). Exam and study leave periods do not qualify for fee waiver/refunds.
- **Pick-up time**; students must be at their pick-up point on time as Drivers will **wait for only one minute**.
- Bus pick-up locations are set at the start of each year.
- If you require a **temporary change of home-time transport arrangement** on any day, please complete & **submit an 'Early Exit' Pass online**, & **email details in the morning to the Class Teacher/Form Tutor, or** contact Reception for an Early Exit form (see below) **at least one hour before home time.**
- **To avoid misunderstandings, changes to arrangements will not be made over the phone.**
- **Carrying the school ID card for the bus is compulsory** for Safeguarding reasons, once issued. If the child does not produce the ID card we will take the following action;
  1. **Verbal warning,**
  2. **Email/Phone call,**
  3. **Incident Report with lost Behaviour Points,**
  4. **Excluded from boarding the bus**.
- BBT charges school for buses for trips, competitions, matches & extra activities. These charges will be included in trip/Activity charges.

Bus Transport Arrangements

	Morning	Afternoon
	The bus bay at the back of the school is designated for WSS Buses. The **bus gates are not for staff or visitor entry**. If the buses arrive early the students remain seated on the bus in their designated seat until the doors open.	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 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.
FS	Conductors/Nannies will escort FS students to their classrooms.	FS1-Y1 bus children are collected by their bus Conductors 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 SDE will inform the conductor if a parent has taken an Early Exit Pass & collected a child that would normally use school transport.
Y2-13	Y2-4 students are escorted to the bus by their class teacher a few minutes before Secondary students are released from class. Once Y5-13 students are released by their teacher they must make their own way immediately to the bus.	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. 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.

Contact BBT:

BBT Service Delivery Executive (BBT SDE)	Ms. Jency Robince	**055 2378382** **sde-wss@sts-group.com** **jency.robince@sts-group.com** **800 STSS (7877)**



Home-Time Bus Boarding Policy

Boarding the bus late delays departure, which means that WSS buses get stuck in the congested traffic around school. This 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, if required) & board. They must not get off again.

Bus Fees (all fees subject to change) *(updated 4/7/24)*

Sr. No	Area / Route	Annual Bus Fee (AED)	Bus Fee Per Term (AED)		
			Term 2 (Sept - Dec)	Term 3 (Jan - Mar)	Term 3 (Mar - Apr)
1	Sharjah – Muweilah	**4,730**	1,892	1,419	1,419
2	Other areas in Sharjah	**5,200**	2,080	1,560	1,560
3	Ajman – Al Bustan, Emirates City, Hamidiya, Jurf, Karama Main Street, New Industrial Area, Nuyamia, Rashidiya, Rumailah Dubai – Al Qusais, Muhaisnah, Oud Al Muteena	**5,720**	2,288	1,716	1,716
4	Al Warqa'a 1, Al Warqa'a 2, Mirdif	**6,290**	2,516	1,887	1,887

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) 2) Quiet please 3) Manners

General Bus Safety Rules:

- **Stay seated safely (with seatbelt on)**
- **Follow directions given by WSS staff**
- Talk/ **quietly** (wear headphones if using a device)
- FS1-Y4 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, after one minute, **child will be taken back to school for parent pick-up**.
- Parents wishing their Y5+ children to be dropped off at the drop-off point alone should sign a consent form (with BBT CCE).
- **Bring ID** card & swipe every day

Being Safe & Sensible Behaviour on the Bus Means:

- 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	
Example of Behavior	***Action by WSS Staff***
For safety-related behaviour issues: *Behaviour that is unsafe or not sensible; troubling or being disrespectful to others, moving around out of place, not listening to the Conductor, distracting the driver, potentially dangerous behaviour for self/others.*	**1. Verbal warning** by Conductor/Driver **2. Behaviour Record Log:** Bus Conductor records incidents in the Bus Behaviour Log. **3. Parent Phone call/email** 4. **Incident Slip;** 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.**

Academic Year 2027/2028			
Description	From	To	Duration
Start of the academic year for students	30-Aug-27		
Winter break for students	13-Dec-27	30-Dec-27	3 weeks
Resumption of classes	3-Jan-28		
Spring break for students	27-Mar-28	30-Mar-28	1 week
Resumption of classes	3-Apr-28		
End of the academic year for students	29-Jun-28		

Academic Year 2028/2029			
Description	From	To	Duration
Start of the academic year for students	28-Aug-28		
Winter break for students	11-Dec-28	28-Dec-28	3 weeks
Resumption of classes	2-Jan-29		
Spring break for students	26-Mar-29	29-Mar-29	1 week
Resumption of classes	2-Apr-29		
End of the academic year for students	28-Jun-29		

Calendar

- The following SPEA-set (24/3/26) school calendar dates are subject to SPEA change
- Compulsory Term-end assessments usually run during the last 2 weeks of each Term, particularly Term 1 & Term 3 (TBC)

Canteen/Snacks

- A small canteen selling point is available for Primary-Secondary students which offers a range of snacks during Break times. Students may visit the canteen as per their schedule.
- **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, but all **students need to bring a reuseable water bottle daily,** as there are **no cups available.**

√☺ **Suggestions for healthy snacks:**	X ☹ For health & safety reasons, please do **not send**:
-Fresh fruits and vegetables in bite size pieces -Pasta/rice & other salads -Sandwiches (eg. cheese & salad in brown bread **(avoid meat, fish, eggs or dairy products unless you are sure the ice pack will stay cold to keep the food fresh)** -Dried & fresh fruit -Yogurt, milk and fruit juice -Fruit & oat bars	***Nuts** (some children suffer with life-threatening allergies) ***Glass** bottles/containers *Chewing gum ***Hyper-making junk food** such as chips, biscuits, fizzy drinks, cake, sweets, chocolate, fatty foods and foods high in sugar &/or artificial additives/preservatives.

Carpark Use & Safety

- WSS has a covered carpark for use by parents, guests & staff.
- Use of the school carpark is subject to availability of space, and following safe parking/driving rules
- **Instructions given by the Carpark Security guards must be followed, & respectful communication maintained**
- Gates close at 4:30pm on regular schoool days (usually 8am-2pm during holidays).
- WSS is no way liable for any accident/loss/damage. **You use the carpark entirely at your own risk.**
- Parents are requested to get a **Carpark sticker** to display in the car window from Reception.

Charity

WSS runs MOE/SPEA-approved optional charity initiatives (such as collecting groceries for our poorer community workers during Ramadan, or for the 'Red Crescent'). Cash is not collected.

Class Transfer (Class Change)

- Class & teacher allocation are done considering the best interest of all our students to ensure that our **classes are balanced** (girls/boys, Arabs/Non-Arabs, SEND/SofD, social concerns etc).
- **Parent requests for Class transfer will always be reviewed. However, it may not always be possible to transfer due to lack of seats, 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 form below).
  2. PRE forwards the Class Transfer form to the concerned staff to check for seat availability, class balance & social/academic requirements.
  3. PRE informs parent what is possible.
  4. **This process takes 1-2 weeks. Immediate transfers are not possible.**

	Parent Request for Class Transfer	Date: *Format updated: 2/6/26*

Student name:	ID:	Current Class:

We are requesting a class change. We understand that school will review our request, however, any transfer would be subject to seat availability & class balance.

Requesting a move to:	*Reason (√)*:	
		Social issues with classmates
		To join twin sibling
		Sharing LSA
		Other:

Parent sign:	Contact:

For WSS Admin:

Class Transfer Approval

#	*To Action*	*Date form given*	*Action*	*Approved (√)*		*Reason*	*Comments:*
				Yes	*No*		
1	**PRE**		*1) Parent submitted Transfer Request.* *2) PRE passes completed form to Registrar*				
2	**Registrar**		*1) Checks class numbers & available seats.* *2) If no, returns form to PRE. If yes, passes to SLT*			▫ No seats available ▫ SPEA approval not given ▫ Other:	*Child could be moved to (specify all appropriate classes):*
3	**Section SLT**		*1) Checks with TL & Class Teacher if the change is appropriate (social/academic reasons, class balance)* *2) If no, returns form to PRE. If yes, passes form to VP*			▫ Social concerns ▫ Class balance ▫ Other:	*Child could be moved to (specify all appropriate classes):*
4	**VP**		*1) Checks System timetable requirements (Arabic Regular/Special etc.)* *2) Returns form to PRE*			▫ TT issues ▫ Other:	*Child could be moved to (specify all appropriate classes):*
5	**PRE**		*Call parent & inform them of the decision & start date (if any)*	*Message to Parent was that...* *Parent agreed that...*			

Communication (Home-School & School-Home)

Effective, supportive home-school communication is key to our children's success. For an effective learning partnership to work, we need to have positive, timely & respectful home-school communication.

We believe that parents and teachers are **partners** in the educational process, therefore **regular home-school communication (emails, PULSE & PTM) is expected**. General communication is via:

Emails Feedback at Parent-Teacher Meetings (PTM) Attending school open days, events, activities & Coffee mornings PULSE School & Class Newsletters	Meetings Active membership of FOW (volunteering) SMS Phone calls Letters

- **Please keep school updated with your correct contacts** to ensure we can communicate in case of emergency, critical deadlines & as required.
- You will be given the teachers' work email. Staff **personal mobile numbers will not be shared**.
- **Staff should respond to your communication within 2 working days. Staff may not be free to access work emails during the weekends & holidays,** so please **expect replies on working days, during working hours (7:15am-2:30pm).**
- Please **check your email Inbox & the School Newsletters weekly** to keep yourself updated. Newsletters include important Diary Dates & policies.

Complaints & Concerns

Our team are committed professionals. However, as with any relationship, there may be misunderstandings or concerns from time-to-time. If this is the case, please note:

- Communication between home-school should **always be in line with our GEMS Behaviour Policy based on mutual respect**. Any form of **abuse to staff (directly, on social media, or to a third person, written or verbal), including insults, aggressive/disrespectful messages, 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.
- Please contact the teacher directly. However, if the teacher is unable to resolve your concern, feel free to **meet/email the PRE**/Management. Please follow the communication pathway, as applicable:

	Communication Pathway Parent-School & School-Parent	**Comments**
1	**Princial/DSL (Head of Inclusion)/GC**	• Email, TEAMS of F2F meeting for any Safeguarding concern
1	Parent contacts the **PRE**	• The PRE arranges home-school meetings & forwards oncerns to the applicable staff for investigation, follow-up & parent update email. • PRE processes long mid-Term Leave applications
1	Email to/**from Form/Class or subject Teacher/Parent** as applicable	• Communication may be related to Wellbeing, Leave, achievement, appreciation, attendance, behaviour, books/learning materials, bullying, classwork, effort, HL, illness/health, progress, reason for non-uniform, punctuality, safeguarding/wellbeing, any other issues.
1	**Clinic**	• **Parents must inform school immediately of any infectious disease case relating to their WSS child**
2	**Team Leader or Phase Leader**	• Communication regarding more serious matters, such as ongoing discipline concerns, a fight, when the Form Tutor has been unable to solve an issue. • The child's Team or Phase Leader/parent may call/email/arrange a meeting as required.

3	**Senior Leadership Team** (SLT, Principal)	• Parents/SLT may call a meeting where the concern has gone beyond the scope of the class teacher or MLT. • Formal School Documents would be sent home by MLT or SLT, such as a SAR, Incident Report, or Warning Letter.

Curriculum

- We follow the English (British) National Curriculum.
- We aim to **meet the individual learning needs of each student (personalization of learning)**.
- 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.
- Students are encouraged to engage with and collaborate effectively with others.
- Learning needs are identified and learning organised so that it is **meaningful** for the students. Students are **supported** in their learning and to self-assess & take on **responsibility** for their own learning.
- Learning is strongly influenced by the **quality of the relationships** & teamwork between students, home and teachers.

MOE Subjects

- Arabic, Islamic Studies, Moral Education (ME) and Social Studies curriculum are MOE subjects aligned to Ministry curriculum.
- **An Arab passport holder must study Arabic for Arabs.**
- **A Muslim student must take Islamic Studies.**
- Non-Muslim students are taught PSHE rather than Islamic Studies.
- All Students study Moral Education

THE CURRICULUM (English National Curriculum)

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

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

- We facilitate our students on their learning journey in the **7 Areas of Learning** through engagement, exploration and by stimulating their creativity.
- We provide a sound foundation of the four skills of language; speaking, listening, writing, and reading, in both 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 environmental awareness are developed through real-life links and experiential learning, with educational trips serving 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 such as spelling, math concepts, lab. skills, critical thinking, and problem-solving skills.
- Students will learn handwriting by practising letter formation, which will be gradually introduced in each 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)

The 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 or EDEXCEL Boards).
- **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 Year Group.**

- **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) The subjects of Islamic Education and Arabic are not included in both levels.	10+11+12

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) * General track only English language or English literature.	10	11	12
	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.			

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).

Digital Devices & Learning Resources

Digital Devises, IT & AI are an integral part of our lives in general and in school. Please note:

- **All Y3-13 students are required to bring their own digital device from home daily** (eg. laptop, I-Pad etc) an integral part of our teaching & learning programme. The BYOD (Bring Your Own Device) programme is subject to parents & students signing a contract to promote safe, responsible IT usage.
- **Most of our 'Books' & learning materials are now in digital format.**
- WSS promotes IT literacy to assess & personalise teaching & learning.
- The school has safety blocks in place to safeguard our children from inappropriae sites & material, however parents are requested to **be extra vigilant to avoid their child installing a VPN & over-use of their device for games & Social Media at home**
- Digital devices & accessories are sent in **entirely at your own risk. WSS accepts no responsibility for their loss or damage.**
- Misuse/inappropriate use of IT is a serious disciplinary issue.

Documents & Photocopying

- If you require any individual document from school, other than online Reports or uploaded learning material, there is an admin. charge of **AED21/-** (including VAT @ 5%) **per document**, payable at the Cashier. This charge would apply to any school document unavailable on Daleel 2.
- 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 any important/original documents to school, please submit them directly to the concerned staff**.
- Do please **avoid giving precious documents to anyone else** to forward for you (such as other staff, or sending in with your young child, as School is not responsible for lost documents in this case).

Drop-off & Pick-up Policy

- **Parents/visitors must report to Reception** & not go inside school (except for drop-off/pick-up as per policy with parent ID card), as this is a Safeguarding concern.
- Students waiting for school to open 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.
- At 7:30am the East & West Lobby Doors will be closed, so **late children then enter by the main Reception door** & sign in as 'Late' at Reception.
- After 7:25am, Junior students will be escorted to class by WSS staff.
- **Being repeatedly late is a discipline issue.**
- If you need to temporarily change your child's home-time transport arrangement, please **apply online through your Parent Portal for 'Early Exit'** Also **email the Form/Class Tutor by latest 10am 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 unless given earlier in writing.
- **Students will only be allowed out of school without adult supervision, subject to advance written parent permission** (please meet Reception or PRE for the **Independent Exit Pass** or **Exit Pass** as applicable).

Early EXIT Pass (Early Pick-up) & Home Time

Missing learning time affects hinders learning & grades, so we discourage parents from taking their children out of school early. However, if you have an unavoidable emergency, please:

1. Parent completes an online '**Gate Pass'** through GEMS parent portal/GEMS Connect.
2. Complete a 'Early Exit Pass' & wait in Reception
3. Show your EID & Parent Pass to Reception.
4. The receptionist will have your child brought to Reception. It is **not allowed for parents to go directly to class to take your child.**
5. On exiting school, parent will give Security Guard the slip to allow child to leave.
6. **Late requests for Early Exit Passes cannot be accommodated** as the Support Staff leave for Bus duty so are not available to go to classes (except in the case of Clinic Pass).

	WSS Student Early Exit Pass	Date:	Time: *Format updated 2/6/26*
	Student name:	ID:	Class:
	Student name:	ID:	Class:
	Student name:	ID:	Class:
	Student name:	ID:	Class:

Parent/Guardian has emailed/met us requesting the following temporary change to exit time/transport arrangements:

	Leaving by Own Transport		Leaving with an adult other than parent/guardian.		Taxi		Bus number:		Send home by Early Bus

Pick-up adult EID:

Reason for leaving early:

Parent signs: "*I take full responsibility for all missed lessons, assessment & learning.*"

For WSS approval *(sign):*

Reception:	Clinic *(in case of Clinic Exit)*:	BBT:	SLT:	Teacher:

Independent Exit at Home Time

Parents may wish to approve independent exit for their Secondary children in case they are unable to pick-up their child from school. This is not recommended due to safeguarding concerns. However, if required, parents please complete & submit the disclaimer form below to the PRE, & purchase a **purple** lanyard from the BBT office.

WSS Student Independent Exit Disclaimer

Format updated: 2/6/26

Validity of Independent Exit Pass (dates):

From: **To:**

Approval & Disclaimer for my child/ren to leave WSS school premises at end of their school day independently, without an approved adult accompanying.			**Children approved to leave school alone (√)**	
			Alone	**Only with sibling**
Student name:	**ID:**	**Class:**		
Student name:	**ID:**	**Class:**		
Student name:	**ID:**	**Class:**		

- 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 their school day** ('end of day' as defined by school management) on **any school day during the agreed time period mentioned above.**
- **I accept full responsibility & indemnify WSS from any responsibility** for my child/ren leaving school at the end of their day without an approved adult accompanying. I agree that **no WSS staff will 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 understand that independent exit is subject to my child wearing the special purple lanyard (from BBT) for their ID card that identifies them to Security as having parent approval for independent exit, & will ensure that they wear this to school daily.**
- I understand that my child/ren **will not be allowed to re-enter the school premises once they have left** for the day.

Father name:	Signed:	Date:
Mother name:	Signed:	Date:
Father Contact:		
Mother Contact:		

Own Transport (OT) Pick-up & Drop-Off, Unaccompanied Exit & Early Exit Policy

Y3-13		
Morning	**Afternoon**	**General**

It is very important that **all students arrive for registration on time. Missing learning time is unacceptable.**

Students arriving on site late must enter the school via Reception where they are signed in as 'late'.

Waiting students must wait quietly outside their respective entrance (All **Juniors & Y3-13 Girls in West Forecourt, Y3-13 boys in East Forecourt**).

Parents wishing to come onsite must wear their Parent ID & lanyard

Parents may drop-off their children outside the designated entry **(West Lobby for Girls or East Lobby for Boys)** Forecourt doors or wait with them there until the students are allowed into school, as they wish.

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 emailed directly to the concerned staff.

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, changes to arrangements will be made following written request, not over the phone.

If you require to pick up your child during the school day please report to Reception and get an **Early Exit Pass** for your child **at least one hour before the end of your child's school day**.

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.

An Early Exit Pass is available up to one hour before home time (12:15pm/2:20pm) after this time pick up will have to occur at the usual home time.

If you require any temporary change to normal pick-up/drop-off arrangements, please email the Class Teacher/Form Tutor in the morning. To avoid dangerous misunderstandings, changes to arrangements will not be made over the phone.

Students must be collected from their respective pick-up zone promptly at home time.
Please do not arrange for them to collect them from anywhere else **(the Carpark is out of bounds to unaccompanied students)**

At the end of the 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).

Students may collect younger siblings, but are not allowed to leave the premises without designated adult supervision, or a parent-signed **Independent Exit Pass** with a **purple** lanyard *(not advisable due to safety concerns, however, please meet PRE for this form if required*). **Parents not following these rules do so at their own risk.**

Regular late pick-up by parents impacts the children's wellbeing, so is a disciplinary matter.

This policy is to promote the safeguarding of our students. Failure to follow this policy is a disciplinary issue.

Parking for parents & staff is available in the covered Car Park.

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.

STUDENTS ARE NOT ALLOWED TO LEAVE SITE IF UNACCOMPANIED, except students with pre-signed parent approved Independent Exit Disclaimer form *(please meet PRE for a form if required)*

Morning (Juniors)	Afternoon (Juniors)	General
After drop-off, please leave school ASAP so that teaching can start on time. All late Junior students must be left at the internal Reception door so Staff can take them to class. **No parents are allowed to take late students to class** To avoid separation anxiety, parents are requested to **LEAVE YOUR CHILD AS SOON AS POSSIBLE AND GET OUT OF SIGHT QUICKLY**, as this allows your child to settle quicker.	**FS at early home time:** 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. Parents are **not permitted to visit or wander around any other part of the school**. Any parents of Junior children using the optional paid Babysitting service can enter via Reception until end of the late school day.	**As for Y3-13**

English

WSS students are multi-lingual & all languages are respected & valued. However, WSS is an English medium school, so lessons are delivered through the medium of English, except during Arabic, Social Studies (Arabs), Islamic & French lessons. Students & Staff are expected to speak English in all lessons, except during Arabic/French medium lessons/activities/assemblies.

Fees

- Fee income is schools only source of income & is necessary for meeting our financial commitmnets & smooth operations. Therefore it is **critical for parents to clear their due fees on time (By latest first day of each Term).**
- Tuition fees are subject to SPEA approval & change without notice.
- **First Term (September-December) fees need to be cleared before any student is admitted/assigned a class for a new academic year.**
- **Compulsory SPEA-required extenral Assessments will be charged (added to school fees)** to concerned students.
- Please **do not give large amounts of money to your child to bring to school** as it may get misplaced. WSS is not liable for any loss. It is safer to use the online portal for fee payment, or for parents to meet the cashier.
- **Fee Defaulters** are not eligible to receive any assessment results, Report Cards, PTM, Teacher communication related to progress/attainment, TC or other document, or to re-enroll for the next academic year.
- We want to avoid embarassment, 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** once the first month's fees of the Term have been cleared.

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.

مدرسة جيمس وستمينستر الشارقة
GEMS Westminster School
SHARJAH

WSS Fee Structure
Academic Year 2026-2027

Please note: *Updated 15/5/25*

- All fees are subject to Authority approval & change without notice.
- Tuition fees are exclusive of SPEA-mandated external assessments (GL PTE, PTS, PTM & CAT4, TALA, PASS etc.)
- In case of any Authority-approved revision in fee structure, the difference would be payable, backdated as per Authority approval.
- The seat Booking fee is non-refundable for any reason, but deductible against first Term fees.
- School fees are due by the 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, school & Daleel systems would not be able to provide any Report, assessment/progress discussion, Daleel documents, or official school document.
- Please have the student school ID when paying at the School Cashier (cash, credit/Debit card or cheque).
- Cheques should be made out to 'GEMS WESTMINSTER SCHOOL SHARJAH'.
- An online Fee payment facility is available & highly recommended, once your child has been enrolled. Thank you.

Year Group	Term 1 (September-December)	Term 2 (January-March)	Term 3 (April-June)	Total Tuition Fee	Assessment Fee	Total(Incl. Assessment Fee)
FS1	5506	4130	4129	13765	-	13765
FS2	5486	4115	4114	13715	-	13715
Year 1	5642	4232	4231	14105	-	14105
Year 2	6616	4962	4962	16540	150	16690
Year 3	6620	4965	4965	16550	150	16700
Year 4	6662	4997	4996	16655	250	16905
Year 5	6738	5054	5053	16845	150	16995
Year 6	6796	5097	5097	16990	250	17240
Year 7	6812	5109	5109	17030	150	17180
Year 8	7526	5645	5644	18815	250	19065
Year 9	7540	5655	5655	18850	150	19000
Year 10	8420	6315	6315	21050	250	21300
Year 11	9568	7176	7176	23920	-	23920
Year 12	10058	7544	7543	25145	-	25145
Year 13	10802	8102	8101	27005	-	27005

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

Dear WSS Principal,

	WSS School Fee Payment Plan	Academic Year: 2026-2027
		Format updated: 11/6/26

For WSS/GEMS Staff only; √ as appropriate

	WSS Staff		Other GEMS school Staff	Name (PRINT):	Designation:	GEMS ID:

#	*Student name:*	*ID #:*	*Class:*	*For Term:* 1	2	3	*Amount due:*
1							
2							
3							
4							
						Total Amount due:	

I, parent/legal guardian of the above WSS student/s, understand that:

1. As per MOE Bilo, the fees should be cleared by the **first day of each Term**. However, I am requesting a Payment Plan as a special case, due to personal financial challenges.
2. A Term's Payment Plan **does not extend beyond the last day of that Term or extend beyond the last day of the academic year**. A Payment Plan excludes any re-enrollment deadlines.
3. I **agree that I will follow this payment plan** & clear due fees as per the amounts & dates given below.
4. Regardless of any Payment Plan, having any outstanding Term fees means the **non-publication/provision/discussion of Reports/Grades/progress/achievement. No TC or any other official school document would be provided.**
5. **I will deposit Pdc. cheques** with the Cashier for any pending Term fees.
6. Regardless of any Payment Plan, my child's seat for the following academic year would not be confirmed until all outstanding fees are cleared (deadline is last day of the academic year). **Failure to clear fees by the last day of the academic year will lead to my child's seat being given to the Waiting List**.
7. The first **month's fees must be cleared for the current Term** before approval of any Payment Plan for the balance.
8. If I fail to keep this agreement, or if any cheque 'bounces,' all future fees must be cleared by cash or credit card & I will be **unable to make another Payment Plan within the same Academic year**.

	Payment date	*Amount to be paid*	*Comments*
1		AED:	
2		AED:	
3		AED:	
4		AED:	

Signed: _____ Parent/Guardian Date: _____

Contact number: _____

Accounts Approval & Comments *(√)*:								**Principal Approval & Comments:**	
	No previous PP this year		Previous PP honoured		Previous Payment Plan this year not honoured. Date of previous PP:		First month paid		
Sign:				**Date:**				**Sign:**	**Date:**

Fees Due on taking a Mid-Year TC (SPEA Circular 31/5/22):

- If the student attends for a period of two weeks or less, a month is calculated from the value of the school fees
- - If the student attends for a period exceeding two weeks and a maximum of one month, the student will be counted two months of the school fees.
- - If the student attends for more than a month, the value of the entire semester is calculated. - Refunded fees are calculated as of the date of the application officially submitted by the guardian regarding his desire not to continue his son/daughter in school, or the date of the student's discontinuation if
- Was ahead of the application date.

Re-enrollment Fee (SPEA Circular 31/5/22):

4.2. Charge fees in advance

4.2.1 The school may collect the registration fees form the new students or renew the registration of current students in the school for the following academic year within four (4) months prior to its start, for the purpose of reserving a seat for the learner, provided that it will be deducted later from the educational fees for that academic year, provided that this amount does not exceed (5%). Not exceeding (1,000) dirhams of the value of the approved educational fees

4.3 Fees refund:

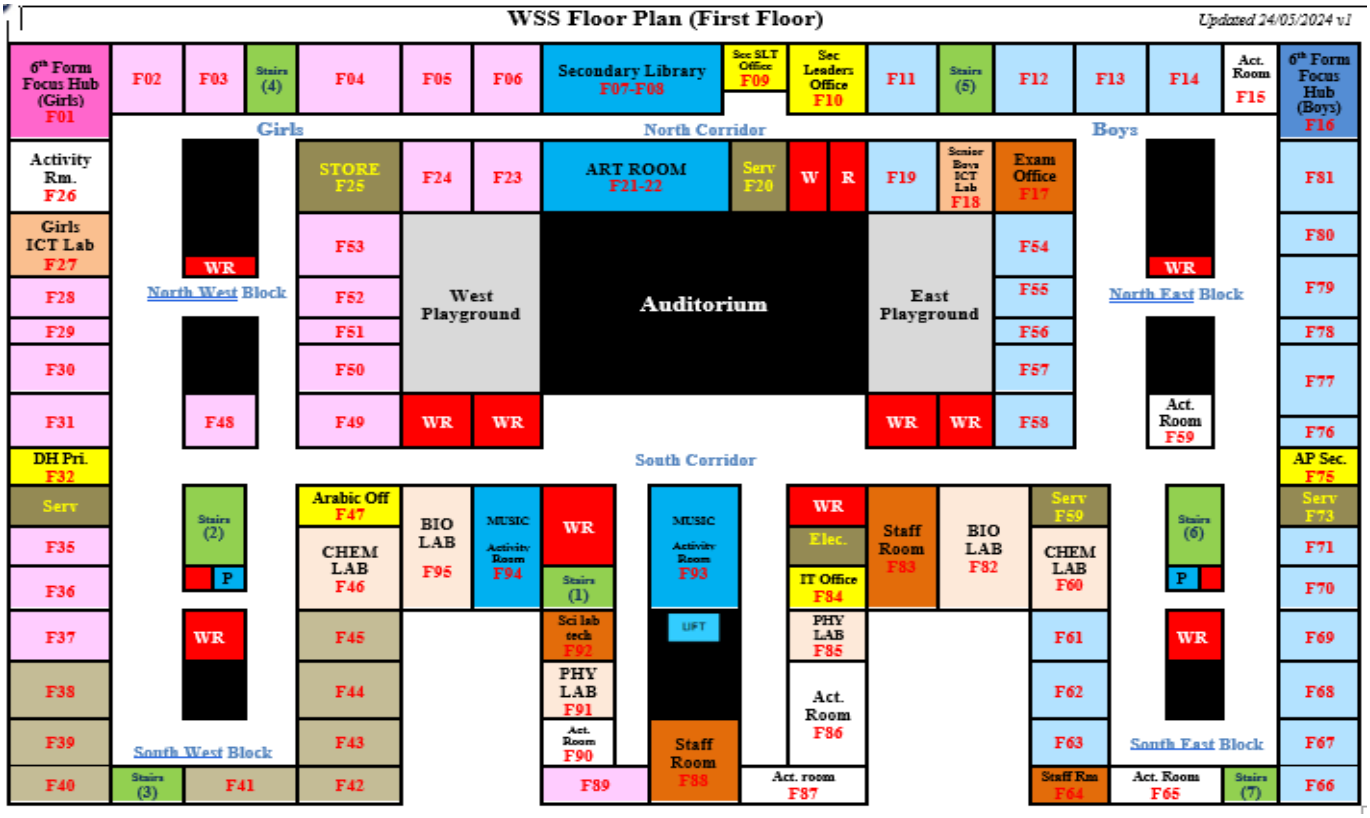
4.3.1. The school is entitled to not refund the enrolment fees or the enrolment renewal fees (reserving a seat) in the event that the learner does not attend it, as specified in Paragraph (4.2.1)

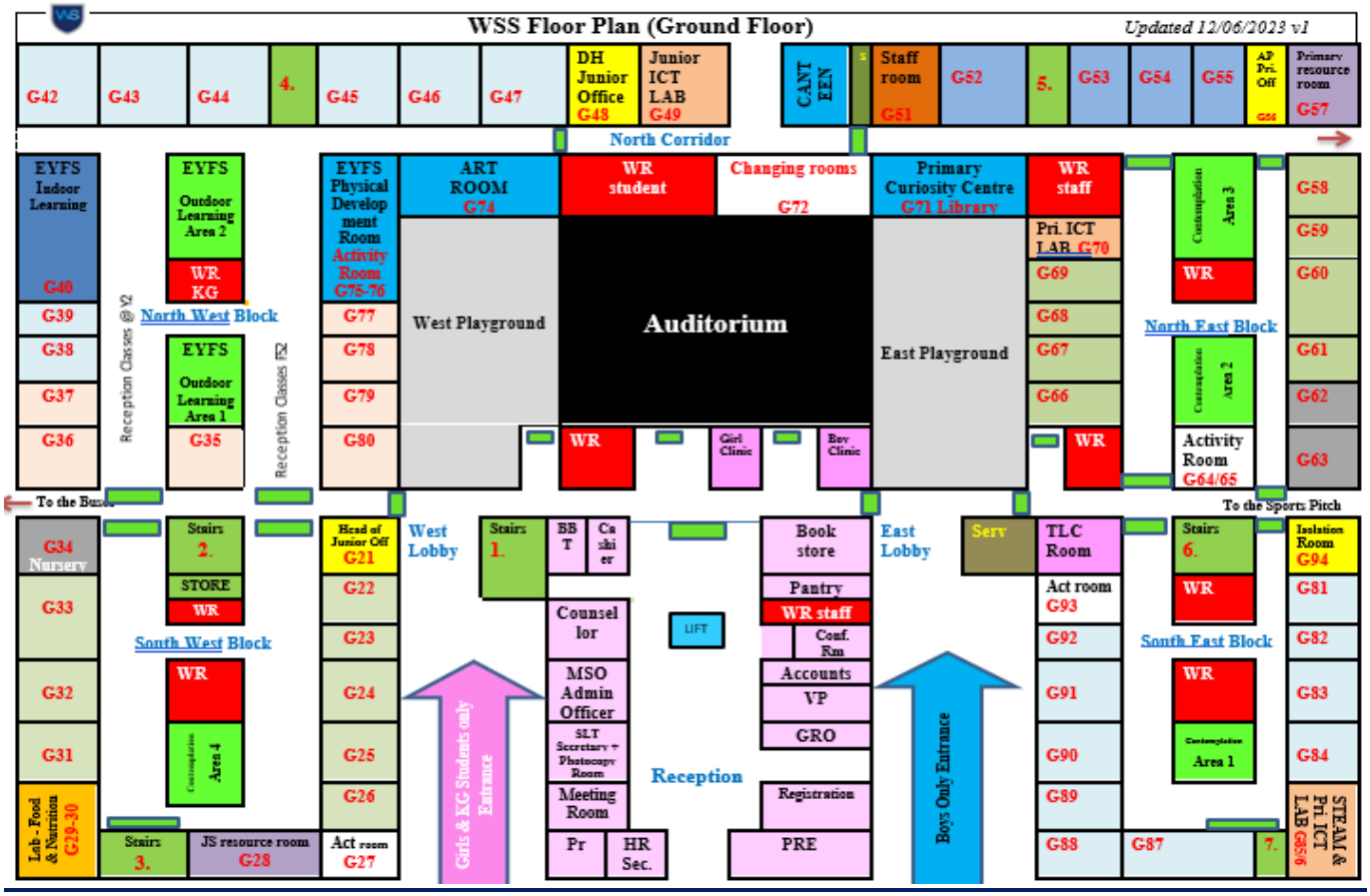
4.3.2. If the learner does not attend school during the first week of the academic year, and his parent does not inform the school of this, the school may cancel the seat reservation and reserves the right not to refund the enrolment fees or enrolment renewal fees, and the learner shall lose the seat if there is no vacant seating in the school after that.

Fire, Alert, Lockdown & Other Emergency Drills

- Fire & other safety drills are carried out each Term/Year to promote Safeguarding.
- 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 (visitors to the Sports field).
- Fire escape routes are posted up in all classrooms, corridors & offices.

Floor Plans *(WSS) (Subject to change)*


WSS Floor Plan (First Floor)
Updated 24/05/2024 v1
6th Form Focus Hub (Girls) F01
F02
F03
Stairs (4)
F04
F05
F06
Secondary Library F07-F08
Sec SLT Office F09
Sec Leaders Office F10
F11
Stairs (5)
F12
F13
F14
Act. Room F15
6th Form Focus Hub (Boys) F16
Girls
North Corridor
Boys
Activity Rm. F26
STORE F25
F24
F23
ART ROOM F21-22
Serv F20
W
R
F19
Senior Boys ICT Lab F18
Exam Office F17
F81
Girls ICT Lab F27
F53
F54
F80
WR
North West Block
F28
F52
West Playground
Auditorium
East Playground
F55
WR
North East Block
F79
F29
F51
F56
F78
F30
F50
F57
F77
F31
F48
F49
WR
WR
WR
WR
F58
Act. Room F59
F76
DH Pri. F32
South Corridor
AP Sec. F75
Serv
Stairs (2)
Arabic Off F47
BIO LAB F95
MUSIC Activity Room F94
WR
MUSIC Activity Room F93
WR
Elec.
Staff Room F83
BIO LAB F82
Serv F59
Stairs (6)
Serv F73
F35
P
CHEM LAB F46
Stairs (1)
IT Office F84
CHEM LAB F60
P
F71
F36
F70
F37
WR
F45
Sci lab tech F92
PHY LAB F85
F61
WR
F69
F38
F44
PHY LAB F91
Act. Room F86
F62
F68
F39
Sonth West Block
F43
Act. Room F90
Staff Room F88
F63
Sonth East Block
F67
F40
Stairs (3)
F41
F42
F89
Act. room F87
Staff Rm F64
Act. Room F65
Stairs (7)
F66


WSS Floor Plan (Ground Floor)
Updated 12/06/2023 v1
G42
G43
G44
4.
G45
G46
G47
DH Junior Office G48
Junior ICT LAB G49
CANTEEN
Staff room G51
G52
5.
G53
G54
G55
AP Pri. Off
Primary resource room G57
North Corridor
EYFS Indoor Learning G40
EYFS Outdoor Learning Area 2
EYFS Physical Develop ment Room Activity Room G75-76
ART ROOM G74
WR student
Changing rooms G72
Primary Curiosity Centre G71 Library
WR staff
Pri. ICT LAB G70
Contemplation Area 3
G58
G59
G39
WR. KG
North West Block
G77
West Playground
Auditorium
East Playground
G69
WR
North East Block
G60
G38
Reception Classes (2) Y2
EYFS Outdoor Learning Area 1
Reception Classes Y2
G78
G68
G61
G37
G79
G67
Contemplation Area 2
G62
G36
G35
G80
WR
Girl Clinic
Boy Clinic
G66
WR
Activity Room G64/65
G63
To the Bunds
To the Sports Pitch
G34 Nursery
Stairs 2.
Head of Junior Off G21
West Lobby
Stairs 1.
BB T
Ca shi er
Book store
East Lobby
Serv
TLC Room
Stairs 6.
Isolation Room G94
G33
STORE
WR
G22
Counsel lor
Pantry
Act room G93
WR
G81
Sonth West Block
G23
LIFT
WR staff
G92
Sonth East Block
G82
G32
WR
G24
MSO Admin Officer
Conf. Rm
Accounts
VP
G91
WR
G83
G31
Contemplation Area 4
G25
SLT Secretary + Photocopy Room
GRO
G90
Contemplation Area 1
G84
Girls & KG Students only Entrance
Reception
Boys Only Entrance
Meeting Room
Registration
G89
Lab - Food & Nutrition G29-30
G26
Pr
HR Sec.
PRE
G88
G87
7.
STEAM & Pri. ICT LAB G85/6
Stairs 3.
JS resource room G28
Act room G27

Friends of WSS Parent Group (FOW)

- Friends of WSS (FOW) is a voluntary group of parents committed to student learning, parent engagement & school improvement. The aim of FOW is to deepen parent-school-community cooperation & communication to promote school's vision of '*Excellence Through Teamwork; Success for all'* to enrich the lives of all our children.
- FOW meetings are **not to discuss individual student/parent issues**; these should be directed to the Parent Relations Executive (PRE).
- FOW meet regularly to plan activities to support the student learning.
- FOW may share development ideas with the management. However, FOW does not directly interfere in operational/educational matters.
- Examples of FOW activities may be LAB membership, presentations to students or other parents, organizing & attending school events & activities, National Day, International Day & Carnival arrangements, learning-related intervention programmes for students, volunteering in class, etc. The list is endless!
- If you wish to join, please contact the PRE.

GEMS Song

GEMS song is used in all its schools. The lyrics support the 'Be a GEM' policy.

We honor our leaders, our family, and true friends.
And thank our teachers who guide us from darkness to light.

We stand determined, ambitious, and strong.
Hardworking and steadfast, as we journey along.

We strive to stay healthy, hopeful, and bright.
With hearts full of courage and goals held in sight.

We're honest come rain, wind or shine

We learn to care, to share, and be kind,
and to say "I'm sorry", when we've been unkind.

Like gemstones, we stand with purpose and pride,
holding forever, our values inside.

With vision and courage, we reach for our light,
A force for good all day and night.

Commune to act, impact the world
A force for good all day and night.

Commune to act, impact the world
A force for good all day and night.

This is our rite.

Gifts

- Although there is no expectation of gifts, there may be times when you would like to show special appreciation to your child's teachers.
- Gifts up to the **value of $100/-** for an individual gift, such as flowers or chocolates etc. are appropriate.
- Gifts from a combined group of students may be up to the **value of $300/-.** Staff are not allowed by GEMS policy to accept anything more expensive.
- Appreciation emails & cards are also very encouraging & motivating for teachers! Thank you.

Gifted & Talented Students

WSS has a Gifted & Talented Policy which is published in full on the school website. G&T students are identified using CAT4 SAS Score as a start point. An extract is as follows :

3. Definitions

The following definitions for gifted and talented students are taken directly from the KHDA Inspection Framework and thus align with the UAE vision for education. They are based on the 'Differentiation Model of Giftedness and Talent' (Francoys Gagne) and align with international best practice.

- The term Giftedness refers to 'a student who is in possession of untrained and spontaneously expressed exceptional natural ability in one or more domain of human ability.' These domains will include intellectual, creative, social, physical abilities. In the case of a gifted student, whilst exceptional potential will be present, they may actually under-achieve.

- The term talented refers to 'a student who has been able to transform their 'giftedness' into exceptional performance. Talented students will always demonstrate exceptional levels of competence in the specific domains of human ability.

- All gifted students have the potential to be highly able but not all highly-able students are truly gifted.

5. Identification

Gifted and Talented students at GEMS are considered to be students of exceptional ability who are judged as showing outstanding skill in one or more of the following areas:

- General intellectual ability
- Specific aptitude in one or more academic subjects
- Leadership and interpersonal skills
- Visual arts
- Performing arts
- Sports and athletics
- Technical ability including coding and programming.

Academic Gifted and Talented – CAT4:

Cognitive Abilities Test 4 (CAT4) is used as the foundation for identifying intellectual ability in children aged 6 and above. This is a measure of ability in various elements of reasoning and can therefore be an indicator of innate potential in various academic pursuits. Standardised scores of 127 or above in any battery of the CAT4 assessments indicate that a pupil is within the top 5% of the general population for that area of reasoning.

Pupils who score above 119 in any battery are considered to be in the top 7% of the general population. At GEMS, we use CAT4 to identify our Gifted and Talented pupils in the following ways:

- Students with a CAT4 score of 119-126 in two or more batteries are considered to be '**Group 1 Gifted and Talented'**

- Students with a CAT4 score of 127 or above in two or more batteries OR have a score of 130 or above in one battery are considered to be '**Group 2 Gifted and Talented'**.

Glass

For Safety, please **avoid sending any glass items to school** with your child. In case of accident**, broken glass is extremely dangerous.**

Glasses

For safety, it is highly recommended for children to wear **plastic lenses in their eye glasses** in case of breakage.

Hair

- Students' long hair (past shoulder length) should be **tied back with school uniform clips & ties** In school.

This keeps the hair out of the eyes & helps reduce the risk of Lice infection.

- As per Authority instruction, **boys are not allowed to have long hair** (touching the shoulder or longer), or to wear typically female or extreme western hair styles.

Head Lice

As in all schools, at times there may be cases of head lice, which are extremely infectious & inconvenient. Please note:

- WSS has a **Zero tolerance for Lice**
- The Clinic conducts hair checks.
- In case of lice infection, the school policy is that:
  1. The Nurse calls parent to pick-up their child from the Clinic, as lice are extremely infectious to the other children**.**
  2. If the parent does not pick up the call, the Clinic will email the parent.
  3. Bus children may return home by bus if the parent is unable to collect them, but would not be returned to class due to the infectious nature of lice.
  4. The child returns to school when the hair is clear of all lice & nits.
  5. **If there are still dead nits in the hair there could still be live eggs, which can hatch & reinfest. Therefore, children are returned to class only when the hair is completely clear.**
  6. Following treatment, the child will be checked by the Clinic (taken by parent or sent by Form Tutor) first thing in the morning to check the hair before being re-admitted to class
  7. Once the nurse has given the 'all clear' the child will be re-admitted to class.

Treatment:

- Lice and their eggs (nits) are treated by special lice shampoo (available in any pharmacy) and by daily combing through the hair with a special narrow-toothed comb.
- It can take repeated treatments & combings to completely clean the hair, so perseverance over several weeks is required.
- It is common for lice to spread through the whole family, so all members of the same family should be treated at the same time.

Holy Quran

- At each Assembly & event, a student will read a passage from the Holy Quran.
- All children & staff must treat the Quran & Quran Recitation with respect.
- There must be **no clapping** after the Quran recitation.
- Values & principles from the Quran are reinforced through activities linking to real life.
- WSS holds an annual, inter-school Quran Recitation Competition.

Home-Learning (HL) *(Homework)*

- Teachers assign HL according to the scheme of work and students' needs, & may include a balance of reading, skills practice, revision & projects.
- Most HL is optional (though highly recommended). However, some are assessed as part of the Term's Continuous Assessment Report Grade, so if your child could not complete their compulsory HL, please email the teacher in explaining the reason, so that the teacher can follow-up.
- The following table is a guide (subject to change):

Year Group	Details of HL	Approx. time for HL	Comments
FS1			
FS2	Sharing stories	Up to 15 mins	Do not assign HL every day except reading, or if catching up missed work. Practicing basic skills. Collecting pictures, completing missed work, CL activities, practice workbook pages as per Tr. request.
Y1	Reading +1	15-20 mins	
Y2	Reading +1	30 mins	A little every day
Y3	Reading +1	30 mins	A little every day. Include & allow time for independent project work & research.
Y4	Reading +1	30 mins	
Y5	Reading + 2	45 mins	Every day. Include & allow time for independent project work & research.
Y6	Reading + 2	1 hour	
Y7+	Reading + 3	1-1 ½ hours	

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 & BAG Points

Our 'Be a GEM' behaviour management system includes rewards for good behaviour & achievement, & appropriate consequences for failing to follow rules.



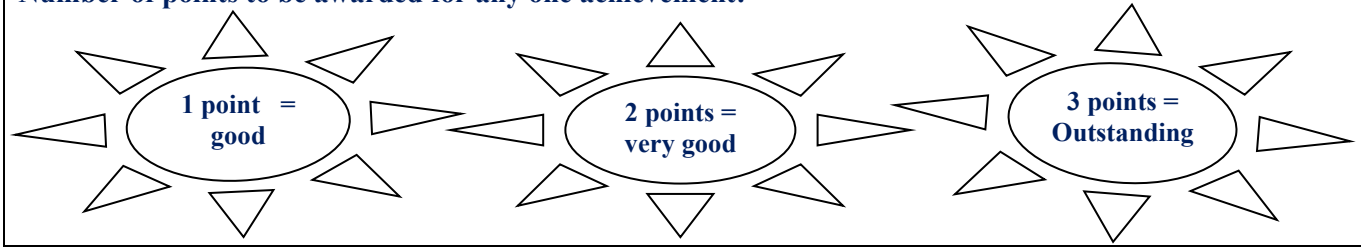
Students belong to one of four Houses (**Scorpion (red), Dolphin (blue), Arabian Horse (green)** & **Falcon (yellow)**. Students earn points for demonstrating positive learner profile attributes. At times HP could also be deducted. Certificates and other awards are emailed &/or presented in Assemblies.

Every year, FS-Y13 students are selected, after nomination, elections and interviews, to take on leadership roles to lead their peers & House. Roles include Class Leaders, 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.

- Points are added up & **certificates** awarded for Toppers.
- Character & House Leaders organize Inter-House competitions.

Students can earn/lose points in the following ways:

Number of points to be awarded for any one achievement:



Other Rewards

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

Please note how we use 'BAG Points' to reinforce good behaviour and learning in WSS:

Earning Points (up to 3 at a time):	Losing Points (up to 3 at a time)
Following BAG expectations and being Focused on Learning: When your child is well-behaved, attentive, and ready for class, they can earn points. **Respect and Politeness**: We reward students who show respect to teachers, friends, and follow the rules. **Helping Others**: If your child helps classmates or works as a team, they can get points. **Doing Homework and Classwork**. **Positive Attitude**. **Leadership and Responsibility**: Students who take on leadership roles or help with activities can receive points. **Kindness**. **Good Behaviour Outside Class**: We also consider how your child behaves outside of school. **Being on Time**. **Effort and Determination**: When your child is trying hard, they can earn points. **Improving Skills**: When your child gets better at their skills through hard work, they get points.	**Being Disruptive**: If your child disrupts their friends' learning time, they can lose points. **Not Following Instructions**. **Lack of Focus**: Consistently being inattentive during lessons. **Bad Language or Conduct**: Using bad language or being disrespectful can lead to point deductions. **Wrong Attire**: Failing to wear the right uniform/ID card. **Not Completing Tasks:** Not doing assignments or homework. **Being Late**: Arriving late for class without a good reason. **Skipping Classes**: Skipping learning time without telling the teacher. **Bullying or Harassment**: negatively affecting the wellbeing of others. **Safety Violation**: Doing things that could hurt or endanger self or others. **Damaging Property**: Breaking/taking school or others' property. **Not Improving Behaviour:** If a behavior Improvement Plan isn't followed. **Continual Misbehaviour:** If a child keeps misbehaving despite warnings, more point deductions may be needed.

ID. Cards (Parents)

- **For security, wearing your school ID is mandatory at all times when on site.** Anyone entering school premises without their Parent ID must sign in with Security at Gate 1 & take a Visitor Pass.
- WSS Parents are issued with a **WSS Parent ID Pass on admission (please upload both parents' photos for it too), so please bring this with you if you want to enter the WSS premises at any time** (Drop-off/Pick-up times, Assembly, Coffee Mornings, 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.**
- Junior parents will be issued with a **yellow** 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 fee will be charged at **AED 25/-.**

ID. Cards (Students)

For Safeguarding, all students are issued with a free identification card (ID) for use in school, the **bus & Library**. This should be **worn to school daily with the correct colour lanyard** (the lanyard indicates transport type to Security). The card will be issued free of cost, but replacement cards will be charged at approx. **AED25**. Failure to wear the ID card is a Safeguarding risk, therefore a disciplinary issue.

International Mindedness

An important part of our 'hidden curriculum' is to develop character as reflected in the 'Be a GEM' Behaviour

Policy. We do this through the ME, GEMStones Playbook, curriculum, assemblies, shows, Sports Days, events & activities. Intolerance & discrimination are illegal & unacceptable at WSS.

Laboratories (Labs)

- Science is taught best through practical activities, so Lab-use for practical activities is a regular part of the science curriculum in the Secondary Section.
- Health & safety are a priority.
- Older students should bring a Lab. coat for practical sessions.

Late Policy

<table>
<tr><td colspan="2">Student arrival time:</td><td>Action by WSS Staff</td></tr>
<tr><td colspan="2">7:15-7:25am</td><td>• Student proceeds straight to class through Forecourt doors.</td></tr>
<tr><td colspan="2">Late; arriving after 7:25am
Number of ‘lates’</td><td rowspan="2">Action by WSS Staff
• After 7:25am, Form/Class Tutor marks student as late.
• After 7:30am, the Reception staff mark the student as ‘Late’ on the system
• The Student Late Report is actioned by SLT/MLT & Trs. as required</td></tr>
<tr><td>Per week</td><td>Perm month</td></tr>
<tr><td>2
3
4
5</td><td>2-4
5
6
7
8

9+</td><td>1. Loss of Points & verbal warning/email by Teacher
2. Verbal warning by SLT & email.
3. Incident Report sent home by SLT
4. Incident Report sent home by SLT
5. Section SLT/MLT meeting with parents
6. WL sent home
7. Student loses 1 day’s attendance.</td></tr>
</table>

Leadership

Leadership is an important ‘Be a GEM’ attribute for current & future success. Leadership is reinforced through the Student Council, class activities & the hidden curriculum. All students are encouraged to take on responsibility & experience leadership oportunities 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.

Secondary Section Student Council & Islamic Council Selection Policy

1. Purpose

This policy aims to promote *student leadership capacity development, voice, and responsibility* within the Secondary Section through a transparent, fair, and structured selection process for both the Student Council and the Islamic Council.

2. Scope

This policy applies to all students from Years 7–13 who wish to apply for leadership positions in either the Student Council or the Islamic Council.

3. Core Values

The Councils operate in alignment with the GEMS Core Values – *Global Citizenship, Respect, Excellence, Leadership, and Innovation* – and the school vision: *"Excellence Through Teamwork, Success for All!"*

4. Eligibility Criteria

All applicants must:

- Be enrolled full-time at GEMS Westminster School.
- Meet minimum academic requirement of A*-B in all subjects.
- Have a clean disciplinary record (no incidents of physical altercation, Warning Letters, or similar disciplinary concerns).

- Have excellent attendance (minimum 95%).
- Demonstrate positive classroom responsibility, constructive attitude, and respect for peers and staff, high standards of punctuality & uniform.
- Exhibit leadership potential, teamwork, responsibility and initiative.
- Students with prior council experience will be assessed additionally on past performance and contribution.

5. Leadership Positions ***(subject to annual review & change as per school requirements)***

Student Council Positions	Islamic Council Positions
Head Boy & Head Girl (Year 13) Deputy Head Boy & Deputy Head Girl (Year 12) Sixth Form Leader & Deputy (Years 12–13) Sports & House Captains (Years 12–13) Deputy Sports & House Captains (Years 10–11) Other roles may include: Wellbeing, Anti-Bullying, Sustainability, Cultural Heritage, Family First Ambassadors, Youth Parliament Delegates (Nominated), 'Read Like a GEM', University Readiness Leaders, Volunteer Captains/Deputies, KS4, KS3, UAE Vision Leaders, Arabic, Innovation, E-Safety, Digital Leaders	Head Boy & Head Girl (Years 10–13) Deputy Head Boy & Deputy Head Girl (Years 10–13) Cultural Event Organizers (Boys & Girls) (Years 10–13) Character Leaders (Years 9–13) Awareness Leaders (Years 9–13)

6. Application Process

- Applications are submitted via an official link shared by the Form Tutors.
- Students must select a role appropriate to their Key Stage and submit all requirements before the deadline.
- Late or incomplete applications will not be considered.
- Any technical issues must be communicated with supporting evidence before the deadline.

7. Selection Process

(i) Screening Round

- Form Tutors review applications using a common rubric provided by the Phase Leader/Career Guidance Counsellor. The Rubric is reviewed annually.
- The Rubric may include academic record, attendance, punctuality, behaviour, teamwork, communication, and initiative.
- Shortlisted candidates are forwarded to Team Leaders to the next round of interview.

(ii) Team Leader Shortlisting

- Team Leaders conduct F2F interviews and shortlist the candidates based on rubrics.
- Role-specific interviews may be held with Teacher-in-Charge (e.g., Sustainability Leader).

(iii) Phase Leader & SLT Interviews

- KS5 phase leader shortlists the eligible candidates for Head Boy/Girl, Deputy Head Boy/Girl and Sixth Form Leaders to next round.
- KS3 and KS4 Phase Leaders interview and shortlist candidates for the rest of the positions in the council.
- Presentation of Action Plan for Head Boy/Girl, Deputy Head Boy/Girl and Sixth Form leaders roles **to the** SLT in a standard WSS format.
- Section SLTs shortlist the eligible candidates to final round.
- Final round of interviews for the above roles is conducted by the Principal and Vice Principal.

(iv) Sports & House Captain Criteria

- Active participation in school sports events (verified by PE department records).
- Demonstrated sportsmanship and motivation.
- Contribution to event leadership.
- Medical fitness clearance.
- Service mindset / previous contributions towards the school community.
- Final round of interview will be done by Head of PE department.

(v) Islamic Council Process

- Islamic Education Teachers review applicants.
  Shortlisting based on:

- Consistent grades of A* or B in Islamic Studies.
- Quran recitation and religious knowledge.
- Leadership ability and responsibility.
- Active participation records in Islamic events.
- Observance of Islamic dress code and etiquette.

- Shortlisted students complete a written assessment to evaluate their knowledge of Islamic values and commitment to council duties.

8. Evaluation & Decision

- Past contributions in leadership positions & community service adds merit.
- SLT decision will be final.

9. Announcement & Feedback

- Results are announced during school time by posting the elected council members' names on the school wall, & celebrated in the school Newsletter.
- All applicants will receive feedback.

10. Term Duration

- Members serve for one academic year.

11. Code of Conduct

Council members must:

- Uphold the GEMS Code of Conduct ("Be a GEM").
- Maintain discipline, attendance, and positive behaviour.
- Represent the school with integrity.
- Discipline consequences for a serious breach of conduct may be a Warning Letter or removal from the Leadership Council.

Leave & Attendance

- **'Good' (at least 95%) attendance is required.**
- **Poor attendance is a** safeguarding risk & undermines learning, therefore is a **disciplinary issue.**
- SPEA allows no more that **15 consecutive days or 30 leave days in total per academic year**, or risk failing the year.
- Leave must be applied for through the **Parent Portal** along with supporting evidence.
- **Evidence** supporting the validity of the Leave must **submitted in order to 'Approve' Leave within 2 working days of the start of the Leave. Medical certificates submitted after Report grades have been submitted to SPEA cannot be accepted.**
- It is parents' discretion whether the 'urgency/emergency' requires mid-term leave from school. School will implement the Leave policy as published.
- 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.
- Leave forms would only be processed by school subject to the clearence of all pending fees.

Leave is approved for the following reasons (with valid evidence):

1. **Medical Leave of child (evidence – Medical Leave Certificate)**
2. **Bereavement of a close family member (evidence – Death Certificate)**
3. **Umrah /Haj (evidence Visa or flight tickets)**
4. **Authority appointment (passport, visa etc) (evidence - Appointment letter/card)**

- **Approved Leave means that Term Report grades would be based on Continuous Assessment in the case of missed Term exams**
- **Parents may choose to proceed with 'Rejected' leave, however Rejected leave would be deducted from the child's annual allocation of 30 leave days, & Term Report grades would exclude the exam marks**

(maximum grade possible would be a PASS) in the case of missed Term exams.

For 1-8 Working Days' Leave

- **Parents apply online through their Parent Portal for all leave of 1-8 working days.**
- **Approved Leave applications with valid evidence will be approved by school on the system & will not be counted towards the 'Absence Record' of 30 annual days.**

Leave of more than 8 Working Days

- Extended leave during Term-time is not recommended. However, in emergency cases we understand that parents may need to take their children out of school.
- Extended Leave would be approved with the same conditions as the 4 reasons listed above.
- In addition to the usual parent portal online application, parents please submit a Leave application form to the PRE for Principal's approval.

Extended Leave Without Informing School

- Students who take uninformed extended Leave (more than one month) risk losing their seat through being 'Struck Off' the school & SPEA system (S/O).
- It is very critical that school is informed about all leave.

	WSS Student Mid-Term Emergency Leave Application	*Format updated: 2/6/26*

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

Dear WSS Principal,

Due to an emergency, we request Term-time leave for our child/children as above, as a special case. **We understand that:**

- As per the Authority rule, Leave of more than 15 consecutive days, or a total of 30 days during any one academic year, may lead to my child failing to be promoted to the next year group. **Attendance of T3 Promotional exams is compulsory.**
- Leave during Term time is only approved in the following circumstances (with evidence):
  1. **Medical Leave of child (evidence – Medical Leave Certificate)**
  2. **Bereavement of a close family member (evidence – Death Certificate)**
  3. **Umrah /Haj (evidence - Visa or flight tickets)**
  4. **Authority appointment (passport, visa etc) (evidence - Appointment letter/card)**
- **Missed Term exams (when leave is not approved)** would be given **'0' marks towards the Term Report,** which would therefore be a Pass mark only.
- **For missed exams (when leave is approved), a Continuous Assessment** mark will be given on the Term Report.
- **School will process this Leave Application form subject to no pending school fees.**

Parent sign: _____ Date: _____

Parent contact: _____

Cashier/Accounts Officer sign: *(there are no pending fees for the leave period requested above):*	Date:

√	**Principal Approval:**						
	Leave is Approved: o Give continuous assessment mark on Report Grades for missed exams. o Mid-Term Assessment may be rescheduled subject to Section SLT approval		**Leave is not Approved:** o Give '0' marks for missed exams & a pass grade (50%) for Report Grades o Mid-Term assessments not to be rescheduled		Failed in T3 SPEA & Report data if continuous assessment grades are Fail	√	**Inform Section SLT if absence continues beyond approved date, or if a FD**
	Medical Leave Certificate attached		o **This is for information only**		*Comments:*		
	Other valid evidence attached		o No Evidence attached o Evidence attached is inadequate.				
Sign:					Date:		

Leaving WSS (See also Fees & 'TC')

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

1. **Make an online application for a TC by the second week of June for end-of-year leavers due to Staff summer leave. Late applications may delay completion of your TC until after the summer Break**
2. No payment to the school as the parent will extract the TC from Daleel & pay SPEA
3. Parents should not extract the transfer certificate from Daleel until they receive a notification from the school to ensure that SPEA has completed promoting the student to the next year group.
4. Daleel will be ready for issuing transfer certificates after the students have been promoted. Parents will be notified by the SCO (Arabic Secretary) via email with the date it becomes available along with the steps for obtaining the transfer certificate from Daleel.

Library

WSS has two Libraries managed by full-time librarians, providing a selection of reading material (in English, Arabic & French) & library competitions. Borrowing Library & Reading books is a part of our compulsory curriculum.

- 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 any lost (not returned) or damaged books**.
- Students **need their school ID card** to borrow books.

Lockers

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

Lost & Found Property

- Lost & Found items (uniform, stationary, books, etc.) are stored in the **'Lost and Found' cupboard in East Lobby**.
- Valuable items (such as digital devices, watches) are kept with Security at Gate 1.
- Non-collected items are sent to charity at the end of each Term.
- Please **name all your child's belongings** (a marker pen on the label works well), so that lost items can be returned to your child if found.

Marking

WSS has a Marking Policy. Marking is to personalise learning so students know how to achieve their next level.

- Marking is not done every lesson - n**ot every piece of work is marked.**
- Not all spelling mistakes will be corrected. This would depend on the subject & Learning Outcomes.
- 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.

Meeting Us (See also 'Communication' & 'Complaints & Concerns')

Parents are an integral part of the WSS team, with rights & responsibilities as outlined in our Home-School

Contract & BAG Behaviour Policy. We believe that **mutual respect** & **cooperative communication** are key to a successful, productive & professional partnership. Please note:

- We **recommend that you email us in advance to make an appointment** to ensure availability. Feel free to directly email, or meet the PRE, who will help set up an appointment.
- Parents are encouraged to attend WSS functions/events & join our FOW team. Please always report to Reception for assistance on arrival.
- All visitors (other than at regular drop off & pick up times) need to **sign in at the main gate.** Any visitor entering insiude the school must also **take a 'Visitor Pass' from Security.**
- **Verbal or physical abuse of any WSS community member is strictly prohibited**.
- Staff will come to **meet you in the Reception Meeting room** to meet you when you have an appointment, so please do not go inside school.

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 email the Section SLT.
- 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.
- Please note that singing the UAE National Anthem & GEMS song is a requirement sat all school events. All students are expected to stand & sing these respectfully.

Newsletters

- School Newsletters are published regularly by the Principal (usually weekly, with an emailed link, as well as being posted on SM).
- The aim of Newsletters is to inform key messages, dates, deadlines & changes to policy, celebrate success & to share students' learning with parents.
- Please read the Newsletter weekly to ensure that you keep **up-to-date with important dates & information.**
- **Feel free to share pictures & information about your child's achievements and activities outside school with the Principal for publishing in the Newsletter.**

Parent-Teacher Meetings (PTM) (See also 'Communication' & 'Complaints & Concerns')

PTM is held at least Termly and notification is given by email/SMS/Newsletter, though you are welcome to request additional home-school meetings with Teachers/SLT as required..

- **5-7 minutes are allocated per parent at PTM** (after that, if other parents are waiting, the teacher must stop the meeting with you & offer you a future appointment).
- **If you are unable to attend a scheduled PTM, feel free to make an alternative appointment with your child's teachers individually (F2F or on TEAMS).** Due to Teachers' different timetables, it is not possible to arrange group meetings due to different teaching timetables. To schedule meetings, please reach out to the individual Teachers directly, or the PRE.
- Feel free to request additional privacy as required.
- **The Be a GEM Behaviour Policy is based on respect;** all WSS stakeholders have the responsibility & right to respectful communication. **Shouting or rudeness is unacceptable to/from any parent/Staff**.
- **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).

Parties (see also 'Birthdays')

- From time-to-time we organise class parties for special occasions, such as end-of-year, National Day,

International Day, Family First activities etc. All such parties will be informed to you by the Form/Class Teacher in advance.

- Party food contributions, dressing up & parent attendance by invitation are **optional**
- If you send in food, please **send healthy options**, & stick to the requested items & amount for health & safety reasons & to avoid wastage.

Phones

Bringing a mobile phone (or any other device with a SIM or VPN) by students to school is 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 has a SIM or is used to take photos), unless with special approval.**
- **WSS accepts no responsibility whatsoever for the loss/theft/damage to any electronic device/phone brought into school.**
- **If any teacher sees your child with a mobile phone (or any device with a SIM) in school/bus, it will be confiscated, & you will need to come into school to collect it**.
- Random Bag checks may be done.
- **Phones/Devices with SIM taken into an examination room will be considered as 'examination malpractice' & the student subject to disciplinary action**.
- In case of extreme emergency requiring your child to carry a phone/Device with SIM to school, please **email the Section SLT/PRE, complete the Mobile Disclaimer form** & ask your child to **leave it with Security at Gate 1** for safe keeping for the day.

	Parent Disclaimer for Student Mobile Phone to be left at School with Security	*Format updated 2/6/26*

Student name:	**ID:**	**Class:**

- **I understand that WSS students are not allowed to bring a Mobile phone to school.**
- **However, I need to be able to contact my child before/after school hours, therefore request special approval for my child to carry their mobile phone to & from school, & to leave it with WSS Security during the school day.**
- **I agree that my child will leave their mobile with school Security staff on arrival to school, and collect it from the Security staff on leaving the school premises. Their mobile will not be kept with them during the school day. Failure to follow this may result in my child's mobile phone being confiscated.**
- **I undertake to indemnify WSS from all liabilities (civil, criminal, health, legal, property, social etc.) arising from this arrangement. I agree that school is in no way responsible for the loss or damage of my child's mobile phone for the duration of this arrangement.**
- **I will ensure that my child's phone is clearly labelled with a copy of the child's WSS ID.**
- **I understand that WSS will not provide any insurance cover for my child's mobile. It is left with school staff entirely at my own risk.**
- **This arrangement may be terminated at any time by myself or the school management, if any concerns arise.**

Dates Mobile to be left with WSS staff: **From:** **To:**	**Comments:**
Emergency Parent contact number:	
Emergency Parent email:	

Parent name:	**Parent sign:**	**Date:**

For Admin use:

Approved (sign)	***Date***	***Comments***
MSO		
Principal		

Photocopying

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

Photography

- Usually, a professional photographer visits the school each year to take student individual and class photographs, which are then available for optional purchase.
- Parents are **not allowed to take photographs of other children/adults without that person's (or a child's parent) permission.**

Physical Education (PE)

WSS has a timetabled sports' programme, including inter-school competitions, school teams & ECA sessions.

- All students have weekly PE lessons, which include a range of outdoor & indoor games & sports.
- Students **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 **email the teacher**.
- **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. Parents are invited.

Prayer Rooms

- There are 2 prayer rooms on the first floor (one for males, one for females).
- Students may go with adult supervision.
- Parents wishing to use one need to get a Parent Pass from Reception.

Projects (Learning)

Making projects is part of our students' curriculum/HL & varied assessment policy. Projects may be for Term marks or just for concept reinforcement, as specified. Projects should:

- Be **student's own work** (not parents)
- Be written in the students' own words (not 'cut & paste' text copied directly from the internet)
- **Student should understand exactly what the learning objective of the project is & be able to explain/talk about it to the class/Teacher & classmates in their own words**.
- **Be of minimum budget, involving few or no bought resources, unless you wish.**
- Be portable (avoid huge, complicated projects unless for Innovation/Science Fairs, or if you wish).
- Project format examples:
    - **One sheet of A4 or A3 paper is fine.**
    - **Powerpoint**
    - **2-miunute Video**
    - **Use recycled materials where possible**

Promotion to the Next Year Group *(Subject to SPEA change)*

- **Absence must not rise above 30 days** per year (or 15 consecutive days)
- Primary students must obtain a pass mark of 50% in all subjects for promotion to the next year group (60% for Secondary).
- If a student is failing in fewer than four subjects, they have to appear for a *Resit Exam*.
- Secondary students failing 4 or more subjects will be detained (subject to SPEA approval)
- Secondary students failing fewer than 4 subjects will be retested (before end of the same academic year).
- Secondary students failing in 4 or more subjects are detained in the current Year Group.
- Term 3 Report Grades are submitted for approval to SPEA at the end of each academic year.
- T3 Promotional Reports are available for download on SPEA's Dallel system, after SPEA approval.
- Report publication is subject to **clearence of all fees & Registration on Daleel 2.**

Reading



- This is one of the most important skills your child learns in school! Students follow a reading programme.
- **We welcome parent volunteers to spend time in school as a 'Reading Volunteer' with young children. If interested, please meet the PRE or relevant Section SLT.**

Supporting Reading at Home

The more practice that your child does 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 & enjoy! You could make it part of your regular 'wind down' ritual at bedtime.

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, ask your child to say what they like & why, ask your child to predict what happens next & why).

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 able to learn these skills.

Breaking down 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 aim 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 **a**nt	***b*** as in **b**ut	***c*** as in **c**ut	***d*** as in **d**ug	***e*** as in **e**gg
f as in **f**ar	***g*** as in **g**ate	***h*** as in **h**ut	***i*** as in **i**nk	***j*** as in **j**ug
k as in **c**ut	***l*** as in **l**ump	***m*** as in **m**um	***n*** as in **n**ut	***o*** as in **o**dd
p as in **p**ink	***q*** as in **q**uick	***r*** as in **r**un	***s*** as in **s**un	***t*** as in **t**en
u as in **u**nder	***v*** as in **v**erb	***w*** as in **w**ord	***x*** as in a**x**e	***y*** as in **y**oung
z as in bu**zz**				

Registration Time (7:15-7:25am)

- Registration time starts off each morning in school & is an important time used for extra learning activities, Leadership GEMStones, etc.
- **Missing Registration time through repeated lateness is a disciplinary issue.**

Reports (Termly, Academic) (see also 'Assessment')

Students' formal academic reports are published online **three times** during the school year, subject to **clearance of that Term's school, bus fees & SPEA system Registration**. **Report print-outs 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**

Safeguarding

Child Safeguarding is our #1 priority! Safeguarding, which includes Wellbeing, Health & Safety, is the responsibility of all the WSS community. Please note the following:

Accidents and Emergencies

- When your child requires emergency treatment, every effort will be made to contact you. To assist with this, please **keep school updated with your current contact details**.
- In the case of a serious emergency, the school doctor will call an ambulance & the child will be transferred to a government hospital (usually Al Qassimi Hospital).

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	Hazzardous	Other
Knives, Sharp scissors, Paper cutters	**Nuts** (due to possible fatal allergies)	**Glass items, Flamable 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 hazzard, Animals Caps, poppers, fireworkes etc**

Clinic & Medical Issues

- **Parents need to sign a 'Consent to treat'** form in order to receive WSS Clinic treatment.
- Teachers send sick/injured students to the Clinic, which provides care and treatment and informs parents.
- Always **keep your sick child at home, for their health & as germs spread quickly to other children at school**.
- **Never 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.**
- **Visitors to school will not be admitted if found to have a fever (a temperature above 37.5◦).**
- 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, according to patient's condition as determined by the Dr.
- An **ambulance would only be called at the Doctor's discretion in case of critical medical emergency**.
- The school nurse maintains students' medical files. Every student has a medical file, and a log is kept of all 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.**

Clinic Misuse

While the clinics are in place to care for the health of the Westminster community & happily treat all who need it, there are times when children may repeatedly request a clinic visit for minor complaints (but are without injury, fever, rash, or swelling). Time wasting is unacceptable as this wastes the students' valuable learning time (impacting on progress, achievement & Report grades), which is cause for concern.

If your child has a medical condition that requires regular visits to the Clinic, the parent needs to inform the medical team so that they can ensure your child receives the appropriate care.

If a child repeatedly visits the Clinic for minor complaints that have no obvious symptoms, the Clinic team will:

1. **Contact the parent** to see if further medical referral is required to investigate any underlying medical condition.
2. **Send home the following Clinic Visit Report**, to update parents for their support at home:
3. If the situation continues without any medical reason being given, the situation will be **forwarded to SLT for disciplinary action.**

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

1. **Minor medical issues**: 1) Treat in the clinic, 2) Inform parent through phone or Email, 3) child sent back to class, 4) child called back to clinic for further observation, if required.
2. **Suspected injuries of a non-critical issue**; inform parents, 2) Medical Team will continue to observe, 3) Would parent like to collect child now or wait & the child will go home by usual means? 4) Dr. to provide a hospital referral in case of critical/serious cases, or if parent asks for it
3. **Critical issues:** 1) emergency first aid to stabilize, 2) call ambulance, 3) call parent.

Communication (Medical Issues)

WSS Medical 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 on the next working day.

Communicable Diseases

- Communicable (infectious) diseases commonly seen in schools are **Conjunctivitis, Chicken Pox, Measles, Influenza, Hand Foot and Mouth disease, Gastroenteritis, seasonal Flu, etc.**
- It is an Authority requirement for parents to **inform the school in writing** (email with attached Medical Certificate to Teacher & clinic) of any **communicable Disease infection** of your child. Inform the clinic team at the earliest, so that classroom/bus deep cleaning can be done & the class monitored for symptoms in the case of any communicable disease.
- If a student develops signs and symptoms (fever, rash, vomiting or/and diarrhea etc) of suspected communicable disease, they should **be seen by doctor** and **rest at home for the duration of the illness**. The time period for each condition varies, so the child will need proper care at home as long as required.
- Upon returning to school **a fitness certificate by attended physician or pediatrician (medical report from the treating physician stating that the student is fit to join school on(date) must be provided to the clinic.**
- If the child **returns to school prior to the completion of the recommended isolation period as recommended by his treating physician, parents will be requested to take their child home**.
- In case of communicable disease in class, all students of the concerned class will be examined by the doctor, and sanitizing measures will be taken by school to minimize the transmission of the infection.
- The Authority's Preventive Medicine Department will be notified about such cases. A parent notification letter regarding the condition will be sent to parents for information.

E-Safety

Technology and the internet can be a source of fun, entertainment, communication and education. However we all must be vigilant to protect our children from harm; some people will use SM for bullying or grooming them into inappropriate relationships, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites. Chatrooms and social networking sites may be sources of inappropriate and harmful material and students are not allowed to access those sites in school. However, parents are requested to control access to keep their children safe when using the internet and social media at home.

- Please **inform school if you do not wish your child's picture to appear on Social Media**
- Students should be supervised while using the internet, at home and school.
- DfES guidance is available at http://www.safety.ngfl.gov.uk
- Students are required to bring a personal BYO device to school for educational purposes subject to parent & SLT approval. Parents need to be **vigilant at home that the child does not install a VPN on the device.**
- Students are expected to use their common sense and not try to access or share inappropriate material on the Internet.
- If unsure of their online safety students must ask an adult for assistance.
- **Teach your child to switch off their device & tell parent/teacher if they inadvertently access anything inappropriate.**
- If you have any e-safety concerns please contact your Section SLT or **E-Safety Leader/DSL**

Food & Snack (see also 'Birthdays & Parties')

- Please send **only healthy food** to school for snack/lunch, Birthdays & other events.
- Highly processed junk food with high fat & sugar is unhealthy & can contribute to diabetes, obesity & hyperactivity in some children, so please avoid sending these to school.
- If your child regularly brings unhealthy foods (fizzy drinks, chips, chocolates, sweets, cake, biscuits, pastries) to school the teacher will:
  1. Give a verbal warning
  2. Email parent
  3. Send home an Incident Report
  4. Confiscate junk party food

- Healthy food suggestions; sandwiches, pasta, rice, noodles, oat bars, fruit, sugar-free juices, milk, yoghurt, cheese, vegetables etc.

Food Allergy Management (Parent Responsibilities)

If your child has a serious allergy, please:

- Share all relevant information regarding the student's medical condition with the school Clinic, by providing written medical documentation, instructions, and medications as directed by the family physician, as well as emergency contact information.
- Ensure WSS always has your current/updated contact information (mobile phone, email, etc.).
- Liaise with the school medical team to develop a plan that accommodates the child's particular needs at school or provide from the physician with a specified and tailored Individualized Health Plan (IHP). This plan should cover the child's entire school day, including time in classroom, cafeteria, Break times, during after-school programmes, during school-sponsored activities, and while on the school bus.
- Provide properly labelled medications and replace medications after use or before/upon expiration along with the doctor's prescription.
- Educate your child in the self-management of their food allergy including:
  - Recognizing safe and unsafe foods.
  - Knowing strategies for avoiding exposure to unsafe foods and various allergens.
  - Identifying and recognizing symptoms of allergic reactions early.
  - Knowing how and when to tell an adult they may be having an allergy-related problem.
  - Knowing how to read food labels (age appropriate).
  - Knowing not to share snacks, lunches, or drinks and to politely explain why he/she is not sharing.
  - Understanding the importance of handwashing and hygiene.
- Providing appropriate food for their children if they have a history of food allergies whenever there is an event at school (such as birthday parties, International Day celebrations, etc.), and ensuring they don't eat the food on offer to prevent a potential allergic reaction.
- Review the IHP with the medical team annually and provide updates & information as requested.

Growth Assessment

- All students undergo height, weight, and BMI measurements by the school nurse, and the results will be plotted on the WHO growth chart (z-score) in student's school medical file. If any growth concerns are identified, parents will be informed and provided with a referral letter for further medical evaluation.
- The PE team works closely with the Medical Team to support a child's Individual Health Plan as required, such as planning PE lessons to include a carefully structured exercise plan if there are BMI concerns.

Heat Index

- The school clinic sends a daily Heat Index report to SLT to guide the day's outdoor activities according to temperature or inclement weather.

D	Today's Heat Index & Action		Date: Time:
√	**Heat Index**	*Actions required:*	
	less than 35.0°C	• No specific action is needed	
	Heat Index between 35.0°C and 39.9°C	• **Outdoor physical activities:** • Teachers must adjust the intensity of activities to suit the conditions and the students taking part. Activities should be light to moderate. • Students must have access to drinking water and wear a hat when in direct sun • Regular water breaks must be provided. • **Breaks & lunchtime:** • Students to be encouraged to use shaded areas. • Staff must actively monitor for signs of heat discomfort	
	Heat Index between 40.0°C and 45.9°C	• **Outdoor physical activities:** • Only lower intensity, for a short duration, may take place. • Students must take a break of 5-minute between activities. • Staff must provide more frequent or longer breaks if conditions require them. • **Breaks and lunchtimes:** • Students must remain in shaded areas or indoors. • Staff must actively monitor for signs of heat discomfort.	
	Heat Index above 46.0 to 47.9°C	• **Outdoor physical activities:** • PE lessons, sports fixtures, training sessions, and other physical activities must be moved indoors, rescheduled, or cancelled. • **Breaks and lunchtimes:** • Students must remain in air-conditioned indoor areas. • If indoor accommodation is reasonably practicable, students may use a fully shaded outdoor area for a short period, with additional controls and active supervision. No outdoor play or physical activity may take place.	
	Heat index 48.0 °C and above	• **Outdoor physical activities:** • PE lessons, sports fixtures, training sessions, and other physical activities must be moved indoors, rescheduled, or cancelled. • **Breaks and lunchtimes:** • Students must remain in air-conditioned indoor areas.	

Illness

Never send a sick child to school. 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.**
- **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.**

Incident Investigation

- From time to time there may be incidents that require investigation, such as an altercation between children, a misunderstanding with staff, or an accident. In such cases, please inform your child's Section SLT or PRE

immediately & we will investigate & follow-up.

- **Share details of the incident that you are aware of & your child's name, class & ID (we do not action anonymous allegations).**
- We will get back to you once the investigation is complete.
- Please allow **2-3 working days to complete the investigation.**
- **A typical investigation includes:**

Interviewing your child, Interviewing witnesses, Taking written statements from concerned students (student 'Voice')	Interviewing concerned staff, Taking written statements from concerned staff, Student Counseling, Formal Letters home (IR/WL)	Watching CCTV footage, Logging any Safeguarding concern on the GEMS Safeguarding platform GUARD, Meetings/calls with concerned parents

- 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 Doctors' decisions related to all health & MOH matters are final.**

Immunization & Vaccination Programmes

- For children's & community health, parents need to make every effort to keep their child's vaccinations up-to-date.
- 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 as per Ministry of Health policy. **Please sign & return any consent forms to the medical team within clinic-given deadline. Failure to do so is a disciplinary issue.**

Medical Approval Forms:

- At the start of each academic year, you will be required to complete medical forms. 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 screening and vaccination consent form. As per EHS rules, school is not allowed to provide medical services without it,** except in emergency situations. It is mandated by MOH to access the health status of students to detect health problems early by carrying specified screening by school clinic team for students FS2, year 2, year 6, year 10All students must submit this on admission time
  2. **Student Medical History form**. This is to be filled so the school is made aware of any health concern, it helps ensure the safety, wellbeing, and proper care of students in school. All students must submit this on admission & whenever there is a change in their health condition
  3. **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.**

Medical Checkup:

- The Ministry of Health requires school to give students full medical examinations (including height weight, vision, depression & other assessments). These are carried out by the school Clinic Team and are basic, non-invasive procedures. We also do regular hair check-ups (for lice).
- You may receive a 'Referral letter' for parents to follow-up if your child is diagnosed with any medical concern.
- We recommend that you continue regular medical & eye checks with your family medical practitioner as well.

Medical Screening & Individual Health Plans

- School Health Screening is required by the Ministry of Health. It is an essential component in the early identification of health conditions that may affect a child's long-term wellbeing. Detecting and addressing concerns at an early stage can prevent complications and improve overall health & the quality of life.
- WSS is committed to exposing our children to opportunities to be active (PE Individual Health Plans & Breaks), to eat healthily ('No Junk Food' policy) & to get plenty of sleep (we encourage an early to bed routine during the school week).

Special screening outside school

School health screening plays an important role in identifying health conditions that can affect a child's long-term health and wellbeing. Ministry of Health requested parents to take their child to any health care facility outside the school for the below specific screening and send the report to the school medical team at WSS_MedicalTeam@gemsedu.com. The school clinic will refer the student to seek medical care if needed.

For Y2 students:

- **Complete blood cell count** (CBC/blood test to screen for anemia).
- **Hearing test** performed using a audiometer by a specialized technician to detect any hearing loss.
- **Dental checkup:** Full clinical and radiographic dental examination & Fluoride varnish in outside school clinic.
- **Physical examination by a physician of Genital area**

For Y3 students:

- **Fluoride varnish 1-2 times a year with a dentist.**

For Y4 students:

- Recommended **Hearing test** performed using a audiometer by a specialized technician to detect any hearing loss.
- **Fluoride varnish** must be applied 1-2 times a year by a dentist, to help prevent tooth decay in children

For Y6 students:

- **Recommended Hearing test** performed using a audiometer by a specialized technician to detect any hearing loss.

For Y10 female students:

- **Mandatory Complete blood cell count (CBC/blood test to screen for anemia)**

If CBC test was already performed within last three months the result can be considered valid, it is not required to be done again, just send the test result report to school medical team. It may be carried out anytime within this academic year; however, it is strongly recommended to complete them at the earliest opportunity so that, if any treatment is required, it can be initiated without delay.

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 with the medical prescription 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.
- After the treatment period, 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).

Online communication between staff and students

- WSS staff must follow strict Safeguarding rules relating to maintaining professional, role-related electronic

communication with students.

- WSS staff may use only school email and school platforms for school work and communication, and never personal ones.
- Do please **inform the Principal immediately, if you have any concerns relating to staff safeguarding behaviour.** Staff found to be in breach of these rules would be subject to serious disciplinary action.

Other Peoples' Children

- **It is strictly forbidden for any parent to speak directly to, or touch, other peoples' children, except with their parent's permission.**
- **In case you have an issue with another WSS student, please bring your concern to the school PRE/Management for their follow-up.**
- **Taking Other People's Children Home; if you need someone else to take your child home, it is critical that the parent applies online for an Early Exit & emails the teacher in the morning, so that we can inform BBT & Security. It is absolutely not allowed to take someone else's child out of school without the parent's written permission.**

Privacy

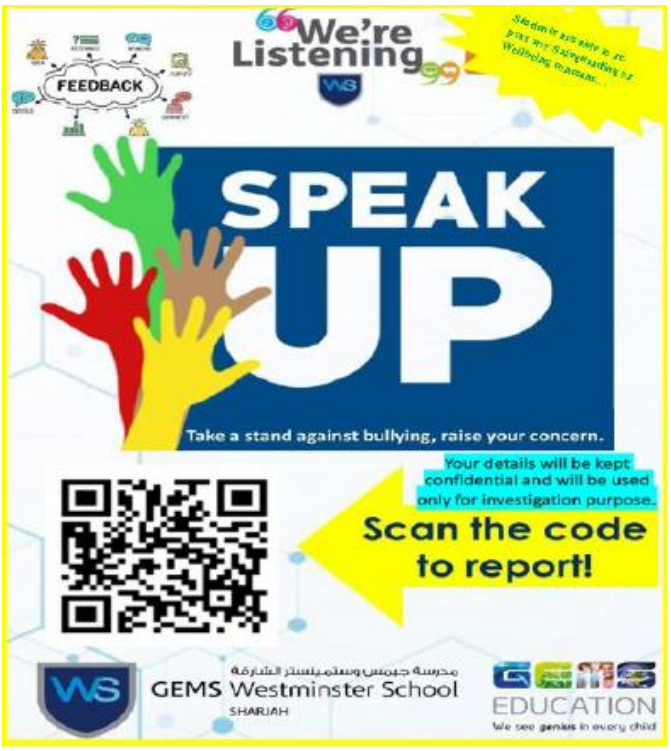
Privacy is a right for all. If you have any Safeguarding concerns, please report them immediately to the DSL. Privacy expectations include:

- **The confidentiality of information.** Staff will not share the personal information of self or others in the WSS community, & will only discuss about a child with the respective parents & concerned staff. **Parents are also requested to respect the confidentiality of school, staff & others' personal information, both F2F & online.**
- **Physical privacy;** no student, whatever the age, should be required to change clothing in front of others. If a young child requires help changing in school (such as after a toilet accident), this would be done in the privacy of the washroom cubicle by a lady staff, & the utmost care would be taken to maintain modesty & avoid intimate touch. **Parents are requested to encourage their children to have the confidence to say "*No, I am not comfortable with that!*" & to voice any concern in a sensitive situation.**
- **Photography; it is not allowed by law to take or share pictures of others without their permission. It is not allowed for parents/guests to take pictures around school, or of other people's children,** except in usual group situations such as of your child's Assembly show.

Safeguarding; Expectations of Staff & Parent Behaviour

- Safeguarding rules apply to all members of the WSS community, including parents.
- **By law, WSS must report cases of suspected child abuse to the Authorities.**
- **Staff & Parents are not allowed to do any of the following (if they do, please immediately report the incident to the Principal):**

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, lifts in own transport, 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.	**Any form of physical (corporal) punishment** **Any form of extreme emotional abuse, such as sarcasm, humiliation, swearing** and screaming, **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.



Speak-Up (Student reporting process for Safeguarding concerns/incidents)

Students are able to access the online WSS 'Speak Up' reporting facility for any wellbeing or Safeguarding concern. Staff will meet the child, look into their concern & provide appropriate support.

Vaccination

- Vaccination program are conducted in school as per EHS policy.
- Vaccinations are conducted annually as per EHS instructions (such as for Y2, (MMR–**Dtap-IPV**, Chickenpox-Polio **oral**), Y6(Meningococcal vaccine) Y12(Tdap and Meningococcal vaccine). Vaccination consent forms are sent home to be completed by parent before the date of vaccination.
- Any comment written in the consent form by the parent regarding medicines, allergies and illnesses will be clarified with parent by the Nurse.
- Parent must submit an updated vaccination card to the Clinic. Students cannot be vaccinated without this document and consent from a parent.
- Students who are newly enrolled should provide their medical file from the previous school.
- The parent consent form is sent home by the Clinic, and the parent must return it to the Clinic within the deadline given by school clinic
- If the parent sent consent 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.

Sports Days

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 as spectators.

Teachers

All our teachers are qualified & experienced as per Authority rules & get Authority approved accordingly. 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 Arab/non-Arab, etc.), so school assigns students to classes accordingly. It is **not possible for parents to choose their child's teacher** before their child joins.
- We aim to keep teachers throughout the academic year, however, 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 & provide Induction so that there is minimal disruption to learning.
- School provides adult supervision/cover work for absent teachers.
- If your child's teacher is unable to resolve an issue, you are welcome to contact the Parent Relations Executive (PRE) whose role is to liaise between home & school, or the Section SLT.

Transfer Certificate 60 *(see 'Leaving WSS")*

For admission into the next school (in UAE & many other countries), parents need to produce an attested TC from the previous school showing either the child's current Year/Grade (if mid-year transfer) or the Year/Grade that the child has been promoted to (if end-of-year). Parents are liable for WSS fees until the leaving date as specified in the TC application

Students who are leaving WSS must apply online for a Transfer Certificate (TC). The TC application process is as follows:

- Apply online through your Phoenix Parent Portal (no payment to the school as the parent will extract the TC from Daleel & pay SPEA directly)
- Parents should not extract the transfer certificate from Daleel until they receive a notification from the school. This is to ensure that the authority has promoted the student to the next year group.
- Daleel will be ready for issuing transfer certificates after the students have been promoted. Parents will be notified by the GRE via email with the date it becomes available along with the steps for obtaining the transfer certificate from Daleel.

Timings & Timetable

	Monday		Tuesday		Wednesday		Thursday	
	start	end	start	end	start	end	start	end
R	7:15	7:25	7:15	7:25	7:15	7:25	7:15	7:25
1	7:25	8:10	7:25	8:10	7:25	8:10	7:25	8:10
2	8:10	8:55	8:10	8:55	8:10	8:55	8:10	8:55
3	8:55	9:40	8:55	9:40	8:55	9:40	8:55	9:40
Break	9:40	10:00	9:40	10:00	9:40	10:00	9:40	10:00
4	10:00	10:45	10:00	10:45	10:00	10:45	10:00	10:45
5	10:45	11:30	10:45	11:30	10:45	11:30	10:45	11:30
6	11:30	12:15	11:30	12:15	11:30	12:15	11:30	12:15
Break	12:15	12:35	12:15	12:35	12:15	12:35	12:15	12:35
7	12:35	13:20	12:35	13:20	12:35	13:20	12:35	13:20
8	13:20	14:05	13:20	14:05	13:20	14:05	13:20	14:05
9								

Transition

To help students move smoothly between Sections, Key Stages & Phases, we arrange Transition Day/session in Term 3, when students & parents are introduced to some of the next year's expectations & staff. The Head of Inclusion gives a counselling session on managing change & is available for counseling in case of any concerns.

Trips



- 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.
- Trips are charged. Trip **payment must be made (online or directly to the Cashier) by the deadline** given. **The trip payment deadline is usually one week prior to the trip** (or as

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

- **Teachers are not able to accept cash. Please pay online through your Parent Portal.**
- **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 are approved by SPEA as per their policy

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

Adrenaline (EPI) Pen for Anaphylactic Shock:

- Primary students should be accompanied by their parent.
- Secondary students may take an EPI pen.

Diabetes Mellitus:

- All diabetic students need to be accompanied by their parent for the duration of any trip outside school.
- 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 blood sugar of the diabetic child must be checked just before the trip and immediately after the child reaches back to school if school trip is during weekdays.
- If parent is unable to use the bus (eg. due to RTA transport rules for school buses), parent may:
  1. Take the child to the trip venue in OT & meet the class there, or
  2. If the bus journey trip is **less than 30 minutes**. Parent to meet the child at the trip location.

Myasthenia gravis:

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

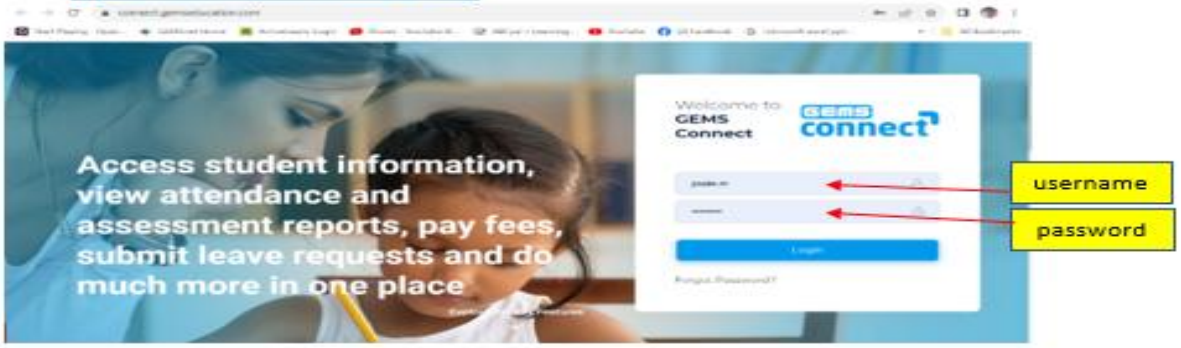
GEMS Westminster School
SHARJAH

Online Trip Payment Parent Guide

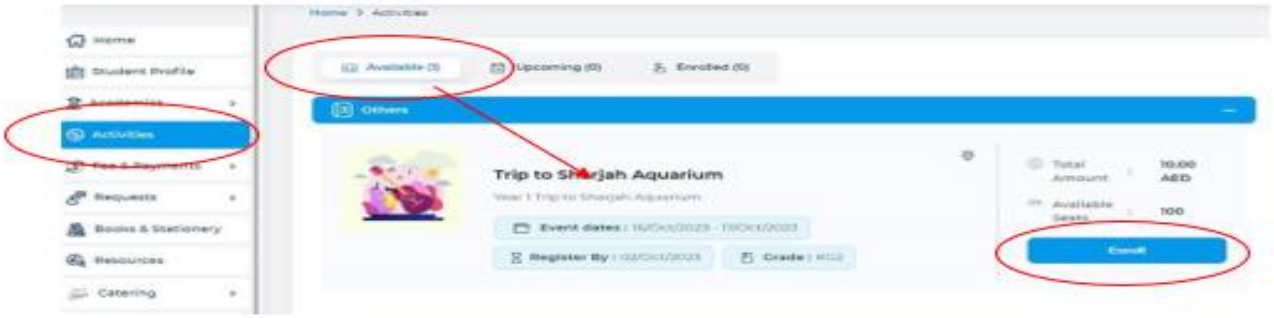
How to access the online trip payment through your GEMS Connect Parent Portal

1. Go to the website of GEMS parent portal or click the link below and enter your school-issued username and password, then click the login button.

Link: https://connect.gemseducation.com/



2. On the home page, click the Activities option, select the Available fee and click Enroll button.



3. Then click Proceed to Pay button for the payment of the trip. Provide your card details and confirm the payment.



Examples of Trip Locations

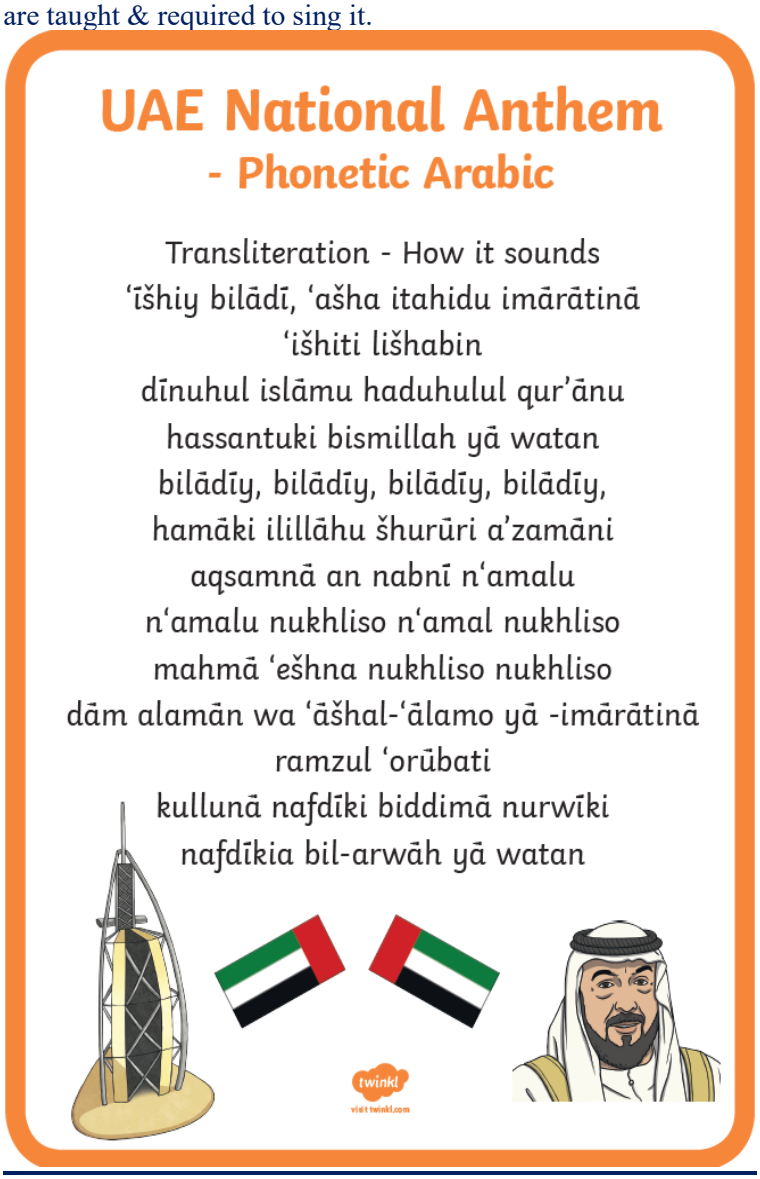
- Kidzania (Dubai Mall)
- Sharjah Calligraphy Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Calligraphy_Museum.aspx
- Sharjah historic Museum & National Park: http://www.sharjahtourism.ae/en/heritage/museums/sharjah-desert-park
- Science Museum: http://www.sharjahmuseums.ae/SMDWebsite/Museums/Sharjah_Science_Museum.aspx

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.

UAE National Anthem

The UAE National Anthem is played at the start of every Assembly & school event. It is a requirement for everyone (visitors too) to stand respectfully & refrain from talking throughout the UAE National Anthem. Students are taught & required to sing it.

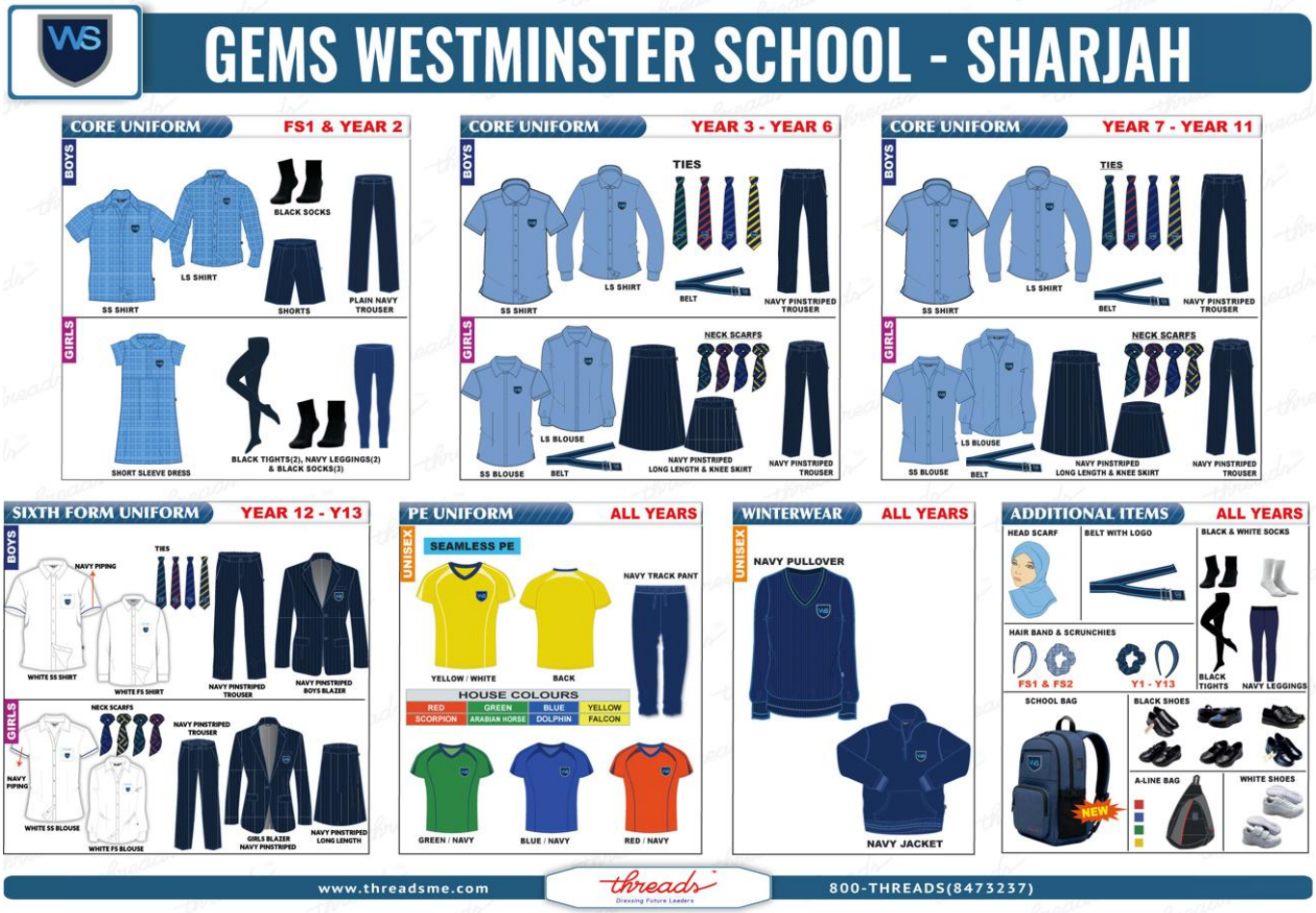


Translation of UAE National Anthem

Live my country, the unity of our Emirates lives
You have lived for a nation
Whose religion is Islam and guide is Quran
I made you stronger in God's name oh homeland
My country, my country, my country, my country
God has protected you from the evils of the time
We have sworn to build and work
Work sincerely, work sincerely
As long as we live, we will be sincere, sincere
The safety has lasted and the flag has lived oh our Emirates
The Symbol of Arabism
We all sacrifice for you, we supply you with our blood
We sacrifice for you we supply you with our blood
We sacrifice you with our souls oh homeland

Uniform

Contact # 800-8473237
Email- support@threadsme.com
Time – 10am to 9pm



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**. We request that parents support our uniform code.



- **Wearing full uniform & ID badge is compulsory**. **Full school uniform including ID Badge should be worn to school daily. Not wearing proper school uniform is a disciplinary issue.**
- **Proper school uniform (not PE uniform) should be worn on exam days,** unless otherwise informed in writing by school.



- **If due to some unavoidable reason your child is not in proper uniform, please write a Planner note/send an email to your child's Form Tutor.**
- **On PE days, the PE Uniform may be worn to school (with ID Badge).**
- **Birthday children may wear non-uniform clothes to school for that day.**
- Smart **school uniform should be worn for trips,** unless otherwise informed by the Teacher.
- 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.
- Replacement ID cards can be purchased from the BBT office

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

- Abaya: A **plain, dark blue or black Abaya** may be worn if required for religious or cultural reasons (no decoration)

- Art overall: It is recommended to bring an art overall for Art lessons.
- Bags: **Wheeled trolley bags are not allowed**
  Junior studetns need to bring a small, cubby-hole sized backpack.
- Belt: A uniform belt is available if required
- Blazer: Optional
- Headscarf/shehla: Students may wear the uniform version (pale blue), plain white or plain black (absolutely no decoration).
- Hair: Long hair (touching the shoulder & longer) should be **tied back with uniform ties**
  Avoid bright, unnatural hair colouring
- **ID Card:** **Wearing the WSS ID card is compulsory**. Cost of a replacement WSS ID Card is AED25/- (order from the BBT office)
- Jewellery: A small watch is allowed (aviod valuable watches in case of los or damage). Small studs or tiny hoops for earrings only. No dangly earrings due to safety. Please avoid any other jewellery.
- Junior Uniform: Junior students should also come to school in full, smart uniform (including plain, dark blue tights/socks & black shoes
- Makeup **Makeup & nail varnish are not allowed.** Students wearing these will be sent to the clinic for removal
- Mishaps: It is recommended to send a named set of spare clothes for FS children in case of a washroom mishap. These clothes are returned home at the end of the year.
- Pants/Trousers: Uniform pants/Trousers may be worn by girls (optional) & boys
- PE Kit: Uniform PE kit should be worn to school on PE days only. For Break time matches, sports activities, PE kit should be brought to school in a bag & changed into before the activity.
- Scarf: **Y3-13 girls wear a neck scarf (compulsory)**
- Shirts: **Y3-13 boys' shirts should be tucked in.** Girls may opt for untucked shirt, if they wish.
- Skirts: **Skirts must reach to mid-calf or lower.** Secondary girls wearing a skirt above the calf (mid-lower leg) should also wear dark blue/black leggings/tights.
- Shoes: Plain, black leather shoes.
  Plain white trainers for PE.
- Socks/tights: Plain dark blue socks, plain dark blue leggings or plain dark blue tights.
  White socks for PE.
- Tie: **Y3-13 boys wear a tie (compulsory)**
- Winter sweater: Uniform winter sweater

- No Uniform: If due to some unavoidable reason a child is not in proper uniform, **parent please email The Teacher.**

Non-Uniform Days

In case of a child's Birthday or other non-uniform day, the following expectations apply:

- Dress should at all times **conform to local cultural & religious sensitivites, avoiding possible offense.**
- **Modest** dress (shoulders & knees covered)
- **No inappropriate slogans** (avoid political, rude language/messages etc)
- **Failure to wear appropriate clothing to school may result in the child not being admitted to class.**

Stepped Discipline Policy for Students Failing to Follow the Uniform Policy

1. If there is no parent note, a verbal warning would be given;
2. The bext step would be an email;
3. In case of repetitions, the student would receive an Incident Report;
4. Then Warning Letters.

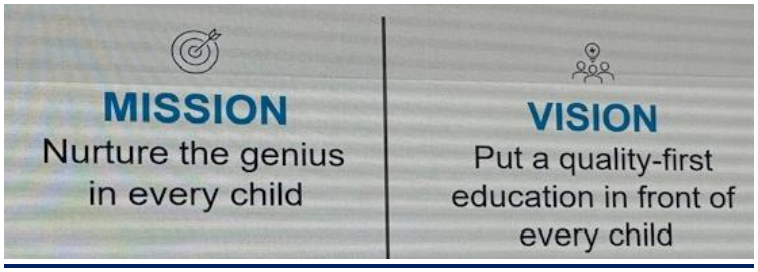
Valuables in School

- 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 for lost/broken personal items.
- School is not responsible/liable for the loss or damage of personal items or their recovery/replacement/repair.

Vandalism (Willful Damage to School or Others' Property)

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

Vision & Mission (GEMS)



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

			
Always Learning	Care	Excellence	One Team

Vision & Mission (WSS)

WSS Vision & Mission

Updated: 26/5/22

WSS VISION

Excellence Through Teamwork; Success For All

OUR MISSION IS...

	Our Core Mission	*What does this mean at WSS?*	*WSS Actions*
T	**Tomorrow is built today**	• WSS Prepares our students & staff for a successful, productive future as global citizens	• We prepare students for their future & to reach their potential through the curriculum, assessments, career/higher education guidance, Internship programmes & extra-curricular activities • Provide a range of leadership opportunities • Promote & develop the Student Council • We arrange character-building activities & trips • Older students engage in the 'Passport to Success' community service programme to enhance 21st century life skills • We provide opportunities to learn independence • We have high expectations of uniform & preparedness for learning
E	**Environmental awareness & sustainability**	• We are mindful of our impact on the environment • WSS provides opportunities for impactful engagement in environmental initiatives	• We promote the 3 R's; Reduce-Reuse & Recycle • We put our litter in the bin • We avoid wasting resources • Commitment to social concerns & charity
A	**Achieving Excellence**	• We are committed to excellence & are ambitious for success • We work hard & do the best we can • Reflective of our practice to continuously improve	• WSS reports regularly on progress & achievement, & sets SMART 'next step', data-driven targets for students, staff & the school • We provide attractive, enabling learning environments • WSS is committed to high ethical standards • We provide opportunities for challenge, STEAM & healthy competition to enable learners to exceed targets
M	**Growth Mindset**	• We promote positivity & engage in life-long learning. • We show resilience & problem-solve • 'We can with practice'	• We provide opportunities to problem-solve & learn from mistakes • We welcome innovation, creativity & critical thinking • We celebrate success
W	**Wellbeing & Happiness**	• Safeguarding, Wellbeing, Health & Safety are top priority • We help others, show kindness, equality & inclusivity • We demonstrate self-discipline	• Safeguarding, health & safety are promoted through policies, practices, curriculum & activities • We provide opportunities for all to voice feedback & make decisions related to school development, wellbeing concerns or needs • We provide internal counseling services where required
O	**Opening Doors of Opportunity, Choice & Success**	• WSS is an inclusive school; we personalise learning so that everyone can achieve their potential (staff & students) • Challenges & change are seen as opportunities to develop skills, knowledge & experience • There is always a 'Plan B'	• WSS provides opportunities for students to engage in a wide range of extra-curricular events & initiatives within & beyond WSS • WSS provides leadership development opportunities for all • WSS provides comprehensive Careers & Higher Education counseling, work experience & opportunities for community service (Passport Programme)
R	**Relationships & Character**	• Our behaviour & decisions are values-driven, including mutual respect, self-discipline, confidence & tolerance • We are committed to the school vision, 'Excellence Through Teamwork; Success for all • We value diversity • We connect, collaborate & communicate professionally • We all follow the Fab. 5 Rules	• WSS builds positive home-school partnerships • We promote cultural awareness & harmony • We promote partnerships with the Authorities & community • We promote character development through the curriculum & beyond • We follow a fair, stepped & appropriate Code of Conduct • We have high expectations of behaviour for all • We teach students how to make smart choices. • We nurture & support within & beyond the WSS community
K	**Knowledge, Skills & Understanding**	• We fully engage with the WSS learning programme • We are open to applying new strategies, taking risks & applying learning to new situations	• WSS promotes personalised learning so every child is able to experience learning success • WSS sets high standards of teaching & learning • We promote the application of technological innovation • We provide opportunities for students to explore their individual gifts & talents • We relate learning to real-life & aim to make learning fun!

Wellbeing

WSS believes that Student & Staff Wellbeing is a priority. WSS has a wellbeing Framework, including curriculum, events and policy. It is everyone's responsibility (students, parents & staff) to promote Wellbeing at WSS.

UAE Vision 2031; To be among the happiest countries in the world					
Positive Individual			**Positive Institution**		
Instilling Purpose	**Promoting Health**		**Building Relationships**	**Fulfilling Potential**	
SPEA Wellbeing Framework 2023					
Emotional Wellbeing	**Physical wellbeing**	**Social wellbeing**	**Academic wellbeing**	**Digital wellbeing**	**Life skills acquisition**
PERMAH Framework					
Meaning/Purpose	**Positive Emotions**	**Health**	**Relationships**	**Engagement**	