Updated:23/11/23

GEMS Westminster School – Sharjah Parent Handbook

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

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

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

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☺ 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**
Learning Coach	Ms. Christine	
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, Head of Secondary	Mr. Franklin	**alfredfrank.j_wss@gemsedu.com**
Assistant Principal, Secondary	Ms. Sreeja	**sreeja.n_wss@gemsedu.com**
Parents Liaison Executive (PRE)	Ms. Aiysha Khan	**aiysha.k_wss@gemsedu.com**
Manager School Operations	Ms. Sera	**alphonsia.s_wss@gemsedu.com**
Registrar	Ms. Stephy	**stephy.a_wss@gemsedu.com**
BBT Bus Transport Customer Care Executive (CCE)	Mr. Thomas Rajan	**thomas@bbt.ae** **055 2378382** **800 STSS (7877)**
Uniform Threads	Located near NMC Hospital, Al Nahda area, Dubai. Store open 10am-7:30pm. **Tel: 8008473237** **www.threadsme.com**	

MOE Social Communication Sites (01/11/12)	
	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 SLT (Senior Leadership Team)

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)**	**Assistant Principal**	**Deputy Head of Primary**	**Deputy Head of Juniors**
Ms. Christine McDermott	Ms. Sera	Ms. Sreeja	Ms. Emelia	Ms. Raghi

Updated 28/8/23

WSS A-Z ...Useful Information

Perseverence with Learning	Developing Literacy	Developing Observation Skills	Cooperative Learning

Absence *(see 'Leave')*

Acronyms

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

	Meaning	
A	• ALC = Arabic Learning Coach (for Arabic, Islamic Studies & Social Studies for Arabs Teams) • AMSF = Assistant Manager School Facilities	• APJ, APP, APS = Assistant Principal Junior/Primary/Secondary • ASP = After School Programme (Activities, Intervention Programme, sporting teams, competitions)
B	• BASE = a Reception (FS) Baseline Assessment	•
C	• CAT4 = Cognitive Abilities Test • CNL = Class Newsletter (published Termly) • Conf = Conference room (Rm) • Coord = Coordinator	• CPD = Continuing Professional Development (*or* PD) • CV = GEMS 4 Core Values (Global Citizenship, Growing by Learning, Pursuing Excellence, Leading Through Innovation)
D	• DHoP = Deputy Head of Primary • DOJ = Date of Joining	• DP = Development Plan • DSL = Designated Safeguarding Lead (ie. Head of Inclusion & Principal)
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) • GCO = GEMS Corporate Office	• GEMS = Global Education Management Systems (our parent company) • G&T = Gifted & Talented • GRE = Government Relations Executive (Arabic Secretary)
H	• HB = Staff 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 concerns) • IEP = Individual Education Plan (for Wave 1-3 SofD SEND students)	• IGCSE = International General Certificate of Studies in Education (taken in Y11) • IR = Incident Report • IRV – Improvement Review Visit (SPEA)
J	• JD = Job Description	•
K	•	•
L	• LC = Learning Coach • LFQ = Learning Focus Question (WALT) • LM = Line Manager (TL, HOD, SLT) • LO = Lesson Observation	• LSA = Learning Support Assistant (for Wave 3 SofD students) • LW = Learning Walk • LWD = Last Working Day (in school)
M	• MC = MARCOM, Marketing Coordinator • MLT = Middle Leadership Team (Phase Leaders, Coordinators, HOD, TL)	• MOE = Ministry of Education • MSO = Manager School Operations (Admin Officer) • Mtg. = Meeting
N	• ND = National Day (UAE celebration) • NL = Newsletter (for Parents)	• NLS = National Literacy Strategy (UK NC) • NNS = National Numeracy Strategy (UK NC)
O	•	•
P	• P = Principal • PASS = Performance Assessment of Self-care Skills • PE = Physical Education • PISA = Programme for International Student 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	•
S	• SAR = Social Academic Report • SDP = School Development Plan • SEF = Self Evaluation Form • SEND = Special Educational Needs & Disabilities (Students of Determination) • SLT = Senior Leadership Team (P, VP, AP, LC, Deputy Heads of Section, MSO)	• SofD = Students of Determination (SEND) • SPEA = Sharjah Private Education Authority (our MOE) • SSC = Schools' Support Centre (GEMS Corporate Office) • St = student/s
T	• TA = Teaching Assistant • TBC = To be confirmed • TIMSS = Trends in International Maths & Science Study	• TL = Year Group Team Leader • Tr. = Teacher/s • Tchg = Teaching
U	•	•
V	• VP = Vice Principal	•
W	• WALT = We are learning to… (the learning objective) • WB = Weekly Bulletin (staff notices, information, diary dates)	• WILF = What I am looking for (What the st. has to produce; the learning outcome) • WL = Warning Letter • WSS = GEMS Westminster School, Sharjah
X	•	•
Y	•	•
Z	•	•

Activities & Events

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

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

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

Please note following admission procedure:

1. Parent **Registers online & receives** a unique SR ID.
2. Child is invited for the **Assessment/Interview**.
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**.

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

a. **Re-enrollment conditions & deadlines will be published in advance in the Newsletter** (usually linked to

payment of Term 2 fees, number of Warning Letters, 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.

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

- Immunization card copy, vaccination card copies and medical file (from current School).
- Copy of Attested Final Report Card in Emirate Educational Authority format
- Copy of Attested Transfer Certificate.
- Valid Passport, Visa and Emirates ID copies for student and Parents. (Please ignore this if you have already submitted these documents and the same is valid until September 2023.)
- Original Emirates ID for student and parents.
- For **Year 11, 12, 13** (Grade 10,11,12) students, please bring the copies of below documents as well:
  - Copy of Attested **final report cards** for previous **2 years**
  - **Copy of Attested IGCSE/GCSE examination certificates**
  - **Equivalency certificate and certificate of transferring curriculum: -** It is required if the student is coming from a School outside UAE (applicable for all curriculum) and if the student is coming from a School Inside UAE except British and Ministry curriculum. You must apply for a transfer through the Ministry of Education website with the link given below.

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

B. Required attestation details for Report Card and Transfer Certificate (follow as applicable, depending which school your child has come from):

1. Coming from a School inside Sharjah

- **Copy of Year-end Report Card stamped, signed by the School and approved by SPEA.**
  - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
    - Previous 2 years report card copy approved by the Emirate Educational Authority.
    - Copy of IGCSE/GCSE examination certificates approved by the Emirate Educational Authority
  - **For Yr10/Gr9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

- **Copy of Transfer Certificate attested by the Emirate Educational authority (or) Fee clearance letter from the current school.**

2. Coming from a School in another Emirate (applicable for everyone within UAE except Sharjah)

- **Transfer Certificate Copy attested by the Emirate Educational Authority**
- **Copy of Year-end Report Card stamped and signed by the School**
  - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents:
    - Previous 2 years report card copy attested by the Emirate Educational Authority.
    - Copy of IGCSE/GCSE examination certificates attested by the Emirate Educational Authority
  - **For Yr10/Gr9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

3. Coming from outside UAE (except GCC countries)

- **Copy of Attested Transfer Certificate (attestation as below):**
  1. School stamp and Principal signature.
  2. Ministry of education in the origin Country.

3. Ministry of foreign affairs of the origin country or country's Consulate.
4. Ministry of foreign affairs of UAE

- **Copy of Year End Report Card signed and stamped by the School.**
  - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
    - ❖ Previous 2 years report card copy attested by the Ministry of foreign affairs of UAE.
    - ❖ Copy of IGCSE/GCSE examination certificates attested by the Ministry of foreign affairs of UAE.
  - **For Y10/G9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

4. **Coming from a School in Gulf Countries (any country of GCC)**

- **Copy of Attested Transfer Certificate (attestation as below):**
  1. School stamp and Principal signature.
  2. Ministry of Education in the origin Country.

- **Copy of Year-end Report Card signed and stamped by the School.**
  - For Year 11, 12, 13 (Grade 10, 11, 12) students, please bring the copies of below documents as well:
    - ❖ Previous 2 years report card copy attested by Ministry of Education in the origin country.
    - ❖ Copy of IGCSE/GCSE examination certificates attested by Ministry of Education in the origin country.
  - **For Y10/G9 and above admissions, Transfer certificate and report card both needs to be attested same as explained in the Transfer certificate attestation details.**

C. Admission Clearance Process:

1. Visit the Registration office with all the valid documents to complete the file. Clearance form will be issued by the Registration office once the documents completed.

2. Visit the clinic with the clearance form issued by the Registration office to submit the medical file, vaccination card copies and get the signature.

3. Visit the School cash counter to clear the Term fee and get the signature.

4. Visit the Registration office again with the signed clearance form (signed by Cashier and clinic) to get the class assigned for your child.

5. Please submit the clearance form to the Form Tutor to start the class.

D. Admission Ages & Cut Off Dates (dates change each year):

Grade/Year	**Age Criteria as on 31st Aug 2023**	*Born In*
Pre-KG/FS1	**3 -4Years**	1/9/2019 to 31/8/2020
KG1/FS2	4-5 Years	1/9/2018 to 31/8/2019
KG2/Year 1	**5-6 Years**	1/9/2017 to 31/8/2018
Grade 1/Year 2	**6 -8 Years**	1/9/2016 to 31/8/2017
Grade 2/Year 3	**7 - 8 Years**	1/9/2015 to 31/8/2016
Grade 3/Year 4	**8– 9 Years**	1/9/2014 to 31/8/2015
Grade 4/Year 5	**9– 10 Years**	1/9/2013 to 31/8/2014
Grade 5/Year 6	**10- 11 Years**	1/9/2012 to 31/8/2013
Grade 6/Year 7	**11- 12 Years**	1/9/2011 to 31/8/2012
Grade 7/Year 8	**12 – 13 Years**	1/9/2010 to 31/8/2011
Grade 8/Year 9	**13- 14 Years**	1/9/2009 to 31/8/2010
Grade 9/Year 10	**14 – 15 Years**	1/9/2008 to 31/8/2009
Grade 10/Year 11	**15 – 16 Years**	1/9/2007 to 31/8/2008
Grade 11/Year 12	**16 - 17 Years**	1/9/2006 to 31/8/2007

Grade 12/Year 13	**17 – 18 Years**	1/9/2005 to 31/8/2006

Admission Criteria for Junior Section

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

Nursery/Pre-KG (Age 3-4) Admission Expectations a child should be able to achieve at least expected or exceeding level in age band:			
Literacy	Numeracy	Communication	Personal social and Emotional development
• Enjoy drawing freely • Develop play around favourite stories using props. • Notices some print like the first letter of their name. • Add marks to their drawing and gives meaning like "that is mummy"	• Takes part in finger rhymes with numbers • Can combine objects like stacking blocks and cups. • Attempts to count in numbers. • Can solve simple puzzles of 3 to 4 objects/pieces. • Can compare sizes using the language like "big" and "small"	• Can shift attention from one task to another however by calling child's name he will pay attention • Child has vocabulary of 300 words. • Can follow the instruction with three key words like can you wash dolly's face? • Can understand action words.	• Starts to enjoy the company of other children and want to play with them. • Can say if they are sad or happy and sometimes explains why. • Starts taking turn instead of grabbing what they want.

FS2/KG1 (Age 4-5) Admission Expectations a child should have attended Nursery & be able to achieve at least expected or exceeding level in age band of (30-50) months:			
Literacy	Numeracy	Communication	Personal social and Emotional development
• I can join in with my favourite stories and rhymes. • I know that stories have beginning, middle and end. • I can recognise and copy my name. • I can hold the pencil correctly and form recognisable letters. • I can write the initial sounds of the words. • I hold the books right way up and turn the pages carefully when I look at it on my own.	• 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 buses and dinosaurs. • I can recognise and count numbers till 10. • I know how many objects in a set of 10.	• I listen to the stories and I can talk about them. • I can understand the use of objects like what do we use for cutting. • I can speak longer sentences using because. • I can ask questions and answer your question. • I am able to tell about my needs.	• I like to play in group with my friends. • I can ask my friends to play with me. • I would like to help you when needed like cleaning up the class room. • I can always wait for my turn. • I can share toys with my friends.

Year 1/KG2 (Age 5-6) Admission Expectations A child should be able to achieve at least expected or exceeding level in age band:			
Literacy	Numeracy	Communication	Personal social and Emotional development

• I can read short sentences like " I can go " • I can tell about the characters in the story. • I can say the sounds I hear in the word like "bag". • I can write words like "the" and "was"	• I can use numbers from 1 to 20 in the right order when I am counting things or singing rhymes. • I can add groups of things together. • I can take away things from a group to tell how many I am left with. • I can make patterns and tell you about it. • I can use words like "big", "small", "heavy", "light", "in"…	• I can tell you what has happened and what might happen next as you share a story with me. • I can make up my own stories. • I can use words like "I went" or I am going instead of "I go". • I can tell the order of the events.	• I can play with my friends and also listen to their ideas. • I can talk to my friends about feeling happy, excited, sad, cross or worried. • I know what I should do about sharing toys and keeping safe.

Age & Year-Grade Equivalency

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

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

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

E. Admission Clearance Process:

6. Visit the Registration office with all the valid documents to complete the file. Clearance form will be issued by the Registration office once the documents completed.
7. Visit the clinic with the clearance form issued by the Registration office to submit the medical file,

vaccination card copies and get the signature.

8. Visit the School cash counter to clear the Term fee and get the signature.
9. Visit the Registration office again with the signed clearance form (signed by Cashier and clinic) to get the class assigned for your child.
10. Please submit the clearance form to the Form Tutor to start the class.

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:

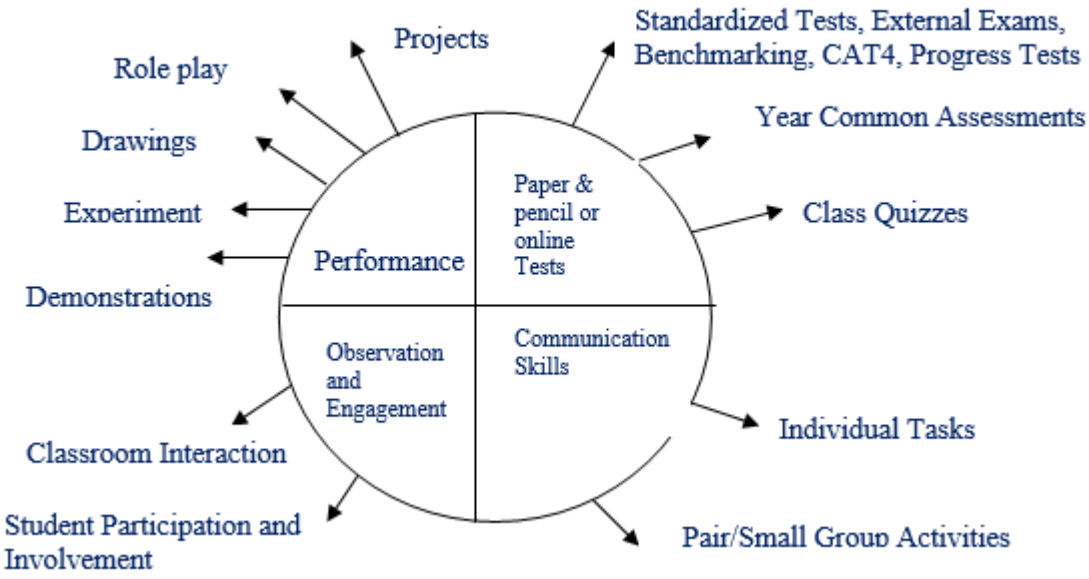
2. Recitation of the Holy Quran (arranged by the Islamic Team)
3. Birthday wishes
4. Programme by a class
5. Address by SLT

Standing:

6. School 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 diagram).
- Students' progress is measured against English National Curriculum expectations.
- Student Progress Reports are issued at the end of every Term (subject to clearance of Term fees & submission of all required SPEA registration documents).



Cheating in Assessments/Exams

- WSS has examination Board accreditation & has **zero tolerance for cheating (or the appearance of cheating)** in assessments/exams. Cheating is a serious disciplinary issue because students are practicing for the

prestigious international Cambridge & EDEXCEL Examination Board exams, which do not tolerate cheating of any kind.

- **Schools or individual students who cheat/allow cheating attempt to cheat** would be disbarred from taking international Board examinations. Therefore, we train out students from a young age that any kind of cheating (copying, talking, having hidden notes, asking others for answers, taking another's help during an exam, swapping papers or using electronic devices etc. to search for answers during an examinationare unacceptable & not tolerated.
- **Any student caught cheating will be disbarred from taking that particular examination & would receive '0' for that paper. The student would lose those marks**, which would impact on their Term Report grade.

Subject Attainment 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 required
F	<50%	Fail	5	Little evidence of effort
FA		Failure Due to Absence		

Missed exams Policy:

- If a student misses an **end-of Term/end-of year** exam, but **brings a medical certificate**, the student will be given a Report grade based on continuous assessment. Assessments are not rescheduled.
- If a student misses a mid-term assessment but brings a medical certificate, the assessment may be rescheduled (at SLT discretion).
- If there is no medical certificate, we do not reschedule any exam or give any marks instead of the exam. Those marks are lost from the Report grade.

Weighting for Reports (subject to change)

- Weighting for Term Reports is usually 50% Continuous Assessment plus 50% Term Exam. Assessments are conducted F2F in class.

Attendance *(see 'Leave')*

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

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

- **Pick up** your child **from the classroom/Babysitting Room promptly at end of day.**
- If you arrive earlier than end-of-day, kindly **wait in Reception.**
- If you are **later than the standard home time please collect your child from the Babysitting**/Late Room. **Babysitting charges will apply** (charged by the day).
- If you are unable to collect or bus your FS1-Y1 child home at the earlier end-of-day, there is **paid Babysitting available until the later end-of-day.** If you wish to use the Babysitting facility, please:
  1. Collect & complete the Babysitting form from PRE (*see form below*)

2. Pay at Cashier & hand the signed form back to PRE (who will also sign it)
3. PRE 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
6. Parents picking up their child after 1:15pm will be charged Babysitting fees (@ AED21/ per day).

	Optional FS to Year 1 Babysitting	Date:
		Updated 4/7/22

Child's name:	ID:	Class:
Father's contact number:		
Mother's contact number:		
Start date for Activity Babysitting arrangement:	End date of Activity Babysitting arrangement:	

Dear WSS Principal,

Subject: Request for Optional FS-Y1 Babysitting

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

We understand & approve that:

- The optional Babysitting arrangement is beyond regular teaching timings, so needs to be paid.
- **Unpaid due fees will be added to my child's fee account.**
- **I will clear unpaid Babysitting fees before any Report or other document is released by school.**
- Babysitting is charged @ AED84 per week, or AED21/- per day. **VAT is applicable at 5% & is non-refundable** in any case.
- **Refunds will be given for any paid unused days following the submission of a 'discontinuation of Babysitting' letter to school in advance. Refunds will be given from the date of receipt of the Discontinuation Letter, & will be exclusive of VAT.**
- There is a **5% discount if I pay the full Term in advance, & a 10% discount if I pay for the whole year** in advance (if discount is given, it would will be deducted from any refund).
- I will collect my OT child promptly at the end of day.

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

Signed: _____ Parent Date: _____

For School Admin:

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

Bags

- While we understand that at times, books can be heavy, we are concerned about the significant & dangerous **trip hazard** that trolley bags present especially in narrow corridors, stairs & busy classrooms.
- For safety reasons, **trolley bags are not allowed in school**
- Students must bring the **regular backpack style** of bag that hangs safely on a corridor hook (Juniors) or can be stored neatly in class (Y3-13).
- Y3-13 students may opt for a locker in school to store books & other items to reduce bag weight.
- 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) & lost/un-returned keys.

Behaviour Policy; WSS Code of Conduct

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

- **Our Code of Conduct (Behaviour Policy) is built on mutual respect.**
- **It includes an e-safety Policy & BYOD Agreement Policy**. Cyberbullying and inappropriate messaging by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our child protection procedures.

Fab. 5 Behaviour Rules for Learning

WSS Code of Conduct; The FAB. 5			
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:*	*My Character Traits, attributes & behaviours.*
1	**We do our best**	• I am hardworking. • I am ready for lessons & assessments, with all tasks completed on time, having the necessary books & materials • I am punctual; I arrive to school & class on time • I wear smart, correct uniform to school • I clear-up after lessons, snack and Break	• Gratitude • Grit • Bravery • Resilience • Optimism
2	**We respect others**	• I respect others' right to a peaceful, dignified existence; making sure that my words and actions do not hurt, disturb or offend others. • I value, respect & accept others' differences • I avoid bullying, shouting, sarcasm, teasing, insults, swearing and offensive language. • I respect authority, & the rights & property of others. • I am honest & trustworthy. I tell the truth & do not take things that don't belong to me.	• Honesty • Kindness • Respect • Tolerance
3	**We listen to learn**	• I follow staff directions promptly • I listen when the teacher is talking. • I listen politely to classmates	• Focus • Curiosity
4	**We are safe and sensible**	• I promote Safeguarding rules at all times • I am accountable, reliable and responsible for my choices & actions, considering my own & others' safety & learning • I move in an orderly way & walk safely in corridors • I put my rubbish in a bin to keep my classrooms & school clean & healthy • I use the washroom responsibly	• Making smart choices

5	**We work together**	• I support our school vision 'Excellence Through Teamwork; Success For All' • I co-operative with staff, students and parents to improve my own and others' learning • I negotiate to problem-solve with helpful words, not anger, fists or feet • I am polite, courteous, considerate and helpful • I work positively with others in groups, pairs & teams.	• Tolerance

- Poor, disrespectful or unsafe behaviour undermines wellbeing & the quality of the learning environment, so is unacceptable.
- In line with the MOE Behaviour Bilo, we have a stepped approach to discipline management, involving rewards and consequences. This is to encourage self-discipline & problem-solving, as well as to ensure a safe, happy & productive learning environment for all our students.
- All members of WSS community (including parents) are expected to model the school's **Code of Conduct**, as well as model & respect local/GEMS norms, culture & values.
- The MOE Student Behaviour Management Bilo includes the annual allocation of 100 Behaviour Marks, which can be deducted for WLs or Incident Reports.

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

Examples of Rewards:

Examples of Positive Actions by Student	*Examples of Positive Reinforcement*
Following School's Code of Conduct Following the Fab. 5 Rules for Success. Community service, charity, recycling, Passport Community Service etc Working hard, neatly and independently. Being polite and respectful. Exceling in academics, projects etc. Working well in a group, helping others. Completing Home Learning tasks. Using cursive handwriting. Reading and sharing stories. Helping the Librarian, reading more books. Picking up litter, using the bin, cleaning class, tidying up.	Housepoints Student given Class Leadership role Earns Star Student of the Month Joins Student Council 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.

Examples of Consequences:

WSS & MOE Stepped Approach to Behaviour Management:

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

Example of Behaviour Violations (as per MOE Bilo, 2018-2019) for FS-Y3	
1. Being late for more than 10 minutes 2. Absence by more than 3% without an excuse 3. Non-compliance with uniform 4. Lack of personal hygiene (hair, nails, clothing) 5. Lack of following positive behaviour rules inside & outside classroom, such as maintaining calm & discipline 6. Misuse of electronic devices. 7. Misuse of school facilities. 8. Misuse of learning resources. 9. Verbal abuse. 10. Writing on school walls & vandalising school buses & furniture. 11. Inciting to provoke, threaten or intimidate any child. 12. Frequently keeping some educational resources (stealing). 13. Long hair for boys & western hair cuts	
Example of Behaviour Irregularities (as per MOE Bilo, 2018-2019) for G3-12/Y4-13	
First Category Violations	**First Category (minor) Violations (1st time Planner note, 2nd time IR sent home, 3rd time 2 marks deducted, 4th time 4 points deducted & subsequent repetitions):** • 1.1; Being late without acceptable justification. • 1.2; Non-compliance with uniform (school or PE) • 1.3; Failure to bring books/school supplies • 1.4; Failure to follow positive rules of behaviour inside/outside class • 1.5; Sleeping in class • 1.6; Eating in class without justification • 1.7; Non-compliance about completing HW & assignments. • 1.8; Bringing any means of communication, such as mobile (p46; 1st time confiscate until end of day, 2nd time deduct 2 marks & confiscate for one week, third time deduct 4 marks & confiscate for the rest of the Term) • 1.9; Misusing electronic devices, such as playing games & misusing headphones 1.10; Any similar action.

Second Category Violations	**Second Category Violations (Medium Risk) 1st time (IR sent home, 2nd time IR/WL with -8 marks. From 3rd time, st. can be given internal exclusion for 1-3 days)** • 2.1; Repeating the irregularities of the first Level more than 3 times • 2.2; Absence from school without acceptable excuse, including before or after holidays & weekends, or for exams • 2.3; Entering or leaving the classroom without permission during the session, or not attending sessions/activities without an excuse. • 2.4; Inciting to provoke, threaten or intimidate • 2.5; Violating public morals, such as dressing/styling to resemble the other gender • 2.6; Writing/damaging school/bus walls or furniture. • 2.7; Taking, possession, sharing photos of staff/students without their permission • 2.8; Verbal abuse • 2.9; Smoking in school or possessing any smoking tools. • Private License holders who use private cars without obtaining necessary school approvals. • 2.11; Trying to steal. • 2.12; Misuse of Means of communication, such as Mobile on trips. • 2.13; Any similar action.
Third Category Violations	**Third Category Violations (Dangerous) (1st time -12 marks plus written WL. St. can be banned from bus for repetitions, excluded from school for 1 week as per MOE approval)** • 3.1; Repetition of one of the Second Degree Irregularities more than 3 times • 3.2; Leaving school without permission/escaping during the school day • 3.3; The acquisition, possession, display & promotion of unauthorized materials, information, electronic materials & those contrary to values, morals, etiquette & public order or modesty. • 3.4; Defaming peers or staff on social media • 3.5; Bringing or possessing white weapons or similar in school • 3.6; Sexual harassment in school • 3.7; Physical assault of peers or staff (physical bullying) • 3.8; Systematic theft or concealment • 3.9; Attempt to destroy/damage school equipment/facilities & seize them. • 3.10; Tampering of or vandalising buses, harming Driver/Conductor or road users. • 3.11; For License holders, driving recklessly around school, failure to follow safety rules& security instructions. • 3.12; Failure to deliver means of communication (Mobile) • 3.13; Any similar action.
Fourth Category Violations	**Fourth Category Violations (Very Serious) (1st time -20 marks). Exclusion from school pending investigation. Excluded from Government school system)** • 4.1; Repetition of one of the Third Degree Irregularities more than 3 times • 4.2; Use of means of communication (eg. Mobile) for illegal/ immoral activity, or in any way that harms the education foundation or its employees/users. • 4.3; Destroying or damaging school equipment/facilities & seize them. • 4.4; The acquisition, possession or use of firearms, white weapons or the like in school • 4.5; Sexual abuse in school • 4.6; Physical assault leading to injury of peer or staff • 4.7; Leaking exam questions, or participating in any way • 4.8; Causing fires in school • 4.9; Impersonating others in school dealings or forging school documents. • 4.10; Abusing political, religious or social symbols of the State • 4.11; Possession, bringing, promotion or use of any kind of narcotic drugs or psychotropic substances, or being under the influence. • 4.12; Broadcasting or promoting extremism or atheistic ideas & beliefs against the social & political systems of society. • 4.13; Any similar actions. • 4.14; Insulting the divine religions, or provoking all that causes strife at school.

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

Suspension

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

Birthdays & Parties (As per our Healthy Lifestyle Policy)

- Junk food containing sugar & chemicals may contribute to hyperactivity – this is not healthy or conducive to learning. Therefore, if parents wish to send a treat to the class, **we recommend that students bring healthy fruit treats to share.**
- If you send 'Goody Bags', please send enough for the whole class.
- Parents must **never send in food items with nuts** in due to severe allergy issues. If nut treats are sent in, Teacher will send back home at the end of the day.
- All students may **wear dress-up clothes** to school on their birthday if they wish (modesty & cultural sensitivities must be considered).
- If your child has his/her birthday during a holiday, they may come in dress-up clothes & celebrate their birthday on another day (please write a Planner note accordingly).
- If a parent sends birthday treats to only a select group, the treat will be sent back home at the end of the day.

Junior (FS1-Y2)

- Only FS have class birthday parties. If you want to send in edible treats, please only send healthy treats (please

avoid cake, sweets, chocolates, fizzy drinks, or other junk food).

- FS family may attend their child's birthday party in class.
- **Birthday parties** for FS students finishing at 30 minutes before end-of-day only.
- FS birthday parties must be **booked with the class teacher at least one working day before** the party. Parent to email 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 & Resources

- Learning materials (books & IT resources) are included in the school fees & will be sent to your child in class once the Term fees have been paid.
- Additional exercise books & basic stationary items are available from the school bookstore as required.
- Our textbooks 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).**
- **Where the same books are used for consecutive years (eg. Y10-Y11, Y12-Y13), Textbooks would only be issued once.** Lost books would have to be paid for.
- **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)

Bright Bust Transport (BBT) school buses are available to pick and drop students to/from their homes (or as arranged with BBT) on ***certain*** routes. **Meet the BBT Customer Care Executive for details of available routes, cost & timings before booking your seat at WSS. Refunds of the Seat Booking Fee will not be made due to transport issues.**

- Bus locations are reviewed at the start of each year, so **before enrollment, do please check whether the pick-up/drop-off location that you need is available. School fees (including the Seat Booking & re-enrollment fee) will not be refunded due to transport issues.**
- If you require a **temporary change of home-time transport arrangement** on any day, please **email your instructions in the morning to the Class Teacher/Form Tutor** & contact Reception for the below form **at least one hour before home time.**
- **To avoid misunderstandings, changes to arrangements will not be made over the phone.**

	WSS Student Early Exit Pass	**Date:**	**Time:** *Format updated 12/6/23*
	Student name:	ID:	Class:

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

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

Pick-up adult EID:

Reason for leaving early:

Approval signed:

Parent:	Reception:	Clinic *(in case of Clinic Exit)*:	BBT CCE *(Bus st only)*	SLT:	Teacher:

- **Pick-up time**; students must be at their pick-up point on time as Drivers will **wait for only one minute**.
- Please note that **Bus Fees/bus refunds/bus routes/timings are out of school hands** & subject to BBT policy & change.
- **Carrying the school ID card for the bus is compulsory** for safety reasons, once issued. If the child does not produce the ID card we will take the following action;
  - **1) Verbal warning,**
  - **2) Email/Phone call,**
  - **4) Incident Report with lost Behaviour Points,**
  - **5) Exluded from boarding the bus**.
- BBT charges school for the use of buses for trips, competitions, matches & extra activities. These charges will be included in trip charges.

Contact BBT:

BBT Bus Transport Customer Care Executive (BBT CCE)	Mr. Thomas Rajan	**055 2378382** thomas@bbt.ae **800 STSS (7877)**

Bus Fees (all fees subject to change)

Sr No	Area Name	Annual Bus Fee 2023-2024 (AED)	Bus Fee Per Term (AED)		
			Term 1 (Sep-Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - Jun)
1.	Sharjah – Muwaila	**4,550**	1,820	1,365	1,365
2.	Sharjah – 1000 Villa, Abu Shagara, Al Azra, Al Darari, Al Fisht, Al Ghurair, Al Ghuwair Market, Al Gulayaah, Al Jazzat, Al Khan, Al Majara Souk, Al Manak, Al Mareejah, Al Marijah, Al Nahda 1, Qasba, Qasimia, Qurain, Al Ramla, Al Riqqa, Al Sharqan, Al Soor, Al Tawoon, Al Wahda, Buheira Corniche, Buteena, Dasman, Gafiya, Gubaiba, Hazana, Industrial Area 10, Industrial Area 12, Industrial Area 4, Industrial Area 6, Industrial Area 15, Jamal Abdul Nasar Street, Maisaloon, Majaz Area, Mega Mall, Mina Road, Musalla, Muwafjah, Nabba, Naseriya, National Paints, Qadisiya, Rolla, Samnan, Umm Al Tharafa, University City, Yarmook	**5,000**	2,000	1,500	1,500
3	Ajman – Al Bustan, Emirates City, Hamidiya, Jurf, Karama Main Street, New Industrial Area, Nuyamia, Rashidiya, Rumailah Dubai – Al Qusais, Muhaisnah, Oud Al Muteena	**5,500**	2,200	1,650	1,650
4	Al Warqa'a 1, Al Warqa'a 2, Mirdif	**6,050**	2,420	1,815	1,815

Home-Time Bus Policy

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

1. Teachers will release children on time at home time as per their staggered, SLT-given timing.
2. Bus students must go directly to the bus (or quickly via the washroom, if required) & board. They will not be allowed off again.
3. Bus gates will close 10 minutes after dispersal bell.
4. One designated Bus will honk horn 3 times for a 2-minute 'board the bus' warning.
5. Bus doors close after a further 5 minutes. Boarding will not be allowed after this.
6. **Children trying to board 15 minutes after the dispersal bell will get one warning** (Driver/Conductor will inform parents that their child came late, then **next time they will not be allowed to board the bus & will have to be collected by a parent.**
7. **Buses leave promptly**.

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 playing music)
- 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 an consent form (with BBT CCE).
- **Bring ID** card 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 behavioural issues: *Behaviour that is not safe or sensible; troubling or being disrespectful to others, moving around out of his/her place, not listening to the Conductor, distracting the driver, potentially dangerous behaviour for self/others.*	**1. Verbal warning** by Conductor/Driver **2. Behaviour Record Log:** WSS bus Conductor will record 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.**

Calendar

The following School calendar dates are subject to SPEA change (please note that Term assessments usually run during the last 2 weeks of each Term, particularly Term 1 & Term 3 (TBC):

التقويم المدرسي للمنهج الأجنبي الخاص لإمارة الشارقة للعام الدراسي 2024/2023
Academic Calendar for AY 2023 – 2024

Scholl name: GEMS Westminster School Sharjah — اسم المدرسة:جيمس وستمنيستر
Curricula: British — المنهاج المطبق:
School code (Daleel system): 120 — رمز المدرسة (نظام دليل):

Duration of / مدة الإجازة vacation	To / إلى	From / من	Statement / البيان	العام الدراسي 2023/2024
Term 1 -الفصل الدراسي الأول				
-		2023/8/28	First Day of School/ بدء دوام الطلبة	
2days/يومان	2023/10/19	2023/10/18	**Holiday/ إجازة**	
2Weeks /2 أسابيع	2023/12/28	2023/12/18	**Winter Break / إجازة الشتاء**	
Term 2 -الفصل الدراسي الثاني				
-		2024/1/2	School Return /استئناف دوام الطلبة	
2days /يومان	2024/2/15	2024/2/14	**Holiday/ إجازة**	
2Weeks /2 أسابيع	2024/4/11	2024/4/1	**Spring Break / إجازة الربيع**	
Term 3 -الفصل الدراسي الثالث				
-		2024/4/15	School Return / استئناف دوام الطلبة	
End of the Academic Year 2023/2024		2024/7/4	**نهاية العام الدراسي 2024/2023**	

هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY
معتمد
Approved 24/8/2023

Canteen/Snacks

- A small canteen is available for Primary-Secondary students.
- The canteen offers a range of snacks for breakfast & 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 & 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	***Glass** bottles/containers *Chewing gum ***Nuts** (some children suffer with dangerous, severe allergies) ***Hyper-making junk food** such as chips, biscuits, **f**izzy drinks, cake, sweets, chocolate, fatty foods and foods high in sugar &/or artificial additives/preservatives.

Carpark Use & Safety

- WSS has a parent/visitor carpark.
- Gates open in the morning from 6am & close at 4:30pm on regular schoool days (usually 8am-2pm during holidays).

- Use of the school carpark is subject to availability of space & following safe parking & driving rules.

Charity

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

Class Transfers (Class Change)

- Class & teacher allocation are done considering the best interest of all our students to ensure that our **classes are balanced** (numbers, Arab Regular/Special for Arabic lesson timetabling, male/female, SEND Students of Determination, etc).
- **Parent requests for Class transfer will always be considered & follow our review process, but may not necessarily be possible due to balance of classes, or for social/academic concerns.**
- Should you feel a change of class is required please note the following process:
  1. Parent meets the PRE & completes a Class Transfer request form (see below).
  2. PRE forwards the Class Transfer form to the concerned staff to check for seat availability, class balance & social/academic requirements.
  3. Concerned staff return the form to PRE, who 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 12/6/23*

Student name:	ID:	Current Class:
Requesting Class Transfer to:		

Reason *(√)*:	
	Social issues with classmates
	Twin sibling in another class
	Sharing LSA
	Other:

Parent sign:	Contact:

For WSS Admin:

Class Transfer Approval

PRE gives form to parent to complete then forwards it to Section SLT. Form is completed in order. Form is returned to PRE once all parties have approved, or as soon as any one party does not approve, whichever is soonest.

#	*To Action*	*Date form given*	*Action*	*Approved (√)*		*Reason*	*Comments:*
				Yes	*No*		
1	**PRE**		*1) Parent completes CT form.* *2) PRE confirms details with parent.* *3) PRE passes completed form to Section SLT.*				
2	**Registrar**		*Check class numbers & available seats.*				*Child could be moved to (specify all available classes):*
3	**Section SLT**		*Check with TL/Teacher if the Transfer is appropriate/practical (social/academic reasons & class balance/numbers).*				*Child could be moved to (specify all appropriate classes):*
4	**VP**		*Check System timetable requirements (Arabic Regular/Special etc.)*				*Child could be moved to (specify all appropriate classes):*
5	**PRE**		*Call parent & inform them of the decision & start date (if any)*	*Parent informed that…* *Parent agreed that…*			

Code of Conduct *(see also Behaviour Policy)*

WSS Code of Conduct			
It is the right of every individual and group 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, I must model our Code of Conduct:			
Fab. 5 Rules		*This means:*	*My Character Traits, attributes & behaviours.*
1	**We do our best**	• I am hardworking. • I am ready for lessons & assessments, with HW, revision, classwork & projects completed on time, having the necessary books, Planner & materials • I am punctual; I arrive to school & class on time • I wear smart, correct uniform to school • I clear-up after lessons, snack and Break	• Grattitude • Grit • Bravery • Resilience • Respect • Optimism
2	**We respect others**	• I respect others' right to a peaceful, dignified existence; making sure that my words and actions do not hurt, disturb or offend others. • I am Tolerant. I value, respect & accept others' differences • I avoid shouting, sarcasm, teasing, insults, swearing and offensive language. • I respect authority, the rights & property of others. • I am honest & trustworthy. • I do not take things that don't belong to me.	• Honesty • Kindness
3	**We listen to learn**	• I follow staff directions promptly • I listen when the teacher is talking. • I listen politely to classmates	• Focus • Curiosity •
4	**We are safe and sensible**	• I am accountable, reliable and responsible for my choices & actions • I make sensible choices considering my own & others' safety & learning • I move in an orderly way & walk safely in corridors • I put my rubbish in a bin to keep my classrooms & school clean & healthy • I use the washroom responsibly	
5	**We work together**	• I support our school motto 'Excellence Through Teamwork; Success For All' • I co-operative with staff, students and parents to improve my own and others' learning • I negotiate to problem-solve with helpful words, not anger, fists or feet • I am polite, courteous, considerate and helpful • I work positively with others in groups, pairs & teams.	• Tolerance

Communication

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

- **Please keep school informed of your correct contacts** to ensure we can communicate in case of emergency or as required.
- **Most communication will be online, so please keep us updated with your current email. It would be very inconvenient for parents if critical deadlines were missed due to wrong email on the system (such as re-enrolment).**
- Please note that **staff will respond to communication within 2 working days. Staff may not be free to**

access work emails during the weekends & holidays, so please communicate on working days.

- Please **check your email Inbox & Weekly School Newsletters weekly.**
- Newsletters include important Diary Dates & policies, so please read them carefully each week to keep yourself updated.
- Staff **personal mobile numbers will not be given** out.

Complaints & Concerns

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

- Communication between home-school should **always be in line with our Code of Conduct, based on mutual respect**. Any form of **abuse to staff (directly, on Social Media, or to a third person, written or verbal), including insults, defamation of character, shouting, bad language etc. is unacceptable & will lead to disciplinary action**.
- If you have any complaints about a WSS staff member, please bring them to the school management for our follow-up.
- You are most welcome to **meet the PRE** or contact us if you have any query, concern or issue. Please follow the following pathway, as appropriate to the case:

Communication Route Parent-School & School-Parent		**Comments**
1	Planner note/email to/from Teacher/Parent	• Concerns/Appreciation communication may be related to achievement, attendance, behaviour, books & learning materials, bullying, classwork, effort, HL, illness/health, progress, uniform, punctuality, safeguarding/wellbeing, any other issues. • Response to any parent email/Planner note/Reception or PRE message within 48 hours • **Parents must inform school immediately of any COVID Positive or Close Contact case** for both child & immediate family
2	PRE, HEAD OF INCLUSION/GC, Parent or Teacher arranges a face-to-face or online virtual meeting	
	SAR (Social Academic Report) sent home by school	
	Incident Report/SAR/On Report sent home by school	
	Warning Letter sent home	
4	Team Leader (TL)	• The childs Team Leader may call/email parents (or parent may communicat with the TL) to discuss concern &/or arrange a meeting. • An Incident Report, SAR or Warning Letter may be sent home by SLT or MLT
5	SLT	• Parents/SLT may call a meeting where the concern has gone beyond the scope of the class teacher or MLT. • An Incident Report may be sent home to inform you of any serious incident or concern. • A Warning Letter may be sent home (for serious issues such as a fight, **Safeguarding incident, failure to inform the Clinic immediately in a COVID Positive of Close Contact Case, sending the child to school with any COVID symptom**, or ongoing bullying, SLT may become involved immediately).

Computers & IT Devices

IT is an important & daily part of our children's lives. The school promotes IT literacy to support development of student ICT skills & to improve teaching & learning. All Primary-Secondary students are required to bring a personal BYOD device to school.

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

Curriculum

- We follow the English (British) National Curriculum.
- We aim to **meet the individual learning needs of each student (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 work **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 take on **responsibility** for their own learning.
- Learning is strongly influenced by the **quality of the relationships** & teamwork between students, home and teachers.

Arabic & Islamic Studies

- Arabic, Islamic Studies, Moral Education (ME) and Social Studies curriculum are aligned to Ministry requirements.
- **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.

THE CURRICULUM (English National Curriculum)

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

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

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

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

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

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

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

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

Key Stage 5 (Y12-13, Sixth Form)

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

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

Curriculum	The requirements and conditions for completing the secondary school stage in foreign curricula based on ministerial resolution No. (199) of year 2019		Grades
British	The student will pass five (5) subjects in the ordinary level (LEVEL GCSE or IGCSE) with one of the following grades: (A * A.B.C.D. E) or (3.4.5.6.7.8.9)	The student must pass two subjects in the (GCE Advanced Subsidiary) or one subject in (Advanced Level) with one of the following pass scores: (A *, A, B, C, D) 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).

Damage to School/Personal Property

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

Documents & Photocopying

- If you require any individual document from school, other than online Reports or emailed learning material, there is an admin. charge of **AED21/-** (including VAT @ 5%) **per document**, payable at the Cashier. This charge would apply to such documents as transcripts, recommendation letters & Bonafide Student letters etc.
- The first, original system fee receipt is printed for free, but any reprint would cost **AED1.25 per sheet** (as per photocopy charges).
- If you need to **submit important/original Registration documents to school, please submit them directly to the Registrar** & get her to sign for them. To avoid documents being misplaced, please **avoid giving precious documents to anyone else** to forward for you (such as a Teacher, Reception, or sending in with your young child, as School is not responsible for lost documents).

Drop-off & Pick-up Policy

- **After 8am all parents/visitors must report to Reception** & not go inside school, as this disrupts teaching & learning, & raises safety & security concerns. **After 8am, there should be no parents/visitors inside school (except for Junior pick-up).**
- **Please report to Reception for a Parent Pass to attend any special assembly or programme inside school.**

- **The school gate opens at 6am.**
- Students arriving from 6-7:20am wait in the front forecourts with WSS staff supervision. Students must wait quietly & safely. Running about in the Forecourts is dangerous (very hard surface) & not allowed.
- The **school doors open at 7:20am**.
- 7:20-7:30am; after the first week of school, only Junior parents may drop off their child at the class.
- 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 7:30am, Junior students will be escorted to class by WSS staff.
- **Being repeatedly late is a discipline issue.**

Early Pick-up/Early EXIT Pass & Home Time

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

1. Report to Reception for an Early Exit Pass (see below) at least **1 hour before normal finish time**.
2. Complete a 'Early Exit Pass' & wait in Reception
3. The receptionist will have your child brought to Reception.
4. On exiting school, parent will give Security Guard the slip to allow child to leave.

- **It is not allowed for parents to go directly to class to take your child.**
- **Late requests for Early Exit Passes cannot be accommodated** as the Support Staff are not available to go to classes as they leave for Bus duty.

	WSS Student Early Exit Pass	**Date**:	**Time**: *Format updated 13/6/23*
	Student name:	ID:	Class:

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

	Leaving by Own Transport		Leaving with an adult other than parent/guardian.		Taxi		Bus change to #:		Send home by 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 CCE *(Bus st only)*	SLT:	Teacher:

	WSS Student Independent Exit Disclaimer	*Format updated: 13/6/23*

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.			**Child may leave school alone** (with or without siblings)? (√)	
			Alone	**Only with siblings**
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 frame 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 understand that independent exit is subject to my child wearing the special Orange ID & lanyard that identifies them to Security as having parent approval for independent exit, & will cover the cost of this (AED25/- per child).**
- I understand that my child/ren **will not be allowed to re-enter the school premises once they have left** for the day.
- I understand that **WSS & none any of its 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.

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

Own Transport (Parent Drop-Off and Pick-Up)		
Morning	**Afternoon**	**Comments**
The School **Gate opens at 6am.** No students, parents or visitors are allowed onsite before this time. **Unaccompanied students should not be left outside the gates before 6am, as the school is not open & does not have supervisors at this time, which is a Health & Safety risk.** After the school gate opens students are allowed onsite, but must wait quietly outside their respective entrance (All **Juniors & Y3-13 Girls in West Forecourt, Y3-13 boys in East Forecourt**). The West and East Lobby **doors open at 7.20am** to allow students to enter the building. **Parents wishing to come onsite must wear their Parent ID & lanyard** Only Junior parents wearing their ID may enter the school building to drop children to class. **Other parents please report to Reception for assistance**. All parents coming to school **after 7:30am please report to Reception** for assistance. • **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 not be made 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 your instructions in the morning to the Class Teacher/Form Tutor. To avoid dangerous misunderstandings, changes to arrangements will not be made over the phone.**	Parking for parents & staff is available in the Visitor 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. **PARENTS ARE REQUESTED TO DROP OFF AND PICK UP CHILDREN PUNCTUALLY FOR HEALTH & SAFETY REASONS.** **NO STUDENTS ARE ALLOWED UNDER ANY CIRCUMSTANCES, TO LEAVE SITE IF UNACCOMPANIE, except students with pre-signed parent approved Independent Exit Disclaimer form**

Junior	**7:20-7:30am:** Junior parents may escort their children to their classroom through West Lobby doors from **7.20am, entering and leaving via the West Lobby Doors with their lanyard ID.** **No parents are allowed to enter Primary or Secondary Sections of the school.** **Please leave school ASAP to maintain Social Distancing & so that teaching can start on time.** All students that arrive on site after 7:30am must enter the school via Reception where they are signed in as 'late'. It is very important that all students arrive for registration by **7.20am**. The first lesson is the most important of the day as it sets up the day's learning. 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 students to class after 7:30am** Parents may wait here until students are collected and taken to class. To avoid separation anxiety, say goodbye quickly and move out of sight as soon as possible. The longer you linger the more upsetting saying good bye can be. **LEAVE YOUR CHILD AS SOON AS POSSIBLE AND GET OUT OF SIGHT QUICKLY**, as this allows your child to settle quicker.	**FS at early home time:** FS parents enter the FS corridors via the **West Lobby Doors subject to showing their yellow lanyard ID card**. Doors will open 15 mins. prior to home time & close 15 mins. after. FS parents are not allowed into the school before this time. You are welcome to wait in Reception. 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 paid Babysitting service can enter via Reception until end of the late school day. After this time, parents can enter via the West Lobby doors only.
Y3-13	**6am-7:30am:** Parents may stay with their children outside the designated entry **(West Lobby for Girls or East Lobby for Boys)** Forecourt doors until the students are allowed into school at **7.20am**, if they wish. **Once the school doors are open there is no admittance for Y3-13 parents into school** (for Safeguarding reasons). 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.	**At end of late school day:** All students should be **collected from either the West Forecourt (Y3-13 Girls) or East Forecourt (Y3-13 Boys)** areas **ONLY**. Please do not arrange for either you or your driver to collect them from anywhere else **(the Carpark is out of bounds to unaccompanied students)** **At end of late school day students must wait quietly in their allocated area** (students are not to enter Reception, school building, other Forecourt, or leave the school grounds unaccompanied by the designated adult).

Bus Transport Arrangements	
Morning	**Afternoon**

The bus bay west of the school is designated for WSS	If you require to pick-up any bus student from school (i.e. you

Buses. The **bus gates are not for staff or visitor entry**. If the buses arrive before 7:20am the students remain seated on the bus in their designated seat until 7.20am. At 7:20am students leave the bus and enter the school via their designated entry point (**West Lobby for Juniors & Girls and East Lobby for Y3-13 boys).**		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 CCE 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. Y5-13 students once released by their teacher 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.

English

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

External Examinations *(See also Assessment)*

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

Fees

- Tuition fees are subject to SPEA approval & change without notice. As per MOE Bilo, school fees are due by latest the first day of each Term.
- First Term (September-December) fees need to be cleared before any student is admitted/assigned a class for a new academic year.
- Fee Defaulters are not eligible to receive any assessment results, Report, Teacher communication, TC or other document, or to re-enroll for the next academic year.
- We want to avoid 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 th first month's fees of the Term have been cleared.
- Please **do not give large amounts of money to your child to bring to school** as it may get misplaced. Any loss would **not be school's responsibility**. It is safer to use the online portal for fee payment, or meet the cashier.

Please see below for this year's Fee Structure. However, the Fee Structure is subject to MOE-approved change.

Even if fees were paid in advance, any fee rise would be applicable for that academic year.

GEMS Westminster School
SHARJAH

WSS Fee Structure
Academic Year 2023-2024

Please note: *Updated 14/6/23*

- All fees are subject to Authority approval & change without notice.
- 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 latest the first day of each Term (as per MOE Bilo Article 52). First Term fees are due in full before any child is admitted.
- In case of pending fees, there would be no discussion on progress, achievement or results of any assessment (external or internal), & no official school document would be given.
- Please have the Student school ID when paying at the School Cashier (cash credit 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.

WSS Fee Structure
Academic Year 2023-2024
SPEA APPROVED FEE STRUCTURE

Year (Grade Equivalent)	Term 1	Term 2	Term 3	Annual	
	Sept- Dec	Jan-Mar	Apr-Jun	TOTAL	Re-enrollment
Nursery	5,372.00	4,028.00	4,028.00	**13,428.00**	650.00
Reception (KG1)	5,350.00	4,014.00	4,013.00	**13,377.00**	650.00
Year 1 (KG2)	5,505.00	4,130.00	4,126.00	**13,761.00**	800.00
Year 2 (Grade 1)	6,500.00	4,874.00	4,873.00	**16,247.00**	800.00
Year 3 (Grade 2)	6,458.00	4,843.00	4,843.00	**16,144.00**	800.00
Year 4 (Grade 3)	6,630.00	4,973.00	4,972.00	**16,575.00**	800.00
Year 5 (Grade 4)	6,572.00	4,930.00	4,929.00	**16,431.00**	800.00
Year 6 (Grade 5)	6,645.00	4,983.00	4,983.00	**16,611.00**	800.00
Year 7 (Grade 6)	6,455.00	4,840.00	4,839.00	**16,134.00**	900.00
Year 8 (Grade 7)	7,355.00	5,517.00	5,517.00	**18,389.00**	900.00
Year 9 (Grade 8)	7,340.00	5,507.00	5,506.00	**18,353.00**	1,000.00
Year 10 (Grade 9)	8,215.00	6,161.00	6,160.00	**20,536.00**	1,000.00
Year 11 (Grade 10)	9,335.00	7,000.00	7,000.00	**23,335.00**	1,000.00
Year 12 (Grade 11)	9,815.00	7,359.00	7,355.00	**24,529.00**	1,000.00
Year 13 (Grade 12)	10,540.00	7,903.00	7,900.00	**26,343.00**	-

Contacts:

Registrar: Ms. Stephy
Email: registrar_wss@gemsedu.com
Landline: 00971 (0)6 5426323
School website: gemswestminsterschool-sharjah.com

Principal/CEO: Ms. Valerie Thompson
Email: valerie.t_wss@gemsedu.com
Landline: 00971 (0)6 5426323
School website: gemswestminsterschool-sharjah.com

Fees Due on taking a Mid-Year TC (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 Due (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)

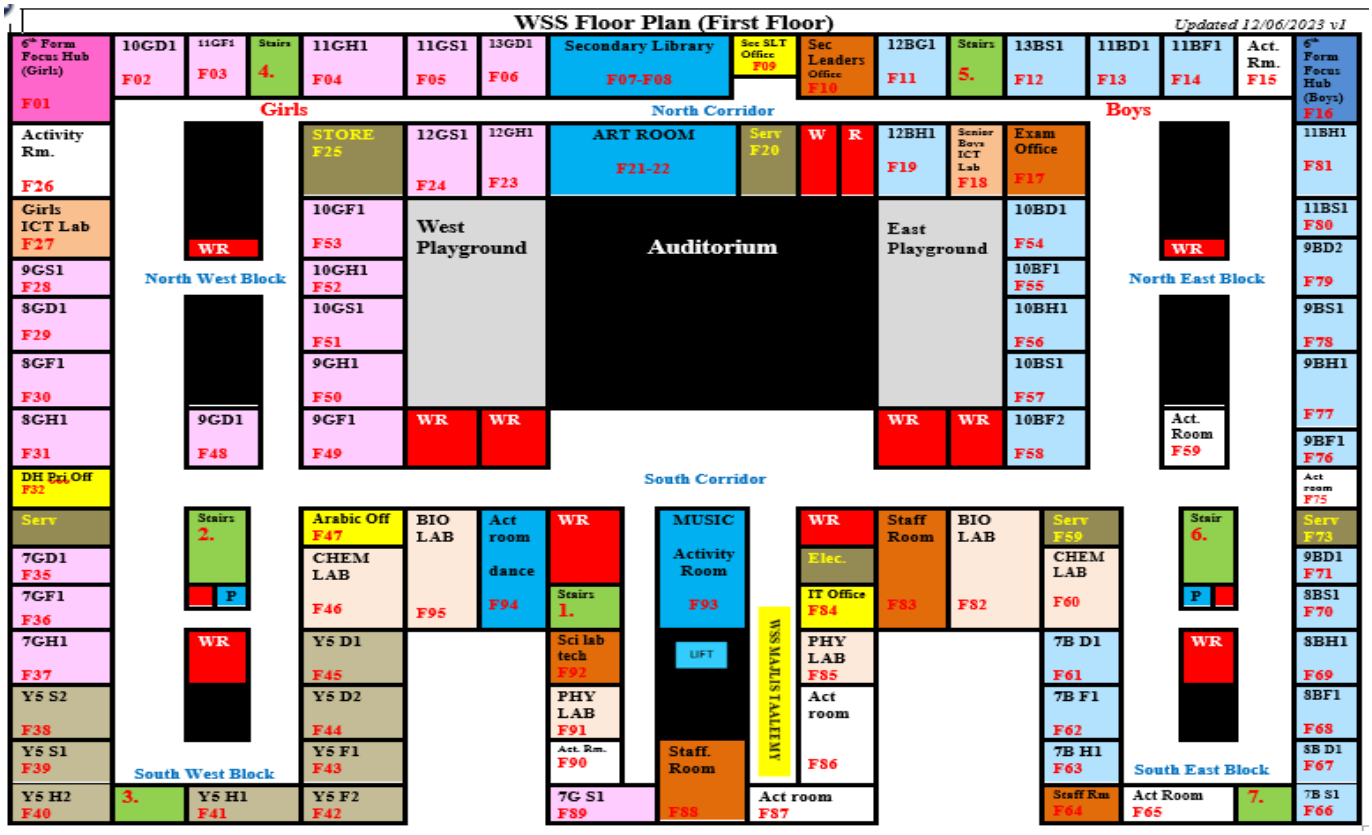
4.3.2. If the learner does not attend school during the first week of the academic year, and his parent does not inform the school of this, the school may cancel the seat reservation and reserves the right not to refund the enrolment fees or enrolment renewal fees, and the learner shall lose the seat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

Fire & Other Emergency Drills

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

Floor Plans *(WSS)*

WSS Floor Plan (Ground Floor)
Updated 12/06/2023 v1
Y2 F1 G42
Y2 F2 G43
Y2 S1 G44
4.
Y2 S2 G45
Y2 H1 G46
Y2 H2 G47
DH Junior Office G48
Junior ICT LAB G49
CANT EEN
Staff room G51
Y6 BS G52
5.
Y6B H G53
Y6B F G54
Y6B D G55
Primary resource room G57
North Corridor
EYFS Indoor Learning G40
EYFS Outdoor Learning Area 2
WR KG
North West Block
Y2 D2 G39
Y2 D1 G38
FS2 S2 G37
FS2 S1 G36
Reception Classes @ Y2
EYFS Outdoor Learning Area 1
FS2 D2 G35
Reception Classes FS2
EYFS Physical Development Room Activity Room G75-76
FS2 F1 G77
FS2 H2 G78
FS2 H1 G79
FS2 D1 G80
ART ROOM G74
WR student
Changing rooms G72
West Playground
Auditorium
WR
Girl Clinic
Boy Clinic
Primary Curiosity Centre G71 Library
East Playground
WR staff
Pri. ICT LAB G70
Y3 F2 G69
Y3 F1 G68
Y3 D2 G67
Y3 D1 G66
WR
Contemplation Area 3
WR
North East Block
Contemplation Area 2
Y4 S2 G64/65
Y3 H1 G58
Y3 H2 G59
Y3 S1 G60
Y3 S2 G61
Y4 H2 G62
Y4 S1 G63
To the Buses
To the Sports Pitch
FS1 H G34 Nursery
Stairs 2.
STORE
WR
South West Block
Y1 H1 G33
Y1 H2 G32
Y1 F2 G31
WR
Contemplation Area 4
Lab - Food & Nutrition G29-30
Stairs 3.
JS resource room G28
Head of Junior Off G21
Y1 D1 G22
Y1 D2 G23
Y1 S1 G24
Y1 S2 G25
Y1 F1 G26
Act room G27
Girls & KG Students only
Stairs 1.
BBT
Cashier
Counsellor
MSO Admin Officer
Photocopy
Meeting Rm
Pr.
HR Sec.
LIFT
Reception
Book store
Pantry
WR staff
Conf. Rm
Accounts
VP & T/L Coach
Arabic Sec.
Registration
PRE
East Lobby
Serv
Boys Only Entrance
Clinic store room
Act room G93
Act room G92
Y4 D1 G91
Y4 D2 G90
Y4 F1 G89
Y4 F2 G88
Y4 H1 G87
7.
Stairs 6.
WR
South East Block
WR
Contemplation Area 1
Isolation Room G94
Y6GD G81
Y6GF G82
Y6GH G83
Y6GS G84
STEAM & Pri. ICT LAB G556
Main Entrance


WSS Floor Plan (First Floor)
Updated 12/06/2023 v1
6th Form Focus Hub (Girls) F01
10GD1 F02
11GF1 F03
Stairs 4.
11GH1 F04
11GS1 F05
13GD1 F06
Secondary Library F07-F08
Sec SLT Office F09
Sec Leaders Office F10
12BG1 F11
Stairs 5.
13BS1 F12
11BD1 F13
11BF1 F14
Act. Rm. F15
6th Form Focus Hub (Boys) F16
Girls
North Corridor
Boys
Activity Rm. F26
Girls ICT Lab F27
9GS1 F28
8GD1 F29
8GF1 F30
8GH1 F31
DH Pri Off F32
Serv
7GD1 F35
7GF1 F36
7GH1 F37
Y5 S2 F38
Y5 S1 F39
Y5 H2 F40
WR
North West Block
9GD1 F48
Stairs 2.
P
WR
South West Block
3.
Y5 H1 F41
Y5 F2 F42
STORE F25
12GS1 F24
12GH1 F23
ART ROOM F21-22
Serv F20
W
R
12BH1 F19
Senior Boys ICT Lab F18
Exam Office F17
10GF1 F53
10GH1 F52
10GS1 F51
9GH1 F50
9GF1 F49
West Playground
Auditorium
East Playground
WR
WR
WR
WR
10BD1 F54
10BF1 F55
10BH1 F56
10BS1 F57
10BF2 F58
WR
North East Block
Act. Room F59
11BH1 F81
11BS1 F80
9BD2 F79
9BS1 F78
9BH1 F77
9BF1 F76
Act room F75
Serv F73
9BD1 F71
8BS1 F70
8BH1 F69
8BF1 F68
8B D1 F67
7B S1 F66
South Corridor
Arabic Off F47
CHEM LAB F46
BIO LAB F95
Act room dance F94
WR
Stairs 1.
Sci lab tech F92
PHY LAB F91
Act. Rm. F90
7G S1 F89
MUSIC Activity Room F93
LIFT
Staff. Room F88
WSS MAIN STAIRWAY
WR
Elec.
IT Office F84
PHY LAB F85
Act room F86
Act room F87
Staff Room F83
BIO LAB F82
Serv F59
CHEM LAB F60
7B D1 F61
7B F1 F62
7B H1 F63
Staff Rm F64
Act Room F65
7.
Stair 6.
P
WR
South East Block

Gate Timings

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

Gifts

Although there is no expectation of gifts, there may be times when you would like to show appreciation to your child's teachers. Gifts up to the value of $100, such as flowers or chocolates etc. are appropriate, but staff are not allowed to accept anything more expensive. Appreciation emails & cards are also very encouraging & motivating for teachers! Thank you.

Glasses

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

Hair

- 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 instructions, **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. Please note:

- The Clinic conducts Termly hair checks (& as required).
- In case of lice infection, the school policy is that:
- If the nurse finds lice in a child's hair she will call parents to take their child home, as lice are infectious & we are not able to send the child back to class.
    1. If the parent does not pick up the call, the Clinic will email the parent.
    2. 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.
    3. The child returns to school when the hair is all clear of all lice & nits.
    4. 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 admitted to class, following treatment.
    5. Once the nurse has given the 'all clear' the child will be readmitted to class.

Treatment:

- Lice and their eggs (nits) are treated by a 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.
- Members of the same family should all be treated at the same time as it is common for lice to spread through the whole family.

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.
- 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.
- Only revision HL should be assigned during revision/test/exams days.
- Most HL is optional (though highly recommended). However, some is 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 provides an example of HL activities (subject to change):

	WSS Home Learning (HL/Homework) Policy		*Updated: 15/12/17*
Policy area:	**Junior Section**	**Primary Section**	**Secondary Section**
What is the purpose of HL?	To reinforce/revise and gain better understanding of a topic/concept	Reinforce/revise and gain better understanding of a topic/ concept	To make the students to practice/know more about the application of the learned concept
Is HL required?	Yes, fortnightly focusing on the topics the students may be struggling with. Also additional HL using online resources like **Active Learning**.	Yes, weekly focusing on the topics the student/students may be struggling with. Additional HL using online resources such as **Education City**.	Yes, to reinforce concepts introduced in class.
HL includes the following types of activities:	Reading reinforcement work & research.	Reading, reinforcement work & research	• Practice the learned concepts • Research work based on the learned concept. • Project based learning • Flip learning task
How much time is expected to be spent on HL per day?	***Grade*** KG1, KG2, G1 ***Time***: 30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes	***Grade*** G2, G3, G4, G5 ***Time***: 30 minutes to an hour for all grades (some take longer to do a task then others) + Reading for 15 minutes	***Grade*** 6, 7, 8, 9, 10, 11 ***Time***: 20 – 30 min; 20-30 min; 20-30 min; 30 -40 min; 1+ hr; 1+ hr
Who Marks HL?	Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers.	Subject teachers & Class Teachers, Self-Assessment & Peer Assessment. Parents can mark when an answer key is given for objective answers.	Peer marking and Self-assessment
HL & Continuous assessment – is it included as part of the Term's Report grade?	No. HL is optional, so not all students do the HL task. However a specific Active Learning, Workbook or research assignment or project assignment can be assessed when all students are informed to complete it.	No. HL is optional as not all students do the HL task. However a research assignment or project assignment can be assessed where all students are informed to complete.	As a part of AFL strategies, not part of the Term's Report Grade
When should HL be sent home?	Thursdays	Wednesdays	On Wednesdays Answers are uploaded on the following Tuesday
What time should be given to complete it	Children can submit their home learning Notebook on Tuesdays. Arabic and Islamic HL work should be sent on Sunday.	One week	1 week
Is HL compulsory or optional?	The active learning HL and Workbook HL & research/projects are compulsory.	Optional – however if the child requires additional practice, during revision week and on certain concepts/challenges/topics it is highly recommended	Compulsory
What materials are provided so parents can support at home?	Creative ideas are provided in the home learning letter.	Power point presentation from Teachers, Education City and website links	Resources /links are shared
Who quality controls HL?	Grade Team Leaders	Team Leaders & Subject Coordinators	Subject Leaders & Deputy Subject Leaders
How do we ensure that all classes in the same grade receive the same materials?	Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents.	Team Leaders sends an email to all teachers. They send the same email to parents with the attached HL documents.	Grade wise coordinators will set the WS for entire grade

Home-School Contract

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

House System & Points (Housepoints or Class Dojo)

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

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

Every year, students are selected, after nomination, elections and interviews, to take on leadership roles to lead their peers & House. Roles include Class 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.
- Point totals are collated to find the Termly and annual winner of the House trophy.
- Character & House Leaders organize Inter-House competitions.

Students can earn/lose points in the following ways:

Number of points to be awarded for any one achievement:

Other Rewards

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

Please note how we use 'Dojo Points' to encourage good behaviour and learning at our school:

😊 Earning Dojo Points (Up to 3 at a time):

- **Following the Fab. 5 Rules for Success, 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**: Completing homework and classwork well and on time is another way to earn points.
- **Positive Attitude**: Having a positive attitude and trying their best can earn your child points.
- **Leadership and Responsibility**: Students who take on leadership roles or help with activities can receive points.

- **Kindness**: Encouraging kindness and empathy earns points.
- **Good Behaviour Outside Class**: We also consider how your child behaves outside of school.
- **Being on Time**: Being on time for class and coming regularly is rewarded.
- **Effort and Determination**: Even if 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.
- **Parental Support**: If you, as parents, actively participate, your child can earn points.

☹ Losing Dojo Points (Up to 3 at a time):

- **Being Disruptive**: If your child disrupts their friends' learning time, they can lose points.
- **Not Following Instructions**: Not listening to instructions can lead to point deductions.
- **Lack of Focus**: Consistent daydreaming or inattentiveness during lessons may result in losing points.
- **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 can result in point loss.
- **Not Completing Tasks:** Not doing assignments or homework can mean losing points.
- **Being Late**: Arriving late for class without a good reason can lead to point deductions.
- **Skipping Classes**: Skipping learning time without telling the teacher may result in losing points.
- **Bullying or Harassment**: negatively affecting the wellbeing of others can lead to losing points.
- **Safety Violation**: Doing things that could hurt or endanger self or others can mean losing points.
- **Damaging Property**: Breaking/taking school or others' property can result in point deductions.
- **Not Improving Behaviour:** If a behavior Improvement Plan isn't followed, points may be lost.
- **Continual Misbehaviour:** If a child keeps misbehaving despite warnings, more point deductions may be needed.

ID. Cards

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

International Mindedness

An important part of our 'hidden curriculum' is to develop character & Wellbeing, & to promote respect, tolerance & understanding of different cultures, languages, individual & religions differences (World Citizenship). We do this through the ME & Wellbeing curriculum, assemblies, shows, Sports Days, events & activities. Intolerance, Bullying & discrimination are illegal & not accepted at WSS.

Laboratories

- 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 practicals.

Late Policy

Student arrival time:	***Action by WSS Staff***
7:20-7:30am	• Student proceeds straight to class through Forecourt doors.

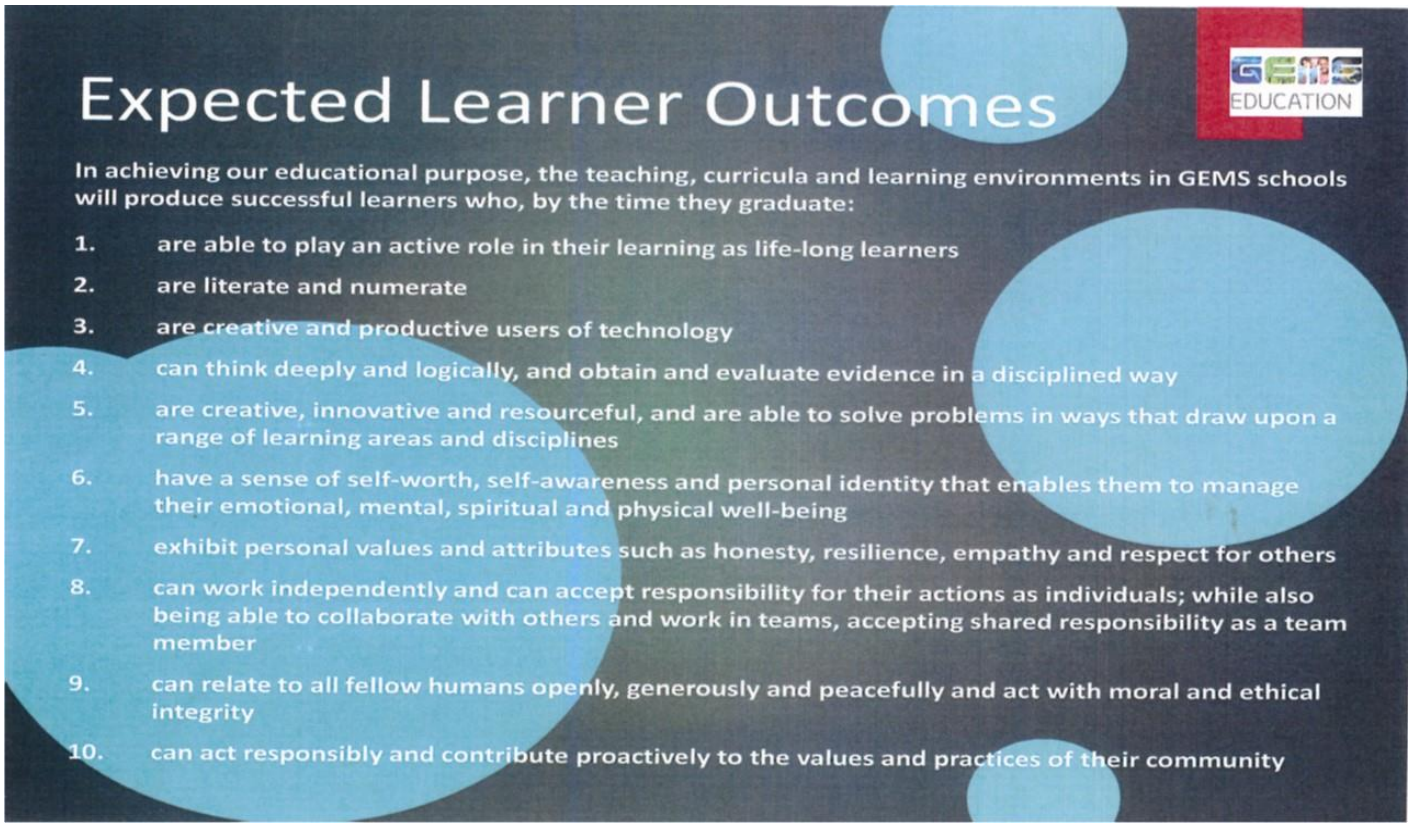
Late; arriving after 7:30am Number of 'lates'		***Action by WSS Staff***
Per week	*Perm month*	• After 7:30am, Form/Class Tutor marks student as late. • After 7:30am, the Reception staff mark the student as 'Late' on the system • The Student Late Report is actioned by SLT/MLT & Trs. as required
2 3 4 5	2-4 5 6 7 8 9+	1. Loss of **Points & verbal warning/email by Teacher** 2. Verbal warning by SLT & **email.** 3. **I**ncident Report sent home by SLT 4. Incident Report sent home by SLT with **loss of BPs** 5. **Section SLT/MLT meeting with parent** to discuss ways to improve punctuality. 6. **WL sent home with loss of BPs** 7. Student **loses 1 day's attendance**.

Leadership

Leadership is an important character trait/skill for current & future success. Leadership is reinforced through 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.

Learner Outcomes

Our learning programme aims to develop the following learner skills & characteristics:



Leave

- The Authorities requires that students attend school for a minimum number of school days. **As per SPEA, it is not allowed to be promoted to the next year group if the student is absent for more than 15 consecutive days, or more than 30 days throughout the year.**
- Parents decide whether the 'urgency/emergency' requires mid-term leave from school, & school respects parents' decision, while implementing the following policy:

For 1-4 Working Days' Leave

- **Please apply online through your Parents Portal for all leave of 1-4 working days.**
- **Leave would be approved for the following reasons (with valid evidence):**
    - **Medical Leave of child (evidence – Medical Leave Certificate)**
    - **Bereavement of a close family member (evidence – Death Certificate)**
    - **Umrah /Haj (evidence Visa or flight tickets)**
    - **Authority appointment (passport, visa etc) (evidence - Appointment letter/card)**
- **Leave applications with this valid evidence will be approved by school on the system & will not be counted towards the 'Absence Record'.**
- **Approved Leave means that Term Report grades would be based on Continuous Assessment in the case of missed exams**
- **All other reasons for leave would count towards the child's annual allocation of 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 more than 4 Working Days' Leave

- Extended leave during Term-time would be approved for the above four reasons.
- **Approved Leave with valid evidence would not count toward a child's 'Absence Record'.**
  Please complete & submit 1) a Leave Application Form (from PRE) & 2) the valid evidence.
- 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.
- **All other types of extended leave would count towards the child's amnnual allocation of leave days.**

Leave Without Informing School

- Students who take uninformed Leave for more than one month risk losing theior 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: 12/6/23*

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

Dear WSS Principal,

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

- Insufficient **attendance is a disciplinary issue.** Leave during Term time is only be approved in special cases (eg. **medical reason, death in the family,** Haj, etc.). **A Medical Certificate/valid evidence** needs to be provided along with the Leave Application.
- **Missed Term exams** (except with student's Medical Leave Certificate) **would be given '0' marks towards the Term Report,** which would therefore be a Pass mark only. If the child has a Medical Certificate for missed exams, then a Continuous Assessment mark will be given on the Term Report. **As per SPEA, attendance of T3 Promotional exams is compulsory.**
- **School will process this Leave 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 as above):*	Date:

√	**Principal comments:**						
	Leave is Approved: o Give continuous assessment mark for Report Grades o Assessment may be rescheduled subject to Section SLT approval		**Leave is not Approved:** o Student to be given '0' marks for exams & pass grade (50%) for Report Grades o Assessments not to be rescheduled o **This is for information only**		To be 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		Not Medical Leave. No MC for student attached		*Comments:*		
	Other valid evidence attached		o No Evidence attached o Evidence attached is inadequate.				
Sign:					Date:		

Leaving WSS

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

1) Apply online for a TC through your Parnet Portal.
2) Pay for TC fees (outside Sharjah)
3) **Online application for a TC should be done by the first week of June for end-of-year leavers due to Staff summer leave. Late applications will delay completion of TC until after the summer Break.**
4) Clear all outstanding fees
5) Apply & pay for a TC through parent's online portal
6) SPEA attests the TC, as arranged by GRE, which is emailed to the parent.

Library

Our 2 school Libraries are 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 lost (not returned) or damaged books (including reading books)**.
- A student **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 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) are deposited 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 works well), so that lost items can be returned to your child if found.

Marking

WSS has a Marking Policy. Marking is to guide studetns to their enext level to personalise leanring.

- **Not every piece of work is marked.**
- Marking will not be done every lesson.
- Not all spelling mistakes will be corrected. This would depend on the subject & Learning Objective.
- Some work will be **self or peer assessed** to encourage more reflection on the learning & success criteria.
- **Students are expected to reflect on & respond to the teacher's marking comments, as these outline & guide 'next steps' in learning.**
- If your child's work is not being marked regularly, please contact the Section SLT for follow-up.

Medical Facilities (see also Health & Safety)

- The school's 2 Clinics are located on the ground floor opposite the Bookstore.
- We have four nurses and two full time doctors.

- If you have any concern about the health of your child, please feel free to contact the medical team.
- **The Doctors' decisions related to all health & MOH matters are final.**

Accidents and Emergencies

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

Immunization & Vaccination Programmes

- Every effort should be made to have your child's vaccinations up-to-date prior to them starting WSS.
- The Ministry of Health requires that you submit your child's vaccination record to the Clinic. This will be checked against the U.A.E. immunization schedule and you will be advised of any due vaccinations.
- Students must be vaccinated at school as per Ministry of Health policy. **Please sign & return any consent forms to the medical team within one week. Failure to do so is a disciplinary issue.**

Medical Checkup:

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

Medical Approval Forms:

- At the start of each academic year, you will be required to complete a medical form. Please return promptly with all required medical information.
- It is very important that the school is made aware of any medical condition or special needs that your child has and/or any medication they are on. This will help us in case of emergency treatment. The forms are as follows:
  1. School Health **General Parent Medical Consent** form**. As per MOH rules, school is not allowed to provide medical services without it,** except in emergency situations. All student to submit this on admission & at the start of each academic year *(see Form 1 below).*

  2. **Parent Consent for Medical Condition Management & Medicine Administration.** This is to be filled for students with any **medical condition & those who require medicine to be administered in school** *(see Form 2 below).*

Form 1

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

الإمارات العربية المتحدة
وزارة الصحة ووقاية المجتمع

نموذج موافقة عام

School Health General Consent Form

Student's Name: .....
School .....**Grade**.....**Class**.....
DOB: .....
Nationality:.....
ID Number: .....

I the undersigned agree that medical services for my son/ daughter shall be offered in the school's nurse.

I also agree that these medical services will remain provided to my son / daughter and effective until I either refuse these medical services or he /she is transferred from the public school.

My consent involves a general approval of curative and / or preventive services that may include first aid , screening for height ,weight , vision acuity , vaccination , hearing test, Dental checkup , blood test for CBC and referral to primary health care centers or emergency room when necessary & to administer the following emergency medications when needed

1. Paracetamol to control mild to moderate pain and fever.
2. Antihistamine cream to relieve mild to moderate skin allergies.
3- Epinephrine in an acute allergic reaction
4- Salbutamol inhaler to control asthmatic symptoms.

Please list any precautions or contraindications to the above medications that the school nurse needs to know:
.....
.....

In case of refusal,the above services will not to be offered except in emergency situations which require immediate intervention.

If my Son/daughter needs to be transferred to the clinic or emergency room in either my absence or the legal guardian's absence, then I authorize the school to transfer him/her as needed.
I also understand that medical record is confidential document. The information in it is circulated only by members of the medical team of the MOHAP.

Name:.....
Signature of student's parent/guardian.....
Relation to the student:.....
Tel .....
Date:.....

اسم الطالب:.....
المدرسة :.....**الصف:**.....**الشعبة:**.....
تاريخ الميلاد: .....
الجنسية:.....
رقم الهوية:.....

أنا الموقع أدناه أوافق على تقديم الخدمات الصحية لإبني/لإبنتي في عيادة المدرسة بواسطة ممرض/ة الصحة المدرسية.

أن موافقتي على هذه الخدمات الصحية تبقى سارية المفعول لحين أقوم أنا برفض هذه الخدمات لإبني/ إبنتي أو حين انتقال الطالب/الطالبة من المدارس الحكومية.

أن موافقتي على هذه الخدمات الصحية هي موافقة عامة على أي اجراءات وقائية وعلاجية،وتشمل الإسعافات الأولية، قياس الوزن والطول، حدة الإبصار ، التطعيمات،فحص السمع، فحص الاسنان، عمل تحليل الدم للفحص الشامل ، التحويلات إلى مراكز الرعاية الصحية الأولية وأقسام الطوارىء ، وإعطاء الأدوية التالية عند الضرورة:

1. البنادول لتخفيف حدة الألم ذو الدرجة البسيطة أو المتوسطة ومخفض للحرارة.
2.كريم مضاد للهستامين للتخفيف من حالات حساسية الجلد البسيطة والمتوسطة.
3-الإبينيفرين في حالة الحساسية الحاده .
4- فنتولين (سالبيوتامول) لعلاج أعراض الربو.

الرجاء ذكر اي موانع لإستخدام الأدوية أو أي احتياطات طبية على الممرض/ الممرضة أن يعرفها:
.....
.....

في حال عدم موافقتكم ، يرجى العلم بأنه لن نستطيع تقديم هذه الخدمات عند حاجة ابنكم / ابنتكم لها الا في الحالات الطارئة القصوى التي تلزم تدخلا السريع.

إذا أصيب ابني / ابنتي بأي حالة طارئة تستدعي النقل إلى العيادة أو الطوارىء ولم أكن متواجداً أو من ينوب عني فإني أعطي الصلاحية لإدارة المدرسة لنقله/ نقلها حسب الحاجة.

إن الملف الصحي للطالب / للطالبة وثيقة سرية لا يتم تداول المعلومات الموجوده بها الا من قبل أعضاء الفريق الطبي لوزارة الصحة.

الإسم : .....
توقيع ولي الأمر: .....
صلة القرابة: .....
رقم الهاتف : .....
التاريخ: .....

Form 2, p1

GEMS Westminster School
SHARJAH

2. Parent Consent for Medical Condition Management & Administering Medicine		Date: *Updated 20/4/20*
Student's name:	ID:	Class:
Health Card:	DOB:	
Child's medical history related to this medical Condition:		

Please tick (√) as appropriate:		
Medical condition:	*Yes*	*No*
Allergies (*other than food/medicine. Specify which allergies*)		
Bronchial asthma		
Diabetes mellitus		
Epilepsy		
Food allergy *(specify which, if yes)*		
Heart disease		
Medicine allergy *(specify which medicines, if yes)*		
Myasthenia gravis		
Others (*specify, if yes*):		

Child's Physician Name:	Clinic/Hospital name & Address:
Physician's Phone no:	

Emergency Contacts		
Name	Relationship	Contact no:

1

Form 2, p2

If you ticked yes for any illness, please submit the following to the WSS Clinic:	
1. An updated medical report has to be submitted to the school clinic in the beginning of the academic year. 2. An updated medical report must be submitted to the school clinic when there is any change in your child's health condition or any new medical condition arises for your child. 3. In case of any changes, please contact school medical team to update this consent form accordingly.	4. If your child needs any medications to be administrated during school hours, a **doctor's prescription** needs to be submitted. Medications should be delivered by the parent/guardians to the clinic. 5. Any required medication must be sent in the original packaging and should be clearly labeled with student's name, required doses, timing and route of administration. (see page 2).
• **I authorize the medical staff trained in the basics of the first aid in the school clinic to give my child first aid when they deem it necessary.** • I understand that every effort will be made to contact me in the event of an emergency requiring Medical attention for my child. However, if I cannot be reached in case of emergency, I hereby authorize the medical team to **transport my child to the nearest medical care facility (government hospital as per MOH rules) in an ambulance** to secure necessary medical treatment for my child's urgent health and wellbeing.	• I authorize the medical staff to **disclose the health condition of my child to other concerned staff** in school as required for my child's health, wellbeing and safety. • In case of any change of the **emergency contact**, I will **update the medical team**. • In case of any changes in the health condition of my child, I will contact the school medical team to **update this consent form accordingly**.
Parent Sign:	Date:
Mobile:	

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

1

Medicines:

- Students are **not permitted to carry medicine with them around school** under any circumstances.
- If your child needs medication at school, please **hand it to the Clinic where it will be stored safely.** Your child will be required to come to the clinic at the appropriate time to take it.
- You must also inform the Clinic if any medicine may be needed at the school for an existing condition such as an inhaler for asthma, insulin for diabetes, or an Epipen for allergies.
- 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).

Meeting Us

You are most welcome to come into school, or arrange an online TEAMS Meeting, to see your child's teachers & the Senior Leadership Team (SLT), as we have an 'Open Door' policy. However, it is always **better to make a prior appointment to ensure our availability.**

- Feel free to directly email, or meet the PRE, who will help set up an appointment.
- 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 & school song is a regular part of school assemblies & events & all students are expected to stand smartly & sing these respectfully.

Newsletters

- School Newsletters are published regularly by the Principal (usually weekly, with an emailed link, as well as being posted on the school website).
- The aim of Newsletters is to inform key messages, dates, deadlines & changes to policy, elebrate 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 Engagement

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

- We have an 'open door' policy, which means that if we are free, we will meet you without an appointment. However, we **recommend that you email us in advance to make an appointment** to ensure availability.
- Parents are encouraged to attend our school functions/events & to join our Positive Parent Partners rteam. Please always report to Reception for assistance on arrival.
- Junior parents only may drop their children directly off at the class (7:20-7:30am) & pick up at end of day from classes, subject to carrying the correct WSS ID. All other parents & times, parents need to report to Reception.
- 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.**
- **It is strictly forbidden for any parent to speak directly to, or touch in any way, other peoples' children, except with parent permission.**
- **Verbal or physical abuse of any WSS community member is unacceptable**.

Parent ID

- For the safety of our children, access into school for visitors is restricted. Anyone entering school premises without their Parent ID must sign in with Security at Gate 1, & submit a picture ID (such as Emirates ID Card) to Reception to take a Visitor Pass.
- WSS Parents are issued with a **WSS Parent ID Pass, 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.

Parent –Teacher Communication

Regular home-school communication (emails, PULSE & PTM) is expected. We believe that parents and teachers are **partners** in the educational process and we support **parental engagement** through the following:

- Emails to teachers, PRE or SLT
- Feedback at Parent-Teacher Meetings (PTM)
- Attending school open days, events, activities & Coffee Mornings
- Meeting teachers, PRE, MLT/SLT, Head of Inclusion for discussion whenever necessary
- Active membership of the PPP

- Parents will be given the relevant teachers' work email IDs, and are free to communicate regarding their children's progress & achievement, concerns, queries & information (such as leave requests, family circumstances that may be challenging their children, etc).
- Teachers must respond to your **emails within 48 working hours**. If they do not, please inform SLT for follow-up.
- Teachers & management will **respond to emails during working hours (7:15am-2:30pm) on working days (Monday-Thursday).**

Parent-Teacher Meetings (PTM)

PTM are 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** (after that, the teacher may ask if you wish to have another appointment at a later date to complete the issue. If other parents are waiting, the teacher must stop the meeting with you & offer you a future appointment).
- **Parents can request privacy** as required.
- **Our Code of Conduct is based on respect;** all WSS stakeholders have the responsibility & right to respectful communication. **Shouting or rudeness is unacceptable to/from any parent/Teacher**.
- **Confidentiality**; WSS staff are not allowed to discuss school issues, colleagues or other students/parents with anyone else. They are **only able to discuss your own child with you**. They are **not allowed to give out other parents', their own or other staff personal contact numbers** (only work email ID).

Positive Parent Partners (PPP)

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

Phones

The use of mobile phones by students in 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 takes photos).**
- **WSS accepts no responsibility whatsoever for the loss/theft/damage to any electronic item/phone brought into school.**
- **If any teacher sees your child with a mobile phone in school/bus, it will be confiscated, & you will need to come into school to collect it**.
- Random Bag checks may be done.
- **Phones taken into an examination room will be considered as 'cheating' & the student subject to disciplinary action**.

- In case of extreme emergency requiring your child to carry a phone to school, please **email the Section SLT/PRE, complete the form** & ask your child to **leave the phone with Security at Gate 1** for safe keeping for the day.

Parties (see also Birthdays)

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

Photocopying

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

Photographs

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

Physical Education (PE)

WSS has a timetabled sports' programme, including inter-school competitions, school teams & ASP training

- All students have weekly PE lessons, which include a range of outdoor & indoor games & sports.
- They can **come to school dressed in their PE kit on PE days**.
- If your child is not fit enough to participate in the PE lesson, please **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 male, one female). Students may go with adult supervision. Parents wishing to use one need to get a Parent Pass from Reception.

Projects

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

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

Promotion to the Next Year Group; Criteria as per SPEA rules *(Subject to change)*

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

- If a student is failing in fewer than four subjects, he/she has to appear for the *Resit Exams*.
- Any student failing 4 or more subjects will be detained (subject to SPEA approval)
- Students failing fewer than 4 subjects will be retested (before end of the same academic year).
- Students failing in 4 or more subjects are detained in the current Year Group.
- Term 3 Report Grades are submitted for approval to MOE SPEA at the end of each academic year. T3 Promotional Reports are published only after MOE/SPEA approval.
- Report publication is subject to all fee clearence, & Registration with SPEA.

Reading

- This is one of the most important skills your child learns in school! Junior & Primary 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, Junior-Primary Students

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

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 predict what happens next & say 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 up words

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

Blending Sounds

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

The Phonetic Alphabet

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

a as in **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 (7:20-7:30am)

- Registration time takes place each morning & is an important time, used for extra reading practice, Assembly, mental maths tests, spelling tests, Wellbeing Curriculum, etc.
- Repeated lateness is a disciplinary issue, as it causes lost learning time.

Reports

Students' formal academic reports are published online for parents to access through their Phoeniux Parent Portal, **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 Health & safety & Wellbeing, is the responsibility of all the WSS community. Please note the following:

Banned Dangerous Items

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

Sharps	Allergies	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, Pets & other 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 his/her 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:**

	Student Fitness to Return to Class	**Date of Examination:** **Time of Examination:** *Updated 7/7/21*

Student name:	**ID:**	**Class:**
Reason for Clinic Visit:		

Dr. Approval *(tick & sign):*	
	I have examined the above student & found him/her to be **fit to return** to class.
	I have examined the above student & found him/her **not to be fit to return** to class.
	Fitness to return to school **Medical Certificate provided** by parent
	Fitness to return to school Medical **Certificate not provided** by parent
Sign:	Comments:

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

1. **Minor medical issues**: 1) treat in the clinic, 2) Planner note, 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 that, 1) It is not critical, 2) The issue, 3) Medical Team will continue to observe, 4) Would parent like to collect child now or wait & the child will go home by usual means? 5) Dr. to provide a hospital referral in case of critical/serious cases, or if parent asks for it, 6) If the student is suspected to have a fracture, he will not be sent by bus.
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 (including Influenza & COVID-19)

- The communicable 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 to inform the school (please inform Teacher & clinic) of any Communicable Disease absence of your child.
- 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**.
- The clinic team has to be informed as early as it is possible of any case of communicable disease.
- In case of communicable disease among students, all students of the concerned class will be examined by doctor, and the measures will be taken by school to control and to minimize the transmission of the infection.

- The Authority's Preventive Medicine Department will be notified about the situation. A parent notification letter regarding the condition will be sent to parents if required.

E-Safety

Children and young people commonly use electronic equipment, including mobile phones, tablets and computers to access the internet and share content and images via social networking sites such as Facebook, Twitter, MSN, Tumblr, Snapchat and Instagram. Technology and the internet can be a source of fun, entertainment, communication and education. Unfortunately, however, some people will use those technologies to harm children, for example sending hurtful or abusive texts and emails to groom and entice children into inappropriate relationships, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and students are not allowed to access those sites in school. Many students own or have access to hand-held devices and parents are encouraged to consider measures to control access to keep their children safe when using the internet and social media at home and in the community.

- Please **inform school if you do not wish your child's picture to appear in Social Media**
- Students should be supervised while using the net, at home and school.
- DfES guidance is available at http://www.safety.ngfl.gov.uk
- Students may bring personal BYO devices to school for educational purposes with parent plus SLT approval, & after parent & student signs the school's E-Safety Agreement letter.
- **Fab. 5 Rule #1; We Do Our Best** • Students will use the Internet for planned educational purposes/activities only.
- **Fab. 5 Rule #2; We Respect Each Other** • Students will not use the Internet, email, mobile phones or any other ICT equipment to be disrespectful or unkind about other people
- **Fab. 5 Rule #4; We are Safe & Sensible** • Students should never enter any personal information about themselves (or others) on the Internet.
- Students are expected to use their common sense and not access or share inappropriate material on the Internet
- If unsure of their online safety students must ask an adult for assistance.
- Teach your child to switch off their device & tell parent/teacher if they inadvertently accesses anything inappropriate.
- If you have any e-safety concerns please contact your Section SLT or **E-Safety Leader/DSL Ms. Rema rema.p_wss@gemsedu.com**

Online communication between staff and students

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

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

- Please send only healthy food to school for snack/lunch, Birthdays & other events. Junk foods with high fat & sugar, or that are highly processed, are unhealthy & can contribute to diabetes, obesity & hyperactivity in some children. If your child regularly brings unhealthy foods (fizzy drinks, chips, chocolates, sweets, cake, biscuits, pastries) to school the teacher will:
  1. Give a verbal warning & send home.
  2. Email parent
  3. Confiscate junk party food

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

Illness

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

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

- **Keep the child in the Clinic, to be collected by the parent.**
- **Student with a fever (above 37.5◦), or infectious disease will be sent home.**
- **The student will not be sent back to class or home by Bus, to protect the health of the other children**
- **Treatment decisions are made by the Doctor & are non-negotiable.**

Other Peoples' Children

- **It is strictly forbidden for any parent to speak directly to, or touch, other peoples' children, except with their 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 & support.**
- **Taking Other People's Children Home; if you need someone else to take your child home, it is critical that you inform school in writing in the morning, so that we can inform BBT, Security and the teacher. 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 Principal. 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 Behaviour

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

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	**Any form of physical (corporal) punishment**
	Any form of emotional abuse, such as sarcasm, humiliation, swearing and screaming,

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.	**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.

Security; Parent ID Cards

- **Wearing your school ID is mandatory to be worn and visible at all times when on site.**
- Any Y3-13 parent wishing to access the school grounds must have their school ID card with its yellow lanyard.
- Junior parents will be issued with a red lanyard, which allows them to the class for drop-off & pick-up.
- The initial school ID will be issued free of charge. However, in case of loss, replacement will be charged at **AED 25/-.**
- If you do not bring your ID card to school, you will be **required to sign in at the gate & deposit your EID card to receive a visitor' Pass.**

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

Adrenaline (EPI) Pen for Anaphylactic Shock:

- Primary students should be accompanied by their parent.
- Secondary students may take all.

Diabetes Mellitus:

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

Myasthenia gravis:

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

Vaccination

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

School Song

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

Sports Days

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

Student Council & Student Leadership

- The development of student leadership skills is an important part of our extra-curricular programme.
- The Student Council has a representative from each class.
- The Head Girl & Head Boy of each Section lead the Student Council along with the Character Leader & Teacher House Leaders. They take the lead in duties, peer support, speeches at school events, organizing events, duties, meeting with Inspectors, etc.
- The Student Council meets reguarly to discuss student-related issues & supports SLT with school events (eg. International Day, National Day, Talentastic committees, Y13 Graduation etc).

Teachers

All our teachers are qualified & experienced as per Authority rules, & get 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.
- While we aim to keep teachers throughout the academic year, however, as in any school, at times a teacher may face unavoidable/emergency health/personal issues requiring early resignation or extended leave. In this case school would make timely & appropriate arrangements for their replacement so that there is minimal disruption to learning.
- School provides adult supervision/cover work for absent teachers.
- You will be given your child's teachers' email addresses for communication. Teachers are expected to respond **within 48 hours on a working day**.
- 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.

Transfer Certificate (TC)

For admission into a UAE & schools in 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).

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

1. Parent must apply for the TC, then pay for the TC online through their Parent Portal or at the cashier.
2. All school, Babysitting & bus fees must be cleared in full.
3. All school resources (such as Library books) must be returned (or paid for).

4. TCs **will take at least two weeks** to prepare (longer if the TC is applied for between end June-September).
5. Once the TC is ready school will email it to the parent.

Timings & Timetable

School Gate timings: **6am-4:30pm** *(On regular school days)*
FS-Y1: **7:20am-12:20pm**
Y2-Y13: **7:20am-2:20pm**

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 expectations & staff. The Head of Inclusion gives a counselling session on managing change & is available for counseling in case of any concerns.

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

- If you need to temporarily change your child's home-time transport arrangement, please **email the Form/Class Tutor by latest 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 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).

BBT Bus Transport		
	Morning	**Afternoon**
	The bus bay behind the school is designated for WSS Buses. The **bus gates are not for staff or visitor entry**. If the buses arrive before 7:20am the students remain seated on the bus in their designated seat until 7.20am. At 7:20am students leave the bus and enter the school via their designated entry point. All Y3+ enter the school via their allocated doors, the same as Own Transport students; **West Lobby for girls and East Lobby for Y3+ boys.**	If you require to pick-up any bus student from school (i.e. you do not require your child to go home on the bus that day) please **inform Reception/teacher by latest109am** in the morning, so that we can inform the appropriate staff. When you arrive at school please report to Reception and get an **Early Exit Pass** for your **cldhi at least one hour before the end of the 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.
Junior	Conductors/Nannies will escort Junior students to their classrooms.	FS bus children are collected by their drivers/nannies at 12pm and are escorted to their bus. Once they are seated in their correct seat and have their seat belts fastened, the bus will leave.

Primary	Y3-5 students are escorted to the bus by their class teacher. Y6+ students once released by their teacher & make their own way immediately to the bus.	At home time bus students must make their way immediately to their bus, scan their ID card & sit quietly in their place. Arriving late to the bus or refusing to cooperate with staff is unacceptable & will lead to disciplinary action (this may include not being allowed to board, Incident Reports, Warning Letters & suspension from using the bus. Any fighting will lead to automatic bus suspension). Once students are seated in their correct seat and have their seat belts fastened, the bus will leave.

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.
- Trip **payment must be made as per 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 avoid sending**

GEMS Westminster School
SHARJAH

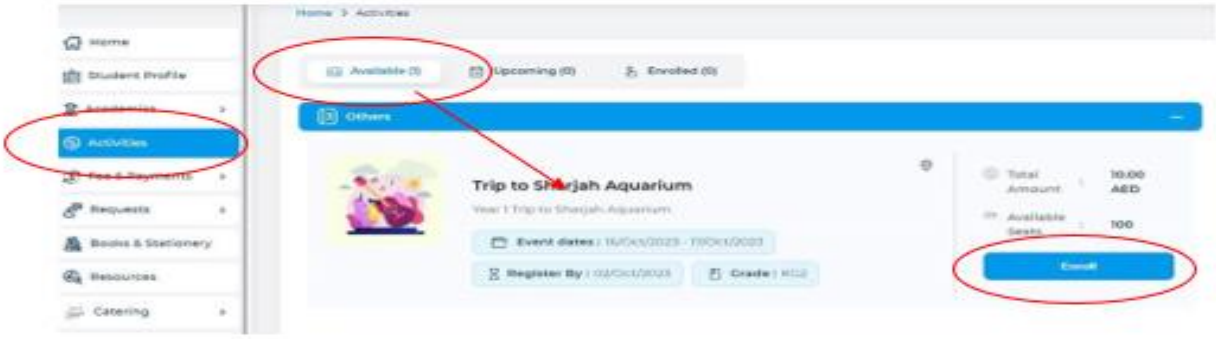
Online Trip Payment Parent Guide

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

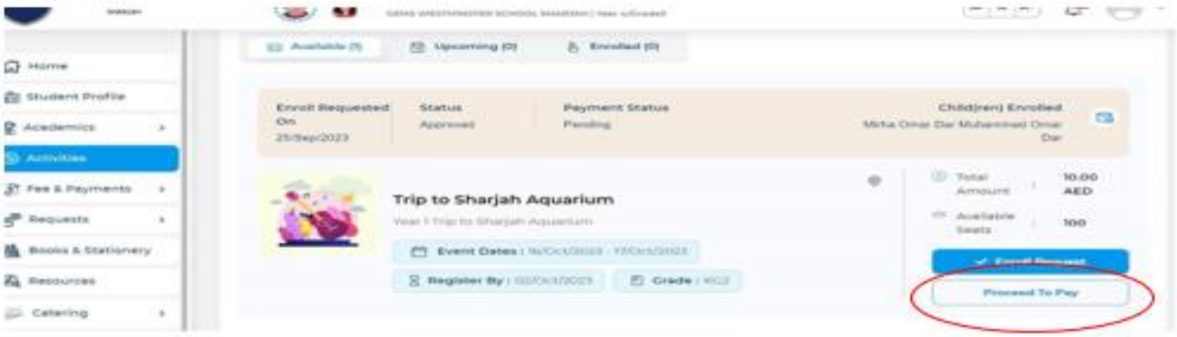
1. Go to the website of GEMS parent portal or click the link below and enter your school-issued username and password, then click the login button.

   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.



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- **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.

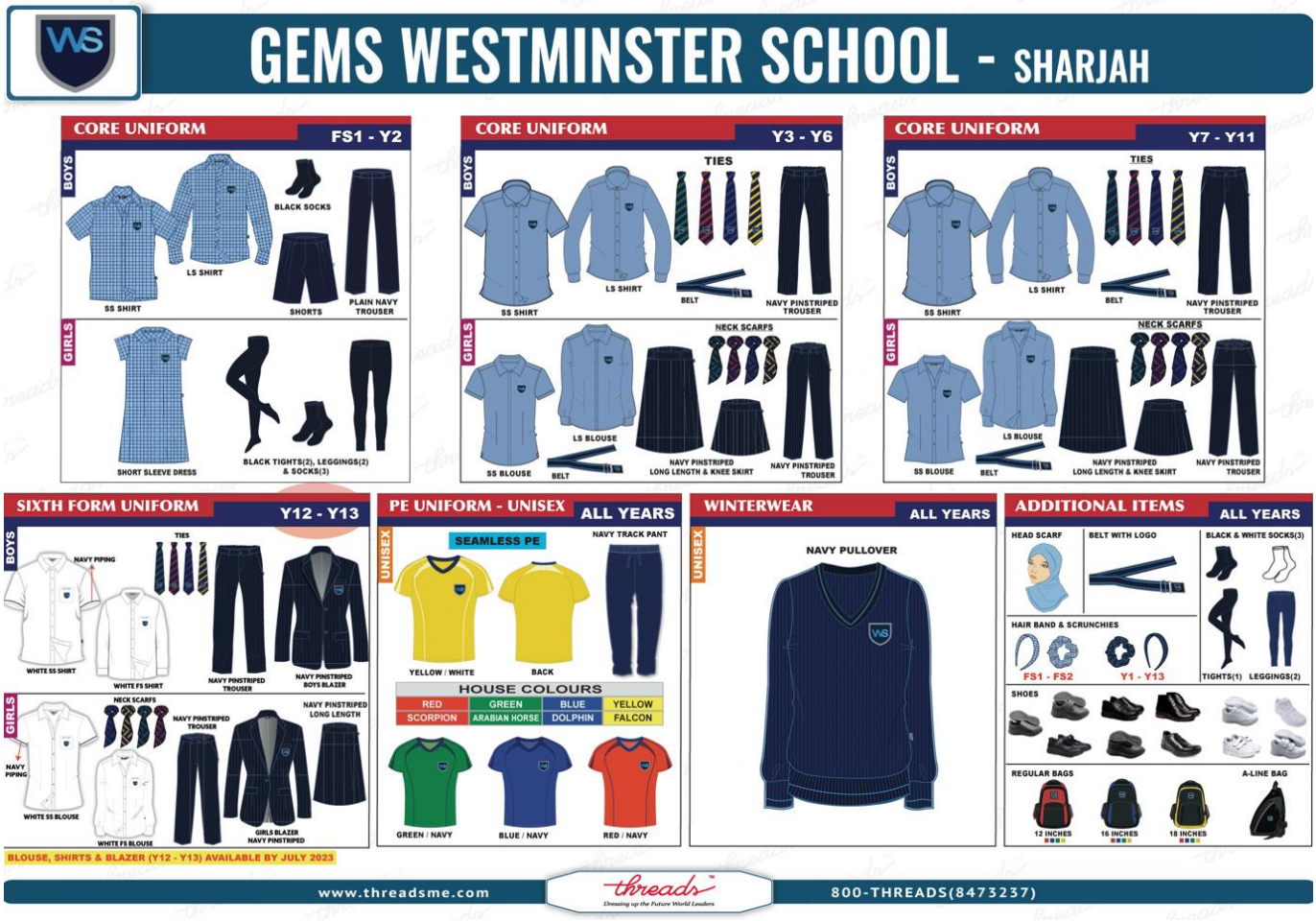
Examples of Trip Locations

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

Tuition (Private)

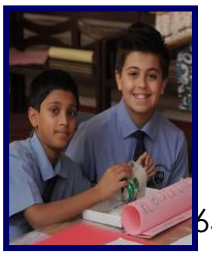
It is strictly **prohibited by UAE Labour Law for our teachers on school Visa to give private tuition for money to their own students**, or to work outside WSS. School arranges Intervention Classes where possible.

Uniform



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

- **Full school uniform including ID Badge should be worn to school daily. Not wearing proper school uniform is a disciplinary issue.**
- **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 Class/Form Teacher.**
- **On PE days, the PE Uniform may be worn to school (with ID Badge).**
- **Birthday children may wear their dress-up clothes to school for that day.**



- Full **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 blue Abaya** may be worn if required for religious or cultural reasons
- 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 smalll, cubby-hole sized backpack.
- Belt: A uniform belt is available if required
- Blazer: Optional
- Headscarf/shehla: Students may wear the uniform version (pale blue), or plain white/black (absolutely no decoration).
- Hair: Long hair (touching the shoulder & longer) should be tied back with uniform ties
- **ID Card:** **Wearning the WSS ID card is compulsory.** Cost of a replacement WSS ID Card is AED25/- (order form the BBT office)
- Junior Uniform: Junior students should come to school in full, smart uniform (including plain (dark) blue tights/socks & black shoes

  Makeup: **Makeup & nail varnish are not allowed.** Studetns wearing these will be sent to the clinic for their 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 & 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 girls wear a neck scarf (compulsory)
- Shirts: Y3 shirts should be tucked in. Girls may opt for untucked shirt, if they wish.
- Skirts: **Skirts must reach below the knee (mid-calf) or lower.** Secondary girls wearing a skirt above the calf (mid-lower leg) should also wear 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

Stepped Discipline Policy for Students in incorrect uniform;

1. **If there is no parent note, a verbal warning would be given;**
2. **The bext step would be a written Planner note/email;**
3. **In case of repetitions, the student would receive an Incident Report;**
4. **Then Warning Letters with loss of Behaviour Points on the Report Card.**

Maps to Threads' Shops

Valuables in School

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

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, Activity workbooks (in some year groups), 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**	