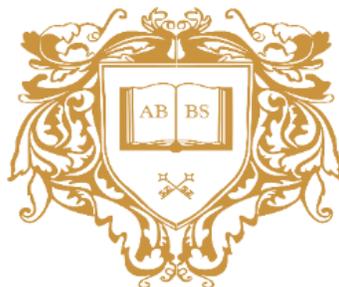


Al Basma British School

Parent Handbook 2017/2018



Al Basma British School
Striving to be the best



PUTTING THE FUN BACK
INTO LEARNING!

Principal's Welcome

September 2017

Dear Parents, Carers and Students,

Welcome back to our returning students and welcome to all new students. We are happy to welcome you and your families to our Al Basma School Community.

My senior team and I are moving into our third year at Al Basma and are looking forward to consolidating the progress made over the last two years and continuing to move the school forward. We have opened Grade 10 this year and will have our first set of external iGCSE examination results in summer 2018. We had an excellent year last year with lots of achievements to be proud of including our band A inspection grading. The children have made great progress and the inspection team acknowledged the strength of their achievements and rate of progress, especially in English and Maths.

We are very excited to welcome a number of new teachers and believe we have a very strong and experienced English National Curriculum and MOE team moving forward. We are also delighted as I am sure our long standing parents are to welcome back a lot of familiar faces in the KG, primary and secondary teaching teams. We have further strengthened the in class support team recruiting more well qualified Teaching Assistants to support the teachers in Pre KG, KG1, KG2 and Grade 1. We are awaiting the arrival of a Computer Science teacher in the next week or so to complete our recruitment for this year.

The Senior Leadership Team remains as is for another year reflecting our enjoyment of working with Al Basma staff, parents and students. Mr Glen has joined the wider leadership team as a senior teacher for the secondary school with Ms Laura Clayton taking on the same role in KG.

Ms Allison Principal

allison@albasmaschool.ae

Mr. Mohammed is responsible for student's pastoral care and inclusion across the school. He leads the associated inspection strand, Student Protection, Care, Guidance and Support.

mohammed.nawaz@albasmaschool.ae

The Vice Principal Ms Ruth is responsible for assessment, recording and reporting across the school and the associated inspection strands, Student Achievement and Teaching & Learning.

ruth.duncan@albasmaschool.ae

The Assistant Vice Principal KG is Ms Jayne

jayne@albasmaschool.ae

The Assistant Vice Principals Grades 6 to 10 are Ms Karen and Mr Steve

Ms Karen is also responsible for student personal development across the school and the associated inspection strand Student Personal and Social Development and Innovation.

Mr Steve is leading curriculum development in the secondary school and the associated whole school inspection strand, Curriculum.

karen.p@albasmaschool.ae

Stephen.f@albasmaschool.ae

Senior Teachers

Ms Niamh (Grades 6 to 10) and Mr Glen (Grade 6 to 10). Ms Niamh is supporting Mr Mohammed with protection care and guidance of G6 to 10 students whilst Mr Glen is supporting Ms Ruth with assessment recording and reporting in the secondary school.

niamh.d@albasmaschool.ae

glen.b@albasmaschool.ae

Ms Laura (KG) who is supporting Ms Jayne with student achievement and teaching and learning in KG.

laura.clayton@albasmaschool.ae

We, as a Leadership Team, will continually review practice, policy and procedure and will implement changes as required to improve standards. I would like to take this opportunity to thank you for your support and patience as we implement any changes. Our intent is always to improve standards of safety and education through any changes.

Meet the Teacher Event

We are hosting 'Meet the Teacher' events this week which is an opportunity to meet your child's homeroom teacher, find out what your child will be learning and have your questions answered.

Monday 18th September

- 5pm – KG2
- 5.30pm – Grade 1 and 2

Tuesday 19th September

- 5pm – Grades 3, 4 and 5

Wednesday 20th September

- 5pm – Grades 6 to 10

Monday 25th September

- 5pm – KG1

The agenda for the evening is a short presentation detailing the school's expectations, assessment systems and curriculum as well as procedures, and a reintroduction to our parent portal, followed by an opportunity to meet your child's homeroom teacher, see their classroom and have a brief question and answer session with the homeroom teacher.

Please enter through the doors to the left of reception, sign in and go to the hall at the designated time.

We are looking forward to meeting you all.

Please find the answers to parents' most common questions on the next few pages.



PUTTING THE FUN BACK
INTO LEARNING!

AL BASMA
BRITISH SCHOOL

Parent Information

September 2017

Please retain this information for future reference

النسخة العربية متوفرة على موقع المدرسة

English National Curriculum (ENC)

The English national curriculum does not prescribe set textbooks. Teachers use a wide variety of resources when teaching, therefore your child will not bring textbooks home. This practice is used in the UK where the teacher is the most valuable resource as they plan and prepare the resources to meet the different needs of the students.

In G6 to 10 some subjects will have a textbook which they use in class together with other resources as required.

Students in KG1 will follow the Early Years Foundation Stage curriculum whilst KG2 to Grade 5 will follow the 2014 ENC for the corresponding ENC year. KG2 = ENC Year 1, Grade 1 = ENC Year 2, Grade 2 = ENC Year 3 and so on.

Children in Grades 6 to 8 will follow the 2014 ENC Key Stage 3 curriculum. Grade 8 students will follow GCSE/I-GCSE courses in some subjects leading to external examination by Edexcel or Cambridge in May of Grade 10. Early in Term 2, Grade 8 students will select a small number of foundation subjects to focus on in Grades 9 and 10 alongside the core subjects of English, Maths, MOE subjects and Science.

Grade 9 are following GCSE and IGCSE courses in the core subjects and in the two subjects they have chosen from the optional subjects (electives).

KG1

All KG1 students should attend school from 7.50am to 2:35pm. KG1 is compulsory education in the UK. Therefore by only attending for half a day our children are missing 50% of the curriculum time and entering KG2 at a disadvantage. We have operated KG1 full time hours since October 2015 with great success, the children soon adjust to the long school day.

Uniform – Day to Day

Boys – Bermuda shorts or long pants, polo shirt, school fleece, black school shoes

Girls – Skirt, polo shirt, school fleece, black school shoes, jewellery – one pair of small ear studs only

PE – Uniform track pants, uniform PE shirt in house colour, trainers (any colour) – no football boots with studs or blades

Siblings should be in the same house, please inform Ms Najuva if this is not the case. KG1 houses will be assigned ASAP and parents will be informed.

Our uniform suppliers are restocking sizes continuously – please check stock with them on a regular basis if you are still waiting for uniform. Their address and contact details are on the school website.

Winter jackets and school jumpers will be available from October.

PE uniforms can be worn to school by all students up to G4 on days when they have PE. For personal hygiene reasons Grades 5 to 10 will be expected to change into PE uniform for the lesson and back into full uniform at the end of the lesson unless it is at the end of the day. Trainers should only be worn with PE uniforms.

Football boots are not allowed under any circumstances.

All items of uniform should be clearly marked with your child's full name and class.

All children should bring a clearly labelled water bottle to school every day.

Lunch boxes should be clearly marked with your child's name.

Stationery and Copy Books

Stationery and copy books are not included in tuition fees. It is each parent's responsibility to ensure their child has all of the stationery requested by the teacher in a named pencil case and the copy book pack which is available from the uniform store in the city or the school store. Stationery packs can be purchased from the uniform store or the school store for parents' convenience. Alternatively a list of required stationery is available on the home page of the website and parents can purchase the individual elements from any shop. It is the parents' responsibility to ensure the pencil case remains fully stocked with the requested items throughout the year.

Sanctions and rewards

All children start the week entitled to a reward - golden time – 1.55pm to 2.35pm every Thursday for KG2 to Grade 8. Grade 9 and 10 have Golden time once a fortnight alternating with Morals and Ethics. If children fail to meet expectations they will lose up to 40 minutes of their golden time in 5 minute increments during the week. All senior school children are removed from golden time for the number of minutes they have lost. If they lose 20 minutes or more they will be removed for the full golden time by the Senior Teacher or an Assistant Vice Principal. If younger children lose less than 20 minutes they may remain in the room or area with their peers but will not take part in the chosen activity for the time that they have lost. Golden time is linked to ADEC level 1 behaviours, low-level disruption to children's own or others' learning. Children will get three warnings before losing 5 minutes of golden time. Golden time is tracked electronically on a central drive which any member of the teaching staff can view.

If a child loses 20 minutes or more of 3 golden times they will go on a two week level 1 report. 3 level 1 reports will lead to escalation level 2 report. We have no tolerance for level two and three incidents such as fighting and children will be placed on the appropriate level 2 or 3 report for two weeks if they are involved in level two or three behaviour incident. When a child is placed on any report, parents will be asked to come in to meet an Assistant Vice Principal or the Vice Principal Mr. Mohammed. Parents will be asked to acknowledge that their child's behaviour is unacceptable and must improve by signing a Level 1, 2 or 3 written warning. With some behaviours such as an isolated incident of theft, a report would be ineffective, therefore in these cases parents will be asked to sign the relevant level 2 or 3 written warning and the child may be suspended for up to 5 days. Failure to respond to 3 level 2 reports will lead to escalation to level 3. Failure to respond to 3 level 3 reports will result in a Governors' behaviour panel meeting and a Governors' behaviour contract. Failure to meet the Governors' targets will result in the referral of the case to ADEC for a school transfer or the withdrawal of the option to reregister or permanent exclusion. Each time a new 2 weekly report is issued, it is recorded on ADEC's ESIS system.

Snack, Lunchtime and Water

We are a healthy school and encourage children to eat a healthy snack for morning break and a healthy meal at lunchtime. Food and drinks are available for sale in the school canteen at both break (hot and cold meals and snacks) and lunch time (hot and cold meals and snacks). Lunch boxes should be clearly marked with your child's name and class. Grade 1, KG1 and KG2 eat in their classrooms. Small meals can be arranged to be delivered to the class for KG and G1 on arrangement with the class teacher. There is a cleaner stationed in the

canteen throughout break and lunch. Cleaners stationed on the ground floor ensure the KG1, KG2 and G1 classrooms are cleaned and are ready for eating and for learning after lunch.

We are a **litter-free campus** and all the children and staff are expected to use the bins provided to dispose of their rubbish and to leave their eating area clean and litter-free. Children are only allowed to take water on the playground as all food and other drinks should be consumed in the dining room. Children will be asked to pick up their rubbish if they are seen dropping it or leaving it in their eating area. We are also a **nut-free campus** as some adult and child members of our community have severe nut allergies. Air borne nut particles are sufficient to trigger anaphylactic reactions in some members of our community. We ask that food items sent in to school are nut-free and that if your child eats nuts before school that they wash their hands with soap and water before coming to school.

Children should not use the canteen before, during or after school or outside of lunch and break times.

Filtered water is available at all times in all clusters for all children to fill their water bottles. Water bottles should be in school every day and should be clearly labelled with the child's name.

Allergies and Medication

All children who experience anaphylactic allergic reactions whatever the trigger should have an epi-pen in the clinic and one in the SLT Office on their floor. Both pens should be in a sealed clear plastic box which is clearly labelled with their name and class and the expiry date of the epi pen. All students with asthma should have spare inhalers in the clinic, clearly labelled with their name in a clear plastic box. All other medication should be given to the nurse in a clearly labelled container. All medication to be administered by the nurse requires signed permission from the parents with clear dosage instructions, this can be completed in reception.

Children who are not able to or willing to manage their medical condition or let an adult do it for them endanger their own and other student's well-being. As a result they may be sent home until their condition is stable. Please ensure all parent emergency contact details are always up to date so that we can contact a parent or carer in the case of an emergency.

Birthday Celebrations

We love to celebrate our student's birthdays but we are not a party venue. Please respect that this is an educational establishment and do not ask us to host your child's celebrations. We will distribute invitations for your child and we will distribute birthday cake which should be delivered to reception before 1pm, cut and packaged so that students can eat it at home. All cakes should be sent with a list of ingredients so that we can ensure that it is nut-free and is not given to children with allergies. We will also require evidence that the cake is within its use by date. We will also distribute party bags for consumption at home but these should not contain toys or sweets which are a choking hazard.

Morning Routines

We have closed the road between the front car park and the school's main entrance to staff and parents' cars so that students can cross safely once they have left their parent's vehicle. Thank you for respecting and protecting our students' safety and not breaking the barrier to use this road. Parking and use of the bus bays by private cars in the morning or after school is strictly prohibited as it endangers our children as they enter and exit the bus and slows the buses arrival and departure.

The national anthem is played at 7.50 am and we expect all members of our community to stand quietly and respect the national anthem whether they are inside the building or outside. Lessons begin promptly at 8am.

All KG2 to G10 students arriving before 7.30am should wait in reception. If arriving between 7.30am and 7.45am KG2 to G10 students should go directly to the hall door and proceed to their class line in the hall to await

collection by their homeroom teacher. All KG2 to G2 children should be in the assembly hall by 7.50am for the National Anthem. All G3 to 10 students should be in their clusters by 7.50am for the National Anthem.

All KG2 to G10 children arriving before 7.50am should use the glass doors to the left of reception. If arriving after 7.45am G3 to 10 students should use the assigned stairs and proceed straight to their cluster.

KG1 children should be taken by parents to the KG1 doors after 7.30am. Entrance to KG1 before 8 am is not allowed through any other door.

All KG2 to G10 children arriving at 7.50am or later must sign in late at reception.

Parents of all grades are respectfully asked to remain outside the school buildings at both drop off and pick up to support us in maintaining high levels of child protection and safeguarding.

Early Collection

Children will not be available for early collection after 2pm. Requests for all children to be collected at 2.35pm instead of getting on the bus or requests for children to be picked up before 2pm must be received by reception by 1.30pm by phone or email to reception@albasmaschool.ae or by 1.45pm in person and children must be collected by 2pm from reception by an adult. If parents arrive after 2pm they must wait until 2.45pm and all children must be collected from their usual pick up points after 2.45pm. This is so that we can track our students effectively and ensure high levels of child protection and safeguarding for all students at all times.

All parents requesting early collection will need to complete and sign the Early Collection Register at Reception so that we can maintain our fire registers and a record of the children who are leaving early and the curriculum hours they lose as a result. It is essential that we monitor the impact of leaving early on students' progress.

On Wednesday when enrichment is taking place notification of cancellation of attendance must be informed to reception by 12.30pm.

Sibling Collection

Older brothers and sisters will not be allowed to collect younger brothers and sisters as this compromises our safeguarding procedures. All children must be collected by an adult from pick up points according to their grade.

End of Day Collection

Lessons end at 2.35pm, gates will open after 2.45pm, once children are at pick up points. Please ensure your child is collected promptly.

The children can be collected by an adult from the following locations. Please note that siblings must be collected separately by an adult as explained above to ensure that children are not walking through the school unsupervised.

KG1 - KG1 door

KG2 - 3 doors in KG2 outdoor area are labelled with the class names

Grade 1 and Grade 2 – 2 double doors on the running track

Grade 4 and Grade 5 to 10 boys - Dining Room

Grade 3 and Grade 5 to 10 girls - first door opposite Gate 2 (door also available at end of the running track)

At 3pm your child will be moved to the dining room for late collection. At 3.15pm we will start to call home to establish who is collecting the child and when. To access the dining room please use Gate 2 as you do for parent pick up. It will remain open until 3.30pm and children will remain in the dining room for collection until 3.30pm for safeguarding reasons.

Attendance and Punctuality

Late arrival and early collection will impact on your child's curriculum coverage and therefore their ability to fulfil their potential, reach expected standards and make expected rates of progress. For the same reasons high levels

of attendance and excellent punctuality should be every parents' aim for their child. As a school we have a target of 95% attendance, please support us in achieving this target by only keeping your children at home when it is absolutely essential. For cases of fever, not controlled by paracetamol, vomiting and diarrhoea you should keep your child at home for at least 24hours after the last episode. All non-essential travel should be avoided during term time and will not be approved. Requests for leave and travel on compassionate grounds or for religious observance will be approved but all leave authorised and unauthorised is recorded on ESIS.

All of our policies and procedures are in line with ADEC Private Schools Regulations and Policies.

Parent Communication

Teachers will sometimes use the communication book to pass information for younger children, especially in KG1. From KG2 upwards our preferred method of communication is email. We also send regular reminders by text message. Please ensure your preferred email address and mobile phone number are recorded correctly as the primary contacts in our system. Please check your email and Student Diaries regularly and feel free to pass information to the teacher by writing an email yourself. We are also asking you to record your child's reading in their communication book. The easiest way for you to accelerate your child's academic progress in ENC subjects is to listen to them read in English for as little as 5 minutes a day the same 5 minutes reading in Arabic will accelerate their progress in Arabic.

Our teachers will be asking for your email address shortly as we aim to minimise our impact on the environment and send all communications by email. Please contact your child's homeroom teacher by email as your central point of contact with the school. Teacher emails are detailed in the first newsletter of the year and are always available from reception.

Monthly curriculum newsletters will be produced for each grade up to Grade 5 and for each subject for Grades 6 to 10 so that you can support your child's learning at home. In addition, we are aiming to produce our SMILE monthly school newsletter which celebrates learning and conveys information relevant to all parents regardless of their child's grade.

Our parent team have also set up Whatsapp groups and have a Facebook page to keep parents informed. Please see reception for contact details of your grade PTT administrator or email willesse@albasmachool.ae if you require more information. The PTT will also contact you by email asking you to complete surveys about the school and get involved in our parent-led events throughout the year.

We have placed a 'positive parent feedback' book in reception and a parent suggestions envelope outside the admissions office so that you can tell us what we are doing well and which aspects of the school's work you are pleased with and how you suggest we can improve.

Please approach us with any concerns so that we can aim to resolve the issue before it escalates. Homeroom and form teachers should be the first point of contact followed by grade or subject leaders, senior teachers, AVPs and VPs then the Principal. I am not always immediately available but my PA, Ms Vikki, will contact you with the earliest available appointment. We aim to resolve all issues quickly and to the satisfaction of all parties within the limitations of the school and ADEK's policies and procedures.

We value parent feedback and consider it when reviewing policies and procedures.

If your issue is not resolved you can then submit a complaint in writing for the attention of the Principal or if it is about the Principal FAO the Chair of the Board of Governors. You will receive an acknowledgement within 24 hours and the complaints committee will provide their response within 10 days.

When visiting school we can have a translator available for any meetings with teachers or members of the management or leadership team if required. We also have an Arabic speaker on reception and in the administration office at all times should you need translation.

Homework

All children should have a reading book in their bag at all times. They will get one piece of Maths, Arabic, Science and English homework per week as a minimum. G9 and 10 will also get weekly homework in the option subjects (electives). Topic projects will be set for KG2 to Grade 5 to be completed with parental support and foundation subjects in upper school will set homework as and when it is necessary to support curriculum coverage. All children will also have regular spelling tests.

We also ask all primary age children to use Bug Club nightly as the home reading scheme. Teachers will allocate books at the appropriate level for your child to read at home to develop their reading skills and fluency. A good reading age is the key to academic success.

Enrichment

A range of after school activities will be available on Wednesdays from 3pm to 4pm. Details of the clubs will be available through the sign up portal on the website. Places will be available on a first come first served basis and will be dependent on children meeting expectations. No buses will be available after enrichment, so when signing children up you must consider how you will collect them. Late collection on three occasions will lead to the place being withdrawn.

Swimming is part of the PE curriculum for G1 to 10. Female lifeguards are available and the PE teachers lead the lessons. Please ensure all swimming costumes are culturally sensitive reaching mid thigh for both boys and girls.

Buses

Please be aware that all buses leave school between 2:50pm and 3pm for all grades.

Please ensure your child wears their ID badge. This badge is equipped with a barcode which will text you as your child enters and leaves the bus once activated. This is very valuable technology but it only works if the child is wearing the badge. It is your responsibility to ensure that they leave home with their badge each day. The badge is also one of our health and safety checks to ensure each child is on the correct bus and can be located at all times during the journey.

If your child travels by school bus and you change your accommodation, it is your responsibility to inform the bus coordinator Mr Mohammed Kunji by placing a call to him directly or via reception or by visiting him at school where he is permanently based in the administration office. He will always try to move your child on to the bus for the new area where possible. However, please be aware that we cannot guarantee a place on the bus to the new area. If the bus is full you will be placed on a waiting list.

Please be assured that we are trying our best to shorten journey times and have the buses leave school earlier. Please bear with us whilst we try different routes, procedures and solutions as is necessary at the start of every school year with new children on each bus. At the start of every school year there is a settling in period with the buses. As children get familiar with the bus supervisors and the lining up process, buses will leave earlier. As drivers and bus supervisors refine their routes, buses will reach home more quickly. Please note we operate a first on, first off procedure, so a child with the longest journey in the morning will have the shortest journey in the afternoon and vice versa.

Please be patient for the next two weeks as we speed up the bus systems. If you are still unhappy after 2 weeks, please contact Mr Mohammed Kunji and copy me into your email

velocity.albasma@gmail.com

If you do not want your child to travel home by bus for any reason please let us know by a phone call placed to reception before 1.30pm and collect them from reception before 2pm. After 2pm you must collect them from their grade's pick up point at 2.45pm, we cannot guarantee that if the request is placed after 1.30pm the message will be communicated to all required parties in time.

All of our buses comply with the ADEC school transport regulations and are fitted with seat belts, AC, GPS and cameras for your child's safety.

Opportunities for Parents to Contribute

We will open applications for school governor posts which are all up for reflection after their two years in office shortly. Governors influence policy and hold the leadership team accountable for student standards and progress, suspension and expulsion rates, standards of behaviour, attendance and punctuality, recruitment and retention of staff and students and ensure succession planning is in place. Governors meet monthly outside of school hours and may be asked to be on a subcommittee such as Personnel, Behaviour or Complaints which may need to meet more frequently at certain times of the year or at short notice.

The Al Basma Parent Teacher Team is a more supportive and less regulatory body which will meet as and when required to organise the events in the calendar. There will be elections for the Committee with nomination papers going out to parents in late October. The parent team host coffee mornings once a month. The first coffee morning is on Thursday 28th September at 9am in Ms Allison's Office. Please register your interest and questions for the school management team with Ms Wilesse. The parent team will organise events such as National Day and International Day celebrations. They will also support and organise student events such as bake sales. This is a lovely way to get involved in our school community and meet other parents.

wilesse@albasmaschool.ae

Further Opportunities for Parents to Contribute

If you believe that you have a skill that the school can make use of in a volunteer or paid capacity, please submit your CV to Miss Vikki stating whether you are volunteering your services or looking for a paid post.

Lost Property

Lost property is stored in a small room in the admin corridor behind reception. Children can access it during break and lunch times. Lost property will be in the admin corridor for parents to view during any parent meetings. Please ensure everything your child brings to school, including their lunch box and water bottle, is clearly labelled with your child's names, family name, grade and class so it can be returned if lost. The PTT sell customised stickers for parents' convenience. Please contact Ms Wilesse with any enquiries.

Contact Details

Please ensure that if you change your phone number or email address, the school is kept informed so that we can always contact you in case of emergency and keep you up-to-date with newsletters and circulars.

Student Permission Request

All children will have received a document for signatures by parents if this wasn't completed last year. This covers a number of permissions which are required throughout the year. Please read, sign where required and return back to your child's homeroom teacher in hard copy. This form is also available in Arabic if you require.

You will also be receiving an email asking you to confirm that you have been made aware of changes to the Child Protection Laws in the UAE. Please note it is now a legal requirement for schools to report all child protection concerns to the CPP. Further details can be found in the Student Protection Policy on the school website where you can find all of our policies, fees and a wealth of other information about our school.

Kind Regards

Mrs Allison McDonald