

Al Ain English Speaking School Primary School Parent Handbook

2017-18

Address:

The school is located on Khalid bin Sultan Street (School Street), Al Ain. UAE

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Email: school@aaess.sch.ae

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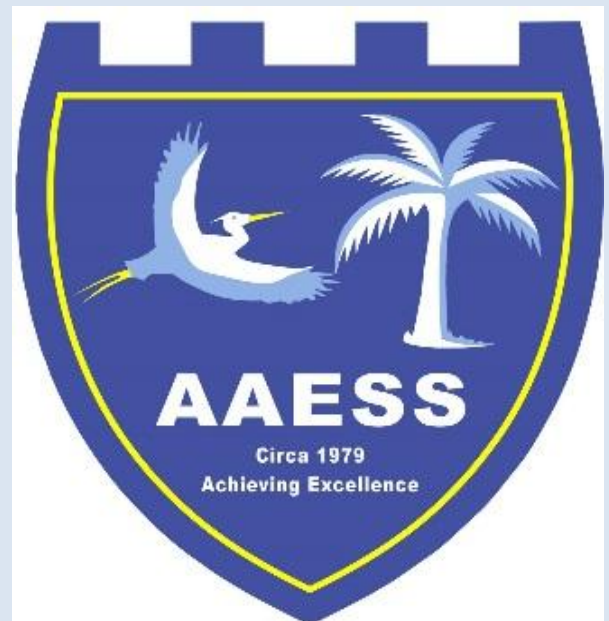
Principal: Mr. Andrew Thomas
athomas@aaess.sch.ae

Head of Primary: Helen McCauley
hanne@aaess.sch.ae

Deputy Head of Primary: Chris Ebbinkhuysen
chebbinkhuysen@sch.ae

Version 2.0

To be reviewed by stakeholders during 2017 – 2018 Academic year



Al Ain English Speaking School

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This booklet has been written to acquaint you with our school. Although every effort has been taken to include all the information you would need, you may require further information specific to your child. Please don't hesitate to contact the school if we can be of further assistance.



Dear Parents, Guardians and Carers,

As the Head of Primary I would like to take this opportunity to extend a very special welcome to each and every one of you. I am extremely proud to be a part of this school team and to work in partnership with children, parents, staff and the wider community.

AAESS Primary is a child centered school. We recognise that every child is an individual and that learning is a very personal experience. Our school is a unique community of learners. All the actions we take have the best interests of the children in mind – ensuring they receive their entitlement to the highest level of education possible.

We believe that teaching is not the imparting of knowledge but the enabling of children to take responsibility for their own learning. Our aim is to provide an environment where every child feels it is safe to try something new, safe to make a mistake and safe to succeed. All our children have the opportunity to develop as a valued member of the school. We aim for academic excellence, as shown in our end of year results, and celebrate effort and achievement with equal enthusiasm.

We believe that children work better and learn more effectively in a happy atmosphere based upon courtesy and respect for one another. Children need to have choices, but they also need boundaries and therefore, our positive discipline policy is based upon firmness, fairness and understanding. Each of us strive to set an example for others by treating everyone with respect and politeness.

Assessment for Learning forms part of the daily life of our school. Data from a number of sources, including children's self and peer assessment, is used to help develop policy and practice. Such data provides useful information, which can then be used to inform the on-going process of curriculum development and lead to the further raising of educational standards.

As members of the global community we have come together at AAESS from all four corners of the earth. Our school culture and curriculum is one which welcomes and celebrates the richness and diversity of everyone. We accept our responsibility to challenge prejudice and to learn tolerance and respect through understanding. Our school does not exist in isolation but is a fundamental part of the lives of many of the people of Al Ain.

At AAESS Primary we firmly believe that it is the uniqueness of each and every one of us that can bring us closer together and one which will help each child take his or her place as a citizen of the world. We are proud of our children and our school. If you wish to pay us a visit, you're always most welcome.

Kind regards,

Ms. Helen McCauley
Head of Primary (Deputy Principal)



Mission Statement

At AAESS we ensure that every child receives a broad education and the necessary support to achieve their full potential within a stimulating, secure and caring learning environment. AAESS is committed to providing this high quality education based on the English National Curriculum and the curriculum of the Ministry of Education of the UAE. It is committed to continual review and improvement based on the needs of the children and upon examples of best practice in the UAE, UK and throughout the world.

School Vision Statement

AAESS is a caring and multicultural community that enables all individuals to realise their potential in a dynamic and innovative learning environment. We value enquiry, perseverance and reflection, treating one another with respect, integrity, while learning together to become responsible and enterprising global citizens.

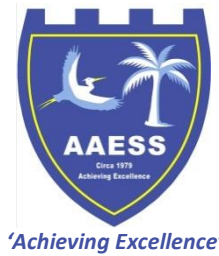
Our Values

OUR VISION: <i>To promote excellence in all spheres of the school's work.</i>	
<p>For our students we hope to:</p> <ul style="list-style-type: none"> • Create new and high quality learning experiences. • Challenge and support every student to excel. • Expect the highest standards of behaviour. • Aim to continually improve our accommodation and resources. 	<p>For our staff we hope to:</p> <ul style="list-style-type: none"> • Develop further the skills of the whole staff body. • Ensure that all roles contribute to raising standards. • Provide excellent professional development opportunities. • Improve further the leadership skills of our staff. • Create a good and supportive working environment.
<p>For our parents we hope to:</p> <ul style="list-style-type: none"> • Enhance our feedback about student's progress. • Develop additional ways of involving parents with the school. • Improve the quality of our home-school communication. 	<p>For our school in the wider community we hope to:</p> <ul style="list-style-type: none"> • Promote the school's achievements to all stakeholders. • Engage in local, national, and international initiatives. • Develop further beneficial links with other institutions.

Aims:

We provide a high quality curriculum which will build on the firm foundations created in the Foundation Stage. Each child is valued as a unique individual, and teaching and learning activities are based on the understanding that children develop at different rates. We aim to:

- Provide an inclusive, welcoming and safe environment in which every student is valued, cared for and supported
- Offer a broad and creative curriculum that recognises the uniqueness of every student and provides challenge and enjoyment through a personalised learning approach



- Ensure that all students are able to realise their potential through high quality learning experiences that promote and value all achievement and raise self-esteem
- Promote a culture of respect, inclusion and equality whilst celebrating the rich cultural diversity within our school, empowering all students to succeed
- Inform and encourage all students to adopt a healthy lifestyle by promoting healthy eating, regular enjoyable exercise and physical and mental well-being
- Develop an appreciation of our community, the world in which we live and an awareness of our environment to encourage students to be responsible citizens of the future.
- Ensure the implementation of new UAE initiatives and strategies are embedded.

The Primary School

The Primary School is a place where children will learn and develop key skills to be educated and become successful life-long learners.

Children will be supported and nurtured to achieve all they can; developing crucial skills in Reading, Writing, Speaking and Listening and Mathematics. Whilst learning these key skills within all areas of the curriculum, we do not lose sight of the importance of building strong individuals who have positive friendships and who continue in their search for knowledge.

AAESS is an exciting learning environment, providing a high quality education based on the National Curriculum of England and Wales for students aged between 3-11 years. Our teachers, who are highly skilled practitioners with a firm pedagogy, receive bespoke training on a regular and continuous basis, ensuring we are meeting the needs of all our children.

About the School

AAESS educates children from various countries and celebrates the cultural diversity of the school community. Wherever possible we strive to enrich our curriculum by using intercultural resources and offering a variety of learning opportunities that promote both Arabic and other cultures.

At AAESS we encourage our students to set high expectations for themselves whilst believing that everyone has the ability to succeed and reach their full potential. As such we are dedicated to providing a stimulating and challenging learning environment for all our students, enabling them to find and develop their individual talents as they move through school to become the leaders of the future. We appreciate diversity and encourage students to be pioneers who take risks and develop a love of learning to take with them throughout their life.

The Primary School is split into three sections:

Foundation Stage (FS1 and 2); Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 - 6)

The School site is divided in distinct areas with a Foundation block housing FS 1 and FS 2 classes, a Key Stage 1 block housing Year 1 and 2 children, as well as two FS2 classrooms, a newly renovated building housing additional Year 2 classrooms, the primary music classroom as well as Student Support and Welfare, and a KS2 annex for Year 3 students.

The same annex block that houses the Year 3 children is also the home of our Arabic and Islamic Centre, the lower school computer lab as well as the SEN department.

Our Year 4, 5 and 6 children have their classrooms in our main building which links to our secondary school enabling primary and secondary to work closely together. We are particularly proud of our new virtual leaning centre (behind the school canteen) which houses the newly refurbished school library, computer suites and 6th Form common room.



Our Physical Education lessons take place indoors and outdoors. We have a PE building on site which houses a swimming pool, changing rooms and indoor courts. Our newly laid astro – turf sports fields will further enhance the PE provision at AAESS.

The new administration building contains the Principal’s Office, as well as all administration departments such as Finance, Registrar and Receptionists.

AAESS Secondary - is on the same site but in its own independent building which enables primary and secondary to work closely together.

We have several outdoor play areas. In order to make maximum use of our outdoor environment many are shaded. We have play equipment and quiet areas to allow children the choice of taking part in games with each other or to sit quietly and be with friends.

It is our aim to ensure that every child:

- Is healthy
- Feels safe and secure
- Enjoys, achieves and progresses
- Makes a positive contribution
- Becomes a life-long learner

At AAESS we pride ourselves in equipping our students with the necessary 21st century skills by providing opportunities through a broad, balanced and varied curriculum. These are a set of abilities that students need to develop in order to succeed in the age of information which is covered in the following areas:

<p>Learning Skills</p> <ul style="list-style-type: none"> • Critical Thinking • Creative Thinking • Collaborating • Communicating 	<p>Literacy Skills</p> <ul style="list-style-type: none"> • Information Literacy • Media Literacy • Technology Literacy 	<p>Life Skills</p> <ul style="list-style-type: none"> • Flexibility • Initiative • Social Skills • Productivity • Leadership
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AAESS teaching, policies, events & procedures are grounded in our four Core Values:

<p>Global Citizenship We Believe... <i>in promoting diversity and building communities</i></p>	<p>Growing by Learning We Believe... <i>Continuous Learning is the fuel for continual growth</i></p>	<p>Pursuing Excellence We Believe... <i>great just isn't good enough</i></p>	<p>Leading Through Innovation We Believe... <i>world needs more innovators</i></p>

Primary Teaching Team List 2017 – 2018	
Principal Mr Thomas	Head of Primary Ms McCauley
Head of Secondary Mr Giles	Deputy Head of Primary Mr Ebbinkhuysen
Head of Arabic and Islamic Studies Mr Sfenjeh	Associate Principal (Arabic and Islamic Studies) Mr Al Tahaine
Associate Principal (Teaching and Innovation) Mr Poisat	Associate Principal (Curriculum) Mr Sommerville
Foundation Stage 1 Ms Elza de Bruyn (HOY); Ms Kirsty Heard; Ms Laura Yates; Ms Lynda Mines; Ms Leigh Anne Petersen; Ms Ashleigh Chalmers	Foundation Stage 2 Ms Charlene van Wyk (HOY), Ms Sharon Strader, Ms Christine Lachapelle; Ms Creina Hayes; Ms Oscillia Mutepfa ; Ms Brittany Everett
Key Stage 1 - Year 1 Ms Tapuai (HOY); Ms Hegde, Ms Ebbinkhuysen; Ms Smith; Ms Bates; Ms Carroll	Key Stage 1 - Year 2 Ms Bakker (HOY), Mr Douglas, Ms Rose, Ms Pimm; Ms Barnard
Key Stage 2 - Year 3 Ms Ledger (HOY) Ms Cavanagh, Ms Sheldon, Mr Hamilton	Key Stage 2 - Year 4 Mr Poisat (HOY), Mr Thorenton; Ms Sheppard; Mr Sacks
Key Stage 2 - Year 5 Ms Bavister (HOY); Mr Munoz; Ms Denyer; Mr Jordan	Key Stage 2 - Year 6 Mr Sommerville (HOY); Ms Hutton; Ms Macdonald; Ms Bezuidenhout
Teacher of Islamic Studies Ms Nour Al Saqqa, Ms Hiba Osman, Ms Alaa Mohammed, Mr Monis Al Hamaideh; Ms Zubaida Abu Hamida; Mr Hanano Khalifa; Mr Tarek Al Kuntar Teachers of Arabic Ms Hala Abu Sharkh (Head of Primary Arabic), Ms Hanan El Houni, Ms Sumaya Shehadeh, Ms Nehad Saad, Ms Zhaza Al Zakkour; Ms Amani Khalil Ghazal; Ms Israa Hassan; Ms Hedaia Al Momani; Mr Saleh Ahameed; Arabic Social Studies Ms Iman Mashal	Specialist Subject Teaching Staff Physical Education Ms Eagles (Head of PE), Mr Hall (Deputy Head of PE) Mr Leal, Ms McIroy, Mr Chapman, Mr Hall; Mr Vreugdenburg; Ms Curtis; Ms Norton Music Ms Conte (Head of Music) Mr Jung
Librarian Ms Coventry School Nurses Mr Kent Go; Ms Faye Paulayan	SENCO Ms Horspool Assistants Ms Butt; Ms de Lange



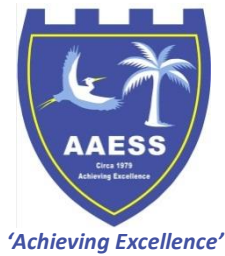
'Achieving Excellence'

Website: aaess.org Email: school@aaess.sch.ae		
Role	Name	Email
Principal	Mr Andrew Thomas	athomas@aaess.sch.ae
Head of Primary	Ms Helen McCauley	hanne@aaess.sch.ae
Deputy Head of Primary	Mr Chris Ebbinkhuysen	chebbinkhuysen@aaess.sch.ae
Primary Receptionist	Ms Marwa Ibrahim	mibrahim@aaess.sch.ae
Head of FS 1	Ms Elza de Bruyn	edebruyn@aaess.sch.ae
Head of FS 2	Ms Charlene van Wyk	cvanwyk@aaess.sch.ae
Head of Year 1	Ms Emma Tapuai	ejtapuai@aaess.sch.ae
Head of Year 2	Ms Charmaine Bakker	cbakker@aaess.sch.ae
Head of Year 3	Ms Angela Ledger	aledger@aaess.sch.ae
Head of Year 4	Mr Nicolas Poisat	npoisat@aaess.sch.ae
Head of Year 5	Ms Carolyn Bavister	cbavister@aaess.sch.ae
Head of Year 6	Mr Mike Sommerville	msommerville@aaess.sch.ae
Head of Arabic and Islamic Studies	Mr Hadi Sfenjeh	hsfenjeh@aaess.sch.ae
Head of Islamic Studies - Primary	Mr Nour Al Saqqa	nalsaqqa@aaess.sch.ae
Head of Arabic - Primary	Mr Hala Abu Sharkh	habusharkh@aaess.sch.ae
Office Manager	Ms Fadia Samrani	fsamrani@aaess.sch.ae
Registrar	Ms Louise Aspell	laspell@aaess.sch.ae
ADEK liaison	Ms Najwa Kitmitto	nkitmitto@aaess.sch.ae
EHS Transport Coordinator	Ms Dalal Ghadban	dghadban@aaess.sch.ae
Accounts	Mr Khader Ali Khan	kakhan@aaess.sch.ae
School Clinic	Mr Kent Go	kgo@aaess.sch.ae
School Complaints Committee (Chairperson)	Mr Zaheer Abass	zabass@aaess.sch.ae

AAESS School Calendar

Academic Year 2017 – 2018	
Terms and Holidays	Details
Start of Term1	Sunday 10 th September 2017
School closes for mid-term break	Thursday 19 th October 2017
Mid-Term Break	Sunday 22 nd October – Thursday 26 th October 2017
Return after mid-term break	Sunday 29 th October 2107
Winter Holiday	Sunday 17 th December – Thursday 4 th January 2018
Start of Term 2	Sunday 7 th January 2018
End of Term 2	Thursday 22 nd March 2018
Spring Holiday	Sunday 25 th March – Thursday 5 th April 2018
Start of Term 3	Sunday 8 th April 2018
End of Term 3	Thursday 28 th June 2018

The approved ADEC School calendar can be accessed at <http://www.aaess.org/about us/term-dates/>



AAESS School Day (Year 1 – Year 6)

7:15 – 7:35 - Children can arrive at school between 07:15 and 07:35 am. Children should only be dropped off when the main school gates are unlocked and not before. Children can play in the supervised areas from 7.15am until the bell rings at 7.35am

7:35 – The school bell rings - Teaching staff go outside to the playground to meet their year groups.

7:35 – 7:40 – Children line up quietly.

7.40 – Playing of the National Anthem

7.40 – Once the lines are quiet and calm the Heads of Year will lead year groups into school.

7:40 – 8.00 – Registration in classes. Our School recognises that good punctuality and attendance are important life skills and, as part of our new Punctuality and Attendance Policy, we are aiming for 95%+ attendance and punctuality. Arriving late at school is unsettling for all children and staff. Please ensure that your child arrives in plenty of time. Children arriving after registration will be marked as late. This is a crucial time of day when the register is taken and outline instructions are given for the rest of the day. Your support in getting your child to school on time is appreciated

N.B: This time is “ERIC’ time – Everyone Reading In Class.

8.00 – 10.00 – Periods 1 – 3

10.00 – 10.20 - Snack and Break

10.20 – 11.40 – Periods 4 and 5

11.40 – 12.20 – Lunch

12.20 – 14.30 – Periods 6 – 8

14.25 – Bus children and children going to clubs are collected from their classrooms by LSA’s.

14.30 – 14.40 – Year 1 to Year 5 students are collected from their classrooms. Year 6 students are collected from the canteen. Children must be collected by parents/carers/drivers or named person. Please let us know if someone different is collecting your child or if you are going to be late as we will not give any child to an unknown adult. If we do not know the person collecting, and he/she does not have written consent, we will have to telephone you before allowing your child to leave with this person.

Please note late children will be taken to a central area (new Y2 building) for collection. If you know that you are going to be late, please let us know at school so that we can tell your child and he/she doesn't get anxious. Please note, supervising children that have not been collected means that staff are taken away from their work of school improvement, preparation, planning and assessment.

14.40 – 15.20 – ECAs and After School Clubs

If you require your child to leave early from class, you **must** inform us by **1.30pm**. After this time it will not be possible to collect your child before 2.30pm. Teachers cannot check emails whilst teaching, so if you are changing the collection this must happen by the end of the previous day to ensure we can follow your requirement. No child will be released between **1.30pm and 2.30pm** unless prior arrangements have been made or in the event of an emergency.



AAESS Time Table

Foundation Stage			Primary School			Secondary School		
Period	Start	End	Period	Start	End	Period	Start	End
Active Start	7.40	8.00	Active Start	7.40	8.00	Registration	7.40	8.00
1	8.00	8.30	Period 1	8.00	8.40	Period 1	8.00	8.40
2	8.30	9.00	Period 2	8.40	9.20	Period 2	8.40	9.20
Break & Play	9.00	9.30	Period 3	9.20	10.00	Period 3	9.20	10.00
3	9.30	10.05	Break	10.00	10.20	Period 4	10.00	10.40
Active Play	10.05	10.30	Period 4	10.20	11.00	First Break	10.40	11.00
4	10.30	11.20	Period 5	11.00	11.40	Period 5	11.00	11.40
5	11.20	12.10	Lunch Break	11.40	12.20	Period 6	11.40	12.20
Break & Play	12.10	12.50	Period 6	12.20	13.10	Lunch Break	12.20	13.05
6	12.50	13.40	Period 7	13.10	13.50	Registration	13.05	13.10
7	13.40	14.30	Period 8	13.50	14.30	Period 7	13.10	13.50
End of Day	14.30	14.40	End of Day	14.30	14.40	Period 8	13.50	14.30
ECAs	14.40	15.20	ECAs	14.40	15.20	End of Day	14.30	14.40

Absences

The ethos of this school places a high value on the regular attendance and punctuality of all students. Every lesson in school has an educational value; therefore attendance and punctuality support the school's foremost aim of student learning. The teaching days at AAESS are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would ask for your support in trying to achieve this. Should your son or daughter be unable to attend classes please let either the class teacher or primary school receptionist know.

If your child is ill you must keep him/her at home. A child with a high temperature, diarrhoea or sickness should not be at school. If there is another specific reason why your son or daughter needs to be absent from school, please submit your request in writing, with as much notice as possible, to the class teacher. Please clearly state the reason for the request.

School will contact parents on the second day of absence if we have not been informed of a reason why.

As the curriculum is taught from the very beginning until the end of each term we have a duty to the child to inform you that taking extended holidays within the academic year will have a negative impact upon the attainment and progress made by your child.

Academic Matters

If you have any questions about your child's academic progress we would ask you to make an appointment to speak to the class teacher in the first instance. If you have unresolved issues, you may be referred to a member of the school's Middle or Senior Leadership Team (SLT) or to the Heads of Primary, depending upon the nature of your concern.



After School Care (ASC)

Parents may choose to register their child for After School Care. The children will be supervised by school LSA's and have opportunities to play outside, complete homework, read, or play games. There is a daily charge of 15 dirhams for ASC which runs from 2.40pm – 3.30pm.

ASC children should be collected by their parent, guardian or carer. They will not be allowed to leave on their own. Please note that you may be asked to remove your child from ASC in the event of your child being collected late on a regular basis.

Assemblies

Weekly assemblies are held; if your child is going to be performing in a class assembly, you will have received a letter informing you. You may be asked to provide clothes or props for the assembly.

Assessment and Reports

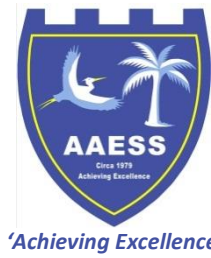
Teachers continually assess children's progress and provide work, which matches their differing needs. Sometimes this requires different work to be set, a different outcome expected according to ability or a differing amount of adult support. In addition there are opportunities for more formal testing which allows us to build up a profile of each child over time.

Teachers will use the most suitable assessment tools to help them to gather the best evidence for the subject based knowledge, skills and attitudes learning outcomes. Students' progress and attainment is measured against set learning objectives and lesson outcomes. Assessments are linked to the school's curriculum and provide valid information about student progress and attainment. This information provides broad and valid measures of students' academic progress and their personal and social development.

As the Primary School curriculum evolves, children from Year 1 onwards make best progress when they clearly understand what they are learning and what is expected of them. Teachers, therefore, share the Lesson Objectives (LO) and Success Criteria (SC) with the children. When you walk around the School and look at displays and whiteboards, or when you look at your child's work in their portfolios or exercise books, you will see learning objectives clearly recorded. Children also perform better when they receive specific, personalised feedback, so that they clearly understand the next steps in their learning. In addition, when your child's work is marked, it is graded according to the extent to which they have achieved the lesson's learning objectives.

Parents will receive three academic progress reports each year – one per term. Students' progress reports are issued at the end of every term (subject to clearance of Term's Fees).

Autumn and Spring reports are short summative reports. At the end of the Summer Term you will receive a comprehensive end of year report and a general summary of the student's personal and social development.



Behaviour Policy

AAESS has very high expectations of student behaviour. The objectives of the School’s behaviour are to:

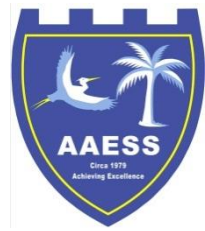
- promote positive student well-being and happiness;
- ensure optimum learning conditions within all classrooms;
- provide a clear and transparent set of procedures that are easily understood by all members of the AAESS community;
- place an emphasis on positive behaviour and relationships between teachers and students;
- encourage the use of clear, firm, polite and positive statements that communicate to students how they are expected to behave;
- ensure a fair and consistent application of rewards and sanctions;
- instil in students the importance of accepting the responsibility for their own behaviour.

Aims of our positive behaviour policy

1. To create a welcoming, safe, orderly, creative, and child friendly environment
2. To inspire positive attitudes to school work and the school environment
3. For staff and students to take personal responsibility for their environment
4. To ensure a high standard of good behaviour and discipline is maintained

Description of responsibilities for all the members of the school community

Staff	Students	Parents
<ul style="list-style-type: none"> • To lead by example • To be consistent in dealing with children • To encourage the aims and values of the school among the children • To have high expectations of the children • To meet the educational, social and behavioural needs of the children 	<ul style="list-style-type: none"> • To support and care for each other • To respect each other’s property and work • To listen to others and respect their opinions • To take responsibility for their own actions and behaviour • To do as instructed by all members of staff (teaching and non-teaching) • To observe the school’s Golden Rules 	<ul style="list-style-type: none"> • To be aware of our school’s value and expectations • To support the values and expectations of our school • Make sure their child attends school regularly and punctually • Make sure their child is dressed appropriately for school and has any necessary equipment • Treat staff and other adults with courtesy and respect • Discuss the school rules with their child • Talk to their child about their behaviour • Listen to their child’s point of view whilst also considering the other side • Talk to their child’s teacher if they are concerned about a behaviour issue • Talk to their child’s teacher if the school is concerned about a behaviour issue



'Achieving Excellence'

Our School's Code of Conduct – The Golden Rules

At this school we will:

- Be gentle.
- Be kind and helpful.
- Try your best.
- Look after property.
- Listen to people
- Be honest.

The ways in which AAESS encourages good behaviour:

Low level behaviour management strategies	Positive strategies that are used
The look!	Non-verbal approval
Proximity	Verbal approval/acknowledgement
Refocusing/diversions	Smiley face/stars/stickers
Simple directions	Certificates given in weekly assembly
Rule reminders	Send to colleagues for praise
Avoidance of the word 'No'	Send to Head of Primary for praise
Non-verbal signs	Golden Time
Giving a choice	House points
Giving a warning of a consequence	Sharing of success with peers
In-class 'time out'	Sharing of success with parents
Out of class 'time out' – child sent to work in another area	

The ways in which AAESS encourages respect for others:

1. Circle work – developing “language of feelings”
2. Role play
3. Sharing skills
4. Training children in conflict resolution skills – e.g. Playground Pals
5. Giving children responsibility e.g. School Parliament, House Captains
6. Praising children and letting them know they are all valued
7. Staff modelling the message in their interaction with each other and with other members of the school community

Birthdays

We are very happy to help celebrate your child's birthday in school and politely ask that this is done on a Thursday during Lunch Time – an ideal opportunity and a lovely way to end the week. Should you wish to send in cake please always ensure that plates and tissues are included. For ease, we would prefer individual cakes that do not require cutting. We are unable to host birthday parties within the class and ask you to plan these outside the school.



Buses

All primary students using the School Bus services will be taken to the buses by a designated LSA and not before 2.25pm. Bus monitors have to be at the buses to receive the students no later than 2.20pm and no bus monitor should fetch children from classrooms. All LSA's must hand the children over to the respective bus monitors, and no child will be left unattended at any time or under any circumstances. Please note that the bus driver's role is to drive the bus; collection to and from the bus as well as supervision on the bus is the role of the bus monitor.

Any health and safety concerns or behavioural issues will be brought to the attention of the Transport Coordinator, Ms. Dhalal Ghadban, immediately or as soon as practically or logistically possible. All buses are equipped with CCTV cameras with sound, to monitor children for health and safety purposes, as well as behavioural concerns.

AAESS follows the guidelines as set out by the Abu Dhabi Emirate School Transport Guidebook, which highlights the following responsibilities:

- Responsibilities of Schools
- Responsibilities of School Bus Operators
- Responsibilities of School Bus Drivers
- Responsibilities of School Bus Escorts
- Responsibilities of Parents and

Bus Code of Conduct

Our 3 Bus Rules; 1) Sit Safely (seatbelt if available) 2) Quiet please 3) Manners
<p>General Bus Safety Rules:</p> <ul style="list-style-type: none"> • Stay seated safely • Wear a seatbelt while seated • Follow directions given by bus monitor • Talk quietly • Students must be met at the drop-off point by a designated adult with an ID. card. If no one is there to pick-up, child will be taken back to school for parent pick-up.
<p>Being safe & sensible behaviour on the bus means:</p> <p>I behave sensibly so as not to distract the driver.</p> <ul style="list-style-type: none"> • 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.

AAESS Approach to Bus Behaviour Management	
Example of Behaviour	Action by AAESS Staff
<p>For safety-related behavioural issues:</p> <p><i>Behaviour that is not safe or sensible; troubling or being disrespectful to others, moving around out of his/her place, not listening to the bus monitor, distracting the driver, potentially dangerous for self or others.</i></p>	<ol style="list-style-type: none"> 1. Verbal warning by Conductor/Driver 2. Behaviour Record Log: WSS bus Conductor will record incidents on the bus in a behaviour log. 3. Student Planner; Transport Coordinator may write Planner notes or make calls to inform Parents of any safety/behaviour issue for their support & follow-up. 4. Incident Slips; Serious or repeated incidents will be forwarded To EHS 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.

Canteen

A canteen is available for Year 5 and 6 classes. The canteen offers a range of snacks for breakfast & at break times. Students/staff may visit the canteen at break times & after school. A packed lunch is required for all FS 1, KS 1 & Lower KS 2 Primary students, who should bring healthy snacks so they stay active and bright. While children are young, they need to develop good eating habits that will last their whole lifetime.

The canteen may only be used by primary school children when accompanied by an adult or a secondary school sibling. Years 5 and 6 students can buy lunch from the canteen during lunch time, however, parents of all other year groups need to make sure that their children are provided with a packed lunch.

Car Park Safety

All drivers are expected to be extremely cautious and considerate in the vicinity of school. Drivers must park in allocated bays and not block the area directly outside the main gates. Please drive slowly in the car park area and keep a very careful eye out for children.

At the end of the school day, parents of primary children must park their cars and collect the child from the classroom. Children will only be allowed to go to the car park when accompanied by a responsible person.

Communication

We work hard to ensure communication is good, honest, open and based upon mutual respect and understanding. The following avenues of communication are used by the school to share information and inform parents of upcoming events:

- The school website is used to share important information, inform parents of any noteworthy events as well as celebrating children's achievements.



- Facebook and Twitter to advertise events and celebrate achievements
- Important messages or updates are sent by text message.
- Parents will regularly receive newsletters and information through email – please ensure that the school has your correct email address.
- Hard copy letters/ information are also sent home on a regular basis
- A PATHs letter for your child's class is updated weekly and loaded on the school website at www.aaess.org/primary-school/primary-paths/. This gives you details of the curriculum being covered in the coming week and special notices and changes.
- Your child's communication books allow for direct and day to day communication with your child's teacher and are monitored daily.

Routine academic inquiries should be forwarded to your child's teacher in the first instance. If you require a formal appointment, this can be arranged with the teacher in advance or with the Primary School receptionist. For your convenience, class teachers have allocated every Monday evening from 14.30 – 15.15 for such appointments.

Appointments with the Heads of Year must be made through Ms Marwa Ibrahim, the primary school receptionist. The Head and Deputy Head of Primary are more than willing to assist and help with concerns, however, we would encourage our parents to work through the correct channels and see your child's class teacher first, and if necessary the Head of Year.

Complaints and/or Concerns:

The following avenues are available to parents to make complaints or raise concerns:

- Through emailing the school at concerns@aaess.sch.ae or the Head of Year and /or class teacher directly.
- Completing a Complaints Form at the main reception
- Making an appointment with your child's teacher through the home communication book.

If a parent has a concern regarding their child then the following steps should be followed.

- Please make an appointment with the class teacher in the first instance. Parents can make an appointment to see the member of staff on a Monday after 2.45pm or at a time when there will be no interruptions.
- If the matter is not dealt with or resolved to your satisfaction kindly request a meeting with the relevant Head of Year.
- If you are still not satisfied with the outcome then make an appointment to see one of the Heads of Primary. If the parent wishes to see the Head of Primary alone (for confidential matters) then an appointment can be made directly with the Head of Primary.

Curriculum

Our school follows the English National Curriculum adapted to our contextual needs and offers a complete educational programme for children ages 3 to 11.

There are seven areas of learning and development in the **Early Years**. All areas are important and inter-connected, however, the areas of Communication and language; Physical development; and Personal, Social and Emotional development are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn and build relationships.



We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

We follow a thematic approach to learning in the Early Years, as well as following each child's unique interests, wherever possible. The children have a balance of working independently, collaboratively with their peers and alongside adults.

In FS2, small group phonics and mathematics lessons take place, with more formal whole-class teaching in the Summer Term, to prepare the children for Year 1.

Primary School (Year 1 – Year 6)

The UK's National Curriculum provides a rigorous, balanced and creative curriculum for Years 1-6 in the primary school and is enhanced by a broad, rich Extra-Curricular Activities programme. Home/school partnerships continue to play a critically important role in children's experiences and the contribution of adults in and out of school has a significant impact on their early education.

Learning at this age is focused on the following subject areas:

Core Subjects

- English;
- Arabic (for native and non-native speakers);
- Islamic Studies (for Muslim students);
- Mathematics
- Science

Integrated Curriculum (Foundation Subjects)

- Social Studies
- Moral Education
- Humanities (History and Geography)
- Physical Education (PE)
- Art and Design (A&D)/Design and Technology (D&T)
- Music
- Computing
- Modern Foreign Language (MFL: French): Year 6

Special Educational Needs (SEN)

We aim to provide an atmosphere in which all children can reach their full potential. The school places great emphasis on the early identification of children with Special Educational Needs. Parents are kept fully informed about their children's progress through review meetings when new targets are discussed and they receive a copy of Individual Education Plans designed to help their children.



Educational Visits

Classes undertake visits related to the curriculum, which provide an extra dimension to their schoolwork. This is a very valuable part of their school career as it creates wider opportunities for academic and social development

It needs to be noted by parents that ADEC does not allow any trips organised by schools outside of Al Ain's town borders for children under the age of twelve years. Therefore all educational trips organised through the Primary School will be within the town's borders.

Emergency Contact Details

Upon enrolment, parents/guardian are requested to submit their contact details and name another adult to be contacted in case of an emergency. It is vital that parents inform the school if there are any changes to this information at any time, eg: a change of home telephone number; a new mobile phone number; a change of work number and/or a change of emergency contact number

It is important that the emergency number is one where you can be reached at anytime during the school day. It is also important that the school is informed in advance if both parents are out of the UAE at any time so that the school leadership and nurses are clear about whom parents have nominated to make decisions about their child in case of an emergency.

Extra-Curricular Activities (ECAs)

At AAESS we adopt a holistic approach to education and take pride in being able to offer a range of Extra-Curricular Activities to cater for all our students; taking into account their different abilities and range of interests.

It is a fundamental belief of our school that children are entitled to a broad and balanced curriculum. In addition to the wide range of subjects offered in each class there are a variety of ECAs offered after school. Details of these are sent via a letter at the beginning of each term. The class teachers, furthermore, offer a range of after school clubs on a Tuesday and Wednesday. To ensure the children have an opportunity to experience a number of activities those on offer may change each term.

By providing ECAs we aim to:

- enable children to make choices about the types of activities they wish to pursue to broaden their curriculum and interests
- provide opportunities to pursue in depth activities that interest them
- encourage children to work with new teachers and children

An ECA programme and sign up letter is sent home at the start of each term. Parents have the opportunity to sign their children up for a specific club, sport or activity. These clubs are very popular and have limited space, therefore parents are urged to complete and send return slips back as soon as possible.



Healthy Eating Policy

Learning at AAESS is about the whole child and not just academic achievement. A healthy diet can help concentration and learning. Promoting healthy lifestyles and good eating habits are an essential part of our work as a school

All food items should be in non-breakable containers and no glass bottles should be used. It is advisable to place small ice packs in the lunch boxes. The boxes are kept in air conditioned areas.

Since some children have special diets or allergies, the children are encouraged not to swap food items with other children and to eat as much as they can. All uneaten food is left in the lunch box to be taken home to enable you to make informed decisions about your child's balanced diet.

All children should have their own water bottle, which is labelled. This can be refilled throughout the day. There are cold water coolers around the school and children are encouraged to refill their bottles during break times. We do not keep cups next to the water machines to avoid wastage and reduce litter. Children are encouraged to drink as much water as they can particularly in the hotter months and during PE.

There are two breaks in the day. The timing of these is different for Early Years and the Primary School. For the **Primary School** there is a snack time at 10.00am and lasts for 20 minutes. Lunch is at 11:40pm for 40 minutes. The children eat their snack and then, weather permitting, play outside. Parents of children in **Early Years** will be informed as to when snack and lunch times are. In years 1-6 along with bringing a snack, the children are all asked to bring in a packed lunch where they will be eating it within their year group environment. Years 5 and 6 students will have the opportunity to eat in the canteen.

Please prepare a lunchbox that is healthy to enable your child to grow and learn.

Healthy Lunch Boxes and Snacks

Suggestions for healthy snacks:

- Fresh fruits and vegetables in bite size pieces
- Pasta & other salads
- Cheese, chicken, tuna or egg in brown bread sandwiches/rolls (only send meat, fish, eggs or dairy products if you send an ice pack in the snack box to keep the food fresh)
- Dried & fresh fruit
- Yogurt, milk and fruit juice
- Fruit & oat bars

Food Restrictions:

- **Nuts** – AAESS has a strictly no nuts policy. (Including peanut butter and nut bases muesli/snack bars). Nuts are not allowed in school as we have a number of students with severe allergies.
- **Junk food**- we do not permit chocolate, sweets, chips/crisps, fast food (hamburgers, pizza, fried chicken), energy drinks (PowerAde, Gatorade, etc.) or fizzy drinks in school (Coke, Pepsi, Miranda, 7Up, etc.)



Health and Safety

AAESS is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The school will take all reasonable measures to:

- protect each student from any form of abuse, whether from an adult or another student;
- be alert to signs of abuse both in the school and from outside
- be alert to the medical needs of children with medical conditions;
- operate robust and sensible health & safety procedures;
- take all practicable steps to ensure that school premises are as secure as circumstances permit;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our school;

Every complaint or suspicion of abuse from within or outside the school will be taken seriously and in all proper circumstances will be referred to an external agency as recommended by ADEC.

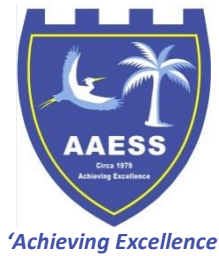
The school has full time nurses who deal with any injuries and illnesses which may occur during school hours. They are on duty from 7.30am to 3.00pm. The nurse's rooms are located in the main building. The nurses will inform parents immediately should any accident occur that has a possible health issue for the child. In the case of an emergency, parents will be notified and the child taken to hospital.

It is vital that all medical forms given to families are correctly filled out and returned. Please ensure that the medical information and contact details are current. If your child has a medical or behavioural concern that will impact on his/her education or social status, please supply reports and doctor reports to assist us in supporting your child to the fullest.

If your child requires medication at school it must be handed by an adult to the school nurse and not the class teacher. It should be in the original container and be clearly labelled with the medicine's name, reasons for taking and how to administer. Please do not send medication to school via your child's lunch box/cooler. This is potentially dangerous.

Please note the following:

- The school nurse maintains students' medical files. A visiting doctor supports the MOH (Ministry of Health) health initiatives. Every student has a medical file and a log is kept of all treatment. Teachers send sick students to the nurse, who provides care and treatment and inform the parents. The nurse will accompany emergency cases to hospital, if parents are not available.
- Please keep your sick child at home, for his/her health and to inhibit germs spreading quickly through school.
- If your child is absent due to a contagious illness (e.g. chicken pox, measles etc.), the school nurse must sign a 'fitness to return back to class' slip before your child joins back.
- Children found with head lice will be asked remain at home until clear.
- We have regular Fire Drills
- It is strictly forbidden for any parent to speak directly to other peoples' children, except with their permission.



Illness

If your child is unwell, the best place for him/her to be is at home as we are obviously unable to give the same emotional support and care a poorly child receives from his/her parent at such times. If your child becomes unwell at school, we will notify you so that you can collect him/her as soon as possible. **Please let us know if you change your contact number or address.** If your child is absent from school please telephone the school or email the class teacher to let us know.

If your child has been prescribed antibiotics, he/she should remain at home and return only once they have been fully fit for a period of 24 hours. If your child is well enough to attend school they are considered well enough to participate in outdoor play and P.E. If your child is asthmatic, it is vital that you inform the staff in order that treatment can be administered if necessary. An inhaler should be brought in, clearly labelled, and a 'permission to administer medication' form must be completed in the School Office. The same procedure should be followed if your child needs any other emergency medication e.g. Epi-pen. Please ensure that we have **Epi-pens** available.

First Aid/Medicines

Please let the school know of any medical conditions or medication relating to your child. In accordance with advice from relevant professional bodies, school staff will not administer medication except in cases of emergency.

If your child has an accident during a school session resulting in an injury, an accident report form will be completed by the school nurse and filed in the main School Office. For minor incident, e.g. a grazed knee, then your child shall bring home a note explaining that they have visited the nurse for treatment. A member of staff will be able to speak to you about any accident when you collect your child from the Foundation Stage.

Immunisations

In conjunction with Al Ain School Health Department, an annual immunisation programme is undertaken at AAESS. Parents will be informed about the programme. No immunisation will be given without prior written consent from the parent or guardian.

You are kindly requested to provide details of any immunisations performed in your home country or other health care facility to the school nurse prior to joining AAESS.

Sun Safety

It is imperative that children wear hats outside at all times. If your child is without a hat he/she will be directed to sit in a shaded area throughout break times. In the hotter months it is also advisable to apply sun screen to your child before the start of the school day. We have many shaded areas around the school to keep cool in various locations. In extreme heat, the outside play time may be reduced.

Holidays

We ask that family holidays are arranged during school holidays so that children do not miss out on their learning experiences in school. If you intend to be absent during term time please complete a 'Permission/Request leave of absence' form which you can obtain from the School Office



Homework

'Learning at home is an essential part of the good education to which all our children are entitled. It is not just about reinforcing learning in the classroom, although that is important. A good, well organised homework programme helps children and young people to develop the skills and attitudes they will need for successful, independent lifelong learning. Homework supports the development of independent learning skills, so enquiry and investigation are seen as part of the learning process. Given the increasing importance to everyone of flexibility and the ability to learn independently, developing these skills and attitudes must be a central aim for all schools.' David Blunkett (Former Secretary of State, UK)

Purpose of Homework

- The consolidation of knowledge and skills taught in the classroom.
- Extending existing knowledge and skills.
- Preparation for new concepts.
- The determination of existing knowledge or skills.

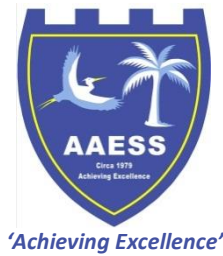
Homework does not teach responsibility..... Parents do!!

- ▶ Children need to be *taught* organisation, time management, target setting, etc.
- ▶ Parent involvement in homework is vital and parents should know what homework their children are responsible for completing.
- ▶ Parents' role should be to facilitate homework not to do the homework for their child.
- ▶ Homework should instill a sense of competence in the mind of the learner.
 - Students feel positive about learning
 - Moderate assignments completed and done well are more effective than lengthy or difficult ones poorly done.
- ▶ Parents play a supportive role through monitoring completion of assignments, encouraging students' efforts and providing a conducive environment for learning.

Some helpful hint for parents:

- ▶ Know what homework your child was given.
- ▶ Familiarise yourself with the expectations of the given homework.
- ▶ Discuss the homework with your child.
- ▶ Set clear homework routines for your child, and remain consistent with them.
- ▶ Have a set, quiet and conducive place where homework could be done.
- ▶ Manage, facilitate and guide your child, keep helping to a minimum and never do the homework for your child.
- ▶ Maintain healthy communication channels between yourself and the school
 - Path letters
 - Email
 - Website
 - Communication books

All children in the school have a communication book which can be used as one means of communication between home and school. Please check this daily and feel free to write notes to the teacher within it.



House Points and Rewards

The House system has been reviewed in the last academic year to become a more motivating tool for children's education; Houses are Stinnes (Green), Cousteau (Red), Armstrong (Blue) & Thesiger (Yellow).

Children will be allocated to a House; the Primary Head of Houses (Mr Thorenton) has the responsibility for overseeing house competitions and allocation of children to Houses.

House Captains from Y6 classes are voted in by their peers at the beginning of the year. They remain in post for the whole year.

The Whole School Head of Houses has responsibility for overseeing house competitions and allocation of children to Houses.

House Points

House points will be given in the form of stickers distributed through the whole school. These are then transferred onto the relevant colour coded collection card that each child will have. Once a chart is full it is collected by the teacher and logged onto the school database.

House points are given as a reward for good work and behaviour and are collected each week and counted (by children from Year 6). The scores will be added to a whole school spreadsheet that can be projected and the trophy will have the appropriate ribbons attached. The House Points are displayed throughout the school.

House Point Shop

Although we strongly encourage team work and collaboration through our House Point system, and celebrate the achievements of the respective houses on a weekly basis at assemblies, we also recognise the importance of providing opportunities for individual students to be rewarded. The House Point Shop opens twice a term, and provides students with an option to 'cash' in their accumulated house points in order to purchase rewards from the shop.

Jewellery

If earrings are to be worn at school they should be stud type to avoid risk of injury. During PE lessons earrings must be removed or covered with a surgical tape. The school cannot accept responsibility for items that may get lost. No other jewellery items – unless a cultural or religious requirement - are permitted.

Lost Property

In each teaching annex there is a lost property box. If you are missing any item please check there. Any items that are labelled are periodically sorted and returned. At the end of term items not claimed are sent to help a local charity.

Mobile Phones

Children are not permitted to carry or use mobile phones during the school day. They will always be able to use the school phone for important messages and emergencies.



Newsletters

Primary School newsletters are regularly sent to parents through emails and by posting them on the School website.

Open Days

During the academic year all parents and visitors are given the opportunity to see the children during their lessons. We open our classroom doors to provide an opportunity for you to come in and share in the working day of our school and for our children to celebrate their achievements.

Parent-Teacher Consultations

This year we will be hosting a number of parent workshops. This is an opportunity to find out about teaching and learning within a year group, class routines and academic and social expectations. During each term, there are individual parent-teacher consultations. These events will enable you to discuss your child's progress. Parents are strongly advised to attend these meetings. If you require an Arabic translator for the meeting, please let us know. Additional meetings can be arranged at any convenient time by prior arrangement with the teacher.

The education of our children is a partnership between home and school. Parental involvement is actively encouraged both at home and school.

We recognise that our parents have particular skills and talents that can support the school's aim of providing quality teaching and learning. There are always occasions when additional adult support is useful. If you have a few hours to spare on a regular basis we would be happy to utilise your help. Please contact your class teacher or Ms Marwa, Primary School Receptionist, in the first instance

To aid in the smooth running of events we often ask for parental help and such volunteers have made a significant contribution to the success of our school's activities.

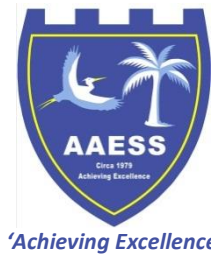
We also great appreciate the parental support we receive in helping your children find appropriate items, clothing or artefacts for our various special events throughout the year.

School Parliament and Class Councils

Class Councils meet fortnightly and minutes are taken and circulated. Class Council meetings deal with class issues and also provide agenda items for the School Parliament.

School Parliament Representatives are elected in Years 3 – 6. Each class has one representative. Year 1 and FS classes have their representative chosen from Year 6. Before elections take place the children present their 'manifestos'. Once elected Members of Parliament (MPs) remain in post for one year. Parliamentary meetings are organised and occur every half term; minutes are taken and circulated. Parliamentary meetings are a time for our MPs to share ideas from their class about ways to improve and enhance school life.

Minutes from School Parliamentary meetings form a Primary Senior Leadership Team meeting agenda item. The School Parliament helps organise many events throughout the year.



Special Events

Throughout the year there are many special celebrations held at school to enhance and enrich the curriculum...and for fun! Such events include Book Week, Book Fair, International Day, National Day, Children's Day, Earth Day and Sports Day.

Dates and timing are on the school calendar and notice of forthcoming events will be given in the newsletter.

Uniform

Please can you make sure your child's clothes are clearly labelled. We have our very own uniform shop where uniforms can be purchased. You will be informed which day your child will be taking part in P.E. We would like to remind parents that **wearing jewellery is not permitted** for Health and Safety reasons. If your child has pierced ears they should wear plain studs and must cover these with tape or remove them on the days they have sports activities.

Nail varnish, transfer tattoos, hair dyes and gels and inappropriate hairstyles or lengths are not permitted. Children must bring in a named bag containing a spare set of clothes in case of accidents.

Most uniform items can be purchased from the uniform shop which is on the school site. The shop is open throughout the school year. Opening times are on the school shop door and published regularly in the primary newsletter.

All children at AAESS must wear the approved school uniform. (Please see **AAESS PRIMARY SCHOOL DRESS CODE** for further guidance)

Visitors

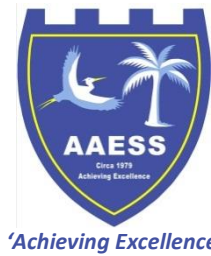
The safety and well-being of our children is a priority for AAESS. Therefore, all visitors to the school have to sign in at the main gate/security office, and will be asked to leave their Emirates ID at the gate. They may be asked to wait at this point to be escorted into school. Visitors must wear a visitor's badge for the duration of their visit and return it to guards when they leave. Visitors are asked to travel directly to the place of their appointment/meeting and should not enter any area used by children without a teacher or other member of the staff team being present.

Website

The school website should be accessed regularly in order to read up to date information about the school. The school calendar and photo gallery are on the site as well as lots of other relevant information. It is our aim to add more information on the site in the coming months. Your thoughts, comment and suggestions on how to improve the site are always welcome.

Your comments and thoughts

As partners in education your ideas and suggestions on how to improve our school are always most welcome. Please complete the questionnaire on the final page and return to your child's form teacher before the end of September.



Dear Parent

Kindly complete the section below and email to Mr Chris Ebbinkhuysen at chebbinkhuysen@aaess.sch.ae

1	Name (optional):	
2	Year group(s) of child(ren):	

		Strongly Agree	Agree	Disagree	Strongly Disagree
3	The AAESS Parents' Handbook is easy to read				
4	The AAESS Parents' Handbook was laid out clearly				
5	This AAESS Parents' Handbook is informative				
6	The AAESS Parents' Handbook contained the information I would wish to see				
7	This AAESS Parents' Handbook has helped me to understand what is expected of me as a parent of an AAESS student.				

8	Things which I like to be included in future editions of the AAESS Parents' Handbook that were not included in this edition:

9	Additional Comments: