

PARENT HANDBOOK

2015-2016



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The purpose of this handbook is to offer parents information regarding school life. We hope you will find it useful.

Core Values and Aims

Amity International School provides an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We ensure that our students achieve their highest potential by fostering their natural desire to learn with a personalised educational programme, project-based learning and guided enquiry. We promote the development of independent thinking, critical analysis, emotional intelligence and communication skills to prepare our students to become successful world citizens.

Our values guide our behaviour in building a successful community.

Celebrating Diversity: We understand we are all different whilst recognising we are all the same.

Inspiring Excellence: We encourage each other to have high standards and be the best we can be.

Growing Together: We know when we all work together we achieve beyond our expectations.

Creating Collaboration: We inspire each other towards efficiently achieving a common goal.



Absence:

If your child is absent from school please phone or email by 7.30am with your child's name and class as the subject part of your email. This will help us to forward your information to the class teacher immediately.

Contact:

FS Reception – 02 503 9011

Email - fsreception@amityabudhabi.ae

Main Reception – 02 503 9000

Email - reception@amityabudhabi.ae

Allergies:

You will be required to complete a medical form to inform us of any allergic reactions your child may have. We will then add your child to the Medical register.

Attendance:

Attendance is important to support your child's learning. Children should attend school whenever possible. Should you wish to take your child on a holiday during term time, please complete a **Request for Absence** form available from reception. This will be passed to the Parent Relations Executive (PRE) or Principal for authorisation. ADEC guidelines state that children should attend school for a minimum of 92% of the academic year. Should your child's attendance fall below this level the PRE will contact you to discuss any concerns (in line with the attendance policy available on our website).

Ambassadors:

Children in Grade 2 and above are encouraged to be school ambassadors for an area of interest that they would like to contribute to and be responsible for in school life. Ambassador roles include Friendship, Library, Environment, Safety, Innovation, Sport and many others.

Aprons - art:

Children are encouraged to wear an Amity apron which can be purchased from the uniform shop or an old shirt or apron from home. These can be stored at school.

Assemblies:

Assemblies are an important part of Amity school life. They are an opportunity to discuss values, Personal, Social, Health and Economic (PSHE) and to recognise special achievements and give rewards. Assemblies are usually led by the Principal or member of the leadership team.

KG1 – Weekly

KG2 & Grade 1 – Twice weekly

Grade 2 – Grade 5 – Weekly

In addition to this there will be an opportunity for parents to attend special assemblies within the school year.

Bags:

We kindly request children do not use trolley bags as they can cause accidents.

Book bags must be provided to prevent books (library and reading books) being damaged and/or lost. Amity book bags are available from the uniform shop.

Behaviour management:

At Amity International School we believe good behaviour is essential for an effective learning environment. We believe good behaviour can be taught by direct and intentional teaching of positive behaviours, integrated throughout the curriculum, as part of an overall objective to raise the quality of teaching and learning. We use our Golden Rules, developed for each Key Stage, to reinforce this, as well as our Amity Behaviour chart. (Please refer to our Behaviour Policy for further details)

Birthdays:

As a healthy eating school we do not allow birthday cakes, sweets or similar sugary treats to be brought into school. We encourage celebration by singing 'Happy Birthday' with the class. If you would like to send in a favourite story the class teacher will read this or you may wish to buy a book as a gift to the class. If you wish to send in anything for children to eat it must be healthy: a fruit display or fruit kebabs are suggested.

Bullying:

Bullying will not be tolerated within the school. If you have any concerns that your child is being bullied please speak to your class teacher or the PRE.

Cafe:

From 2016 the cafeteria in the lobby of our main reception will be open for parents to purchase refreshments and light snacks.

Cafeteria Children:

Children are required to bring a healthy packed lunch which will be eaten in the Cafeteria. From August 2016 Keita will provide an option for children to purchase healthy lunches. A cashless system will be used, parents will be able to top up a swipe card online. Nursery children will have their lunch delivered to their classrooms or can provide their own packed lunch.

Child Protection:

At Amity International School we believe that all children have a right to be safe, protected from abuse and be able to flourish in their learning. Our prime concern must be the interests and safety of the children. All staff have a pastoral duty towards children. Due to our day to day contact with individual children, we are well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

Working in the staff team are the School Counsellor: Clare Madden, Child Protection Officer: Mohammed Awwad and School Special Educational Need Co-ordinator (SENCO): Caitriona Fallon. They work together to support our students and keep them safe.

Class Dojo:

For KG2 upwards Class Dojo is an online resource used to share school information, photographs and class information. Teachers can also award Class Dojo points for good behaviour or work. You will require a user name and password to access the Class Dojo which will be provided by the Class teacher.

Class Representative:

All classes have 1 or 2 parents who help encourage and support communication between class teacher, PRE and parents. Class representatives may organise coffee mornings or play dates. Many have What's App groups. Class Representatives play an important role in enhancing school communication and helping new families to feel welcomed. We respectfully ask that should you have any cause for concern regarding school matters or a student in school, this should be directed to a staff member and not discussed on an open forum. We wish all our families and students to feel welcome and part of the Amity family and understand upset can be caused unduly.

Co-Curricular Activities (CCA's):

Children in KG2 and above take part in co-curricular activities Sunday – Wednesday 2pm – 2.45pm. There are a large range of activities offering children the opportunity to experience new areas of learning. Some activities may incur a cost if they are provided

by an external provider. Children choose the activities with their parents at the beginning of each term, and then activities are offered on a 'first come, first served' basis.

Coffee Mornings:

As part of the Amity community we have regular coffee mornings where parents can chat with other parents and staff members informally.

Collection by different adult:

In the event you need a different adult to collect your child (who is not a designated person with an ID badge) please call Reception to inform the school of the name of the person. They will be asked to provide ID to prove their identity before collecting your child. This is to ensure the safety of all children.

Communication:

Emails are the primary form of communication between home and school, and we kindly ask you to check your account daily as we aim to be a paper free school. If you need to contact your child's teacher please email or send a note in their Reading Record. Teachers will endeavour to reply to emails the same day or within 24 hours. Please understand that during class time they are teaching and do not always have access to emails. In the case of an urgent matter please call Reception on 02 503 9000.

Complaints:

If you have any complaints you should speak to your class teacher in the first instance, alternatively you can speak to or email the PRE. If you are not satisfied with the response you may approach the Head of Key stage and ultimately the Principal. Our Complaints Policy gives details of our structured approach when dealing with complaints. This can be found on our website.

Contacts:

You can email your class teacher or specialist teacher directly with any questions. They will endeavour to reply the same day, or within 24 hours.

[See Appendix 1 for staff contact details.](#)

Dress Code for Parents:

Parents should be respectful of our host country and refrain from wearing revealing clothes, covering shoulders and knees on the school premises

Dress up/Theme days:

To encourage learning in a group topic, we hold theme days to enhance the children's learning and bring the topic to life. You will be advised of these dress up days at the beginning of each term.

Early pick up:

Should you need to pick your child up from school early please contact the relevant Reception to complete a form. We understand that sometimes an early pick up is necessary but would ask you keep disruptions of the school day to a minimum.

Equipment:

All stationery, paper and books are provided by school. If children choose to, they may bring a pencil case from Grade 4 upwards.

Extra-Curricular Activities (ECA's):

Activities are provided after school hours by an external provider and this incurs additional cost. Please note the school bus does not collect children following ECA's, children must be collected at the end of each sessions.

Facebook:

Facebook is updated regularly with events and photographs. Please visit: www.facebook.com/amityabudhabi

Hats:

A school hat should be brought to school every day to allow the children to play safely in the sun. If children do not bring hats, they will not be allowed to play outside. We have a NO hat NO play policy.

Healthy Eating:

We encourage children to eat a healthy balanced diet. High sugar foods such as chocolate, sweets and fizzy drinks are not permitted. As part of the curriculum we educate children about healthy eating options and the benefits of staying fit and healthy.

Hire of facilities:

Our facilities are available for private hire. Please contact operations@amityabudhabi.ae for more information.

Holidays:

Holidays will be published on the school website and a copy sent home at the beginning of the academic year. All dates are subject to change by ADEC and religious holidays are subject to moon sightings.

Homework:

We believe parents have a particularly valuable contribution to make with regard to homework. We hope parents will support the school by making it clear to their children that they value homework, explaining how it can help children progress at school.

Parents are encouraged to comment on their child's reading and other home learning tasks. Positive comments motivate and help children more. Parents should see their child's teacher if they have any problems with children completing homework. Please refer to the Homework Policy for further details.

House Captains:

House Captains and Vice Captains are representatives for the school and take part in various activities supporting the younger children such as Sports day and supporting teachers at Open days, greeting VIP's etc.

House System:

Children are allocated into House colours: Red, Black, White or Green (correlating to the UAE flag). PE tops should be bought with the colour of their child's House and worn for PE and to all House events.

Immunisation:

You are required to provide a list of your child's up to date vaccinations. The school will offer vaccinations in line with the UAE schedule for immunisation. You will be fully informed of the vaccination schedule and you are required to complete a consent form before any vaccinations are given.

Late arrivals:

If your child is late arriving at school (after 8am) they should report to the relevant Reception areas and be handed a late card. The PRE will monitor punctuality and contact parents when there is a pattern of lateness in arrival or late pick-ups.

Late collection:

Please ensure your child is collected promptly at the end of the school day. If you are delayed for any reason, please call the relevant Reception to advise them and we will

then inform your child what is happening. Children can become distressed when their parents are late.

Leaving:

Should you wish to withdraw your child from Amity please contact the Registrar. You will be required to complete a withdrawal form and clearance form before a Transfer Certificate can be issued.

Library:

Library sessions are held weekly with our school Librarian. Children will take part in a reading activity and will be allowed to borrow a book from the library to be returned the following week. Books should be cared for and kept in the child's book bag and brought back to school on Library days.

Medical Consent Form:

You will be required to complete a consent form to allow medication, such as Panadol, to be given to your child.

Newsletter:

Each week your child's class teacher will email a newsletter with details of what topics your child has covered that week and what is coming up in the week ahead. Key events and dates are listed in the newsletter and the student who is awarded as the Star of the Week.

Nuts:

We are strictly a no NUT school (due to allergies for some children / staff). Nutella is not permitted as it contains chocolate and nuts.

Parent ID Badge:

You are required to wear Parent ID badge with a blue lanyard supplied by the school whenever you are on the school premises. This is to ensure the safety and security the children, parents and staff. Prior to starting school you will be required to complete a form asking for parents name and mobile numbers which you will then email with passport photographs to school.

You will also be asked to provide details for any other adult who may collect your child. Those parents not in possession of a Parent ID badge will be asked to sign in each morning.

Parent Notice Boards:

Situated at the security hut and outside each classroom, the Foundation Stage reception and in the cafeteria with information and dates relating to school events.

PRE:

In addition to your child's class teacher we have a PRE who is available to help you with any questions or concerns. She can be contacted by email pre@mityabudhabi.ae or by calling Reception 02 503 9000. Please contact the school at any time and we will be more than happy to help with concerns and feedback.

Parent Teacher Consultations (PTC's):

PTC's will take place in Term 1 and Term 2. This is an opportunity for your child's teachers to update you on your child's academic and social progress within school. If you have any concerns at any time please speak to or email your child's class teacher who will be happy to update you.

Parental Engagement:

We have many activities throughout the year where parents can come into school and celebrate events with their children. National Day and International Day are big events in the AIS calendar.

Payment/accounts:

Term fees can be paid by bank transfer or directly to the Cashier's office in main reception. Any finance questions should be directed to cashier@mityabudhabi.ae

PE:

PE is part of the curriculum and all children will be required to take part unless there is a medical reason for them to be excluded. PE kit should be worn in line with the school uniform policy (on our website). All children will be allocated a House which will determine the colour of stripe on their PE kit.

Nursery – KG2 children should wear their PE kit to school for PE and Swimming days, and will remain in PE kit for the full day.

Phones/Electronics:

Students are not permitted to use mobile phones and electronic devices in school.

Photographs:

Professional photographers will take photos of the children twice a year. Once as a portrait and once as a group shot. These will be available for parents to purchase.

Pork:

Pork and pork products are not allowed in school lunches.

Reports:

Interim reports are issued in Term 1 and Term 2 which give an overview of performance and progress. In Term 3 a full written report is issued.

Sailing – curriculum:

From Grade 2 and above children will receive sailing theory tuition, beginners sailing and kayaking as part of the curriculum. Should children choose to further extend their sailing proficiency this will be offered as an Extra Curricular Activity (ECA).

Sailing – parents:

As a parent of a child enrolled at Amity, discounted fees are available for sailing. Please ask for our price list at Reception.

School Counsellor:

We have a school counsellor who can offer support to children temporarily or in the longer term. A child can be referred for counselling by a teacher or parent. If you feel this is something that may benefit your child please speak to your child's class teacher or leave a message for the Counsellor.

School Nurse:

The school has a fully qualified HAAD registered nurse. If your child visits the nurse, you will be notified in writing. If your child has a head bump, temperature over 99.5 F, diarrhoea, vomiting, suspected communicable diseases or any serious injury, the nurse will call you. In the event that no contact is made you will be emailed with details of the injury.

School Timings:**Foundation Stage**

School gates open at 7.45am

School starts at 8.00 am and students must be in the classroom ready to start the day at 8.00am

School finishes at 1.30pm Sunday – Wednesday and Thursday 1pm

Children may be dropped off at and collected directly from their classrooms.

Please be punctual in bringing and collecting your child from school.

If you have any problems with school timings please speak to the PRE.

Primary

School gates open at 7.45am

Primary children will line up for the UAE National Anthem at 7.55am

School finishes at 2.50pm Sunday – Wednesday and Thursday 1pm

Separation of boys & girls:

Children are taught in mixed classes for all subjects up to Grade 4 (Year 5), after this they are separated for PE and Swimming lessons.

Shows/Productions:

Each year group will take part in productions throughout the year, where parents are invited to watch. This may be linked to a curriculum topic, a musical production or a play.

Siblings:

If you have a child enrolled at Amity, siblings will receive priority for admission to the school.

Spare clothes:

Children in Nursery and KG1 should keep a spare set of clothes labelled with their names in school for any toileting accidents or if they get wet or messy during play.

SEN:

We are an inclusive school and offer Special Educational Needs provision. Please contact Miss Caitriona our SEN teacher if you have any questions or concerns: caitriona.f@amityabudhabi.ae

Star of the Week:

Star of the week is presented to one child in each class who may have demonstrated exemplary behaviour, worked hard on a specific piece of work, adhered to the values of the school, made progress in a subject or gone above and beyond in some way. Children will then take home the class mascot and diary to take photos and describe what they

have done with the mascot over the weekend. The diary events are then read in class on a Sunday.

Sun screen:

Staff are not permitted to apply sun screen to your child. It is recommended that you apply long lasting sunscreen before school. Alternatively you may send in to school sunscreen clearly labeled with your child's name which your child must be able to apply independently.

Swimming:

Swimming is part of the curriculum and as such all children will be required to take part in swimming lessons unless there is a medical reason for them to be excluded. Swimming attire should be in line with school uniform policy (on our website) and swim hats must be worn. Children also need to bring goggles, flip flops and a towel.

Changing rooms are separate for boys and girls and there are individual cubicles for children to get changed in.

Swimming lessons are mixed male and female sessions up until Grade 4 (Year 5).

Termly Planner:

At the beginning of each term you will be provided with a termly planner indicating curriculum and events for the following term.

Text Books:

We do not use text books other than in Arabic. There are no additional charges for any books we use.

Timetable:

A timetable will be issued at the beginning of the academic year. There will be occasions where it is necessary to deviate from the timetable and occasionally we may need to make changes.

Toys:

Whilst we understand in the younger years toys can help settle children into school, we would ask that toys are not brought into school to avoid them getting lost or broken.

Transportation:

Hafilat are the school transport providers. If you wish your child to travel on the school bus you should contact Hafilat transport supervisor Miss Amira directly on 050 546 7958 or amira.alqorashy.@hafilat.ae. Arrangements and bus payments should be made directly to Hafilat. You will be required to sign a Bus Indemnity form prior to your child using the bus service.

We encourage good behaviour from our students at school and also on the school bus. Bus behaviour reports are kept and any persistent, unacceptable behaviour will result in your child not being allowed to travel on the school bus.

PLEASE NOTE: We require at least 1 hours' notice if you do not require your child to go on the bus. Hafilat have a desk situated in the school reception area and parents are welcome to visit the desk at any time throughout the day.

Trips:

All year groups will take part in at least one educational school trip per year, subject to ADEC approval. You will be required to complete a form at the beginning of the year to allow your child to attend trips.

Uniform:

It is an important part of school life that children wear school uniform as per the school policy. There should not be deviations in style or colours. Uniform should be purchased from the official uniform shop. Whilst footwear may be purchased elsewhere it should be black school shoes and not trainers / sports shoes.

Uniform Shop:

Uniform can be purchased from the shop which is located in the school reception. Hours of opening are 7.30am – 4pm Saturday – Thursday

Values:

As a school we will follow the values-based approach to learning which seeks to promote an educational philosophy based on valuing self, others and the environment.

This system, developed by Dr Neil Hawkes, encourages adults to model values and then give time for reflective practice that empowers our pupils to be effective learners and good citizens. It helps children to develop holistically, nurturing a secure sense of self, respect for self and others and supports the raising of academic standards.

Each month the whole school community will work on a key value together. Staff will praise the children who follow these values and encourage the children who need support to reach their value goals.

Water:

Children should bring to school a water bottle labelled with their name EVERY day. We have water fountains to refill bottles throughout the day.

Acronyms:

ADEC	Abu Dhabi Education Council
CCA	Co-Curricular Activities
FS	Foundation Stage
HAAD	Health Authority – Abu Dhabi
ECA	Extra-Curricular Activities
KS	Key Stage
PRE	Parent Relations Executive
PSHE	Personal, Social, Health and Economic
PTC's	Parent Teacher Consultations
SEN	Special Educational Needs
SENCO	Special Educational Needs Co-ordinator

Appendix 1:

STAFF CONTACT DETAILS

Senior Leadership Team		
Founding Principal	<i>Barbara Lubaczewska</i>	principal@amityabudhabi.ae
Head of Foundation Stage	<i>Catherine Dean</i>	cathy.d@amityabudhabi.ae
Registrar	<i>Emma Cottingham</i>	registrar@amityabudhabi.ae
Operations Manager	<i>Abdul Raheem A.R.</i>	operations@amityabudhabi.ae
Parent Relations Executive	<i>Lyndsey Fooks</i>	pre@amityabudhabi.ae
Accounts Manager	<i>Renju Thomas</i>	accounts@amityabudhabi.ae
Support Staff		
PA to Principal	<i>Marianne Areola</i>	pa@amityabudhabi.ae
Government Relations Executive	<i>Ashwaq Abdullah</i>	gre@amityabudhabi.ae
Senior Receptionist	<i>Christine Williams</i>	reception@amityabudhabi.ae
FS Receptionist	<i>Carolyn Wittow</i>	fsreception@amityabudhabi.ae
School Counsellor	<i>Clare Madden</i>	counsellor@amityabudhabi.ae
School Nurse	<i>Nurse Jenna</i>	nurse@amityabudhabi.ae
Librarian	<i>Marina Koniotou Innes</i>	librarian@amityabudhabi.ae
Admissions Officer	<i>Nicola Taylor</i>	admission@amityabudhabi.ae
HR Officer	<i>Sareena Ahmed</i>	hr@amityabudhabi.ae
Cashier	<i>Rashid Vayalli</i>	cashier@amityabudhabi.ae

Specialists Teachers		
PE/Swimming	<i>Mohammed Awwad</i>	coach.mohammed@amityabudhabi.ae
PE/Swimming	<i>Lucy Jones</i>	lucy.j@amityabudhabi.ae
Music	<i>Rachel McGeehan</i>	rachel.m@amityabudhabi.ae
SEN	<i>Caitriona Fallon</i>	caitriona.f@amityabudhabi.ae
Arabic - Non native	<i>Reim El Bashir</i>	reim.e@amityabudhabi.ae
Arabic - Native	<i>Abeer Gamal</i>	abeer.g@amityabudhabi.ae
Islamic Studies - Non native	<i>Gara Osman</i>	gara.o@amityabudhabi.ae
Islamic Studies - Native	<i>Amar Ragheb</i>	amal.m@amityabudhabi.ae
Social Studies	<i>Dalia Abouelazm</i>	dalia.a@amityabudhabi.ae

Foundation Stage Teachers

FS1	Nursery	Rebecca Hampson	rebecca.h@amityabudhabi.ae
FS1	Nursery	Rebecca Moss	rebecca.m@amityabudhabi.ae
FS1	Nursery	Rebecca Cooke	rebecca.c@amityabudhabi.ae
FS2	KG1	Farzana Bhaiyat	farzana.b@amityabudhabi.ae
FS2	KG1	Natalie Keen	natalie.k@amityabudhabi.ae
FS2	KG1	Julia Ridout	julia.r@amityabudhabi.ae
FS2	KG1	Michelle Weeks	michelle.w@amityabudhabi.ae
FS2	KG1	Susan de Jongh	susan.d@amityabudhabi.ae

Key Stage 1 (KS1) Teachers

Year 1	KG2	Tammy Marsh	tammy.m@amityabudhabi.ae
Year 1	KG2	Lucy Espinasse	lucy.e@amityabuabudhabi.ae
Year 1	KG2	Emma Carroll	emma.c@amityabudhabi.ae
Year 2	Grade 1	Alison Fletcher	alison.f@amityabudhabi.ae
Year 2	Grade 1	Louise Redington	louise.r@amityabudhabi.ae

Key Stage 2 (KS2) Teachers

Year 3	Grade 2	Morwenna Dunstan	morwenna.d@amityabudhabi.ae
Year 4	Grade 3	Jenna McLarnon	jenna.m@amityabudhabi.ae

Foundation Stage Teaching Assistants

FS1	Nursery	Rachel Pirenne	rachel.p@amityabudhabi.ae
FS1	Nursery	Jana Lozano	jana.l@amityabudhabi.ae
FS1	Nursery	Svetlana Saidova	svetlana.s@amityabudhabi.ae
FS2	KG1	Janna Scorrige	janna.s@amityabudhabi.ae
FS2	KG1	Natasha Kalinskaya	natalya.k@amityabudhabi.ae
FS2	KG1	Jessica Riviere	marie.r@amityabudhabi.ae
FS2	KG1	Diana Soro	diana.s@amityabudhabi.ae
FS2	KG1	Lisa Granshaw	lisa.g@amityabudhabi.ae

Key Stage 1 (KS1) Teaching Assistants

Year 1	KG2	Raazia Alam	raazia.a@amityabudhabi.ae
Year 1	KG2	Tracy Fitzjohn	tracy.f@amityabudhabi.ae
Year 1	KG2	Andrea Sikova	andrea.s@amityabudhabi.ae
Year 2	Grade 1	Claire Hughes	claire.h@amityabudhabi.ae
Year 2	Grade 1	Sunaina Sharaf	sunaina.s@amityabudhabi.ae

Key Stage 2 (KS2) Teaching Assistants

Year 3	Grade 2	Natalie Mellis	natalie.m@amityabudhabi.ae
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