



TWS PARENT HANDBOOK

2023 - 2024

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Welcome Message

Welcome to the Parent Handbook for The Westminster School, Dubai. In the following pages you will find a wealth of information that will hopefully help you support your child as he or she passes through the school. Please take some time to familiarise yourself with the handbook as it should answer many of the questions you may have now or in the future.



We have tried to include everything that we think will be useful to parents but if you think there is something, we have missed then please do let us know. We always value parents' feedback and will always use it to help make our school better for our children. We read everything you send us and normally reply personally within 48 hours. If you are not sure of the best way to contact us then read on – you will surely find your answer in the following pages!

At The Westminster School, Dubai we believe in working in partnership with parents as it is only when we are working together that our children get the best possible education. I stand at the school gate every morning to welcome your children to school so please do feel free to say 'good morning' or stop for a quick chat. For more complex issues I suggest that you take an appointment so that we can speak undisturbed inside the building.

Whether you are a new parent or have had children in the school for many years, I very much look forward to working with you over the coming year. I wish you and your children all the very best for this academic year.

Carl Roberts

Executive Principal/CEO



OUR VISION
&
GEMS CORE VALUES



OUR VISION & GEMS CORE VALUES

Empowering learners, creating the future

To inspire a diverse and multicultural community of learners to achieve academic excellence and develop the skills and attributes to become successful global leaders. To empower each other to lead happy and fulfilling lives in a culture of tolerance, innovation and creativity. To create a safe, respectful and equitable learning environment where everyone is free to express their opinion and to have that opinion fully respected.

We are committed to co-operation, planning, discussion and teamwork. We believe that this should be a learning school where each of us appreciates that things can always be improved. The GEMS Core Values play a pivotal role in all our undertakings.



OUR MISSION

To deliver a high-quality British education at an affordable price.

SENIOR LEADERSHIP TEAM DIRECTORY

S.R. No.	Name	Designation	Email Address
1.	Mr. Carl Roberts	Executive Principal / CEO	carl.r_tws@gemsedu.com
2.	Dr. Vijayakumari Sathyan	Head of School / Deputy CEO	vijaya.s_tws@gemsedu.com
3.	Mr. Ahmed Abdelwahab	Asst. Principal Arabic and Islamic Studies	ahmed.m_tws@gemsedu.com
4.	Ms. Chanda Pant	Asst. Principal Primary	chanda.u_tws@gemsedu.com
5.	Ms. Grace Aluoka	Asst. Principal - Boys	grace.a_tws@gemsedu.com
6.	Ms. Mini Mathew	Asst. Principal - Girls	apmini.m_tws@gemsedu.com
7.	TBC	Asst. Principal - Pastoral	
8.	Ms. Binny Aji	Academic Improvement Team Leader	binny.a_tws@gemsedu.com
9.	Mr. Madan Menghani	Manager School Operations	madan.m_tws@gemsedu.com
10.	Mr. Jitesh Save	Accounts Officer	jitesh.s_tws@gemsedu.com

SUMMARY OF TERM DATES

THE WESTMINSTER SCHOOL, DUBAI | 2023-2024 CALENDAR

16 All New Teachers and all Leaders
21 Reporting Day – Staff
28 Reporting Day – All Students
24-Parent Orientation
25 - Orientation Day – FS and New Students

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

12-Sports Day – Sec Boys
13 -Sports Day – Sec Girls
14 – 16 Mid-Term Break
22 - Green Event
29 – Primary pulse

14- Leadership Assembly
23 – Interschool Quran competition
29 – Prophet's Birthday

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 Arabic League
29/2-15/3-
Term 2 Examinations-Year
11/12/13
Mid Term Exam – Secondary
School
21-Parent Consultation Day
25/3 – 8/4 Spring Break
10 – Ramadan starts

12 - Parent Consultation Day
26 -Awards Day –
IGCSE/AS/A level
16 – 20 Mid-Term Break

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9-12 Eid ul Fitr
22– 26 Literacy Festival (Int)
24 IGCSE/AS/A level exams

8-30 Term1 Examinations
22 - FS Sports day
23 - Year 1 & 2 Sports day
29 – National Day
Celebrations

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

28, 30 - FS concert
20/5 – 7/6 End of Year Exams

1-UAE National Day
4- 8 Book Fair
5-Year 3 & 4 Sports day
6-Year 5 & 6 Sports day
7 Parent Consultation Day
11/12 – 1 /1 – Winter break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

22 Graduation
17- 18 – Eid Al Adha

2 School Re-opens
9-15 Art Exhibition
27 – International Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Parent consultation Day/
Last working day

KHDA APPROVED CALENDAR

 KHDA APPROVED CALENDAR

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August 2023							September 2023							October 2023							November 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2	3	4	5	6	1	2	3	1	.	.	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	.	.	.	25	26	27	28	29	30	.	23	24	25	26	27	28	29	27	28	29	30	.	.	.
.	30	31	

School Days: 4

School Days: 20

School Days: 17

School Days: 22

December 2023							January 2024							February 2024							March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	.	1	2	3	1	2	3	4	1	2	3
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	29	.	.	.	25	26	27	28	29	30	31
.	29	30	31

School Days: 5

School Days: 22

School Days: 18

School Days: 16

April 2024							May 2024							June 2024							July 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2	3	4	5	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	.	.	24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30	29	30	31

School Days: 13

School Days: 23

School Days: 18

School Days: 4

Academic Year (Total School Days)		Total days
(Minimum days required to submit the calendar is 182) The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.		182

Government holidays are tentative and subject to government declaration.

Events descriptions				
Icon	Event/Definition	Academic / School Days?	Max. No of days	Mandatory/Optional
	Summer break Summer break for students	No	Range of days	*Mandatory for April start schools.
	Winter break Winter break for students	No	Range of days	*Mandatory.
	Spring break Spring break for students	No	Range of days	*Mandatory for Sept start schools
	First academic day for pre-primary students The first day of the academic year for pre-primary students (do not use after winter and spring breaks)	Yes	Start date (1 day)	Optional
	Last academic day for pre-primary students The last day of the academic year for pre-primary students (do not use before winter and spring breaks)	Yes	Last date (1 day)	Optional
	First academic day for students The first day of the academic year for students	Yes	Start date (1 day)	*Mandatory
	Last academic day for students The last day of the academic year for students	Yes	Last date (1 day)	*Mandatory
	First working day of the year for teachers The first day of the academic year for teachers	N/A	Start date (1 day)	*Mandatory
	Last working day of the year for teachers The last day of the academic year for teachers	N/A	Last date (1 day)	*Mandatory
	External examination days during which there is no formal teaching Examination/assessment days fixed by examination boards (for example, IGCSE, IB, CBSE, A-level etc.). Please specify the grade(s)/year(s)	Yes	Range of days	Optional, but Comment is mandatory to fill
	Internal examination days during which there is no formal teaching Examination/assessment days organized and conducted by the school. Please specify the grade(s)/year(s)	Yes	Range of days	Optional, but Comment is mandatory to fill
	Internal examinations occurring in parallel with regular classes A regular school day during which internal examination/assessment takes place. Please specify the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	External examinations occurring in parallel with regular classes A regular school day during which external examination/assessment takes place. (e.g. National Agenda assessments, ASSET, GL tests, MAP tests, IELTS etc.). Please specify the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	Principal/ superintendent unavailability Days when the principal/superintendent of the school is unavailable for any reason (e.g., recruitment days, conferences, training, etc)	N/A	Range of days	Optional, but Comment is mandatory to fill
	Unavailability of any grade(s)/year(s) due to educational purposes for students Days when students are away on educational mission or field trips (Please specify the grade(s)/year(s) and the event). Kindly refer to KHDA guidelines for trips and events.	Yes	Range of days	Optional, but Comment is mandatory to fill
	Other school holidays Any other holiday (not public holiday) in which the school is off and/or students are not in school	No	Range of days	Optional
	Government holidays Any tentative public holiday whose exact dates will be announced by the government of the UAE. These holidays can be communicated to parents on a tentative basis in which the school is off, but must not be confirmed until officially declared by the UAE government.	No	Range of days	Optional
	Other events A regular school day during which other events take place such as celebrations, graduation of a grade(s)/year(s), parent-teacher meeting, sport day etc. Please specify the event(s) and the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	Professional Development (Students are in School) Days for continuous professional development and training for staff when students are in school	Yes	Range of days	Optional

SCHOOL TIMINGS

BELL TIMINGS FOR ACADEMIC YEAR 2023– 2024

DAILY ROUTINE FOR YEAR 1

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION)/CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:35	45 MINUTES	
BREAK	08:35	09:05	30 MINUTES	YR 1 & 2
II	09:05	09:50	45 MINUTES	FOR YR 1
III	09:50	10:35	45 MINUTES	FOR YR 1
IV	10:35	11:20	45 MINUTES	COMMON
V	11:20	12:05	45 MINUTES	COMMON
BREAK - 2	12:05	12:20	15 MINUTES	YR 1 & 2
VI	12:20	13:05	45 MINUTES	COMMON
VII / SKILLS	13:05	13:35	30 MINUTES	ONLY FOR YEAR 1
PREP TIME	13:35	14:00	25 MINUTES	ONLY FOR YEAR 1
FIRST BELL	14:05	DISPERSAL		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I /SP	07:50	08:40	50 MINUTES	COMMON
BREAK	08:40	09:00	20 MINUTES	YR 1 TO 2
II	09:00	09:50	50 MINUTES	YR 1 & 2
III	09:50	10:40	50 MINUTES	YR 1 & 2
PREP TIME	10:40	10:45	05 MINUTES	YR 1 & 2
FIRST BELL	10:45	DISPERSAL		
SECOND BELL	10:50			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

DAILY ROUTINE FOR YEAR 2

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) CORE VALUE PERIOD	07:30	07:40	20 MINUTES	COMMON
I	07:50	08:35	45 MINUTES	COMMON
BREAK	08:35	09:05	30 MINUTES	YR 1 & 2
II	09:05	09:50	45 MINUTES	FOR YR 1
III	09:50	10:35	45 MINUTES	FOR YR 1
IV	10:35	11:20	45 MINUTES	COMMON
V	11:20	12:05	45 MINUTES	COMMON
BREAK - 2	12:05	12:20	15 MINUTES	YR 1 & 2
VI	12:20	13:05	45 MINUTES	COMMON
VII	13:05	13:50	45 MINUTES	COMMON
PREP TIME	13:50	14:05	15 MINUTES	
FIRST BELL	14:05	DISPERSAL		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I/SP	07:50	08:40	50 MINUTES	COMMON
BREAK	08:40	09:00	20 MINUTES	YR 1 TO 2
II	09:00	09:50	50 MINUTES	YR 1 & 2
III	09:50	10:40	50 MINUTES	YR 1 & 2
PREP TIME	10:40	10:45	05 MINUTES	YR 1 & 2
FIRST BELL	10:45	DISPERSAL		
SECOND BELL	10:50			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

DAILY ROUTINE FOR YEAR 3 AND 5

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:35	45 MINUTES	COMMON
II	08:35	09:20	45 MINUTES	YR 4 TO 6
BREAK	09:20	09:50	30 MINUTES	YR 3 & 5 BREAK
III	09:50	10:35	45 MINUTES	
IV	10:35	11:20	45 MINUTES	COMMON
V	11:20	12:05	45 MINUTES	COMMON
BREAK	12:05	12:20	15 MINUTES	YR 3 & 5 BREAK
VI	12:20	13:05	45 MINUTES	COMMON
VII	13:05	13:50	45 MINUTES	
PREP	13:50	14: 10	20 MINUTES	
FIRST BELL	14:10	DISPERSAL		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I/ SP	07:50	08:40	50 MINUTES	COMMON
II	08:40	09:30	50 MINUTES	COMMON
BREAK	09:30	09:50	20 MINUTES	YR 3 & 5 BREAK
III	09:50	10:40	50 MINUTES	COMMON
PREP TIME	10:40	10:45	05 MINUTES	YR 1 TO 6
FIRST BELL	10:45	DISPERSAL		
SECOND BELL	10:55			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

DAILY ROUTINE FOR YEAR 4 AND 6

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:35	45 MINUTES	
II	08:35	09:20	45 MINUTES	COMMON
II	09:20	10:05	45 MINUTES	YR 4 AND 6
BREAK	10:05	10:35	30 MINUTES	YEAR 4 AND 6
III	10:35	11:20	45 MINUTES	
IV	11:20	12:05	45 MINUTES	COMMON
V	12:05	12:50	45 MINUTES	COMMON
BREAK	12:50	13:05	15 MINUTE	YEAR 4 AND 6
VI	13:05	13:50	45 MINUTES	
VII	13:50	14:10	20 MINUTES	
FIRST BELL	14:10	DISPERSAL		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I / SMART PD	07:50	08:40	50 MINUTES	COMMON
BREAK	08:40	09:00	20 MINUTES	FOR YR 4 AND 6
II	09:00	09:50	50 MINUTES	COMMON
III	09:50	10:40	40 MINUTES	COMMON
PREP TIME	10:40	10:45	05 MINUTES	YR 4 AND 6
DISPERSAL	10:45			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

DAILY ROUTINE FOR YEAR 7 TO 11(BOYS) AND YEAR 12 AND 13

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
WELLBEING/SS/ME/REG	07:30	08:00	30 MINUTES	COMMON
I	08:00	08:50	50 MINUTES	COMMON
II	08:50	09:40	50 MINUTES	COMMON
III	09:40	10:30	50 MINUTES	COMMON
IV	10:30	11:20	50 MINUTES	FOR SEC BOYS
BREAK	11:20	11:40	20 MINUTES	BREAK FOR 7 TO 11 (BOYS) AND YR 12 AND 13
V	11:40	12:30	50 MINUTES	COMMON
VI	12:30	13:20	50 MINUTES	COMMON
VII	13:20	14:10	50 MINUTES	COMMON
	14:10	14:20	10 MINUTES	COMMON
1ST BELL	14:20	DISPERSAL FOR BUS USERS ONLY		
2ND BELL	14:30	DISPERSAL FOR OT STUDENTS		

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION)	07:30	08:00	10 MINUTES	COMMON
I	08:00	08:50	50 MINUTES	COMMON
II	08:50	09:40	50 MINUTES	COMMON
BREAK	09:40	09:55	15 MINUTES	7 TO 13 (SEC BOYS)
III	09:55	10:45	50 MINUTES	COMMON
1ST BELL	10:45	DISPERSAL FOR BUS USERS ONLY		
2ND BELL	10:55	DISPERSAL FOR OT STUDENTS		

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

DAILY ROUTINE FOR YEAR 7 TO 11 (GIRLS)

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
WELLBEING /SS/ME/REG	07:30	08:00	30 MINUTES	COMMON
I	08:00	08:50	50 MINUTES	COMMON
II	08:50	09:40	50 MINUTES	COMMON
III	09:40	10:30	50 MINUTES	COMMON
BREAK	10:30	10:50	20 MINUTES	SECONDARY GIRLS
IV	10:50	11:40	50 MINUTES	YR 7 TO 11 (GIRLS)
V	11:40	12:30	50 MINUTES	COMMON
VI	12:30	13:20	50 MINUTES	COMMON
VII	13:20	14:10	50 MINUTES	COMMON
	14:10	14:20	10 MINUTES	COMMON
1ST BELL	14:20	DISPERSAL FOR BUS USERS ONLY		
2ND BELL	14:30	DISPERSAL FOR OT STUDENTS		

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 REGISTRATION	07:30	08:00	10 MINUTES	COMMON
I	08:00	08:50	50 MINUTES	COMMON
BREAK	08:50	09:05	15 MINUTES	7 TO 13 (GIRLS)
II	09:05	09:55	50 MINUTES	COMMON
III	09:55	10:45	50 MINUTES	COMMON
1ST BELL	10:45	DISPERSAL FOR BUS USERS ONLY		
2ND BELL	10:55	DISPERSAL FOR OT STUDENTS		

7 PERIODS PER DAY FROM MONDAY TO THURSDAY
3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

HEALTH & SAFETY POLICY



The Westminster School, Dubai has rigorous procedures in place for the Health & Safety of students including child safeguarding and protection. All staff are fully aware of these procedures. Besides having a main Safeguarding Policy from the GEMS Education, the school has its own Safeguarding Policy. Annual Professional development sessions for teachers on Health and Safety and Fire Safety keep them updated and provide them with relevant skills and knowledge to ensure health & safety standards are adhered and met effectively.

The school provides a safe, hygienic and secure environment for students and staff through daily intensive cleaning procedures and SOPs, security personnel availability and facility planned preventive measures in place. All school cleaning, disinfection and fumigation is done daily by trained staff after staff/student dispersals to ensure the school is cleaned and disinfected thoroughly.

Health & Safety, Security, Internal and External Audits are conducted annually in the school. There is an increase in the Health & Safety audit rating to an overall of 93%. ISO 45001 audit by QMS global evaluated the effectiveness of the Health & Safety Management Systems adhered within the premise

Compliance is ensured in accordance with fire safety procedures, fire evacuation and lock down drills that are carried out by the school at regular intervals therefore ensuring students and staff are safe, secure and aware of the safety procedures at all times.

Internal Canteen audits are conducted to ensure food hygiene and H&S standards are monitored and maintained at all times. Dubai Municipality Canteen Food Inspection report has rated the school canteen an 'A Gold' for ensuring the canteen facilities are hygienic and maintained as per the guidelines.

CHILD PROTECTION & SAFEGUARDING POLICY

The Westminster School is concerned about the welfare and safety of all the stakeholders most especially the students. The school is duty bound to create a child friendly atmosphere in which students feel protected, safe and secure at all times. Thus, students can communicate their thoughts and feelings without hesitation.

Child Protection concerns will be dealt immediately with confidentiality following the procedures set thereof. Records will be accurate, securely stored and filed individually. Information will be forwarded to a concern person when it is in the best interests of the child following the protocol set by TWS Child Protection Policy.

SCHOOL'S CHILD PROTECTION COORDINATORS (SCHOOL'S SAFEGUARDING TEAM)

TEACHERS:

- Ms. Anjana Nair (Sixth Form)
- Ms. Mercy N (Yr. 9-11 Boys)
- Ms. Pratibha J (Yr. 9-11 Girls)
- Ms. Seranic F (Yr. 7-8 Girls)
- Ms. Bindiya A (Yr. 7-8 Boys)
- Ms. Samreena A (Yr. 5-6 Boys & Girls)
- Ms. Vedavalli C (Yr. 3-4 Boys & Girls)
- Ms. Alefiya L (Yr.1, 2 Boys & Girls)
- Ms. Talat A (FS1, FS2- Boys & Girls)

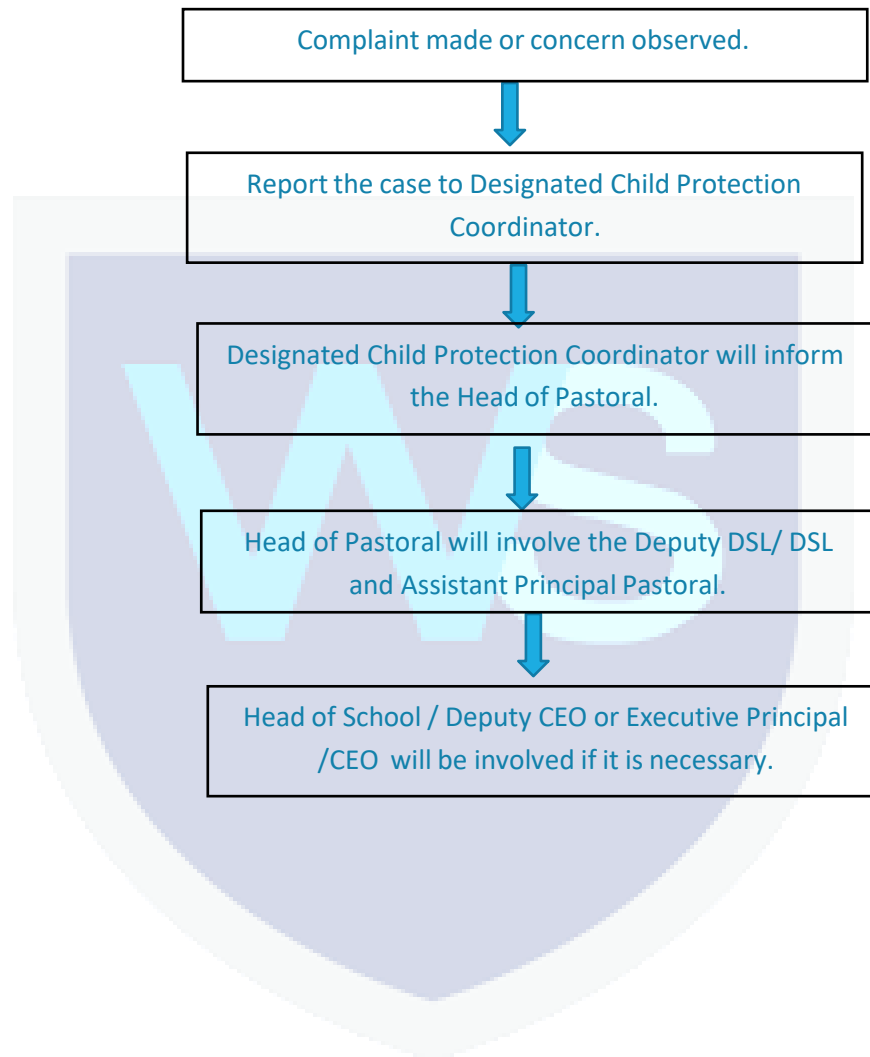
SEND

- - Ms. Esther Glen (Head of Inclusion)
- - Ms. Nerrissa Lourdes Agana (Deputy Head of Inclusion)

SAFEGUARDING

- Designated Safeguarding Leader (DSL): Ms. Sahar Ali
- Deputy DSL: Ms. Chanda Pant
- Assistant Principal Pastoral: TBC
- Head of School / Deputy CEO: Dr. Vijayakumari Sathyan
- Executive Principal/ CEO: Mr. Carl Roberts

HOW TO REPORT



STUDENT LEADERSHIP DRIVE & HOUSE MANAGEMENT SYSTEM

House Of Tolerance					House Of Wisdom				
HEAD STUDENTS - LEADERSHIP AND MANAGEMENT / TEACHING LEARNING AND ASSESSMENTS / PASTORAL									
Deputy Head Students					Deputy Head Students				
Deputy Head Student - Arabic					Deputy Head Student - Arabic				
Deputy Head Student - Islamic					Deputy Head Student - Islamic				
Green Leader					Green Leader				
Innovation Leader					Innovation Leader				
Well Being Leader					Well Being Leader				
Cyber Security Ambassador					Cyber Security Ambassador				
Assistant Head Student					Assistant Head Student				
Assistant Head President and Prefect					Assistant Head President and Prefect				
Assistant Head Arabic					Assistant Head Arabic				
Assistant Head Islamic					Assistant Head Islamic				
Head of Presidents	Head of Prefect	Head of Well Being	Head of Arabic	Head Of Islamic	Head of Presidents	Head of Prefect	Head of Well Being	Head of Arabic	Head Of Islamic
Green Coordinator									
Cyber Security Coordinator									
Innovation Coordinator									
Class Council									
House Of Courage					House Of Equity				
HEAD STUDENTS - LEADERSHIP AND MANAGEMENT / TEACHING LEARNING AND ASSESSMENTS / PASTORAL									
Deputy Head Students					Deputy Head Students				
Deputy Head Student - Arabic					Deputy Head Student - Arabic				
Deputy Head Student - Islamic					Deputy Head Student - Islamic				
Green Leader					Green Leader				
Innovation Leader					Innovation Leader				
Well Being Leader					Well Being Leader				
Cyber Security Ambassador					Cyber Security Ambassador				
Assistant Head Student					Assistant Head Student				
Assistant Head President and Prefect					Assistant Head President and Prefect				
Assistant Head Arabic					Assistant Head Arabic				
Assistant Head Islamic					Assistant Head Islamic				
Head of Presidents	Head of Prefect	Head of Well Being	Head of Arabic	Head Of Islamic	Head of Presidents	Head of Prefect	Head of Well Being	Head of Arabic	Head Of Islamic
Green Coordinator									
Cyber Security Coordinator									
Innovation Coordinator									
Class Council									

SCHOOL HOUSE SYSTEM

Aims

The House System aims to inculcate the spirit of team building with **healthy competition** among students. House System facilitates collaboration between the different year groups, increase community spirit, peer mentoring and develop leadership opportunities for students across the school.

Structure

There are 4 houses **House of Tolerance, House of Wisdom, House of Equity & House of Courage** headed by Heads of House. These new house names were suggested by our student leaders as these are the qualities that we want to see in every student at TWS. House system works independently at Primary, Secondary Girls and Secondary Boys level. Students are allocated to a house and all staff members are also assigned to a house. Each house appoints student leaders at every year level.

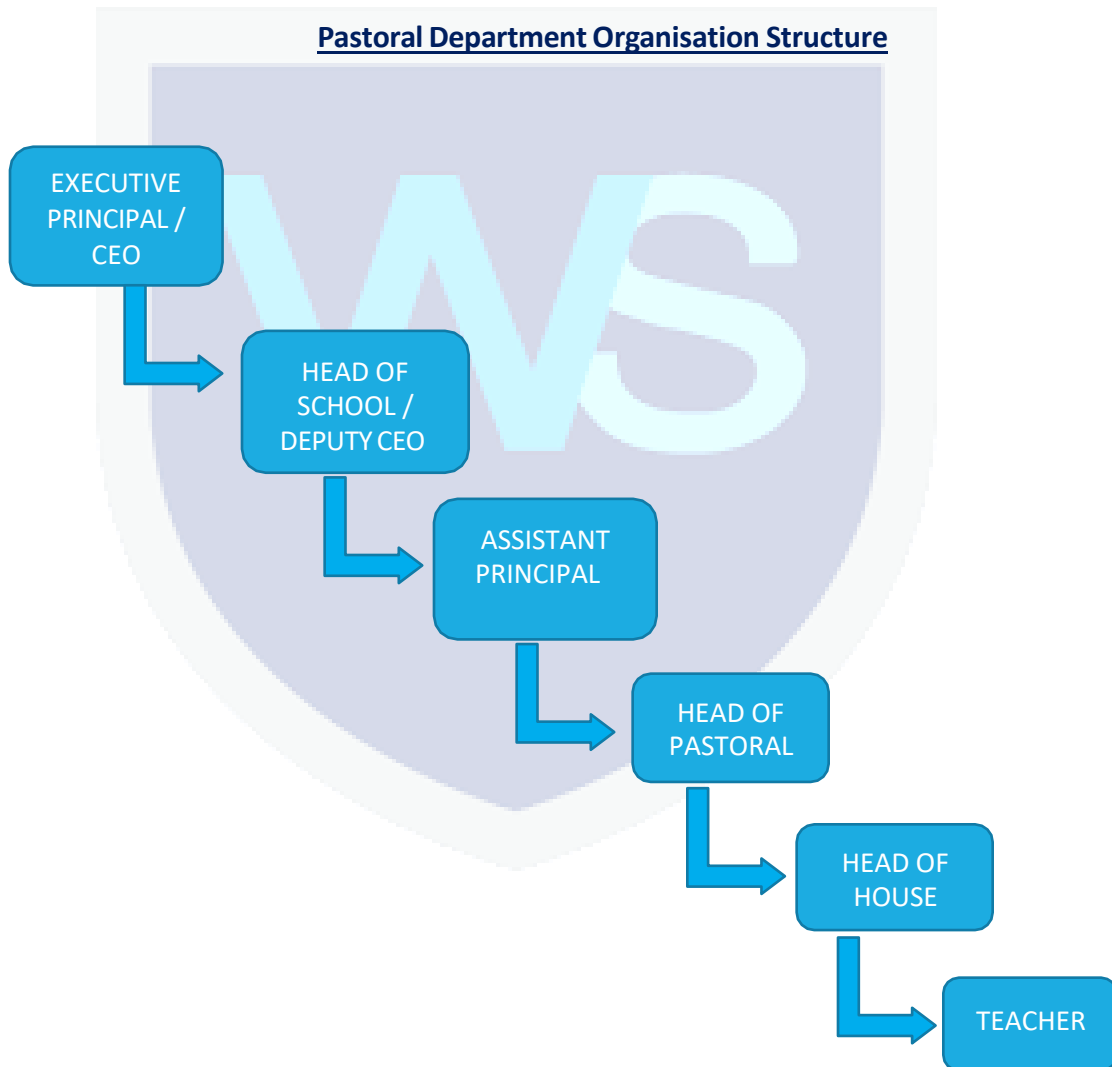
Students have many opportunities to earn house points. Student gains house points for attendance, uniform turnout, punctuality, work submission and overall behaviour. The inter house activities give all students the opportunity to participate in representative sport, music and other activities with the aim of **raising self-esteem, developing self-confidence and fostering student wellbeing.**

	House of Tolerance	House of Wisdom	House of Equity	House of Courage
HOUSE VISION	Maintaining balance in a community through introspection for the good of all.	The knowledge to guide our actions to perform the highest good for oneself and their community.	Moral righteousness to do well unto one another and to uphold civilized communities.	Courage to speak your mind and stand for justice and your moral principles
HEAD OF HOUSE				
PRIMARY	MS. JYOTHI PARADDI	MS. KHADEEJA BHANPURWALA	MS. FATEMA KUVAWALA	MS. SHRUTHI DEEKSHITH
SECONDARY GIRLS	MS. GAYATRI NAIR	MS. JIJI GEO	MS. SHILPA SELVARAJ	MS. ARCHANA NAIR
SECONDARY BOYS	MS. BINDIYA AKHILESH	MR. LIAQAT MALLIK	MS. BINISH RIZWAN	MS. REENA RAVINDRAN

HEAD OF PASTORAL- PRIMARY	MS. NEELOFAR ALI
DY. HEAD OF PASTORAL - PRIMARY	MS. NAYEEM UNNISA
HEAD OF PASTORAL- SECONDARY GIRLS	MS. MARSHANIL SINHA ROY
HEAD OF PASTORAL- SECONDARY BOYS	MR. SUNU PHILIP
HEAD OF PASTORALFOR 6TH FORM	MS. ANJANA NAIR

Pastoral system at TWS

The teaching profession involves so much more than just standing up in front of a class and teaching students about a specific topic. Teachers have a much larger responsibility to nurture the development of every student. The Pastoral System caters to the holistic development of each and every child which revolves around the well-being of the students in relation to their academic, social and personal needs with special focus on their punctuality and overall behaviour at all times. The Pastoral System works closely with the SEND department to support the students through special counselling sessions, parental engagement and special talks.



House points and Reward System

ATTENDANCE

PUNCTUALITY

UNIFORM

PARTICIPATION

**5 Extra House points for having
all the above 4 points in place
by the end of the week.**

**BROWNIE
POINT**

FORM TUTORS' POINTS

Highest House Points - Class

- Class of the Term awarded by the HOS/Deputy CEO.
- Class of the Year awarded by the Executive Principal/CEO.

Highest House Points of the term

- Best performing House of the Term gets 'Movie Time' or 'Field Visit'.

MY LEARNING PLATFORM – PHOENIX CLASSROOM

Phoenix Classroom is a Virtual Learning Environment (VLE) with a number of advanced features and functionality to support Educators in providing quality education through synchronous /asynchronous lessons delivery. Parents have immediate access to their child(ren)'s grades and academic progress, and can connect with teachers and perform multiple administrative activities like paying school fees, viewing school and classroom related communication all at one place.

How do I access Phoenix Classroom?

- You can access Phoenix Classroom, go to www.gems.ae and click on Phoenix Classroom Tile. alternatively use this direct URL: <https://gems.phoenixclassroom.com>
- Use your GEMS username and password. For example,
Username: vishal.k
Password: GEMS password
- If you do not have one, please contact your school ICT Department at shynnath.k_tws@gemsedu.com to obtain a username and password.



The Phoenix Classroom home page is divided into various sections:

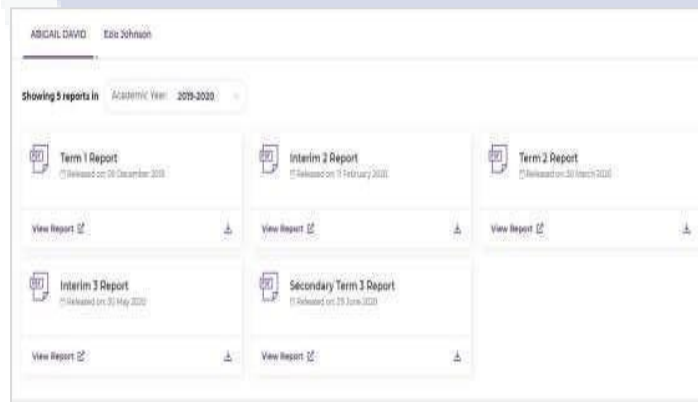
- **Navigation Menu** - the main navigation menu can be found on the left-hand side of the home page, and within the navigation menu all the available application features are displayed. You can easily access the feature you require at any point by clicking on the relevant option.
- **Banner** - any school activities/programs, announcements, scholastic advertisements school will be displayed in banner for your information.
- **Latest Updates** - within this section you will find two tabs:
 - **Today's Schedule** that displays your child's schedule for the day

- **What's New** that displays the recent updates and/or additions to the various modules related to your child's profile.
- In the middle of the home page area - you can view at a glance the Groups (classes), Assignments and Planner (Timetable/ Schedule) at a consolidated level.



You can view your child(ren) report card(s) and manage/pay school fees. Using the fees link within the Parents Corner, you can choose to pay School, Transport and Activity Fees, which are all located on the same page for your convenience.

How Do I View My Child's Report Card?



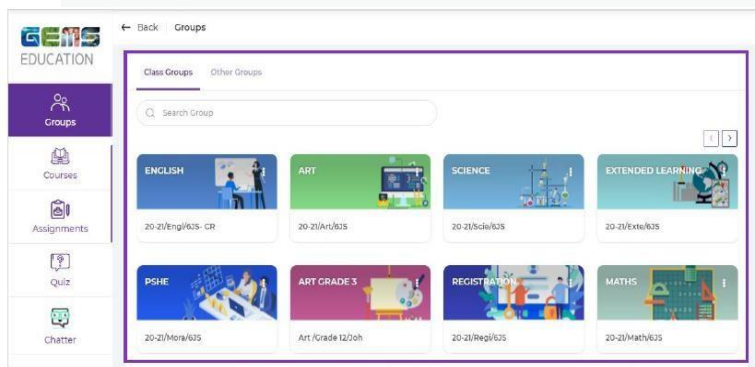
- On the left navigation menu, select **Parent's Corner**.
- From the displayed list of options, select **Assessment Report** for the respective child, as in the tabs on top.

What are Groups?

Groups are effectively classes. Groups are either created by the School Administrators and/or Teachers. Students are assigned as members to one or more Groups. Each Group is a virtual learning platform where teachers share the learning resources and activities. Within Groups, Teachers can communicate and collaborate with the students, provide instructions, set assignments, quizzes and share resources.

Groups are of two types:

1. **Class Groups** – these are the Groups that have been created within the School Management System. Students are assigned to class groups by the School.
2. **Other Groups** – these are Groups that are created by Teachers, and Students are assigned to them by the Teacher.



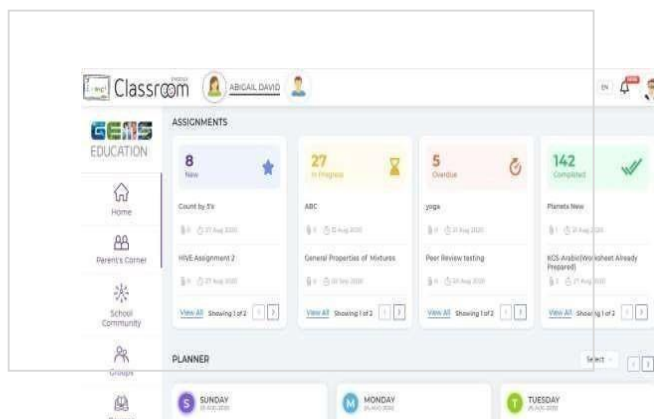
i. From the left navigation menu, select **Groups**.

ii.a. In the **Groups** home page, two tabs are displayed: **Class Groups** and **Other Groups**.

ii.b. Select the desired tab and choose the group which you want to view.

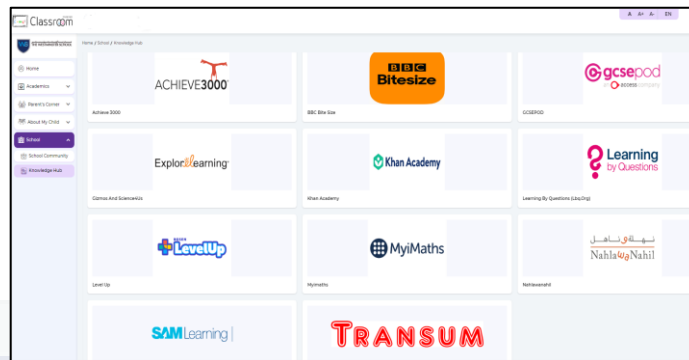
Assignments

Students assignments (due, completed, and outstanding) are stored within the **Assignments** area. You can view all assignments related to the courses that your child(ren) are currently taking, here.



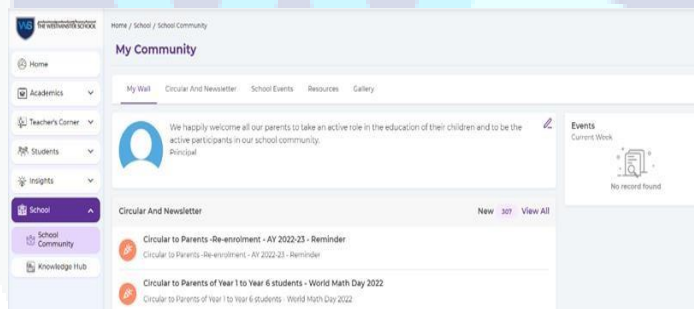
Knowledge Hub

Through the Knowledge Hub you can access links to the various educational reference sites (internal and external) that are shared by the school.



School Community

All circulars, newsletters, resources, Policies and Parent handbook shared by the School can be accessed in the “School Community” area

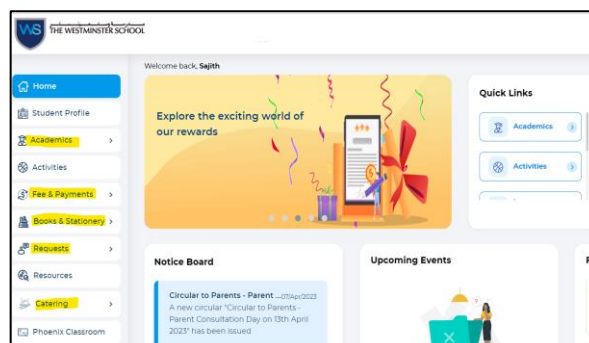


How Do I Pay School Fees/ Transport Fee/ Activity Fee Online?

Parents can pay student fees and apply for leave through **GEMS connect**. To access GEMS Connect, go to www.gems.ae and click on **GEMS Connect** Tile. Use your GEMS username and password. For example,

Username: vishal.k

Password: GEMS password



ATTENDANCE & PUNCTUALITY

- Students must wear their valid school ID at all times.
- Punctuality is essential and students must report to school on time every day. Once they come to school they are not allowed to go out of the campus without prior permission of the concerned authority.
- Students must be present in their Form Class by 7:30 am for registration.
- The school bus trip at 11.30 am is only for the Foundation Stage, and students of other classes are not permitted to take this trip.
- As per the school policy 96% attendance is mandatory.
- Attendance less than 96% and coming late to school will lead to disciplinary action.
- All students have to be present on the first and last working days of each term.
- For visiting clinic, student must carry signed student planner by concerned teacher.
- Frequent lateness may lead to disciplinary action.
- Students must be punctual to all lessons as they are monitored through Room Attendance.

Leave and Absence

- In all cases of absence, parents/guardians should notify the Form Tutor through an email and submit a leave application on PHOENIX.
- Prior approval must be sought from the Key Stage Leader / Head of Pastoral/ Head of House through a written application, in case of absence exceeding three days.
- Absence on medical grounds should be supported by a Medical Certificate at all times.
- Irregularity in attendance will be viewed seriously and insufficient attendance could result in disciplinary action. If a student's frequent absence is found to be willful or is not supported by a note of absence from the parent / guardian, this could result in further action. Continuous absence **of 21** days or more, without permission will be reported to the Ministry of Education which will result in the student being struck off the school rolls.
- Students will not be permitted to leave early on occasions of events finishing early or on days of exams/tests. Parents are requested not to make doctors' appointments or travel plans on exams days when students have normal lessons going on after the exams.

UNIFORM & DRESS CODE POLICY

- All students are expected to come smartly dressed to school wearing the prescribed uniform. Students should also wear regular school uniform during **Term Examinations**.
- The school tie/ scarf (based on house colours) and belt must be worn at all times.
- Head Scarves (if worn) should be plain, with no lace or fringes. Girls must wear black, white or dark blue color scarf. No other color permitted.
- Tie - should be of the correct length. The top shirt button must be fastened at all times.
- Students should not roll up the sleeves of their shirts, or their trousers.
- Plain black socks to be worn with black shoes along with the school uniform. The socks must be visible and should be quarter length or crew length at least.
- As part of PE uniform, only white or white track shoes are allowed. Only plain white socks are allowed to be worn with white shoes. There should be no visible logos on the shoes. The socks must be visible and be quarter length or crew length. Trainer socks, ankle socks, transparent socks or slip on socks are not permitted.
- No slippers or sandals are to be worn within the school premises unless special permission has been granted by a teacher due to medical reasons which is supported with documentary evidence from a professional practitioner.
- Modifications to the uniform is strictly not allowed.
- Students must wear school jackets. No plain black, printed jackets allowed.
- New uniform for sixth form to be effective from 2023-24. It includes striped blazer, plain white shirt, striped Pants (for boys/girls) or long skirt (for girls). House tie and belt remains same.
- All students should refrain from wearing gold ornaments or any other jewellery to school. No tattoos are allowed at school. Girls may wear a small pair of earrings, preferably a stud.
- Students must keep short, clean and unvarnished fingernails (no nail paint).
- Hair (Boys) - to be cut short and combed. No fancy haircuts will be permitted. No use of hair oil / gel / hair colour is permitted.
- Hair (Girls) - if shoulder length, hair should be tied. School hair-scrunchies to be used. Long hair should be tied / plaited. No colouring / tinting is permitted. Students will be asked to stay at home or cover their hair if they come to school with coloured hair.
- Hair should be neat and clean at all times.
- Girls must refrain from coming to school with excessive makeup.
- Overall cleanliness, ironed uniforms and polished shoes are the prerequisites of a smart turn out. Faded uniforms/ wrong size uniforms should not be worn.
- Coloured contact lenses are not permitted.

Note: Parents to ensure that students do NOT bring the trolley bags to school as it can be hazardous on the stairs for all.

ANTI – BULLYING GUIDANCE

The Westminster School (TWS), believes that every child has the right to learn in school environment, free from bullying of any kind and in which they feel cared, safe and supported. Bullying of any kind is deemed unacceptable and will always be treated seriously and acted upon. This policy should be read in conjunction with the Rewards and Sanctions Policy and Safeguarding policy.

In order to enable teaching and learning to take place, the school believe that responsible behaviour in all aspects of school life is necessary. TWS seeks to create an inclusive caring, learning environment with effective implementation of a zero-tolerance policy for any act of bullying.

Goals

Anti-Bullying Policy ensure that students learn in a supportive, caring and safe learning environment with zero tolerance of bullying following the specific targets:

- To create a child friendly environment where students are protected, safe and secured at all times;
- To establish a system that will deal with bullying incidents;
- To ensure that students, teachers, staff and parents understand the Anti-Bullying Policy and the protocol to be followed in case of bullying incident take place;
- To empower students to be expressive in reporting possible incidents of bullying and express their opinions without fear of ridicule;
- To safeguard the rights of every student free from biases;
- To ensure that students feel listened to and given utmost care and support at all times;
- To enable teaching and non-teaching staff to be vigilant and act immediately in case they've witness and/or aware of possible bullying incidents; and
- To strengthen parent-home school partnership.

Types of Bullying

- **Physical:** Pushing, kicking, hitting, pinching, hair-pulling, punching and other forms of violence or threats of violence.
- **Verbal:** Name-calling and sarcasm insinuation: spreading rumors, persistent teasing, mocking, putdowns, labeling and threatening.
- **Social:** Ignoring, leaving someone intentionally and excluding from the group.
- **Psychological:** Nasty look, stalking, manipulating someone to think bullying is a figment of his/her own imagination.
- **Emotional:** Excluding, ridicule, humiliation.
- **Cyber:** Posting lies or embarrassing picture of someone in social media, impersonating someone sending or posting messages, videos or photos, and mocking or intimidating someone through text messages, social networks or hacking one's account. Email, text messaging, use of Facebook and other social media, designed to upset or abuse, racist racial taunts, graffiti, gestures.
- **Sexual:** Unwanted physical contact, abusive sexual comments and harassment

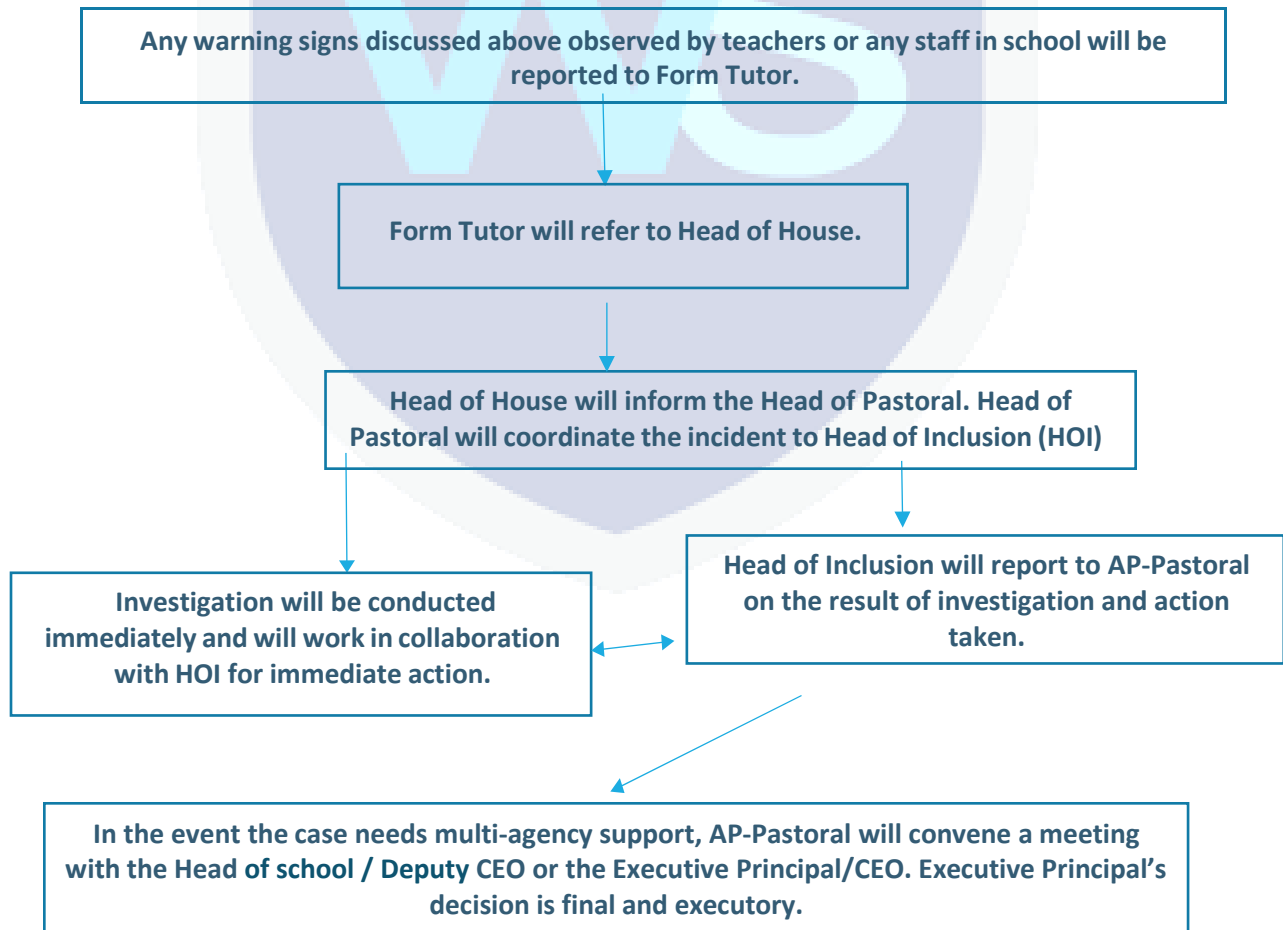
Anti-Bullying Team

The following team is convened to carry out system and procedure effectively following the policy set forth:

- Executive Principal/CEO
- Head of School / Deputy CEO
- Assistant Principal
- Head of Inclusion
- Student Counselor
- Head of Pastoral Primary and Secondary Boys and Girls and Sixth Form
- Head of House Primary and Secondary Boys and Girls

Reporting Process

All reported incident will be treated properly without partiality in accordance with the guidelines. Any concerned individual of the school (students, teaching and non-teaching personnel) shall inform any member of Anti-Bullying Team whoever is accessible during the time of incident, **as soon as possible and within the bounds of school timing.**



Disciplinary Measures

- Rules and procedure will be adhered based on TWS Rewards and Sanctions Policy in case the student is proven guilty of bullying.
- Sanction will be applied tantamount to the gravity of offense in reference to TWS Rewards and Sanctions Policy.
- In the event that, a school staff either teaching or non-teaching is the perpetrator, rules of law will be applied as stipulated in GEMS Staff Handbook.

Confidentiality

All reported cases will be treated with utmost confidentiality at all times.

Referral

The school may refer the student to government or non-government agency concerned if deemed necessary.

WHAT PARENTS SHOULD DO

If you are aware your son or daughter is being bullied you should:

- Listen and try to provide an open, non-judgmental environment for your child to talk about his/her problem.
- Tell him/her you understand and give him/her support.
- Remind him/her has the right to feel safe.
- Suggest your child speak to a member of staff.
- If the problem seems particularly serious, or ongoing, contact the Form Tutors or relevant Head of House with Pastoral Care, or the relevant Head of Pastoral / Key Stage Leader / Assistant Principal immediately.
- Try to avoid an angry or emotional response.
- Parents should realize that actions such as phoning the parent of the bully and discussing the matter with other parents can inflame the situation.
- Contact the school straight away if the issue continues to be unresolved.
- Trust the school to carry through actions that will solve the problem including appropriate communications with parents of all parties concerned.

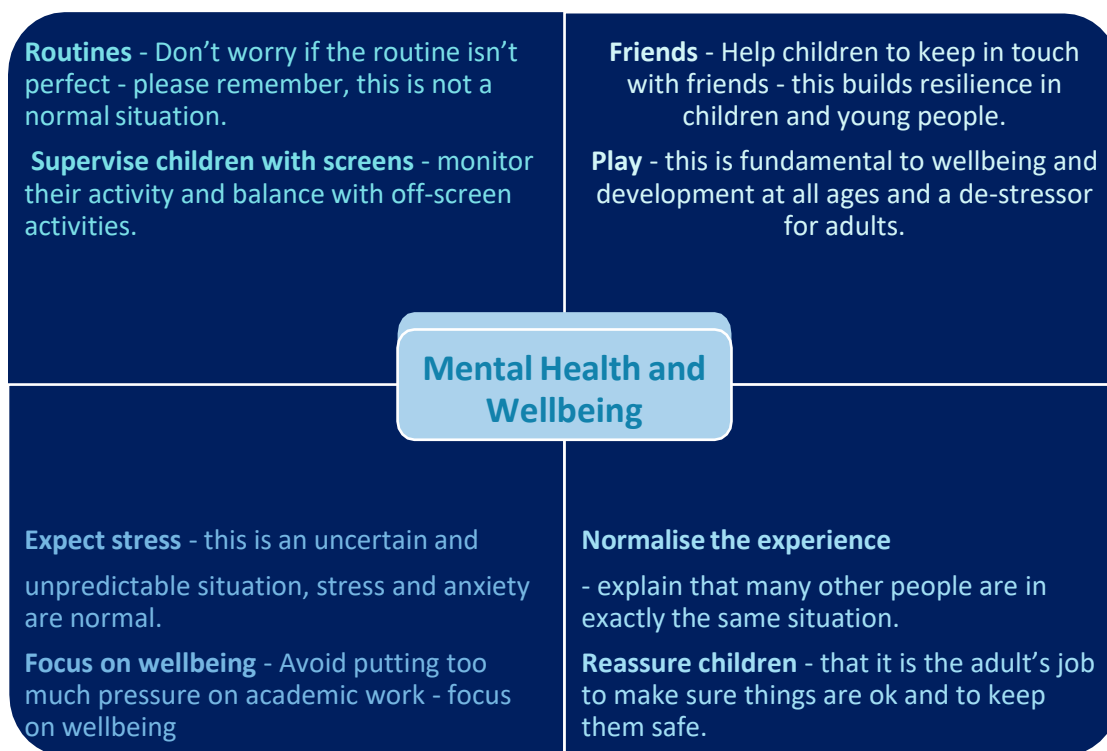
WHAT STUDENTS SHOULD DO IF THEY WITNESS OR EXPERIENCE BULLYING

The School aims to make it easy for students to report bullying so that they are assured that they will be listened to and incidents acted on. Students are also encouraged through ME/ CSM and assemblies to feel that they can report bullying which may have occurred outside school including cyber-bullying.

If a student is bullied or witnesses bullying, they should immediately speak to any member of staff. Alternatively, students may speak to the school nurse, the school counsellor or the peer mentors.

MENTAL HEALTH & WELL – BEING

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community. (World Health Organization)



At our school, we aim to promote positive mental health and wellbeing of every member of our staff and student body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable students.

In addition to promoting positive mental health and wellbeing, we aim to recognise and respond to student's wellbeing. By developing and implementing practical, relevant and effective policies and procedures, we can promote a safe and stable environment for students affected both directly and indirectly.

Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health of students, staff with a specific, relevant remit include:

- Ms. Esther Glen - Head of Inclusion - Mental Health Lead
- Ms. Sahar A - Designated Safeguarding Lead
- Dr. Suriya S- School Doctor - First Aid Lead

Possible Warning Signs

School staff may become aware of warning signs that indicate a student is experiencing mental health or emotional issues. These warning signs should be taken seriously and the staff observing any of these warning signs should communicate their concerns with the concerned people immediately.

Possible warning signs include

- Physical signs of harm that are repeated or appear non-accidental.
- Changes in eating or sleeping habits.
- Increased isolation from friends or family, becoming socially withdrawn.
- Changes in activity and mood.
- Lowering of academic achievement.
- Talking or joking about self-harm or suicide.
- Abusing drugs or alcohol.
- Expressing feelings of failure, uselessness or loss of hope.
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour.
- Skipping PE or getting changed secretly.
- Lateness to or absence from school.
- Repeated physical pain or nausea with no evident cause.
- An increase in lateness or absenteeism.

Working with All Parents

Parents are often very welcoming of support and information from the school about supporting their children's emotional and mental health. In order to support parents, we will

- Highlight sources of information and support about common mental health issues on our school website
- Ensure that all parents are aware of who to talk to, and how to go about this, if they have concerns about their own child or a friend of their child
- Share ideas about how parents can support positive mental health in their children.
- Keep parents informed about the mental health topics their children are learning about in school and share ideas for extending and exploring this learning at home

This is an uncertain time and any worry or anxiety which you may be feeling is normal. It is important that we look after not only our physical health but also our mental health and in doing so, parents will be better placed to look after children.

Our circumstances may have changed but our children's needs have not - love, attention and opportunities to learn and play. In order to ensure that your child's core needs are met the 'ways to wellbeing' offers a great template for you and your children. Involve them in planning ideas to cover each of these aspects to maintain wellbeing.

SCHOOL CURRICULUM

The Westminster School, Dubai has designed its curriculum to empower the learners and create their future. Primarily, we offer the National Curriculum for England; however, we also incorporate the goals and values of GEMS Education and the rich national influence of the UAE. This results in students being offered a modern, exciting, and educationally advanced curriculum. A vibrant & creative learning environment.

Core Curriculum: National Curriculum for England

Language of Instruction: English

The National Curriculum for England is a broad and balanced curriculum applied in over 150 countries across the world. It is based on a structured and broad framework that outlines expected levels of achievement through all stages of a student's school life.

In Foundation Stage 1 and 2 students, follow the Early Years Foundation Stage programme. In Years 1 to 8, the students' progress through the National Curriculum for England. Integration of STEAM and coding into the curriculum are intrinsic features of learning across the school from FS 1 to Year 8.

In Year 9 students prepare towards the IGCSE program and make an informed curriculum decision for IGCSE.

Years 10 and 11 students' study IGCSE subjects, Years 12 and 13 AS and A level subjects.

The curriculum lays the foundation for students to pursue university levels of education or professional career paths suited to their abilities, talents and interests. All IGCSE, AS and A level qualification awards are recognized worldwide. The Westminster School students move on to higher education across the world, many to prestigious universities.

In addition to the development of specific skills and competencies, the curriculum emphasizes innovation, enquiry, creativity, analytical evaluation, and other 21st century skills needed to meet the challenges of the future.

Through innovative styles of teaching, workshops, projects and experiments students are given the opportunity to explore aspects of the curriculum and develop a variety of practical skills. Under the guidance of their teachers, students learn aspects of management, instruction and leadership, enhancing their knowledge, confidence and skills, so that they can make more defined career choices.

EARLY YEARS FOUNDATION STAGE CURRICULUM

Foundation Stage 1 (FS1) AND Foundation Stage 2 (FS2)

Ages: 3 years to 5 years

Early Years Foundation Stage comprises of Foundation Stage 1 and Foundation Stage 2. Initiation into the school through fun-filled and stimulating hands-on activities by caring teachers helps each student to view schooling very positively, an attitude that contributes immensely towards developing lifelong learning skills.

This ensures that the transition from home to school is easy and enjoyable. The learning in a safe, secure and happy environment leads to healthy personal and social development, greater self-esteem and good development of basic cognitive and motor abilities

The key areas of learning and development covered at this stage will be:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The new Early Years programme in the Foundation Stage ensures that children are suitably prepared for literacy and numeracy. Phonic methods and well-graded writing patterns follow a comprehensive foundation-building programme focusing on enhancing the skills in reading, speaking writing and listening. Children in the Foundation Stage mainly learn by playing and exploring, being active and creative learners both indoors and outdoors. The programme is geared for a holistic development of every individual child, developing their self-esteem, social and communication skills. Activities for children are planned around the 7 areas of learning according to the needs and interests of children. Learning takes place directly through formal teaching, using ICT (Information and Communication Technology) and Music. The focus is on both individuals as well as group activities.

Arabic Language: Students in the Foundation Stage are introduced to the Arabic language and dedicated lessons are delivered by Arabic specialists from FS2.

The use of the International Early Years Curriculum (IEYC), helps the integration of theme-based learning and STEAM learning into the EYFS curriculum.

By the end of Foundation Stage, children will be confident and comfortable in the school environment and have basic knowledge of core concepts in order to prepare them to begin the British National Curriculum.

THE PRIMARY SCHOOL

Key Stage 1 (Year 1 and Year 2) and Key Stage 2 (Year 3 to Year 6)

Ages: 5 years old to 11 years old

In these years of school, students lay a solid foundation for learning that they will use for the rest of their lives. The National Curriculum for England has a very structured flow of learning that challenges and assesses students to ensure development in key academic areas is being met.

Subjects at this level:

- Islamic Education (in Arabic and in English)
- Arabic for Arabs
- Arabic for Non-Arabs
- English
- Mathematics
- Science
- Moral Social Cultural Studies
- Geography
- Personal Social Health Education (PSHE)
- Computing
- Physical Education (PE)
- Art
- Music
- Moral Education (Year 2 onwards)
- French /Urdu (Year 3 onwards)

Within the Primary School, academics is integrated with opportunities to enable children to achieve their full potential and develop skills of reasoning, problem-solving and creative thinking. Learning ensures that all of our students are enthused by what they are learning, and our teachers are passionate about what they are teaching. Students pursue academic and non-academic prospects through various activities. Socially preferred behaviour patterns are inculcated through a focus on etiquette and values that will lay the foundation for students' social interaction and development. Common Sense Media lessons and Sustainability lessons are integrated into the curriculum. The students of Upper Key Stage 2 are also exposed to Robotics and augmented reality resources to enhance their learning skills.

Key stage 2 students are provided with the opportunities to develop their leadership skills by sharing class and school responsibilities that nurture organisational skills, accountability and team spirit.

The Primary School is the stage of enhanced learning, where the students are constantly evolving and growing, intellectually and emotionally.

Students in Key Stage 1 and Key Stage 2 will appear for the UAE International Benchmark assessments as prescribed by the KHDA.

THE SECONDARY SCHOOL

Key Stage 3 (Year 7 and Year 8) and Key Stage 4 (Year 9 to Year 11)

Key Stage 3 (Year 7 and Year 8)

The Years 7 and 8 curricula integrating STEAM, Robotics, Sustainability and IMYC inspire students and meet the unique needs of their teenage brains during a time when many, overwhelmed by the combination of the transition from the primary to secondary education.

At this stage, the learning goals seek to encourage the holistic development of internationally-minded learners. Rigorous and deep learning is represented under the categories of knowledge, skills and understanding through enquiry, research and problem-solving learning.

Opportunities to experience and practice individual qualities and dispositions like resilience, morality, communications, thoughtfulness, respect and adaptability are built in the learning tasks within the curriculum.

Subjects at this level

- Islamic Education (in Arabic and in English)
- Arabic for Arabs
- Arabic for Non-Arabs
- English
- Mathematics
- Science
- UAE Social Studies
- Moral Education
- Geography
- History
- Life Skills
- Computer Science
- French / Urdu
- Physical Education (PE)
- Global Perspectives
- Art
- Music



Key Stage 4 (Year 9 to Year 11)

Key Stage 4 prepares students for the IGCSE Examination. In Years 10 and 11 students' study IGCSE subjects as per their choice made at the end of year 9. Assessment in KeyStage 4 is carried out according to a point scale system of the IGCSE, from grades A to G.

Skills learned at Key Stages 1, 2, & 3 are brought into sharp focus as the student enters this level. Our students are inspired to learn through a range of interesting skills. Independent thinking, research, and resource collection and effective communication are the essential skills focused on at this level.

Opportunities for individual experiences are encouraged as they communicate and actively participate in the world around them; these include work experience, university seminars and workshops, and other relevant activities that we feel will add value to student development and preparation.

Core Subjects

- English
- Mathematics
- Arabic (for Arabic students)
- Arabic (for non- Arabic students – till end of Year 10)
- Islamic Education (for Muslim students)
- Computer Science or Information Communication Technology
- Physical Education
- Moral Education
- Social Studies

Electives

Furthering our commitment to individual student-development, we offer a variety of elective subjects for students to select from when designing their curriculum. These electives include:

- Biology
- Chemistry
- Physics
- Combined Science (Double Award)
- Economics
- Business Studies
- Travel and Tourism
- Accounting
- Enterprise
- Psychology
- Global Perspectives
- Environmental Management
- IGCSE Physical Education
- Geography
- French
- Urdu
- Art and Design
- English Literature

Skills Programme

We offer a range of skills to develop through our skills development programme in Year 9. They students can choose any one skill from the list given below:

- 3D Printing
- Public Speaking
- PE Skills
- Global Future Curriculum
- Debate
- Music
- Art Skills
- Home Economics

Post -16 Level

Key Stage 5 (Year 12 & 13): A-Levels

The final two years of school significantly shape and prepare TWS students for years ahead at the university. By this stage, individual competencies have been developed significantly and the students have a greater responsibility in designing their curriculum around their strengths, competencies and interests. They are involved in the decision-making process that will become a significant part of their lives. Students are encouraged to seek support when selecting the subjects to suit their requirements or to match their graduation expectations.

As the pursuit of individual excellence is our commitment, the following are the range of subjects available for students to study at this stage.

- Islamic Education A (For Muslim Arab Students)
- Islamic Education B (For Muslim non-Arab Students)
- Arabic
- English
- Mathematics
- Physics
- Chemistry
- Biology
- Accounting
- Psychology
- Business Studies
- Economics
- Computer Science
- ICT
- Geography
- Sociology
- Travel and Tourism
- International Project Qualification (IPQ)

Skills Programme Post 16

We offer a range of skills to develop through our skills development programme in Year 12. Students can choose any one skill from the list given below:

- IELTS
- Fashion Designing
- 3D Printing
- Cognitive Behavior Therapy
- Coding
- Digital Marketing/Enterprise
- Expert in Python
- Internet-of-Things /Electrical Engineering
- Microsoft Office Skill



PARENT COUNCIL

The Parent Council plays an important role in bringing a student's home and school together for their holistic development. As a result, we initiated the process of forming our first 'Parent Council' in the different sections of the school. The first Parent Council started functioning from March 2021 and Parent representatives have successfully taken the lead at various levels.

The position of the Chairperson is decided through a voting system. He/she is responsible to liaise with the school and parent community and work effectively towards enhancing a positive change across the school community.

School leader and the Parent Council work together in planning towards the progress of the students and the school. Along with this, the parent council will also be part of assisting new and existing parents with ideas and suggestions for any concerns they might have.

Parent Class Representative
1 Member per class
Year Level Parent Council Member
1 or 2 Members
Parent Council Representative in Local Advisory Body
1 Representative

Roles and Responsibilities of Parent Class Representatives

- To act as the voice of the class connecting with the class teacher and the parent community in order to support the school and strengthen the system.
- To bring positive suggestions across the table which will help further to strengthen secondary girls school.
- Learning begins (and continues) at home. A Parent is the first teacher of a child.
- Support events and activities in school.
- A member from Parent Council will be selected to be part of Local Advisory Board and will work with the Senior Management team on the School Improvement Plan.

Ground Rules for the Parent Council

- Decide on a Chairperson for the council.
- Ensure meetings start on time – let the Chairperson know if you are going to be late or cannot attend.
- Stick to the agenda – if there is anything you would particularly like to discuss, speak to the Chairperson for an item on the agenda.

- Support the group and work as a team – everyone’s contribution is important.
- Listen to each other and respect each other’s point of view.
- Discourage domination by one or a few members and encourage quieter members to take part.
- Aim towards constructive discussion and decisions – try not to get **‘personal’**. If you disagree with someone make clear it is their point of view you disagree with rather than them as an individual.
- Minutes of meetings to be shared with the school with action points.

It is important to remember that the Parent Council cannot discuss matters relating to individual parents, children or staff members for reasons of confidentiality.



PHOTO & VIDEO CONSENT



Online classes only for exempted categories by DHA now.

Access to distance learning provision will only be given in the following circumstances:

If a student tests positive for COVID-19.

If students are deemed close contacts, have COVID-19 symptoms AND are awaiting the results of a PCR test.

We are now required to seek your express consent to record your child's participation in recorded lessons under recently updated privacy laws. You can provide this consent through any of the following channels.

 <p><u>GEMS Parent Portal</u></p>	 <p><u>GEMS Connect</u></p>
<p>Update the <i>“General consent”</i> in the <i>“Update Student Details”</i> section</p> <p><u>Mac / PC users click here</u></p>	<p>Update the <i>“General consent”</i> in the <i>“Student Info”</i> section</p> <p><u>Mobile users click here</u></p>

If you do not wish to have your child recorded, you should indicate this preference through the consent link provided above and ensure that your child's video and audio are turned off during the recorded part of the lesson which will be indicated by the teacher.

Should you change your mind at any time about your decision either way over consent, you can change your preference on the GEMS portal through the same link. Any withdrawal of consent will be actioned within one week (seven days) from updating your preferences.

LANYARD POLICY

General Guidelines for School Parents

1. Signing in with Security Staff

All Parents/Visitors who is intended to access the school premises must have to pass through the security post at the main entrance to provide purpose of his/her visit and to complete the signing in process.

- Tell him/her who you are
- Tell him/her why you are there
- Show your identification
- Who you are visiting
- Sign the visitor's book (if needed)
- Comply with all necessary requirements for access to a school as informed by the security staff
- Wear and display your IDs at all times while visiting the school
- Deposit any of the following original valid IDs: (not required if Emirates ID card reader is available at each premises) - Driving license, Emirates ID card (UAE only), Labour card or Any other ID issued by the Government

2. Access control

- Security staff will inspect the school approved ID lanyard and Badge on the main gate before granting access to the premises.
- Parents failing to bring their ID lanyard/badge will go through the visitors' access process (explained under this document) to seek access in the premises.
- Security team at the school will conduct the access control checks to ensure compliance to the access control, must and will challenge anyone not wearing and displaying their ID and ask them to wear and display their IDs at all the times.
- Confronters will be escorted to the exit gate and requested to leave the school premises.

3. Student I.D Cards

- In order to ensure identification and safeguarding, all students must carry and wear the student I.D. cards to gain access to the school premise.
- School staff will inspect the school approved I.D. and lanyard on the main gates before granting access to the premises.
- Students failing to bring their I.D. lanyard will go through the visitors' access process to gain access in the premises.
- Comply with all necessary requirements for access to a school as informed by the security staff.
- It is expected from students to wear and display your I.D's at all times.

4. Access to School during Non-Office Hours

- Any visit during the below stated timings will be considered as non-office hours;
- Monday to Thursday (4:00 PM to 7:00 AM) and Friday (11:00 AM onwards)
- Saturday and Sunday including public holidays (24 hrs.)

5. ID Samples

Parent and Visitor ID.

Welcome to our School **Important Security Notice**

In order to safeguard our students, please ensure you are wearing the appropriate coloured lanyard at all times whilst on site.

Our Security team and school staff will challenge any adult without a coloured lanyard clearly on display.



Parents & Guardians

If you are a visitor to our school, please ensure you collect one of the following lanyards from our Security office



CLINIC POLICY & GUIDELINES

CONSENT FOR IMMUNIZATION:

Please note below the consent for immunization form.



CONSENT FOR IMMUNIZATION

Child Name:
Date of Birth:
School Name:
Class/Grade:

Please Tick (√)

- I give the consent for the immunization of my child
 I don't agree for immunization of my child.

Name & Signature:
Parents/ Guardian

P.O.Box:
Telephone Number:

Dear Parents

Please provide the following information to update your child school health record and send his/her ORIGINAL IMMUNIZATION CARD

Child History of illness:

Please tick (√) appropriately, if yes, Specify Month/Year of illness

Infectious Disease	YES	NO	Non-Infectious Disease	YES	NO
Diphtheria			Accidents		
Dysentery			Allergies		
Infective Hepatitis			Bronchial Asthma		
Measles			Congenital Heart Disease		
Mumps			Diabetes Mellitus		
Poliomyelitis			Epilepsy		
Rubella			G6PD (Glucose6-Phosphate Dehydrogenase deficiency)		
Scarlet Fever			Rheumatic Fever		
Tuberculosis			Surgical Operation		
Whooping Cough			Thalassemia		
Chicken Pox					

If yes, write the year of illness
History of:

Blood

Transfusion No Yes, Frequency:
Hospitalization No Yes, Reason: Date:
family History: Diabetes- Hypertension- Mental Disorder- Stroke- Tuberculosis-
Other, Specify:

Licensed School Nurse Signature:



الموافقة على إجراء التطعيمات

اسم الطفل:

تاريخ الميلاد:

اسم المدرسة:

الفصل / الصف:

أصرح بأن تطعي التطعيمات اللازمة لابني / ابنتي.

لا أوافق بإعطاء التطعيمات لابني / ابنتي.

الاسم والتوقيع:

الاهل / الوصي
رقم صندوق البريد:

رقم الهاتف:

حضرة الاهل الكرام نود الطلب منكم بتزويدنا بالمعلومات التالية لإضافتها إلى الملف الصحي الابن / الابنة وإرسال سجل التحصينات الاصلية.

سجل الأمراض ما قبل المخول إلى المدرسة:
الرجاء وضع علامة (√) في المكان المناسب
إذا كان الرد بنعم يرجى تحديد تاريخ حدوث الإصابة

لا	نعم	الأمراض غير المعدية	لا	نعم	الامراض المعدية	إذا كانت الإجابة
		الحواث			الخنثاق (الدفتيريا)	بنعم، يرجى كتابة سنة المرض
		الحساسية			الزحار	التاريخ:-
		ربو			عدوى التهاب الكبد الوبائي	نقل الدم
		امراض القلب الخلقية		<input type="checkbox"/>	الحصبة	لا
		داء السكري			التكاف	نعم
		صرع			شلل الأطفال	التردد:
		G6PD (Glucose6-Phospate Dehydrogenase deficiency)		<input type="checkbox"/>	الحصبة الألمانية	العلاج في المستشفى
		الحمى الروماتيزمية			حمى قرمزية	نعم
		عملية جراحية			مرض السل	لا
		التلاسيميا			سعال ديكلي	السبب:
					الجدري المائي	التاريخ:
						تاريخ العقولة:

مرض السكري ارتفاع ضغط الدم، اضطراب نفسي، السكتة الدماغية، مرض السل، أخرى? حدد.....

توقيع ممرضة المدرسة المرخصة:

CONSENT FOR IMMUNIZATION

Child Name: _____
Date of Birth: _____
School Name: _____
Class/Grade: _____

Please Tick (✓)

- I give the consent for the immunization of my child
 I don't agree for immunization of my child.

Name & Signature: _____
Parents/ Guardian

P.O.Box: _____
Telephone Number: _____

Dear Parents

Please provide the following information to update your child school health record and send his/her ORIGINAL IMMUNIZATION CARD

Child History of illness:

Please tick (✓) appropriately, if yes, Specify Month/Year of illness

Infectious Disease	YES	NO	Non-Infectious Disease	YES	NO
Diphtheria			Accidents		
Dysentery			Allergies		
Infective Hepatitis			Bronchial Asthma		
Measles			Congenital Heart Disease		
Mumps			Diabetes Mellitus		
Poliomyelitis			Epilepsy		
Rubella			G6PD (Glucose6-Phosphate Dehydrogenase deficiency)		
Scarlet Fever			Rheumatic Fever		
Tuberculosis			Surgical Operation		
Whooping Cough			Thalassemia		
Chicken Pox					

If yes, write the year of illness

History of:

Blood Transfusion No Yes, Frequency: _____

Hospitalization No Yes, Reason: _____ Date: _____

family History: Diabetes- Hypertension- Mental Disorder- Stroke- Tuberculosis-

Other, Specify _____

Licensed School Nurse Signature: _____



PARENT CONSENT FORM:

Please find below Parent Consent form for medicine administration.



Name of Student: _____ Year: _____ Class: _____

CONSENT FOR THE ADMINISTRATION OF MEDICATION

In the event that your child develops fever or has a pain and the school is unable to contact you, Paracetamol syrup (Adol) or tablet (Panadol) and BRUFEN, ANTACID, LOZENGES, ANTIHISTAMINES ANTIEMETICS IN CASE IF IT IS REQUIRED. It will be administered to your child should it be considered necessary by the school nurse.

I consent I do not consent

Name of Parent/Guardian: _____

Signature of parent/Guardian: _____ Date: _____

CONSENT FOR MEDICAL EXAMINATION

It is a requirement of the Dubai Health Authority (DHA) that all the children have a medical examination when they join a school (Whatever Year), FS, Year 2, Year 5, Year 8 and year 11. Our school doctor carries out medical examinations at the school. The examination includes the measurement of height and weight, examination of the ear, throat, heart, lungs, and abdomen. Screening for hearing and vision will be done in year 1 and above.

Please complete and sign the consent below. If you do not consent to the medical being carried out in the school, you must have it done privately by your doctor and provide a medical report for your child's file.

I Consent I do not consent

Name of Parent/Guardian: _____

Signature of parent/Guardian: _____ Date: _____

CONSENT FOR THE EMERGENCY TREATMENT

Important: In the event of an accident/emergency and the school is unable to contact you, your child will be taken to the Hospital.

I consent do not consent

Name of Parent/Guardian: _____

Signature of parent/Guardian: _____ Date: _____

STUDENT MEDICAL FORM: Please find below Student medical form.



Public Health Protection Department- School Health Section
Student Medical Form & General Consent

Student
Photo

Dear Parent/ Guardian of the Student:

Please fill the following form accurately to ensure maintaining and monitoring your child's health and wellbeing during the school year

School Information					
School Name:		Grade:		Section:	
Student Information					
Student Full Name:		Gender:			
Date of Birth:		Nationality:			
Parent or Legal Guardian Name:		Relationship:			
Mobile Number (1):		Mobile Number (2):			
E-Mail:		Emirate:			
In case of Emergency and we are unable to reach the parent/guardian, the following person can be contacted:					
Name:		Relationship:		Mobile Number:	
Required Attachments					
Student's Emirates ID Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ID Number:		
Student's Passport Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Original Vaccination Card or Updated Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Health Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health Card Number:		
Health Insurance Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Student Medical History					
Health Problem		Yes	No	Comments	
1	Does the student suffer from any allergy to medicine, food, dust, etc.? If yes, please specify in comments				
2	Does the student suffer from any Cardiovascular problem?				
3	Does the student suffer from Diabetes?				
4	Does the student suffer from Hypertension?				
5	Does the student suffer from Bronchial Asthma?				
6	Does the student suffer from any Renal Problem?				
7	Does the student suffer from Epilepsy or Convulsion seizures?				
8	Does the student suffer from Epistaxis?				
9	Does the student suffer from Hemolytic Anemia, type G6PD?				
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Public Health Protection Department- School Health Section

Student Medical Form & General Consent

10	Does the student suffer from any Hereditary Blood Disease (e.g. Thalassemia, sickle cell anemia, Hemophilia)? If yes, please specify in comments			
11	Does the student suffer from any Skin Problem?			
12	Does the student suffer from any Eye problem (Myopia, Hyperopia...)? If yes, please specify in comments			
13	Does the student suffer from any Hearing problem?			
14	Does the student use any medical aid device? If yes, please specify the device details in comments			
15	Did the student undergo any surgery in the past? If yes, please specify the details in comments			
16	Was the student ever hospitalized? If yes, please specify the reasons in comments			
17	Does the student have any health condition that could weaken the immune system such as Cancer (Blood cancer, Lymphoma), or an organ transplant? If yes, please specify in comments			
18	Did the student get any blood, antibodies or plasma transfusion in the past?			
19	Did the student suffer from any of the following diseases: (Mumps, Measles, Diphtheria, Pertussis, Chickenpox, Tuberculosis), If yes, please specify details in comments			
20	Did the student suffer from Viral Hepatitis?			
21	Did the student suffer from Poliomyelitis (Infantile paralysis infection)?			
22	Does the student suffer from any Mental or Behavioral Problem? If yes, please specify in comments			
23	Does the student suffer from any other Problem or disease not mentioned here? If yes, please specify in comments			

If the student suffer/suffered from any of the health problems mentioned or not mentioned above, please answer the following questions

Medications or Treatments taken continuously
Medicine Name: **Dosage:**

Emergency Medications
Medicine Name: **Dosage:**

Any treating Doctor instructions on Student's nutrition

Any treating Doctor instructions on Student's physical activity and exercise

Any treating Doctor instructions for Student's School Doctor/Nurse to apply during the school day

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Public Health Protection Department- School Health Section
Student Medical Form & General Consent

Family Medical History				
	Health Problem	Yes	No	Comments
1	Any Cardiovascular problem and Hypertension			
2	Diabetes			
3	Any Hereditary Blood Disease (e. g. Thalassaemia, sickle cell anemia, Hemophilia)			
4	Any type of Cancer			
5	Any Immune System problem			
6	Any Mental Health problem			
7	Others, please specify in comments			

I agree for my child to have curative and/or preventive services that may include first aid, screening for height, weight, vision acuity, hearing test, dental checkup, Comprehensive Medical Examination, referral to emergency room when necessary, administer emergency medications when needed, and applying the Healthcare Management plan which is planned for based on the instructions of the treating doctor and parents.

Parent/ Guardian approval and verification for the above mentioned information

I certify that the above provided information are valid

I agree for my child to be provided with the above mentioned health services according to the need

I disagree for my child to be provided with the above mentioned health services (In case of refusal, the above services will not to be offered except in emergency situations which require immediate intervention)

Parent /Guardian Name: Relationship:

Parent/ Guardian Signature: Date:

Notes

- Please attach medical reports about the Student's health problem, if any
- It is the responsibility of the Student's Parent/ Guardian to inform the school clinic of any changes in the Student's health status and submit medical reports accordingly to update the Student's Medical Record at School.

Please contact the School Doctor/Nurse if there are any queries

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THREADS SCHOOL UNIFORM GUIDE



DATE: 17-04-2023

THE WESTMINSTER SCHOOL - DUBAI

CORE UNIFORM FS1 - FS2

BOYS
 SS SHIRT, LS SHIRT, SHORTS, PLAIN NAVY TROUSER, BLACK SOCKS(3)

GIRLS
 SHORT SLEEVE DRESS, BLACK TIGHTS(1), NAVY LEGGINGS(2), BLACK SOCKS(3)

CORE UNIFORM Y1 - Y6

BOYS
 SS SHIRT, LS SHIRT, Y1-Y3 ELASTIC TIE, Y4-Y6 FULL TIE, NAVY STRIPED TROUSER

GIRLS
 SS BLOUSE, LS BLOUSE, NAVY STRIPED KNEE SKIRT, NAVY STRIPED ANKLE LENGTH SKIRT, NAVY STRIPED TROUSER, Y1-Y3 ELASTIC TIE, Y4-Y6 FULL TIE

CORE UNIFORM Y7 - Y11

BOYS
 SS SHIRT, LS SHIRT, TIES, NAVY STRIPED TROUSER

GIRLS
 SS BLOUSE, NAVY STRIPED KNEE SKIRT, NAVY STRIPED ANKLE LENGTH SKIRT, NAVY STRIPED TROUSER, NECK SCARFS

SIXTH FORM UNIFORM Y12 - Y13

BOYS
 NAVY PINNING, TIES, NAVY PINSTRIPED TROUSER, WHITE SS SHIRT, BOYS BLAZER NAVY PINSTRIPED

GIRLS
 NAVY PINNING, NECK SCARFS, NAVY PINSTRIPED TROUSER, WHITE FS SHIRT, GIRLS BLAZER NAVY PINSTRIPED, WHITE FS BLOUSE

PE UNIFORM - UNISEX ALL YEARS

SEAMLESS PE, NAVY TRACK PANT, DIKI FIT FABRIC, MADE TO MEASURE

YELLOW / NAVY / WHITE BACK, GREEN / NAVY, BLUE / NAVY, RED / NAVY, Red / Navy, Green / Navy, Blue / Navy, Yellow/Navy/White

HOUSE COLOURS
 RED (GAMMA), GREEN (BETA), BLUE (ALPHA), YELLOW (SIGMA)

WINTERWEAR & LABCOAT UNISEX

NAVY PULLOVER, UNISEX LAB COAT (MTM) NOTE: Y4 TO Y13, NAVY JACKET

ADDITIONAL ITEMS ALL YEARS

HEAD SCARF, BELT WITH LOGO, BLACK & WHITE SOCKS(3), HAIR BAND & SCRUNCHIES, SHOES, REGULAR BAGS, A-LINE BAG

FS1 - FS2, Y1 - Y13, 12 INCHES, 16 INCHES, 18 INCHES

www.threadsme.com



800-THREADS(8473237)

SCHOOL TRANSPORT SERVICES (STS)

Bus transport for students is an outsourced service and is provided by School Transport Services LLC (STS) with the aim of providing quality and safe service as per the regulations of the local transport authority. Please click the link for details regarding STS policy. Please access <http://www.sts-group.com> for the Terms and Conditions of service as well as all other relevant information.

Safety Regulations to Be Followed for Use of Transport

An 'Identity Card' is issued to each student and is mandatory for students to carry ID cards and get it scanned while boarding and de-boarding the buses. In order to ensure safety of students, STS has issued Guardian Cards to all students of Year 6 and below. It is obligatory for the parent to be personally present or to arrange for an authorized person to receive the student, by presenting the Guardian Card at the residence or drop off point, on the following conditions:

1. It is mandatory that an adult with the Guardian Card is present to collect the students of Years 1 to 3. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent has to give an undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If such an undertaking is not given and an adult is not available to receive the students they will be brought back to the school. If Years 1 to 3 students have older siblings (Years 4 and above) travelling with them and an undertaking has been given that they can be dropped in the care of their older sibling, this will be done.
2. If the students of Years 4 to 6 are to be dropped without the presence of an adult, parent should sign a consent form accordingly.
3. If the conditions stated above are not strictly followed by any parent the students will be brought back to school and it would be the responsibility of the parents to collect the students from the school. In such cases STS will charge the parents AED 20/- per hour, per student for taking care of the students at the school.
4. Students are expected to adhere and follow all the safety protocols each time he/she boards a school bus in accordance with the bus behavior code. Any student whose conduct is objectionable and/or offensive on the bus will, in the first instance be verbally warned by the academic and/or operations supervisor. In the absence of any change in conduct the student may be suspended from using the school transport temporarily or permanently.
5. Any and all behavior and/or safety related concerns will be reported to the bus guardians and respective head of Pastorals followed by warning notifications that will be sent from the school management which will result in temporary or permanent withdrawal/cancellations of STS bus services.

To ensure their own safety, as well as to avoid problems arising from use of school transport, students should keep in mind the following points:

1. The bus / pick up point cannot be changed without prior intimation or approval.
2. Students must return home by the assigned bus in which they come to school.

On any occasion if the parents / guardians want to collect their student from School who normally travel by bus, they should do so before 12:00 P.M. after HOP/Key Stage Leader's permission and approval is obtained. They (parents/ guardians) should not collect their children from the bus without prior approval of the HOP/Key Stage Leader. Parents are advised to check on the availability of the school bus service before they move to a new locality.

Registration for Transport Services

1. All students who require the services of STS shall apply in a prescribed form available on the website or at the school (STS counter).
2. The application form available on the website <http://www.sts-group.com> or at the school counter should be completed and submitted by the parent. All asterisk marked columns must be filled up. The Parent should make the necessary payment at the STS counter in the school. A bar coded ID card will be provided to the student.
3. Every transport user should have a bar coded bus Identity Card in order to take the Electronic Attendance. No student will be permitted to board the bus without an ID card. This is emphasised for the safety of the students.
4. Replacement bar coded bus Identity card will be charged at AED 20/- per card.

Payment of Fees

1. Once the application form / online registration is accepted, student will make payment of fees based on the fee structure applicable in the particular school which is the term payment.
2. Transport fee is applicable and charged for ten months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
3. In case of new admissions during the term, after 15th of the beginning of the term, fee will be charged on pro rate from the date of start of service.
4. Following options are given to parents for payment of fees –
 - I. Online Payment through our website <http://www.sts-group.com>
 - II. Cash / Credit Cards at the STS counter in the school.
 - III. Cheque in favour of 'School Transport Services LLC' at the STS counter in the school
5. If the transport fee is not paid before the fifth of the first month of the term service will not be available from the next day.

Direct Payment by Companies

In case of direct payment of transport fee to STS by the parent's Companies it should be informed at the time of registration. The Companies should be advised to make the payment latest by 10th of the first month of the term failing which the service will be declined.

SCHOOL CANTEEN

Slices is committed to serving and supporting our school, student and parent community safely. The scope of the guidelines includes delivery of food to ensure students are provided with a safe, hygienic Food & Beverage service. Based on the current guidelines that have been sent by the Dubai Municipality regarding the reopening of food establishments, and in coordination with our HSE office, Slices has reviewed their operational procedures in all areas of Operation, with a strong focus on Personal Hygiene and Food safety.

General Health & Safety Guidelines

- Protocols updated in accordance with Dubai Municipality guidelines including full use of disposables, managing social distancing and cleaning.
- Mandatory wearing of PPE (Mask, Gloves, Hairnet, Face shields, Disposable Aprons) while working within the premises.
- All non-Slices staff will not be permitted into Slices facilities.
- Staff – Food Hygiene Training for Managers to HACCP Level 3 & 4, Supervisors to PIC Level 3 and all operational staff have Basic Food Hygiene Certification.
- All operational staff have completed the test for Occupational Health Card as a Food Handler.
- All staff completed medicals as part of their Visa process.
- Quality officer located at Slices kitchen trained to HACCP Level 4 & NEBOSH to monitor standards.
- HSE internal site audits completed weekly by Slices management.
- Random external audits by TUV, GEMS HSE, KHDA and food control body from each Emirate.
- Audits of external suppliers as part of our existing food safety management system including supplier audits.
- Microbiological swabbing of contact surfaces including tables, staff independently analyzed.
- Water test sampling independently analyzed.
- Full traceability protocols implemented including recording data to monitor delivery, storage, preparation, and dispatch.
- Canteen will be in operation with staggered break system.

Pre-Opening

- Full deep cleanse of all kitchen and server facilities.
- 5-day induction / training plan for all operational staff to include updates on revised standards of operating and sanitation.
- Medical screening of all staff before returning to work including travel history review.
- Ongoing daily symptoms checker of all staff.
- Additional Reminder signage in place for all staff to follow hygiene practices.
- Service adaptations in accordance with Government advice including increased use of disposables, removal of service trays, open displays and buffets to be removed.

Internal measures

- Daily temperature screening of all staff entering school site before starting work.
- Use of faceguards/shields to be confirmed once guidelines have been communicated.
- Mandatory wearing of PPE (Mask, Gloves, Hairnet, Disposable Aprons) while working within the premises.
- Revised Opening and Closing Cleaning and disinfection Checklists filled in daily and will form an integral part of Operations team site audits.
- Regular Hand wash Sign off sheets will be in place.
- Only designated members of staff will have access to store rooms and certain storage areas where possible.
- Staff will be required to change into their uniform after arriving on site - we ask that schools that have not yet provided locker cupboards please install these so personal belonging can be kept separate.
- Distancing among co-workers while working where possible.
- Managing the health status of employees and staying home for mild symptoms. Daily regular Symptoms, checking and recording of employees (Temperature, cough, shortness of breath).
- Personal Hygiene and preventive measure for the control of COVID 19 will be followed by the employees.

Payment Modes

- Cash payments will be accepted at the canteen counter.
- Cashless Card system also available for all students to make contactless payments via Students ID / Bus Card to avoid exchange of coins / cash.

As a precautionary measure, to limit cash exchanges and speed up service, we encourage parents to register and sign up to our Online Payment portal, pay@slices.ae by following the below steps

Go to <https://pay.slices.ae/> and click on **Register Now**

1. Fill in the requested details and click on Next to Add Child. Please make sure to fill in the Card ID details with the correct number to link the card properly
2. Add your child's information
3. Add your child's Dietary Information (Optional)
4. Add any known allergies information (Optional) Submit
5. Great, your child is now registered with Slices!

To top up the account

1. Click the name of your child and choose the option “top up”.
2. If your child is under classroom delivery, click the gear button beside your name on the upper right side of the screen and choose “top up”.
3. Select Top-amount - Click on the prepopulated set amount (100, 300 or 500 AED) or enter custom amount in order to top up account with your chosen method of payment.

How to add another child to your account

1. Login to your account at <https://pay.slices.ae/>
2. Click “add Child” button
3. Add your child’s information
4. Add your child’s Dietary Information (Optional)
5. Add any known allergies information (Optional)
6. Great! You have now registered an additional child with Slices and their card will require top-up.

Important to remember

The top-up amount will go to your parent “holding” account first, which you can see on the top right-hand side under your name. This will allow you to manually transfer / add balances from your account to your individual child’s account, and you need to manually transfer to each child's account separately.

To top up your child’s account

Click on your child’s name and click the Top up button. The corresponding amount from your parent balance will then be transferred to the child. If this amount is not manually transferred from the parent account by you, it will not show in your child’s account.

CONTACT US

You are, of course, welcome to get in touch with anyone here, but we suggest that the best people for you to contact initially are:

1) Form Tutor

For general issues or questions about your child's academic progress or welfare, please e-mail the form tutor in the first instance. He or she will help to make sure that the right people are then involved whether it be Subject Leader, Head of House, Key Stage Leaders or Head of Pastoral.

2) For FS and Primary related queries

Please contact Asst. Principal (Primary) – Ms. Chanda Pant - chanda.u_tws@gemsedu.com

3) For Secondary section (Boys) and Sixth Form related queries

Please contact Asst. Principal (Boys) – Ms. Grace Aluoka - grace.a_tws@gemsedu.com

4) For Secondary section (Girls) related queries

Please contact Asst. Principal (Girls) – Ms. Mini Mathew - apmini.m_tws@gemsedu.com

5) For School related queries

Please contact Head of School / Deputy CEO – Dr. Vijayakumari Sathyan - vijaya.s_tws@gemsedu.com

6) PA to Principal

Please phone the PA to the Principal if you would like to make an appointment to see him.

Ms. Philomena Mascarenhas, PA to the Principal

E-mail: philomena.m_tws@gemsedu.com

Tel: +971 4 2988333

For full details about our school, please visit our social media pages below

- Website: <https://www.gemsws-ghusais.com/en>
- Facebook: <https://www.facebook.com/WestminsterDubai/>
- Twitter: [@official_TWS](#)
- Instagram: [Insta_TWS](#)

POLICIES:

All policies on the website can be accessed through the below link:

<https://www.gemsws-ghusais.com/For-Parents/Key-Documents-and-Policies>