



# GEMS Founders School Handbook

## 2019 - 2020



## School Principal

### Mr. Matthew Burfield

"It is a great honour for me to be the Principal/CEO of our school. We have achieved such amazing goals already and continue to improve our school making progress by ensuring we can deliver our vision, Grow, Flourish, Succeed for each child. We are in constant communication with our parents and provide them a variety of routes to give us feedback or find information. We use d6 School Communicator for all our messages, My Learning throughout the school for Home Learning, our website, Facebook, Instagram, Twitter, weekly newsletter and the list goes on. In this document, though, we have tried to collect the most important pieces of information so that you can download it and keep it to check all the basics. I hope that within it you will find most of the answers you are looking for and if you feel something important has been missed please contact Ms. Monia, our wonderful PRE, so that she can update it accordingly. Thanks for being part of our school and making it the record breaking institution it has become already".

**Our Vision: Grow – Flourish – Succeed**

**Our Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.**

## CONTENT:

1. INTRODUCTION TO GEMS FOUNDERS SCHOOL (GFS)
2. ORGANISATION STRUCTURE
3. ACADEMIC LEADERSHIP PLAN
4. ACADEMIC CALENDAR
5. SCHOOL TIMINGS
6. BEHAVIOUR FOR LEARNING POLICY
7. WHAT WE EXPECT
8. SCHOOL TRANSPORT SERVICES
9. SCHOOL HOUSES
10. HOME SCHOOL COMMUNICATION & GEMS “MY LEARNING PLATFORM”
11. MOBILE PHONES
12. PARENT AND TEACHER MEETINGS
13. REPORTS AND TARGET SETTING
14. ATTENDANCE
15. UNIFORM & DRESS CODE POLICY
16. BASIC EQUIPMENT REQUIREMENTS
17. BREAK AND LUNCH TIMES
18. ENRICHMENT CURRICULUM
19. PARENTAL ENGAGEMENT
20. GFS CURRICULUM
21. MINDFULNESS AND WELLBEING
22. SECURITY AND CAR PARKING
23. GEMS REWARDS PROGRAMME
23. FRONT OF THE HOUSE TEAM



**Before your child starts the school, please ensure the following is completed:**

1. Payment of fees
2. Submission of required documents
3. **You have downloaded D6 Communicator**

## 1. INTRODUCTION TO GEMS FOUNDERS SCHOOL (GFS)

GEMS Founders School is conveniently positioned in the heart of Dubai in Al Barsha South and is the first of the Founder's Family of Schools. Our sister school is based in Mirdif and opened in September 2018.

GEMS Founders School follows National Curriculum of England also known as UK Curriculum, providing students with the highest standard of education that GEMS Education Embodies. Our innovative, creative and balanced teaching as well as our multinational, vibrant and inclusive environment inspire students.

GFS is part of the GEMS Education family of international schools. GEMS Education is an international body that pursues excellence in education, ensuring that it is accessible for every child, everywhere. This pursuit of excellence has seen GEMS Education set new standards across the world with the four core concepts of learning: learning through innovation, pursuing excellence, growing by learning and global citizenship.

### DISB Report 2018-19 - GFS First KHDA Inspection

The word "Good" is such a simple term in most of its uses but when it comes to the DSIB we are all very aware that behind that word there is a huge amount of meaning. The overall judgement of Good for our school shows that GFS has a wonderful culture and ethos, that the teaching is at least Good in all areas and that the achievement of your children reflects at least Good progress. The outcome reflects so many parents, teachers, support staff, administration and of course children's hard work to establish GFS in the Dubai community. Achieving a Good in the first inspection is the highest possible outcome for any school and a National Curriculum for England school in our fee bracket has never achieved a Good in its first inspection.

### British Schools Overseas (BSO) Accredited.

BSO accreditation means that we have now been officially recognised from the Department for Education (DfE). The framework to meet these standards ensures that we are now recognised amongst the top schools in the world. It really is a very positive and honest report on our school with us achieving 5 Outstanding judgments and 3 Good judgments in the 8 main areas for BSO criteria. Please feel free to read the full report on our [website](#).





## 2. ORGANISATION STRUCTURE

There are currently 104 different nationalities of students enrolled at GEMS Founders School.

Our administration team are able to speak more than 10 languages and our teachers come originally from the United Kingdom (England, Ireland, Scotland and Wales,) India, United States of America, Canada, South Africa, Greece, Croatia and Serbia. Our team has been carefully selected for their dedication in pursuing educational excellence and their commitment to supporting student growth. GEMS Founders School – Dubai is an international school with an international student-body, and our staff are trained and qualified to bring out the best in our multi-cultural community and support it with best practices.

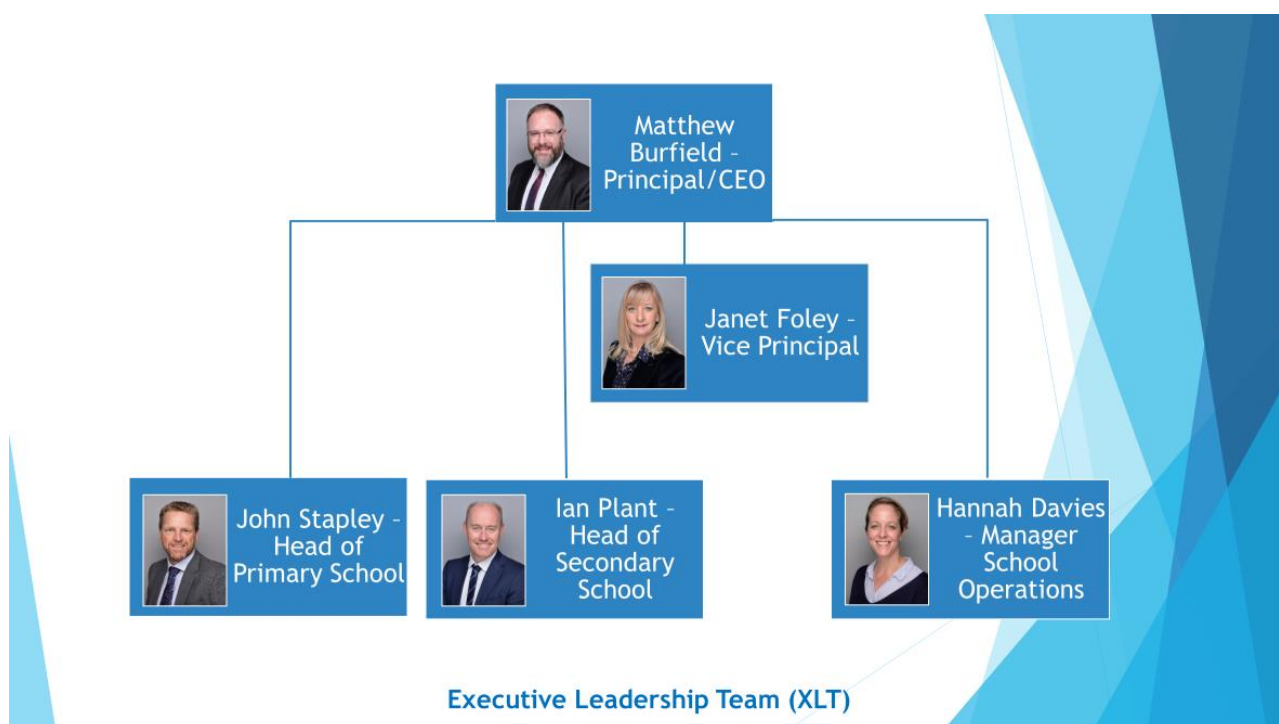
### Leadership Team

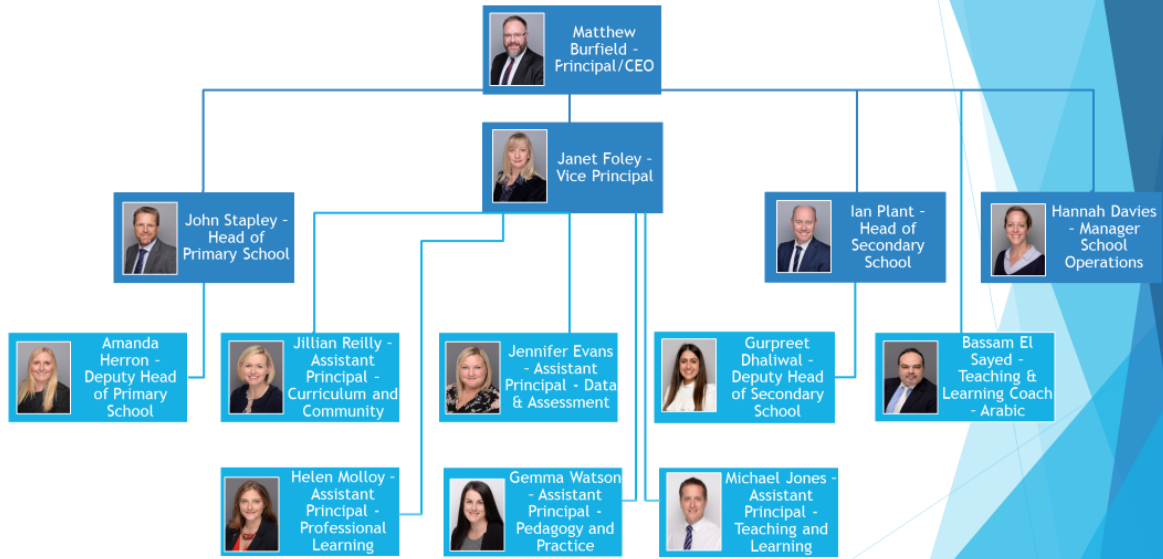
Our school is organised by a team of professionals with extensive administrative and management experience. Our position as a respected school in Dubai is strengthened by our Leadership Team's approach to managing the school's processes and systems. Continuous assessment and development opportunities are provided to our team to ensure GEMS Founders School is up-to-date with the latest practices and that our staff are given ample opportunities to develop their professional identities.

### Faculty Team

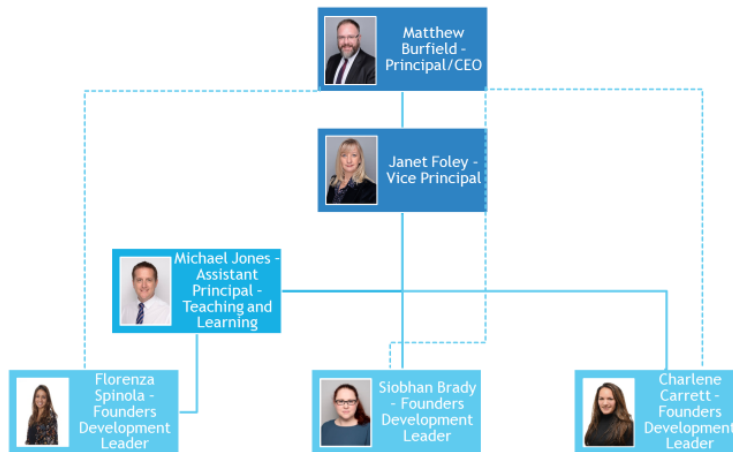
At GEMS Founders School – Dubai, we believe that students can be inspired to become true lifelong learners who actively seek knowledge and pursue innovation. Because of this, we have selected a faculty of staff who are passionate about learning and who are role models for our students to look up to. Our team are highly-qualified in their fields and have extensive subject experience. Through ongoing training and development, our faculty remain up-to-date with advances in their fields and can integrate these advances in the classroom. We value our team and their importance to our students' learning.

## 3. ACADEMIC LEADERSHIP PLAN





Senior Leadership Team (SLT)



Associate Senior Leadership Team

4. ACADEMIC CALENDAR



هيئة المعرفة والتنمية البشرية  
KNOWLEDGE & HUMAN DEVELOPMENT AUTHORITY

2019- 2020

School GEMS Founders School

System/s : National Curriculum for Engl

August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	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	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
20	21	22	23	24	25	26	27	28	29	30	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	29	30	31																	
0							22							18						

November							December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	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	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
22	23	24	25	26	27	28	29	30	31											
20							10							20						

February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	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	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
15							20							15						

May							June							July						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	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	1	2	3	4	5	6	7
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
20	21	22	23	24	25	26	27	28	29	30	31									
21							22							2						

25 - first day for teachers

1st first day of school

17th - PPM  
20-24 (Half Term)

15th - term break

5th - second term start

9th - PPM  
16-20 (term break)

12th (start 3rd term)

16th - PPM

last day of school

Total Teaching/  
Instructional Days **185**

First and last working day for students

School breaks (half term, winter, spring, summer)

School Public Holidays/Days to note

professional development Days

First day for teacher induction

School Signature

September 1, 2019/July 2, 2020

Number

KHDA approved	YES
24th	11-03-2019

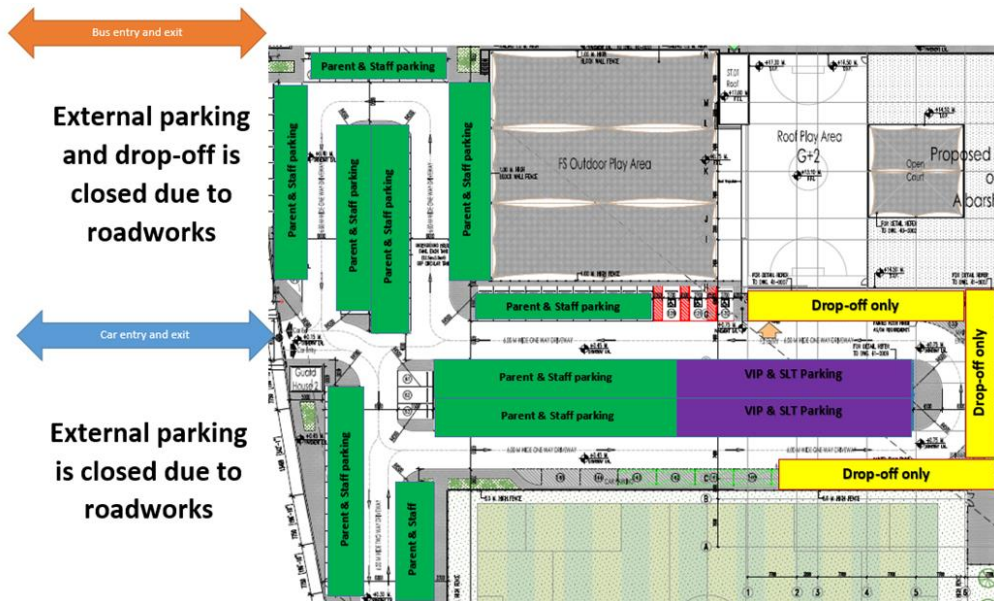


## 5. SCHOOL TIMINGS

The instructional hours throughout the week align with that of other GEMS premium schools and ensure that children receive quality instruction. The timings of our school day are as follows. Doors to the school open at 7:25am and all students should arrive in class before the National Anthem is played at 7:40am.

The FS1 and FS2 school day ends at 12:15pm and Year 1 to Year 13 day ends at 2:20pm. Arrival at school after 7:40am will be marked as LATE.

## SCHOOL MAP





## STUDENT DROP OFF

To help reduce traffic congestion in and around the school, all parents are encouraged to drop-off their children in the designated drop-off areas rather than parking. We have staff available to guide the students into the school or the safe waiting areas if it is before 7:25am.

### Morning:

School gates will open at 7:00am.

Parents can also drop-off students outside the gates at the back of the school. We have two gates at the back of the school. The large sliding gate on the right is for buses and emergency vehicles only. Parents and students should use the pedestrian gate on the left by the drivers' block. The gate will open at 7:00am.

Students should enter the school in the morning via the staircases on the outside of the building and they are not to use the central stair case or lift at the main reception. Y3-Y13 are to enter the school unaccompanied.

Any arrivals after 7:40am are considered late. All students will be required to collect a late slip before proceeding to class. This can be collected from reception at the front of the school or the primary canteen at the rear of the school. After 8:00am please use the front entrance as the back gates will be locked.

## STUDENT PICK UP

To ensure the safety of your children we require your cooperation and support at the end of the day.

### Afternoon - Foundation Stage pick up:

FS1 and FS2 parents should collect students directly from class. Doors will open at 12:15pm.

### Afternoon - Primary & Secondary pick up:

Y1 and Y2 parents collect students directly from class.

Y3 collect from the FS play area. Doors will open at 2:20pm.

Y4-Y13 parents collect students from the MUGA courts (when you walk through gate 3b at the rear of the school, you will be guided along the side of the school where you will see the MUGA courts on your left). Gates will open at 2:20pm.

Please wear flat shoes whilst on the MUGA courts as heels will damage the surface. If your work or family commitments mean that you regularly cannot pick up at 2:20pm, it is your responsibility to make alternative arrangements. Your commitment to the parent school contract states that you are able to support the times of the school day.

Safety is our main priority and members of staff will ensure your children are looked after. This does, however, impact on staff commitments, their marking and preparation time for the next day etc. so we politely ask that late pick-ups are not a regular occurrence.

## INDEPENDENT RELEASE PROCESS- END OF DAY DISPERSAL 2019-20

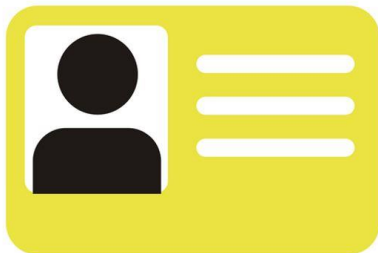
- Students in Years 1-10 **are not permitted** to have independent release pass.
- Independent release is automatically approved for Y11-13 as they are over 15 years old and legally allowed to be home without a parent/guardian – a pass is not required as ID card can be used.
- Younger siblings **cannot** be collected by Y11-13 siblings for independent release.
- Parents will need to come inside the gates to collect the children from their allocated collection point.
- Older students are not permitted to collect their younger siblings from their collection points.

**Parents are encouraged to use the STS bus service to avoid delays in heavy traffic.**

## SCHOOL ID

Please ensure that your child wears their ID badge every day; please tape the end of ID case to avoid the card falling out. You must also have your parent/guardian card with you when you are visiting the school. If you have not yet received the cards, please approach the STS counter (located in the FS reception) to request these.

We request that you write your child's name and section inside their school bags and that all their belongings are named. Please ensure you use the correct lanyard and wear it at all times when in the school premises.



Yellow: Parents



Red: Parents Board members



White: VIP



Green: Visitors and Contractors



Blue: All staff



Orange: Gems Approved Third Party Provider



### School day at GFS

7:00 am	Gate opens
7:25 am	Students enter
7:40 am	National Anthem
7:50 – 8:45 am	Lesson 1
8:45 – 9:40 am	Lesson 2
9:40 – 10:05 am	Break 1/Form time 1/Secondary Assembly (25 minutes)
10:05 – 10:30 am	Break 2/Form time 2/Assembly (25 minutes)
10:30 – 11:25 pm	Lesson 3
11:25 – 12:20 pm	Lesson 4
12:15 pm	End of the school day for FS1 and FS2
12:20 – 12:40 pm	Break - primary in class ( 20 minutes)
12:40 – 1:30 pm	Lesson 5
1:30 – 2:20 pm	Lesson 6
2:20 pm	End of the school day

## 6. BEHAVIOUR FOR LEARNING POLICY

At GFS, we are a mindful school. We want our students to be honest, respectful and hardworking individuals who take responsibility for their own behaviour, learning and achievements. This policy describes the Founders approach to positive behaviour.

The key principles are:

- Be mindful of yourself and the effect your actions have on those around you
- Be mindful of others' actions and how their behaviour impacts on your own
- Be mindful of your learning and always be open to new learning opportunities
- Be mindful of your school and the environment you occupy

### 6.1 Purpose of Policy

The Behaviour for Learning Policy is to ensure that good behaviour is rewarded and consequences are consistent.

### 6.2 Aims and Objectives

The expectation at GFS is that all students, staff and parents behave in a mindful manner. Standards are high and it is everybody's responsibility to remind individuals of our expectations. The main objective of this policy is to ensure these standards are clear to all:

- Mindful of each other at all times
- Polite and well-mannered
- Courteous to each other at all times
- Considerate of each other's feelings
- Positive in supporting friends and colleagues

### 6.3 Rewards

At GEMS Founders School (GFS), we believe that rewarding positive behaviour is far more effective than punitive strategies. As such, we must reward our students for positive behaviours. These are not restricted to in-class activities.

Members of staff should praise students when they see positive attributes exhibited and should explain to the student why they are being praised. House Points can be awarded to encourage and promote positive behaviours. The 'Mindful Behaviour' system will be used throughout FS and Primary. Any class based reward systems can also be implemented including 'Star of the Week.'

"Class Dojo" is to be used from FS1, FS2 and Year 1 as appropriate.



In FS and Primary, three children with the best behaviour for the day will receive one House Point – this may be based on those who received the most Dojos that day.

House Points will be collated automatically (displayed as ‘achievements’). Every Thursday an announcement will be made informing of the weekly house winner. House Points will also be given during various competitions and extra curricula activities throughout the year.

Throughout school the ‘Mindful Behaviour’ charts will be displayed in every classroom. Positivity should be the focus to negate and distract from poor choices or non-compliance.

We expect parents will be supportive to ensure learning is not disrupted at GFS for any reason. If needed parents will be called to school to discuss the need for further support. We also ask parents to be mindful of their behaviour towards members of staff.

For more information, please refer to our Mindful Behaviour Policy which can be found on our [website](#).

## 7. WHAT WE EXPECT

From parents:

- To support your child’s development by monitoring their home learning, following up on their progress in and discussing what they are learning with them and their teachers.
- To attend meetings with teachers and school Principal and address any concerns as well as discuss progress and future development
- To maintain a good attendance record throughout the school year and ensure students are not late for class
- To ensure school fees are paid on time
- To be a part of school events and if available actively participate in organisation of the same
- To support school rules regarding attendance, uniform, behaviour and home learning



## 8. SCHOOL TRANSPORT SERVICES

STS are our service provider for families wanting their children to be transported to and from school by bus

Sr. No	Area / Route	Annual Fee 2018-19 (AED)	Transport Fee Per Term (AED) 2018-2019		
			Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - Jun)
1	Al Barsha 1, Al Barsha 2, Al Barsha 3, Al Barsha South, Al Khail, Al Quoz, Al Waha, Arabian Ranches, Arjan, IMPZ, Jumeirah Village Circle, Jumeirah Village Triangle, Layan Community, Meadows, Motor City, Mudon, Remraam, Sports City, Springs, Studio City, Sustainable City, Tecom, The Greens.	5,500 (4,400*)	2,200 (1,760*)	1,650 (1,320*)	1,650 (1,320*)
2	Al Furjan, Al Mira, Al Safa, Al Sufouh, Business Bay, Discovery Gardens, Down Town, Dubai Investment Park 1, Dubai Investment Park 2, Dubai Marina, Green Community, Jumeirah 1, Jumeirah 2, Jumeirah Beach Residence, Jumeirah Islands, Jumeirah Lake Towers, Jumeirah Park, Knowledge Village, Media City, The Gardens, Umm Suqeim 1, Umm Suqeim 2, Umm Suqeim 3.	6,000 (4,800*)	2,400 (1,920*)	1,800 (1,440*)	1,800 (1,440*)
3	Al Barari, Al Qusais, Al Warqa'a 1, Al Warqa'a 2, Bur Dubai, Deira, Dubai Silicon Oasis, Festival City, International City, Karama, Liwan, Mirdif, Ras Al Khor, Satwa, Sky Court, The Villa, Trade Centre.	6,500 (5,200*)	2,600 (2080*)	1,950 (1,560*)	1,950 (1,560*)

Note: We have dedicated pickup points / drop off points in the above areas. Please check your location and pickup/drop off points with the STS Service Delivery Executive available at the school to confirm the transport service.

**Note:- Subject to availability of seats students may avail one way facility on the fees shown above \***

**Transport fee is charged for ten months in an academic year, divided in three terms. The fee should be paid before the beginning of a term. Full payment for each term should be done irrespective of the number of working days. If the transport fee is not paid by the 5<sup>th</sup> of the first month of the term service will not be available from the next day.**

*Transport use can be discontinued only at the end of a term. No refund shall be made for the unexpired portion of the term, in case of withdrawal from transport facility. A 'service charge' of AED 100/- will be applicable to those who discontinue transport service for any reason other than discontinuation at the end of the academic year.*

### Payment Options:

- 1) Online Payment through the website [www.stss.ae](http://www.stss.ae)
- 2) Cash / Credit Card (Master / Visa) payment at the STS counter in the school
- 3) Cheque in favour of 'School Transport Services LLC' at the STS counter in the school

There shall be a charge of AED 25/- in case of dishonoured cheque. Only cash / credit card payments will be accepted in lieu of dishonoured cheques.

A Customer Care Executive of STS is available at every GEMS school to support students and parents, and the representatives at the central office are always available to support you. To find out more about the STS routes, costs, policies, safety procedures, etc. please visit their website at [www.sts.ae](http://www.sts.ae) or call 800STSS (8007877)

#### Important notes:

- The transport fee is charged for ten months in an academic year, divided in three terms. The fee should be paid before the beginning of a term. Full payment for each term should be done irrespective of the number of working days. If the transport fee is not paid by the 5th of the first month of the term service will not be available from the next day.
- GPS and Electronic Attendance System - all the buses are installed with this system which monitors the movement of students every day when they board and depart from the buses.
- Video Surveillance System – all buses are fitted with purpose built, durable and tamper-proof Digital Video Recorders which store the recordings for more than 3 months.
- Student ID Card – it is mandatory for students to carry ID cards and get it scanned when boarding and disembarking from the buses. Students are not allowed to travel on the buses without ID cards. This is to ensure the safety of the students.
- The wearing of seat belts is mandatory.
- Student Bus Behaviour Code – students are expected to adhere to the Bus Behaviour Code, which must be signed by the student and the parent.
- Drop off of students during the return trip – in order to ensure safety of students we shall issue Parent ID cards to all students

#### BUS BEHAVIOUR POLICY

Students are expected to follow the Bus Behaviour Code which is in line with our school Behaviour for Learning Policy. Let us work together to keep the students safe and happy whilst coming to and going home from school. Please discuss the expectations listed below with your child at home:

#### Expected Behaviour: Bus Rules:

1. We stay seated throughout the journey.
2. We keep our seatbelts done up at all times.
3. We speak quietly and sensibly to other students on the bus.
4. We keep our hands and feet to ourselves at all times.
5. We listen to the adults on the bus, follow their instructions and treat them with respect.

- Get the ID card scanned while boarding and de-boarding the bus
- Report problems to the bus attendant and/or bus driver
- Only travel on your designated bus. If a temporary change is required, parents must inform the Customer Care Executive of STS at the school
- Be ready and on time for departure and pickup
- Wait for the sign from the bus attendant to leave or enter the bus
- We ask children not to eat or drink while on the bus

## 9. SCHOOL HOUSES

The house system is a traditional feature of GEMS schools. Houses are a way for students to meet and bond with peers at and across year levels; it develops an ethos of teamwork, fun and pride.

Throughout the year, there are a wide variety of opportunities for students to gain house points and compete in academic, sporting, cultural and fun activities as well as acknowledging the best house at the end of the year celebration assemblies. A House colour will be assigned to every student starting from Year 1.

Our GFS School houses are: RED (Fire), BLUE (Water), GREEN (Earth) and YELLOW (Air). Children wear their GEMS GFS house colour uniform for PE and sports days. At the time of registration, students are assigned to houses randomly with the aim of balancing the houses in order to increase competition. Siblings will be in the same Houses.

## 10. HOME SCHOOL COMMUNICATION

- GFS uses **D6 communicator** as main mean of communication with parents. Emails are no longer being sent out and all the Newsletters and reminders are uploaded to D6. You can download the D6 communicator at the links below

[App Store](#)

[Google Play](#)

- GFS uses the My Learning VLE to allow parents, teachers and students to access reports.
- Both parents and students will receive a username and password to access the My Learning VLE. Communication between parents and school is a high priority at GFS.

We will send all home learning material, newsletters, etc. via My Learning in Year FS – Year 4 and via Microsoft Teams in Year 5 and up. Home learning provides an opportunity for the student to reflect on the work covered in class, and allows consolidation and practice of the concepts introduced. It also allows the development of sound study habits.

- It encourages students to take responsibility for their own learning.
- It gives parents the opportunity to help their child develop or practise skills.

We believe the amount of home learning set should serve the above purpose, but still leave sufficient time for the students to enjoy their own leisure activities outside school hours as they are equally beneficial and educational and help students to develop their individuality.

In addition to the above, all School Policies are uploaded to My Learning Platform so the parents and students can have access to them.



- GEMS Connect® Mobile App

Designed for parents and potential parents, the GEMS Connect App provides both generic GEMS Education information and updates alongside a personalized dashboard with multiple features.

GEMS Education parents can now access and edit student information, pay fees, view academic reports, submit leave requests and do more in one place.

Please download GEMS Connect application and use your Parent Portal credentials to log in.

## 11. MOBILE PHONES

Mobile phones are **not to be used by students** on the school site or on school buses. If there is an emergency and the child needs to access a phone, they may ask their teacher who will send the student down to the administration area with a note to make the call.

We ask that parents have their phone on silent when in the school.

## 12. PARENT AND TEACHER MEETINGS

Our Parent/Teacher meetings and student led conferences are organised a minimum of two times per school year. During this meeting you can discuss performance of your child with core subject teacher as well as with specialty subject teachers.

If you have any questions then please don't hesitate to contact your child's class teacher or subject specialists at any time throughout the school year.

## 13. REPORTS, TESTS AND TARGET SETTING

- Foundation Stage- Ongoing formative assessments through observations; GL Baseline assessments at beginning and the end of FS2
- Key Stage 1 – Formative assessments ongoing throughout the year plus summative unit assessments; GL Education – New Group Reading Test, Progress Tests (English, Science and Mathematics) and CAT4X (Year2 only).
- Key Stage 2 - Ongoing formative assessments through observations plus summative unit assessments; GL, Education – Group reading test, progress tests (English, Science and Math), PASS and CAT4.
- Key Stage 3 - Ongoing formative assessments through teacher observations plus summative unit assessments. GL Education – Progress Tests (English, Science and Mathematics), PASS and CAT4.
- Key Stage 4 - Ongoing formative assessments through teacher observations plus summative unit assessments. GL Education – Progress Tests (English, Science and Mathematics), PASS, CAT4, IGCSE examinations, PISA, PBTS.
- Key Stage 5 - Ongoing formative assessments through teacher observations plus summative unit assessments. PASS, CAT4, AS/A Level examinations, PISA.

## 14. ATTENDANCE

### LATE ARRIVALS

It is an expectation that students arrive punctually at school ready to learn as we place great importance on developing punctuality as a sign of respect towards others in the community. Persistent lateness will be followed up by a member of the Executive or Senior Leadership Team and where needed, by the school Principal. Naturally, we understand that there may be infrequent situations when delays are unavoidable.

If a student arrives after 7:40am, they must go to the main reception and their presence entered into the school attendance system. They will also be given a 'Late Slip' to take to their class. This ensures that students are marked as 'present' and we know that they are on the school site. If a child arrives at class and does not have the required 'Late Slip', they will be sent to the main reception to complete this essential safety process.

### LATE COLLECTIONS

If a student is collected at the end of the day, parents are expected to be at the collection point by 2:20pm. Our teachers often have meetings after school so if a parent is due to be more than ten minutes late, they must call the school reception/inform the class teacher. Parents have a duty of care to collect their children promptly at 2:20pm at the end of the day. If a parent is experiencing difficulty collecting their child/children on time please talk to the school transportation service regarding bus routes to your locality.

### STUDENT ABSENCE

Regular attendance and punctuality are a pre-requisite for pupil achievement and a vital preparation for adult life. We carefully monitor attendance and follow-up all unexplained absences. Leadership at GFS will carefully consider a parent's request for approved absence, and take in to account their child's current educational needs and previous attendance record.

If a child is absent for any reason, parents should send an e-mail to class teacher/form tutor and academic support at [academicsupport\\_gfs@gemsedu.com](mailto:academicsupport_gfs@gemsedu.com) stating the reason for their child's absence. If possible, please give the expected date your child will be returning to school. Ministry guidelines state that a child's school place can be withdrawn following 20 consecutive or 25 non-consecutive days of unauthorised absence. The target attendance is 100% with the minimum expectation of 96% (based on KHDA requirements).

If a student is marked as absent without reason in the school register, parents will be contacted by the school.

Attendance will be reported on school reports.

## SICKNESS

If the reason for student's absence is that they are unwell, they should be kept at until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease and a good rest will speed up recovery. Please email the class teacher/form tutor explaining your child's illness/reason for absence. A medical/doctor's note should be provided for any absence due to illness extending for more than two days.

If the student is not feeling well while at school, the proper procedure is for the student to inform the teacher who will then send the student to the clinic. Parents will be informed by the clinic if need be and it is the doctor decision to have the student collected or sent back to class.

In the case that a student requires medicines that should always occur in the clinic with prior communication with the school doctor.

For any questions/concerns regarding your child's health, please dial the school's number at **04 – 519 5222** enter the school directory by pressing 1, then enter 7 and you will be directed to the school clinic, or send an e-mail to: **clinic\_gfs@gemsedu.com**. You can contact us at any time during official timings. If you cannot reach us, please leave a message with the reception and we will get back to you as soon as we can.

The GFS Clinic Team consists of trained professionals: 2 doctors and 4 nurses with an array of expertise in general children's health.

Important information that you need is available on the Medical Consent Form that you have signed when you registered your child. If you have missed it, you can find a copy on D6 under resources and it can be submitted to the clinic or a member of Front of House.

If your child has a chronic condition or an allergy and you have not informed the clinic yet, please do so urgently.

We would to take this opportunity to remind you of the GFS Clinic Protocol on what happens if your child ever falls ill.

### Clinic flow and protocol:

- In the event of an accident / incident, the child will be sent to the clinic.
- Who should be accompanied by an adult?
  - Early years students will always be accompanied by a member of staff; either their teacher or teacher assistant for FS1, FS2 and Year 1.
  - For minor incidents, pupils from Year 2 to Year 6, may attend the clinic alone. Or they may be accompanied by a friend, only if needed, following permission from the teacher.
  - Older students usually come alone provided they have permission.
  - Students with serious injuries/conditions will always be escorted by an adult.
  - If not accompanied by an adult, students must always carry their 'clinic pass' during lesson times to come to the clinic.
  - Upon arrival at the clinic, students will be registered and assessed by the clinic staff.

- Appropriate treatment and advice will be given and first aid applied according to the signed medical consent.
- A medical incident report will be created for serious accidents or incidents.
- The student will be sent back to the class if deemed to be stable by the clinic team.
- Unwell students will be observed after treatment for around 20 to 60 minutes in the clinic. Students who need to stay longer may need to go home at the discretion of the clinic staff.
- For serious incidents and illnesses, parents will be contacted via their registered numbers. If the main contact number is not answered, the clinic will try others on record.

**If both parents do not answer; the medical form consent will be followed.**

- When a pupil is required to go home, the clinic staff will make contact with the parents from the clinic, and ask them to pick up their child.
- Parents are required to pick up their children within a maximum of 1 hour after being informed.
- **Students should not be contacting their parents to collect them if they feel “unwell”. Early exit due to illness or injury will be managed fully by the clinic.**
- The parent or guardian collecting the student will be required to present an ‘Exit Slip’ to the reception and the security personnel at the school gate. This slip is only provided by the clinic after the child is released to the parents.
- Students with suspected contagious conditions (e.g. Bacterial Throat Infection, Pink Eye, Head Lice, Suspicious Rash, etc.) will be sent home from school. These students are highly contagious to others and must be picked up from school. Students with a temperature of 38° or above will be sent home, and, are not to return to school until they have been to see their usual GP, received treatment or have been fever-free without medication for a period of 24 hours. Students with active vomiting and/or diarrhea, undiagnosed and/or untreated skin rashes or other potentially contagious conditions are not to attend school until the condition is treated (as documented by a physician) or, no longer present. A written letter from their GP is required before the student can return to school.

Physical Education is an important part of our curriculum and all students should participate unless there is a valid medical reason, in which case you must provide a doctor’s note. Generally, if a child is not well enough to take part in Physical Education lessons, they should not be in school.



## EARLY DEPARTURE FROM SCHOOL

Early departure from school is not acceptable without a valid reason so please try to make doctor's appointments etc. outside school hours. Interrupting lessons is not only detrimental to your child's learning but also to the rest of the class.

If it is essential for your child to leave the school before the end of the day, please follow the guidance below and note that this will be marked as a half-day absence.

- Send an email to: [studentexitpass\\_gfs@gemsedu.com](mailto:studentexitpass_gfs@gemsedu.com) and the class teacher before 10:30am for Foundation Stage students and before 12:30pm for Y1 and above. Please state the time you will be collecting your child and the reason they need to leave early.
- If your child uses the school bus, please follow the same process as above and copy Ms. Indu ([indu@stss.ae](mailto:indu@stss.ae)) in the e-mail.
- Come to school at least fifteen minutes before your expected departure time and allow enough time for a member of staff to collect your child from their class. It may take a while to collect your child and their belongings and bring them to you in reception, so please be patient.
- You must report to reception so the receptionist can give you an exit pass. Our security team will not allow a child to leave the premises without this signed exit pass. Please note that it may not be possible to collect a student from their class after 1.30 p.m. without prior notice.

## PLANNED ABSENCE:

Parents should not automatically expect the school to approve all leave requests.

- Planned absence from the school is actively discouraged. Medical appointments for example should happen outside of school hours.
- Applications for absence for more than three days should be made to the Head of Primary, Mr. John Stapley (FS1 to Year 6) or Head of Secondary, Mr. Ian Plant (Year 7 to Year 13) by letter well in advance. The letter should be signed, dated and a contact telephone number and email address provided. The letter should be handed in to the school reception desk at least two weeks before the leave has been planned, otherwise it will be considered as unauthorised absence. If you are not able to provide a physical letter you will need to send via email to Mr. John Stapley ([j.stapley\\_gfs@gemsedu.com](mailto:j.stapley_gfs@gemsedu.com)) or Mr. Ian Plant ([i.plant\\_gfs@gemsedu.com](mailto:i.plant_gfs@gemsedu.com)) stating the reason for absence and all the above mentioned details. Please make sure you copy the academic support ([academicsupport\\_gfs@gemsedu.com](mailto:academicsupport_gfs@gemsedu.com)) in the email.
- Permission will be given for valid reasons only, such as a serious medical issue or a family bereavement. The school will evaluate all other requests on a case-by-case basis and all requests made should include supporting documents.

#### MONITORING OF PATTERNS AND REPEATED ABSENCE:

Absence/lateness is monitored by class teachers/form tutors, Heads of Year and Heads of Key Stage who will alert the school's senior leaders of any patterns and/or repeated absence. Senior leaders will contact and meet with the parents to discuss absence/lateness. Where appropriate, the school will offer support to families and/or students. Repeated absenteeism and/or lateness will result in measures that may affect a student's chances of enrolment for the following academic year.

#### 15. UNIFORM & DRESS CODE POLICY

Personal appearance is very important and a high standard of personal appearance is expected of all students at all times, both inside the School campus and outside in the local community when on school based trips. The students are our ambassadors when they are in and out of the school during school hours and what they do and say and how they look and conduct themselves is of great importance.

#### UNIFORM

- Full and correct uniform must be worn in school and whilst travelling to and from the school. This also applies after school and travelling home after activities and on all school trips unless otherwise instructed by a member of staff. Also full uniform must be worn at all Parent Teacher consultations/Student Led Conferences and other formal School events.
- Shirts/blouses should be of an appropriate size (not overlarge). All students' shirts should be properly tucked in at the waist at all times.
- Ties are worn year round and should be tied and worn covering the fastened top button.
- Black leather shoes should be worn. Trainers are not permitted.
- When sweaters are not being worn they should not be tied around the waist.
- School uniform and personal items are the responsibility of the students and their family. Please ensure that all items of clothing and personal possessions are clearly labelled.
- Any lost items will be placed in the 'Lost and Found' baskets between FS and primary playarea.

#### JEWELLERY

- Students may wear a watch. However, watches that can connect to the internet will not be permitted in formal examinations
- Girls may wear one small ear stud in each ear lobe and these should be removed for PE and swimming. No other piercings are permitted.
- Jewellery items of religious significance may only be worn with prior approval by the school, following a formal written parent request.

## HENNA TATOOS

- These are only acceptable for religious/cultural reasons

## HAIRSTYLES

- Girls – Hair should be tied back fully off the face. The sensible use of hair accessories is acceptable to keep hair orderly and neat e.g. Alice band, hairband, clips, slides, elastic bands, scrunches etc. as long as they are plain white, dark blue or black. Make-up and all nail polish are not permitted at GFS.
- Boys - Hair must be well off the collar at the back and off the ears and face, no shorter than a number two barber cut. Shaved heads are not acceptable. We request no coloured gel, wax or mousse etc. be used when styling hair and no exaggerated styles.
- All Students – We request that hair must be of a natural colour. If the students' hairstyle contravenes any of the above requirements the student will be requested to amend this with immediate effect and if this is not possible they will be required to remain at home until such time as their hair has returned to an acceptable condition.

## PE UNIFORM

Full PE kit is required for every PE lesson. This consists of the house t-shirt, house shorts or plain navy blue tracksuit pants, white socks, appropriate trainers and any specialist equipment required, for example shin pads for football. If a student studies IGCSE PE in year 10 and 12/13 there is a separate Kukri PE kit which will need to be purchased from the PE department separately.

GFS caps may be worn in outside lessons in an unshaded area.

Hair must be tied back for all lessons.

A water bottle must be brought to PE to ensure students keep hydrated. Please ensure this is full before the lesson.

### Jewellery

It is whole school policy for only one pair of studded earrings to be worn. In PE lessons all studs and jewellery must be removed. This is a health and safety issue and must be adhered to at all times. Only if earrings are newly pierced (within 6 weeks) may the student cover them with medical/surgical tape for the interim period.

Students are encouraged to hand in all valuables to their PE teacher at the start of the lesson for safe keeping. The PE department take no responsibility for valuables not being handed in.

### Changing for PE Expectations

Year 1-4: Arrive and leave school in their PE kit on their PE days and no jewellery is to be worn.

Year 5: To be time efficient but prepare them for next year, Year 5 students are required to change once for their lessons. We ask that the children always arrive in their full school uniform, and they may go home in their PE kit on PE lesson days.

Year 6, 7, 8, 9, 10, 11, 12, 13: All Key Stage 3, 4, and 5 students will change before and after their PE lesson.

After-School Activities: If students are participating in an ASA they are still required to get changed back into their school uniform after their PE lesson that day. Full PE kit must be worn for all PE and after-school sports clubs.

### PE Changing Rooms

Years 5-13: All students must change in the facilities provided in the PE department. All students must be supervised at all times in lessons. Under no circumstances should a student choose to get changed in a different room or washroom.

There are a small amount of cubicles to use in each changing room. If a student must use a private cubicle for religious reasons, the PE teacher must be informed in writing and made aware of this. As cubicles are limited, students are encouraged to be organised and get changed promptly.

Changing for PE lessons promotes and encourages improved personal hygiene, responsibility, time management, as well as overall standards and consistency throughout the school.

### Medical issues and injuries:

There are occasional times in Physical Education lessons where students will be excused from participating physically due to illness or injury. Whilst this is often unavoidable, the PE department would like all students to be involved in all activities. At present, non-participants are given tasks ranging from officiating and scoring, to observing and analysing student's performance.

In order to get students even more involved, even if they are not physically participating, all students are expected to be in PE kit in all lessons. There are obvious times where this is not possible due to a long-term injury, where changing is difficult for example. Nevertheless, in most cases it is possible and will enable students to be more integrated into each lesson rather than being on the periphery.

In order to make PE staff fully aware of any medical issues, students need to bring letters/notes in if they participate physically and we would ask that parents formally contact the department should a student have a long term medical condition that we are not already aware of.

### Consequences in PE:

If a student forgets their PE uniform, has the incorrect kit, or does not provide an appropriate note this will be recorded by the teacher.

Years 1-4: Parents will be contacted via the classroom teacher.

Years 5, 6, 7, 8, 9, 10, 11, 12 and 13: students will be given a reflection time during school break and behaviour point if the whole PE kit is forgotten.

Continued incorrect, or no kit, will result in a student being placed on PE report and parents invited in to meet with the Head of Physical Education.

For further information, please visit the Threads website: [www.threadsme.com](http://www.threadsme.com)

# GEMS FOUNDERS SCHOOL



Please visit Threads' Retail Outlet at Time Square Center, Sheikh Zayed Road, Dubai to purchase the GEMS Founders School Uniforms. Working hours from 10 am to 10 pm and open on all 7 days.



## SHOP ONLINE

You can now shop online at [www.threadsme.com](http://www.threadsme.com) Subject to availability your order will be dispatched within 2 - 4 working days to your registered / requested location. Once your order has been dispatched you will be notified of the tracking number and you can track your order online.

## MADE TO MEASURE

[custom-made uniforms] option is also available if your preferred size is not in stock. The standard delivery time is 15 days during the off peak seasons and will extend up to 30 days during the peak seasons. To request a made to measure form or require any assistance on made to measure kindly send an email to [support@threadsme.com](mailto:support@threadsme.com), alternatively you can request an online appointment at [www.threadsme.com](http://www.threadsme.com)

800 THREADS  
(8473237)

*threads*™



## 16. BASIC EQUIPMENT REQUIREMENTS

- Full uniform
- School bag & books (trolley bags are **NOT allowed**)
- Healthy snack
- Water bottle
- Student ID & parent ID
- Completed KHDA registration
- Signed parent school contract
- **D6 Communicator** on your phone
- Arrive by 7:40am (if your child is not using the school transportation).

## 17. BREAK AND LUNCH TIMES

During the school day students from Year 1 to Year 13 will have breaks as follows:

9:40am – primary break (25 minutes break), 10:05 am secondary break (25 minutes break) and 12:20 pm (20 minutes break) primary students will have their break in class.

FS students do not have set timing for break however they will have snack time based on their daily schedule.

In the Primary School, teachers give short brain breaks to students when they find it appropriate.

### HEALTHY EATING CHOICES

We encourage our students to eat healthy and exercise. We are a nut free school environment so please be mindful of this if you choose to pack lunches for your child. In addition, we would expect them to have a healthy lunch which avoids too much sugar etc.

If you are the one preparing snacks for your child here are some examples of healthy and unhealthy options.

Healthy snack options: Cut up fruit (apple, melon, banana, etc.), avocados, cereal bars, yogurt (fruit only, no chocolate flavours), chopped vegetables (carrots, cucumber, etc.), sandwich with bread and filling, meat, cheese, fruit juice, water, milk.

Unhealthy snack options: Pizza, chicken nuggets, crisps, chips, burgers, sweets, biscuits, cakes, muffins, chocolate, fizzy drinks, chocolate milk, chocolate yoghurt and cream biscuits.

Important reminder:

We understand that birthdays of your children are very important events in every family. If you are planning to celebrate it with your child's class, kindly note that cakes, muffins and similar products are not allowed in the school. You could bring snacks, which are individually packed, and children can take them home and eat them if their parents allow them so. It is extremely important to adhere to this rule to avoid allergic reactions of children as well as to respect eating habits of every household. Please note that birthday celebrations are not permitted in secondary years.

## BIRTHDAY CELEBRATIONS AT GFS

GEMS FOUNDERS SCHOOL | MAY 2018



eat  
less sugar  
{ you're sweet  
enough already }

At GEMS Founders School we recognise that Birthdays are special occasions and welcome parents to make the school a part of their celebration.

**For parents who may wish to celebrate their child's birthday at the school, we would like share the following guidelines and suggestions:**

-The school will not be able to accept whole cakes for several different reasons most importantly we are trying to promote healthy eating habits

- Parents may send in small individually packed bags that will be sent home with the children and they may eat the content if allowed by the parent ( if the content is edible)

- Parents to be careful that **no nuts** are allowed at the school and any bag with nuts would have to be excluded from the celebration

- Outside entertainment is not allowed at the school

- Candles are not allowed at the school

**If you want to do something for your child, then the school suggests that you:**

- Donate a book to the library that every class can enjoy.

- Take a photo of the class , develop it and give it to each child as a memory

-Bring in paper cakes and fill each slice with colouring pens or similar items that kids can use even after the party is over

- If you do wish to bring a food item make it a fruit kebab, it is nutritious, colourful and fun for the children.

### IDEAS



Please note that:

Celebrations often promote unnecessary competition between the parents and children by giving return gifts, and birthday cake.

Due to this competition the children may feel bad or biased if their return gifts or cake were seen not as good compared to other children.

Celebrations are time consuming, the time that can further be used productively for learning, which is what the school is meant for.

In the name of celebration, parents often send unhealthy food items like cakes, chocolates, muffins, etc. that is also not aligned with our school food policy.

At our school, each teacher will make effort to celebrate the birthday of a child special by meaningful celebrations that in fact celebrates the uniqueness of the child and enhances their relationships with those around them.



## SLICES PROCEDURES

### Existing GEMS Students with Slices Cards:

- These are the students who already have slices cards.
- All these students are now required to use their STS Cards instead.
- Existing card balances on the Slices cards will automatically be transferred to the STS card.

### Existing Students (that already have a STS ID card):

- These are the GEMS students who have STS cards , but are not yet signed up with Slices.
- They can register on [pay@lices.ae](mailto:pay@lices.ae) and link their STS card to use Slices Canteen / Cafe services.

### New GEMS Students (without STS ID yet):

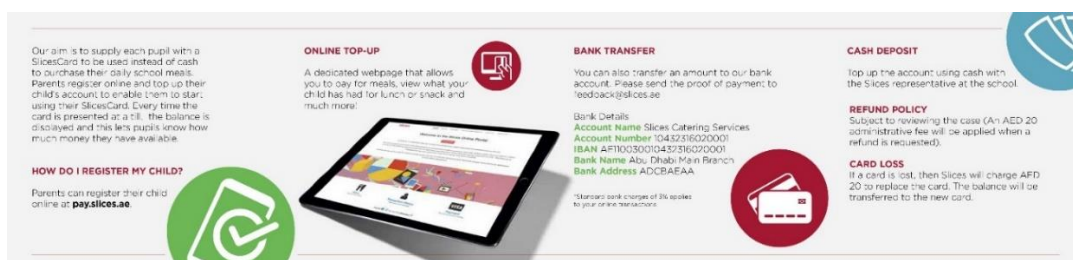
- New enrolments with GEMS who may not yet have STS Cards.
- Until they have received an STS card, they can use Cash. Once they received, they can register and link the STS card to use Slices Canteen / Cafe services.

### Benefits of using STS Cards:

- By using the combined STS/Slices card, students only carry one card.
- By using the combined STS/Slices card, students do not have to wait for Slices card delivery, they can use Slices Services with their STS/Slices card immediately after sign up.

### Important Note:

- Once you click on the link it will automatically take you to the Slices Payment Portal.
- Sign up is compulsory for new students in order to use their STS card, and they need to present their card to the cashier in order to make a purchase.
- In case of a lost card, students have to report to STS / School (as per School or STS policy).
- Students that forgot/lost their cards or cards not topped up and need a meal: the school can sign up for a "Slices School card". School needs to have a designated person that can authorise the child's purchase.(PRE, Reception, Lunchtime supervisor) which can be invoiced at the end of each month.
- Under no circumstances will credit be given to staff or students.
- School & Admin staff can register for their own cards via the Slices homepage : [pay@lices.ae](mailto:pay@lices.ae)
- Cash Option is available, (unless the school prefers to be completely cashless).



The graphic provides detailed information about the Slices payment system. It includes sections for 'ONLINE TOP-UP' (a dedicated webpage for parents to top up their child's account), 'BANK TRANSFER' (instructions for transferring funds to the Slices Catering Services account), 'CASH DEPOSIT' (topping up the account with cash at school), 'HOW DO I REGISTER MY CHILD?' (registering online at [pay@lices.ae](mailto:pay@lices.ae)), 'REFUND POLICY' (subject to review, with a 20 AED administrative fee for refunds), and 'CARD LOSS' (replacement fee of 20 AED). Bank details for Slices Catering Services are provided, including account number, IBAN, bank name, and address. A note states that a 3% bank charge applies to all transactions.

## 18. ENRICHMENT CURRICULUM

GEMS Founders School offers variety of Enrichment opportunities. They are included in the school curriculum as well as the After School Activities. Each year group has a set of 12-15 activities to choose from and only one of them can be attended per term. Students can select new activity for each term. ASA take place every Tuesday from 2:30pm - 3:30pm and are free of charge and on “First comes first serves” basis.

Please be reminded that bus transportation is NOT provided for students attending GFS ASA’s.

In addition to the above opportunities from ESports and Delta are offered on a paid basis throughout the week.

## 19. PARENTAL ENGAGEMENT

- The GFS Parent Association, also known as GFPA, was formed in December 2016. Parents have elected their committee and created the GFPA Constitution, which states that the aim of Parent Association is to provide a structure through which the parents/guardians of children attending GEMS Founders School can work together for the best possible education for their children. The Parent Association will work with principal staff and board of management to build effective partnership between home and school.

- The Local Advisory Body has three Parent Representatives out of six members. It meets on a termly basis to discuss the strategic vision of the school.

Mr. Brian Gambin: Local Advisory Board Chairman/GFS parent

Bushra Kassouma: Local Advisory Board Deputy Chairman/GFS Parent

Neil Matthews: Local Advisory Board Member

Raihana Fatah: Local Advisory Board Member

Dr. Eman Gaad: Local Advisory Board Member

Jennifer Duggan: Local Advisory Board Member

## 20. GFS CURRICULUM

### 20.1 National Curriculum for England

GEMS Founders School follows the National Curriculum for England and is open from Foundation Stage 1 (aged 3+) to Year 9 (aged 13+). The school follows IGCSE (Years 10 and 11) and Advanced Level courses (Years 12 and 13). Within this framework we are also mindful of the fact that our school will be truly international in its character, as well as respecting our host country’s vision, history and traditions.

This will be achieved through high quality learning in lessons, an extensive range of enrichment activities and a truly personalized educational experience for each child. For more information about the curriculum, visit the <https://www.gov.uk/national-curriculum>



## 20.2. Teaching and Learning

Each classroom is fully equipped with a LED Smart Board and a white board. Students are encouraged to work collaboratively through peer learning, self-directed research and projects. Enrichment of our curriculum will include sports days, art and music events, educational visits and field trips and UAE National Day celebrations.

## 20.3. Languages

Languages will be one of three core pillars at our school. Languages are delivered and developed through our curriculum in English, Arabic and French. French Language will be introduced to our students from Year 4 and runs through until Year 9, after which it becomes an optional subject.

After Year 10, Arabic is not compulsory for non-Arab students.

In compliance with the Ministry of Education guidelines, teaching of Arabic is mandatory from Year 1.

All Muslim students will attend Islamic Education either in Arabic (Arab passport holders) or English (non-Arab passport holders).

## 20.4. Inclusion

At GFS we have a whole school approach to ensure that no child feels excluded or becomes disengaged as a result of an additional need. Children with Special Educational Needs or Disabilities will be provided with opportunities to flourish with us. Our Head of Inclusion, Ms. Siobhan Brady, [s.brady\\_gfs@gemsedu.com](mailto:s.brady_gfs@gemsedu.com) has extensive experience in the field of Special Educational Needs, training teachers to help them create an inclusive learning environment. We are sure she will have every success in developing this vital area at GEMS Founders School.

## 20.5. Technology

There has been a huge amount of research to show that when technology is used appropriately in schools it has the power to allow all learners to access the curriculum. One of the issues schools have always faced is how to make sure that each student can work at their own pace but also teach them in a traditional classroom environment. At Founders we will use the power of technology to increase the learning opportunities, both inside and outside of school.

## 21. PILLARS OF GEMS FOUNDERS SCHOOL DUBAI

### Mindfulness

At GFS we understand and acknowledge that the lives of both students and teachers are full of stress and distractions. Through a programme and ethos of mindful awareness we hope that all our stakeholders will develop habits that will make them better decision makers, pause to think before acting, notice their own emotions and the physical effect they have without being overwhelmed by them, and consider the details and big picture of situations. Awareness brings control and consideration rather than working on 'autopilot' which can often be detrimental.

Studies of students practicing mindful awareness exercises have shown:

- Higher levels of emotional control, optimism and empathy than students not instructed in mindfulness.
- Reduced behaviour problems and aggression among students.
- Improvement with metacognition and their ability to maintain attention.
- Increased impulse control.



## Languages and Cultural Awareness

“If you talk to a man in a language he understands, that goes to his head. If you talk to him in his language, which goes to his heart.” (Nelson Mandela)

As educators, parents and students, we want to celebrate the richness that is brought about by the 109 different nationalities we have in our school by making world languages an important feature of GEMS Founders School. We believe this immense opportunity, to have so many nationalities and languages within the 4 walls of our school, will enrich our understanding of each other and of ourselves. Learning additional languages has also been proven to have incredible psychological benefits, indeed, learning more than one language increases critical thinking skills, creativity and flexibility of the mind in young children.

At GFS, we will use all the resources available, both human and material, to equip every single of us, students, parents and teachers, with the tools to learn not only one foreign language but many more. We are citizens of the world.

## Character

At GFS character education is a vital part of our ethos across the whole school and as such forms one of our school pillars. We expect all members of our school community to evidence respect for others, tolerance and many other virtues in our words, actions and interactions with each other.

Character education, as defined by the University of Birmingham’s Jubilee Centre, is ‘moral education focused on developing virtues as stable qualities of character’.

Character virtues are classified as moral (e.g. tolerance, honesty, humility, empathy and courage); civic (e.g. community, service); intellectual (e.g. curiosity) and performance (e.g. ambition, perseverance and grit).

At GFS we will be focusing on developing these key character qualities throughout the year in ways that complement other key areas of our curriculum such as our GFS Learning Hive and Moral Education. We recommend that all staff take the free character strengths survey on <http://www.viacharacter.org/www/Character-Strengths> to learn about their own character strengths and to help recognise these strengths in their pupils.

Our overarching hope is that GFS will be a warm, welcoming and pleasant learning environment for every member of the school community.

## 22. SECURITY AND CAR PARKING

Security staff are on duty 24 hours a day. The perimeter fence is monitored at all times to ensure entry and exit to the school is controlled.

Please make sure you wear the correct lanyard and wear it at all times when within the school premises.

ID lanyards should be worn at all times and access will not be permitted without one. Please see bulletin n.5.

Visitors are required to sign in at the security gate and provide a form of ID. They will then be issued with a green lanyard.

All visitors should show utmost respect to the GFS security team.

Please keep your speed below 20km per hour when driving inside the school grounds and be vigilant for children passing between parked cars. When leaving the school, be aware of non-school traffic on the main road passing at speed.

When parking within the school grounds, please reverse park. This will help you leave more easily and enable you to see pedestrians more easily when pulling out. Do be careful to check behind you frequently when reversing your vehicle.

Please use the pedestrian walkways and follow the instructions of security, they are working with your safety in mind.

The roadworks at the front of the school are not going to be complete before the school opens on the 1st September 2019. Therefore, the external parking and drop-off area at the front of the school will remain closed. Parents can still enter through gate 1 to drop-off by the main reception and FS reception. Please make sure your children have their bags in their hands and are ready to exit the car quickly and safely on the side of the pavement. **Waiting and parking are not permitted in the drop-off zone.**

Parents are encouraged to use the back of the school for parking and drop-off as waiting and parking on the road is not permitted by law.

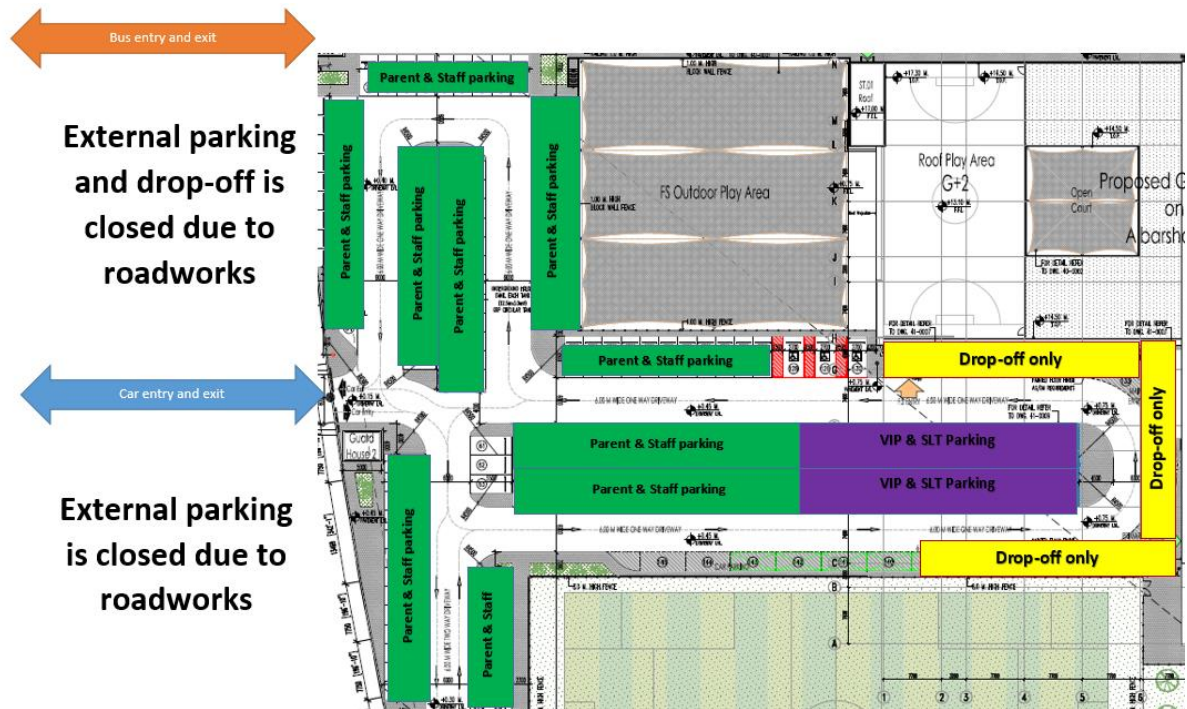
**Front of the School – Once the front is full, all parents must use the rear parking as queuing on the road is illegal and not permitted.**

### **Back of the School**


To avoid peak times, please drop-off your children between 7am and 7:20am. Use the designated drop-off zone, and keep to the left to allow other vehicles to pass you on the right. Please make sure your children have their bags in their hands and are ready to exit the car quickly and safely on the side of the pavement. **Waiting and parking are not permitted in the drop-off zone.**

During peak times, if the drop-off area is full, please park in the designated parking bays before allowing your child to exit the vehicle. When driving through the parking bay areas, keep to the right and do not park or pull over in the traffic lanes. If there is a queue, please be patient and do not overtake unless signaled to do so by staff. Overtaking a queue causes additional traffic issues and longer delays. When using the parking bays, parents are encouraged to drop-off and leave rather than waiting (unless you need to visit the school) to free up space for people yet to arrive.

At pick-up times parents are advised to use the parking behind GFS and NSB, to avoid double parking and to allow parents to enter and exit freely. Please be considerate and patient during peak times. Proper queueing enables more efficient and effective traffic flow.



23. GEMS REWARDS PROGRAMME




Incredible savings and exclusive deals for our community of students, parents and staff.

**Download Now**

Download on the App Store

GET IT ON Google play

Visit [gemsrewards.com](https://gemsrewards.com)



Please contact [pre\\_gfs@gemsedu.com](mailto:pre_gfs@gemsedu.com) for further information.



## 24. FRONT OF THE HOUSE TEAM

### GEMS FOUNDERS SCHOOL DUBAI FOH TEAM



I would like to take this opportunity to welcome all our parents and students to GEMS Founders School. My job is to assist you with transition into school and answer your questions regarding school life and communication.

You can find me at the main reception area, contact me on 04 519 5220 or email [pre\\_gfs@gemsedu.com](mailto:pre_gfs@gemsedu.com)

If you would like to learn more about how you can play an active role in school life, please do not hesitate to contact me.

Meet the Front of the House team.

Neli Koeva, Maathurie Sivanesan, Lady Lyn Granil and Aida Lagumdzija

## FRONT OF THE HOUSE TEAM

### GEMS FOUNDERS SCHOOL DUBAI FOH TEAM



If you are reading this Parent Handbook that means you are already a part of this beautiful family called GEMS Founders School. My Name is Olivera Stankovic El Ghazal and I am the Admission and Communication Manager at GFS.

I am here to support you with our communication tools and admissions. Please feel free to contact me on [o.stankovicelg\\_gfs@gemsedu.com](mailto:o.stankovicelg_gfs@gemsedu.com) or 04 519 5222, ext. 281.

I am looking forward to welcoming you to GFS.