



PRIMARY SCHOOL PARENT **HANDBOOK 2022-2023**

- 📍 PO Box 24857, Dubai, UAE
- ☎ +9714 423 8900
- ✉ info.sms@forteseducation.com
- 🌐 sunmarkedubai.com



**SUNMARKE
SCHOOL**
Where Amazing Happens™

Welcome to Sunmarke Primary School

This handbook has been compiled to provide you with useful information about the day-to-day running of our department to ensure that you and your child have a smooth transition into the school.



A new academic year often entails moving to a new classroom, meeting new teachers, making new friends, and following new routines, and we understand that, for some children, change can be difficult. And for some of our students, this also means having recently moved to a new country and therefore having a new home and unfamiliar routines.

This combination, even for the most confident of children, can lead to some anxieties. We are extremely aware of this and endeavour to place a huge emphasis on facilitating a smooth transition for all of our pupils. At Sunmarke, we pride ourselves on having the wellbeing of each and every one of our students at the heart of everything we do and every decision that we make. At the start of every academic year, the first couple of weeks will see children engage in a number of team-building, orientation and induction activities to support this transition.

We hope that this booklet answers many of the general queries you may have. Should you feel that anything has not been clarified or you have further questions, please do not hesitate to contact the school Administration Team, send us an e-mail or visit our website.

Key Information

Mailing Address	:	Sunmarke School PO Box 24857, Satwa, Dubai, UAE
Physical Address	:	Jumeirah Village Triangle
Website	:	www.sunmarkedubai.com
Telephone Number	:	+971 4 423 8900

Important Telephone Extensions

Accounts & Bursar	:	960 / 961 / 962
Admissions	:	905 / 906 / 907
Primary School Department	:	930
Library & Media Centre (Main)	:	938
School Clinic	:	998
Uniform Shop	:	964
Transport	:	972
VLE Support	:	267 / 975 / 978



1. School Organisation



Dr Neil Hopkin
Principal



Miss Andrea Higgins
Head of Primary



Miss Annie Griffith
Deputy Head of Primary



**Miss Gemma
Munro**
*Assistant Head of
Primary*



Mr Henry Craig
*Assistant Head of
Primary*



**Ms Rebekah
Chaput**
Year 1 Leader



**Miss Jenna
Thomason**
Year 2 Leader



**Miss Hannah
Johnson**
Year 3 Leader



**Miss Victoria
McCloskey**
Year 4 Leader



Miss Sabreen Khan
Year 5 Leader



**Miss Rebecca
Coughlin**
Year 6 Leader



**Miss Shaheen
Ahmed**
*English Subject
Leader – ELL
Reading*



Miss Katie Hyland
*English Subject
Leader – Writing
Spoken Language*



**TBC (interim – Miss
Gemma Munro)**
*Maths Subject
Leader*



Miss Carian Dunn
Science Subject Leader



**Miss Samantha
Morris**
PosEd Leader



**Miss Victoria
McKeown**
Inclusion Leader

Primary Curriculum

Philosophy

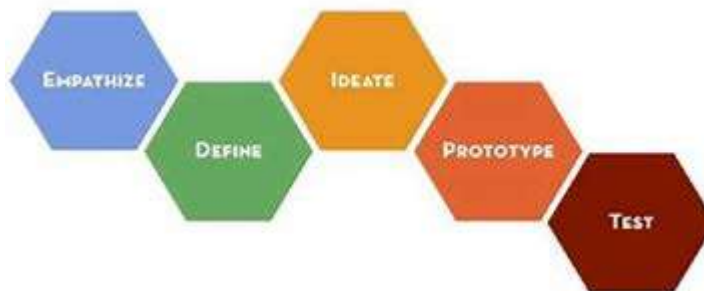
At Sunmarke, we firmly believe in equipping our students with the skills they'll need in the ever-changing landscape of 21st Century thinking and work. We do this by empowering our students through an innovative and character-building education that inspires them to thrive and achieve with purpose. Our curriculum design serves to reflect this. Whilst maintaining academic rigour through the British National Curriculum, our holistic Positive Education ethos and ambitious commitment to innovative technology ensures our children achieve outstanding academic, social and personal success.



Therefore, the drivers for our curriculum are based on two principles: all learning is **purposeful** with real-life application and context; and students can **make connections** across interdisciplinary skills.

STEAM and Design Thinking

With the opening of our new state-of-the-art STEAM Centre, Space-X, in September and the addition of specialist resident design technology and computing teachers, we have redesigned our curriculum in KS2 to take us from our thematic roots to design thinking, using the Stanford d.school approach below.



Whilst English and maths will remain explicitly on the timetable, children will work on STEAM theme projects across science, design technology, engineering, the arts, maths and humanities, with the option to also make purposeful links to moral, social and cultural studies and Positive Education objectives. Living in the UAE, it is vital we also make purposeful links to our local surroundings, Islamic culture and Arabic language. This hands-on approach to problem-solving enables each STEAM theme to culminate in a proposed project which requires the students to design/make/create something which draws upon the knowledge and skills which they have learnt over the course of the theme. During each STEAM theme, each class will spend a two-week residency in the Space-X, where the support of our specialists will enable children's designs to come to life.



Key Stage One students take on a project-based learning approach to bridge the gap between our child-led EYFS curriculum and design thinking in Key Stage Two. This allows for an engaging, creative and explorative style of learning, with both Year 1 and Year 2 students transitioning to STEAM projects in Term 3.



Learning Outside of the Classroom

Students gain a huge amount from Learning Outside the Classroom (LOT) and, as a school, we value the experience pupils gain from off-site visits to extend learning. Under usual circumstances, every class is expected to complete one trip each year to celebrate the culture and deepen students' understanding of the U.A.E. Where Covid restrictions may limit our freedom to do so, our Virtual Reality headsets can ignite curiosity and creativity within the classroom. Alongside this, outdoor areas in Key Stage One also offer further exploration and challenge and are used frequently via the connecting door to each classroom. Despite our desert surroundings, Sunmarke's Forest School inspires students through nature-based discovery and exploration. In Key Stage One, the programme starts with a gentle and harmonious appreciation of the wonders of nature. As students move up in primary, they take on more challenging projects about the environment and sustainability.

Arabic

The study of Arabic is part of the core curriculum in the UAE for all students and is taught according to two distinct learning groups: Arabic A (these lessons are for native Arabic speakers) and Arabic B (for non-native Arabic speakers). Students begin by learning conversational Arabic, songs, the alphabet and basic vocabulary and progress towards the written form. These lessons are taught by specialist teachers. As a school, we promote the use of *incidental Arabic*. This is where all staff members incorporate some simple Arabic phrases into their daily communication whilst at school.

Islamic Studies

The study of Islam is also a core subject for our Muslim students, and its teaching is split into 2 distinct groups: Islamic A, which is for native Arabic students who are also Muslim (the language of instruction for Islamic A is Arabic) and Islamic B, which is for Muslim pupils who do not hold a GCC passport. Islamic is taught by specialist teachers.

Moral, Social and Cultural Studies

These subjects have recently become a statutory part of the curriculum within Dubai. There is a clear curriculum in place for them and training is put in place to ensure staff feel comfortable to teach them. It is worth doing some personal research, particularly in some basic aspects of the history of the UAE including its ruling family, as this is a prominent part of the MSC curriculum.



Specialist Subjects

A number of subjects are taught by subject specialists. These include PE, swimming, computing, music, art, computing and French. Students from Year 1-3 will have the choice between French and Mandarin. Specialist teachers plan and deliver these lessons according to the National Curriculum alongside the year group theme and report to parents.



Parent Teacher Communication

2. Home- School Links

Parent Liaison Officer

At Sunmarke, we have a Parent Liaison officer who is on hand to answer many of your general day-to-day concerns or queries. Our officer is based at the front desk in the main reception and is available to speak with you every day. You can also send an e-mail at plo.sms@forteseducation.com which will be responded to at the earliest convenience.

Communication with parents

The central form of general communication from the school to parents is done through the **Virtual Learning Environment (VLE)**. This is a personalised online system of communication that provides parents with up-to-date information regarding their child's enrolment and education at Sunmarke. Access to the VLE is done through the SMS website using the assigned login and password which you will have received when your child started school. All correspondence is published on the VLE; this includes communications such as newsletters and general notifications, weekly homework, class/year group announcements and attendance records. We recommend for parents to log in regularly in order to keep up to date, but as a minimum, the VLE should be checked weekly.

Please note that access to the VLE is dependent on school fees being paid on time. The school's Facebook page is another valuable way of keeping yourself informed of all the great events happening at SMS. As an environmentally-friendly school, we do not communicate with parents in paper copy unless a reply slip is required to be returned to school.

Parents communicating with teachers

There are many ways in which parents can communicate with the class teachers and other members of staff at Sunmarke.

Informal chats with the class teacher can be held at the end of the school day. If you would like more time to talk with your child's teacher or perhaps you do not collect your child from school, you can arrange a meeting. Teachers are very accommodating about these, so don't be afraid to ask. We ask for your co-operation by not expecting to speak to teachers at the start of the school day, unless by appointment, as this is a very busy time for teachers and can delay the start of the day.

Class teachers have a school e-mail account for parents to pass on important messages. This e-mail account will be checked before the start of school each day – if a response is required, you will receive this within 24 hours. We ask you to appreciate that a teacher's day should be spent dedicated to the students, and so we cannot guarantee e-mails will be checked throughout the school day; therefore, please do not use this method of communication to relay messages about a change of adult for pick up etc.

Please refrain from contacting teachers via your child's Teams account, as this should only be used for

academic purposes between teachers and students.

We value the very positive relationships that we have developed with our parents and ask that if you feel upset or concerned about anything, please do not hesitate to come and speak to us or send an e-mail to request a phone call. Updates regarding your child's progress should be done in person through a meeting or via the correct reporting channels.

Meeting with Middle and Senior Management

If you feel that you need to discuss an issue with a more senior member of staff, then there are a number of people you can contact. If the matter is specific to your child, or relating to a particular year group, then your contact following that with the class teacher would be the Year Group Leader. Any matters that remain unresolved would be escalated by the YGL to the Assistant Head Teachers, Miss Gemma Munro and Mr Henry Craig. Whole-school or serious incidents are dealt with by the Deputy Head Teacher, Miss Annie Griffith, or Head Teacher, Miss Andrea Higgins. Meetings with middle and senior management can be scheduled through the Primary school executive assistant at a.padpad@forteseducation.com.

3. Diary Dates

School Calendar

The Academic Calendar will be available to view on our website. For your convenience, we endeavour to publish as many dates as possible in advance, but please be aware that these may be subject to change and therefore it is advisable to check the website nearer to the event.



Islamic Observance and Public Holidays

During the year, the school will be closed on Islamic/Public Holidays or publicly declared periods of mourning. Sometimes, the local authorities give very short notice for closure. In such an event, the school will inform parents through an email notification that will direct you towards an update on the VLE, and also through an update on the school's Facebook page. Throughout the Holy Month of Ramadan, the UAE Ministry requires all schools to operate on shortened timings. In the instance of Ramadan occurring during the academic year, the arrangements for a shorter day will be made clear to parents once notification is given to schools by the KHDA.

School Events

The School hosts a variety of events throughout the year, many of which you are invited to attend. Some of our regular events include End of Term Assemblies, Class Assemblies, Sports Day, International Day and UAE Day. Notifications of events are posted on the school calendar, in newsletters and in the class announcements section of the VLE.

4. Student Health & Safety

Change of contact details

It is paramount that the school is made aware of any changes to your contact details. It is also important to keep the school up-to-date with any changes to your child's student profile on the VLE, especially medical information and emergency numbers. This can be easily done through accessing your VLE-Parent Dashboard.



Pick-up and Drop-off

If you authorise somebody other than the usual person to collect your child, this information needs to be brought to the attention of the class teacher via an email or verbally a day in advance. If there has been a

sudden change to pick-up arrangements, please call Reception to guarantee that the class teacher will receive the information. We must be informed by the parent of the child concerned and not a 3rd party.

Bus Service

The school operates a bus service for an additional fee per term. Whilst using the school bus service, we expect that pupils will continue to behave in a manner in line with the high expectations that we have at Sunmarke. Mobile devices brought to school as part of BYOD are not to be used on the bus as their safe use cannot be monitored. Any requests for a change to your usual bus service will need to be made to the Transport Co-ordinator giving 24 hours' notice. We cannot accommodate requests for changes without receiving the required notice.



Parking

Our school is located within a residential area. We sincerely ask that when parking to visit the school, or for pick-up and drop-off that you park considerately and not in a way that would inconvenience local residents or could pose a danger to any member of the community.

Visitors to Sunmarke

For the safety of your children, all adults who are granted access to the building must wear a lanyard. Visitors to the school must sign in on arrival (this includes parents visiting the school to help with reading or other activities). Visitors will be issued with a visitor's badge which identifies them to staff members as being allowed to access the school beyond the security doors. Please do not be surprised or offended if asked to show your badge whilst on the premises.

Snacks and Lunch Time

At Sunmarke, we work really hard to promote healthy eating and lifestyles. There are three breaks during the day where Primary students can have something to eat: Morning Snack, Lunchtime and Afternoon Break. When providing your child with a packed lunch, we ask that you support us by preparing healthy options. Suggested items include sandwiches, pasta, fruit, raw vegetables, cereal bars, fresh juice, water etc.



Chocolates, sweets, cakes and fast food are highly discouraged and students will be asked to bring them home. Fizzy drinks and chewing gum are not permitted. We actively discourage the students from sharing their food, but please be aware that we are a '**nut-free school**'; therefore, snacks that contain nuts are also prohibited. Please note that water fountains may not be used this year due to health and safety regulations; it is imperative, therefore, that students bring enough water with them to last the school day. Extra water may be purchased from the vending machine at the Main Entrance.

Birthdays and Special Occasions

Whilst we recognise that occasions such as your child's birthday, religious celebrations and cultural events are very special, **we do not hand out any type of food; this includes sweets, biscuits, chocolate, cakes and fruit.** To mark these occasions, we will accept a small memento such as a toy/sticker/pencil that can be given out to students by the teacher. There are events throughout the year when sweet treats are allowed. Class teachers will notify parents of such occasions.



Medical Room

Our school medical team is available at all times during normal school hours to provide first aid and emergency care to our pupils. We are able to treat minor injuries and/or sickness at school, and, if necessary, will inform parents of the care given. It may be necessary for a child to be sent home to be cared for. The

following medical problems are definite indications for sending a student home: fever above 37.7°C, persistent nausea and vomiting and infectious illness. If we consider a child requiring hospital care, every attempt will be made to contact the parent. If this has not been possible, then the school will arrange appropriate transport to a local hospital.

Any medication to be administered by our nurse must be brought to the medical room at the start of the school day. Parents are required to provide written instructions regarding when and how to administer the medication. Students are not allowed to self-medicate any type of medicine whilst at school.

Head lice can be a recurring problem in school. In order to reduce the number of cases in school, we ask that you regularly check your child's hair using the wet combing method. If lice are found, please treat the whole family as necessary straight away.



If a child requires the use of crutches or a wheelchair in school, to ensure their safety whilst on the premises, parents will need to notify the school in advance of the student attending so that a Care Plan can be agreed and put into place.

The nurse undertakes general growth, sight and hearing check-ups, and health records of all pupils are maintained and kept in the Medical Room. If you would like to speak to the nurse, she can be contacted on the extension listed at the front of this booklet.

Hot Weather

In order to ensure the wellbeing of our pupils, we operate a strict 'no hat, no play' policy. Pupils who forget their hat at break times are asked to sit in the shade and not run around. It is best to apply any sunscreen before pupils get to school as otherwise things can become quite messy! The school does have ample shaded areas for students to play under during their break times.



Mobile Phones, Digital Media Players and other IT devices

Personal use of mobile phones, iPods, tablets and all such digital equipment including games is strictly prohibited during the school day as it is impossible to monitor their appropriate use. **Students using electronic devices outside of the educational purpose of the classroom (including those brought in for the BYOD initiative) will have the item confiscated until the end of the school day.**

Internet Access & Use of School Network

All students have supervised access to the school's computer network and Internet. For students' online safety, age-appropriate restrictions are placed on all internal devices that can access the internet. We recommend that the usual parental restrictions that you would have at home remain on your child's device. As parents, at the time of admission, you will have signed a *Network Use* form on behalf of your child; therefore, you will be aware that improper use of the internet and computing equipment is taken very seriously.

Physical Education (PE) and *Swimming

PE and swimming lessons are part of the curriculum that we provide at Sunmarke, and therefore these lessons are compulsory. In the same way that we would not excuse a pupil from their maths lesson, we do not excuse pupils from these lessons. We consider that if a child's health is well enough for them to be able to attend school, then they should also be able to take part in these subjects. In addition to the swimming teacher, there is a fully-qualified lifeguard in attendance during all swimming lessons. Pupils come to school in their P.E. kit on their designated P.E days. Changing facilities are provided for swimming lessons and provision is made for boys and girls to change separately. Please do not send pupils to school wearing their



swimming attire under their PE kit, as this can be uncomfortable in the heat of Dubai but can also be quite restricting if pupils need to use the toilet.

5. School Life

Attendance

Parents, students and the school all have a part to play in encouraging children to attend school in line with our approach to raising achievement. We know that children who attend school every day are likely to attain more highly and make better progress, and the opposite is also true. Student attendance is electronically recorded and is also displayed on the VLE- Parents Dashboard. Attendance is measured by the KHDA, and schools are expected to do as much as they can to keep their attendance above 96%.

If your child is **absent due to illness**, you should inform our Attendance Officer by phone call before 8:00 am, or alternatively you can record this yourself on the VLE under 'planned absence'. If a pupil does not attend school by 8:00 am and there has been no notification of absence, the attendance officer will follow up with a call to the parents enquiring as to the reason for absence. If the school is unable to contact you, the absence will be recorded as 'unauthorised'. If your child is absent for 3 days or more, a medical certificate should be submitted to the attendance officer via the class teacher.

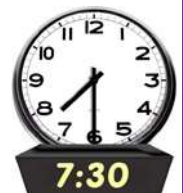


We ask that you avoid collecting children from school during school hours and/or before the end of the day as it is disruptive and key learning can be missed. Parents are requested to make all appointments (e.g. medical / dental / ophthalmic appointments) outside of school hours or during school holidays/weekends. If such appointments are unavoidable, parents should send an email to the class teacher at least 24 hours in advance. All early departures are required by law to be recorded and you may be asked to supply evidence of your child's appointment – until this is provided, your child's attendance whilst at the appointment will be recorded as unauthorised. An Early Pick-Up Register is located at Reception, where you will be expected to fill in the necessary details.

There are occasions when it is necessary for a student to be absent from school for reasons other than illness. In these situations, parents are required to put the request in writing so that the Head Teacher can make a decision about whether it is considered authorised absence. Please refer to our Attendance Policy for further detail and clarification.

Punctuality

To ensure a smooth start to the day, it is important to be on time for school and ready to learn. Missing only a few minutes, or starting the day 'running late' can be quite unsettling and make a child feel anxious. School starts at 7:45 am; students who are late must report to Reception and sign the late register. Arriving to school at 7:45 am will receive a late mark in the register. If a student arrives more than 30 minutes late for registration, they are recorded absent; this automatically generates an email to parents stating the absence.



Uniform

We are proud of our students at Sunmarke and our uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. The uniform helps to cultivate a sense of pride and belonging. A link to the required uniform can be found on our [website](#). We expect all students to be neatly dressed with clothes having an ironed, clean and neat appearance. It is essential that all items of uniform are marked with your child's name. Extreme hairstyles and colours are not allowed. Shoulder-length hair must be tied up for safety reasons, and shoes should be flat with closed tops and laces or velcro straps for students who have not yet learned to tie laces. Trainers must only be worn for PE and should be plain black or white, school shoes must be worn on non-PE days. Heels and boot-style shoes are not allowed.

Jewellery and Accessories

Jewellery is not permitted, with the exception of small stud earrings for girls or jewellery which is required to be worn for religious purposes. Students cannot be excused from swimming lessons due to having recently had their ears pierced. All students are allowed and encouraged to wear a watch to school. Wrist bands are considered unnecessary and therefore not allowed.

Home Learning

Home Learning is an integral part of consolidating the learning that has taken place in school and is given weekly. We do ask that parents monitor and show an interest in the home learning that is being done, but that you do not complete the work for students! Home learning is expected to be completed to a high standard and returned on the correct day. It is not intended to be onerous, so, if your child is finding aspects of it particularly time-consuming or difficult, please do mention this to the teacher.

Inclusion

Sunmarke has an Inclusion Department known as the 'Achievement Centre', where specialists are able to offer support and advice to both class teachers and parents of students who are displaying additional learning needs. This department also has Individual Needs Support Assistants (INSAs) who are timetabled to offer in-class support to pupils who have a recognised need and are working towards their Individual Education Plan.

Assemblies

All students attend regular assemblies that are themed around and promote the core values of our VIA programme. Assemblies are also scheduled towards the end of each term to celebrate the students' achievements. Parents are invited to attend selected assemblies throughout the year and dates for these will be put up in advance through a newsletter on the VLE.

Educational Visits

Numerous educational visits and trips are organised at Sunmarke (Covid-dependent), and these are regarded as an important dimension to learning. As these trips are planned to enhance learning and support the curriculum, all pupils are expected to participate, particularly as each trip is likely to involve preparatory and follow-up work that will be linked to it.

Parent Volunteers

Parents are always welcome to participate in the life of the school. For activities such as listening to children read, attending trips, theme days and other specific whole-school events such as International Day - an extra pair of hands is always appreciated. We usually put a notification on the VLE when specific help is required, but if you know that you are available to support on a regular basis, it is certainly worth letting your class teacher know.



Class Reps

Due to the ease with which the school can communicate with parents through the VLE, we do not operate a parent class rep system. We recognise that this can be a valuable way of parents within each class being able to communicate and arrange gatherings outside of school and some classes may want to nominate a parent to co-ordinate this. However, this is independent of the school, and we do not provide the contact details of other parents for this purpose and do not use teacher/parent communications in this way.

School Bags and Personal Property

All students are allocated a locker to store their school bags safely. Our students are not expected to carry large numbers of heavy books to school and therefore students are **not allowed school bags on wheels**.

These types of bags cause a trip hazard and are not necessary. In the case that a child uses this type of bag at school, they will be asked to carry it in the style of a rucksack. Students should not bring toys or other personal items to school, as it can be upsetting if they get lost.

Lost Property

Any stray items that are found in the school will be brought to the Lost Property box. Please encourage your child's independence by asking them to look for any items that are lost. Parents can search through the lost property box at the end of the school day. To avoid amassing a large amount of lost property, we do ask that **all** items students bring into school (including lunch boxes, pencil cases and uniform especially ties and hats) are named so that they can be easily matched with their owner. The school cannot accept responsibility for personal property or money which is lost on the premises.

Student Responsibility

It is expected that students are responsible for bringing into school everything that they require in order to be prepared for the whole day and that as parents you will help them to organise this. Whilst we understand that very occasionally items may get left at home, only when it is a student's lunch or device that is forgotten will we make arrangements to deliver this to their classroom. Students will not be allowed to call home for forgotten items unless this is deemed necessary, such as a forgotten lunch or device. Please support the school by encouraging your child to be independent in this way.

Stationery

Having the correct equipment helps the classroom to run smoothly, so we ask for you to ensure that your child has the correct equipment with them in school by replenishing their pencil case when necessary, but particularly at the start of a new term. Please note that equipment may not be shared due to COVID-19 restrictions; therefore, it is imperative that each child has the items on the list below:

Primary School Stationery List:

- 2 HB lead pencils
- A pencil sharpener
- 2 pencil erasers
- A set of coloured pencils or felt-tipped colouring pens
- A transparent 30cm ruler
- 2 glue sticks (Pritt)
- 6 thin white board markers
- A pair of safety scissors
- A pen (if awarded pen licence)



Bring Your Own Device

The school promotes a Bring Your Own Device (BYOD) initiative. Students are expected to bring to school their own mobile device (such as an iPad) to use to support and accelerate their learning in lessons (this **does not** include the use of a Smart phone). Teachers provide a list of recommended apps specific to each year group that should be downloaded as they are regularly used in lessons. Students are only allowed to use the devices to support learning during lessons and not at any other time during the school day. 'Staying Safe Online' is taught as part of the computing curriculum and reinforced for BYOD users; specific assemblies are held for this purpose. Each device must be registered to the school's system so that they can connect to the school's network. In addition to a fully-charged device, students must also bring a charger and set of noise-cancelling earphones to school each day.



Library

All students have the opportunity to visit the library with their class. Students are responsible for any books taken out in their name. Books should be exchanged or renewed on a weekly basis. Books must be returned before the end of every academic term; any lost books must be paid for and/or late fees settled.

Bringing Money to School

Students occasionally need to bring money to school, either as a donation for charity or as payment for a trip. Particularly for younger children, it is helpful to place the money in a sealed envelope, indicating the amount, purpose and student's name on the front. Primary students should not need to bring money to school for any other reason.

Electives: Extra-curricular Activities (ECAs)

Extra-Curricular Activities are offered as an enhancement to our curriculum provision for all students. They are run by Sunmarke staff during the school day for KS1 and after school for KS2. There is a wide variety of activities to choose from, such as sports, languages, art and cookery. Sign-up and choice of electives are done through the school's VLE, and the date to register will be communicated once the term begins. Once students are signed up, unless prior notice is given, they are obliged to attend. Any queries regarding the electives should be made to our Extra-Curricular Co-ordinator on our main telephone line.



Third Party Providers

There are a variety of external groups that use Sunmarke's facilities in order to offer additional, specialised tuition in the area of Sports and the Performing Arts. Examples of these include: Ballet & Modern Dance, Music and Gymnastics. The fees for these classes are independent to the school's tuition fees and are usually paid directly to the company offering the tuition.

6. Student Attainment and Progress

Assessments

Assessments are scheduled regularly at Sunmarke in order to monitor progress and attainment. For the most part, assessments take place during normal lessons, and students are not expected to do any additional preparation for these. There are, however, key assessment points throughout the year and parents will be notified of significant dates through the school newsletter. It is very important during these periods of assessment that no additional anxiety is placed on students, but that parents do their best to ensure their children attend school.

Reporting to parents

Parents receive a written report in Term 1 and 3, an update on attainment, progress and attitude to learning in Term 2 as well as the opportunity for a scheduled parent/teacher review meeting. These will provide you with a comprehensive picture of your child's achievements at school. We endeavour to provide a clear and wide-spread representation of your child in respect of attainment, progress, effort, pastoral matters and their contribution to the wider school community.



Notifications and information regarding the parent-teacher meetings will be provided and published in advance on the VLE and the electronic calendar. These meetings are now held virtually to avoid travel time and optimise health and safety.

7. Positive Education Behaviour



Reward System

The school has established four 'houses' into which each student and teacher is allocated.



Students gain house points for achievement, exemplary behaviour and for taking part in various team activities. House Captains are appointed via a rigorous selection process and these students take on a variety of roles and responsibilities to lead their House throughout the year.

Restorative Justice

Our fundamental philosophy is to reward positive behaviour. Students will learn about their character strengths and how to develop them in Values in Action lessons and assemblies, and staff will role model behaviour. Where inappropriate behaviour occurs, this will be dealt with through a restorative approach, where all parties involved will speak with an adult about the impact of the actions they have committed/been on the receiving end of. For more serious incidents, senior leaders will become involved and may schedule parent meetings. Please refer to our Behaviour Policy for more detailed information.