



SECONDARY PARENT **HANDBOOK 2022-2023**

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**SUNMARKE
SCHOOL**
Where Amazing Happens™

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Introduction to Sunmarke School

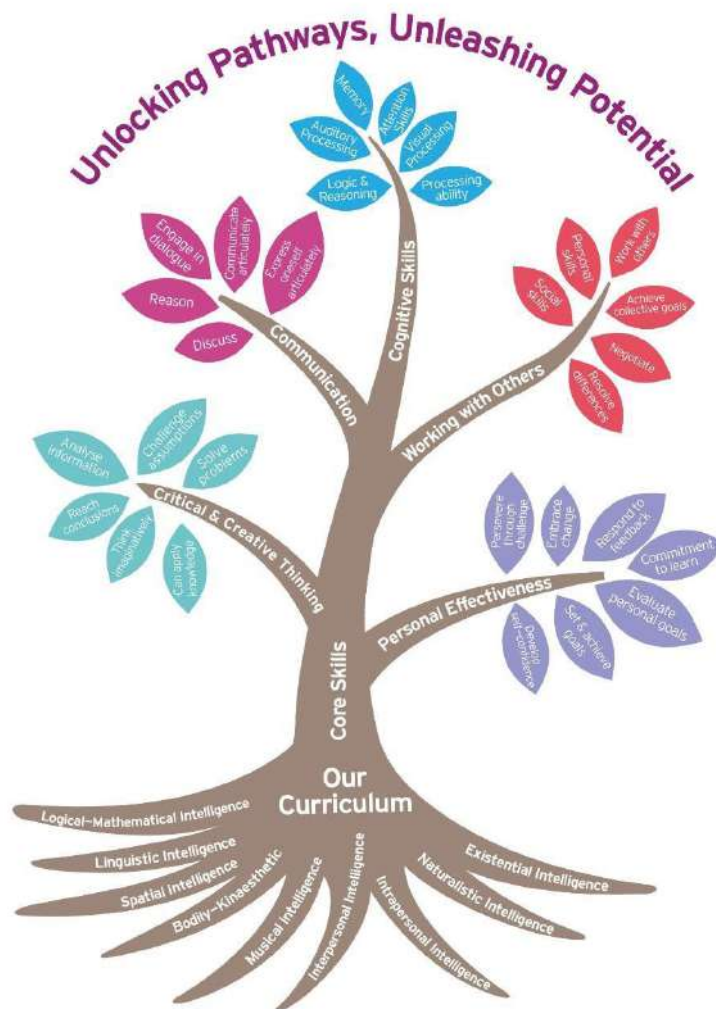
It is a pleasure to welcome you and your family to Sunmarke School, the first Positive Education School in Dubai.

At Sunmarke School, we pride ourselves on placing the students at the heart of everything we do to ensure that they achieve the best possible educational outcomes. We strive to develop well-rounded students who demonstrate independence, leadership, care, self-reflection, and a strong work ethic.

This Parent Handbook aims to provide you with useful information with regards to the daily operation of our school and to ensure that your family has a smooth transition.

Change is a certainty in life, and our responses to change shape who we are and what we become. As citizens of an ever-changing world, we have to adapt to change and foster this adaptability in our students. Change is especially evident when starting a new school, particularly if this also includes moving to a new country and moving into a new home which is the case for many joining students; however, students usually adapt very quickly and become comfortable in their new environment and with their new friends with ease.

We thank you for entrusting to our care your child's education; we pride ourselves on the strong community ethos we have as a school and therefore we look forward to working in partnership with you in the coming months and years.



School Organisation

Senior Leadership Team - Secondary



Dr. Neil Hopkin
Executive Principal



Mr Paul Kelly
Head of Secondary



Mrs Katerina Mankani
Director of PosEd



Mrs Tracey Bishop
Deputy Headteacher



Ms Lianne Brown
Deputy Headteacher



Ms Claire Young
Deputy Headteacher



Dr Kayleigh Summer
Head of PosEd



Mr Richard Bishop
Asst Headteacher



Mr Thomas Housham
Asst Headteacher



Mrs Jodie Lambourn
Asst Headteacher



Ms Jayne West
*Asst Headteacher
Inclusion*

Secondary Middle Leadership Team

Faculty Leader for English:	Mrs Jodie Lambourn
Faculty Leader for Mathematics:	Mrs Tara Wilkie
Faculty Leader for Science:	Miss Sarah Appleford
Faculty Leader for Design & Technology:	Mrs Stephanie Aitken
Faculty Leader for Business and Economics:	Mr Edward Miller
Faculty Leader for Languages:	Mr Robin Hill
Faculty Leader for Physical Education and Games:	Mr Martin Young
Faculty Leader for Psychology & Sociology:	Mrs Sema Hilmi
Faculty Leader for Humanities:	Mr Martin Rodden
Faculty Leader for Arts:	Mrs Tracey Bishop
Faculty Leader for Media:	Miss Daniella Svrclin
Faculty Leader for Computing and ICT:	Mrs Funda Karaoglan
Arabic and Islamic Lead:	Mrs Ibtihaje El Senne
Team Leader – Islamic A:	Mr Momtaz Khames
Team Leader – Islamic B:	Mrs Areij Moustafa
Team Leader – Arabic for Natives:	Mr Amin Elbadrawi
Team Leader – Arabic for Non-Natives:	Mrs Maram Zaghmout
STEAM Leader	TBA

Heads of Year

Year 7:	Ms Katherine Norton
Year 8:	Ms Alexandra Buffery
Year 9:	Mr Cameron Howe
Year 10:	Mr Jonathan Feldman
Year 11:	Ms Becky Holden
Years 12 and 13:	Ms Jehan Toubia

Governance

Sunmarke is part of Fortes Education which owns and operates schools and nurseries. Each school appoints an 'Advisory Council' which consists of members of the school community including professionals from different industries having an interest in education, teachers, parents, board members etc.

Sunmarke School's Advisory Council (SUNMAC) meets the Board and the Senior Leadership Team periodically, advises on matters relating to school governance and holds the Board of Directors and each school's Senior Leadership Team accountable for standards, performance, and improvement according to the school's chosen inspection frameworks.

Friends of Sunmarke School (FOSS)

All Sunmarke parents automatically become members of Friends of Sunmarke School when their child joins the school. FOSS is a group of parent volunteers who actively participate to support and enhance the work of the school. FOSS is primarily a fund-raising, support and events organisation that binds our community. FOSS plan events and activities throughout the year with school leaders to fundraise to provide additional resources and activities that enhance the learning experience of our students. Some events hosted by FOSS are to raise funds towards various charitable initiatives. Another role that they undertake is to support those parents who are new to the school and who have just moved to the UAE.



Research has proven that positive emotions, engagement, purpose, relationships, accomplishments and health are the core building materials for human wellbeing.

Sunmarke School is part of the International Positive Education Network (IPEN) that is promoting a paradigm shift in global education by connecting schools, governments and policy makers to the best educational resources to raise the awareness of the interconnected nature between a child's 'wellbeing' and 'achievement'.

Positive Education (PosEd) brings together the science of Positive Psychology with best teaching practices to enable individuals, schools, and communities to flourish. PosEd drives a child to learn more effectively, and be more resilient, creative, productive, successful, and healthy.

Multiple studies on the effects of PosEd testify that improved levels of a child's wellbeing are associated with higher levels of academic engagement, stronger social skills, higher levels of optimism, improved behaviour, and fewer mental health related issues.

Positive Education is not an additional subject but the culture of the whole school at Sunmarke. At Sunmarke, our teachers, all trained in PosEd, to learn, live, teach and embed Positive Education.

PosEd pervades our curriculum, teaching practices and routines, extracurricular activities, pastoral care, school and behaviour policies (which are based on empathy and forgiveness), activities and assemblies, and organisational structures including the recruitment, development and appraisal of staff.

As a result, students build deep character strengths, resilience, leadership skills, and values as well as overall wellbeing.

Ultimately, through our PosEd philosophy, students develop a love for learning and acquire skills for self - growth.

About Us

Purpose

"Empowering students with a high-quality value-based academically rigorous education that inspires students to achieve their fullest potential and success in a changing world"

Core Values

We set high standards and expectations for each student and lay a strong foundation encouraging academic performance, co-curricular participation, and responsible citizenship. Our commitment is to provide a premium world-class education and an intellectually stimulating, engaging, and safe environment that will empower students to become innovative thinkers, creative problem solvers, and socially confident and inspired learners.

Excellence	<p>We seek to foster a capacity in each student for clear and creative thought measured by excellence not only in achievement but also by effort.</p> <p>We strive to develop a culture of 'high performance' values & behaviours. Our organisations demonstrate the capacity to change & to constantly improve.</p>
Responsibility	<p>We learn that we are responsible for our decisions and actions. We strive to uphold high standards of conduct and accept the need for codes of behaviour which are applied equitably.</p>
Citizenship	<p>We respect the culture and traditions of others and treat one another with courtesy and respect</p>
Integrity	<p>We foster truthfulness, work with personal and professional integrity and are honest in everything we do.</p>
Humility	<p>We are able to recognise our weaknesses and learn from others</p>

Vision

At Sunmarke School, we are committed to the pursuit of excellence and leadership in our educational services and practices. We provide students with a high quality academically rigorous education within a caring and personalised setting to maximise our students' potential. Our curriculum is innovative and personalised to meet the needs of young people as well as the statutory requirements. Our learning programmes are balanced by a range of enrichment activities and are enhanced through the integration of a holistic Positive Education programme which develops character strengths. We challenge our students to become successful independent learners, confident individuals, responsible citizens, and effective contributors to society.

Ethos

"Enlighten, Empower, Excel"

At Sunmarke School, we believe that through the process of 'enlightenment' comes 'empowerment' which results in personal 'excellence'.

Sunmarke School provides an educational environment that prepares our students for their place in an ever-changing global economy. We deliver challenging and stimulating teaching that takes multiple intelligences into account and supports the learning styles of our students so that they can develop to their fullest potential.

Sunmarke School is a highly inclusive school which celebrates the international background and specific needs of its students. We promote understanding between races and develop an appreciation of different cultures. We encourage student involvement in community activities which enables them to become responsible and informed members of society.

We promote personal growth by raising levels of awareness and developing involved citizens who will be well-prepared for life, able to think, care and listen with the courage of their convictions, to take action and to adapt, when necessary, to life's changing circumstances, thereby living meaningful and fulfilled lives.

Sunmarke School has established a tradition of holding high expectations for its students and trusting in their ability and willingness to stretch to meet these goals. Sunmarke School values its students and, in return, expects them to understand and appreciate the privilege of knowledge.

Sunmarke School provides parents with evidence of their child's progress and learning, and opportunities to actively participate in their child's education. Sunmarke School strives towards the forging of close and positive links with its parent community and host country in all areas.



Aims

We endeavour to inspire and enable students to:

- Understand, practise, and live the universal Human Values of Love, Peace, Non-Violence, Right Conduct, Truth, through the application of related sub-values, which automatically results in the manifestation of ethical conduct, courtesy, humility, kindness and respect when students interact with one another.
- Instil a “can-do” spirit and as well as attitude of nurturing high expectations of themselves.
- Become lifelong and flexible learners.
- Develop their abilities in all areas of learning as well as creative and artistic expression.
- Become adaptable to change and the global economy.
- Become responsible citizens and appreciative of other cultures.
- Develop an understanding of and care for the environment.
- Develop their physical well-being.
- Develop into disciplined, caring individuals.
- Question, problem-solve and think creatively and independently.
- Communicate and act confidently.
- Work as team players.
- Develop their potential and leadership qualities.
- Develop determination, perseverance, patience, and equanimity.

We will develop a school that:

- Creates an environment where each student, regardless of ability, feel they count, are nurtured, valued and cared for.
- Promotes equality in privileges, opportunities, and rights regardless of gender, ethnicity, religion, ability and age.
- Provides staff – which students look to as role models – that display high standards of behaviour.
- Creates a strong partnership among parents, students, and staff.
- Offers parents opportunities to participate in their child’s education.
- Is responsive to students and their parents’ needs and concerns.
- Offers staff a happy and inspiring work environment that promotes excellence in education.
- Offers staff opportunities for professional growth and empowerment, and personal satisfaction is an integral part of the community and in offering community service activities.

Academic

We deliver an academically rigorous education enriched with robust co-curricular, extracurricular and sport activities to promote holistic student development. Class sizes are restricted to ensure ample opportunity for individual attention but are also sufficiently large to ensure the development of social skills and team and peer learning and to create healthy competition amongst classmates. As a result, each student gets the individual care required as well as a creative and intellectually stimulating learning environment.

Sunmarke follows the National Curriculum of England culminating in the GCSE programme or BTEC programme in Years 10 to 11. In Years 12 and 13, Sunmarke offers a choice of curriculum pathways, allowing students to study including A Levels, BTEC, International Baccalaureate Diploma Programme or the International Baccalaureate Career Pathway. In this way, we will offer the best of all curricula – the structured framework, rigour and creativity of the National Curriculum until Year 11, and the internationalism, breadth, and flexibility of A Levels, BTEC Diploma and the IBDP and IBCP, which allows students to pursue multiple career pathways at university.

Positive Education

Positive Education is based on the learning of the five Core Universal Human Values of Love, Truth, Right Conduct, Peace, and Non- Violence. In Positive Education, for example, students learn leadership skills

through volunteering in local community activities and develop self-discipline not because they have been told to, but because they choose to. With our teachers playing outstanding role models, our students develop key values that stand them in good stead for the rest of their lives.

Evidence from schools around the world, in countries like the UK, USA, Zambia, India, and Thailand, that have implemented the Positive Education programme, strongly suggests that Positive Education has a massively positive impact on the development of a child's emotional intelligence, academic achievement and success as an adult.

The ultimate goal of Positive Education is self-discipline.

They do not have to be perfect in ALL the human values ALL the time – a misconception that can cause them confusion and inner struggle.

In Positive Education, the focus is on eliciting discipline from within the child rather than imposing from the outside.

In Positive Education, the five Core Universal Human Values are taught through related sub-values. The diagram above pictorially represents, for example, how a child learns the value of 'truth' through its related sub-values of purity, trust, integrity, courage and honesty.

STEAM

Learning Today. Innovating Tomorrow.

As a STEAM (Science, Technology, Engineering, Arts and Mathematics) school, Sunmarke captures where education is at today – where science, technology and mathematics converge with the humanities, nurturing students into tomorrow's generation of thinkers and innovators.

A STEAM education encourages students to investigate careers as scientists, engineers, and technology professionals. Our STEAM education also includes the arts in stressing how creativity and innovation have played a role in STEAM's typically data-based fields.

Our STEAM education combines group learning, cooperation, and empathy so students learn technical and social and interpersonal skills – jobs that combine the three are the fastest growing in the world today – to become, for example, the computer scientist working in a team that is behind a technology disrupting how the world works today.

Specially trained in online instruction and "blended" learning solutions, our STEAM teachers are subject-matter experts who use our rich multi-media curriculum – online courses, lab simulations, games, tutorials, and podcasts, guest speakers in virtual classrooms, and participation in online STEAM clubs and science fairs – to convey complex concepts effectively. With regular student interaction and Fortes' performance tracking tools, our teachers have the experience to get the results.

Facilities

Sunmarke has world-class facilities that have been designed to ignite the imagination of our students. The facilities stimulate mental, social, and spiritual development, providing ample opportunities for learning study and reflection; interaction, play and recreation; exploration and discovery; and sports and expression.

- Large, well-resourced, IT-enabled Classrooms with the latest furniture enabling individual and group learning and with laptop and tablet connectivity, interactive whiteboards, and access to the internet and our digital library and Virtual Learning Environment (portal for learning)
- Dedicated 6th Form Learning Zone to permit group study, online tutorials, learning and podcasts
- 9 Science labs with large resource banks for lab work, scientific inquiry and study, and experiments

- Design Technology Labs – Electronics & Robotics, Food Technology, Resistant Materials
- 4 ICT Labs
- Wi-Fi enabled campus with 24x7 access to the internet, our Virtual Learning Environment and digital library
- 3 Visual Art Labs to foster creative expression
- Drama Studio where students learn the art of performance
- 'Black Box' Studio for dance, performances, and public speaking
- 600 seat Auditorium with professional lighting, recording and sound for the performing arts
- 4 Music Labs with multiple peripatetic rooms for recitals / music practice
- TV Studio, Radio Production Studio and Video & Multimedia Studio
- IFA-18 sized Football Pitch and 5-a-side Football Pitch
- Swimming Pool and a Learner's Pool
- Multiple Basketball, Volleyball and Netball Courts
- 2 expansive Multipurpose Halls for gymnastics, sport & game activities
- Numerous outdoor Play Areas
- Permaculture garden
- 3 large well-resourced Library Media Centres for each phase of the school
- Sixth Form study rooms
- Careers Department for career guidance
- Parents Association Office encouraging active parent participation in campus life
- Achievement Centre for learning support
- Counsellor's Office
- Medical Bay
- Meditation and Prayer Rooms

Accreditations

- Dubai Schools Inspections Bureau (DSIB)
- British School Overseas (BSO)
- AQA, Edexcel & Cambridge International Examination Board for GCSE & A Levels
- Pearson BTEC
- British Schools of the Middle East (BSME)
- International Baccalaureate for Diploma Programme and Careers Pathway

Achievement Centre

Our Inclusion Team offers support programmes and intervention for students who are assessed as Special Educational Needs and Disabilities (SEND), Gifted & Talented (G&T), and students who are English Language Learners (ELL).

The school will assess each child's individual needs on joining and recommend a program of support and intervention if required. Please refer to the Inclusion Policy uploaded on the school's website.

Fee Payments

Tuition Fees and payment due dates are listed on the school's FAQ section on the website. Please do not hesitate to contact the Accounts department if you have any queries regarding payments. Fees for School trips are all paid on-line through your child's VLE.

Bus Transport

Sunmarke uses an independent third-party bus operator: My Bus Transport Services LLC. Buses are fully aligned with all Health & Safety regulations operates an air-conditioned and efficient transport service to various parts of Dubai to the school. Parents may avail of this service at their own discretion and cost.

The transport service, routes and fees are governed by the third-party transport company's rules and regulations, which are subject to change at any time. All payments must be made to the transport company's name and account as under:

Account Name	:	My Bus Transport Services LLC
Account Number	:	101-43212798-01
Bank	:	EMIRATES NBD
Branch	:	Group Head Office
Swift	:	EBILAEAD
IBAN	:	AE310260001014321279801
Remarks	:	Student Name / Year Group / Term (1, 2, 3) / Transport Fees

Bus Route

1. Al Furjan
2. Arabian Ranches
3. Barsha (MOE)
4. Discovery Gardens
5. Dubai Marina, Jumeirah Beach Residence
6. Jumeirah Lake Towers (JLT)
7. Jumeirah Park
8. Jumeirah Village Circle
9. Jumeirah Village Triangle
10. Lakes
11. Meadows
12. Palm Jumeirah
13. Sheikh Zayed (Trade Centre)
14. Spring
15. The Greens, Barsha Heights (TECOM)

For further information please contact the transport management: transport.sms@forteseducation.com.

Calendar

The school calendar is updated regularly and displayed on the school's website, the Virtual Learning Environment (VLE), and the school's Facebook page. 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's calendar, in newsletters and in Class Announcements on the VLE.

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 Observations 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 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.

Arabic & Islamic Studies

Schools in the UAE are required to adhere to strict regulations set by the KHDA regarding the allocated time given to the teaching of Arabic and Islamic.

Arabic Language

It is compulsory for all students in KS1, KS2 and KS3 to learn Arabic. It is also compulsory for Arabic for Native students to continue to the end of year 12. The study of Arabic is split into 2 distinct learning groups:

Arabic for Natives – This is often referred to as Arabic A and applies to students holding passports from Arabic speaking countries.

Arabic for Non-Natives – This is often referred to as Arabic B and applies to students holding passports from non-Arabic speaking countries.

Islamic Studies

Islamic Studies is compulsory for all Muslim students up to Year 12. The study of Islam is split into 2 distinct groups:

Islamic A – this is for Muslim students who study Arabic for Natives. Taught through the language of Arabic.

Islamic B – this is for Muslim students who study Arabic for Non - Natives. Taught through the language of Arabic.

Equivalency Certificate for Arab Universities

In order to gain admission to a number of universities within the UAE and other Arabic countries, it is a requirement that the student can provide an Equivalency Certificate. This can be acquired by:

Achieving the minimum required passing grades in the relevant qualifications studied (GCSE, A level, IBDO and IBCP)

Studying Arabic A until the end of Year 12 if Arab passport

Muslim students studying Islamic Studies to the end of Year 12

Stationery

Secondary Students bring their own supply of stationery to school.

Having the correct equipment helps the classroom to run smoothly and as such we ask for you to please ensure that students have the correct equipment with them in school by replenishing their pencil case when necessary but particularly at the start of a new term. White-out (TIPPEX) are not allowed at school.

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:

Secondary Phase Stationery List:

Students are required to bring their own pencil case daily containing the below items.

- 4pcs. Black Roller Ballpens

- 1 pc. Purple Roller Ballpen
- 2pcs. Lead Pencils (HB)
- 2 pcs. Pencil Eraser
- 1 Set Coloured Pencils—12 colours
- 1 Set Highlighter Pens (Yellow, Green, Red/Pink, Blue)
- 2pcs. each Non-Permanent White Board Markers (Blue, Red, Green)
- 1 pc. Pencil Sharpener
- 2pcs. Glue Sticks (Pritt)
- 4pcs. each of Drawing Pencils (B, 2B, 3B, 4B)
- 1 pc. 30 cm Transparent Ruler
- 1 Math Set Compass and Protractor
- 1 Casio Scientific Calculator – note this can be any Casio scientific calculator – please ensure it is not graphic or graphical – scientific only

Bring Your Own Device (BYOD)

The school promotes a Bring Your Own Device (BYOD) initiative for all secondary students. Students are expected to bring to school their own mobile device such as tablet or laptop 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. We recommend a large tablet with writable functions for Years 7 to 9 and a laptop for Years 10 to 13.

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. Students are required to always wear full school uniform. Please refer to the Uniform section on our website.

We expect all students to be neatly dressed in ironed clothes and a clean appearance. Extreme hairstyles and colours are not allowed. Shoulder length hair must be tied up for swimming, and other practical lessons such as Art and DT. Make-up for girls at Secondary must be kept to a minimum, colourful nail polish is not allowed.

For safety reasons, shoes should be flat with closed tops and laces or Velcro straps. Heels and boot-style shoes are not allowed. It is essential that all items of uniform are marked with your child's name. Primary students and above are allowed and encouraged to wear an analogue watch to school. Jewellery is not permitted, with the exception of a pair of small stud earrings or jewellery which is required to be worn for religious purposes.

Headbands must be discreet (i.e., no giant bows) and be either purple, navy blue or black.

Please see the Uniform Policy on the VLE for further details.

SECONDARY STUDENTS (YEARS 7 – 9)	
Boys	GIRLS
<ul style="list-style-type: none"> • Sunmarke White Shirt with school badge • Sunmarke Navy Blue Trousers with school badge; those without the badge will not be accepted • Sunmarke Blazer 	<ul style="list-style-type: none"> • Sunmarke White Blouse with school badge • Sunmarke Navy Blue Skirt / Trousers with school badge; those without the badge will not be accepted • Skirt length – girls can wear an ankle length skirt or if it is shorter, it is to touch the ground when kneeling • Sunmarke Blazer 
SECONDARY STUDENTS (YEARS 10 – 11)	
BOYS	GIRLS
<ul style="list-style-type: none"> • Sunmarke White Shirt with school badge • Sunmarke Navy Blue Trousers with school badge; those without the badge will not be accepted 	<ul style="list-style-type: none"> • Sunmarke White Blouse with school badge • Sunmarke Navy Blue Skirt / Trousers with school badge; those without the badge will not be accepted • Skirt length – girls can wear an ankle length skirt or if it is shorter, it is to touch the ground when kneeling 

Blazer to be worn during the cooler months (October to March) and school tie to be worn at all times. Blazer may be removed during lessons at the discretion of the teacher. Blazer sleeves must not be turned up.

NECKTIE, SWEATER, TIGHTS, SOCKS AND SHOES	
<ul style="list-style-type: none"> • Sunmarke Jumper (for cooler days) • Sunmarke Necktie • Sunmarke Navy Blue Socks • Black or Navy Coloured Tights • Black Leather Shoes – no heels for girls 	

BOYS

GIRLS

Formal Business Attire

- Suit - matching blazer and trousers. Subtle print acceptable.
- Short/long sleeved collared shirt; must be plain coloured.
- A tie/bowtie is mandatory - Subtle print acceptable
- Formal leather shoes
- Tops- Plain colours only
- Optional: a formal sweater (must be worn under the blazer)



Formal Business Attire

- A Blazer is mandatory. Subtle print is acceptable.
- Tops - formal shirts, blouses or turtlenecks. Subtle prints acceptable must be modest and respectful - no midriff, cleavage or transparent fabrics, must cover the shoulders
- Bottoms - formal trousers, skirt or dress. Skirts and dresses must be knee length (must not ride up, no high slits)
- A suit is not mandatory - blazer and bottoms do not need to match. A tie is also not mandatory.
- Formal shoes. Block heels only, no higher than 4 cm.
- Optional: a formal sweater (must be worn under the blazer)
- Discrete jewellery is allowed - no large hoops (for health and safety).
- Wear valuable jewellery at your discretion.
- Hair must be a natural colour, and kept back.
- Nails must be a natural colour and kept short.



SWIMMING / PE KIT

PE KIT (BOYS & GIRLS)

- Sunmarke White Purple Panel PE Polo Shirt
- Sunmarke Purple PE Shorts\
- Sports Shoes with non-marking soles & velcro fasteners
- Trainers (non-marking soles for indoor use)



SWIMMING COSTUME (BOYS & GIRLS)

YEARS 7 – 9

- Sunmarke Swimming Short
- Sunmarke Swimming Cap
- Swim Goggles
- Swimming Bag
- Footwear – e.g., Crocs / sandals with strap around back



Swimming Kit is not needed for Secondary students unless they are squad swimmers.

For boys, this is swimming shorts or trunks, not board shorts, for girls this is a one piece swimming suit, not a bikini. Rash vests are acceptable for any student who wishes to wear them.

HOUSE TEAM - all students are allocated to a House on acceptance.



Labelling: Please stick a clear wash-proof name tag on each item of clothing, books and on all personal belongings. We recommend Stuck on You, www.stuckonyou.biz Tel: 04 334-9447

Daily Routines

Transition

Change can be difficult for some students. A new academic year can often entail moving to a new classroom, getting new teachers, making new friends, and following new routines. For some of our students, this also means arriving at a new school, often in an unfamiliar country.

This combination, even for the most confident of students, can lead to some anxieties. We work hard and place a huge emphasis on facilitating a smooth transition for all our students. Preparatory work for our current students starts before the summer holidays as well as taster days, and skills experiences throughout the academic year.

Attendance

Parents, students, and the school all have a part to play in encouraging students to attend school in line with our approach to raising achievement. We know that students who attend school every day are likely to attain more highly and make good progress, and the opposite is also true. Student attendance is electronically recorded and is also displayed on the VLE. Attendance is measured by the KHDA, and all schools in Dubai are under pressure to keep student attendance ratios up.

Please be aware that low attendance could result in your child not being promoted to the next academic year. Should this be the case, non-promotion would apply across the Emirate of Dubai and not just at Sunmarke School.

Punctuality

Students are expected and required to arrive on time for registration and lessons. The times for lessons are indicated on a student's timetable. Students are encouraged to take personal responsibility for their own learning and academic development.

Parents must ensure that their students arrive in good time to school for lessons. If a student is repeatedly late for lessons, class teacher (form tutor), will call parents in for a meeting and may request the presence of the Headteacher. In such circumstances, a plan will be put into place to ensure that each student takes responsibility for his/her learning.

Absences from School

If your child is absent due to illness, you should record this yourself on the VLE under the Planned Absence menu. Alternatively, you can inform our Attendance Officer by phone: +971-4-423-8900 ext. 901 or by email: attendance.sms@forteseducation.com before 8:00 am on the day of the absence.

If a student 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 the reason for absence.

If the school is unable to contact the parent, the absence will be recorded as 'unauthorised'. If a student child is absent for three days or more, a Medical Certificate should be submitted to the school's Attendance Officer via the class teacher.

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 post an absence request via the Planned Absence menu on the VLE, so that the Phase Headteacher can decide about whether the absence is deemed 'authorised' or 'unauthorised'. To ensure student safety, when a student is recorded absent on our system, an e-mail is automatically generated and sent to the parent as confirmation of non-attendance to school.

Absences on the Bus

Parents who have elected for Bus Transport should record all planned bus absences (where possible) at least 24 hours of the planned absence via the Planned Absence - Bus menu on the VLE. The school does not accept verbal or telephone instructions of students' changes to bus pick-ups and drop-offs.

Early Departure

We ask parents to avoid collecting their students from school during school hours or before the end-of-the-day, so that learning is not missed. Parents are requested to make external appointments (e.g., medical / dental / ophthalmic appointments), after school hours or during school holidays or weekends.

If such appointments are unavoidable, parents must log the absence via the Planned Absence menu on the VLE and should submit a written note to the class teacher (form tutor) via their child's Diary. By law, the Attendance Officer records all early departures on the school's Early Pick-Up Register located at the School's Main Reception. This will affect a students' attendance figures.

Pick-up and Drop-off

To ease traffic congestion in the mornings and afternoons, we operate a Stop, Drop & Go system at the school's drop zone at both the front and back gates.

To ensure that the system works and for the safety of our community, we request all parents to follow the below procedures:

- Drive into the slip lane directly in front of the school Gate 8
- Wait in the traffic queue, until you reach the Drop off Zone.
- Please do not park your car immediately in front of the school gates, parking is available between Sunmarke and Safest Way supermarket.
- Please do not double or Triple Park your car on the main road.

If you walk, or prefer to see your child into school yourself, please park safely and responsibly.

Late Collection

Secondary students are expected to leave the school site once the school day has finished at 3:30 pm. However, we are aware sometimes incidents occur, and supervision is needed. Students can remain onsite until collected, however, if this is after 4:00 pm, we request your son or daughter informs a member of staff. If there is an emergency, they will wait at Reception. In the eventuality of emergencies, the school will supervise all students.

Parking

There is ample parking available around the vicinity of the school. If you are visiting the school other than for drop off and pick up, it is usually possible to find a parking space easily.

During pick-up and drop-off times, as the area around the school becomes congested. If you wish to park at these peak times, please park at locations other than the pick-up and drop-off zones and be prepared to walk for a distance to / from the school gates. We sincerely ask that you park considerately - not in the pick-up and drop-off zones, and not in a way that could pose danger to our community especially during peak times.

Visiting School

For the safety of our students, during school hour's visitors and parents may only access the school via the school's main entrance, sign in and collect a visitor's badge or wear their lanyard.

Physical Education Routines

PE and Swimming lessons are part of the curriculum and therefore these lessons are compulsory. 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.

Whilst COVID-19 restrictions remain in place, students must come to school in their P.E kit on their designated P.E days. If students have swimming on those days, we will request they wear normal PE and bring their swimming attire separately.

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.

Personal Electronic Devices and Mobile Phones

In each classroom there is a computer/laptop, projector and interactive whiteboard or screen for teachers to use for their lessons. At Sunmarke, we believe that the integration of technology in the teaching and learning process is an important one and therefore encourage all colleagues to utilise ICT where appropriate. Teachers use a range of websites to support learning as well as the school's BYOD scheme. A number of websites are not available either in this country, or through the school servers. However, a wide range of other educational websites/apps are available for use by teachers to enhance their learning.

In Secondary all mobile phones are to be turned off and in student's bags or lockers. While in the Sixth Form they may be used in designated areas such as their Study Room, but not in evidence around school during the day unless it is an emergency. Primary students are not permitted to have a personal mobile phone. Headphones can be used when online learning with peers unable to attend school due to Covid-19 reasons but not at other times.

Personal Property

All students are allocated an area to store their school bags safely; this may be a cubby hole or locker. Our students are not expected to carry large numbers of heavy books to school and as such 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 student uses this type of bag at school, they will be asked to carry it in the style of a rucksack.

Lost and Found

The Lost & Found items can be accessed via the lost and found box placed near the school uniform shop. Any items that are found in the school will be brought there. Please encourage your child's independence by asking them to look for any items that are lost. 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, 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 all students to be responsible for bringing into school everything that they require to be prepared for the school day, and that as parents you will support them to organise this. Whilst we understand that occasionally items may get left at home. Students are not allowed to call home for forgotten items unless this is deemed necessary. Please support the school by encouraging your child to be independent in this way. Only if a pupil's lunch is forgotten, do we allow parents to make arrangements to deliver to the child's classroom.

Bringing Money to school

All secondary students are entirely responsible for the money that they bring into the school site.

Library & Media Centre

All students have the opportunity to visit the library with their class. Students are responsible for any books taken out in their name. Books can be exchanged or renewed out on loan on a weekly basis. All borrowed books must be returned before the end of every academic term. Any lost books must be either replaced or paid for and late fees settled. Any outstanding borrowed library book balances will result in End of Term reports and/or Transfer Certificates not being released.

Communicating with School - Virtual Learning Environment (VLE)

Sunmarke School has a state-of-the-art parent / student portal called the Virtual Learning Environment (VLE). This web-based online platform links stakeholders in the school's community and allows parents and students to conveniently interact with the school online via any device including mobile phones. The Mobile APP can be downloaded off Apple iTunes or Google Play for quick and easy installation on your Android Tablet / Smartphone or Apple iPad / iPhone.

On the VLE you can find a wealth of information relating to your child including: KHDA registration status, handbooks & user guides, policies & procedures, private communications, school news and announcements, school calendar, class timetables, attendance / behaviour / commendation / medical records.

The school publishes its news and insights on its website and on the VLE. As such, we recommend for parents to login to the VLE regularly to keep up to date. Once you have downloaded the VLE Mobile App on your smart- phone you do not need to login.

Each family is provided with a secure VLE password and login within 1 week after the Tuition Fees are paid. Parents can change their password by logging into the VLE. Student records, passwords, and logins are secure and individual to each child, and they always remain private. If you experience any problems using or accessing the VLE please email: it@forteseducation.com.

Note that the VLE is not a substitute for human interaction, parents' workshops, and evenings. The VLE does however give parents the information that they need in an easy, user-friendly fashion. Please refer to the VLE User Guide published on the VLE.

Family / Student Information & Contact Details

It is paramount that the school is made aware of any changes to your family's / child's personal profile and contact details. Please always update this information via the VLE.

KHDA Student Registration Status

As a school we are bound by regulations to ensure that each family's child is registered at the KHDA. To this end we request our families to submit key documentation for the KHDA, no later the 1st week of joining school at: khdaregistration.sms@forteseducation.com.

You can check the status of your child's registration at the KHDA on the VLE. Note, students not registered at the KHDA cannot attend school.

Parent – School Contract

As per KHDA regulations, all parents are required to come into school and bring their original Emirates ID card for registration and their mobile phone to be able to sign the on-line version of the Parent-School Contract.

Communicating with Teachers

Informal / Formal Meetings

Informal chats with teachers are frequent but will mostly happen through appointment. Teachers are very accommodating about meeting parents and resolving concerns, 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.

The school holds regular parent/teacher meetings during the academic year, where parents can come to school to their child's class teacher / form tutor and discuss their child's progress and targets. These meetings are pre-scheduled and are noted on the School's Calendar.

Should a parent need to discuss matters regarding his child more formally, parents may schedule an appointment with a Form Teacher, Head Teacher, Subject Leader, or a member of the School's Senior Leadership Team via the School's Main Reception.

Communicating with Middle and Senior Leadership

If you feel as a parent 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 point of contact following the class teacher / form tutor would be a Year Leader.

If the matter is not resolved at this stage, then staff will escalate it to a Deputy Head Teacher. If the matter is still not resolved or is of a serious nature, then it is escalated to the Headteacher of your child's Phase.

Other Communication Channels & Events

Information Evenings & Workshops

The school schedules regular curriculum related evenings and workshops during the academic year. These are noted on the School's Calendar.

Letters to Parents

As an environmentally friendly School we do not communicate with parents in paper-copy, all correspondence is sent electronically.

Open Days

The school holds Open Days during the academic year when parents have the opportunity to see the school function during a normal school day. Lessons can be attended on an observer basis and student ambassadors conduct tours on campus.

Website, Instagram, and Facebook Pages

Our website and Facebook pages are constantly updated with current information, news, student contests, and photos from happenings at the school.

Calendar

The school's calendar is regularly updated and is posted on the school's website and Facebook pages.

Surveys

The school is responsive to the needs and concerns of its stakeholders and from time to time, publishes surveys which can be accessed via the school's VLE. We request all parents to participate in these as they provide us valuable information on how to improve our school.

Curriculum, Assessment and Reporting

School Phases

The school is divided into three main sections, Foundation Stage, Primary and Secondary School. Emphasis is always made on the sense of academic continuity that runs from the earliest stages through to graduation into university from Secondary School.

Secondary (Ages 11 – 16)

The Secondary Phase consists of Key Stages 3 and 4.

- Key Stage 3 refers to Year Groups 7, 8 and 9.
- Key Stage 4 refers to Year Groups 10 and 11

*In Year 9, some subjects will begin their GCSE programme

* They follow the GCSE and BTEC (level 2) programmes of study in Key stage 4 (Year 10 and 11).

Sixth Form (Ages 16– 18)

- The Sixth Form (Key Stage 5) consists of year 12 and 13.
- They follow the A Level, BTEC (Level 3), IBDP or IBCP programme of study.

School Timetable & Structure of the Day

Your child's timetable is accessible on the school's VLE, Secondary students are likely to have a paper copy and for younger students will be visible on their classroom door.



Secondary & Sixth Form School Day Timings 2022-23

Years 7, 9 & 11					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:40	AM Registration				
7:50	1	1	1	1	1
8:45	2	2	2	2	2
9:40	Break				
9:55	3	3	MSC	3	3
10:50	4	4	4	4	4
11:45	5	5	5	5	Dismissal
12:40	Form		Lunch		
1:10	Lunch				
1:40	6	6	6	6	
2:35	7	7	Electives	7	
3:30	Dismissal				

Years 8 & 10					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:40	AM Registration				
7:50	1	1	1	1	1
8:45	2	2	2	2	2
9:40	Break				
9:55	3	3	MSC	3	3
10:50	4	4	4	4	4
11:45	5	5	5	5	Dismissal
12:40	Lunch		Form		
1:10			Lunch		
1:40	6	6	6	6	
2:35	7	7	Electives	7	
3:30	Dismissal				

Time	Year 12		Year 13		All
	Mon & Tue	Wed & Thu	Mon & Tue	Wed & Thu	Friday
7:40	AM Registration				
7:50	1	1	1	1	1
8:45	2	2	2	2	2
9:40	Break				
9:55	3	3	3	3	3
10:50	4	4	4	4	4
11:45	5	5	5	5	Dismissal
12:40	Lunch	Form	Lunch	Lunch	
1:10		Lunch	Form		
1:40	6	6	6	6	
2:35	7	7	7	7	
3:30	Dismissal				

Curriculum

Secondary and Sixth Form

Sunmarke Secondary School and Sixth Form fulfils the requirements of its authorised curriculum through the National Curriculum for England (building on Primary foundations for further study in Secondary) and a range of Level Two and Level Three pathways, such as GCSE, International GCSE, BTEC, ASDAN, GCE Advanced Level qualifications and the International Baccalaureate's Diploma Programme and Career Pathway.

The different curricula in the Secondary School and Sixth Form are enriched through the school's brand promises: Computer Science and Digital Literacy, STEAM, Academic Clinics, and an extensive extra-curricular offering (such as the Duke of Edinburgh's International Award, World Scholar's Cup and Model United Nations). This reflects the school's aim to be a leading school in the region that caters for the needs of all students.

The curriculum should inspire and challenge all learners and prepare them for the future. The school's aim is to develop a coherent curriculum that builds on young people's experiences in the Primary Phases and that helps all young people to become successful learners, confident individuals, and responsible citizens.

Specifically, the curriculum should help young people to:

- achieve high standards and make excellent progress
- enable those not achieving age-related expectations to narrow the gap and catch up with their peers
- have and be able to use high quality personal, learning and thinking skills and become independent learners
- have and be able to use high quality functional skills, including key literacy, numeracy, and ICT skills
- be challenged and stretched to achieve their potential
- enjoy and be committed to learning, to 19 and beyond with aspirations to attend excellent universities
- value their learning outside of the curriculum and relate to the taught curriculum

Our curriculum will:

- lead to qualifications that are of worth for employers and for entry to higher education world-wide
- enable students to fulfil their potential
- meet the needs of young people of all abilities at the school
- provide equal access for all students to a full range of learning experiences beyond statutory guidelines
- prepare students to make informed and appropriate choices at the end of KS3, KS4, KS5 and beyond
- help students develop lively, enquiring minds, an ability to question and argue rationally and an ability to apply themselves to tasks and physical skills
- ensure continuity and progression within the school and between phases of education, increasing students' choice during their school career
- help students develop personal moral values, respect for religious values and tolerance of other races' beliefs and ways of life to help students understand the world in which they live.

Assessment

On-going assessments to support student progress are carried out by teachers daily in the form of both formative and summative assessments which monitor progress and attainment. Formal tests and exams dates are published to parents through the school newsletter.

As per KHDA requirements, all secondary students sit external GL assessments, usually throughout September and May, which provide us with external verification of attainment and progress in core subjects.

As well as being regularly assessed in class, secondary students sit mock examinations to help prepare them for their official examinations. Mock exams normally take place for Year 11 and 13 in November and January and for the rest of the school, end of year exams will take place in May or June.

School Reports

Parents receive reports throughout the academic year: The reports will be uploaded electronically to the VLE for parents to download. There is also the opportunity for scheduled parent/teacher review meetings throughout the year. 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. On these days, your child's books will be available for you to look through while you are waiting to see the teacher.

Please note that reports are issued by the school only if any outstanding dues are cleared and after all borrowed resources are returned to the Library Media Centre.

Home Learning

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

In Years 7–8, most subjects set extended homework projects across the theme of study at that time, with an expectation that students will have a set criteria and various tasks which they must complete within an extended project period. Some subjects, such as, mathematics and modern foreign languages may well set homework weekly as the subject content needs constant reinforcement. Projects should be designed to promote independent study and research, to extend classroom learning, improve literacy levels, and encourage students to reflect on the quality of their work and to give them a clear idea of how they can improve their learning. Students are expected to complete all homework tasks and to hand them in on time, should this not occur, please refer to the behaviour policy as to the next steps.

Students in Years 9 – 13 will have a mix of different homework tasks, projects, individual set tasks, past exam papers, revision activities etc. It is expected that students in these year groups receive a variety of different homework tasks which will support their learning and prepare them for their examinations.

A summary of each lesson and home learning will be emailed to parents each night. This will be in addition to the weekly newsletter from the Head of Secondary.

Extra-Curricular and Enrichment Activities (Electives and ECA's)

One of the unique features of Sunmarke is the importance we place on enrichment to broaden the experience of our students and help them to progress in all areas both academically and beyond. Our Enrichment Programme is a part of our Curriculum, not an addition and is attended by all students. Among the many activities that we offer these include Choir, Music Tech, Basketball, Cookery, Swimming, Chess, Debating, Digital Photography, Dance, Coding, Poetry, Lego and Robotics, and Language Clubs. The programme will be supported by our class teachers.

Parents can register their students for Electives and ECA's via the VLE. Although these activities are optional, once a student is signed up unless prior notice is given, they are obliged to attend. Note, during the Holy Month of Ramadan, the UAE Ministry requires all schools to operate on shortened timings. There are no extra-curricular activities offered after school in this month.

Educational Visits

We are presently unsure as our ability to organise and run trips both within and outside of the UAE, but we are hopeful to be able to continue to take advantage of our location in Dubai to offer trips which support our students learning, allow competition against other schools and give our students the chance to engage in community work.

Third Party Providers

For the convenience of our parent community, the school contracts with external Third-Party Service Providers which offer paid programmes for individuals and/or groups in popular subjects, languages, sports, music, dance at the school or at external venues. These programmes run after school hours from 3:30 pm onwards, as well as during holidays and on weekends. The programme offering is subject to sufficient student interest. Fees for these programmes are charged separately from the Tuition Fee and are paid directly to the Third-Party Service Providers or the school depending on the nature of the arrangements. Please refer to After-School Activities menu on our website.

Queries regarding ECAs, After School Activities, Peripatetic Lessons and Educational Visits should be made to our Activities Manager as below:

Email : activitiesmanager@forteseducation.com

Phone : 04-4238900 ext. 902

Resources and Textbooks

The school issues educational resources to every classroom and department. These are deemed to be school property and are not loaned out to students. Parents and students can access many of the textbooks used by the school on the VLE. Secondary students will be provided with the necessary textbooks and subject book by each department, and these are on-loan and required to be returned at the end of each Academic year.

Student Leadership Team

Students across all phases of the school are highly encouraged to become involved in leadership in some capacity. There are many opportunities for this which evolve annually; typically, these are the Student Council, Head Boy and Girl, House Captains, Positivity Patrol.

Student Council representatives work in partnership with the school management, staff and parents for the benefit of the school and its students. Every student from Primary onwards has the opportunity to stand for election at the beginning of each academic year. Student Council is designed to encourage a sense of cooperation, responsibility, and leadership, service, and school spirit amongst students. Once elected, students work together alongside some of the school leaders with the collective aim of School Improvement.

Student Welfare

Clinic

The school has a Medical Clinic manned by two full-time nurses who provide first aid and emergency care to our students. The School's Nurses are the first point of contact in terms of the physical wellbeing of the students within school. The School Clinic has full-time Nurses who provide first aid and emergency care to both students and staff during school hours, including DHA immunisations and other forms of preventative medicine (such as information on healthy eating). The School's Nurses are responsible for coordinating between all government bodies, visiting physicians, health care providers and parents. We also have a visiting doctor who is on call.

The School's Nurses treat minor injuries and/or sickness at school, and if necessary, will contact parents to advise of the care given. It may be necessary for a child to be sent home.

If a child requires emergency medical care, every attempt will be made to contact the parent. If this is not possible, then the child will be taken to the nearest Dubai Government medical Clinic or Hospital. If a child has an injury that requires a plaster cast, wheelchair, or some other form of personal care, please contact the school for a care plan before bringing your child to school.

Immunisation & Medical Examination before starting School

The School Clinic organises regular immunisation programmes as per the directives of the UAE Ministry of Health, Ministry of Education and KHDA, in accordance with UAE government recommendations for students over 5 years of age. The school will seek written consent from parents. Parents are required to fill in and submit the DHA Immunisation Consent Form. These documents will be submitted to the School Clinic with a copy of their child's vaccination history and a recent photograph BEFORE the child starts School.

The Department of Health & Medical Services requires students of particular age groups to undergo a medical examination at School. This examination is carried out by the School Doctor at the School Clinic with the School Nurse.

Medication

Parents are required to fill in Medication Administration Form downloadable off our website in which information is noted on any illnesses or allergies and instructions on when and how to administer medication (if any). No medicines are given to students by teachers. If a parent sends medicine to School, it should be sent to the School Clinic with a Doctor's note and the Medication Administration Form filled in. If a student has a particular condition (diabetes, epilepsy etc.), the school Nurse will inform the appropriate teaching staff and give any necessary precautionary advice.

Child Protection

If a parent suspects their child, or another child in school, has been abused at school (physical, sexual, neglect or emotional), whether by the child's physical condition or from something s/he says, the parent should report the matter to the Child Protection Officer.

Details of the school's Child Protection Officers are located around school, including at Reception. Alternatively, the School's Designated Lead for Safeguarding and Child Protection can be emailed at: childprotection.sms@forteseducation.com.

In accordance with the school's health programme, if a teacher observes a deviation in student behaviour or well-being (such as sickness for example), the teacher will report the matter to the School Nurse or Counsellor and bring the student to the School's Clinic or Well-being Centre.

Injury to Student

If a student is ill or injured, or a teacher is not sure about their condition, they will be taken to School Nurse for treatment. The school Nurse fills out a Student Health / Injury Form which must be counter-signed by the Parent on arrival to the school. All such incidences are logged onto the School's MIS system.

Sending a Student Home

Students are often enthusiastic about coming to School regardless of their physical condition. Whilst we encourage high rates of attendance, unwell students should not come to school.

The following medical problems are definite indications for sending a student home:

- Fever above 37.7°C
- Persistent nausea and vomiting
- Communicable diseases

If a student comes down with an illness such as a contagious disease at School, the teacher will contact the school Nurse immediately and the student will be sent home and allowed to return when s(he) is well.

Communicable Diseases

Many communicable diseases may be prevented by immunization and the School's Clinic recommends that families and staff are vaccinated against such diseases and are aware of the updates necessary for these vaccinations.

The International Vaccination Schedule (available at the School Clinic and the DHA), is used as a reference when advising parents about the "routine" immunization programs which most students commence at birth, with the appropriate updates throughout their Schooling. It also outlines the special vaccinations which are advisable when living in Dubai. When there is an incidence of an infectious disease occurring within the school community, the School Clinic will notify the school community. In the case of outbreaks, such as head lice, the School Clinic will commence appropriate screening.

Should your child become infected with a contagious disease, s(he) will be excluded from attending School and will only be re-admitted after the parents submit an acceptable doctor's Medical Certificate.

The Exclusion Table on the next page is used to determine how long the infected student should be excluded from School. When an outbreak occurs, parents are advised by letter in the case of an "epidemic" or by an email or telephone call in case of isolated incidents.

Exclusion Table

Contagious Disease	Exclusion from School:
COVID 19	10 days from date of positive result / or if CC 10 days from last point of contact.
Chicken Pox	Until fully recovered or at least one week after the eruption first occurs. All lesions should be crusted.
Conjunctivitis (Pink Eye)	Until after discharge from eyes has stopped
Hepatitis A	Until after recovery from infection
Hepatitis B	Until after recovery from acute attack
H1 N1	Until after recovery from virus and medical certification by DOHMS
Impetigo (School sores)	Until after sores have fully healed. The student may be allowed to return earlier provided that appropriate treatment has begun and sores on exposed surfaces are covered with moisture proof dressings.

Measles	Until after at least 5 days from the appearance of the rash and recovery from infection.
Meningococcal Infection	Until after recovery from infection.
Mumps	Until after fully recovered at least 9 days after onset of symptoms
Pediculosis (Head lice)	Until after appropriate treatment has begun
Pertussis (Whooping cough)	Until after 2 weeks after the onset of the illness and recovery from
Ringworm	Until after appropriate treatment has begun
Rotavirus (Diarrhea)	Until after diarrhea has stopped.
Rubella	Until after fully recovery or at least 5 days after onset of rash
Scabies	Until after appropriate treatment has begun.
Shigella (Diarrhea)	Until after diarrhea has stopped.
Streptococcal Infection (including Scarlet Fever)	Until after recovery from infection.
Trachoma	Until after appropriate treatment has begun
Tuberculosis	Until after recovery and certification that the student is not infectious

NB: Admission to school is possible with a Medical Certification from Primary Health Care Centres of Dubai Health Authority, and/or the attending Physician stating that your child is free from the above contagious disease. For useful medical information visit: www.dha.gov.ae, www.moh.gov.ae, www.nhs.uk

Key Policies

Please refer to the following key policies are published on the School's Virtual Learning Environment:

- Anti-Bullying Policy
- Assessment & Reporting and Recording Policy
- Behaviour for Learning Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Homework Policy
- Inclusion Policy
- Marking and Feedback Policy
- Student Attendance Policy
- Teaching and Learning Policy