

AAESS



2011 -2012

Primary Parent and Child Handbook

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This booklet has been written to acquaint you with our school. Although every effort has been taken to include all the information you would need, you may require further information specific to your child. Please don't hesitate to contact the school if we can be of further assistance.

Al Ain English Speaking School, PO Box 17939, Al Ain, UAE

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Welcome to AAESS Primary

Dear Parents, Guardians and Carers,

On behalf of all of the Primary Staff Team we would like to take this opportunity to extend a very special welcome to each and every one of you. We are extremely proud to be a part of this school team and to work as a member of our school family in partnership with children, parents, staff and the wide community.

AAESS Primary is a child centred school. We recognise that every child is an individual and that learning is a very personal experience. Our school is a unique community of learners. All the actions we take have the best interests of the children in mind – ensuring they receive their entitlement to the highest level of education possible, regardless of race, gender, religion or individual learning needs.

We believe that teaching is not the imparting of knowledge but the enabling of children to take responsibility for their own learning. Our aim is to provide an environment where every child feels it is safe to try something new, safe to make a mistake and safe to succeed. All our children have the opportunity to develop as a valued member of the school. We aim for academic excellence, as shown in our end of year results, and celebrate effort and achievement with equal enthusiasm.

We believe that children work better and learn more effectively in a happy atmosphere based upon courtesy and respect for one another. Children need to have choices, but they also need boundaries and therefore, our positive discipline policy is based upon firmness, fairness and understanding. Each of us strives to set an example for others by treating everyone with respect and politeness.

Assessment for Learning forms part of the daily life of our school. Data from a number of sources, including children's self and peer assessment, is used to help develop policy and practice. Such data provides useful information, which can then be used to inform the ongoing process of curriculum development and lead to the further raising of educational standards. The importance of such information must not, and should not, be underestimated - though at AAESS Primary we passionately believe that some of the most valuable outcomes of primary education, such as fun, enjoyment, friendship and personal achievement cannot be so easily measured.

As members of the global community we have come together at AAESS from all four corners of the earth. Our school culture and curriculum is one which welcomes and celebrates the richness and diversity of everyone it embraces. We accept our responsibility to challenge prejudice and to learn tolerance and respect through understanding. Our school does not exist in isolation but is a fundamental part of the lives of many of the people of Al Ain. Therefore, our long term goal is to develop into a centre of learning for the community we serve.

At AAESS Primary we firmly believe that it is the uniqueness of each and every one of us that can bring us closer together as a school family and which will help each child take his or her place as a citizen of the world.

We are proud of our children and always pleased to make new friends. If you wish to pay us a visit, you're always sure to be made most welcome.


Kind regards,



Mr. David Cole NPQH
Vice Principal
Headteacher of Primary



Ms Kathryn Brand
Assistant Principal
Head of Juniors



Ms Nicki Williams
Assistant Principal
Head of Infants

Mission Statement

One School, One mission, Common Ownership:

To provide all-through 3-18 schooling of outstanding quality based upon traditions of the British curriculum, set within the unique and international context of the Al Ain. This ambition will be realised through a child centred approach to teaching and learning, which inspires aspiration, encourages achievement and high standards in a friendly, stimulating and supportive school environment. Sharing and celebration of world cultures and knowledge will underpin our school ethos and drive to high examination success and pathways to higher education. To develop students who are confident and reflective learners with adaptable skills, who are able to work independently and collaboratively in a global context.

Aims

Our aims are to ensure that every child:

- is healthy
- is safe
- enjoys and achieves
- makes a positive contribution
- achieves economic wellbeing

To achieve this, AAESS will provide opportunities through a broad, balanced and varied curriculum. Each child will be encouraged to draw from the social, moral, cultural, academic and physical experiences offered within the school and the community. Children will be able to transfer to other educational systems without any disadvantage and in particular, obtain qualifications to allow them to proceed directly to institutions of higher education in this and other countries.

At AAESS we ensure that every child receives a broad education and the necessary support to achieve their full potential within a stimulating, secure and caring learning environment. AAESS is committed to providing this high quality education based on the English National Curriculum and the curriculum of the Ministry of Education of the UAE. It is committed to continual review and improvement based on the needs of the children and upon examples of best practice in the UK, UAE and throughout the world.

AAESS educates children from various countries and celebrates the cultural diversity of the school community. Wherever possible we strive to enrich our curriculum by using inter cultural resources and offering a variety of learning opportunities that promote both Arabic and other cultures.

Our School

AAESS is a privately owned 'not for profit' school. It was set up by seven local and international companies in 1978. The rationale was to provide an appropriate standard of education of expatriate employers, to ensure they would not be socially or academically disadvantaged when they returned to their home countries

The original model chosen was that of a British system school and that policy has continued to the present although also recognising that we can be flexible and draw on best practice from other education systems. Children can be admitted to the Nursery classes at the age of 3 (by September 1st) and continue, in Secondary, to take A level examinations at age 18.

The school site is in distinct areas with a Foundation block housing Nursery and Reception classes, a Key Stage 1 block housing Year 1 and 2 children and a KS2 annex for Year 3. Our Year 4, 5 and 6 children have their classrooms in our most recently completed building. In the main Primary Administration block, we have the Primary Library and the nurses' rooms in addition to the Offices of the Primary Leadership Team. AAESS Secondary is on the same site but in its own independent building which enables Primary and Secondary to work closely together.

We have several outdoor play areas. In order to make maximum use of our outdoor environment many are shaded and have misting systems. We have play equipment and quiet areas to allow children the choice of taking part in games with each other or to sit quietly and be with friends.

Our much admired PE lessons take place indoors and outdoors and we have recently opened our purpose-built swimming pool and gymnasium. There is a well equipped ICT Lab in the KS1 block.

Primary Teaching Team List 2011-12

Vice Principal – Headteacher of Primary David Cole	Assistant Principals Kathryn Brand – Head of Juniors Nicki Williams – Head of Infants
Assistant to Vice Principal Rania Fahmy	Primary Administration and HTLA Michelle Sandford
Foundation Stage - Nursery Martina Geiger – Underwood (Head of Year) Phillippa Moss & Kerry Perandis	Foundation Stage – Reception Joanne Browne (Head of Year), Emily Allen, Kelly Geddes & Charlene van Wyk
Key Stage 1 - Year 1 Nibras Hassan (Head of Year), Nicki Williams, David Adam & Heather Hofer	Key Stage 1 – Year 2 Charmaine Bakker (Head of Year), Mandy Hunt, Leonora Allens & Darren Brown
Key Stage 2 – Year 3 Nathan Mann (Head of Year), Pauline Lockyer, Ruth Cavanagh & Musserat Awan	Key Stage 2 – Year 4 Agatha Czajkowski (Head of Year), Barbara Cremer, Leanne Shay & Harry van Wyk
Key Stage 2 – Year 5 Joanne Coles (Head of Year), Lenore Ismail, Audrey Stammers & Stephen Murphy	Key Stage 2 – Year 6 Liz Doig (Head of Year), Mohammed Awan, Melanie Sheldon & Amy Humphrey
Teacher Of Islamic Studies Salam Ali Teachers of Arabic Hannan El Houni, Nabila Abu Shihab, Nour Al Saqqa, Sarab Amin & Hala Abu Sharkh	Specialist Subject Teaching Staff PE – David Mikhail & Michelle Marais Music – Yaremi Ledesma ICT – Brendon Owens
Teacher Providing Primary Cover Rachel Takriti	English as an Additional Language Teachers Pauline Thompson (Head of EAL), Mary Jeyakumar & Sahar Afifi Individual Learning Needs Teachers Suzanne Allison
Learning Support Assistants Marie Vermeulen, Sehar Toosy, Sandy Pullings, Diane Davies, Sandi Hoy, Nurjahan Hussain, Rima Fathalla, Quihen Marais, Rumana Zainab, Monique Marais, Lena Yazi, Samia Usman, Rihab Al Ayyash, Anju Binoj, Sowjanya Hegde, Sophie Smith, Tracey Downes, Keely Mann & Alaa Mohammad Shadow Support Assistants Rachel Roberts & Elizabeth Dewfall	Librarian Asa Smith Nurses Gulshan Hamid Jay Greenhill

Absences

The teaching days at AAESS are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would ask for your support in trying to achieve this. Should your son or daughter be unable to attend classes please let the class teacher know. Obviously if your child is ill you must keep them at home. A sick child not be at school. If there is another special reason why your son or daughter needs to be absent from school, please submit your request in writing, with as much notice as possible, to the class teacher. Please clearly state the reason for the request.

School will contact parents after three days of absence if we have not been informed of a reason for the absence.

As the curriculum is taught from the very beginning until the end of each term we have a duty to the child to inform you that taking extended holidays within the academic year is likely have a detrimental impact upon the progress made.

Academic Matters

If you have any questions about your child's academic progress we would ask you to speak to the class teacher in the first instance. If you have unresolved issues, you may be referred to a member of the school's Middle or Senior Leadership Team depending upon the nature of your concern.

After School Care (ASC)

The After School Care room is located in the KS1 teaching block and the timings are from 2:30 – 3:30.

Parents may choose to register their child for After School Care. This must be booked and paid for in advance directly with Michelle Sandford either in person or by phone. The children will be supervised by school LSA's and have opportunities to play outside, complete homework, read, or play games. On occasions a DVD (age appropriate) may be shown. There is a daily charge of 10 dirham's for ASC – this includes a drink and a piece of fruit.

After School Care children should be collected by their secondary sibling, parent, guardian or carer. They will not be allowed to leave on their own.

Assemblies

Weekly assemblies are held on Sundays. If your child is going to be performing in a class assembly, you will have received a letter informing you. You may be asked to provide clothes or props for the assembly.

Birthdays

We are very happy to help celebrate your child's birthday in school and politely ask that this is done after consulting with the class teacher. Thursday during Lunch Time is the most suitable occasion and a lovely way to end the week. Should you wish to send in cake please always ensure that plates and tissues are included. For ease, we would prefer individual cakes that do not require cutting. We are unable to host birthday parties within the class and ask you to plan these outside the school.

Please do not send in fast food such as pizzas and burgers for parties. Although a generous gesture, many parents do not wish their children to eat such items and some children may have special dietary requirements which will then exclude them from taking part.

Buses

The school does not own its own buses however; local companies are available for the daily transportation of children in Primary and Secondary. Routes, pick up times and costs can be obtained directly from the bus companies who will provide families with the necessary paperwork. Children can travel to and from school or just one way. Details appear on the community notice board.

The children are escorted to the buses by LSA's and no bus leaves until all the children are seated with and seatbelts are fastened. Each bus has an attendant to help the children on and off with their belongings.

Although the school is happy to help facilitate the use of the bus, please note that your contract is with the bus company and therefore any enquiries or complaints should be made directly to the respective bus company.

Car Park Safety

All drivers are expected to be extremely cautious and considerate in the vicinity of school. Drivers must park in allocated bays and not block the area directly outside the main gates. Please drive slowly in the car park area and keep a very careful eye out for children.

At the end of the school day, parents of primary children must park their cars and collect the child from the classroom. Children will only be allowed to go to the car park when accompanied by a responsible person.

Communication

We work hard to ensure communication is good, honest, open and based upon mutual respect and understanding. Outside each classroom there is a notice board which the teacher keeps updated with relevant information for the day/week. In addition, please read the PATHs letter for your child's class which is regularly updated on the school website. This gives you details of the curriculum being covered in the coming week and special notices and changes. The school has an open door policy which means that wherever possible, we will meet with you informally and discuss minor concerns the same day. We'd ask you to understand that teachers should not be approached whilst a class is in session.

Routine academic inquiries should be forwarded to your child's teacher. If you require a formal appointment, this can be arranged with the teacher in advance or with the Assistant to the Head of Primary. For your convenience, class teachers have allocated every Monday evening from 14.30 – 15.15 for such appointments.

Community Library

We are very proud to host the Al Ain Community Library.

It is situated in the Primary Library.

Opening times:

Sunday 14:30 – 16:00

Friday 11:00 – 13:00

Emergency Contact Details

Upon enrolment, parents/guardian are requested to submit their contact details and name another nominated adult to be contacted in case of an emergency. It is vital that parents inform the school if there are any changes to this information at any time:

- a change of home telephone number
- a new mobile phone number
- a change of work number
- a change of emergency contact number

It is important that the emergency number is one where you can be reached at anytime during the school day.

It is also important that the school is informed in advance if both parents are out of the UAE at any time so that the school leadership and nurses are clear about whom parents have nominated to make decisions about their child in case of an emergency.

Every Child Matters

Every Child Matters is a shared programme of change to improve outcomes for all children and young people.

Aims of Every Child Matters



1. Be healthy	2. Stay safe	3. Enjoy and achieve	4. Make a positive contribution	5. Achieve economic well-being
<p>To be physically healthy</p> <p>To be mentally and emotionally healthy</p> <p>To have healthy relationships</p> <p>To enjoy healthy lifestyles</p> <p>To choose not to take illegal drugs</p>	<p>To be safe from maltreatment, neglect, violence and exploitation</p> <p>To be safe from accidental injury and death</p> <p>To be safe from bullying and discrimination</p> <p>To be safe from crime and antisocial behaviour in and out of school</p> <p>To have security, stability and be cared for</p>	<p>To be ready for school</p> <p>To attend and enjoy school</p> <p>To achieve stretching national educational standards at primary school</p> <p>To achieve personal and social development and enjoy recreation</p>	<p>To engage in decision-making and support the community and environment</p> <p>To engage in law-abiding and positive behaviour in and out of school</p> <p>To develop positive relationships and choose not to bully and discriminate</p> <p>To develop self-confidence and successfully deal with significant life changes and challenges</p> <p>To develop enterprising behaviour</p>	<p>To engage in further education, employment or training on leaving school</p> <p>To be ready for employment</p> <p>To live in decent homes and sustainable communities</p> <p>To access to transport and material goods</p> <p>To live in households free from low income</p>

Promoting the 5 key outcomes of Every Child Matters

Listed below are some of the strategies we intend to use for promoting these outcomes.

1. Be healthy	2. Stay safe	3. Enjoy and achieve	4. Make a positive contribution	5. Achieve economic well-being
Timetabled PE and Games each week Healthy Eating initiatives PSHCE programme Circle time Relationship education Drugs awareness education Education in school by medical professionals After school clubs	Appropriate policies Child Protection Procedures Use of relevant class and school rules Strong relationships between staff and pupils Safety Initiatives	A stimulating, challenging and appropriate curriculum Collaborative Learning Assessment for Learning (AfL) Excellence & Enjoyment Challenging targets Promoting attendance and punctuality Extensive programme of first hand learning opportunities and educational visits.	Appropriate policies Circle time PSHCE programme Class Council and School Parliament Support for local charities and organisations Promoting Citizenship Promoting multi cultural education International links	Circle time Class Council and School Parliament Playground Pals scheme Team work opportunities Curricular opportunities to research and make presentations Extra curricular activities

Extra Curricular Activities (ECAs)

It is a fundamental belief of our school that children are entitled to a broad and balance curriculum. In addition to the wide range of subjects offered in each class there are extra curricula activities offered after school. Details of these are sent via a letter. Many are led by specialist peripatetic teachers and we therefore have to ask for a small fee to cover costs. Each Wednesday the class teachers offer a range of after school clubs for which no charge is made. To ensure the children have an opportunity to experience a number of activities those on offer may change each term.

By providing ECAs we aim to:

- enable children to make choices about the types of activities they wish to pursue to broaden their curriculum and interests
- provide opportunities to pursue in depth activities that interest them
- encourage children to work with new teachers and children

In our role as part of the wider community we are delighted to provide facilities for several outside clubs and organisations to enable them to use the school as their venue for Extra Curricular Activities. Details of these can be found on the school notice board/Community notice board.

Friends of AAESS

The Parents Association - Friends of Al Ain English Speaking School (FoS) aims to work alongside the Al Ain English Speaking School staff to complement and enrich students' experiences. We intend to do this by organising and supporting social, community, and fund-raising events (for the School as well as for charity) as well as providing opportunities for parents to participate in and contribute to school life.

Objectives:

1. To welcome newcomers to the School and the Al Ain community
2. To establish a network of contact parents for each year group/class, whereby students and parents can have a localised class contact and get together for different events and activities outside school
3. To organise social and fundraising activities/events for the School as well as charity (NB. Any monies raised to be spent at the discretion of the FoS – with input from parents and the AAESS Staff).

Meetings are held monthly, dates and timings are advertised prior to the meetings and everyone is most welcome.



Green School Initiatives

AAESS Primary understands it has a responsibility to our children and to future generations and has introduced several initiatives designed to encourage the community to reduce, reuse and recycle. The school has appointed an Education for Sustainable Development Co-ordinator to oversee projects and raise the profile of 'Green' issues. Issues around working towards a sustainable future are being introduced into the curriculum as we feel that it is vital that children understand the current situation and how they may become involved in working for a sustainable future.

In collaboration with Al Ain Mineral Water, we have collection points in school for PET water bottles, which are then taken for recycling. We also recycle aluminium cans, paper and tetra paks

There are in-school initiatives that encourage children to think about their use of resources, energy and water.

To make it easier for people from the community to recycle we have large on-site recycling cages for aluminium cans and paper located at the far end of the car park.

We work in close collaboration with the Emirates Environmental Group and take part in many of their national campaigns.

There is a junior natural history group run in conjunction with the Al Ain chapter of the Emirates Natural History Group. Children and their parents are offered the opportunity to attend workshops and field trips to learn more about the flora, fauna, archaeology and culture of the UAE and northern Oman.

Health Care

The school has full time nurses who deal with any injuries and illnesses which occur during school hours. They are not on duty before the gates open at 7.15am or after 3.00pm. The Nurse's rooms are located in the Primary Administration block next to the Library.

The nurses will inform parents immediately should any accident occur that has a possible health issue for the child. In the case of an emergency, parents will be notified and the child taken to hospital.

It is vital that all medical forms given to families are correctly filled out and returned. Please ensure that all medical information and contact details are current. If your child has been diagnosed as having a specific health concern, then please supply the nurses with a doctor's report clarifying details and management of medication whilst your child is in school.

If your child has a medical or behavioural concern that will impact on his/her education or social status, please supply reports and doctor reports to assist us in supporting your child to the fullest.

If your child requires medication at school it must be handed by an adult to the school nurse and not the class teacher. It should be in the original container and be clearly labelled with the medicine's name, reasons for taking and how to administer.

Please do not send medication in to school via your child's lunch box/cooler. This is potentially extremely dangerous.

o Immunisations

In conjunction with Al Ain School Health Department, an annual immunisation programme is undertaken at AAESS. Parents will be informed about the programme. No immunisation will be given without prior written consent from the parent or guardian.

You are kindly requested to provide details of any immunisations performed in your home country or other health care facility to the school nurse prior to joining AAESS.

o Sun Safety

It is imperative that children wear hats outside at all times. If your child is without a hat he/she will be directed to sit in a shaded area throughout break times. In the hotter months it is also advisable to apply sun screen to your child before the start of the school day. We have many shaded areas around the school and misting systems to cool in various locations. In extreme heat, the outside play time may be reduced.

Healthy Eating

Please visit our healthy eating web pages: <http://www.aaess.com/e-learning.htm#healthy school>

Learning at AAESS is about the whole child and not just academic achievement. A healthy diet can help concentration and learning. Promoting healthy lifestyles and good eating habits are an essential part of our work as a school.

Your child will require a small snack for the morning and one for the afternoon. For both we recommend a piece of fruit. In addition, your child will require a packed-lunch.

Chocolate, biscuits, small cakes, should, if included at all, only be sent in moderation. Due to the risk caused by allergies, nuts are not allowed. Sweets/candy, crisps/chips, chewing gum and carbonated drinks are not allowed.

All food items should be in non breakable containers and no glass bottles should be used. It is advisable to place small ice packs in the lunch boxes. The boxes are kept in air conditioned areas.

Since some children have special diets or allergies, the children are encouraged not to swap food items with other children and to eat as much as they can. All uneaten food is left in the lunch box to be taken home to enable you to make informed decisions about your child's balanced diet.

Children must bring a water bottle/flask to school daily. There are cold water coolers around the school and children are encouraged to refill their bottles during break times. We do not keep cups next to the water machines to avoid wastage and reduce litter. Children are encouraged to drink as much water as they can particularly in the hotter months and during PE.

Homework (Home Support)

'Learning at home is an essential part of the good education to which all our children are entitled. It is not just about reinforcing learning in the classroom, although that is important. A good, well organised homework programme helps children and young people to develop the skills and attitudes they will need for successful, independent lifelong learning. Homework supports the development of independent learning skills, so enquiry and investigation are seen as part of the learning process. Given the increasing importance to everyone of flexibility and the ability to learn independently, developing these skills and attitudes must be a central aim for all schools.'

David Blunkett (Former Secretary of State, UK)

AAESS bases our homework policy on UK government guidelines which emphasise the importance of homework and how it helps your child to learn.

o Why homework is important?

- It raises children's achievement
- It consolidates and extends the work they have done in school
- It helps to inform parents about your child's school work and gives you the opportunity to support this work
- Working independently is a valuable life skill and develops good work habits for secondary school and beyond.

o **What sort of activities should children be doing?**

Our homework activities are related to the work your child is doing at school but will not always be written work. For young children it will usually be:

- Reading with parents or carers
- Games or activities to practise literacy, maths or other skills

For older children, homework may also include:

- Reading
- Preparing a presentation to the class
- Personal research
- Designing or making something
- Trying out a simple scientific experiment
- Solving problems
- Completing literacy, maths or other work

o **How much homework should your children be doing?**

Years 1 and 2: 1 hour per week (with a focus on reading, spellings, other literacy work and number work)

Years 3 and 4: 1.5 hours per week (literacy and maths as for Years 1 and 2 with occasional assignments in other subjects).

Years 5 and 6: 30 minutes per day (regular weekly schedule with continued emphasis on literacy and maths but also ranging widely over the curriculum)

o **How will you know what homework your child will be getting each week?**

Parents will be informed of homework in the weekly PATHs letter which will be displayed outside the classroom and available on the AAESS website. From Year 1 to Year 6 homework will also be recorded in your child's individual homework diary/record book.

o **Should you help your child with their homework?**

Homework allows you to see what your children are doing and to support their learning. This partnership between school and home is a vital part of successful education. At AAESS we take the view that children are likely to get more out of an activity if parents get involved - as long as they do not take over too much! If you are unsure about how much help to give, you should discuss it with your child's teacher. They will be pleased to talk to you and will help you to get the balance right.

○ **Twelve things you can do to help your child to learn**

- Give your child confidence through lots of praise and encouragement.
- Read to, and with, your child as much as possible- at least 20 minutes per day.
- Encourage your child to observe and talk about what they see, feel, think etc.
- Make use of the AAESS Community library.
- Visit museums, parks and other places you think your child might find interesting.
- If your child likes watching television, watch it together sometimes and talk about what has been watched. Children enjoy sharing their experiences and will gain a lot from the discussion.
- Try to provide a reasonably quiet and suitable place where your child can work and show that you and all members of the family value and respect the homework activity.
- Try to set time aside to support your child's homework activities whilst also allowing some independence where appropriate.
- Encourage your child to discuss homework with you, including feedback from teachers.
- Try to help your child to see the enjoyable aspects of homework.
- Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older.
- Remind your children to complete and hand in homework on time.

For some excellent ideas of ways to support your child's learning please look at Primary's eLearning site:
<http://www.aaess.com/e-learning.htm>

Home-School Communication Book

All children in the school have a book which can be used as one means of communication between home and school. Please check this daily and feel free to write notes to the teacher within it.

Jewellery

If earrings are to be worn at school they should be stud type to avoid risk of injury. During PE lessons earrings must be removed or covered with a surgical tape. The school can not accept responsibility for items that may get lost. No other jewellery items – unless a cultural or religious requirement - are permitted.

Lost Property

In each teaching annex there is a lost property box. If you are missing any item please check there. Any items that are labelled are periodically sorted and returned. At the end of term items not claimed are sent to help a local charity.

Mobile Phones

Children are not permitted to carry or use mobile phones during the school day. They will always be able to use the school phone for important messages and emergencies.

National Curriculum

The English National Curriculum provides a structured and assessed education for children and young people.

o Useful websites. Please note that at present the Curriculum in England is undergoing an extensive review and this may be reflected in the content and availability of the following sites:

The Early Years Foundation Stage EYFS (Nursery and Reception):

<http://webarchive.nationalarchives.gov.uk/20110202093118/>

<http://nationalstrategies.standards.dcsf.gov.uk/>

Key Stage 1 and 2

<http://webarchive.nationalarchives.gov.uk/20100823130703/http://curriculum.qcda.gov.uk/key-stages-1-and-2/index.aspx>

<http://webarchive.nationalarchives.gov.uk/20090608182316/http://standards.dfes.gov.uk/schemes3/subjects/?view=get>

Newsletters

The Primary newsletter 'AAESS BUZZZ' is published regularly to keep you up to date with school events. This is printed in English and Arabic and sent as a hard copy to parents that request it (one per family). As part of our 'Green School' goal of reducing paper consumption we would ask parents, wherever possible, to read it on the school website or to sign-up to our email list.

Any letters that require parents to provide a response e.g. educational visits, clubs etc will be sent in hard copy. A duplicate copy will be on the school website for information.

Noticeboards

As one means of communication, Primary has two noticeboards - outside the school site and near the main entrance. Relevant information is displayed and the boards are regularly updated.

There is a Community noticeboard near the main entrance used for displaying information on local clubs and events in Al Ain.

Open Days

During the academic year all parents and visitors are given the opportunity to see the children during their lessons. We open our classroom doors to provide an opportunity for you to come in and share in the working day of our school and for our children to celebrate their achievements.

Parent-Teacher Consultations

At the beginning of the academic year, all parents are invited to meet their child's teacher and each other at an informal gathering. This year we will be hosting a number of 'Afternoon Teas'. This is an opportunity to find out about teaching and learning within the year group, class routines and academic and social expectations. During each term, there are individual parent-teacher consultations. These events will enable you to discuss your child's progress. Parents are strongly advised to attend these meetings. If you require an Arabic translator for the meeting, please let us know. Additional meetings can be arranged at any convenient time by prior arrangement with the teacher.

Parental Involvement in School

The education of our children is a partnership between Home and School. Parental involvement is actively encouraged both at home, and school.

We recognise that our parents have particular skills and talents that can support the school's aim of providing quality teaching and learning. There are always occasions when additional adult support is useful. If you have a few hours to spare on a regular basis we would be happy to utilise your help. Please contact your class teacher or Ms Michelle Sandford in the first instance.

To aid in the smooth running of events we often ask for parental help and such volunteers have made a significant contribution to the success of our school's activities.

We also great appreciate the parental support we receive in helping your children find appropriate items, clothing or artefacts for our various special events throughout the year.

Registration

Before commencing their education at AAESS, all children are met by the Head of Primary or Deputy and the School Registrar. This is an informal chance to ask questions about the school and to get to know the needs of the child and read past reports.

If extra learning support is required, then the level of support required will be assessed by the ILN Co-ordinator and/or EAL Co-ordinator. AAESS will offer a place to children whose needs can be appropriately met within our school.

It is a requirement of the Ministry of Education of the United Arab Emirates that all pupils be registered with them. You will be required to provide:

- passport photographs;
- a copy of the passport including the visa page;
- a transfer report from the previous school.

You will also be required to provide medical records and complete a detailed school medical form for the school nurses.

Once all the necessary documents have been received and registration and financial details dealt with, children may start school. The start date will be agreed by the Head of Primary, Registrar and family.

It is a requirement of the Ministry of Education that all pupils be registered in the appropriate year group.

We are aware that children come to AAESS with a varied educational backgrounds and curriculum experiences. At our school we meet the individual needs of each child through appropriate differentiation and support. Therefore, children are placed within their chronological age group. Children are allocated to a particular class within the Year Group to ensure their educational needs are best met and to maintain a good social and academic balance.

**Primary Guide to Year Groups
Academic Year 2011 - 2012**

D.O.B	2000	2001	2002	2003	2004	2005	2006	2007	2008
Sept	6	5	4	3	2	1	R	N	
Oct	6	5	4	3	2	1	R	N	
Nov	6	5	4	3	2	1	R	N	
Dec	6	5	4	3	2	1	R	N	
Jan	7	6	5	4	3	2	1	R	N
Feb	7	6	5	4	3	2	1	R	N
March	7	6	5	4	3	2	1	R	N
April	7	6	5	4	3	2	1	R	N
May	7	6	5	4	3	2	1	R	N
June	7	6	5	4	3	2	1	R	N
July	7	6	5	4	3	2	1	R	N
Aug	7	6	5	4	3	2	1	R	N

Custom and Practice

In line with custom and practice in English Curriculum Schools AAESS Primary adheres to principle that children should be educated with their chronological year group.

Rationale

- UNESCO 13 notes, children have a right to be educated with their peers.
- Placing the child in another year group may deny some other child a place at the school.
- As he or she matures, the child may realise that the rest of the class are of a different age, causing an emotional impact.
- The child may begin puberty at a different time from their classmates, which could be confusing for him or her.
- The child is eligible to leave school at 16, and if he or she has been held back a year, may leave without completing Key Stage 4.
- The child must receive education until the age of 16 (in England), and if he or she has been accelerated a year, they may have completed the Key Stage 4 curriculum before then.
- Other interventions may be more appropriate in the long-term; placement outside the chronological year group could simply be delaying that provision.
- Children learn a great deal from their peers, and receive social, emotional and academic support from each other.
- The evidence suggests that placing students in a different year group rarely makes a positive difference and can have negative long-term effects.

We accept there will be some situations where this may not be of benefit to the child however, it will only be in **extremely exceptional circumstances** that a pupil will move out of his/her chronological age group. Moving a pupil out of their chronological age group should be regarded as a **highly intrusive intervention**. As such there should be demonstrable evidence that other less invasive interventions have not been, or are unlikely to be, successful in meeting the pupils' needs. In no instance should this be more than a single National Curriculum year. Once moved most children will complete their education within that cohort.

Reports

Parents will receive three academic progress reports each year – one per term. Autumn and Spring reports will be short interim reports. At the end of the Summer Term you will receive a longer end of year report and a general summary of the student's personal and social development. Individual SMART pupil targets will be included in the report to highlight key areas for improvement. Please discuss the reports with your child to help support their learning at home. A summary of each child's punctuality and attendance is included on the reports.

Please note that we can only distribute reports at the end of school on the day of issue (see school calendar).

At any time within the school year, you can request a meeting to talk about your child's progress. As in many other schools it is not our practice to send workbooks home but we would encourage you to make an appointment to talk with the teacher, see the books and discuss the work in context.

School Day

The school week runs from Sunday to Thursday inclusive and the timings for all primary children are **07:45 until 14:30**. After school clubs, for those taking part run until 15:15.

07:15 – Children may enter the playground. The Head or Deputy will make the decision if the weather conditions are inappropriate for children to play outside in which case children should go to their classrooms.

07:30 – 7:40 Staff briefing (except for staff on playground duty).

07:45 - School begins. Morning bell. Children walk quietly to their lines. Once the lines are quiet and calm the teachers will lead their classes into school.

Lessons

10:30 – 10:50 Playtime

Lessons

11:40 – 12:20 Lunch break

Lessons

14:30 - Children are collected from their respective classes by parents/ carers or named person(s). The teacher will ensure the child leaves with a named adult. Children taking part in After School Activities go to their clubs. Children using a bus service will be escorted from their classrooms by LSA's

14:30 – 15:15 After School Activities (for children taking part)

Please note: Foundation Stage has the same start and finish times but will have adapted school day to accommodate the children's particular needs

If there is any change to the school day or week you will receive prior notice.

o Morning Drop Off

Children can arrive at school between 07:15 and 07:45 am. Children should only be dropped off when the main school gates are unlocked at 07:15 and not before. Children can play in the supervised areas until the bell rings at 7.45am. At this point they should go to their designated line up area. School bags and lunch boxes should be left in the line up area until the bell rings. Unless weather conditions are inappropriate children should not enter the classrooms until escorted by their teacher.

o Late Arrival

Our School recognises that good punctuality and attendance are important life skills and, as part of our new Punctuality and Attendance Policy, we are aiming for 90%+ attendance and 95%+ punctuality. Arriving late at school is unsettling for all children and staff. Please ensure that your child arrives in plenty of time. Children arriving after registration will be marked as late. This is a crucial time of day when the register is taken and outline instructions given for the rest of the day. Your support in getting your child to school on time is appreciated.

End of Day Collection

Children should be collected in person at the end of the school day (14:30). They will not be allowed to go to the gate or car park alone and must be collected by the parent/ guardian or named individual. Each class teacher will explain where children from that class must be collected.

If you know that you are going to be late, please let us know at school so that we can tell your child and he/she doesn't get anxious. Please note, supervising children that have not been collected means that staff are taken away from their work of school improvement, preparation, planning and assessment.

At the end of the day, both school gates will be open to ease congestion.

Should you need to collect your child within the school day, please inform the class teacher in advance when possible. Please come to Primary Administration in order to collect a permission slip before going to collect your child.

School Parliament and Class Councils

Class Councils meet fortnightly as part of PSHCE lessons. Minutes are taken and circulated. Class Council meetings deal with class issues and also provide agenda items for the School Parliament.

School Parliament Representatives are elected in Years 3 – 6. Each class has one representative. Year 1 and FS classes have their representative chosen from Year 6. Before elections take place the children present their 'manifestoes'. Once elected Members of Parliament (MPs) remain in post for one year. Parliamentary meetings are organised by the PSHCE SL and occur every half term; minutes are taken and circulated. Parliamentary meetings are a time for our MPs to share ideas from their class about ways to improve and enhance school life.

Minutes from School Parliamentary meetings form a Primary Senior Leadership Team meeting agenda item.

The School Parliament helps organise many events throughout the year including disco's, cake bakes and fruity fun days.

Special Events

Every day is a special event at AAESS Primary.

However, throughout the year there are many special celebrations held at school to enhance and enrich the curriculum...and for fun! Such events include Book Week, Book Fair, International Day, National Day, Children's Day, Earth Day and Sports Day.

Dates and timing are on the school calendar and notice of forthcoming events will be given in the newsletter.

Toys

Children are permitted to bring small, inexpensive toys to school for playtime.

Toys must be safe to play with – no sharp or dangerous components. Replica weapons should not be brought
Toys must be inexpensive and small. Toys should not be electronic or require batteries

Each child may bring one toy each day

Swapping, giving away or exchanging of toys will not be allowed.

The school will not accept responsibility if a toy is broken, lost, misplaced or otherwise relocated. Toys are brought to school with the consent of the parent and the child will be responsible for the item.

Suggested toys: travel chess, travel draughts, crosswords, suduko, Where's Wally?, card games, skipping ropes, juggling balls, travel puzzles , Rubik's cube, sketch books etc.

Uniform

All children at AAESS must wear the approved school uniform which consists of -

Girl	Blue / white dress in AAESS design with logo or blue cotton unisex shirt in AAESS design with logo and navy shorts or navy trousers. White or navy blue socks with flat black shoes (not trainers) or black closed toe sandals. Sun hat – school design or own – all year. Water bottle For cold weather – navy zippy top AAESS design with logo Head scarf – navy blue or black
Boys	Blue cotton unisex shirt in AAESS design with logo Navy shorts or trousers White or navy blue socks with black shoes (not trainers) or black closed toe flat sandals. Sun hat – school design or own – all year. Water bottle For cold weather – navy zippy top AAESS design with logo
PE	White polo top in AAESS design with logo – house colour trimming Navy sports shorts White socks Sports shoes (no football boots) Hat and water bottle For swimming – navy blue or black swimming costumes. Girls should have one piece costume. These may cover all or parts of the body in accordance with cultural or religious practice. T-shirts and shorts are not appropriate. Jewellery must be removed when swimming. Bags – small rucksack (not trolley bags) or school book bag.

Please make sure that your child wears full uniform on a daily basis. All uniform must be labelled clearly.

Children with pierced ears should wear simple studs.

Throughout the school day, all children (boys and girls) with long hair should have it tied back for reasons of health, safety and hygiene.

The School's Senior Leadership will be the final arbiter in matters relating to the uniform.

Visitors

The safety and well-being of our children is a priority for AAESS. Therefore, all visitors to the school must sign in at the main gate/security office between 08:00 and 14:15. They may be escorted into school at certain times of the day e.g. playtime. Visitors must wear a visitor's badge for the duration of their visit and return it to guards when they leave. Visitors are asked to travel directly to the place of their appointment/meeting and should not enter any area used by children without a teacher or other member of the staff team being present.

Website

<http://www.aaess.com/>

The school website should be accessed regularly in order to read up to date information about the school. The school calendar and photo gallery are on the site as well as lots of other relevant information. It is our aim to add more information on the site in the coming months. Your thoughts, comment and suggestions on how to improve the site are always welcome.

Your comments and thoughts

As partners in the education of your child your ideas and suggestions on how to improve our school are always most welcome.

Your notes and useful numbers: