

مدرسة جيمس وستمينستر رأس الخيمة
GEMS Westminster School
RAS AL KHAIMAH



PARENT HANDBOOK
2018-2019

'One Tribe. One Family'

Welcome to our school!

It is with pleasure that I extend to you a warm welcome to the GEMS Westminster School Ras Al Khaimah website. As Principal, I am delighted to be leading the school at this exciting stage of its development.

As a professional learning community, we are committed to working tirelessly to provide challenging educational opportunities for children each day. However, no man, woman, or family is an island. It takes a village to raise a child. Parents, teachers, support staff, community and administration all play a part in helping our students meet and exceed our expectations of them. Each family in this community has its own particular interest. Each parent is the personal cheerleader for his or her child. Our area of unified common interest is your child. It is imperative that our community embraces the idea of doing whatever it takes to ensure the academic growth of our students.

It is the purpose of education to encompass a broad spectrum of experiences, so that the child may encounter or exclude those experiences necessary to fulfil the individual's desire to explore and learn. Several basic principles underlie our educational philosophy. Firstly, be aware that each child is unique. Secondly, there is individual potential in all children and excellence in every child. Thirdly, children are skilled in how to think critically and logically about the world around them in order to make informed and accurate decisions about their education. Finally, the social and emotional climate of the classroom should be such that each child's contribution is valued, each child takes responsibility for the community by respecting people and property and each child takes personal responsibility for certain aspects of the organization of his / her work and interests.

The approach to learning is remarkably simple. Put talented and diverse young people together with

skilled and dedicated adults, with support from engaged and committed families and you create extraordinary results that speak for themselves. It is a culture where students at all levels say it is "cool to do your best" or "cool to be smart" and where mathematicians, athletes, writers and musicians all thrive side-by-side working together building a community of life-long learners.

During the course of the year, it is my hope that we will work together to provide the students of GEMS Westminster School Ras Al Khaimah the best possible opportunities in preparing them to be world class citizens ready to master the challenges of the 21st Century. As Principal, it is important to me that everyone who steps through our doors- staff, students, and parents is excited to be here with high expectations! This attitude enables us to meet the challenges of academic excellence in a positive, fun and nurturing environment.

GEMS Westminster School Ras Al Khaimah is a special place to learn and we welcome you to visit the school and become part of our learning community.

But to be successful as we can be in our learning community, we need your help. You are a special and unique part of our learning community. Collaboration with your child's teacher is a main ingredient to a healthy and successful year. Open communication is vital to ensure a successful home-school partnership. Parent involvement is an important aspect of every child's education and is the primary factor in a students' success in school.

It is through being a collaborative learning community with consistent, honest, and open communication that we can best serve our students.

Sincerely

Mr. Akram Tarik
Principal



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About GEMS

GEMS Westminster School –Ras Al Khaimah, (WSR) offers the internationally recognised National Curriculum for England and prepares students to take the International General Certificate of Secondary Education (IGCSE) courses and A Level Examinations of the Universities of Cambridge and London (UK).

Presently, the school offers National Curriculum for England from Early Years Foundation Stage to Grade 11, and in successive years the school will naturally expand and introduce higher education programmes.

GEMS Education

GWS-RAK is part of the GEMS Education network which has been in the education sector for over 50 years and has a global network of award winning international schools. The GEMS global network of award winning international schools provides a high quality, values based education learning to over 142,000 students from 151 countries, employing over 11,000 education professionals, specialists and staff from around the world.

Over the past 3 years GEMS students have been accepted to 590 universities in 41 countries. Our students have won over 700 regional and international awards.

Innovative New Building and Facilities

The school provides high quality, affordable education to students of all nationalities. The elegant, spacious well designed class rooms and outstanding campus, features aesthetically modern architecture, well suited to create the perfect creative blend so necessary for a multi-cultural setting that well suites learning and provides quality education that is the hallmark of GEMS schools.

Our outstanding facilities include; an indoor sports hall, outdoor football pitch, basketball court, cricket

nets, outdoor multi-games courts, music, art and science labs, ICT labs, library and indoor play areas.



Extra -Curricular Activities

School teams and clubs are established in basketball, football, cricket, badminton, table tennis, and athletics, Eco, Arabic and EAL (English as Additional Language). After school activities like Music, art, dance, drama, public speaking, Digital learning, magazine and newspaper work are also offered to engage the interest and enthusiasm of all students.

GEMS Core Values

We know academic performance is important because academic qualifications are the passport to accessing a good university but we believe a values-based education is of equal importance. GEMS values-driven education is expressed through our four core values which are woven into every curricula offered by GEMS Schools and are at the core of our DNA. They are not symbolic, we live and breathe them. They are: **Leading Through Innovation, Pursuing Excellence, Growing by Learning, Global Citizenship**. Through our values we encourage independent learning, empowering students to take on responsibility. Students learn to celebrate diversity in a spirit of understanding and tolerance and develop a positive regard and awareness of other people.

Leading through innovation - *Find the courage to challenge convention*



We dare to dream of the possibilities.

No idea is too small or too large if it makes things better for our learners and our people.

Growing by learning - *Strive to develop your potential*

Growing by Learning
Strive to develop your potential



We aim to produce not just great students, but great people who live with honesty, confidence and integrity.

Along with our students, we never stop learning. Each and every one of us has the capacity for leadership.

Pursuing excellence - *Work to continually exceed expectations*

Just as we set educational standards for our schools, we ensure that everything we do is delivered to a high standard.

We go the extra mile for our students and our colleagues.



Pursuing Excellence
Work to continually exceed expectations

Global citizenship - *Making an active contribution to your local and global community*

We respect and celebrate our diversity and recognize that there are many things that unite us all.

We make a difference in our local communities so that we can build a sustainable planet to share.

We build bridges of knowledge, push boundaries and unite young people.



Global Citizenship
Make an active contribution to the community



Vision

To educate and empower our students to be self-directed progressive learners who are confident, compassionate and accomplished



Mission

We recognize that each child is an individual; that all children are creative; that all children need to succeed. Our school will promote a safe, orderly, caring, and supportive environment. We will strive to have our parents, teachers, and community members actively involved in our students' learning.

1. To have parents who are:

- Valued
- Engaged in their children's learning
- Supportive home-school team players.

3. To be a school that:

- Is caring
- Puts student learning at the center of all we do.
- Promotes holistic student development.
- Continually self-evaluates for improvements.
- Values, models & reinforces GEMS
- Core Values

2. To have teachers who are:

- Dedicated, caring & skilled professionals.
- Are committed to life-long learning.
- Committed to the holistic development of their students.
- Positive team players in the pursuit of excellence for GWS-RAK.

4. To have students who:

- Actively participate in a balanced, engaging & challenging curriculum.
- Develop the life-long learning skills, self-motivation, values & traits to be successful in both present & future.
- Have their individual needs met.
- Become productive, internationally-minded citizens.

Motto

We take care of ourselves
and each other. One Tribe
One Family

WSR five core values:

1. Integrity
2. Responsibility
3. Respect
4. Honesty
5. Tolerance

Our Community

“We believe very passionately in helping all of our students reach their full potential. We see our parents as central to that aspiration, and seek to give them the information, tools and resources to help your children be the best they can be”

WSR aims for excellent partnerships with parents at all times. Parents are our guests and are welcomed and valued. We acknowledge the important role parents and the community play in educating our children. As such, we open our gates and minds to the many possibilities, encouraging parents to become involved.

GEMS Parental Engagement Programme

The GEMS Parental Engagement Programme was launched in 2009 with the goal of improving student achievement. A priority in every GEMS school, this initiative requires strategic and on-going support of parents to help further student progress. Demand for the programme is evident by the tens of thousands of parents who participate in Parental Engagement events and activities in our schools.

Schools facilitate regular opportunities for parents to understand the value of engagement and help develop their skills to assist learning at home. GEMS ensures the school infrastructure and professional development to integrate parents into teaching and learning, and provides information, tips and resources on both parenting and how to support the ‘3-a-day’ approach at home, on a dedicated Parental Engagement website, www.gemsparents.com

In addition to strong on-going parent outreach in each school, GEMS brings Parental Engagement to the centre stage of our schools across the United

Arab Emirates in an annual celebration called “Parental Engagement Week.” The week is a reminder of this daily priority and highlights the most effective activities which support parents, who in turn support their child or teenager.

Parent Representatives

Support for the school community from the parents is important and most welcome. The Parents’ Association has clearly stated guidelines: to build and strengthen the school community through the organization of social and support activities. Matters to do with the academic and administrative organization of the school are strictly outside their brief. Details of upcoming events are provided by contacting the PRE: josephine.a_wsr@gemsedu.com

The 3-a-day Approach

GEMS encourages parents to make family learning part of their lifestyle by reminding them to do three of the most effective engagement activities everyday:



- talk about learning
- share learning
- encourage learning

We call this approach to engaging parents, “**3-a-day**”

By **talk about learning**, we mean have regular two-way conversations about what your child is thinking and learning - this means listening too.

- Ask questions about the world around us, support with repetition, and extend learning by introducing new vocabulary, ideas and examples
- This best done without TV, phones or distractions

By **share learning**, we mean experience or do learning focused activities together. The types of activities will change as children grow older.

- Read together (proven best activity for Primary children)
- Explore and experiment with new things (kitchen science, building, learning through play, etc.)

By **encourage learning**, we mean specifically praising the progress and efforts children make to learn. This is perhaps the most important of the three daily habits.



- Give specific feedback on how/what they are learning (simply state what they are learning)
- Role model a positive attitude towards learning, teachers, and school
- Role model perseverance and discipline – show your child that you stick with challenging tasks

- Set and guide their daily routines – this also promotes independence, stability and confidence
- Set high standards and realistic expectations – Discuss and agree on what is expected academically, behaviourally and socially.



We integrate 3-a-day into classroom routines, and remind busy families to “talk about, share, and encourage” learning daily, in their own way or style.

Even parents who do not speak English or feel they lack the skills/confidence to support the curriculum, can do “3-a-day” in their home language, and be strong role models of learning.

At every age or stage, we hope that “talk, share, and encourage” become healthy family learning habits, which stay with students throughout their school careers, and develop as their needs change.

See the GEMS dedicated Parental Engagement Website, www.gemsparents.com for suggestions on how to “talk, share, encourage” and reminders to “do your 3-a-day.”

*“We welcome parents
to support our children’s learning”*

Learning Together

We believe that education is a life-long process concerned with the transmission of traditional values, the development of self-discipline as well as the acquisition of knowledge, skills and understanding in the key learning areas of the curriculum.

GEMS WSR ensures all students have the essential skills to achieve in later life and opportunities to excel in every subject. WSR provides:

- A strong core curriculum that supports literacy and numeracy
- MOE guidelines and regulations in Arabic, Islamic, Social Studies and Moral Education.

All students follow the national curriculum (except in Arabic, Islamic, Moral Education and Social studies.

Primary - Key Stage 1 & 2

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life.

All students study the MOE core curriculum of Arabic, Social Studies and Islamic

Other subjects which will be covered include:

- Languages English and Literacy (across learning)
- Modern Languages – French – Grade 1 onwards
- Mathematics and Numeracy (across learning)
- Expressive Arts (Art, Music)
- Sciences
- ICT
- PSHE/ Citizenship through our House Activities Programme

English and Literacy

Literacy is at the heart of children's learning, and is central to their intellectual, social and emotional development. We place a high priority on developing in

children the ability to use Literacy and English skills appropriately in Primary to ensure they have a sound basis for their development as lifelong learners, enabling them to reach their full potential. Literacy skills are developed in varied ways and through differing and meaningful contexts, including interdisciplinary approaches through other areas of the curriculum.

Listening and Talking

We develop children's listening skills through techniques designed to extend children's capacity to listen and talk purposefully, to share and question ideas and opinions respectfully, and to communicate clearly. Children become confident individuals through interacting effectively with others. We provide opportunities to communicate in a range of contexts, for relevant and real purposes and audiences.

Reading

We have a comprehensive approach to teaching reading which incorporates introduction to a variety of texts and integrating reading across the curriculum through our DEAR Programme (Drop Everything And Read).

Writing

We aim to develop a high level of skill in writing and a secure understanding of how written language works.

Mathematics and Numeracy

It is vital that children gain understanding of mathematical concepts through experience. This happens with structured mathematical activities in a relevant context. There is a strong emphasis on pupils having a firm grasp of number facts and developing the ability to use them in mental calculations. Mathematics is structured within three main categories – number, money and measure; shape, position and movement and information handling.

Secondary - Key Stage 3

GEMS WSR is committed to providing a curriculum that is challenging, broad, balanced and is appropriate to each child's ability. Grade 6 consists of a strong core of subjects to ensure the basic skills are embedded. Literacy and numeracy skills are delivered through

English and Mathematics lessons. Students follow a three-year programme in Key Stage 3 subjects with all students completing Key Stage 3 at the end of Grade 9.

The National Curriculum is delivered to all students, and there is a strong emphasis on differentiated teaching and resources to ensure that each student is fully included and challenged.

All students study the core curriculum Arabic, Social Studies, Islamic, Moral Education, English, Mathematics and Science. Other subjects which will be covered include:

- Art
- Modern Languages – French
- Geography / Humanities
- PSHE/ Citizenship through our Life Skills Programme
- ICT
- Music
- Physical Education

Age Related Expectations Model for Assessment

Refer to 'Curriculum Handbook'

By the end of each key stage, pupils are expected to know, apply and understand the matters, skills and processes specified in the relevant programme of study National Curriculum.

Students are assessed using:

- Ongoing, teacher-led assessment against the National Curriculum.
- Summative teacher assessment and external testing e.g. GL Progress Tests, IGCSEs, A-Levels and PISA Based Tests for Schools

The WSR assessment model on three key principles:

1. Assessments judgements must be fair and transparent and understood by all (students and parents)

2. Measures of both progress and attainment are important for understanding student performance.
3. A broad range of information is used to help parents understand how well their child is performing.

As part of our reporting system student progress and achievement are communicated in terms of descriptive profiles against baseline assessments and the programme of study your child is learning in the National Curriculum.

Assessment and Reporting

Refer to 'Curriculum Handbook'

Regular assessment ensures that students' progress is carefully monitored and underachievement is addressed in a purposeful and timely manner.

This is achieved through:

- Close scrutiny of class work and homework
- Moderation of student work against national standards and targets
- Modular assessments at regular intervals throughout a subject course
- End of term assessments prior to the recording of termly reports

The information collected forms an ongoing student profile. Individual progress, both academic and social, is carefully monitored and reviewed by the Head of Section

External Examinations

Eventually, students at GEMS WSR will take IGCSE, AS and A Level examinations, plus benchmarking tests such as CAT4 and GL Tests. PISA and other external tests may be organized by MOE.



Wellbeing

GEMS WSR operates with continuity of support for wellbeing across the school whilst at the same time having the structures, philosophy and practice to effectively support age appropriate practices in all K-stages.

Pastoral Care

Class Teachers and Form Tutors

We are totally committed to providing the absolute best for our students. Being a small school with a family oriented ethos, we aim to foster close cooperation between parents and staff. By working closely together we can ensure that the students are safe, happy and well cared for in their day-to-day lives at school.

Pivotal to the pastoral care programme is the role of the Form/Class Tutor, who has daily contact with the students and who is able to help with the pupils' personal daily organisation, deal with any concerns that may arise and monitor the academic and social progress of their tutees within school. The Class/ Form Tutors have close contact with the parents through informal conversations and emails; this means that problems can be quickly and effectively resolved. Messages can be communicated quickly between staff, so that any matters that arise can be dealt with quickly and efficiently by Heads of Section.

Students are rewarded for:

Effort in Class; Progress in Class; Helping another Student; Helping a Teacher; Upholding GEMS Core Values; Contribution to House; Contribution to Community; Student Leadership; Extra-curricular Participation; Other; Attendance and Punctuality; Achievement and Effort in Lessons; School Events; Helpful to Others; Improvement in Work; Improvement in Behaviour; Excellent Contribution to Class Discussion; Excellence in Work; Improvement in Attendance; Extra-curricular Achievement;

How we support students at the WSR

Inclusion is about making schools a pleasant and humane place to work and learn for everyone. It is about improving schools both in an academic sense but

also socially. We place emphasis on valuing individual differences irrespective of social and/or cultural background, disability or difficulty in learning so that all pupils fulfil their goals and aspirations.

Inclusion at WSR is built on the following principles:

- We believe that all our pupils may require support at some time in their school career
- We always do our best to ensure that all pupils can access the mainstream curriculum and make excellent progress in their lessons
- We communicate quickly and appropriately with pupils, parents and staff to best remove barriers to learning
- All teachers are teachers of students with Special Educational Needs

The support programmes offered to pupils are flexible and varied. After assessing a child's needs, support might include small group work, intensive literacy work or support from a Teaching Assistant in the classroom. We hold regular multi-professional meetings which ensure that we develop pupils through praise and encouragement, appropriate teaching and frequent monitoring and feedback

Discipline

'I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humour, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or de-humanized'. Teacher and Child (1975) Dr Haim Ginott.

At GEMS WSR we use a range of strategies to support the students in managing their behaviour. Every teacher at GEMS WSR uses a range of strategies within the classroom as well as during the course of other activities. Teachers at GEMS WSR have high expectations of the students academically and in terms of behaviour. Some of these strategies include encouragement, praise, rewards and both positive and negative consequences for behavioural choices.

Our school rules

1. **"Everyone has the right to learn."**
2. **"Everyone has the right to be treated with respect."**
3. **"Everyone has the right to learn and play in a safe environment"**

House System

The school has four Houses -Amber, Emerald, Ruby and Sapphire. A House Leader, who has the overall responsibility of all students in their respective Houses, leads each House. They are also responsible for the House activities which are held at school.



Amber



Emerald



Ruby



Sapphire

Health and Safety

Health and safety of all at WSR is a priority. Please note the following:

The school nurse maintains students' medical files, and a visiting doctor supports the MOH (Ministry of Health) health initiatives. Every student has a medical file and a log is kept of all treatment. Teachers send sick students to the nurse, who provides care and treatment and inform the parents. The nurse will

accompany emergency cases to hospital, if parents are not available.

Hospital trips – in case of a medical emergency requiring your child's hospitalization, the school Doctor will assess the situation. If the Doctor feels that we should not wait for the parents or ambulance to arrive (the ambulance is often delayed), we will transport your child immediately to the hospital in a school vehicle. If you object to this, please inform the school medical team in writing.

We will send home a 'Consent to treat' form for you to sign permission.

Please keep your sick child at home, for his/her health and as germs spread quickly at school. If your child is absent due to a contagious illness (eg. chicken pox, measles etc.), the school Nurse/Dr. must sign a 'fitness to return back to class' slip before your child joins back.

Children found with head lice will be asked remain at home until clear, as lice spread very quickly through school.

Students are encouraged to be healthy

Students learn how to maximise their physical, emotional and spiritual well-being through a programme of personal, health, social, career and emotional awareness (PHSCE) through House Activities Lessons. GEMS WSR offers a minimum of two periods of physical education each week.

Canteen

The canteen offers a range of snacks at break times on a cashless payment system Parents can upload money online or pay the cashier. Students/staff may visit the canteen at Break times, before and after school. Students need to bring a healthy packed lunch and a water bottle, so students stay active and bright. While children are young, they need to develop good eating habits that will last their whole lifetime.

"School should be a safe place for all students to learn and play and it is a job of each teacher and administrator to ensure that safety"

Information A-Z

"Knowledge will bring you the opportunity to make a difference."-Claire Fagan

Punctuality and Attendance

Outstanding attendance is essential if students are going to achieve their full potential. GEMS WSR works with parents to ensure that we meet our attendance targets. Parents play the most significant role in ensuring that attendance and punctuality are outstanding.

WSR asks parents to:

- Refrain from organising family holidays during term time.
- Contact the school on the first day of absence, explaining the reason and the expected length of absence
- Write a note in the Student Planner for them to bring on the first day of their return
- Arrange medical and other appointments outside school hours where possible

We expect all our students to be at school by 07:40am and the daily morning line-up and national anthem starts at 07.45am. We request you to inform school (email or call) if your child is absent. However, if you are unable to contact the teacher our policy is to contact the parents of any absent children on day one.

Birthdays

Students may wear coloured clothes to school on their birthday.

Students may bring in birthday treats like cupcakes or alike. As suggested please do not send birthday cakes.

Bus Transport

Bright Bust Transport (BBT) school buses are available, where feasible, to pick and drop students to/from their homes, for trips, sports matches and competitions. BBT charges school for the use of buses, so charges must be collected from the parents for trips as appropriate. Meet the BBT Customer Care Executive for details of available routes, cost and timings.

Contact BBT: BBT Bus Transport Customer Care Executive (CCE). **Mr. Ganesh Bellapukonda** bganesh@bbt.ae at +971 529015646 or 800 STSS (7877)

ID Cards

A GEMS Student ID Card (see examples below) is a single means of identifying each GEMS student and contains information such as the student's name, photograph, grade, class, and transportation details, as well as parent contact information. The card also contains a barcode unique to each student which can be used to access school facilities such as transport, catering and library (where applicable).



How do I get a GEMS Student ID Card?

Each student will be automatically issued a GEMS Student ID card, pouch and lanyard (with safety release) which will be dispatched directly from the school and sent to your child's classroom.

Why my child was not issued a GEMS Student ID Card?

If your child has not received a Student ID Card, please contact Mr. Ganesh-Bus Coordinator.

Are any additional fees payable for this service?

The card will be issued free of cost. Replacement cards will be charged at AED20.

Students must wear ID cards at all times.



"Education is simply the soul of a society as it passes from one generation to another." - G.K. Chesterton

Damage to School/Personal Property

Willful damage to school, bus or personal property is not allowed and will be charged for. This includes drawing/writing on desks, chairs, walls and etc.

Speaking English at WSR

Although all languages are respected and valued, WSR is an English medium school. Lessons are delivered through the medium of the English language, apart from Arabic, Islamic and French. Students are expected to speak English around the school, including during Breaks.

Items not allowed at GEMS WSR?

No electronic equipment (MP3 player, mobile phone, PSP, DS etc.) is to be brought into WSR unless authorized by HOS.

Dispersal/ Pick up time

In order to ensure the safety of our children, all our parents should pick up their children from the main play area at 2.10pm and not go to their classroom/s. Again, this not only ensures the safety for our children but helps our children become more independent and responsible, and ensures that dispersal is orderly and classes are not disturbed.

Gate Timings

The school gate usually opens at 7:30 am (not earlier) on school days (8:30am on non-school days) for your convenience. However, teachers are only on duty from 7:30am, therefore if you drop off your child in school before 7:30 am they are to be seated quietly in reception.

Please note that children will be considered late after 8:00 a.m. All side entrance doors, including the main entrance gates, will be closed after 8:00 a.m. Children and parents will not be permitted to enter the

school unless they have a valid reason to do so. In the case when your child is late to school due to a valid reason please stop at the Front Office (Reception) to register your child/ren.

Fire Drill/Lockdown procedures

Fire Drill and Lockdown procedures are carried out each Term. On hearing the fire alarm bell, all staff, guests and students must leave the building in a calm, orderly manner, proceeding to the pre-arranged assembly point (Visitors' Car park area and Bus Parking area). Fire escape routes are posted up in all classrooms and offices. Exit arrows and signs are clearly visible in corridors.

During the lockdown procedure students and staff should stay in the classroom and lock their doors, switch off the lights in the classroom, close window shades. Students should hide themselves at the back of the classroom, stay calm and quiet till they hear the voice of the commander that is safe to be out.

Planners

We encourage regular communication between school and home as parents are our partners in education. The students' Planner is an excellent medium of communicating with the class teacher or subject teacher about regular concerns and for sharing information. Please read your child's Planner on a daily basis, to check homework and sign any notes or circulars/letters of information and send it back with your child each day.

Library

Our school Libraries is managed by two full time librarians, providing a selection of reading material, library competitions, newspapers, reference materials, fiction, non-fiction books and periodicals, including internet access.

- All children visit the library regularly with their teacher once a week to borrow new books or read together.
- A library period is part of every student's English curriculum.

A replacement charge will be levied for lost or damaged books (including reading books).

Child Care Facilities – KG 1 students only

To ensure the safety of your child in school, we request that you pick up your KG child from the classroom at 12.30pm promptly, and your Grade 1-12 child from the Playground at 2:15 pm. If you arrive earlier than 12.30pm/2:15 pm, kindly wait at the Reception. If you are later than 12:30 pm please collect your KG child from the Late Room. If you are unable to collect your KG child at 12pm, there is paid babysitting available until end of the school day.

Lost Property

Items of lost property are stored in the 'Lost and Found' box. Valuable items are kept in the safe by the Admin Officer. Non-collected items are sent to charity at the end of each Term. Please name all your child's belongings so that lost items can be returned to your child if found.

Excursions

Educational trips are organized to reinforce meaningful learning and are linked closely to the curriculum. Written permission must be obtained from a parent/guardian for any child to leave school during the day. These outings are supervised and accompanied by teachers at all times. Trips are approved by MOE as per their policy.

Newsletters

A School Newsletter is published regularly. It will be emailed to all our parents and uploaded on our school website. A class newsletter will be issued regularly by each class teacher, to inform, update, and celebrate success and to share students' learning with parents.

Communication

Finding out about your child's progress

Parents play a crucial role in ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at WSR. We

regularly provide parents with information and data to ensure they are informed of their child's progress. Parents are regularly given feedback from every subject through progress reports. Each grade will have a formal Parents Conference meeting. Parents are invited to contact their child's Grade Leader in the interim.

School Bags

Wheelie bags are **not be allowed**. Please ensure you purchase a sensible backpack that supports your child's back

Uniform

What uniform do students wear at WSR?

Students must wear correct uniform at all times. This includes on their way to, at, and on the way home from the school. It is a symbol by which students are recognised within the community and it fosters a sense of pride for, and respect of, the learning environment. All uniform must be worn professionally. Uniform must conform to the uniform policy and must be purchased from our supplier.

Proper uniform for boys:

1. Prescribed school trouser & shirt
2. School Tie
3. ID- cards with blue or red string,
4. Proper school shoes (black),
5. PE uniform with proper PE shoes (children are only allowed to wear sports shoes without spikes under).

Proper uniform for girls:

1. Prescribed PE uniform,
2. Prescribed school shirt, knee covered skirt (If you are wearing a short skirt then you should wear a knee length covered tights),
3. Scarf,
4. ID- cards with blue or red string,
5. Proper school shoes (black)
6. PE uniforms with proper PE sports shoes.

School contact details

For general enquiries or to speak with a teacher, please call 072035999

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Fax: 07 2268777

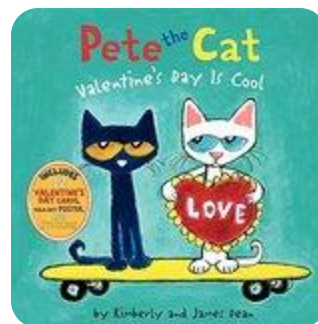
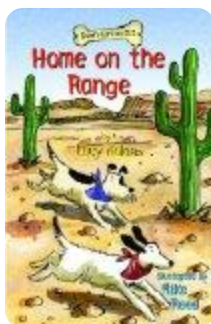
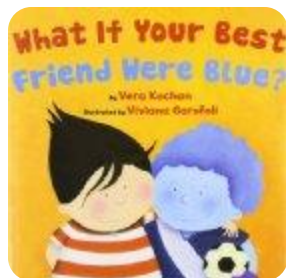
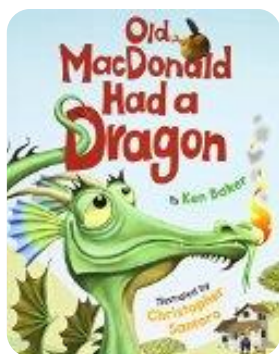
.....
For general enquiries please email: Info_wsr@gem-sedu.com



Suggested Reading Lists:

"There are many little ways to enlarge your child's world. Love of books is the best of all."- Jacqueline Kennedy Onassis

Grade	
3	http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/reading-list-for-year-3-pupils-ks2-age-7-8/
4	http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-4-pupils-ks2-age-8-9/
5	http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-5-pupils-ks2-age-9-10/
6	http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-6-pupils-ks2-age-10-11/
7	http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-7-pupils-ks2-age-11-12/
8	http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-8-pupils-ks3-age-12-13/
9	http://upload.reactcdn.co.uk/wren/uploads/asset_file/Year-nine-reading-list-2013.pdf



"Education's purpose is to replace an empty mind with an open one".-Malcolm S. Forbes

Term Dates Calendar

Event	Date
First day for new students First day for ALL students	02/9/2018 03/9/2018
Winter break	16/12/2018
Second term	06/1/2019
Spring break	31/3/2019
Third term	14/4/2019
Last day for students	4/7/2019

School Timings 2018/19- Grades 1-12

Sunday – Thursday:

Grade KG2- 3		Grade 4- 5		Grade 6- 11	
	07.30am - 07.45am		07.30am - 07.45am		07.30am - 07.45am
1	08.00am - 08.50am	1	08.00am - 08.50am	1	08.00am - 08.50am
2	08.50am - 09.40am	2	08.50am - 09.40am	2	08.50am - 09.40am
HA	09.40am - 10.00am	Br	09.40am - 10.00am	HA	09.40am - 10.10am
Break: 10.00 – 10.20am		HA 10.00- 10.20am		In -Class Snack Break 10.10- 10.20am	
3	10.20am - 11.10am	3	10.20am - 11.10am	3	10.20am - 11.10am
Br	11.10am - 11.45am	4	11.10am - 12.00pm	4	11.10am - 12.00pm
4		Br	12.00pm - 12.35pm	5	12.00pm - 12.50pm
5	11.45am - 12.35pm	5		12.35pm - 01.25pm	Br
6	12.35pm - 01.25pm	6	12.35pm - 01.25pm	DR	01.25pm - 01.35pm
6	01.25pm - 02.00pm	6	01.25pm - 02.05pm	6	01.35pm - 02.20pm
				7	Grade 10-11 if needed (2.20pm-3.20pm)*

National Anthem / Flag raising ceremony
House Activities
Break
DEAR / Tutor Time/ Line Up

* No Bus service available

Class Registration to start from 07.45am

To deliver Moral Education, Assemblies, Notices and House Games/ Competitions

Contacts at the WSR

If you have any concerns about attendance, punctuality or your child's welfare, please contact your child's Tutor or Grade Leader in the first instance. If you are unable to get a satisfactory

response by following the agreed procedures, then please do not hesitate to contact reception on: 07 203 5999 to arrange a meeting with a member of the Senior Leadership Team or Head of Section.

Useful contacts

Grade Leader	Grade	Email
Ms. Samia Altamash	KG1	samia.a_wsr@gemsedu.com
Ms. Shiela Karki	KG2	shiela.k_wsr@gemsedu.com
Ms. Kathrine Apua Apua	1	kathrineapua.a_wsr@gemsedu.com
Ms. Umme Hani	2	ummehani.e_wsr@gemsedu.com
To Be Confirmed	3	To Be Confirmed
Ms. Michelle Murray	4	michelle.m_wsr@gemsedu.com
Ms. Tripti Agarwal	5	tripti.a_wsr@gemsedu.com
Ms. Mukta Nair	6-8 Girls	mukta.n_wsr@gemsedu.com
Ms. Renuka Nair	6-8 Boys	renuka.n_wsr@gemsedu.com
Ms. Dhanya Sundradas	9-12 Girls	dhanya.s_wsr@gemsedu.com
Mr. Sujith Thankachan	9-12 Boys	sujith.t_wsr@gemsedu.com
Head of Department	Subject	Email
To Be Confirmed	Lower Primary Numeracy	To Be Confirmed
Ms. Swati Kamble	Upper Primary Numeracy	swati.k_wsr@gemsedu.com
Ms. Eugene Bearder	Lower Primary Literacy	eugene.b_wsr@gemsedu.com
Ms. Zehra Bawa	Upper Primary Literacy	zehra.b_wsr@gemsedu.com
Ms. Noushaba Zainab	Lower Primary Science	noushaba.z1_wsr@gemsedu.com
Ms. Kemi Temitope Olusayo	Upper Primary Science	oluwakemisin.o_wsr@gemsedu.com
Ms. Esther Sylvester	Secondary English	esther.s_wsr@gemsedu.com
Mr. Prince Mangalathu Parambil Ms. Sanhdya Santhosh	Secondary Mathematics	princegeorge.p_wsr@gemsedu.com sanhdyas_wsr@gemsedu.com
Mr. Prathapa Jacob	Secondary Science	prathapa.j_wsr@gemsedu.com
Mr. Temitope Olusayo	Secondary Lead: Performing Arts	temitope.o_wsr@gemsedu.com
To Be Confirmed	Primary Lead: Performing Arts	To Be Confirmed
Mr. Ali Ezzat	Grade 1-12: Arabic	aliezzat.e_wsr@gemsedu.com
Ms Saima Naz	Grade 1-12: Islamic	saima.n_wsr@gemsedu.com
Ms. Reyea Tinipac	Head of PE	reyea.t_wsr@gemsedu.com
Mr. Sujith Thankachan	Secondary Boys Lead	sujith.t_wsr@gemsedu.com

Preeti Mohan	Secondary Girls Lead	preeti.m_wsr@Gemsedu.com
Ms. Esohe Sarah	Secondary Humanities	esohesarah.o_wsr@gemsedu.com
Ms Remya Unnikrishnan	Head of ICT	remya.u_wsr@gemsedu.com

Role:	Name:	Contact:
Principal	Mr. Akram Tarik	Please email info_wsr@gemsedu.com
Vice Principal	Ms. Nicole Haynes	nicole.h_wsr@gemsedu.com
Head of Secondary	Mr. Stephen Waldron	stephen.w_wsr@gemsedu.com
Head of Upper Primary (Grade 2-5)	Ms. Jane Scawthron	
Head of Lower Primary (KG1 – Grade 1)	Ms Holly Simpson	holly.s_wsr@gemsedu.com
Head of Arabic and Islamic Studies and Social Studies Department	Mr. Ismail	ismail.s_wsr@gemsedu.com
KG 1 Phase Leader	Ms. Rahila Hussain	To Be Confirmed
KG 2 Phase Leader	Ms. Milaflor Morales	mamilaflor.m_wsr@gemsedu.com
Primary Phase Leaders: Grades 1 Grades 2 & 3 Grade 4 & 5	Ms. Paramprit Kaur Ms. Asavari D Souza Mr. Imran Pathan	paramprit.k_wsr@gemsedu.com asava-ri.d_wsr@gemsedu.com mohmedimran.p_wsr@gemsedu.com
Secondary Phase Leaders	Ms. Beena Nair Ms. Rhea Lawrence	beena.n_wsr@gemsedu.com rheamarina.l_wsr@gemsedu.com
Sixth Form Leads	Ms Remya Unnikrishnan Mr. Temitope Olusayo	remya.u_wsr@gemsedu.com temitope.o_wsr@gemsedu.com
Teaching & Learning Coach	Mr. Matthew Hire	To Be Confirmed
PLD coordinator Secondary	Ms. Saritha Manu Bhai	saritha.b_wsr@gemsedu.com
PLD coordinator Primary	Ms. Asma Siddiqui	To Be Confirmed
Head of Assessment and Examinations	Ms. Martha Fishery	martha.f_wsr@gemsedu.com
SEND Coordinator	Ms. Laudette	inmaculadalu.a_wsr@gemsedu.com
School Counsellor	Mr. Mark Manalo	mark.m1_wsr@gemsedu.com
Behavior Lead	Ms. Hassina Muhammad	hassina.m_wsr@gemsedu.com
Parent Relations Executive (PRE)	Ms. Josephine Atea	josephine.a_wsr@gemsedu.com
School Facilities Manager	Mr. Tapan Bhatt	tapan.b_wsr@gemsedu.com
Registrar	Ms. Genesa Paler	registrar_wsr@Gemsedu.com
BBT Bus Transport Customer Care Executive (CCE)	Mr. Ganesh	bganesh@bbt.ae
Threads Uniform	www.threadsme.com	
Facebook	www.facebook.com/GemsWestminsterSchool.RAK/	
WSR YouTube	https://www.youtube.com/channel/UCkMwVs9mTmESj1m_nk7XvoQ/videos	
Panorama – student newsletter	www.wsrpanorama.tk	

MOE Social Communication Sites	
Twitter	https://twitter.com//MOEEducationUAE
Facebook	www.facebook.com/MonistryOfEducationUAE
YouTube	www.youtube.com/user/moeaevideos?feature=watch
MOE	www.moe.gov.ae
Phone	Toll free: 80051115