



**GARDEN CITY
BRITISH SCHOOL**

Circular No. 4

Wednesday 20th September

Dear Parents, Carers and Students

We are very excited to update you on the first two weeks of GCBS and outline what our expectations will be for the coming weeks.

The GCBS team and I are looking forward to consolidating the progress made over the last two weeks and continuing to move the school forward. We had an excellent first 2 weeks with lots of achievements to be proud of including our First edition of our student newspaper the Falcon Times. The children have settled well and starting to enjoy the routine of school

We will welcome a number of new teachers over the next two weeks or so to complete our recruitment for this year and I believe we now have a very strong and experienced English National Curriculum and MOE team to move forward with.

The Senior Leadership Team:

Ms Caroline Principal

Principal@gardencityschool.ae

Ms Fazella is responsible for student's pastoral care and inclusion across the school. She leads the associated inspection strand, Student Protection, Care, Guidance and Support.

Head of Primary Ms Elizabeth is responsible for assessment, recording and reporting across the school and the associated inspection strands, Student Achievement and Teaching & Learning.

Ms Elizabeth is also responsible for student personal development across the school and the associated inspection strand Student Personal and Social Development and Innovation.

Ms Donna and Ms Samyia are leading curriculum development in KS1 and KS2 respectively and the associated whole school inspection strand, Curriculum.

Ms Jade (KG) is leading and supporting with student achievement and teaching and learning in KG.

We, as a Leadership Team, will continually review practice, policy and procedure and will implement changes as required to improve standards. I would like to take this opportunity to thank you for your support and patience as we implement any changes. Our intent is always to improve standards of safety and education through any changes.

Miss Julyn is the SENCo leading the development and student achievement of our Students of Determination

English National Curriculum (ENC)

The English national curriculum does not prescribe set textbooks. Teachers use a wide variety of resources when teaching, therefore your child will not bring textbooks home. This practice is used in the UK where the teacher is the most valuable resource as they plan and prepare the resources to meet the different needs of the students.

However In Years 1-5/Grades KG2-4 some subjects will have a textbook which they use in class together with other resources as required. These books are available at Magrudies Book Shop should you wish to purchase them. The Homeroom teacher will have a list should you wish to buy these books.

Students in KG1 will follow the Early Years Foundation Stage curriculum whilst KG2 to Grade 5 will follow the 2014 ENC for the corresponding ENC year. KG2 = ENC Year 1, Grade 1 = ENC Year 2, Grade 2 = ENC Year 3, Grade 3= ENC Year 4, Grade 4=ENC Year 5, Grade 5=ENC Year 6.

KG1

All KG1 students should attend school from 7.30am to 1.10pm. KG1 is compulsory education in the UK. The children soon adjust to the long school day.

Uniform – Day to Day

Our uniform suppliers are restocking sizes. If you are still waiting for uniform, please bear with us. As with all things when opening a new school everything takes a little extra time than normal to settle in

All items of uniform should be clearly marked with your child's full name and class.

All children should bring a clearly labelled water bottle to school every day.

Lunch boxes should be clearly marked with your child's name.

Stationery and Copy Books

Stationery packs can be purchased from the uniform store or the school store for parents' convenience. This stationery is for the full year. You as a parent may wish to keep the stationery at home or leave the stationery in school. However, all stationery must be clearly marked with your child's name.

Sanctions and rewards

All children start the week entitled to a reward - golden time – 1.50 to 2.30pm every Thursday for KG2 to Grade 4. If children fail to meet expectations they will lose up to 40 minutes of their golden time in 5 minute increments during the week. If younger children lose less than 20 minutes, they may remain in the room or area with their peers but will not take part in the chosen activity for the time that they have lost. Golden time is linked to ADEC level 1 behaviours, low-level disruption to children's own or others' learning. Children will get three warnings before losing 5 minutes of golden time. Golden time is tracked electronically on a central drive which any member of the teaching staff can view.

If a child loses 20 minutes or more of 3 golden times they will go on a two week level 1 report. 3 level 1 reports will lead to escalation level 2 report. We have no tolerance for level two and three incidents such as fighting and children will be placed on the appropriate level 2 or 3 report for two weeks if they are involved in level two or three behaviour incident. When a child is placed on any report,

parents will be asked to come in to meet The Head of Primary Miss Elizabeth. Parents will be asked to acknowledge that their child's behaviour is unacceptable and must improve by signing a Level 1, 2 or 3 written warning. With some behaviours such as an isolated incident of theft, a report would be ineffective, therefore in these cases parents will be asked to sign the relevant level 2 or 3 written warning and the child may be suspended for up to 5 days. Failure to respond to 3 level 2 reports will lead to escalation to level 3. Failure to respond to 3 level 3 reports will result in a Governors' behaviour panel meeting and a Governors' behaviour contract. Failure to meet the Governors' targets will result in the referral of the case to ADEC for a school transfer or the withdrawal of the option to reregister or permanent exclusion. Each time a new 2 weekly report is issued, it is recorded on ADEC's ESIS system.

It is our expectation that everyone will successfully earn their golden time each week

Snack, Lunchtime and Water

We are a healthy school and encourage children to eat a healthy snack for morning break and a healthy meal at lunchtime. Lunch boxes should be clearly marked with your child's name and class.

We are a **litter-free campus** and all the children and staff are expected to use the bins provided to dispose of their rubbish and to leave their eating area clean and litter-free. Children are only allowed to take water on the playground as all food and other drinks should be consumed in the dining room. Children will be asked to pick up their rubbish if they are seen dropping it or leaving it in their eating area. We are also a **nut-free campus** as some adult and child members of our community have severe nut allergies. Air borne nut particles are sufficient to trigger anaphylactic reactions in some members of our community. We ask that food items sent in to school are nut-free and that if your child eats nuts before school that they wash their hands with soap and water before coming to school.

Filtered water is available at all times in all corridors for all children to fill their water bottles. Water bottles should be in school every day and should be clearly labelled with the child's name.

Allergies and Medication

All children who experience anaphylactic allergic reactions whatever the trigger should have an epi-pen in the clinic and one in the SLT Office on their floor. Both pens should be in a sealed clear plastic box which is clearly labelled with their name and class and the expiry date of the epi pen. All students with asthma should have spare inhalers in the clinic, clearly labelled with their name in a clear plastic box. All other medication should be given to the nurse in a clearly labelled container. All medication to be administered by the nurse requires signed permission from the parents with clear dosage instructions, this can be completed in reception.

Please ensure all parent emergency contact details are always up to date so that we can contact a parent or carer in the case of an emergency.

Birthday Celebrations

We love to celebrate our student's birthdays but we are not a party venue. Please respect that this is an educational establishment and do not ask us to host your child's celebrations. We will distribute invitations for your child and we will distribute birthday cake which should be delivered to reception before 1pm, cut and packaged so that students can eat it at home. All cakes should be sent with a list of ingredients so that we can ensure that it is nut-free and is not given to children with allergies. We will also require evidence that the cake is within its use by date. We will also distribute party bags for consumption at home but these should not contain toys or sweets which are a choking hazard.

Morning Routines

The front car park is available for parents and visitors to the school. Thank you for respecting and protecting our students' safety in the short time we have been opened.

The national anthem is played at 7.50 am and we expect all members of our community to stand quietly and respect the national anthem whether they are inside the building or outside. Lessons begin promptly at 8am.

All KG2 to G4 students arriving before 7.30am should wait in reception. If arriving between 7.30am and 7.45am KG2 to G4 students should go directly through the hall door in reception and proceed to their class. All KG1 to G4 children should be in the assembly area by 7.50am for the National Anthem.

KG1 children should be taken by parents to the KG1 doors after 7.30am. Should your child be a little hesitant you are welcome to stay with them in the soft play area and then bring them to class when they feel comfortable.

The first weeks at a new school are very traumatic for some children you are welcome to stay as long as you like but not inside the classroom as it is very unsettling for students who have settled to have too many strangers in the room with them and it is a matter of child protection. Your support and understanding is required at this time I can assure you it does get better. Please be assured if your child is distressed and not settling we will ring you to discuss the situation so we can work together for the best solution for the child.

All KG2 to G4 children arriving at 7.50am or later must sign in late at reception.

Parents of all other grades are respectfully asked to remain outside the school buildings at both drop off and pick up to support us in maintaining high levels of child protection and safeguarding.

Early Collection

Children will not be available for early collection after 2pm. Requests for all children to be collected at 2.35 pm instead of getting on the bus or requests for children to be picked up before 2pm must be received by reception by 1.30pm by phone or email to reception@gcbschool.ae or by 1.45pm in person and children must be collected by 2pm from reception by an adult. If parents arrive after 2pm they must wait until 2.35pm and all children must be collected from their usual pick up points after 2.35pm. This is so that we can track our students effectively and ensure high levels of child protection and safeguarding for all students at all times.

All parents requesting early collection will need to complete and sign the Early Collection Register at Reception so that we can maintain our fire registers and a record of the children who are leaving early and the curriculum hours they lose as a result. It is essential that we monitor the impact of leaving early on students' progress.

On Wednesday when enrichment is taking place notification of cancellation of attendance must be informed to reception by 12.30pm.

Sibling Collection

Older brothers and sisters will not be allowed to collect younger brothers and sisters as this compromises our safeguarding procedures. All children must be collected by an adult from pick up points according to their grade.

End of Day Collection

Lessons end at 2.30pm, gates will open after 2.35pm, once children are at pick up points. Please ensure your child is collected promptly.

The children can be collected by an adult from the following locations. Please note that siblings must be collected separately by an adult as explained above to ensure that children are not walking through the school unsupervised.

KG:

Soft Play Area (hot weather)

Outside shaded area (from beginning of November)

G1- 4:

Designated classrooms (hot weather)

Outside shaded area (from beginning of November)

At 3 pm your child will be moved to the reception area for late collection. At 3.15pm we will start to call home to establish who is collecting the child and when. Children will remain in reception for collection until 3.30pm for safeguarding reasons.

Attendance and Punctuality

Late arrival and early collection will impact on your child's curriculum coverage and therefore their ability to fulfil their potential, reach expected standards and make expected rates of progress. For the same reasons high levels of attendance and excellent punctuality should be every parents' aim for their child. As a school we have a target of 95% attendance, please support us in achieving this target by only keeping your children at home when it is absolutely essential. For cases of fever, not controlled by paracetamol, vomiting and diarrhoea you should keep your child at home for at least 24 hours after the last episode. All non-essential travel should be avoided during term time and will not be approved. Requests for leave and travel on compassionate grounds or for religious observance will be approved but all leave authorised and unauthorised is recorded on ESIS.

All of our policies and procedures are in line with ADEC Private Schools Regulations and Policies.

Parent Communication

Teachers will sometimes use the communication book to pass information for younger children, especially in KG1. From KG2 upwards our preferred method of communication is email. We will also send regular reminders by text message. Please ensure your preferred email address and mobile phone number are recorded correctly as the primary contacts in our system. Please check your email and Student Diaries regularly and feel free to pass information to the teacher by writing an email yourself. We are also asking you to record your child's reading in their communication book. The easiest way for you to accelerate your child's academic progress in ENC subjects is to listen to them read in English for as little as 5 minutes a day the same 5 minutes reading in Arabic will accelerate their progress in Arabic.

Our teachers will be asking for confirmation of your email address shortly as we aim to minimise our impact on the environment and send all communications by email. Please contact your child's homeroom teacher by email as your central point of contact with the school. Teacher emails will be detailed in the first newsletter of the year and are always available from reception.

Monthly curriculum newsletters will be produced for each grade up to Grade 4 and for each specialist subject so that you can support your child's learning at home. In addition, we are aiming to produce our Student Falcon Times monthly school newsletter which celebrates learning and conveys information relevant to all parents regardless of their child's grade.

Our parent team once formed, will set up a WhatsApp group and we will have a Facebook page to keep parents informed. The PA in the future will also contact you by email asking you to complete surveys about the school and get involved in our parent-led events throughout the year.

We have placed a 'positive parent feedback' book in reception and a parent suggestions envelope outside the admissions office so that you can tell us what we are doing well and which aspects of the school's work you are pleased with and how you suggest we can improve.

Please approach us with any concerns so that we can aim to resolve the issue before it escalates. Homeroom teachers should be the first point of contact followed by grade or subject leaders, Head of Primary then the Principal. I am not always immediately available but my PA, Ms Bayan, will contact you with the earliest available appointment. We aim to resolve all issues quickly and to the satisfaction of all parties within the limitations of the school and ADEC's policies and procedures.

We value parent feedback and consider it when reviewing policies and procedures.

If your issue is not resolved you can then submit a complaint in writing for the attention of the Principal or if it is about the Principal FAO the Chair of the Board of Governors. You will receive an acknowledgement within 24 hours and the complaints committee will provide their response within 10 days.

When visiting school we can have a translator available for any meetings with teachers or members of the management or leadership team if required. We also have an Arabic speaker on reception and in the administration office at all times should you need translation.

Homework

All children should have a reading book in their bag at all times. They will get one piece of Maths, Arabic, Science and English homework per week as a minimum. Topic projects will be set for KG2 to Grade 5 to be completed with parental support. All children will also have regular spelling tests.

In October we will introduce a Reading Club to encourage reading nightly. Teachers will allocate books at the appropriate level for your child to read at home to develop their reading skills and fluency. A good reading age is the key to academic success.

Enrichment

A range of after school activities will be available on Wednesdays from 3pm to 4pm starting on 18th October. Details of the clubs will be available through the school diary. Places will be available on a first come first served basis and will be dependent on children meeting expectations. No buses will be available after enrichment, so when signing children up you must consider how you will collect them. Late collection on three occasions will lead to the place being withdrawn.

Swimming is part of the PE. We are currently awaiting ADEC's final approval for our pools and will notify you as soon as we can commence lessons. Thank you for your patience in this matter.

Buses

Please be aware that buses leave school at the following times

KG1 at 12.30 pm.

KG2 to Grade 4 at 2.30 pm including KG1 siblings.

We will be introducing ID badges over the next few weeks. Please ensure your child wears their ID badge. This badge is equipped with a barcode which will text you as your child enters and leaves the bus once activated. This is very valuable technology but it only works if the child is wearing the badge. It is your responsibility to ensure that they leave home with their badge each day. The badge is also one of our health and safety checks to ensure each child is on the correct bus and can be located at all times during the journey.

If your child travels by school bus and you change your accommodation, it is your responsibility to inform the bus coordinator Suhail by placing a call to him directly or via reception or by visiting him at school where he is permanently based in the administration office.

Please be assured that we are trying our best to shorten journey times and have the buses leave school earlier. Please bear with us whilst we try different routes, procedures and solutions as is necessary at the start of every school year with new children on each bus. At the start of every school year there is a settling in period with the buses. As children get familiar with the bus supervisors and the lining up process, buses will leave earlier. As drivers and bus supervisors refine their routes, buses will reach home more quickly.

Please be patient for the next two weeks as we speed up the bus systems. If you are still unhappy after 2 weeks, please contact Suhail and copy me into your email.

If you do not want your child to travel home by bus for any reason please let us know by a phone call placed to reception before 11 am (KG1) and 1.30 pm (KG2 to G4) and collect them from reception before 2pm. After 2pm you must collect them from their grade's pick up point at 2.35 pm.

All of our buses comply with the ADEC school transport regulations and are fitted with seat belts, AC, GPS and cameras for your child's safety.

Opportunities for Parents to Contribute

We have opened up applications for school governor posts. Governors influence policy and hold the leadership team accountable for student standards and progress, suspension and expulsion rates, standards of behaviour, attendance and punctuality, recruitment and retention of staff and students and ensure succession planning is in place. Governors meet monthly outside of school hours and may be asked to be on a subcommittee such as Personnel, Behaviour or Complaints which may need to meet more frequently at certain times of the year or at short notice.

The GCBS Parent Association is a more supportive and less regulatory body which will meet as and when required to organise the events in the calendar. There will be elections for the Committee with nomination papers going out to parents in late October. The parent team host coffee mornings once a month. Please register your interest and questions for the school management team with Ms Dorien at reception. The parent team will organise events such as National Day and International Day celebrations. They will also support and organise student events such as bake sales. This is a lovely way to get involved in our school community and meet other parents.

Further Opportunities for Parents to Contribute

If you believe that you have a skill that the school can make use of in a volunteer or paid capacity, please submit your CV to Ms Dorien stating whether you are volunteering your services or looking for a paid post.

Lost Property

Lost property is stored in a small room in the corridor behind reception. Children can access it during break and lunch times. Lost property will be in the admin corridor for parents to view during any parent meetings. Please ensure everything your child brings to school, including their lunch box and water bottle, is clearly labelled with your child's names, family name, grade and class so it can be returned if lost.

Contact Details

Please ensure that if you change your phone number or email address, the school is kept informed so that we can always contact you in case of emergency and keep you up-to-date with newsletters and circulars.

Student Permission Request

All parents will have received a document for signatures. This covers a number of permissions which are required throughout the year. If you have not received, please contact your homeroom teacher. All forms need to be completed and returned to school via homeroom teacher or reception.

Please note it is now a legal requirement for schools to report all child protection concerns to the CPP. Further details can be found in the Student Protection Policy on the school website where you can find all of our policies, fees and a wealth of other information about our school.

You will also be receiving a medical form in preparation for the UAE national immunisation programme. Kindly fill in the forms and return to the homeroom teachers so the nurse can make the arrangements for the vacation programme that will take place in the coming months

I hope this circular answers some of your questions and concerns

Thank you again for your patience and support over the last 2 weeks We welcome your feedback in order to make the school the best it can be

Warmest Regards



Caroline Peel

Principal