



مدرسة كامبردج انترناشيونال
Cambridge International School, Dubai

PARENT HANDBOOK 2019-2020

“Excellence Through Endeavour-Success for All”



Welcome to our school!

It is with pleasure that I extend to you a warm welcome to the Cambridge International School. As Principal, I am delighted to be leading this amazing school.

Cambridge International School Dubai is a Foundation Stage to Year 13 School, teaching the National Curriculum for England including a range of IGCSE, AS level, A level and BTEC qualifications. With more than 2500 students from over 65 different nationalities, the diversity of our students are one of our greatest strengths. They are confident, friendly, highly motivated, morally aware, culturally respectful and socially responsible.

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 fulfill 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. As a professional learning community, we are committed to working tirelessly to provide challenging educational opportunities for children each day.

During the course of the year, it is my hope that we will work together to provide the students of Cambridge International School 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.

Cambridge International School is a special place to learn and we welcome you to visit the school and become part of our learning community.

Sincerely

Mr.Lachlan MacKinnon
Principal & CEO



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About CIS

Cambridge International School - Dubai, (CIS) offers the Internationally recognised National Curriculum for England and prepares students to take the International General Certificate of Secondary Education (IGCSE) courses, AS and A Level Examinations of the Universities of Cambridge and London (UK).

The school offers National Curriculum for England from Early Years Foundation Stage to Year 13.

GEMS Education

CIS 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.

Campus and Facilities

The school provides high quality, affordable education to students of all nationalities. Our facilities include; a covered sports hall, outdoor astroturf football field, separate outdoor playing area for EYFS, basketball court, cricket nets, swimming pool, multi-purpose hall, music, art and science labs, ICT labs, library and medical services.



Extra -Curricular Activities

School teams and clubs are established in basketball, football, cricket, swimming, and athletics, Arabic and EAL (English as Additional Language). After school activities like Music, Debating, Robotics, French, Innovation, Digital learning, 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*



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.



Global Citizenship
Make an active contribution to the community

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

Vision

At CIS we strive for excellence in all that we do through aspirational expectations and highly effective feedback.



At CIS we have a school that.....

1. Has parents who are:

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

2. Has 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 CIS

3. Has a school that:

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

4. Has 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

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"

CIS 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 (CIPA)

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: pre_cis@gemsedu.com



Innovation

Create Innovate Share

Innovation

Innovation at CIS translates into a commitment to develop a future ready curriculum by providing meaningful learning and leadership opportunities across all subjects and phases while focusing on well-being and positive education.

Innovation forms part of the UAE Vision 2021 and as part of the National Agenda, we promote innovation to bring about a positive change.



In line with the 2021 National Innovation Strategy of the UAE, we aim to promote innovative thinking and practices into all our classrooms, promoting 21st century skills like critical thinking, research and inquiry.

CIS offers a wide range of innovative activities and encourages students to tinker with new ideas and take risks. Students have the opportunity to apply for the Innovation Leadership body as Innovation Ambassadors, amongst participation in the Innovation Club, dedicated Innovation Days and Charity Drives.

Students can also participate in innovative activities like the Global Grand Challenges, Global Innovation Challenges, Global Entrepreneurship Week, MIT Lemelson Invention Programme, Global Futures Curriculum, Virtual stock exchanges, Robotic Competitions, iDEA programme and Future Simulations.

We are keen to encourage your child to build on their imagination as we prepare them for



the future.

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."

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

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

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

EYFS & 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, Islamic and Moral Education.

Homework in Primary is not compulsory but a resource for revision at home.

Other subjects which will be covered include:

- English and Literacy
- French
- Mathematics
- Expressive Arts (Art, Music)
- Science
- ICT/Computer Science
- HSS (Health & Social Sciences)
- Moral Education
- Physical Education

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.

Writing

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

Mathematics

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

CIS is committed to providing a curriculum that is challenging, broad, balanced and is appropriate to each child's ability. Year 7 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, English, Mathematics and Science. Other subjects which will be covered include:

- Art & Design
- Modern Languages – French
- Humanities
- HSS (Health & Social Sciences)
- ICT/Computer Science
- Drama
- Literature
- Moral Education
- Physical Education

Secondary - Key Stage 4

Year 10 and 11

In Key Stage 4 the IGCSE curriculum (Years 10 and 11) is introduced.

A range of subjects, catering for a variety of academic needs and interests, are offered.

These include the following subjects:

- English
- Literature
- Computer Science
- ICT
- Mathematics
- Business Studies
- Accounting
- Economics
- Environmental Management
- Travel & Tourism
- Chemistry
- Physics
- Biology
- Psychology
- Geography
- Drama
- Art
- Creative Media
- Arabic
- Islamic
- French
- Global Perspective/Global Futures

Secondary - Key Stage 5

AS and A levels

During the final two years of school, students sit for AS and A levels. Again, a wide range of subjects are offered which assist in preparing students for higher studies or a multitude of career opportunities.

Key leadership qualities are very important in these senior years. Students in these classes will be challenged to accept and develop responsibilities as leaders and citizens of the world.

Subject options available in the A-Levels are:

- Accounting
- Applied ICT
- Arabic
- Art & Design
- Biology
- Business Studies
- Chemistry
- Computing
- Economics
- Literature
- Environmental Management
- Mathematics
- Physics
- Psychology
- Sociology
- Travel & Tourism
- BTECH – Business Studies
- IT
- Media Studies
- Performing Arts
- Science

National Curriculum Levels

Refer to 'Curriculum Handbook'

CIS uses National Curriculum Levels to assess students' progress from Year 1 – 13. For each National Curriculum subject, there is a programme of study. The programmes of study describe the subject knowledge, skills and understanding pupils are expected to develop during each key stage.

The programmes of study also map out a scale of attainment within the subject. These "attainment targets" are split into levels.

Children develop at different rates, but National Curriculum levels can give you an idea of how your child's progress compares to what is typical for their age. For example, by the end



of Key Stage 2 (Grade 6), most children will have reached level 4, and by the end of Key Stage 3, most will be at level 5.

As part of our reporting system we detail the national curriculum level given for each subject. In order to support pupils' understanding of these levels they are broken down into sublevels using a, b, c as an indicator.

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 Learning Manager & Head of Year or Department.

External Examinations

Eventually, students at CIS will take IGCSE, AS and A Level examination, plus benchmarking tests such as CAT, PTM, PTE, PTS Test. PISA, TIMSS, CIE, EDEXCEL and other external tests may be organized by MOE.



Wellbeing

CIS 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 key stages from FS1 to Y13.

Student Wellbeing

Learning Managers

We are totally committed to providing the absolute best for our students. Being a 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 Learning Manager, 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 Learning Manager 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; 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 CIS

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 CIS 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

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/LSAs 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 is the bridge between goals and accomplishment." - Jim Rohn

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 CIS we use a range of strategies to support the students in managing their behaviour. Every teacher at CIS uses a range of strategies within the classroom as well as during the course of other activities. Teachers at CIS 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- Eagle, Kestrel, Hawk and Falcon. Each House is led by a House Captain, who has the overall responsibility of all students in their

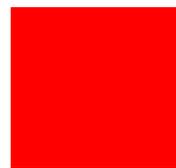
respective Houses. House Leaders are responsible for the House activities which are held at school.



Eagle



Kestrel



Hawk



Falcon

Health and Safety

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

The school nurse maintains students' medical files, and our school doctor supports the DHA (Dubai Health Authority) 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 and then inform parents. If the Doctor feels that we should not wait for the parents then they call the ambulance. If you

"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"

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 treating Nurse/Dr. must sign a 'fitness to return back to class' slip before your child joins back.

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 HSS through the Social & Life Skills Programme. CIS offers a minimum of two periods of physical education each week.

Canteen

The canteen offers a range of snacks at break times via **cashless transaction**. Visit our school website to apply for the card to take advantage of the cashless system. A well maintained canteen sells healthy snacks and drinks during break times. Hygiene and strict quality control of food are regarded as top priority. Students/staff may visit the canteen at Break times. 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.



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. CIS 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. CIS 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 07:30am. 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 chocolates or goodie bags. As suggested please do not send birthday cakes.

Bus Transport

School Transport services (STS) school buses are available, where feasible, to pick and drop students to/from their homes, for trips, sports matches and competitions. STS charges school for the use of buses, so

charges must be collected from the parents for trips as appropriate. Meet the STS Customer Care Executive for details of available routes, cost and timings.

Contact STS: STS Customer Care Executive (CCE). **Ms. Madhurya** at +971 4 282 4646 ext 232 or +971 55 220 7491.

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.



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

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

If your child has not received a Student ID Card, please contact Ms. Madhurya - Transport Coordinator.

Are any additional fees payable for this service?

The card will be issued free of cost. Replacement cards will be charged at AED10. Students must wear ID cards at all times.

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 CIS

Although all languages are respected and valued, CIS 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.

Dispersal/ Pick up time

In order to ensure the safety of our children, all our parents should pick up their children from girls covered area at 2.20 pm 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 opens at 7:00 am (not earlier) on school days.

Please note that children will be considered late after 7:50 am. All side entrance doors, including the main entrance gates, will be closed after 7:50 am. 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) for late pass.

Fire Drill/Lockdown procedures

Fire Drill procedures are carried out each Term and Lockdown procedure each academic year.

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 Sports Field). Fire escape routes are posted up in all classrooms and offices. 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 Library is managed by a librarian, providing a selection of reading material, newspapers, reference materials, fiction, non-fiction books and periodicals, including internet access.

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

Child Care Facilities

To ensure the safety of your child in school, we request that you pick up your FS child from the pick-up area at 12.20 pm promptly, and your Grade1-13 child from the Girls covered area at 2:20 pm. There is no childcare available in the school.

Lost Property

Items of lost property are stored in the 'Lost and Found' cupboard. Valuable items are kept in the safe custody by the MSO and PRE. Non-collected items are disposed of at the end of each academic year. 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 portal. A class newsletter will be issued regularly by each class teacher, to inform, update, and celebrate success and to share students' learning with parents.

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 CIS.

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 Parent Teacher Meeting.

Parents are invited to contact their child's Learning Manager in the interim preferably via e-mail if they wish to discuss further details regarding their child's progress.

Uniform

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. Please refer to school uniform policy.

School contact details

For general enquiries, please call 04 282 4646

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Fax: 04 282 4109

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**For general enquiries please email:
info_cis@gemsedu.com**

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**Public Website:
www.gemscis-dubai.com**

KHDA Calendar



هيئة المعرفة والتنمية البشرية
KNOWLEDGE & HUMAN DEVELOPMENT AUTHORITY

Academic Year 2019- 2020

School:

August

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- School Start & End Dates
- Term Break
- Staff PD Day - No Students in School

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

School Timings 2018/19- FS

First Bell	07.40am	Quran Reading & UAE National Anthem at 07.40am-7.50am
Wake – Shake up & Registration	07.50am – 08.00am	
Lesson 1	08.00am – 08.30am	
Lesson 2	08.30am – 09.30am	
Break	09.30am – 10.00am	Flexible
Lesson 3	10.00am – 11.00am	
Lesson 4	11.00am – 11.20am	
Lesson 5	11.20am – 12.10pm	
Lesson 6	12.10pm – 12.20pm	
Home Time	12.20pm	Pack Up and Orderly dismissal at 12.20pm

School Timings 2018/19- Years 1-6

First Bell	07.40am	Quran Reading, UAE National Anthem & Registration at 7.45am-8.00am
Lesson 1	08.00am – 08.55am	
Lesson 2	08.55am – 09.50am	
DEAR/Reading	09.50am – 10.10am	
Break 1	10.10am – 10.30am	
Lesson 3	10.30am – 11.25pm	
Lesson 4	11.25pm – 12.20pm	
Lesson 5	12.20pm – 01.15pm	
Break 2	01.15pm – 01.35pm	
Lesson 6	01.35pm – 02.30pm	
Home Time	2.30pm	Notices / Orderly dismissal at 02.30pm

After School Activities Years 1 to 13 – 2.50pm to 3.50pm

School Timings 2018/19- Years 7-13

First Bell	07.40am	Quran Reading, UAE National Anthem & Registration at 7.45am-8.00am
Lesson 1	08.00am – 08.55am	
Lesson 2	08.55am – 09.50am	
Break 1	09.50am – 10.10am	
DEAR/Reading	10.10am – 10.30am	
Lesson 3	10.30am – 11.25pm	
Lesson 4	11.25pm – 12.20pm	
Break 2	12.20pm – 12.40pm	
Lesson 5	12.40pm – 01.35pm	
Lesson 6	01.35pm – 02.30pm	
Home Time	2.30pm	Notices / Orderly dismissal at 02.30pm

Useful Contacts

ROLE	NAME	CONTACT
Principal/CEO	Mr. Lachlan MacKinnon	Please email the Principals PA Ms. Flavia Lobo at f.lobo_cis@gemsedu.com
Vice Principal and Head of Secondary School(Y7-Y13)	Ms. Lourdina Franco	l.franco_cis@gemsedu.com
Head of Primary School(Y3-Y6)	Ms. Gill Holt	g.wallwork_cis@gemsedu.com
Head of Foundation Stage and Early Years(FS1– Y2)	Ms. Lindsey Yarwood	l.yarwood_cis@gemsedu.com
Head of Arabic and Islamic Studies and Social Studies Department	Ms. Ayat Ismail	a.ismail_cis@gemsedu.com
Manager School Operations (MSO)	Mr. Padmanbhan Padingatil	p.padingatil_cis@gemsedu.com
Parent Relations Executive (PRE)	Ms. Tulika Kumar	pre_cis@gemsedu.com
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