



 **TWS PARENT HANDBOOK**  
**2024 - 2025**

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# Welcome Message

Welcome to the Parent Handbook for The Westminster School, Dubai. In the following pages you will find a wealth of information that will hopefully help you support your child as he or she passes through the school. Please take some time to familiarise yourself with the handbook as it should answer many of the questions you may have now or in the future.



We have tried to include everything that we think will be useful to parents but if you think there is something we have missed then please do let us know. We always value parents' feedback and will always use it to help make our school better for our children. We read everything you send us and normally reply personally within 48 hours. If you are not sure of the best way to contact us then read on – you will surely find your answer in the following pages!

At The Westminster School, Dubai we believe in working in partnership with parents as it is only when we are working together that our children get the best possible education. I stand at the school gate every morning to welcome your children to school so please do feel free to say 'good morning' or stop for a quick chat. For more complex issues I suggest that you take an appointment so that we can speak undisturbed inside the building.

Whether you are a new parent or have had children in the school for many years, I very much look forward to working with you over the coming year. I wish you and your children all the very best for this academic year.

**Carl Roberts**

**Executive Principal/CEO**



# OUR VISION & GEMS CORE VALUES



## OUR VISION & GEMS CORE VALUES

### Empowering learners, creating the future

To inspire a diverse and multicultural community of learners to achieve academic excellence and develop the skills and attributes to become successful global leaders. To empower each other to lead happy and fulfilling lives in a culture of tolerance, innovation and creativity. To create a safe, respectful and equitable learning environment where everyone is free to express their opinion and to have that opinion fully respected.

We are committed to co-operation, planning, discussion and teamwork. We believe that this should be a learning school where each of us appreciates that things can always be improved. The GEMS Core Values play a pivotal role in all our undertakings.



## OUR MISSION

To deliver a high-quality British education at an affordable price.

## SENIOR LEADERSHIP TEAM DIRECTORY

S.R. No.	Name	Designation	Email Address
1.	Mr. Carl Roberts	Executive Principal / CEO	carl.r_tws@gemsedu.com
2.	Dr. Vijayakumari Sathyan	Head of School / Deputy CEO	vijaya.s_tws@gemsedu.com
3.	Mr. Ahmed Abdelwahab	Asst. Principal Arabic and Islamic Studies	ahmed.m_tws@gemsedu.com
4.	Ms. Chanda Pant	Asst. Principal Primary	chanda.u_tws@gemsedu.com
5.	Ms. Grace Aluoka	Asst. Principal – Boys, Girls & Sixth Form	grace.a_tws@gemsedu.com
6.	Ms. Anju Mehta	Asst. Principal - Pastoral	anju.m_tws@gemsedu.com
7.	Ms. Binny Aji	Academic Improvement Team Leader	binny.a_tws@gemsedu.com
8.	Mr. Kiran Bhasker	Manager School Operations	kiran.b_tws@gemsedu.com
9.	Mr. Jitesh Save	Accounts Officer	jitesh.s_tws@gemsedu.com

## SUMMARY OF TERM DATES

### THE WESTMINSTER SCHOOL, DUBAI | 2024-2025 CALENDAR

<p>14 Reporting Day-All New Staff/ All Leaders 19 Reporting Day-All Staff 22 Parent orientation 23 Orientation Day- FS and New students 26 Reporting Day-All Students</p>	<p><b>AUGUST '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	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	<p><b>SEPTEMBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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						<p>15 Prophet's Birthday 18 Leadership Assembly  CAT4 Assessments</p>							
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<p>5 Interschol Quran Competition 6-11 Book Fair 10 Parent Consultation Day 14-16 Mid-Term Break 24 Awards Day (IGCSE/AS/A Level)  NGRT Form A (Years 2-10)</p>	<p><b>OCTOBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	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			<p><b>NOVEMBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>	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	<p>18/11 – 6/12 Term1 Examinations 26 FS Sports Day 28 Year 1 &amp; 2 Sports Day 29 National Day Celebrations</p>							
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<p>5-6 Eid AL Adha 21 Graduation 25 Parent Consultation Day 26 Islamic New Year 27 Last working day  Progress Tests (Years 2-10) IGCSE/AS/A Level Exams</p>	<p><b>JUNE '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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						<p><b>JULY '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	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										
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**NOTE: Due to unforeseen circumstances or adverse weather conditions, there may be changes to the scheduled dates for some events or assessments. As a result, please note that no holidays will be approved during term time.**

# KHDA APPROVED CALENDAR

[Export to PDF](#)

August 2024							September 2024							October 2024							November 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
-	-	-	1	2	3	4	-	-	-	-	-	-	1	-	1	2	3	4	5	6	-	-	-	-	1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	-	23	24	25	26	27	28	29	28	29	30	31	-	-	-	25	26	27	28	29	30	-
-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Days: 5							School Days: 21							School Days: 20							School Days: 21						

December 2024							January 2025							February 2025							March 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
-	-	-	-	-	-	1	-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	-	-	-	-	1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30
30	31	-	-	-	-	-	-	-	-	-	-	-	-	31	-	-	-	-	-	-	31	-	-	-	-	-	-
School Days: 8							School Days: 20							School Days: 15							School Days: 15						

April 2025							May 2025							June 2025							July 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
-	1	2	3	4	5	6	-	-	-	1	2	3	4	-	-	-	-	-	-	1	-	1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	-	-	-	-	26	27	28	29	30	31	-	23	24	25	26	27	28	29	28	29	30	31	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	-	-	-	-	-
School Days: 18							School Days: 22							School Days: 17							School Days: 0						

**Total days**

**Academic Year (Total School Days) (Minimum days required to submit the calendar is 182 )**

The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.

182



Government holidays are tentative and subject to government declaration.

Events descriptions				
Icon	Event/Definition	Academic / School Days?	Max. No of days	Mandatory/Optional
	<b>Summer break</b> Summer break for students	No	Range of days	*Mandatory for April start schools.
	<b>Winter break</b> Winter break for students	No	Range of days	*Mandatory.
	<b>Spring break</b> Spring break for students	No	Range of days	*Mandatory for Sept start schools
	<b>First academic day for pre-primary students</b> The first day of the academic year for pre-primary students (do not use after winter and spring breaks)	Yes	Start date (1 day)	Optional
	<b>Last academic day for pre-primary students</b> The last day of the academic year for pre-primary students (do not use before winter and spring breaks)	Yes	Last date (1 day)	Optional
	<b>First academic day for students</b> The first day of the academic year for students	Yes	Start date (1 day)	*Mandatory
	<b>Last academic day for students</b> The last day of the academic year for students	Yes	Last date (1 day)	*Mandatory
	<b>First working day of the year for teachers</b> The first day of the academic year for teachers	N/A	Start date (1 day)	*Mandatory
	<b>Last working day of the year for teachers</b> The last day of the academic year for teachers	N/A	Last date (1 day)	*Mandatory
	<b>External examination days during which there is no formal teaching</b> Examination/assessment days fixed by examination boards (for example, IGCSE, IB, CBSE, A-level etc.). Please specify the grade(s)/year(s)	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>Internal examination days during which there is no formal teaching</b> Examination/assessment days organized and conducted by the school. Please specify the grade(s)/year(s)	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>Internal examinations occurring in parallel with regular classes</b> A regular school day during which internal examination/assessment takes place. Please specify the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>External examinations occurring in parallel with regular classes</b> A regular school day during which external examination/assessment takes place. (e.g. National Agenda assessments, ASSET, GL tests, MAP tests, IELTS etc.). Please specify the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>Principal/ superintendent unavailability</b> Days when the principal/superintendent of the school is unavailable for any reason (e.g., recruitment days, conferences, training, etc)	N/A	Range of days	Optional, but Comment is mandatory to fill
	<b>Unavailability of any grade(s)/year(s) due to educational purposes for students</b> Days when students are away on educational mission or field trips (Please specify the grade(s)/year(s) and the event). Kindly refer to KHDA guidelines for trips and events.	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>Other school holidays</b> Any other holiday (not public holiday) in which the school is off and/or students are not in school	No	Range of days	Optional
	<b>Government holidays</b> Any tentative public holiday whose exact dates will be announced by the government of the UAE. These holidays can be communicated to parents on a tentative basis in which the school is off, but must not be confirmed until officially declared by the UAE government.	No	Range of days	Optional
	<b>Other events</b> A regular school day during which other events take place such as celebrations, graduation of a grade(s)/year(s), parent-teacher meeting, sport day etc. Please specify the event(s) and the grade(s)/year(s).	Yes	Range of days	Optional, but Comment is mandatory to fill
	<b>Professional Development (Students are in School)</b> Days for continuous professional development and training for staff when students are in school	Yes	Range of days	Optional

## SCHOOL TIMINGS

### BELL TIMINGS FOR ACADEMIC YEAR 2024 – 2025

#### DAILY ROUTINE FOR YEAR 1

##### MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION)/CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:40	50 MINUTES	COMMON
<b>BREAK - 1</b>	<b>08:40</b>	<b>09:10</b>	<b>30 MINUTES</b>	<b>YR 1</b>
II	09:10	10:00	50 MINUTES	FOR YR 1
III	10:00	10:45	45 MINUTES	FOR YR 1
<b>BREAK - 2</b>	<b>10:45</b>	<b>10:55</b>	<b>10 MINUTES</b>	<b>YR 1</b>
IV	10:55	11:40	45 MINUTES	COMMON
V	11:40	12:30	50 MINUTES	COMMON
<b>BREAK - 3</b>	<b>12:30</b>	<b>12:40</b>	<b>10 MINUTES</b>	<b>YR 1</b>
VI	12:40	13:30	50 MINUTES	COMMON
<b>VII / SKILLS</b>	<b>13:30</b>	<b>14:00</b>	<b>30 MINUTES</b>	<b>ONLY FOR YEAR 1</b>
FIRST BELL	14:00	<b>DISPERSAL</b>		
SECOND BELL	14:10			

##### FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I/SP	07:50	08:40	50 MINUTES	COMMON
<b>BREAK</b>	<b>08:40</b>	<b>09:00</b>	<b>20 MINUTES</b>	<b>YR 1 TO 4</b>
II	09:00	09:50	50 MINUTES	YR 1 TO 4
III	09:50	10:40	50 MINUTES	COMMON
FIRST BELL	10:40	<b>DISPERSAL</b>		
SECOND BELL	10:50			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY

3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

(FOR YEAR 1) – 27 TEACHING PERIOD AND 4 SKILL PERIODS (FROM MONDAY TO THURSDAY)

**TOTAL HOURS – 30HRS**

**TOTAL TEACHING HOURS – 22HRS 20MIN+2HRS SKILL PERIODS FROM MONDAY TO THURSDAY(FOR YR 1)**

**TOTAL HOURS – 24HRS 20MIN (FOR YR 1)**

DAILY ROUTINE FOR YEAR 2

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:40	50 MINUTES	COMMON
BREAK - 1	08:40	09:00	20 MINUTES	YR 2
II	09:00	09:50	50 MINUTES	FOR YR 1
III	09:50	10:35	45 MINUTES	FOR YR 1
BREAK - 2	10:35	10:45	10 MINUTES	YR 2
IV	10:45	11:30	45 MINUTES	COMMON
V	11:30	12:20	50 MINUTES	COMMON
BREAK - 3	12:20	12:30	10 MINUTES	YR 2
VI	12:30	13:20	50 MINUTES	COMMON
VII	13:20	14:10	50 MINUTES	COMMON
FIRST BELL	14:10	<b>DISPERSAL</b>		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I /SP	07:50	08:40	50 MINUTES	COMMON
BREAK	08:40	09:00	20 MINUTES	YR 1 TO 4
II	09:00	09:50	50 MINUTES	YR 1 TO 4
III	09:50	10:40	50 MINUTES	COMMON
FIRST BELL	10:40	<b>DISPERSAL</b>		
SECOND BELL	10:50			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY

3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK FOR YEAR 2 TOTAL 31 PERIODS

**TOTAL HOURS – 30HRS 30MIN**

**TOTAL TEACHING HOURS – 25HRS 40MIN TOTAL HOURS – 25HRS 40MIN (FOR YR 2)**

## DAILY ROUTINE FOR YEAR 3 AND 4

### MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) <b>CORE VALUE PERIOD</b>	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:40	50 MINUTES	COMMON
II	08:40	09:30	50 MINUTES	YR 4 TO 6
<b>BREAK - 1</b>	<b>09:30</b>	<b>09:50</b>	<b>20 MINUTES</b>	<b>YR 3 &amp; 4 BREAK</b>
III	09:50	10:40	50 MINUTES	
IV	10:40	11:30	50 MINUTES	COMMON
V	11:30	12:20	50 MINUTES	COMMON
<b>BREAK - 2</b>	<b>12:20</b>	<b>12:30</b>	<b>10 MINUTES</b>	<b>YR 3 &amp; 4 BREAK</b>
VI	12:30	13:20	50 MINUTES	COMMON
VII	13:20	14:10	50 MINUTES	COMMON
FIRST BELL	14:10	<b>DISPERSAL</b>		
SECOND BELL	14:20			

### FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I / SP	07:50	08:40	50 MINUTES	COMMON
<b>BREAK</b>	<b>08:40</b>	<b>09:00</b>	<b>20 MINUTES</b>	<b>YR 1 TO 4</b>
II	09:00	09:50	50 MINUTES	YR 1 TO 4
III	09:50	10:40	50 MINUTES	COMMON
FIRST BELL	10:40	<b>DISPERSAL</b>		
SECOND BELL	10:55			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY

3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

**TOTAL HOURS – 30HRS 40MIN**

**TOTAL TEACHING HOURS – 25HRS 50MIN (FOR YR 3 & 4)**

DAILY ROUTINE FOR YEAR 5 AND 6

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) <b>CORE VALUE PERIOD</b>	07:30	07:50	20 MINUTES	COMMON
I	07:50	08:40	50 MINUTES	
II	08:40	09:30	50 MINUTES	COMMON
III	09:30	10:20	50 MINUTES	YR 4 AND 6
<b>BREAK - 1</b>	<b>10:20</b>	<b>10:40</b>	<b>20 MINUTES</b>	<b>YEAR 5 AND 6</b>
IV	10:40	11:30	50 MINUTES	
V	11:30	12:20	50 MINUTES	COMMON
VI	12:20	13:10	50 MINUTES	COMMON
<b>BREAK - 2</b>	<b>13:10</b>	<b>13:20</b>	<b>10 MINUTE</b>	<b>YEAR 5 AND 6</b>
VII	13:20	14:10	50 MINUTES	
FIRST BELL	14:10	<b>DISPERSAL</b>		
SECOND BELL	14:20			

FRIDAY ROUTINE

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION) /CORE VALUE PERIOD	07:30	07:50	20 MINUTES	COMMON
I / SMART PD	07:50	08:40	50 MINUTES	COMMON
II	08:40	09:30	50 MINUTES	YR 5 AND 6
<b>BREAK</b>	<b>09:30</b>	<b>09:50</b>	<b>20 MINUTES</b>	<b>YR 5 AND 6</b>
III	09:50	10:40	50 MINUTES	COMMON
DISPERSAL	10:40			

7 PERIODS PER DAY FROM MONDAY TO THURSDAY

3 PERIODS ON FRIDAY

TOTAL = 31 PERIODS PER WEEK

TOTAL HOURS – 30HRS 40MIN

TOTAL TEACHING HOURS – 25HRS 50MIN (FOR YR 5 & 6)

DAILY ROUTINE FOR YEAR 7 TO 11(BOYS) AND YEAR 12 AND 13

MONDAY TO THURSDAY

PERIOD	FROM	TO	DURATION	REMARKS
I	07:30	08:30	60 MINUTES	COMMON
II	08:30	09:30	60 MINUTES	COMMON
III	09:30	10:30	60 MINUTES	SECONDARY BOYS & YR12 AND 13
<b>WELLBEING/SS/ME/REG</b>	<b>10:30</b>	<b>11:00</b>	<b>30 MINUTES</b>	<b>FOR 7 TO 11 (BOYS) AND YR 12 AND 13</b>
<b>BREAK</b>	<b>11:00</b>	<b>11:30</b>	<b>30 MINUTES</b>	<b>BREAK FOR 7 TO 11 (BOYS) AND YR 12 AND 13</b>
IV	11:30	12:30	60 MINUTES	COMMON
V	12:30	13:30	60 MINUTES	COMMON
VI	13:30	14:20	50 MINUTES	COMMON
<b>1<sup>ST</sup> BELL</b>	<b>14:20</b>	<b>DISPERSAL FOR BUS USERS ONLY</b>		
<b>2<sup>ND</sup> BELL</b>	<b>14:30</b>	<b>DISPERSAL FOR OT STUDENTS</b>		

FRIDAY ROUTINE (NO CA)

PERIOD	FROM	TO	DURATION	REMARKS
<b>0 (REGISTRATION)</b>	<b>07:30</b>	<b>07:35</b>	<b>05 MINUTES</b>	<b>COMMON</b>
I	07:35	08:35	60 MINUTES	COMMON
II	08:35	09:35	60 MINUTES	SECONDARY BOYS & YR12 AND 13
<b>BREAK</b>	<b>09:35</b>	<b>09:50</b>	<b>15 MINUTES</b>	<b>7 TO 13 (SEC BOYS)</b>
III	09:50	10:50	60 MINUTES	COMMON
<b>1<sup>ST</sup> BELL</b>	<b>10:50</b>	<b>DISPERSAL FOR BUS USERS ONLY</b>		
<b>2<sup>ND</sup> BELL</b>	<b>10:55</b>	<b>DISPERSAL FOR OT STUDENTS</b>		

7 PERIODS PER DAY FROM MONDAY TO THURSDAY, 3 PERIODS ON FRIDAY  
TOTAL = 31 PERIODS PER WEEK

**TOTAL HOURS – 30HRS 25MIN**

**TOTAL TEACHING HOURS – 26HRS 50 MINUTES (FOR 7 TO 11 BOYS AND YR12 & 13)**

**DAILY ROUTINE FOR YEAR 7 TO 11 (GIRLS)**

**MONDAY TO THURSDAY**

PERIOD	FROM	TO	DURATION	REMARKS
I	07:30	08:30	60 MINUTES	COMMON
II	08:30	09:30	60 MINUTES	COMMON
III	09:30	10:30	60 MINUTES	COMMON
<b>BREAK</b>	<b>10:30</b>	<b>11:00</b>	<b>BREAK</b>	<b>7 TO 11 GIRLS</b>
WELLBEING /SS/ME/REG	11:00	11:30	30 MINUTES	7 TO 11 GIRLS
IV	11:30	12:30	60 MINUTES	COMMON
V	12:30	13:30	60 MINUTES	COMMON
VI	13:30	14:20	50 MINUTES	COMMON
<b>1<sup>ST</sup> BELL</b>	<b>14:20</b>	<b>DISPERSAL FOR BUS USERS ONLY</b>		
<b>2<sup>ND</sup> BELL</b>	<b>14:30</b>	<b>DISPERSAL FOR OT STUDENTS</b>		

**FRIDAY ROUTINE (NO CA)**

PERIOD	FROM	TO	DURATION	REMARKS
0 (REGISTRATION)	07:30	07:35	05 MINUTES	COMMON
I	07:35	08:35	60 MINUTES	COMMON
<b>BREAK</b>	<b>08:35</b>	<b>08:50</b>	<b>15 MINUTES</b>	<b>7 TO 11 (SEC GIRLS)</b>
II	08:50	09:50	60 MINUTES	SECONDARY GIRLS
III	09:50	10:50	60 MINUTES	COMMON
<b>1<sup>ST</sup> BELL</b>	<b>10:50</b>	<b>DISPERSAL FOR BUS USERS ONLY</b>		
<b>2<sup>ND</sup> BELL</b>	<b>10:55</b>	<b>DISPERSAL FOR OT STUDENTS</b>		

6 PERIODS PER DAY FROM MONDAY TO THURSDAY, 3 PERIODS ON FRIDAY

TOTAL = 27 PERIODS PER WEEK

**TOTAL HOURS – 30HRS 25MIN**

**TOTAL TEACHING HOURS – 26HRS 50MINUTES (FOR YR 7 TO 11 GIRLS)**

# HEALTH & SAFETY POLICY



The Westminster School, Dubai has rigorous procedures in place for the Health & Safety of students including child safeguarding and protection. All staff are fully aware of these procedures. Besides having a main Safeguarding Policy from GEMS Education, the school has its own Safeguarding Policy. Annual Professional development sessions for teachers on Health and Safety and Fire Safety keep them updated and provide them with relevant skills and knowledge to ensure health & safety standards are adhered to and met effectively.

The school provides a safe, hygienic and secure environment for students and staff through daily intensive cleaning procedures and SOPs, security personnel availability and facility planned preventive measures in place. All school cleaning, disinfection and fumigation is done daily by trained staff after staff/student dispersals to ensure the school is cleaned and disinfected thoroughly.

Health & Safety, Security, Internal and External Audits are conducted annually in the school. The Health & Safety audit rating for the year 2023-2024 is an overall of 100%. ISO 45001 audit by QMS global evaluated the effectiveness of the Health & Safety Management Systems with no observation and non-compliance. DSIB KHDA Inspection 2022-23- The protection, care, guidance and support of students- Health and safety, including arrangements for child protection/safeguarding was rated Very Good.

Compliance is ensured in accordance with fire safety procedures, fire evacuation and lock down drills that are carried out by the school at regular intervals therefore ensuring students and staff are safe, secure and aware of the safety procedures at all times.

Trained security Personnel and team available onsite 24/7. All school patrolling is conducted thrice daily and monitored through GTR scanning reports. Security audit rating for the school is at 100% with conformity on all parameters ensuring health & safety standards are rigorously followed and met as per the standards. Access control system is installed in the premises to enhance students' safety and security. 173 CCTV cameras are currently installed to ensure whole school coverage for safety, security and investigation purposes.

Internal Canteen audits are conducted to ensure food hygiene and H&S standards are monitored and maintained at all times. Dubai Municipality Canteen Food Inspection report has rated the school canteen an 'A Gold' for ensuring the canteen facilities are hygienic and maintained as per the guidelines.



## **CHILD PROTECTION & SAFEGUARDING POLICY**

The Westminster School is concerned about the welfare and safety of all the stakeholders, most especially the students. The school is duty bound to create a child- friendly environment in which students feel protected, safe and secure at all times. Thus, students can communicate their thoughts and feelings without hesitation.

Child Protection concerns will be dealt immediately with confidentiality following the procedures set thereof. Records will be accurate, securely stored and filed individually. Information will be forwarded to a concerned person when it is in the best interest of the child following the protocol set by GEMS Safeguarding Policy.

### **SCHOOL'S CHILD PROTECTION COORDINATORS (SCHOOL'S SAFEGUARDING TEAM)**

#### **TEACHERS:**

- Ms. Anjana Nair (Sixth Form)
- Ms. Binish Rizhwan (Yr. 9-11 Boys)
- Ms. Seranic F (Yr. 9-11 Girls)
- Ms. Florence A (Yr. 7-8 Girls)
- Ms. Bindiya A (Yr. 7-8 Boys)
- Ms. Crescentia (Yr. 5-6 Boys & Girls)
- Ms. Vedavalli C (Yr. 3-4 Boys & Girls)
- Ms. Zynab A (Yr.1, 2 Boys & Girls)
- Ms. Talat A (FS1, FS2- Boys & Girls)

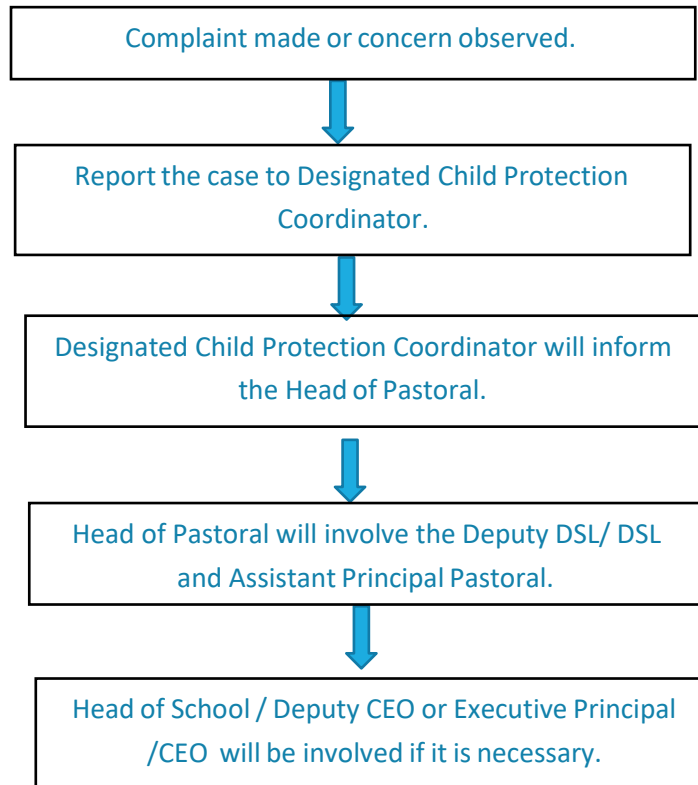
#### **SOFD**

- Ms. Nerrissa Lourdes Agana (Head of Inclusion)

#### **SAFEGUARDING**

- Designated Safeguarding Leader (DSL): Ms. Anju Mehta/ Ms. Chanda Pant
- Deputy DSL: Ms. Grace Aluoka / Ms. Chanda Pant / Ms. Sahar Ali / Ms. Neelofar Saleem Ali / Ms. Marshanil Sinha Roy / Mr. Sunu Abrahamphilip / Ms. Anjana Nair
- Assistant Principal Pastoral: Ms. Anju Mehta
- Head of School / Deputy CEO: Dr. Vijayakumari Sathyan
- Executive Principal/ CEO: Mr. Carl Roberts

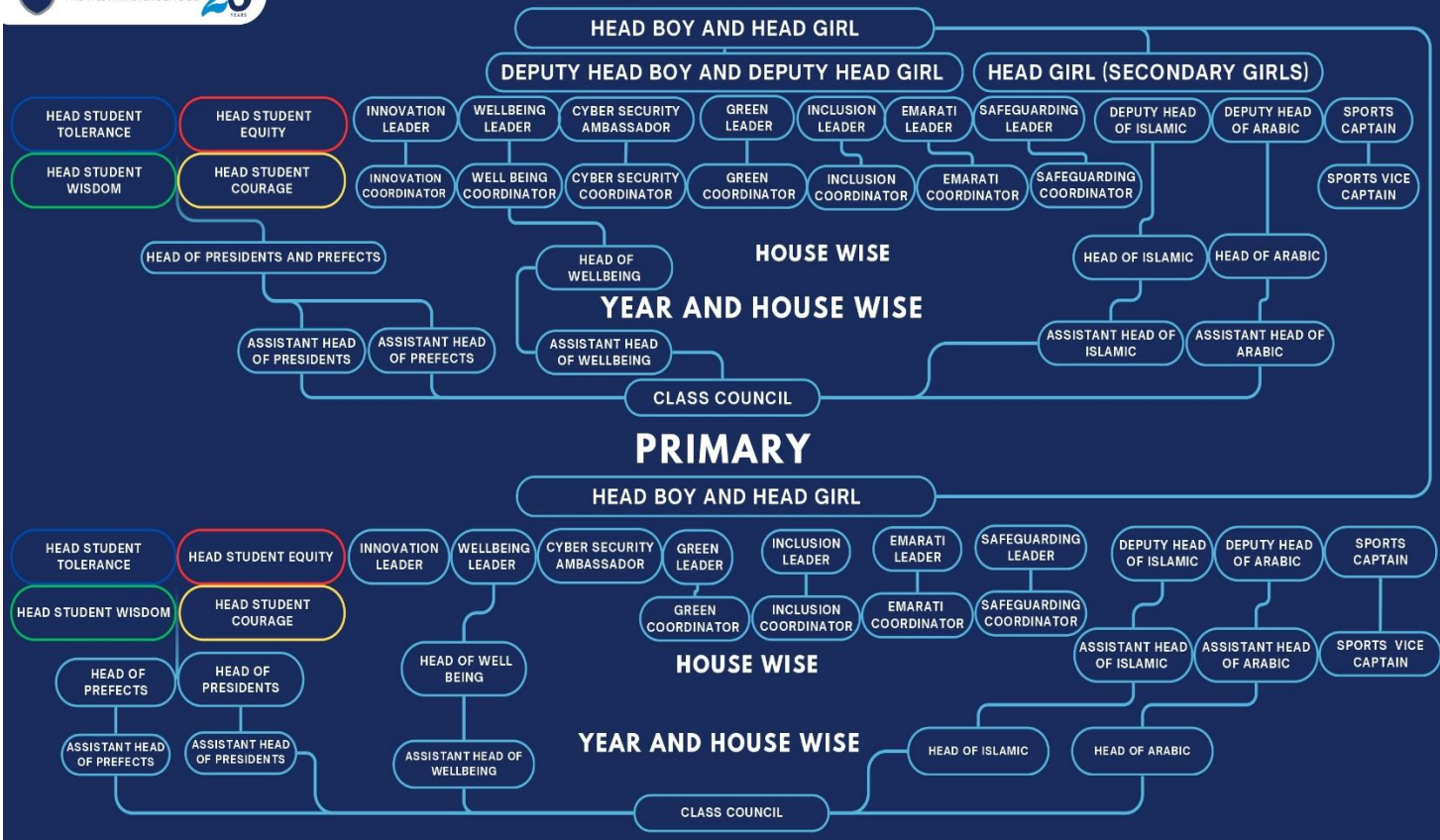
## **HOW TO REPORT**



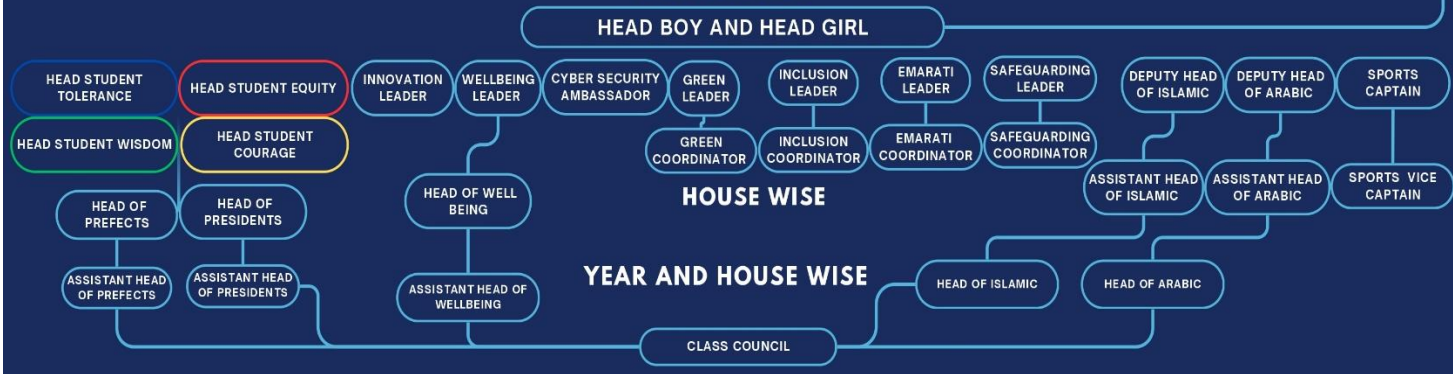
# STUDENT LEADERSHIP DRIVE & HOUSE MANAGEMENT SYSTEM



## SECONDARY GIRLS/BOYS & SIXTH FORM 2024-25



## PRIMARY



## SCHOOL HOUSE SYSTEM

### Aims

The House System aims to inculcate the spirit of team building with **healthy competition** among students. House System facilitates collaboration between the different year groups, increase community spirit, peer mentoring and develop leadership opportunities for students across the school.

### Structure

There are 4 Houses **House of Tolerance, House of Wisdom, House of Equity & House of Courage** headed by Heads of House of their respective sections. House system works independently at Primary, Secondary Girls, Secondary Boys and Sixth Form level. Students are allocated to a House and all staff members are also assigned to a House. Each House appoints student leaders at every year level.

Students have many opportunities to earn house points. The student gains house points for attendance, uniform turnout, punctuality, work submission and overall behaviour. The inter house activities give all students the opportunity to participate in representative sport, music and other activities with the aim of **raising self-esteem, developing self-confidence and fostering student wellbeing.**

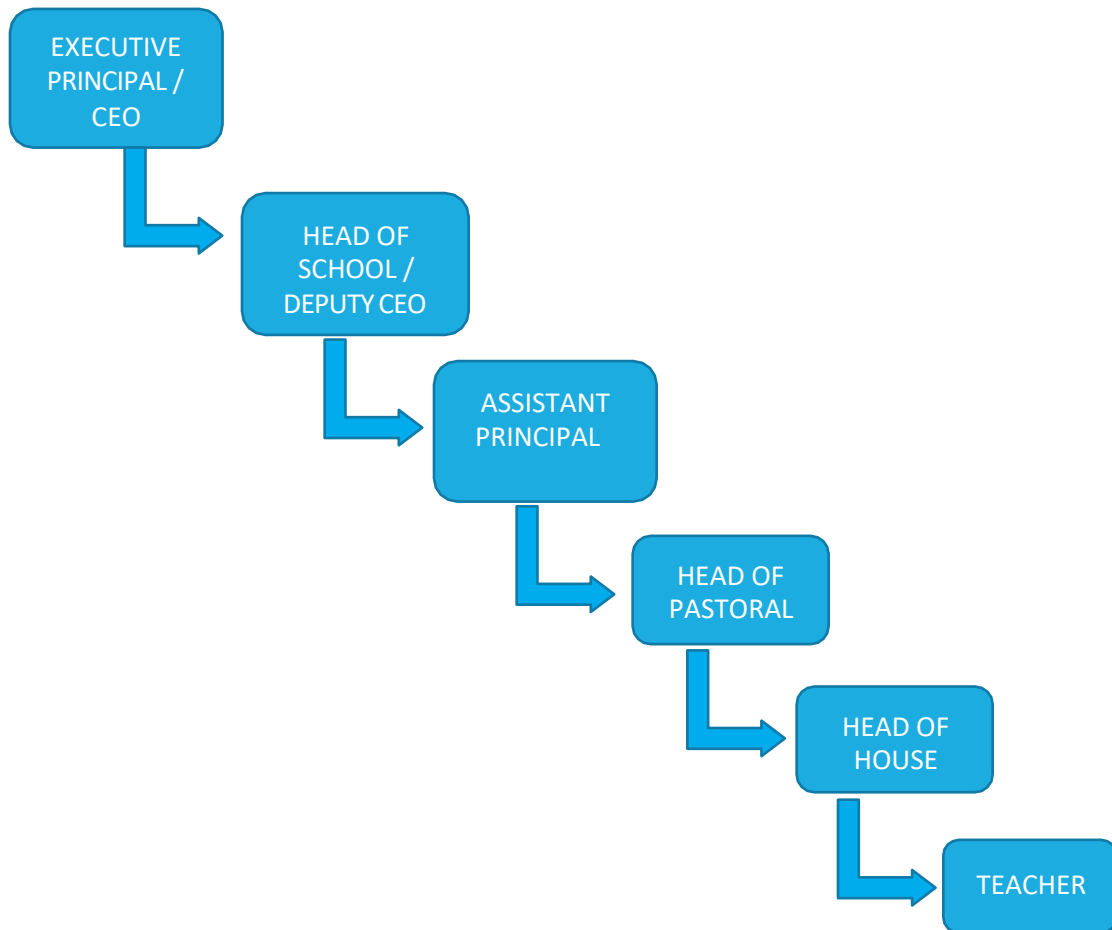
	House of Tolerance	House of Wisdom	House of Equity	House of Courage
<b>HOUSE VISION</b>	Maintaining balance in a community through introspection for the good of all.	The knowledge to guide our actions to perform the highest good for oneself and their community.	Moral righteousness to do well unto one another and to uphold civilized communities.	Courage to speak your mind and stand for justice and your moral principles
<b>HEAD OF HOUSE</b>				
<b>PRIMARY</b>	MS. JYOTHI PARADDI	MS. KHADEEJA BHANPURWALA	MS. FATEMA KUVAWALA	MS. SHRUTHI DEEKSHITH
<b>SECONDARY GIRLS</b>	MS. GAYATRI NAIR	MS. SUPHERA BANTWAL	MS. SHILPA SELVARAJ	MS. ARCHANA NAIR
<b>SECONDARY BOYS</b>	MS. BINDIYA AKHILESH	MR. LIAQAT MALLIK	MS. BINISH RIZWAN	MS. REENA RAVINDRAN

<b>HEAD OF PASTORAL- PRIMARY</b>	MS. NEELOFAR ALI
<b>DY. HEAD OF PASTORAL - PRIMARY</b>	MS. NAYEEM UNNISA
<b>HEAD OF PASTORAL- SECONDARY GIRLS</b>	MS. MARSHANIL SINHA ROY
<b>HEAD OF PASTORAL- SECONDARY BOYS</b>	MR. SUNU PHILIP
<b>HEAD OF PASTORAL FOR SIXTH FORM</b>	MS. ANJANA NAIR

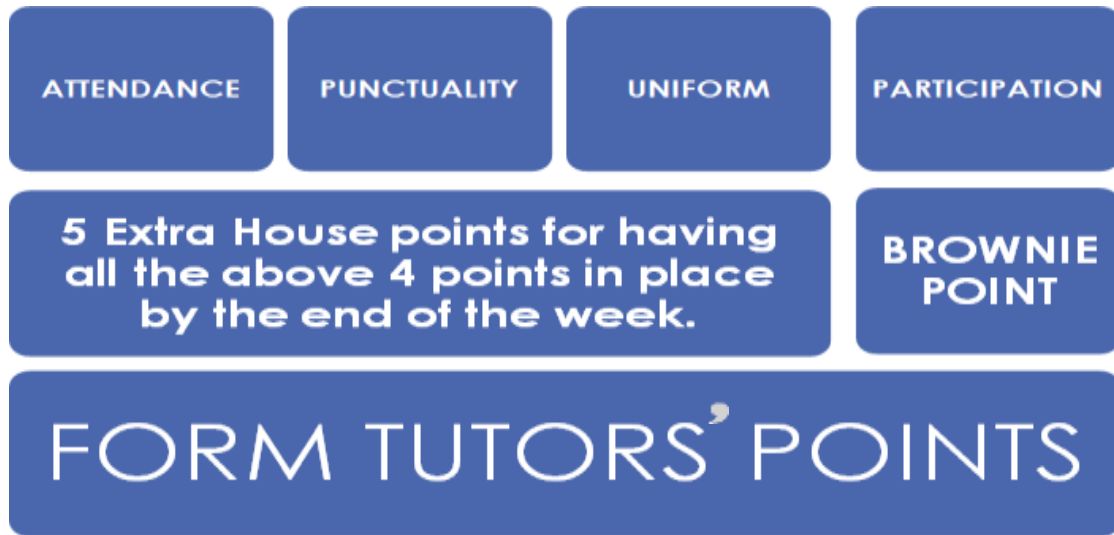
### Pastoral system at TWS

The teaching profession involves so much more than just standing up in front of a class and teaching students about a specific topic. Teachers have a much larger responsibility to nurture the development of every student. The Pastoral System caters to the holistic development of each and every child which revolves around the well-being of the students in relation to their academic, social and personal needs with special focus on their punctuality and overall behaviour at all times. The Pastoral System works closely with the SEND department to support the students through special counselling sessions, parental engagement and special talks.

### Pastoral Department Organisation Structure



## House Points and Reward System



### Highest House Points - Class

- Class of the Term awarded by the HOS/Deputy CEO.
- Class of the Year awarded by the Executive Principal/CEO.

### Highest House Points of the term

- Best performing House of the Term gets 'Movie Time' or 'Field Visit'.

## MY LEARNING PLATFORM – PHOENIX CLASSROOM

Phoenix Classroom is a Virtual Learning Environment (VLE) with a number of advanced features and functionality to support Educators in providing quality education through synchronous /asynchronous lessons delivery. Parents have immediate access to their child(ren)'s grades and academic progress and can connect with teachers and perform multiple administrative activities like paying school fees, viewing school and classroom related communication all at one place.

### How do I access Phoenix Classroom?

- You can access Phoenix Classroom, go to [www.gems.ae](http://www.gems.ae) and click on Phoenix Classroom Tile. alternatively use this direct URL: <https://gems.phoenixclassroom.com>
- Use your GEMS username and password. For example,  
**Username:** vishal.k  
**Password:** GEMS password
- If you do not have one, please contact your school ICT Department at [dinesh.g\\_tws@gemsedu.com](mailto:dinesh.g_tws@gemsedu.com) to obtain a username and password.



The Phoenix Classroom home page is divided into various sections:

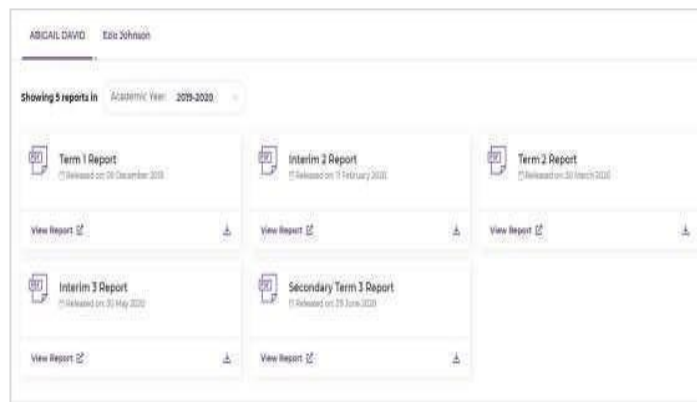
- **Navigation Menu** - the main navigation menu can be found on the left-hand side of the home page, and within the navigation menu all the available application features are displayed. You can easily access the feature you require at any point by clicking on the relevant option.
- **Banner** - any school activities/programs, announcements, scholastic advertisements school will be displayed in banner for your information.
- **Latest Updates** - within this section you will find two tabs:
  - **Today's Schedule** that displays your child's schedule for the day

- **What's New** that displays the recent updates and/or additions to the various modules related to your child's profile.
- In the middle of the home page area - you can view at a glance the Groups (classes), Assignments and Planner (Timetable/ Schedule) at a consolidated level.



You can view your child(ren) report card(s) and manage/pay school fees. Using the fees link within the Parents Corner, you can choose to pay School, Transport and Activity Fees, which are all located on the same page for your convenience.

### How Do I View My Child's Report Card?



- On the left navigation menu, select **Parent's Corner**.
- From the displayed list of options, select **Assessment Report** for the respective child, as in the tabs on top.

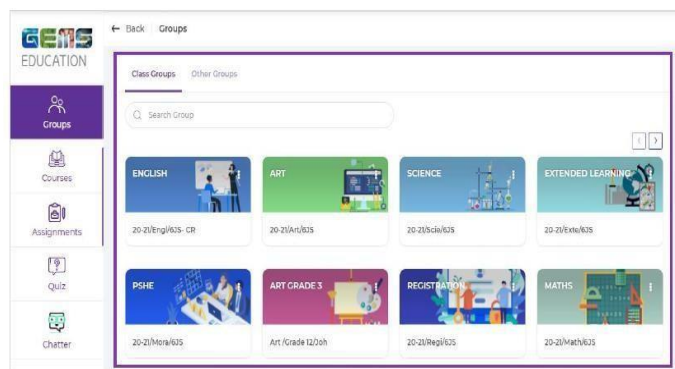


## What are Groups?

Groups are effectively classes. Groups are either created by the School Administrators and/or Teachers. Students are assigned as members to one or more Groups. Each Group is a virtual learning platform where teachers share the learning resources and activities. Within Groups, Teachers can communicate and collaborate with the students, provide instructions, set assignments, quizzes and share resources.

Groups are of two types:

1. **Class Groups** – these are the Groups that have been created within the School Management System. Students are assigned to class groups by the School.
2. **Other Groups** – these are Groups that are created by Teachers, and Students are assigned to them by the Teacher. These are the resource bank groups which contain the learning resources.



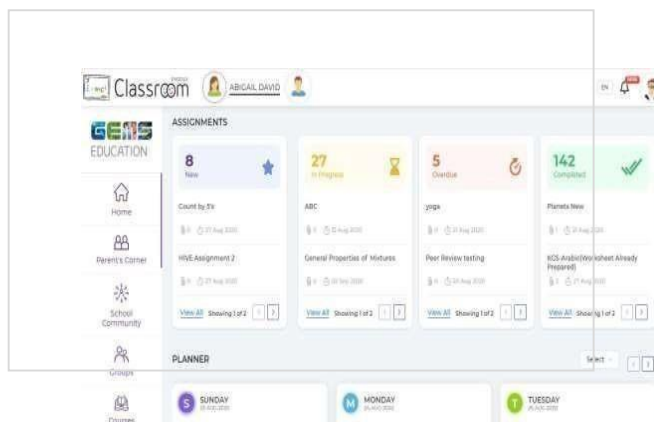
i. From the left navigation menu, select **Groups**.

ii.a. In the **Groups** home page, two tabs are displayed: **Class Groups** and **Other Groups**.

ii.b. Select the desired tab and choose the group which you want to view.

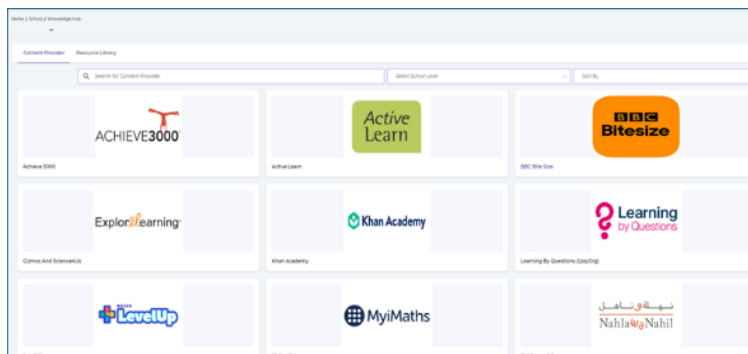
## Assignments

Students' assignments (due, completed, and outstanding) are stored within the **Assignments** area. You can view all assignments related to the courses that your child(ren) are currently taking, here.



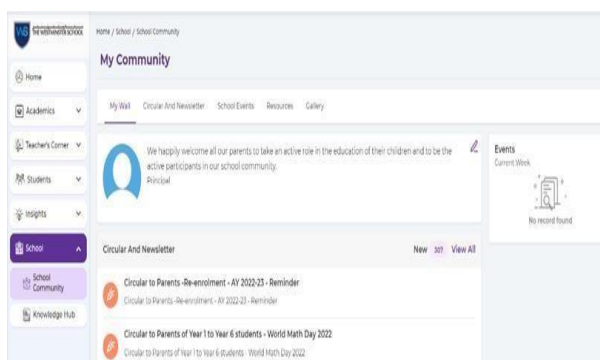
## Knowledge Hub

Through the Knowledge Hub you can access links to the various educational reference sites (internal and external) that are shared by the school.



## School Community

All circulars, newsletters, resources, Policies and Parent handbook shared by the school can be accessed in the “School Community” area



## How Do I Pay School Fees/ Transport Fee/ Activity Fee Online?

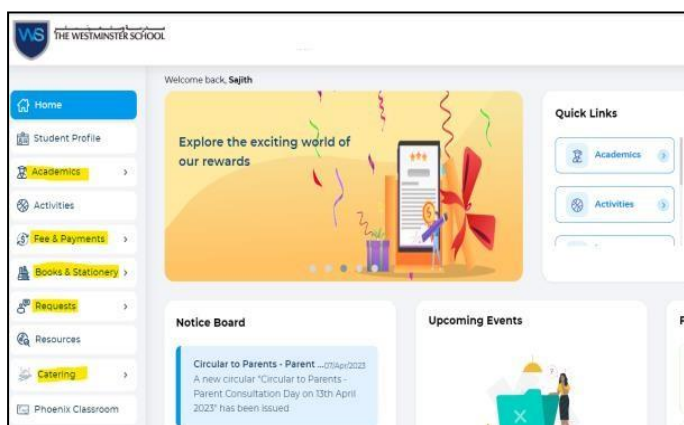
Parents can pay student fees and apply for leave through **GEMS connect**.

To access GEMS Connect, go to [www.gems.ae](http://www.gems.ae) and click on **GEMS Connect** Tile.

Use your GEMS username and password. For example,

**Username:** vishal.k

**Password:** GEMS password




## **ATTENDANCE & PUNCTUALITY**

- Students must wear their valid school ID at all times.
- Punctuality is essential and students must report to school on time every day. Once they come to school they are not allowed to go out of the campus without prior permission of the concerned authority.
- Students must be present in their Form Class by 7:30 am for registration.
- The school bus trip at 11.30 am only for the Foundation Stage, and students of other classes are not permitted to take this trip.
- As per the school policy 96% attendance is mandatory.
- Attendance less than 96% and coming late to school will lead to disciplinary action.
- All students must be present on the first and last working days of each term.
- For visiting clinic, student must carry signed student planner by concerned teacher.
- Frequent lateness may lead to disciplinary action.
- Students must be punctual in all lessons as they are monitored through Room Attendance.

## **Leave and Absence**

- In all cases of absence, parents/guardians should notify the Form Tutor through an email and submit a leave application on PHOENIX.
- Prior approval must be sought from the Key Stage Leader / Head of Pastoral/ Head of House through a written application, in case of absence exceeding three days.
- Absence on medical grounds should be supported by a Medical Certificate at all times.
- Irregularity in attendance will be viewed seriously and insufficient attendance could result in disciplinary action. If a student's frequent absence is found to be willful or is not supported by a note of absence from the parent / guardian, this could result in further action. Continuous absence **of 21** days or more without permission will be reported to the Ministry of Education which will result in the student being struck off the school rolls.
- Students will not be permitted to leave early on occasions of events finishing early or on days of exams/tests. Parents are requested not to make doctors' appointments or travel plans on exams days when students have normal lessons going on after the exams.

## **Gate Pass Request (Early Dispersal)**

- Early Dispersal requests will now be completely digital, and the request has to be made through the Parent Portal (GEMS Connect).
- To understand the new process and how to place the request for your child/ren online, click the link for a video tutorial  [Video](#)
- Same day requests are discouraged unless in case of emergencies and Early Dispersals will not be permitted after 1:00 pm on any day. Parents are requested to meet with our Assistant Principal Pastoral in case of emergencies to help facilitate these requests.
- We would also like to reiterate that early departure from school is not encouraged without a valid reason. So please try to make doctor's appointments, Embassy / Visa visits etc. outside school hours.

## **UNIFORM & DRESS CODE POLICY**

- All students are expected to come smartly dressed to school wearing the prescribed uniform. Students should also wear regular school uniform during **Term Examinations**.
- The school tie/ scarf (based on house colours) and belt must be worn at all times.
- Head Scarves (if worn) should be plain, with no lace or fringes. Girls must wear black, white or dark blue scarves. No other color permitted.
- Tie - should be of the correct length. The top shirt button must be fastened at all times.
- Students should not roll up the sleeves of their shirts, or their trousers.
- Plain black socks to be worn with black shoes along with the school uniform. The socks must be visible and should be quarter length or crew length at least.
- As part of PE uniform, only white or white track shoes are allowed. Only plain white socks are allowed to be worn with white shoes. There should be no visible logos on the shoes. The socks must be visible and be quarter length or crew length. Trainer socks, ankle socks, transparent socks or slip on socks are not permitted.
- No slippers or sandals are to be worn within the school premises unless special permission has been granted by a teacher due to medical reasons which is supported with documentary evidence from a professional practitioner.
- Modifications to the uniform is strictly not allowed.
- Students must wear school jackets. No plain black, printed jackets allowed.
- New uniform for sixth form to be effective from 2023-24. It includes striped blazer, plain white shirt, striped Pants (for boys/girls) or long skirt (for girls). House tie and belt remains same.
- All students should refrain from wearing gold ornaments or any other jewellery to school. No tattoos are allowed at school. Girls may wear a small pair of earrings, preferably a stud.
- Students must keep short, clean and unvarnished fingernails (no nail paint).
- Hair (Boys) - to be cut short and combed. No fancy haircuts will be permitted. No use of hair oil / gel / hair colour is permitted.
- Hair (Girls) - if shoulder length, hair should be tied. School hair-scrunchies to be used. Long hair should be tied / plaited. No colouring / tinting is permitted. Students will be asked to stay at home or cover their hair if they come to school with coloured hair.
- Hair should be neat and clean at all times.
- Girls must refrain from coming to school with excessive makeup.
- Overall cleanliness, ironed uniforms and polished shoes are the prerequisites of a smart turn out. Faded uniforms/ wrong size uniforms should not be worn.
- Coloured contact lenses are not permitted.

**Note: Parents to ensure that students do NOT bring trolley bags to school as it can be hazardous on the stairs for all.**

## **ANTI – BULLYING GUIDANCE**

The Westminster School (TWS), believes that every child has the right to learn in a school environment, free from bullying of any kind and in which they feel cared for, safe and supported. Bullying of any kind is deemed unacceptable and will always be treated seriously and acted upon. This policy should be read in conjunction with the Rewards and Sanctions Policy and Safeguarding policy.

In order to enable teaching and learning to take place, the school believe that responsible behaviour in all aspects of school life is necessary. TWS seeks to create an inclusive caring, learning environment with effective implementation of a zero-tolerance policy for any act of bullying.

### **Goals**

Anti-Bullying Policy ensure that students learn in a supportive, caring and safe learning environment with zero tolerance of bullying following the specific targets:

- To create a child friendly environment where students are protected, safe and secured at all times;
- To establish a system that will deal with bullying incidents;
- To ensure that students, teachers, staff and parents understand the Anti-Bullying Policy and the protocol to be followed in case of bullying incident take place;
- To empower students to be expressive in reporting possible incidents of bullying and express their opinions without fear of ridicule;
- To safeguard the rights of every student free from biases;
- To ensure that students feel listened to and given utmost care and support at all times;
- To enable teaching and non-teaching staff to be vigilant and act immediately in case they've witness and/or aware of possible bullying incidents; and
- To strengthen parent-home school partnership.

### **Types of Bullying**

- **Physical:** Pushing, kicking, hitting, pinching, hair-pulling, punching and other forms of violence or threats of violence.
- **Verbal:** Name-calling and sarcasm insinuation: spreading rumors, persistent teasing, mocking, putdowns, labeling and threatening.
- **Social:** Ignoring, leaving someone intentionally and excluding from the group.
- **Psychological:** Nasty look, stalking, manipulating someone to think bullying is a figment of his/her own imagination.
- **Emotional:** Excluding, ridicule, humiliation.
- **Cyber:** Posting lies or embarrassing pictures of someone in social media, impersonating someone sending or posting messages, videos or photos, and mocking or intimidating someone through text messages, social networks or hacking one's account. Email, text messaging, use of Facebook and other social media, designed to upset or abuse, racist racial taunts, graffiti, gestures.
- **Sexual:** Unwanted physical contact, abusive sexual comments and harassment

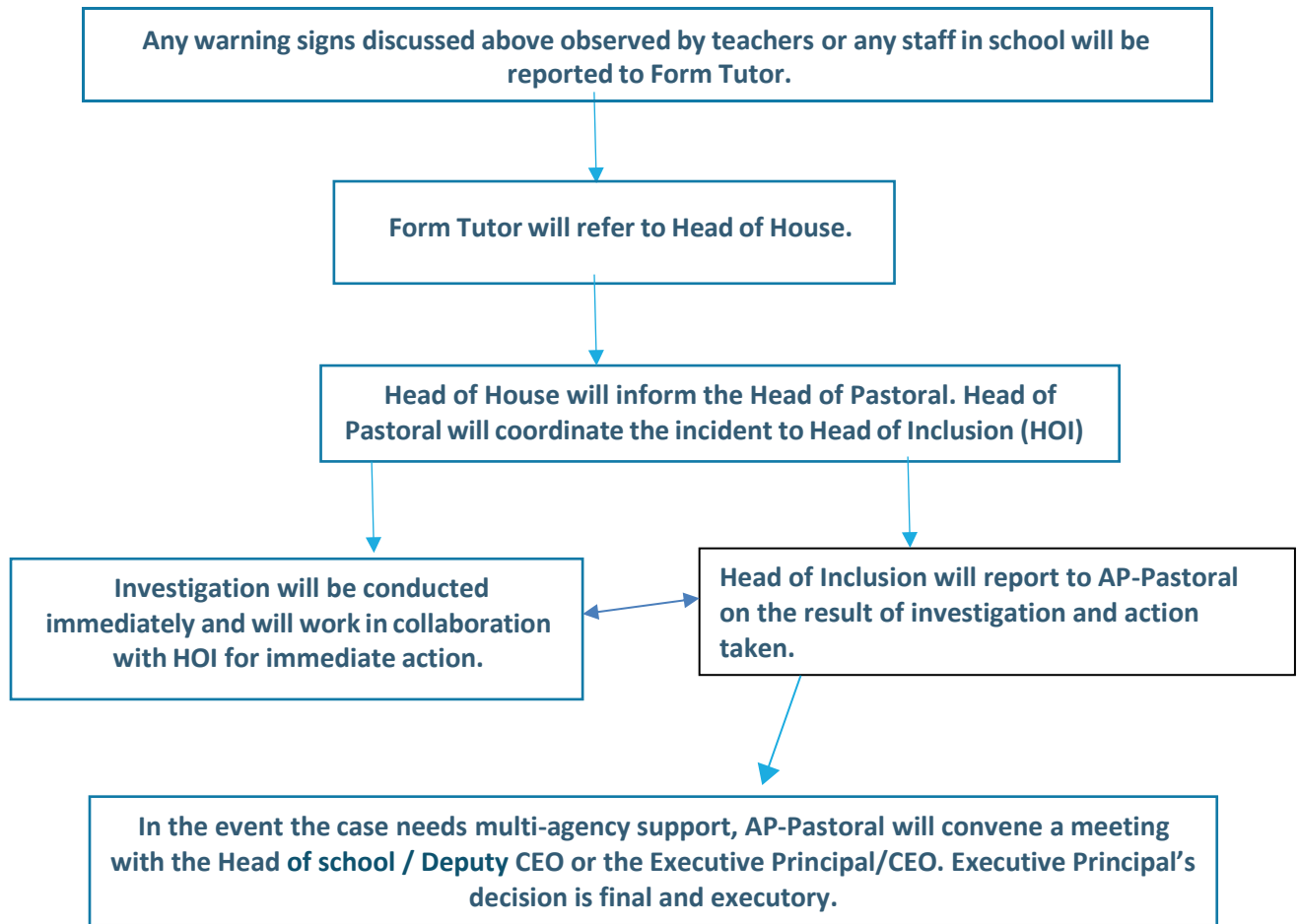
## Anti-Bullying Team

The following team is convened to carry out system and procedure effectively following the policy set forth:

- Executive Principal/CEO
- Head of School / Deputy CEO
- Assistant Principal
- Head of Inclusion
- Student Counselor
- Head of Pastoral Primary and Secondary Boys and Girls and Sixth Form
- Head of House Primary and Secondary Boys and Girls

## Reporting Process

All reported incidents will be treated properly without partiality in accordance with the guidelines. Any concerned individual of the school (students, teaching and non-teaching personnel) shall inform any member of the anti-BullyingTeam whoever is accessible during the time of incident, **as soon as possible and within the bounds of school timing.**



## **Disciplinary Measures**

- Rules and procedure will be adhered based on TWS Rewards and Sanctions Policy in case the student is proven guilty of bullying.
- Sanction will be applied tantamount to the gravity of offense in reference to TWS Rewards and Sanctions Policy.
- In the event that a school staff member, either teaching or non-teaching, is the perpetrator, rules of law will be applied as stipulated in GEMS Staff Handbook.

## **Confidentiality**

All reported cases will be treated with utmost confidentiality at all times.

## **Referral**

The school may refer the student to a government or non-government agency concerned if deemed necessary.

## **WHAT PARENTS SHOULD DO**

If you are aware your son or daughter is being bullied, you should:

- Listen and try to provide an open, non-judgmental environment for your child to talk about his/her problem.
- Tell him/her you understand and give him/her support.
- Remind him/her has the right to feel safe.
- Suggest your child speak to a member of staff.
- If the problem seems particularly serious, or ongoing, contact the Form Tutors or relevant Head of House with Pastoral Care, or the relevant Head of Pastoral / Key Stage Leader / Assistant Principal immediately.
- Try to avoid an angry or emotional response.
- Parents should realize that actions such as phoning the parent of the bully and discussing the matter with other parents can inflame the situation.
- Contact the school straight away if the issue continues to be unresolved.
- Trust the school to carry through actions that will solve the problem including appropriate communications with parents of all parties concerned.

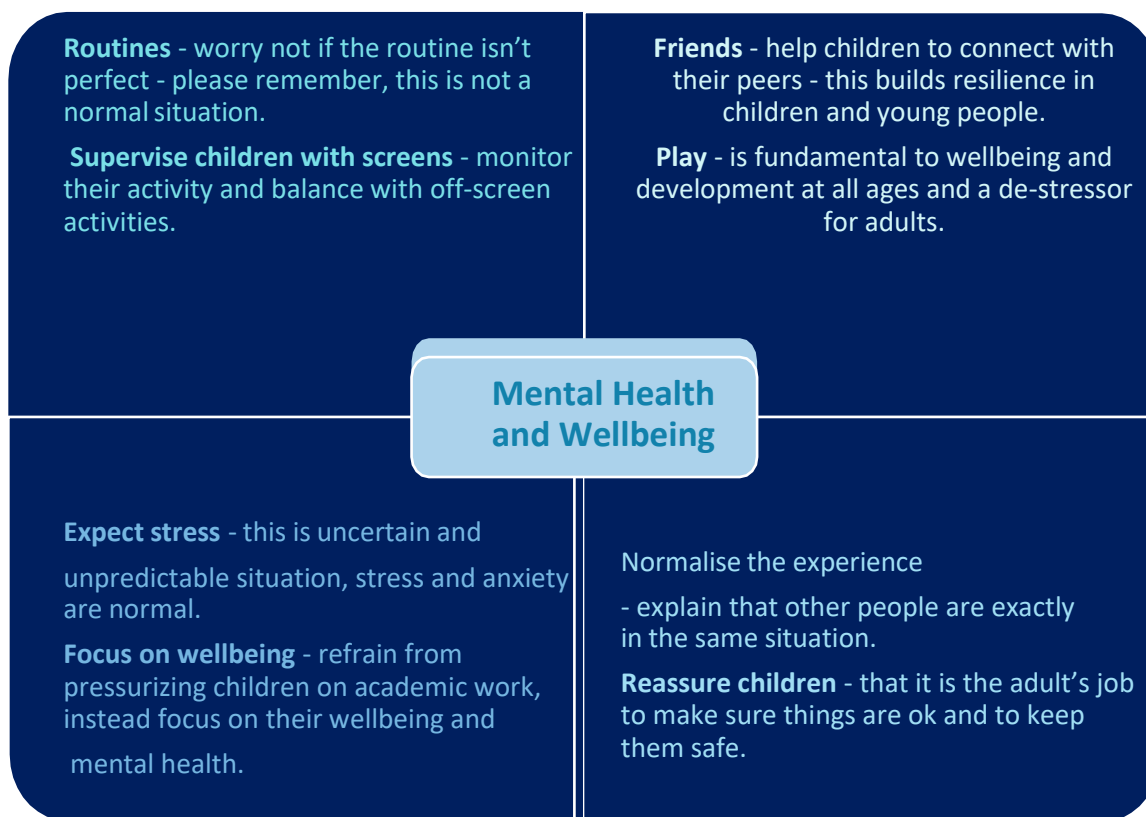
## **WHAT STUDENTS SHOULD DO IF THEY WITNESS OR EXPERIENCE BULLYING**

The school aims to make it easy for students to report bullying so that they are assured that they will be listened to, and incidents acted on. Students are also encouraged through ME/ CSM and assemblies to feel that they can report bullying which may have occurred outside school including cyber-bullying.

If a student is bullied or witnesses bullying, they should immediately speak to any member of staff. Alternatively, students may speak to the school nurse, the school counsellor or the peer mentors.

## MENTAL HEALTH & WELLBEING

*Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community. (World Health Organization)*



At our school, we aim to promote positive mental health and wellbeing of every member of our staff and student body. We pursue this aim using universal, whole school approaches, specialised and targeted methods to support vulnerable students.

In addition to promoting positive mental health and wellbeing, we aim to recognise and respond to students' wellbeing. By developing and implementing practical, relevant and effective policies and procedures, we can promote a safe and stable environment for students affected both directly and indirectly.

### Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health of students, staff below have a specific and relevant role:

- Ms. Nerrissa Lourdes Agana - Head of Inclusion - Mental Health Lead
- Ms. Anju Mehta - Designated Safeguarding Lead
- Dr. Suriya S- School Doctor - First Aid Lead



### **Possible Warning Signs**

School staff may become aware of warning signs that indicate a student is experiencing mental health or emotional issues. These warning signs should be taken seriously and the staff observing any of these warning signs should communicate their concerns with the staff concerned immediately.

### **Possible warning signs include**

- Physical signs of harm that are repeated or appear non-accidental.
- Changes in eating or sleeping habits.
- Increased isolation from friends or family, becoming socially withdrawn.
- Changes in activity and mood.
- Lowering academic achievement.
- Talking or joking about self-harm or suicide.
- Abusing drugs or alcohol.
- Expressing feelings of failure, uselessness or loss of hope.
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour.
- Skipping PE or getting changed secretly.
- Tardiness to or absence from school.
- Repeated physical pain or nausea with no evident cause.
- An increase in tardiness or absenteeism.

### **Working with All Parents**

Parents are often very welcoming of the support and information from the school about supporting their children's emotional and mental health. In order to support parents, we will

- Highlight sources of information and support about common mental health issues on our school website.
- Ensure that all parents are aware of who to talk to, and how to go about this, if they have concerns about their own child or a friend of their child.
- Share ideas about how parents can support positive mental health in their children.
- Keep parents informed about the mental health topics their children are learning about in school and share ideas for extending and exploring this learning at home.

This is an uncertain time and any worry or anxiety which you may be feeling is normal. It is important that we look after not only our physical health but also our mental health and in doing so, parents will be better placed to look after children.

Our circumstances may have changed but our children's needs have not - love, attention and opportunities to learn and play. In order to ensure that their child's core needs are met involve them in planning ideas to cover each of these aspects to maintain wellbeing.

## **SCHOOL CURRICULUM**

The Westminster School, Dubai has designed its curriculum to empower the learners and create their future. Primarily, we offer the National Curriculum for England; however, we also incorporate the goals and values of GEMS Education and the rich national influence of the UAE. This results in students being offered a modern, exciting, and educationally advanced curriculum. A vibrant & creative learning environment.

### **Core Curriculum: National Curriculum for England**

#### **Language of Instruction: English**

The National Curriculum for England is a broad and balanced curriculum applied in over 150 countries across the world. It is based on a structured and broad framework that outlines expected levels of achievement through all stages of a student's school life.

In Foundation Stage 1 and 2, students follow the Early Years Foundation Stage programme. In Years 1 to 8, the students' progress through the National Curriculum for England.

Integration of STEAM and coding into the curriculum are intrinsic features of learning across the school from FS 1 to Year 8. In Year 9, the students are introduced to IGCSE curriculum.

The students of Years 10 and 11 study IGCSE subjects, while the students of Years 12 and 13 study AS and A level subjects.

The curriculum lays the foundation for students to pursue university levels of education or professional career paths suited to their abilities, talents and interests. All IGCSE, AS and A level qualification awards are recognized worldwide.

## **EARLY YEARS FOUNDATION STAGE CURRICULUM**

### **Foundation Stage 1 (FS1) and Foundation Stage 2 (FS2)**

Ages: 3 years to 5 years

Early Years Foundation Stage comprises of Foundation Stage 1 and Foundation Stage 2. Initiation into the school through fun-filled and stimulating hands-on activities by caring teachers helps each student to view schooling very positively, an attitude that contributes immensely towards developing lifelong learning skills.

This ensures that the transition from home to school is easy and enjoyable. The learning in a safe, secure and happy environment leads to healthy personal and social development, greater self-esteem and good development of basic cognitive and motor abilities

The key areas of learning and development covered at this stage will be:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The new Early Years programme in the Foundation Stage ensures that children are suitably prepared for literacy and numeracy. Phonic methods and well-graded writing patterns follow a comprehensive foundation-building programme focusing on enhancing skills in reading, speaking writing and listening. Children in the Foundation Stage mainly learn by playing and exploring, being active and creative learners both indoors and outdoors. The programme is geared for the holistic development of every individual child, developing their self-esteem, social and communication skills. Activities for children are planned around the 7 areas of learning according to the needs and interests of children. Learning takes place directly through formal teaching, using ICT (Information and Communication Technology) and Music. The focus is on both individuals as well as groups.

**Arabic Language:** Students in the Foundation Stage are introduced to the Arabic language and dedicated lessons are delivered by Arabic specialists from FS2.

The use of the International Early Years Curriculum (IEYC) helps the integration of theme-based learning and STEAM learning into the EYFS curriculum.

By the end of Foundation Stage, children will be confident and comfortable in the school environment and have basic knowledge of core concepts to prepare them to begin the National Curriculum for England.

## **THE PRIMARY SCHOOL**

### **Key Stage 1 (Year 1 and Year 2) and Key Stage 2 (Year 3 to Year 6)**

Ages: 5 years old to 11 years old

In these years of school, students lay a solid foundation for learning that they will use for the rest of their lives. The National Curriculum for England has a very structured flow of learning that challenges and assesses students to ensure development in key academic areas is being met.

#### **Subjects at this level:**

- Islamic Education (in Arabic and in English)
- Arabic for Arabs
- Arabic for non-Arabs
- English
- Mathematics
- Science
- Moral Social Cultural Studies - Year 2 onwards (Social Studies and Moral Education)
- Geography
- Personal Social Health Education (PSHE)
- Computing
- Physical Education (PE)
- Art
- Music
- French /Urdu (Year 3 onwards)
- Wellbeing

Within the Primary School, academics is integrated with opportunities to enable children to achieve their full potential and develop skills of reasoning, problem-solving and creative thinking. Learning ensures that all students are enthused by what they are learning, and our teachers are passionate about what they are teaching. Students pursue academic and non-academic prospects through various activities. Socially preferred behaviour patterns are inculcated through a focus on etiquette and values that will lay the foundation for students' social interaction and development. Common Sense Media lessons and Sustainability lessons are integrated into the curriculum. Oracy is integrated into the Primary curriculum and is explicitly taught across all subjects. The students of Upper Key Stage 2 are also exposed to Robotics and augmented reality resources to enhance their learning skills.

Key stage 2 students are provided with the opportunities to develop their leadership skills by sharing class and school responsibilities that nurture organisational skills, accountability and team spirit.

Primary School is the stage of enhanced learning, where the students are constantly evolving and growing, intellectually and emotionally.

Students in Key Stage 1 and Key Stage 2 will appear for the UAE International Benchmark assessments as prescribed by the KHDA.

## **THE SECONDARY SCHOOL**

### **Key Stage 3 (Year 7, 8 and 9) and Key Stage 4 (Year 10 to Year 11)**

#### **Year 7 and Year 8**

Years 7 and 8 follow the National Curriculum for England with the integration of Wellbeing, STEAM, Robotics and Sustainability which inspire students and meet the unique needs of their teenage brains during a time when many are overwhelmed by the combination of the transition from primary to secondary education.

At this stage, the learning goals seek to encourage the holistic development of internationally minded learners. Rigorous and deep learning is represented under the categories of knowledge, skills and understanding through enquiry, research and problem-solving learning.

Opportunities to experience and practice individual qualities and dispositions like resilience, morality, communications, thoughtfulness, respect and adaptability are built in the learning tasks within the curriculum.

#### **Subjects at this level**

- Islamic Education (in Arabic and in English)
- Arabic for Arabs
- Arabic for non-Arabs
- English
- Mathematics
- Science
- Moral, Social and Cultural studies
- Life Skills
- Computer Science
- French / Urdu
- Physical Education (PE)
- Global Perspectives
- Art
- Music / Drama

## **Year 9 to Year 11**

Key Stage 4 prepares students for the IGCSE Examination. In Year 9, the students are introduced to IGCSE curriculum. In Years 10 and 11 students study IGCSE subjects as per their choice made at the end of year 9. Assessment in Key Stage 4 is carried out according to a point scale system of the IGCSE, from grades A to G.

Skills learned at Key Stages 1, 2, and 3 are brought into sharp focus as the student enters this level. Our students are inspired to learn through a range of interesting skills. Independent thinking, research, resource collection and effective communication are the essential skills focused on at this level. Wellbeing and Sustainability lessons are integrated into the curriculum.

Opportunities for individual experiences are encouraged as they communicate and actively participate in the world around them; these include work experience, university seminars and workshops, and other relevant activities that we feel will add value to student development and preparation.

### **Core Subjects**

- English
- Mathematics
- Arabic (for Arabs)
- Arabic (for non- Arabs – till end of Year 10)
- Islamic Education (in Arabic and in English)
- Life skills
- Computer Science or Information Communication Technology
- Physical Education
- Moral, Social and Cultural studies

### **Electives**

Furthering our commitment to individual student-development, we offer a variety of elective subjects for students to select from when designing their curriculum. These electives include:

- Biology
- Chemistry
- Physics
- Combined Science (Double Award)
- Economics
- Business Studies
- Accounting
- Enterprise
- Psychology
- Global Perspectives
- Environmental Management
- IGCSE Physical Education
- Geography
- French
- Urdu
- Art and Design
- English Literature

Online Courses - Self-study Online courses are provided to expand the curriculum for students who have completed the board exams through early entry provisions.

## **Skills Programme**

We offer a range of skills to develop through our skills development programme in Year 9. They students can choose any one skill from the list given below:

- 3D Printing
- Public Speaking
- PE Skills
- Digital Marketing
- Debate
- Music / Drama
- Art Skills
- Home Economics

After-school enrichment programmes are offered in sports and skill-based activities:

- Basketball
- Cricket
- Football
- Badminton
- Public Speaking (MUNs/Debate/TEDx)
- Art Skills
- Music
- Robotics

## **Post -16 Level**

### **Key Stage 5 (Year 12 & 13): A-Levels**

The final two years of school significantly shape and prepare TWS students for years ahead at the university. By this stage, individual competencies have been developed significantly, and students are more responsible in designing their curriculum around their strengths, competencies and interests. They are involved in the decision-making process that will become a significant part of their lives. Students are encouraged to seek support when selecting subjects to suit their requirements or to match their graduation expectations.

As the pursuit of individual excellence is our commitment, the following are the range of subjects available for students to study at this stage.

- Islamic Education A (For Muslim Arab Students)
- Islamic Education B (For Muslim non-Arab Students)
- Arabic
- English
- Mathematics
- Physics
- Chemistry
- Biology
- Accounting
- Psychology
- Business Studies
- Economics

- Computer Science
- ICT
- Geography
- Sociology
- Cambridge International Project Qualification (IPQ)
- BTEC

### **BTEC International Level 3**

BTEC (which stands for the Business & Technology Education Council) offers high-quality, career-focused qualifications grounded in the real world of work. The demand for workforce skills is increasing and the need for global certification in technical and vocational areas is growing. BTEC qualifications are uniquely placed to respond to these skills gaps by providing practical skills assessment and up-to-date career-focused education in traditional and emerging sectors. Every year, BTEC serves 1 million learners and is recognized in more than 70 countries worldwide.

BTEC International 3 offers learners aged 16 and above the knowledge, understanding and skills that they need to prepare for a career, continue in further education, or progress to higher education.

BTEC courses focus on skills-based learning and are designed around themed units. Rather than testing everything at the end, BTECs are tested throughout the course using assessments based on real-life scenarios. This practical approach allows learners to develop and apply the knowledge, skills, and behaviors that employers and universities are looking for. To prepare our students for a skill-based, future-ready career our school offers the following BTEC qualifications from Pearson.

#### **Level 3-Diploma (720 GLH) which is Equivalent 2 International A level.**

- Pearson BTEC International Level 3 Qualifications in Business
- Pearson BTEC International Level 3 Qualifications in Information Technology
- Pearson BTEC International Level 3 Qualifications in Travel and Tourism

### **Skills Programme Post 16**

We offer a range of skills to develop through our skills development programme in Year 12. Students can choose any one skill from the list given below:

- IELTS
- Art and Design (Fashion Designing)
- 3D Printing
- Cognitive Behavior Therapy
- Digital Marketing
- Basics of Programming
- Health and Wellness Coaching

The students of Westminster School move on to higher education across the world, many to prestigious universities. In addition to the development of specific skills and competencies, the curriculum emphasises innovation, enquiry, creativity, analytical evaluation, and other 21st century skills needed to meet the challenges of the future.

Through innovative styles of teaching, workshops, projects and experiments students are given the opportunity to explore aspects of the curriculum and develop a variety of practical skills. Under the guidance of their teachers, students learn aspects of management, instruction and leadership, enhancing their knowledge, confidence and skills, so that they can make more defined career choices.



## **PARENT COUNCIL**

The Parent Council plays an important role in bringing a student's home and school together for their holistic development. As a result, we initiated the process of forming our first 'Parent Council' in the different sections of the school. The first Parent Council started functioning from March 2021 and Parent representatives have successfully taken the lead at various levels.

The position of the Chairperson is decided through a voting system. He/she is responsible to liaise with the school and parent community and working effectively towards enhancing a positive change across the school community. The school leader and the Parent Council work together in planning towards the progress of the students and the school. Along with this, the parent council will also be part of assisting new and existing parents with ideas and suggestions for any concerns they might have.

### **Parent Class Representative**

1 Member per class

### **Year Level Parent Council Member**

1 or 2 Members

### **Parent Council Representative in Local Advisory Body**

1 Representative

### **Roles and Responsibilities of Parent Class Representatives**

- To act as the voice of the class connecting with the teacher and the parent community to support the school and strengthen the system.
- To bring positive suggestions across the table which will help further to strengthen the school.
- Learning begins (and continues) at home. A Parent is the first teacher of a child.
- Support events and activities in school.
- A member from the Parent Council will be selected to be part of the Local Advisory Board and will work with the Senior Management team on the School Improvement Plan.

### **Ground Rules for the Parent Council**



- Decide on a Chairperson for the council.
- Ensure meetings start on time – let the Chairperson know if you are going to be late or cannot attend.
- Stick to the agenda – if there is anything you would particularly like to discuss, speak to the Chairperson for an item on the agenda.
- Support the group and work as a team – everyone's contribution is important.
- Listen to each other and respect each other's point of view.
- Discourage domination by one or a few members and encourage quieter members to take part.
- Aim towards constructive discussion and decisions – try not to get '**personal**'. If you disagree with someone, make clear it is their point of view you disagree with rather than them as an individual.
- Minutes of meetings to be shared with the school with action points.

It is important to remember that the Parent Council cannot discuss matters relating to individual parents, children or staff members for reasons of confidentiality.

## PHOTO & VIDEO CONSENT

### Photographs and Videos

To ensure the safety and privacy of all our students, we seek your consent for the inclusion of your child's images or videos in various school publications and materials. These may encompass the yearbook, internal communications, marketing materials, and external publications like the school website and posters. Your consent is crucial for us to proceed responsibly

 <p><b><u><a href="#">GEMS Parent Portal</a></u></b></p>	 <p><b><u><a href="#">GEMS Connect</a></u></b></p>
<p>Update the <i>"General consent"</i> in the <i>"Update Student Details"</i> section</p> <p><b><u><a href="#">Mac / PC users click here</a></u></b></p>	<p>Update the <i>"General consent"</i> in the <i>"Student Info"</i> section</p> <p><b><u><a href="#">Mobile users click here</a></u></b></p>

If you do not wish to have your child recorded, you should indicate this preference through the consent link provided above and ensure that your child's video and audio are turned off during the recorded part of the lesson which will be indicated by the teacher.

Should you change your mind at any time about your decision either way over consent, you can change your preference on the GEMS portal through the same link. Any withdrawal of consent will be actioned within one week (seven days) from updating your preferences.

## **LANYARD POLICY**

### **General Guidelines for School Parents**

#### **1. Signing in with Security Staff**

All Parents/Visitors who intend to access the school premises must pass through the security post at the main entrance to provide purpose of his/her visit and to complete the signing in process.

- Tell him/her who you are
- Tell him/her why you are there
- Show your identification
- Who you are visiting
- Sign the visitor's book (if needed)
- Comply with all necessary requirements for access to a school as informed by the security staff
- Always wear and display your IDs while visiting the school
- Deposit any of the following original valid IDs: (not required if Emirates ID card reader is available at each premises) - Driving license, Emirates ID card (UAE only), Labour card or Any other ID issued by the Government

#### **2. Access control**

- Security staff will inspect the school approved ID lanyard and Badge on the main gate before granting access to the premises.
- Parents failing to bring their ID lanyard/badge will go through the visitors' access process (explained under this document) to seek access in the premises.
- Security team at the school will conduct the access control checks to ensure compliance to the access control, must and will challenge anyone not wearing and displaying their ID and ask them to wear and display their IDs at all the times.
- Confronters will be escorted to the exit gate and requested to leave the school premises.

#### **3. Student I.D Cards**

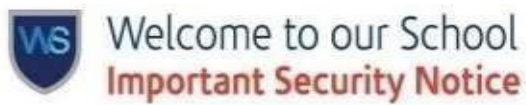
- In order to ensure identification and safeguarding, all students must carry and wear the student I.D. cards to gain access to the school premises.
- School staff will inspect the school approved I.D. and lanyard on the main gates before granting access to the premises.
- Students failing to bring their I.D. lanyard will go through the visitors' access process to gain access in the premises.
- Comply with all necessary requirements for access to a school as informed by the security staff.
- It is expected from students to wear and display your school IDs always.

#### **4. Access to School during Non-Office Hours**

- Any visit during the below stated timings will be considered as non-office hours.
- Monday to Thursday (4:00 PM to 7:00 AM) and Friday (11:00 AM onwards)
- Saturday and Sunday including public holidays (24 hrs.)

## 5. ID Samples

### Parent and Visitor ID.



In order to safeguard our students, please ensure you are wearing the appropriate coloured lanyard at all times whilst on site.

Our Security team and school staff will challenge any adult without a coloured lanyard clearly on display.



#### Parents & Guardians

If you are a visitor to our school, please ensure you collect one of the following lanyards from our Security office



## CLINIC POLICY & GUIDELINES

### Student Medical Form & General Consent- Arabic



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#### إدارة حماية الصحة العامة - قسم الصحة المدرسية

#### الاستمارة الصحية للطالب/الطالبة ونموذج الموافقة العامة

صورة  
شخصية

#### عزيزي ولي أمر الطالب/الطالبة:

الرجاء مراعاة الدقة في ملئ الاستمارة التالية وذلك حفاظاً على صحة وسلامة ابنكم/ابنتكم ومتابعة حالتهم الصحية خلال العام الدراسي.

معلومات المدرسة:	
اسم المدرسة: .....	الصف: ..... الشعبة: .....
معلومات الطالب / الطالبة:	
الاسم: .....	الجنس: .....
تاريخ الميلاد: .....	الجنسية: .....
اسم ولي الأمر أو الوصي الشرعي: .....	صلة القرابة: .....
رقم الهاتف المتحرك (1): .....	رقم الهاتف المتحرك (2): .....
البريد الإلكتروني: .....	الإمارة: .....
في حال الطوارئ ولم تتمكن من الوصول إليكم، يمكننا الاتصال بـ:	
الاسم: .....	صلة القرابة: .....
رقم الهاتف المتحرك: .....	

المرفقات المطلوبة:		
صورة من بطاقة الهوية	نعم <input type="checkbox"/>	لا <input type="checkbox"/>
صورة من جواز السفر	نعم <input type="checkbox"/>	لا <input type="checkbox"/>
بطاقة اللقاحات الأصلية أو صورة محدثة عنها	نعم <input type="checkbox"/>	لا <input type="checkbox"/>
صورة من البطاقة الصحية (إن وجدت)	نعم <input type="checkbox"/>	لا <input type="checkbox"/>
رقم البطاقة الصحية (إن وجدت)		
صورة من بطاقة التأمين الصحي (إن وجدت)	نعم <input type="checkbox"/>	لا <input type="checkbox"/>

التاريخ الطبي للطالب/الطالبة			
الملاحظات	لا	نعم	المشاكل الصحية
			1 هل يعاني الطالب/الطالبة من أي حساسية دواء /أطعمة /أبخرة؟ يرجى ذكرها إن وجدت
			2 هل يعاني الطالب/الطالبة من مشاكل في القلب؟
			3 هل يعاني الطالب/الطالبة من مرض السكري؟
			4 هل يعاني الطالب/الطالبة من مرض ارتفاع ضغط الدم؟
			5 هل الطالب/الطالبة مصاب بالربو؟
			6 هل يعاني الطالب/الطالبة من مشاكل في الكلى؟
			7 هل يعاني الطالب/الطالبة من نوبات صرع أو نوبات تشنج؟

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## إدارة حماية الصحة العامة - قسم الصحة المدرسية

### الاستمارة الصحية للطالب/الطالبة ونموذج الموافقة العامة

8	هل يعاني الطالب/الطالبة من رعاف متكرر (نزيف الأنف)؟		
9	هل الطالب/الطالبة مصاب بمرض أنيميا الفول (G6BD) تكسر الدم؟		
10	هل الطالب/الطالبة مصاب بأي من أمراض الدم الوراثية (الثلاسيميا، الأنيميا المنجلية، الهيموفيليا ...).؟ يرجى ذكر المرض إن وجد		
11	هل يعاني الطالب/الطالبة من أي مشاكل جلدية؟		
12	هل يعاني الطالب/الطالبة من أي مشاكل في العيون (طول نظر أو قصر نظر)؟ يرجى ذكر المرض إن وجد		
13	هل يعاني الطالب/الطالبة من مشاكل في السمع		
14	هل يستخدم الطالب/الطالبة أجهزة طبية مساعدة؟ ما هي؟		
15	هل سبق أن أجريت للطالب/الطالبة عمليات جراحية؟ ما هي إن وجدت؟		
16	هل أدخل الطالب/الطالبة للمستشفى من قبل؟ اذكر السبب في حال كانت الإجابة نعم		
17	هل يعاني الطالب/الطالبة من أي حالة قد تضعف الجهاز المناعي مثل السرطان (سرطان الدم، سرطان الغدد الليمفاوية) أو زراعة الأعضاء؟ يرجى ذكرها إن وجدت		
18	هل تعرض الطالب/الطالبة لنقل دم أو أجسام مضادة أو بلازما في السابق؟		
19	هل أصيب الطالب/الطالبة بأحد الأمراض التالية: (الكاف، الحصبة، الدفتيريا، السعال الديكي، الجدري المائي، السل)؟ يرجى ذكر المرض إن وجد		
20	هل أصيب الطالب/الطالبة بعدوى التهاب الكبد الفيروسي؟		
21	هل أصيب الطالب/الطالبة بعدوى شلل الأطفال؟		
22	هل يعاني الطالب/الطالبة من أي مشاكل نفسية أو سلوكية؟ يرجى ذكرها إن وجدت		
23	هل يعاني الطالب/الطالبة من أي مشاكل أو أمراض أخرى لم يتم ذكرها؟ يرجى ذكر المرض إن وجد		

إذا كان الطالب/الطالبة يعاني من إحدى المشاكل الصحية المذكورة أعلاه أو غيرها، يرجى الإجابة عن الأسئلة التالية

الأدوية والعلاجات التي يتناولها الطالب/الطالبة بشكل متواصل أو عند حدوث أزمة صحية

اسم الدواء: ..... الجرعة: .....

الأدوية الموصى بها في حالة الطوارئ

اسم الدواء: ..... الجرعة: .....

توصيات محددة من قبل الطبيب المعالج تتعلق بالتغذية

.....

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## إدارة حماية الصحة العامة - قسم الصحة المدرسية

### الاستمارة الصحية للطالب/الطالبة ونموذج الموافقة العامة

توصيات محددة من قبل الطبيب المعالج تتعلق بالرياضة والنشاط البدني				
.....				
توصيات محددة من قبل الطبيب المعالج لطبيب/ممرض المدرسة للقيام بها أثناء اليوم الدراسي				
.....				
تاريخ العائلة الصحي				
ملاحظات	لا	نعم	المشكلات الصحية	
			1 أمراض القلب و ضغط الدم	
			2 مرض السكري	
			3 أمراض الدم الوراثية (الثلاسيميا، الأنيميا المنجلية، وغيرها.....)	
			4 أمراض السرطان	
			5 أمراض الجهاز المناعي	
			6 مشكلات الصحة النفسية	
			7 أخرى، حدد	
أنا الموقع أدناه أوافق على تقديم خدمات علاجية و/أو وقائية بواسطة طبيب أو ممرض المدرسة قد تشمل الإسعافات الأولية، وقياس الوزن والطول، وقياس القدرة البصرية، وفحص السمع، وفحص الأسنان، والفحص الطبي الشامل، وإجراء التحويلات إلى أقسام الطوارئ، وإعطاء الأدوية عند الضرورة، وتطبيق خطة المعالجة الفردية المتفق عليها مع الطبيب المعالج وولي الأمر أو الوصي الشرعي.				
إقرار ولي الأمر أو الوصي الشرعي بصحة المعلومات الواردة في الاستمارة والموافقة على تقديم خدمات علاجية و/أو وقائية				
<input type="checkbox"/> أقر أن المعلومات المقدمة أعلاه صحيحة <input type="checkbox"/> أوافق على إعطاء الخدمات الصحية المشار إليها أعلاه <input type="checkbox"/> لا أوافق على إعطاء الخدمات الصحية المشار إليها أعلاه (في حال عدم موافقتكم، يرجى العلم بأنه لن يستطيع الطاقم الطبي المدرسي تقديم هذه الخدمات عند الحاجة لها إلا في الحالات الطارئة القصوى التي تلزم التدخل السريع)				
اسم ولي الأمر/ الوصي الشرعي: ..... صلة القرابة: .....				
توقيع ولي الأمر/ الوصي الشرعي: ..... التاريخ: .....				

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### إدارة حماية الصحة العامة -قسم الصحة المدرسية

### الاستمارة الصحية للطالب/الطالبة ونموذج الموافقة العامة

ملاحظات:
• يرجى إرفاق كافة التقارير الطبية الخاصة بالحالة الصحية للطالب/الطالبة إن وجدت
• إن من مسؤولية ولي أمر الطالب/الطالبة ابلاغ عيادة الصحة المدرسية عن أي تغيير في الحالة الصحية للطالب/الطالبة وإرفاق التقارير اللازمة لإضافتها إلى الملف الصحي.
• يرجى طلب تحديث الاستمارة الصحية/و نموذج الموافقة العامة في بداية كل عام دراسي جديد و كلما لزم الامر

في حال وجود استفسار الرجاء الاتصال بممرض أو طبيب المدرسة

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## PARENT CONSENT FORM:

Please find below Parent Consent form for medicine administration.



Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Class: \_\_\_\_\_

### CONSENT FOR THE ADMINISTRATION OF MEDICATION

In the event that your child develops fever or has a pain and the school is unable to contact you, Paracetamol syrup (Adol) or tablet (Panadol) and BRUFEN, ANTACID, LOZENGES, ANTIHISTAMINES ANTIEMETICS IN CASE IF IT IS REQUIRED. It will be administered to your child should it be considered necessary by the school nurse.

I consent  I do not consent

Name of Parent/Guardian: \_\_\_\_\_

Signature of parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### CONSENT FOR MEDICAL EXAMINATION

It is a requirement of the Dubai Health Authority (DHA) that all the children have a medical examination when they join a school (Whatever Year), FS, Year 2, Year 5, Year 8 and year 11. Our school doctor carries out medical examinations at the school. The examination includes the measurement of height and weight, examination of the ear, throat, heart, lungs, and abdomen. Screening for hearing and vision will be done in year 1 and above.

Please complete and sign the consent below. If you do not consent to the medical being carried out in the school, you must have it done privately by your doctor and provide a medical report for your child's file.

I Consent  I do not consent

Name of Parent/Guardian: \_\_\_\_\_

Signature of parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### CONSENT FOR THE EMERGENCY TREATMENT

**Important:** In the event of an accident/emergency and the school is unable to contact you, your child will be taken to the Hospital.

I consent  do not consent

Name of Parent/Guardian: \_\_\_\_\_

Signature of parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT MEDICAL FORM & GENERAL CONSENT- ENGLISH



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### Public Health Protection Department- School Health Section Student Medical Form & General Consent

Student  
Photo

**Dear Parent/ Guardian of the Student:**

Please fill the following form accurately to ensure maintaining and monitoring your child's health and wellbeing during the school Academic year

School Information	
School Name: .....	Grade: ..... Section: .....
Student Information	
Student Full Name: .....	Gender: .....
Date of Birth: .....	Nationality: .....
Parent or Legal Guardian Name: .....	Relationship: .....
Mobile Number (1): .....	Mobile Number (2): .....
E-Mail: .....	Emirate: .....
In case of Emergency and we are unable to reach the parent/guardian, the following person can be contacted:	
Name: .....	Relationship: ..... Mobile Number: .....

Required Attachments			
Student's Emirates ID Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ID Number: .....
Student's Passport Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Original Vaccination Card or Updated Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Health Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health Card Number: .....
Health Insurance Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Student Medical History				
	Health Problem	Yes	No	Comments
1	Does the student suffer from any allergy to medicine, food, dust, etc? If yes, please specify in comments			
2	Does the student suffer from any Cardiovascular problem?			
3	Does the student suffer from Diabetes?			
4	Does the student suffer from Hypertension?			
5	Does the student suffer from Bronchial Asthma?			
6	Does the student suffer from any Renal Problem?			
7	Does the student suffer from Epilepsy or Convulsion /seizures?			

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## Public Health Protection Department- School Health Section

### Student Medical Form & General Consent

8	Does the student suffer from Epistaxis?			
9	Does the student suffer from Hemolytic Anemia, type G6PD?			
10	Does the student suffer from any Hereditary Blood Disease (e.g. Thalassemia, sickle cell anemia, Hemophilia)? If yes, please specify in comments			
11	Does the student suffer from any Skin Problem?			
12	Does the student suffer from any Eye problem (Myopia, Hyperopia...)? If yes, please specify in comments			
13	Does the student suffer from any Hearing problem?			
14	Does the student use any medical aid device? If yes, please specify the device details in comments			
15	Did the student undergo any surgery in the past? If yes, please specify the details in comments			
16	Was the student ever hospitalized? If yes, please specify the reasons in comments			
17	Does the student have any health condition that could weaken the immune system such as Cancer (Blood cancer, Lymphoma), or an organ transplant? If yes, please specify in comments			
18	Did the student get any blood, antibodies or plasma transfusion in the past?			
19	Did the student suffer from any of the following diseases: (Mumps, Measles, Diphtheria, Pertussis, Chickenpox, Tuberculosis), If yes, please specify details in comments			
20	Did the student suffer from Viral Hepatitis?			
21	Did the student suffer from Poliomyelitis (Infantile paralysis infection)?			
22	Does the student suffer from any Mental or Behavioral Problem? If yes, please specify in comments			
23	Does the student suffer from any other Problem or disease not mentioned here? If yes, please specify in comments			

**If the student suffer/suffered from any of the health problems mentioned or not mentioned above, please answer the following questions**

**Medications or Treatments taken continuously**

Medicine Name: ..... Dosage: .....

**Emergency Medications**

Medicine Name: ..... Dosage: .....

**Any treating Doctor instructions on Student's nutrition**

.....

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**Public Health Protection Department- School Health Section**  
**Student Medical Form & General Consent**

<b>Any treating Doctor instructions on Student's physical activity and exercise</b>				
.....				
<b>Any treating Doctor instructions for Student's School Doctor/Nurse to apply during the school day</b>				
.....				
<b>Family Medical History</b>				
	Health Problem	Yes	No	Comments
1	Any Cardiovascular problem and Hypertension			
2	Diabetes			
3	Any Hereditary Blood Disease (e. g. Thalassemia, sickle cell anemia, Hemophilia)			
4	Any type of Cancer			
5	Any Immune System problem			
6	Any Mental Health problem			
7	Others, please specify in comments			
I agree for my child to have curative and/or preventive services that may include first aid, screening for height, weight, vision acuity, hearing test, dental checkup, Back examination scoliosis screening, Comprehensive Medical Examination, referral to emergency room when necessary, administer emergency medications when needed, and applying the Healthcare Management plan which is planned for based on the instructions of the				
<b>Parent/ Guardian approval and verification for the above mentioned information</b>				
<input type="checkbox"/> I certify that the above provided information are valid				
<input type="checkbox"/> I agree for my child to be provided with the above mentioned health services according to the need				
<input type="checkbox"/> I disagree for my child to be provided with the above mentioned health services (In case of refusal, the above services will not to be offered except in emergency situations which require immediate intervention)				
Parent /Guardian Name: ..... Relationship: .....				
Parent/ Guardian Signature: ..... Date: .....				
<b>Notes</b>				
<ul style="list-style-type: none"> <li>• Please attach medical reports about the Student's health problem, if any</li> <li>• It is the responsibility of the Student's Parent/ Guardian to inform the school clinic of any changes in the Student's health status and submit medical reports accordingly to update the Student's Medical Record at</li> </ul>				

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**Public Health Protection Department- School Health Section**  
**Student Medical Form & General Consent**

School.
<ul style="list-style-type: none"><li>• This consent has to be filled each academic year and updated whenever required</li></ul>

Please contact the School Doctor/Nurse if there are any queries

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## SCHOOL VACCINATION CONSENT FORM



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### Public Health Protection Department- School Health Section School Vaccination Consent Form

### إدارة حماية الصحة العامة - قسم الصحة المدرسية نموذج الموافقة على إعطاء التطعيمات المدرسية

#### Section A: This section should be filled by School Doctor/Nurse

#### قسم أ: يعبأ هذا القسم من قبل طبيب/ممرض المدرسة

Student's Full Name: -----  
Gender: ----- Emirates ID: -----  
DOB: ----- Grade/Year: -----  
School Name: -----

الاسم (الكامل) للطالب/الطالبة: -----  
الجنس: ----- رقم الهوية: -----  
تاريخ الميلاد: ----- الصف/المرحلة الدراسية: -----  
اسم المدرسة: -----

#### Due Vaccines

According to the National Immunization Program, the student is due for the below marked vaccines as recommended by Dubai Health Authority.

**اللقاحات المستحقة**  
وفقاً للبرنامج الوطني للتحصين، من المقرر أن يحصل الطالب على جرعات التطعيمات الموضحة أدناه حسب التوصيات المعمول بها من قبل هيئة الصحة بدبي.

Vaccination administration Date:-----

تاريخ إعطاء التطعيم:-----

Vaccine	Dose No. رقم الجرعة	Due/ مستحق	اللقاح
Hepatitis B vaccine		<input type="checkbox"/>	لقاح التهاب الكبد الفيروسي ب
MMR (Measles, Mumps, Rubella)		<input type="checkbox"/>	لقاح الحصبة، الحصبة الألمانية، التكايف
DTaP-IPV Vaccine <small>Diphtheria, Tetanus, acellular Pertussis and Inactivated Polio Vaccine)</small>		<input type="checkbox"/>	اللقاح الرباعي DTaP-IPV (الدفتيريا والتكزاز والسعال الديكي المتناثر وشلل الأطفال المعطل)
OPV Vaccine (Oral Polio Vaccine)		<input type="checkbox"/>	لقاح شلل الأطفال الفموي
Varicella Vaccine		<input type="checkbox"/>	لقاح الجدري المائي
HPV (Human Papillomavirus) Vaccine		<input type="checkbox"/>	لقاح فيروس الورم الحليمي البشري
Tdap Vaccine <small>(Tetanus, diphtheria, acellular pertussis)</small>		<input type="checkbox"/>	اللقاح الثلاثي Tdap (تتكزاز والدفتيريا والسعال الديكي للناقلوي)
Meningococcal Vaccine		<input type="checkbox"/>	لقاح الحمى الشوكية

#### Section B: Informed Consent for vaccination administration

#### قسم ب: إقرار الموافقة على إعطاء التطعيم

This part to be filled & signed by parents or guardians only

يعبأ و يوقع الجدول أدناه من قبل ولي الأمر أو الوصي الشرعي فقط

<input type="checkbox"/> I agree to vaccinate with the vaccines marked above	<input type="checkbox"/> أوافق على إعطاء التطعيمات المشار إليها أعلاه
<input type="checkbox"/> I disagree to administer the vaccines marked above: <b>If disagree for vaccination, please state the reason:</b>	<input type="checkbox"/> لا أوافق على إعطاء التطعيمات المشار إليها أعلاه: <b>في حال عدم الموافقة، يرجى ذكر السبب:</b>
<input type="checkbox"/> Vaccination dose marked above has been administered previously; (please provide the proof).	<input type="checkbox"/> تم أخذ جرعة التطعيم المشار إليها أعلاه مسبقاً (يرجى إرسال ما يثبت ذلك إلى عيادة المدرسة)
<input type="checkbox"/> Medical condition that prevents from being vaccinated currently (please provide a medical exemption report from the treating physician)	<input type="checkbox"/> وجود موانع طبية للتطعيم حالياً (يرجى إرسال تقرير يوضح المانع الطبي من قبل الطبيب المعالج)
<input type="checkbox"/> Other reason (please specify).....	<input type="checkbox"/> سبب آخر (الرجاء التحديد) .....
<input type="checkbox"/> The school medical staff has been provided with an updated immunization record for my son/daughter	<input type="checkbox"/> تم تزويد الطاقم الطبي في المدرسة بسجل التحصينات المحدث الخاص بابني/ابنتي
Parent's / Guardian's Name:	اسم ولي الأمر/ الوصي الشرعي:

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Public Health Protection Department- School Health Section  
School Vaccination Consent Form

إدارة حماية الصحة العامة - قسم الصحة المدرسية  
نموذج الموافقة على إعطاء التطعيمات المدرسية

Relation:			صلة القرابة:
Signature Parent's / Guardian's:			توقيع ولي الأمر/ الوصي الشرعي:
Phone No:	Date:	التاريخ:	رقم الهاتف:

If there are any queries, please contact the school doctor or nurse

في حال وجود أي استفسار الرجاء التواصل مع طبيب أو ممرض المدرسة

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DATE: 17-04-2023

# THE WESTMINSTER SCHOOL - DUBAI

**CORE UNIFORM FS1 - FS2**

**BOYS**  
 SS SHIRT, LS SHIRT, BLACK SOCKS(3), SHORTS, PLAIN NAVY TROUSER

**GIRLS**  
 SHORT SLEEVE DRESS, BLACK TIGHTS(1), NAVY LEGGINGS(2)

**CORE UNIFORM Y1 - Y6**

**BOYS**  
 SS SHIRT, LS SHIRT, Y1-Y3 ELASTIC TIE, Y4-Y6 FULL TIE, NAVY STRIPED TROUSER

**GIRLS**  
 SS BLOUSE, LS BLOUSE, NAVY STRIPED KNEE SKIRT, Y1-Y3 ELASTIC TIE, Y4-Y6 FULL TIE, NAVY STRIPED ANKLE LENGTH SKIRT, NAVY STRIPED TROUSER

**CORE UNIFORM Y7 - Y11**

**BOYS**  
 SS SHIRT, LS SHIRT, TIES, NAVY STRIPED TROUSER

**GIRLS**  
 SS BLOUSE, LS BLOUSE, NAVY STRIPED KNEE SKIRT, NAVY STRIPED ANKLE LENGTH SKIRT, NAVY STRIPED TROUSER, NECK SCARVES

**SIXTH FORM UNIFORM Y12 - Y13**

**BOYS**  
 NAVY PIPING, TIES, NAVY PINSTRIPED TROUSER, WHITE SS SHIRT, WHITE FS SHIRT, BOYS BLAZER, NAVY PINSTRIPED

**GIRLS**  
 NAVY PIPING, NECK SCARVES, NAVY PINSTRIPED TROUSER, WHITE SS BLOUSE, WHITE FS BLOUSE, GIRLS BLAZER, NAVY PINSTRIPED

**PE UNIFORM - UNISEX ALL YEARS**

SEAMLESS PE, NAVY TRACK PANT

YELLOW / NAVY / WHITE BACK, GREEN / NAVY, BLUE / NAVY, RED / NAVY, DRI FIT FABRIC, MADE TO MEASURE

**HOUSE COLOURS**  
 RED GAMMA, GREEN BETA, BLUE ALPHA, YELLOW SIGMA

**WINTERWEAR & LABCOAT UNISEX**

NAVY PULLOVER, UNISEX LAB COAT (MTM) NOTE: Y4 TO Y13, NAVY JACKET

**ADDITIONAL ITEMS ALL YEARS**

HEAD SCARF, BELT WITH LOGO, BLACK & WHITE SOCKS(3), HAIR BAND & SCRUNCHIES, SHOES, REGULAR BAGS, A-LINE BAG

FS1 - FS2, Y1 - Y13, TIGHTS(1), LEGGINGS(2), 12 INCHES, 16 INCHES, 18 INCHES

www.threadsme.com



800-THREADS(8473237)



## **SCHOOL TRANSPORT SERVICES (STS)**

Bus transport for students is an outsourced service provided by School Transport Services LLC (STS) to provide quality and safe service as per the local transport authority's regulations. Please click the link for details regarding STS policy. Please access <http://www.sts-group.com> for the Terms and Conditions of service as well as all other relevant information.

### **Safety Regulations to Be Followed for Use of Transport**

An 'Identity Card' is issued to each student and it is mandatory for students to carry ID cards and get them scanned while boarding and de-boarding the buses. In order to ensure safety of students, STS has issued Guardian Cards to all students of Year 6 and below. It is obligatory for the parent to be personally present or to arrange for an authorized person to receive the student, by presenting the Guardian Card at the residence or drop off point, on the following conditions:

1. It is mandatory that an adult with the Guardian Card is present to collect the students of Years 1 to 3. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent has to give an undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If such an undertaking is not given and an adult is not available to receive the students, they will be brought back to the school. If Years 1 to 3 students have older siblings (Years 4 and above) travelling with them and an undertaking has been given that they can be dropped in the care of their older sibling, this will be done.
2. If the students of Years 4 to 6 are dropped without an adult, parents should sign a consent form accordingly.
3. If the conditions stated above are not strictly followed by any parent, the students will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.
4. If the conditions stated above are not strictly followed by any parent, the students will be brought back to school, and it would be the responsibility of the parents to collect the students from the school. In such cases STS will charge the parents AED 20/- per hour, per student for taking care of the students at the school.
5. Students are expected to adhere and follow all the safety protocols each time he/she boards a school bus in accordance with the bus behavior code. Any student whose conduct is objectionable and/or offensive on the bus will, in the first instance, be verbally warned by the academic and/or operations supervisor. In the absence of any change in conduct the student may be suspended from using the school transport temporarily or permanently.
6. Any and all behavior and/or safety related concerns will be reported to the bus guardians and respective head of Pastorals followed by warning notifications that will be sent from the school management which will result in temporary or permanent withdrawal/cancellations of STS bus services.

To ensure their own safety, as well as to avoid problems arising from use of school transport, students should keep in mind the following points:

1. The bus pick up/drop off point cannot be changed without prior intimation or approval.
2. Students must return home by the assigned bus on which they come to school.

On any occasion if the parents / guardians want to collect their student from School who normally travel by bus, they should do so before 12:00 P.M. after HOP/Key Stage Leader's permission and approval is obtained. They (parents/ guardians) should not collect their children from the bus without prior approval of the HOP/Key Stage Leader. Parents are advised to check on the availability of the school bus service before they move to a new locality.

### **Registration for Transport Services**

1. All students who require the services of STS shall apply in a prescribed form available on the website or at the school (STS counter).
2. The application form available on the website <http://www.sts-group.com> or at the school counter should be completed and submitted by the parent. All asterisk marked columns must be filled up. The Parent should make the necessary payment at the STS counter in the school. A bar-coded ID card will be provided to the student.
3. Every transport user should have a bar-coded bus Identity Card to take the Electronic Attendance. No student will be permitted to board the bus without an ID card. This is emphasised for the safety of the students.
4. Replacement bar coded bus Identity card will be charged at AED 20/- per card.

### **Payment of Fees**

1. Once the application form / online registration is accepted, students will make payment of fees based on the fee structure applicable in the school which is the term payment.
2. Transport fee is applicable and charged for ten months in an academic year, divided in three terms. Full payment for each term should be made irrespective of the number of working days.
3. In case of new admissions during the term, after 15<sup>th</sup> of the beginning of the term, fee will be charged on pro rate from the date of start of service.
4. Following options are given to parents for payment of fees –
  - I. Online Payment through our website <http://www.sts-group.com>
  - II. Cash / Credit Cards at the STS counter in the school.
  - III. Cheque in favour of 'School Transport Services LLC' at the STS counter in the school
5. If the transport fee is not paid before the fifth of the first month of the term service will not be available from the next day.

### **Direct Payment by Companies**

In case of direct payment of transport fee to STS by the parent's Companies it should be informed at the time of registration. The Companies should be advised to make the payment latest by 10<sup>th</sup> of the first month of the term failing which the service will be declined.

## **SCHOOL CANTEEN**

Slices is committed to serving and supporting our school, student and parent community safely. The scope of the guidelines includes delivery of food to ensure students are provided with a safe, hygienic Food & Beverage service. Based on the current guidelines that have been sent by the Dubai Municipality regarding the reopening of food establishments, and in coordination with our HSE office, Slices has reviewed their operational procedures in all areas of Operation, with a strong focus on Personal Hygiene and Food safety.

### **General Health & Safety Guidelines**

- Protocols updated in accordance with Dubai Municipality guidelines including full use of disposables, managing social distancing and cleaning.
- Mandatory wearing of PPE (Mask, Gloves, Hairnet, Face shields, Disposable Aprons) while working within the premises.
- All non-Slices staff will not be permitted into Slices facilities.
- Staff – Food Hygiene Training for Managers to HACCP Level 3 & 4, Supervisors to PIC Level 3 and all operational staff have Basic Food Hygiene Certification.
- All operational staff have completed the test for Occupational Health Card as a Food Handler.
- All staff completed medicals as part of their Visa process.
- Quality officer located at Slices kitchen trained HACCP Level 4 & NEBOSH to monitor standards.
- HSE internal site audits are completed weekly by Slices management.
- Random external audits by TUV, GEMS HSE, KHDA and food control body from each Emirate.
- Audits of external suppliers as part of our existing food safety management system including supplier audits.
- Microbiological swabbing of contact surfaces including tables, staff independently analyzed.
- Water test sampling independently analyzed.
- Full traceability protocols implemented include recording data to monitor delivery, storage, preparation, and dispatch.
- The canteen will be in operation with a staggered break system.

### **Pre-Opening**

- Full deep cleanse of all kitchen and server facilities.
- 5-day induction / training plan for all operational staff to include updates on revised standards of operating and sanitation.
- Medical screening of all staff before returning to work including travel history review.
- Ongoing daily symptoms checker of all staff.
- Additional Reminder signage in place for all staff to follow hygiene practices.
- Service adaptations in accordance with Government advice including increased use of disposables, removal of service trays, open displays and buffets to be removed.

## **Internal measures**

- Daily temperature screening of all staff entering school site before starting work.
- Use of faceguards/shields to be confirmed once guidelines have been communicated.
- Mandatory wearing of PPE (Mask, Gloves, Hairnet, Disposable Aprons) while working within the premises.
- Revised Opening and Closing Cleaning and disinfection Checklists filled in daily and will form an integral part of Operations team site audits.
- Regular Hand wash Sign off sheets will be in place.
- Only designated members of staff will have access to store rooms and certain storage areas where possible.
- Staff will be required to change into their uniform after arriving on site - we ask that schools that have not yet provided locker cupboards please install these so personal belonging can be kept separate.
- Distancing among co-workers while working where possible.
- Managing the health status of employees and staying home for mild symptoms. Daily regular Symptoms, checking and recording of employees (Temperature, cough, shortness of breath).
- Personal Hygiene and preventive measure for the control of COVID 19 will be followed by the employees.

## **Payment Modes**

- Cash payments will be accepted at the canteen counter.
- Cashless Card system also available for all students to make contactless payments via Students ID / Bus Card to avoid exchange of coins / cash.

As a precautionary measure, to limit cash exchanges and speed up service, we encourage parents to register and sign up to our Online Payment portal, [pay@slices.ae](mailto:pay@slices.ae) by following the below steps

Go to <https://pay.slices.ae/> and click on **Register Now**

1. Fill in the requested details and click on Next to Add Child. Please make sure to fill in the Card ID details with the correct number to link the card properly
2. Add your child's information
3. Add your child's Dietary Information (Optional)
4. Add any known allergies information (Optional) Submit
5. Great, your child is now registered with Slices!

### **To top up the account**

1. Click the name of your child and choose the option “top up”.
2. If your child is under classroom delivery, click the gear button beside your name on the upper right side of the screen and choose “top up”.
3. Select Top-amount - Click on the prepopulated set amount (100, 300 or 500 AED) or enter custom amount in order to top up account with your chosen method of payment.

### **How to add another child to your account**

1. Login to your account at <https://pav.slices.ae/>
2. Click “add Child” button
3. Add your child’s information
4. Add your child’s Dietary Information (Optional)
5. Add any known allergies information (Optional)
6. Great! You have now registered an additional child with Slices and their card will require top-up.

### **Important to remember**

The top-up amount will go to your parent “holding” account first, which you can see on the top right-hand side under your name. This will allow you to manually transfer / add balances from your account to your individual child’s account, and you need to manually transfer to each child's account separately.

### **To top up your child’s account**

Click on your child’s name and click the Top up button. The corresponding amount from your parent balance will then be transferred to the child. If this amount is not manually transferred from the parent account by you, it will not show in your child’s account.

## **CONTACT US**

You are, of course, welcome to get in touch with anyone here, but we suggest that the best people for you to contact initially are:

**1) Form Tutor**

For general issues or questions about your child's academic progress or welfare, please e-mail the form tutor in the first instance. He or she will help ensure that the right people are involved, whether Subject Leader, Head of House, Key Stage Leaders or Head of Pastoral.

**2) For FS and Primary related queries**

Please contact Asst. Principal (Primary) – Ms. Chanda Pant - [chanda.u\\_tws@gemsedu.com](mailto:chanda.u_tws@gemsedu.com)

**3) For Secondary section (Boys and Girls) and Sixth Form related queries**

Please contact Asst. Principal (Boys and Girls) – Ms. Grace Aluoka - [grace.a\\_tws@gemsedu.com](mailto:grace.a_tws@gemsedu.com)

**4) For School related queries**

Please contact Head of School / Deputy CEO – Dr. Vijayakumari Sathyan - [vijaya.s\\_tws@gemsedu.com](mailto:vijaya.s_tws@gemsedu.com)

**5) PA to Principal**

Please phone the PA to the Principal if you would like to make an appointment to see him.

Ms. Philomena Mascarenhas, PA to the Principal

E-mail: [philomena.m\\_tws@gemsedu.com](mailto:philomena.m_tws@gemsedu.com)

Tel: +971 4 2988333

For full details about our school, please visit our social media pages below

- Website: <https://www.gemsws-ghusais.com/en>
- Facebook: <https://www.facebook.com/WestminsterDubai/>
- Twitter: [@official\\_TWS](#)
- Instagram: [Gemstwsdubai](#)

## **POLICIES:**

All policies on the website can be accessed through the below link:

<https://www.gemsws-ghusais.com/For-Parents/Key-Documents-and-Policies>