



GEMS Wellington
International School

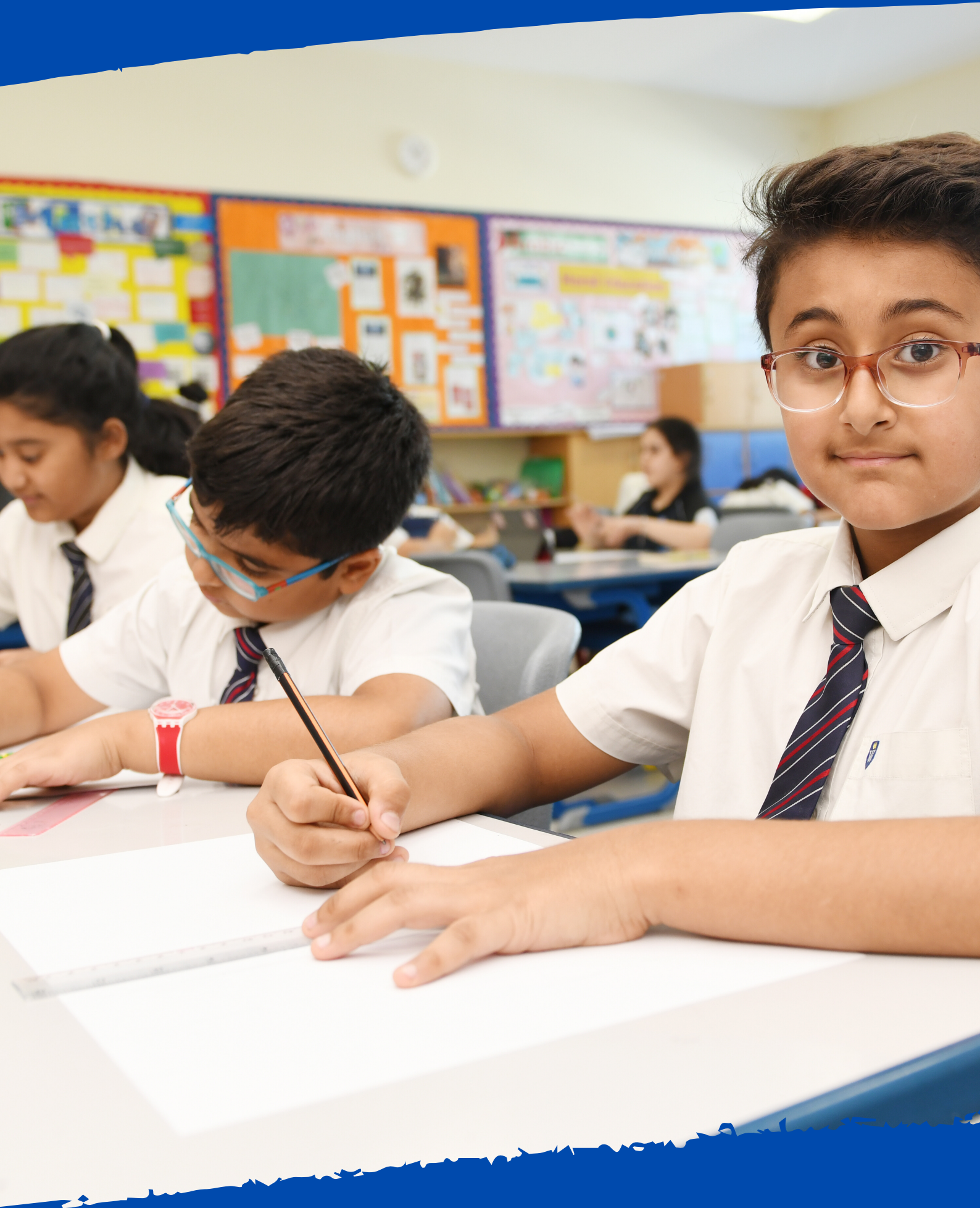
مدرسة جيمس ويلينجتون
التربية والتعليم

11
YEARS
OUTSTANDING
متميز

PARENT HANDBOOK

MIDDLE SCHOOL

ACADEMIC YEAR 2020-2021



WELCOME

WELCOME TO GEMS WELLINGTON INTERNATIONAL SCHOOL



Maryssa O'Connor
Principal - CEO

I am delighted to be able to welcome you to GEMS Wellington International School our consistently outstanding school in the centre of Dubai. GWIS will always strive for academic attainment and personal wellbeing, for creating a supportive and inclusive community whilst also celebrating individual successes and for a fulfilling education that endures long after the examination results have been published.

Our purpose as educators is to encourage intellectual curiosity, independent thought and effective learning habits. From an early age, we encourage pupils to be dynamically intellectual, culturally creatively and develop independence, so by the time they leave Sixth Form, they are well prepared for the expected, but can also tackle the unknowns.

The success of a student cannot be measured only by their academic success alone, but also by the development of their social and interpersonal skills and contribution to school life. Pupils have over ninety clubs and activities, encompassing the creative arts, outdoor education and a vast array of sports, to choose from in school. We help our students to develop existing interests and to find new ones that will stay with them for life

Here at GWIS our students are individuals with potential, unique strengths and interests and I believe that it is our duty as a school to add value to each student by helping them achieve academic success and the joy of learning in an inclusive community in which all our students, parents and staff feel challenged, valued and successful.

With regards,

M O'Connor



الاستقبال
RECEPTION



Welcome

WELCOME TO GEMS WELLINGTON INTERNATIONAL SCHOOL



Steve Farish
Head of Middle School

GEMS Wellington International School offers a unique learning journey, where our students are at the forefront of everything that we do. This is particularly relevant in the Middle School, where students approach some of the most crucial years in their life; a time of rapid growth, not only in their academic journey, but also in their social, physical and emotional journey as well.

As students transition into the Middle School, we consolidate the skills that they learn in the Lower School, developing a greater level of competency, knowledge and understanding of the British curriculum in preparation for their transition into the Upper School.

We are a wholly inclusive school, that strives not only for academic excellence and achievement for all, but also a school that allows students to see that there is greatness within them beyond the realms of the classroom. It is essential that we nurture and develop our students in order that they reach their full potential. We encourage our students to fully engage with learning, not just in the curriculum, but by providing them with opportunities to enhance the skills that they possess through our comprehensive extracurricular programme: 'Explore, Enrich, Excite'.

Pastoral care in the Middle School underpins our family ethos and ensures that all students feel valued, safe and confident, and are also able to build positive relationships that will help them on their learning journey through the school.

I am delighted to be able to welcome you to the Middle School.

Warmest regards

A handwritten signature in black ink that reads "S Farish".



WELCOME FROM OUR HEAD BOY AND HEAD GIRL



Chetan Nair
Head Boy for 2020-21

"GEMS Wellington International School has helped me develop holistically and delve deep into my subjects of interests. While also allowing me to explore areas of curricular and personal development through the #BeAmazing programme that leads directly into Creativity, Activity and Service Learning in the IB Programmes. GEMS Wellington International School has taught me valuable life skills in time management and collaboration, while consistently furthering my education."



Poushali Ray
Head Girl for 2020-21

"Studying at GEMS Wellington International School has taught me that there's more to learning than just textbooks - it's as much about the experiences, the gratitude, and the teamwork as it is about revision, exams and coursework. The whole school exudes opportunities on both an academic and personal level and it is an honour to be able to lead our students as Head Girl."



Timetables

	2020-21 School Timings Year 5 and 6	2020-21 School Timing Year 7, 8 and 9
CEP	7:40 - 8:00am (CEP) Any student arriving after 7.40am is late. National Anthem 7:55am – students then leave for Period 1 lesson after anthem.	7:40 - 8:00am (CEP) Any student arriving after 7.40am is late. National Anthem 7:55am – students then leave for Period 1 lesson after anthem.
Lesson 1 starts	8:00am	8:00am
Break	9:40 - 10:00am (Sunday-Wednesday) 10:00 - 10:40 (Thursday)	10:00 - 10:20am (Sunday-Wednesday) 10:40 - 11.15am (Thursday)
Lunch	12:20 - 1:00pm Bell rings at 12.50pm - students expected to prepare for afternoon lessons. 1.00 pm – Period 5	12:20 - 1:00pm Bell rings at 12.50pm - students expected to prepare for afternoon lessons. 1.00 pm – Period 5
End of school day	2:50pm (Sunday-Wednesday) 1:00pm (Thursday)	3:00pm (Sunday-Wednesday) 1.15pm (Thursday)

Drop off, pick up and parking:

Middle school students can be dropped off and collected from the sand car park. Parents can also use Gate 2 for drop off in the morning. This is located on Al Sarfa Street

At the end of the day Year 5 and 6 students will be released from their classrooms and make their own way to meet parents. If parents would like to meet their child, please wait in the shaded area near the picnic tables. The Year 5 and 6 Coordinators will also be available at this time.

Year 7, 8 and 9 students make their way to meet parents and can be collected by Uber/ Taxi at Gate 2 for drop off and Gate 3 for pick up. These are located on Al Sarfa Street.





At GEMS Wellington International School we believe that good attendance and punctuality are vital indicators of an outstanding school. These factors are also key in enabling students to make the most of their learning opportunities and prepare for a successful transition into the world of higher education or employment.

Any barriers to punctuality and regular attendance will be identified and addressed as swiftly as possible by introducing and reinforcing the policy below.

We expect that all students will:

- Attend school every day as per the published academic calendar
- Arrive on time every morning
- Be on time to all lessons
- Take responsibility for obtaining and completing work when absence cannot be avoided.

We ask parents to:

- Support the schools expectations of attendance
- Ensure their child arrives to school on time every morning
- Endeavour to schedule medical appointments outside of school hours
- Avoid students travelling during term time
- Inform absence_wis@gemsedu.com or call reception on 0434 84999 or send a text message to **0569962428** by 7.30am when your child is absent
- Work with the school to resolve issues and ensure their child has good attendance and punctuality
- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days. Medical notes will be required for absences of 3 or more days
- Complete a leave of absence form (available from reception) in advance of a scheduled absence (PLEASE NOTE– this will be sent to the Head of School and may or may not be authorised after review).

KHDA states that students should not have more than 20 consecutive days or 25 non-consecutive days of unauthorised absence. Should this be exceeded then students are at risk of losing their place at the school. Outstanding attendance is 98% as a minimum.

Students who arrive late must go to the Attendance Officer in the Admin Office (second floor, opposite English corridor) and receive a late slip BEFORE they go to their lesson. Punctuality is monitored by the Heads of House and parents will be contacted where there is persistent lateness.



Wellington International Sch

UNIFORM



The aim of our uniform is to ensure that students take pride in being members of the GEMS Wellington International School community. Personal presentation is therefore very important and a high standard of personal appearance is expected of all students at all times, both inside the School and outside in the local community.



The students are our ambassadors when they are in the Dubai community and, what they do and say, and how they look reflects on all of us. Students will continue to create a positive impression of GEMS Wellington International School by leaving school in their uniform and wearing it with pride.



The uniform is compulsory throughout the School and may be purchased from the Threads store, Times Square. Alternatively uniform can be ordered online from: www.threadsme.com.

There are some new items being introduced this year for WIS students. Please note that items from 2019/20 academic year can continue to be worn for 2020/21 until they are phased out. This refers to:

The fleece jacket has been replaced by a hoodie for PE days.

The PE polo shirts, which have been replaced with a higher-grade material.

All shirts across the school are now pale blue but cream shirts may be worn up to Year 9 for one more academic year.

CORE UNIFORM - UNISEX **YE - Y11**

BOYS

- ADD: 43.00 - Boys' (Button) - Long Sleeve (14-18) / Full Sleeve (15-18)
- ADD: 90-105.00 - 1/2 Sleeve Shirt
- ADD: 125.00 - Navy Pleated Trousers

GIRLS

- ADD: 95-105.00 - 1/2 Sleeve Shirt
- 125.00 - Navy Pleated Trousers (Optional)
- ADD: 55.00 - Navy Cotton Mesh Skirt
- 115.00 - Navy Pleated Skirt (Optional)

WINTERWEAR - UNISEX **ALL YEARS**

- ADD: 135.00 - Navy Fleece Jacket
- ADD: 155.00 - UNISEX NAVY FULLOVER
- GIRLS NAVY CARDIGANS OPTIONAL

PE UNIFORM - UNISEX **ALL YEARS**

- ADD: 75.00 - Navy Polo Shirt
- ADD: 35.00 - Navy & Red/White/Black Shorts
- ADD: 135.00 - Navy Hoodie

OPTIONAL ACCESSORIES

- ADD: 55.00 - Navy & Red/White/Black Socks
- ADD: 25.00 - Navy & Red/White/Black Socks
- ADD: 25.00 - Navy & Red/White/Black Socks

SWIMWEAR - UNISEX **ALL YEARS**

SWIMSUITS

- ADD: 155.00 - Navy & Red/White/Black Swimsuits

JAMMERS

- ADD: 115.00 - Navy & Red/White/Black Jammers

SWIMMING TRUNKS

- ADD: 105.00 - Navy & Red/White/Black Swimming Trunks

SILICON CAP

- ADD: 25.00 - Navy & Red/White/Black Silicon Cap

ADDITIONAL ITEMS **ALL YEARS**

UNISEX CAPS

- ADD: 45.00 - Unisex Caps (14-18)
- ADD: 45.00 - Unisex Caps (15-18)

SOCKS & SHOES

- ADD: 55.00 - Navy & Red/White/Black Socks
- ADD: 25.00 - Navy & Red/White/Black Socks

SHOES & TRIM

- ADD: 25.00 - Navy & Red/White/Black Shoes
- ADD: 25.00 - Navy & Red/White/Black Shoes

BACK

- ADD: 25.00 - Navy & Red/White/Black Backpack
- ADD: 25.00 - Navy & Red/White/Black Backpack



SAFEGUARDING

GEMS are driven by a singular purpose – to put a quality education within the reach of every student. For our students, we are a window into a vibrant tomorrow – to their future, and their endless potential. We recognise that in order to ensure all our students achieve their potential we must first ensure students feel safe, and are safe.

GEMS Wellington International School is fully committed to safeguarding the welfare of all students and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect students from harm, abuse and exploitation. We acknowledge our duty to act appropriately in response to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavor to work together to develop an ethos which embraces difference and diversity and respects the rights of students, young people and adults.

Lanyards:

All employees and visitors to the school are required to wear a lanyard for identification purposes. Yellow lanyards can be obtained from the reception and this must be done as soon as possible. Photographs are required on the ID cards in the lanyards for identification purposes. New parents must request their lanyards by providing a photograph to the reception desk.

Lanyard details:

- Blue = GEMS Wellington International School staff
- Yellow = Parents/Guardians – including nannies, maids & drivers
- Pink = People who attend the school regularly, such as external Music Teachers, Invigilators
- Green = Contractors (escorted by a member of staff)
- Orange = Parents & Staff in school for External ECA's



In school we have Designated Safeguarding Leads who have received training in dealing with sensitive issues surrounding child protection with both students and parents. It is our duty of care to follow up anything which a student may disclose to us. In some cases this might mean you are invited into school to discuss a situation that your child has raised. If necessary, we seek support and follow professional advice for our families from suitable agencies in Dubai.

Those attending the school regularly and will be in contact with the students (e.g. pink lanyard wearers) will have completed all of the necessary safeguarding checks and training.

Please do not be offended if we do not let you into school without the proper identification. We take safeguarding of your children very seriously and it is important that everyone can be identified.



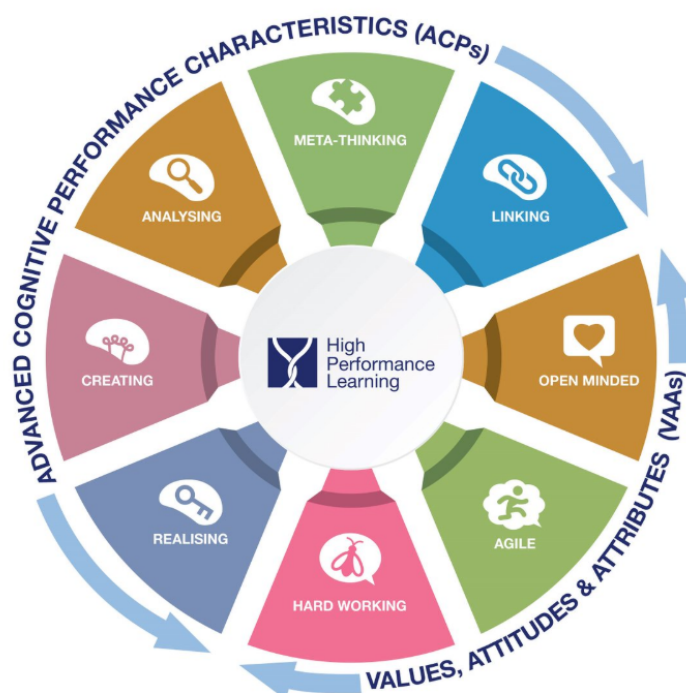


Everyone wants a high performing education system, but education systems continue to assume that only a minority of students can reach high levels of educational performance. At GEMS Wellington International School our High-Performance Learning (HPL) programme instills within our students that they can achieve the very best grades through the development of appropriate learning habits. To reach the very top, students need to work hard, ask for help when they need it, and, most importantly, believe that they can do it. For them to believe it is possible, it is essential that parents and teachers model that positive assumption, known as our 'Performance Mindset'. As a 'World Class School', accredited by HPL, we do not let our students think "I'm not good enough", but encourage them to believe that with enough hard work that anything is possible and that they can achieve excellence.

The ACPs (Advanced Cognitive Performance characteristics) and VAAs (Values, Attitudes and Attributes) form the key principles of HPL. The ACPs are "thinking skills" and these require practice in order to become a high performer. At WIS we call these 'The HPL Brains' ensuring that our students are encouraged to think analytically and creatively, alongside encouraging them to link ideas and concepts, with the expectations that this is done accurately and quickly to train the brain effectively. In addition to this our students reflect on their learning by 'thinking about thinking' always ensuring they consider 'how' and 'why' they have arrived at a particular conclusion.

At WIS we encourage the belief that success is not possible without the right attitude, so encourage students to practice and improve their Values, Attitudes and Attributes (VAA's) too, with a focus on three core areas: hard work, empathy and the ability to be agile. These life skills are the DNA of a WIS student.

In school, students develop these ACPs and VAAs explicitly in lessons, but it is also vital for them to continually improve outside of school, realising how they affect every aspect of their lives. In the end, by developing their ACPs and VAAs, your children will become more efficient learners and will be ready for their exams, for further study, work, and for the rest of their lives. WIS prides itself on our students not just being ready for the next stage of their academic journey: our students are ready for whatever challenges in life come their way and as High-Performance Learners, they will tackle life head on with a thirst to overcome any obstacle.







The Middle School curriculum looks to develop and guide students on their journey from Year 5 through to Year 9, In preparation for their GCSE's.

Years 5 and 6

Our Year 5 and 6 students will be embarking on a specialist approach to the teaching of English and Mathematics. Students will continue to have a class teacher, now known as a Form Tutor, who will teach them all of the foundation subjects. The class teacher will also be a specialist in either English or Mathematics, meaning your child will also be taught either English or Mathematics by another specialist teacher. In 2019-20, students in Year 5 and 6 will study an extra 60 minutes of Science each week. This extra 60 minutes of Science will be co-taught by a specialist Science teacher from the Science department. Another positive change in the Performing Arts means students will study both Drama and Music for one lesson every week. (In addition all students will study Arabic, Social Studies of the UAE and the Moral Education Program (MEP). Muslim students will follow the Islamic Studies curriculum).

Information relating to the National Curriculum for Key Stage 2 (Years 5-6) can be found through the following link: <https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

As a British Curriculum School we follow the guidelines above with some adaptations to suit the international context of the school.

Year 7, 8 and 9

Students in Year 7, 8 and 9 follow the KS3 National Curriculum for England. All students are taught by Secondary qualified specialist teachers in all subjects including; English, Mathematics, Science, Modern Foreign Languages, History, Geography, Physical Education, Computer Science, Drama, Art and Music. (In addition all students will study Arabic, Social Studies of the UAE and the Moral Education Program (MEP). Muslim students will follow the Islamic Studies curriculum) whilst non-Muslim students will complete an alternative project based learning curriculum. Students in Year 7 will study all three modern foreign languages (Spanish, French and German). Students will rotate to a new language each term. At the end of Year 7, students will be invited to select a language of choice to study in Year 8. When students reach Year 9 they will all start the IGCSE Mathematics course.

Information relating to the National Curriculum for Key Stage 3 can be found through the following link:

<https://www.gov.uk/government/publications/national-curriculum-in-england-secondary-curriculum>

Detailed curriculum booklets are published on D6 each term to explain specific aspects of the curriculum as the year progresses.



Parental Communication in the Middle School

There are several ways in which the School will communicate with parents:

- Face-to-Face communication is important with our parents for all students. We encourage you to build relationships with all members of our school community.
- Please download our free app, D6, for direct parent communication; our Reception team is here to help with the set-up process. This is our main form of communication with parents.
- Direct emails or SMS to the main contact - parents are asked to confirm who this should be, i.e. mother or father. If you wish to have both parents alerted then please let the Registrar or PRE know by emailing either registrar_wis@gemsedu.com or pre_wis@gemsedu.com and they will update our records to reflect this.
- Weekly newsletter from the Head of House sharing some of the learning and activities the students have participated in over the past week and informing you of important dates and events coming up in your child's House.
- If you have a query, concern or comment please do reach out to your child's Form Tutor or Head of House via e-mail.
- We will also host a variety of coffee mornings and information evenings which you will be invited to.

Expectations

- Please allow us 48 hours to respond to an email from you. On some occasions it may take longer for us to fully respond but you should hear back from us within 48 hours.
- We ask that emails are written in a courteous manner to our staff. If an email is sent regarding a concern we will do our utmost to respond and rectify the situation. However, we do ask that you write to in a polite manner and avoid the temptation to make generalisations.

Administration Contacts

Please see below for information relating to our key admin contact, who can support you with queries that you may have.



Eleanor Morse

REGISTRAR



Marisa Joy Ruthkowski

ADMISSIONS SECRETARY



Rana Hashem

GOVERNMENT RELATIONS
EXECUTIVE



Bijili Binu

ADMISSIONS ASSISTANT



Natasha Lamb

EVENTS AND MARKETING
COORDINATOR



Vimbiso Mangoro

RECEPTIONIST



There are several ways in which the School will communicate with parents:

- Please download our free app D6 for direct parent communication; our Reception team is here to help with the set-up process. This is our main form of communication with parents.
- Direct emails or SMS to the main contact—parents are asked to confirm who this should be, i.e. mother or father. If you wish to have both parents alerted then please let the Registrar or PRE know by emailing either registrar_wis@gemsedu.com or pre_wis@gemsedu.com and they will update our records to reflect this.
- Weekly newsletter from the Head of House sharing some of the learning and activities over the past week and informing you of dates and events coming up in your child's year group.
- A termly newsletter will allow Parents to share all aspects of life across our school including academic and sporting successes, new initiatives and other items.



Expectations

Please allow us 48 hours to respond to an email from you. On some occasions it may take longer for us to fully respond but you should hear back from us within 48 hours acknowledging your communication. We ask that emails are written in a courteous manner to our staff. If an email is sent regarding a concern we will do our utmost to respond and rectify the situation.



Social Media

We celebrate the successes of students and teachers on our social media pages and we share the latest news on a daily basis. We use Facebook (GEMS Wellington International School), Instagram (gems_wis) and Twitter (@gemswis). For safeguarding reasons we ask that you do not post pictures of other students at school events on social media.



Website

Our website provides you a wide variety of information that you may find helpful. On the website, you can discover more about our Leadership Team, as well as book appointments with them, as well as key information about the curriculum, our policies, enrollment, student life, our school calendar, and so much more. The web address is www.wellingtoninternationalschool.com.

For any queries or concerns In the first instance, you should contact your child's Form Tutor and then their Head of House. These members of staff are the best informed to help with any query you might have. If necessary, they can then pass your query to a member of staff who is better placed to help.

If you have an appointment with a member of staff, then please come to the front reception desk where our reception staff will contact the person you have the appointment with. They will meet you and escort you to the designated meeting room. It is always best to ensure that a prior request is made for an appointment, so that our teachers and staff can plan accordingly for your visit to school.



Some other key email addresses are:

Head of Middle School (Mr Stephen Farish) - s.farish_wis@gemsedu.com

PA to Principal/CEO - (Mrs Wareham) - principal_wis@gemsedu.com

PA to Principal,; Middle School - (Mrs Doherty) – secondaryadmin_wis@gemsedu.com

Deputy Head of Learning and Teaching (Mrs Standring) - j.harrison_wis@gemsedu.com

Deputy Head of Arabic and Islamic (Ms Hamdan) – h.hamdan_wis@gemsedu.com

Deputy Head of Curriculum/Assessment (Mr Rostron) - j.rostron_wis@gemsedu.com

Assistant Headteacher: Wellbeing (Mrs Samantha Murray) - s.murray_wis@gemsedu.com

Assistant Headteacher: Wellbeing (Mr Nathaniel Howell) - n.howell_wis@gemsedu.com

SENDCo (Miss Becky Chapple) – b.chapple_wis@gemsedu.com

Year 5 & 6 Counsellor (Miss Cindi Santos) – c.santos_wis@gemsedu.com

Year 7 - 9 Counsellor (Ms Tiba Sonkor) – t.sonkor_wis@gemsedu.com

Our Medical Team

Our fully qualified Clinical Team are on hand to support and look after the children in the event of illness or injury. Our medical team are well qualified health professionals who have a wealth of experience in their field, alongside many years working within Dubai Schools.



Dr Ishrat Jehan



**Kristine Caculitan
(Nurse)**



**Jissa Wilson
(Nurse)**



**Christine Bravo
(Nurse)**

What should your child do if they feel unwell?

The school clinics are located between the swimming pool and the sports hall. If your child feels unwell during a lesson then they should speak to their class teacher who will provide them with a note to attend the clinic. If they feel unwell during Break or Lunch time then they can escort themselves to the clinic.

The clinics are operational between 7.30am-4.30pm Sunday-Thursday. If the clinical team decides your child is unwell they will call home to let you know or to ask you to collect your child from school.

If the child is treated at school, the medical team will send home a green medical information slip so you are aware of the treatment. Examples of this are; Plaster on a minor cut, cream administered for mosquito bite. If you are collecting your child from the school because they are ill or injured then your child will need a green medical slip to ensure that their attendance records are updated.

The email address for the medical team is wismedicaldepartment_wis@gemsedu.com and you can also call the school on **04 348 4999** and ask for the medical team.

Sending medication to school:

If your child requires medication and has to take it during the school day, you should send this with a note and instructions to the nurses. The student will attend the clinic at the required time and the nurses will ensure the right amount of medication is administered.



**IncludeME**

A very warm welcome from IncludeME to all new parents at GEMS Wellington International School!

IncludeME is a support group set up and run by WIS parents for parents and guardians of children who need extra support to succeed at school. We work as “parents as partners” with school leaders, staff and the WIS community to promote inclusive practices in every aspect of school life. The leadership and inclusion teams also passionately believe in the importance of inclusion and the positive impact it can have on the whole WIS community.

Our aim is also to provide parents with emotional and practical support and guidance. We regularly organise social events, workshops, seminars and presentations often with specialist guest speakers. In addition, IncludeME parents have wealth of experience with their own children and are therefore often able to guide you to the best place to seek professional help and also be there when you just need someone to talk to.

When you come to a meeting you will find a welcoming group of close knit friends who are all at different stages of their journey parenting a child who learns differently. We are here to celebrate with you and also help when you need someone to discuss your concerns.

If you would like further information or would like to be added to the WhatsApp group please contact us. We look forward to meeting you in the new academic year.

Email contact is - Includeme.wis@gmail.com



Mrs Saba Alam
IncludeMe Coordinator

WISPA

Our Wellington International School Parents Association (WISPA) are an integral part of the GWIS school community and with more than 5000 parents in the school the organisation is ever expanding, with a calendar full of events.

WISPA's aim is to promote our ethos of 'Parents as Partners', creating a bridge for increased parental partnership with events that bring together the GWIS community. They play an important role in supporting the school's leadership team in developing the strategic vision for the school, creating opportunities to ensure that everyone has a sense of belonging to the WIS school community.

WISPA look forward to another successful academic year in 2019/2020. If you would like to get involved please reach us out on wispadubai@gmail.com or find us on our closed Facebook page – 'WIS Parents support group / WISPA'.

Amanda Jones - Chairperson

