



GEMS Wellington
International School

مدرسة جيمس ولينغتون
الترنشايدونال



PARENT HANDBOOK

LOWER SCHOOL

ACADEMIC YEAR 2022-2023



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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. WIS 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 and creatively 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. Students 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 WIS 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



WELCOME

WELCOME TO GEMS WELLINGTON INTERNATIONAL SCHOOL



Natalie Twigger
Head of Lower School

It is an absolute honour and privilege to welcome you to WIS. We are truly a family school with strong family values meaning we are here to support you every step of the way as you embark on your Lower School journey.

Our school provides the perfect balance and blend of academic excellence and challenge, personal care, development and enrichment that allows for the holistic development of each and every child; the development of the child as an individual; as a whole person. The outstanding quality of learning and teaching in the Lower School enables us to achieve our aim to help our students grow into the very best they can be and to make their mark in the world.

We know that our students learn best when their levels of well-being and engagement are high, so our Lower School team work collectively on ensuring children feel safe, settled and secure in their environment, providing them with many exciting and challenging learning opportunities. At WIS we pride ourselves on cultivating a 'Performance Mindset' within our students, encouraging them to be creative thinkers, risk takers and resilient in their approach to challenges, knowing that success comes from effort and determination. At WIS we develop independence and resilience in every student by focusing firmly on building positive relationships and a culture of challenge, aspiration and innovation.

Parents are valued partners in this journey and we welcome you to come and share in your child's learning at different points throughout the term where the personal interactions with teachers and leaders help us work as an effective team to support your child to achieve beyond their every goal and dream.

Best wishes,

A handwritten signature in blue ink that reads "Natalie Twigger".



WELCOME FROM OUR HEAD BOY AND HEAD GIRL



Talha Haroon
Head Boy for 2022-23

GEMS Wellington International School creates an enabling, inclusive environment which inspires each student to achieve and succeed. With its global outlook, the school provides its students with unending and unmatched opportunities both academically and personally. In addition, through a balanced curriculum that encompasses academics, sports, and the arts, Wellington truly cultivates rounded and balanced personalities. A sense of community and togetherness that is hard to replicate has made WIS outstanding for the previous 12 years. This captivating environment, along with students who are constantly motivated to reach new heights, makes it an absolute privilege to be GEMS Wellington International School's Head Boy.



Salma Mahmoud
Head Girl for 2022-23

GEMS Wellington International School is home to innovation, collaboration and creativity. Students are given endless opportunities to pave a path that enables them to set, and undoubtedly achieve, sustainable and fulfilling goals within both personal and scholastic realms. Led by incredible and dedicated members of staff, the GCSE and IB academic programmes provided at upper school guide our students to value challenge and self discipline, along with transferable skills that promise future success. The environment at our school cultivates well rounded, tolerant individuals who are driven towards progress and it is an honor to be surrounded by this source of inspiration daily.



OUR SCHOOL DAY - FS1-FS2



Morning Drop Off - Monday to Friday

Learning Zones Open at 7:15am

Soft Drop Off - 7:15 - 7:40am

The National Anthem for the United Arab Emirates is played at 7:40am
Students and any remaining parents on site are
expected to stand in silence for the duration of the Anthem.

Learning Zone doors will close at 7:40am



Afternoon Pick Up - Monday to Thursday

FS1 - 12:30pm - FS Playground

FS2 - 2:45pm - FS Corridor

Friday - Pick Up

FS1 - 11:30am - FS Playground

FS2 - 11:30am - FS Corridor



OUR SCHOOL DAY - YEAR 1-4



Morning Drop Off - Monday to Friday

7.15 - 7.35am

The National Anthem for the United Arab Emirates is played at 7:40am
Students and any remaining parents on site are expected to stand in silence for the duration of the Anthem.

Learning will commence at 7:40am



Afternoon Pick Up - Monday to Thursday

2:55pm

Friday - Pick Up

11:40am





COVID-19 PROTOCOLS AND SAFETY

The below protocols have been put in place during the 2021/2022 academic year to ensure the health and safety of students and staff in the school and are reinforced across all lessons in the Lower School each day. These protocols are reviewed on a regular basis and you will be informed of any updates that we make going into the 2022/23 academic year.

Lower School students attend school face to face. Classrooms and corridors have been adapted in line with KHDA and DHA guidance to enable the correct social distancing measures and safety protocols. All staff, and students in Year 2 and above are required to wear a mask.

A form of Remote Learning Provision will be available if you are able to present a DHA PCR test. Please make sure the PCR test is sent to our clinic wis_medicaldepartment@Gemseducation.com and Absence Team via absences_wis@Gemsedu.onmicrosoft.com.

Please note that home tests/lateral flows are not accepted.



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 (learning starts at 7.40am)
- Be on time to all lessons

We ask parents to:

- Support the schools expectations of attendance
- Ensure their child arrives to school on time every morning
- Endeavor to schedule medical appointments outside of school hours
- Avoid students travelling during term time
- Inform absence_wis@gemsedu.com or call reception on **04 307 3000** 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.

Punctuality is monitored by the Class Teacher and Head of Year and parents will be contacted where there is persistent lateness.





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.

Additional uniform guidance is below:

| | |
|-----------------------|--|
| Shirts | Boys: shirts should be tucked in and top button fastened Girls: tailored shirts may be worn over trousers unless they are long |
| Skirts | Below the knee or worn with tights |
| Trousers | Must be full length Optional item – plain black belt |
| Socks | Boys: Plain black or navy Girls: Plain navy or white socks, navy tights |
| Shoes | Smart formal plain black leather closed toe shoes - No trainers/casual shoes |
| PE Uniform | WIS Laggings may be worn UNDERNEATH the shorts. Hat and water bottle must be taken to every PE lesson |
| Hair | Tied back and off the face. Discreet black, white or dark navy hair accessories. All hair must be of natural colour, no less than Grade 2 cut. No extreme hairstyles/cuts/hair sculpture. |
| Jewellery | The only permitted jewellery items are: a watch, discrete religious jewellery and 1 small stud earring in the lobe of each ear. No other body or face piercing is permitted. Tattoos are not permitted |
| Make Up/ Nail Varnish | Nail varnish is not permitted. Make up is not permitted until Year 12/13 where, if worn it must be discrete. |
| Facial Hair | Only for religious reasons |
| Religious Coverings | Head coverings - plain black, white or navy blue |

CORE UNIFORM FS1 - FS2

BOYS
AED: 75. Polo Shirt
AED: 129. Navy Pinstripe Trousers
AED: 95. Navy Pinstripe Shorts
First 2 Sizes will be in Full Elastic

GIRLS
AED: 75. Polo Shirt
AED: 129. Navy Pinstripe Trousers (Optional)
AED: 100. Floral Dress
AED: 95. Navy Pinstripe Skorts

CORE UNIFORM Y1 - Y4

BOYS
AED: 90-105. Lt. Blue Shirt
AED: 129. Navy Pinstripe Trousers
AED: 42. House Colour Clip Ties
AED: 95. Navy Pinstripe Shorts

GIRLS
AED: 90-100. Lt. Blue Blouse
AED: 42. House Colour Crossover Tie
AED: 129. Navy Pinstripe Trousers (Optional)
AED: 100. Floral Dress
AED: 119. Navy Pinstripe Skorts

WINTERWEAR - UNISEX ALL YEARS

AED: 130. GIRLS NAVY CARDIGANS OPTIONAL

AED: 130. UNISEX NAVY PULLOVER

PE UNIFORM - UNISEX ALL YEARS

Front AED: 75. Back AED: 30. Navy Leggings Girls

HOUSE COLOURS: RED, WHITE, GREEN, BLACK, NAVY

AED: 85. Navy Shorts

AED: 130. Unisex Navy Hoodie Optional

ADDITIONAL ITEMS ALL YEARS

UNISEX CAPS: Baseball Cap - Y3 to Y6 AED: 47. Logomaster Cap - Year F21 to Y2 AED: 47.

TIES & SCARFS: AED: 42. AED: 60.

HAIR BAND & SCRUNCHIES: AED: 32. BLACK BELT: AED: 17.

SOCKS & TIGHTS: AED: 26.

SHOES: AED: 26. AED: 26. AED: 26. AED: 26. AED: 26. AED: 26.

BAGS: AED: 10. AED: 10. AED: 10. AED: 10. AED: 10.

WHAT TO BRING TO SCHOOL

Please bring the following items to school each day. We encourage students to take ownership of their belongings and we ask that every item brought into school is clearly marked with name and class in case items are misplaced.



Year 2 - 4 pencil case list:

- Pencils x 3
- Sharpener with cover
- 30cm ruler
- Colouring pencils
- Small scissors
- Glue Stick



We kindly request that students do not use wheeled bags as their school bag and rather a backpack or satchel, which can be carried.

Birthday Gifts

Our Lower School teachers take great pride in making your child feel special on their birthday. At WIS we acknowledge and celebrate students' birthdays by announcing the birthday child's during morning registration, singing the "Happy Birthday" song and allowing children to wear a very special birthday hat or sash on their special day.

We kindly prohibit the distribution of both edible and non-edible gifts brought in from home to celebrate birthdays. The reason for this is due to the growing number of students who struggle with food allergies and diabetes and to encourage equality in all birthday celebrations. We thank you for your understanding with this.

Food

Please ensure that your child has enough food, stored in a cool bag for one break and lunch, and water for the school day. Water dispensers are available in corridors and communal areas to refill. Children are only required to bring a small bag each day with their water bottle, lunch box and device (Years 2-4). Please note wheelie bags are not permitted as these take up unnecessary space in the classroom.

We encourage students to bring healthy and well balanced lunch boxes to school. It must be noted that the school operates a strict no nuts policy (including nutella) to ensure we maximise student safety in relation to allergies. In line with Muslim values and respect for local culture we also do not allow pork products into school.

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. If you have any questions or concerns regarding the safeguarding of children at WIS then please contact one of the Designated Safeguarding Leaders below.



Ms Natalie Twigger
Lower School



Ms Sarah Wright
Middle School



Ms Sophie Gathercole
**Upper School & Whole
School Lead**

Our Designated Safeguarding Leads have received training in dealing with sensitive issues surrounding child protection of 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.

Lanyards:

All employees and visitors to the school are required to wear a lanyard for identification purposes. Yellow parent 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. In order to apply for a parents lanyard, please complete and return the application form to our reception team on reception_wis@gemsedu.com with clearly labelled photographs of your child and anyone that collects your child from school (Parents/ Guardians/Nanny etc). **Maintaining site security is of the utmost importance. As a result, parents who do not display their lanyards will not be permitted entry to the school site.**

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

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.

Our unique 'Three School Model' starts in the Lower School where our students begin their learning journey in the Foundation Stage. Each area of the Early Years Foundation Stage (EYFS) curriculum has an Early Learning Goal, (ELG) which is the standard that a child is expected to achieve by the end of Foundation Stage 2.

The ELGs covers all of the seven areas of learning as specified in the Early Years Foundation Stage Curriculum for England which are:

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

This is a holistic, creative and very important stage as it helps your child get ready for school, as well as preparing them for their future learning and successes. At WIS, we believe that your child should experience a happy, active, exciting, fun and secure learning environment; encouraging them to be challenged and take risks along the way, all the time being supported and developed by our highly trained and dedicated Early Years Team.

Continuing their Lower School journey our students progress into Years 1-4 where they follow the National Curriculum for England. Through a rich, diverse and exciting curriculum offer, our students develop into well rounded, confident learners pursuing 'excellence' in all that they do. English, Maths and Science are very important and are considered the core subjects in our Lower School, combined with our Arabic and Islamic provision. Alongside these are the familiar non-core subjects of; Art, Computing, Modern Foreign Languages, Humanities, Music, Drama, and Physical Education.

As one of only a handful of schools worldwide to hold the status of a High-Performance Learning (HPL) World Class School we ensure that through our Values, Attitudes and Attributes (VAA's) our students develop into well rounded global citizens, who actively seek challenge, take risks and develop themselves as leaders of the future. Outside of the classroom, our Enrich, Excite, Explore (EEE) extra-curricular program cultivates the wide range of gifts and talents that our students have; where we offer a wide range of activities before, during, and after school across five domains; (STEM, Creative, Language and Literature, Music and Performing Arts, and Wellbeing), this enables students who have a variety of different interests to choose a bespoke provision that best suits their individual needs.



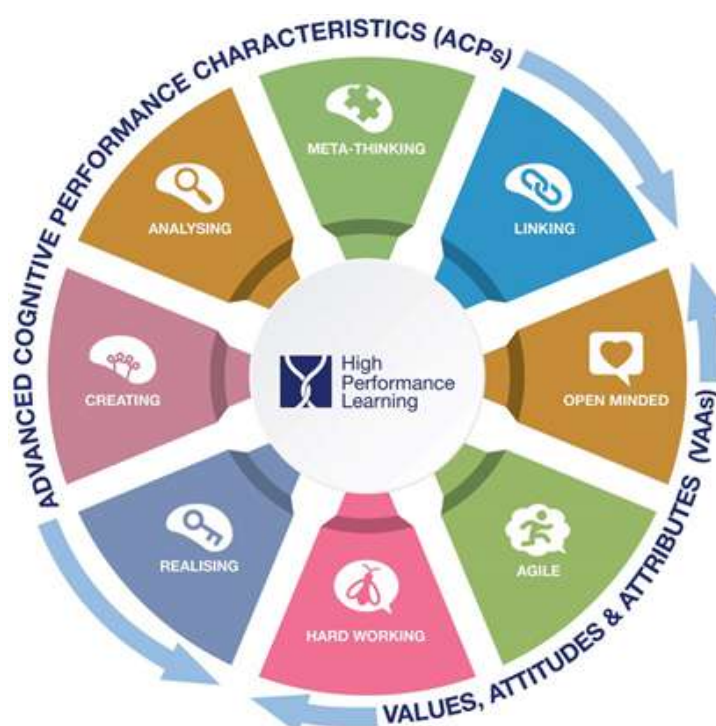


At GEMS Wellington International School our High-Performance Learning (HPL) program instils within our students that they can achieve the very best grades through the development of appropriate learning habits. To reach the very top, students need to work hard, ask for help when they need it, and, most 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 Indicators) 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 we encourage students to practise and improve their VAAs 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 Lower School Curriculum is aligned with UK Statutory Framework for the Early Years Foundation Stage (EYFS) and the National Curriculum for England (NCfE) for Years 1 – 4, placing a focus on the core subjects English, Maths and Science as well as humanities; History, Geography, Art.

EYFS Framework - <https://www.gov.uk/government/publications/early-adopter-schools-eyfs-framework>

NCfE for Key Stages 1 and 2 (Year 1-4) - <https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

As a British Curriculum School we follow the guidelines above with some adaptation to suit the international context of the school. Throughout the curriculum we ensure inquiry based learning, opportunities for STEAM, innovation, digital and creative technologies and traditional learning are interwoven through themes. This well rounded and balanced curriculum ensures that our students are prepared for the next stage of their education.

We also leverage the unique international context of Dubai and the UAE for learning opportunities in our enhanced curriculum model where The UN Sustainable Development Goals and our 'Real World Studies' offer play a key part in ensuring our curriculum is at the cutting edge of 21st Century learning. In addition to this we are fully compliant with the UAE Ministry of Education curriculum expectations for the teaching of Arabic, Islamic Education, Moral Education and Social Studies.

Learning Zones - EVERY OPPORTUNITY IS A LEARNING OPPORTUNITY

Our Innovative Learning Zones; Creative, Active, STEAM and Digital play a vital role in how our curriculum is delivered here at WIS. The investment into learning in the lower years enables our students to learn in the most effective ways with maximum impact. The children thoroughly enjoy learning in the Zones with a variety of approaches. They are a real highlight of learning and teaching and have a positive impact on the progress of all students.

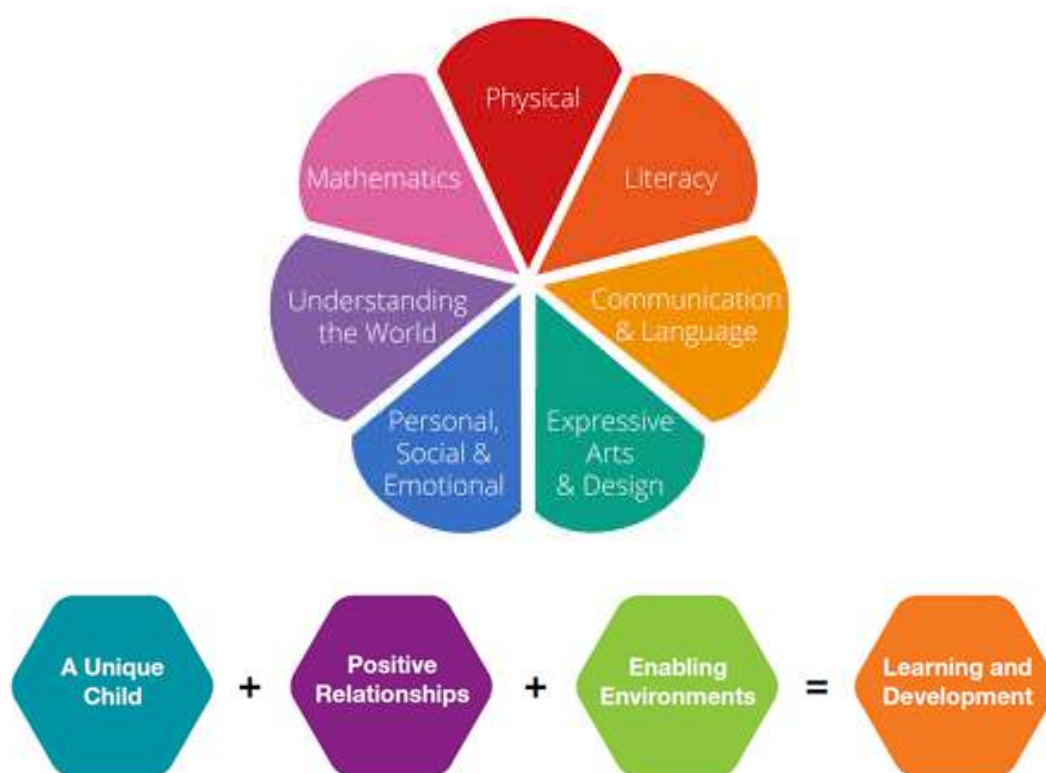


Early Years Foundation Stage

In the Early Years Foundation Stage (EYFS) there are 7 main areas of learning which are broken down into 17 strands of learning relating specifically to the **Early Learning Goals (ELGs)**.

Children work within age related expectations for the different areas of the curriculum, before achieving the Early Learning Goals at the end of Foundation Stage 2.

For each area of learning, there are a series of statements relating to a child's development: for example, 'talk about the lives of the people around them and their roles in society.' Within each age band you will be given an indication as to whether your child is emerging (E), developing (D), secure (S), Secure Plus (S+) or Mastery (M). By the end of FS2, the expected standard is 'ELG S': this would indicate that your child is secure in the different areas of the EYFS curriculum. Your child will be either working towards, inline or exceeding the age related expectations.



Year 1 - 4

Every year group has a number of objectives that the students should achieve by the end of the year in order to achieve the 'expected standard' and as a school, we will be assessing how well they have understood those objectives. Every term, your child will be assessed against the objectives that they have been taught so far and your report will state their level of understanding of those taught objectives.

| | |
|--|---|
| Working Towards the Expected Standard | Emerging with their understanding of the objectives and are still working on fundamental basics. Additional support will be put in place to help accelerate a child's progress. |
| | Developing their understanding of the objectives and are beginning to secure those fundamental basics. Additional support will be put in place to help accelerate a child's progress. |
| On track to meet the expected standard by the end of the year | Secure with their understanding of the objectives and fundamental basics that have been taught and can use them independently. |
| | Secure + with their understanding of the objective and fundamental basics and therefore beginning to show their advanced knowledge, in variety of ways across the curriculum, whilst working more independently. |
| On track to be working at greater depth within the expected standard | Mastered the objectives and are applying them across the curriculum, in a range of ways, confidently and imaginatively. Children work independently and can clearly reason, justify and explain their thinking. |

As students progress through each term, more of the year group objectives are covered.

| Term 1 | Term 2 | Term 3 |
|---|---|---|
| 0-40% coverage of the year group objectives | Up to 70% coverage of the year group objectives | Up to 100% coverage of the year group objectives |
| Your child will be assessed as either an E, D, S, S+ or M based on their understanding of this 40% of the curriculum | Your child will be assessed as either an E, D, S, S+ or M based on their understanding of this 70% of the curriculum | Your child will be assessed as either an E, D, S, S+ or M based on their understanding of 100% of the curriculum |

EXPLORE, ENRICH, EXCITE (EEE)

At GEMS Wellington International School, we pride ourselves on the opportunities we provide for our students both from an academic and personal perspective. Our EEE (Explore, Enrich, Excite) Programme allows our students to explore the world around them, provide enrichment to their already outstanding curriculum pathways, as well as excite their minds for the future world.

Our EEE offer complements our in-school calendar and annual global events, as well as the stage of education that our students are currently experiencing. From FS2 to Year 13 each child has access to opportunities designed to prepare them for the new world around them, as well as build upon already established interests.

Over 200 clubs and opportunities are offered as part of our EEE provision that is split into six domains (STEM, Creativity, Sport, Music and Performing Arts, and Wellbeing), this enables students who have a variety of different interests to choose a bespoke provision that best suits their individual needs, remaining consistent with the values, attitudes and attributes of the High-Performance Learning program inside and outside of the classroom. In addition to our incredibly wide ranging offer of face to face provision we also offer a multitude of online activities for our students including:

- Project Based Learning
- Internal and External Competitions
- Guest Speakers

Please access GEMS Connect for the link to our fantastic EEE website and booklets where you will see some of the great examples of extra curricular provision offered here at WIS.

In addition to our internal EEE provision our external extra-curricular partner ESM provides our students with some fantastic opportunities to take part in both 1:1 and group activities across a wide range of disciplines both in sport and academics. More information about these paid clubs can also be found on our website.

ESM





Parental Communication in the Lower School

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

- 'Face to Face' communication is important with our parents of our younger students. If you are dropping off and collecting then we encourage you to build that relationship with your Class Teacher early on. If your child gets the bus or you are unable to collect then please rest assured that we will ensure you are contacted weekly by the class teacher who will be happy to arrange mutually convenient 1:1 meetings either face to face or online.
- Weekly newsletter from the Head of Year (Year FS1 to 4) 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.
- If you have a query, concern or comment please speak to your child's teacher as they are the person who best knows your child and will either be able to help with your query or direct you to the person who can. The Head of Year is also your main point of contact regarding any information you need for the class and year group.
- 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
Admissions Director



Emily Lander
Admissions Secretary



Megan Troxler
Parent Relations Executive



Bijili Binu
Admissions Assistant



Claudia Lloyd
Receptionist



Pauline Magege
Receptionist

GEMS Connect



- Please ensure that you download our **GEMS Connect App**. This will enable you to view and access all Termly Academic Reports and update any personal details relevant to home/school communication. This will also provide you with a host of GEMS related products and initiatives.
- With the GEMS Connect App, parents can now access and edit student information, pay fees, view attendance and assessment reports, submit leave requests and do much more in one place

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 (**@gems_wis**). For safeguarding reasons we ask that you do not post pictures of other students at school events on social media.

- If you do not wish for your child to be featured on Social Media, please contact our Admissions Manager directly on **pre_wis@gemsedu.com**



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 website address is **www.wellingtoninternationalschool.com**



WISway Newsletter

- Our weekly method of communication to parents is the **WISway** newsletter, which provides key messages, weekly highlights and details upcoming events throughout our school. This newsletter is released weekly through our GEMS Connect app and emailed to you directly.


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[Why WIS?](#)
[Admissions](#)
[Curriculum](#)
[Student Life](#)
[For Parents](#)

A FUTURE-FOCUSED
LEARNING ENVIRONMENT

For any queries or concerns In the first instance, you should contact your child's teacher and then their Head of Year. These two people are the best informed to help any query you might have or any concern. If necessary, they can then pass the concern to someone who is better placed to help. If you have an appointment then please come to the front reception desk where our reception staff will contact the person you have the appointment with. They will come down to meet you and escort you to the designated meeting room.

Some key email addresses are:

Head of Lower School (Mrs Twigger) - n.twigger1_wis@gemsedu.com

Head of Learning & Teaching, Curriculum & Assessment, Lower & Middle School (Mrs Standing) - j.harrison_wis@gemsedu.com

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

Assistant Headteacher - EYFS (Miss Hillier) - v.hillier_wis@gemsedu.com

Assistant Headteacher - Years 1-4 (Miss Horkan) - l.horkan_wis@gemsedu.com

Assistant Headteacher - Standards and Outcomes (Mrs Christley) - s.christley_wis@gemsedu.com

Director of Enhanced Curriculum (Mrs O'Neill) - j.allen_wis@gemsedu.com

Head of Year 1 (Miss Jardine) - m.jardine_wis@gemsedu.com

Head of Year 2 (Miss Jones) - t.jones_wis@gemsedu.com

Head of Year 3 (Mr Wilkins) - j.wilkins_wis@gemsedu.com

Head of Year 4 (Miss Lowden) - k.lowden_wis@gemsedu.com

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



What should your child do if they feel unwell?

Our fully qualified Clinical Team are on hand to support and look after the students in the event of illness or injury. Dr Ishrat Jehan and Nurses Jissa Wilson and Christine Bravo have a wealth of experience in their field, alongside many years working within Dubai Schools.



Dr Ishrat Jehan



**Kristine
Caculitan (Nurse)**



**Jissa Wilson
(Nurse)**



**Mary
(Nurse)**



**Rashida
(Nurse)**

The school clinics are located between the swimming pool and the sports hall. If your child feels unwell during the school day, they should speak to their teacher who will then decide if a visit to the Nurse or Doctor is necessary. The teacher will then ensure they are escorted to the Clinic (FS1-Year 1- by an adult) (Year 2 - 4 with a buddy).

The clinic is operational between 7.30am-4.30pm Monday-Thursday and 7.30am-12.15pm on Friday. 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 Clinical 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.

The email address for the Clinical Team is wismedicaldepartment_wis@gemsedu.com and you can also call the school on **04 307 3000** and ask for the medical team. **Please note for all COVID-19 related enquires including questions or relevant documentation please contact health_wis@gemsedu.com**

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.





WISPA

Our Wellington International School Parents Association (WISPA) are an integral part of the WIS 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 WIS 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 2022/2023. 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'.



Above and Beyond



We are delighted to share with you our **'Above and Beyond'** website for our Lower School students that is available to be accessed over our holiday periods.

The website holds a variety of engaging activities for your children to complete in their own time.

This has been an incredibly successful initiative over our previous holiday's with every intention of helping to not only reinforce learning that has taken place during the school term, but to also prepare your child for the upcoming terms learning.

Please see the information available on the Above and Beyond website:

<https://sites.google.com/gemswis.com/lower-school-above-beyond/home>