

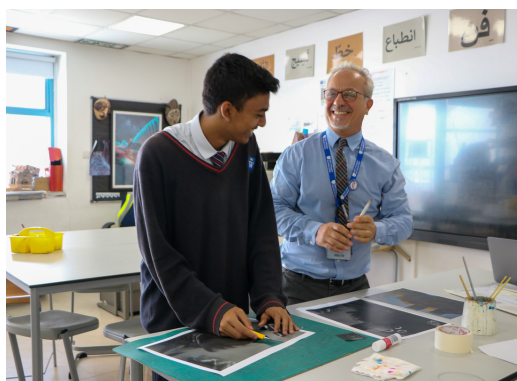


# UPPER SCHOOL

PARENT HANDBOOK

ACADEMIC YEAR 2023-2024

# INTEGRITY



# FORTITUDE





**Maryssa O'Connor**

**CEO/ Principal & Senior Vice President - Education**

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 students 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*

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## WELCOME

# WELCOME TO GEMS WELLINGTON INTERNATIONAL SCHOOL



It is with great pleasure that I welcome you to our school community for the 2023-24 academic year. I am delighted to present you with our comprehensive parent handbook, an invaluable resource that has been thoughtfully designed to support you in understanding the school's policies, procedures and, most importantly, our values. We believe that education is a collaborative effort, with parents serving as essential partners in their child's learning journey. Our hope is that this handbook serves as a bridge, connecting our shared commitment to providing the best possible educational experience for your child.

We strive to create a culture where students feel valued and have the platform to pursue their personal interests, fulfilling their ambitions. Driven through agency, our students have a voice in co-constructing their learning journey and are fully supported along the way by our highly trained and passionate body of teachers and school leaders. You will see our inclusive and aspirational educational philosophy reflected in the exceptional teaching your child receives daily, delivered through our innovative curriculum design and the bespoke experiences provided for all students.

Our school mission statement is underpinned by the three core values that hold great significance in developing self-aware and socially responsible global citizens of tomorrow: integrity, empathy and fortitude. With integrity, we cultivate a sense of reliability, dependability and authenticity, all of which are essential in building meaningful relationships and personal reputation. Secondly, empathy plays a pivotal role in fostering an understanding and compassion towards others which engenders kindness, tolerance and a genuine desire to help others. Finally, fortitude (often referred to as mental and emotional strength) empowers individuals to persevere through challenges, overcoming obstacles through courage, resilience and determination. Collectively, the presence of our core values helps not only shape the culture of the school, but also the character of our students, who in turn will shape the world around them as they progress through their journey with us.

We look forward to working collaboratively with you over the course of the 2023-24 academic year and celebrating the many successes that are no doubt on the horizon.

**Andrew Jenkins**

Associate Principal

# WELCOME TO GEMS WELLINGTON INTERNATIONAL SCHOOL

Welcome parents and students to GEMS Wellington International School.

Our Upper School spans across four different year groups with Year 10 and 11 working towards their GCSE qualifications, which provide the stepping stones to our selection of International Baccalaureate programmes in Year 12 and 13. While our role is to maximise student success, we also take responsibility in preparing all students within the Upper School for the ever changing economic and social landscape.



The world is moving along an exponential curve of change, and we embrace that journey with teachers and staff whom are wholly committed to supporting, inspiring and coaching all of our students towards academic success. Alongside outstanding outcomes, we are committed to fostering a love of lifelong learning and an adaptive skill set to ensure all of our students are fully equipped for the challenges ahead.

Through our comprehensive 'Explore Enrich, Excite' extracurricular programme, we expect all students to further continue their skill development in the areas that interest them most. This is an opportunity to explore new experiences and cultivate new friendships beyond the classroom environment. From sport and performing arts, to MUN and DofE, as a fully inclusive school we celebrate student success across every aspect of school life.

When your children graduate from WIS, they will be intellectually curious and self-sufficient learners, ready to tackle the challenges of higher education. I am thrilled to be a part of their journey and I look forward to watching them flourish.

A handwritten signature in black ink, appearing to read 'B. Parkes', with a stylized flourish at the end.

**Ben Parkes**  
**Head of Upper School**

## WELCOME

## WELCOME FROM OUR HEAD BOY AND HEAD GIRL



Ujjwal Aggarwal  
Head Boy for 2023-24

As the current head boy, I am proud to be a part of GEMS Wellington International School, a place that fosters a vibrant and engaging learning environment. The ethos of WIS, where academic rigor blends seamlessly with fun, has been the highlight of my experience here for the past six years. WIS truly excels in offering a diverse range of opportunities, fostering not only academic excellence, but also developing leadership qualities and a deep-rooted sense of community in its students. Our robust curriculum balances academics, sports, and arts, paving the way for the holistic development of all students. This enriching atmosphere, complemented by our unwavering drive to achieve, makes being WIS's Head Boy an absolute honor. Together, we continue to shape WIS as a beacon of inclusive, enriching, and dynamic education.



Wiann Wilson  
Head Girl for 2023-24

GEMS Wellington International School embraces a holistic approach to education, fostering an environment that champions ingenuity, leadership, and collaboration. Students here are presented with limitless opportunities to carve their own paths, leading them towards innovative and exceptional achievements in both extracurricular and academic spheres. Guided by a faculty of remarkable and devoted educators, our curriculum offers comprehensive academic programs that instil the values of embracing challenges, self-discipline, and acquiring versatile skills for future accomplishments. At our school, the atmosphere nurtures well-rounded and open-minded individuals, whose persistent endeavour for progress serves as a constant source of inspiration, and therefore it is an honour to be GEMS Wellington International School's Head Girl.

## OUR SCHOOL DAY

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.

### Morning Drop Off

7.15 - 7.35 AM

DROP OFF AT GATE 1

START OF DAY

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.

### END OF DAY

MONDAY TO THURSDAY - 3.10 PM

FRIDAY - 12.00 PM

COLLECT FROM GATE 1

Parents wishing to collect students early need to do so before 1.30 pm.  
A email to the class teacher needs to be sent the day prior.







## ATTENDANCE AND PUNCTUALITY

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
- Email [absences\\_wis@Gemsedu.onmicrosoft.com](mailto:absences_wis@Gemsedu.onmicrosoft.com) and your class teacher 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).



### Leave of Absence Form

Now we have made it easier with a one click option of scanning the QR code where parents could fill in the leave request online and submit it. Leave request submitted will be automatically recorded on an excel sheet which shall be accessed by the Heads of school for approving/declining and then the Attendance officer/Student absence team shall be contacting the parents accordingly.

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.





## OUR 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 and outside of School. 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, uniforms can be ordered online from: [www.threadsme.com](http://www.threadsme.com). For students in Year 10 and Year 11:

CORE UNIFORM		PE UNIFORM		SWIMWEAR - UNISEX	
Y5 - Y11		ALL YEARS		ALL YEARS	
<b>BOYS</b>  HOUSE COLOUR CLIP TIES: Y5-Y6 FULL TIES: Y7-Y11  LT. BLUE SHIRT  NAVY PINSTRIPE TROUSER	<b>GIRLS</b>  LT. BLUE BLOUSE  NAVY PINSTRIPE TROUSER (OPTIONAL)  HOUSE COLOUR NECK SCARF  NAVY PINSTRIPE KNEE SKIRT	<b>UNISEX</b>  FRONT NAVY / WHITE  BACK NAVY / WHITE  NAVY / RED  NAVY / BLACK  NAVY / GREEN  Y10 TO Y11 EQP NAVY SPORTS LEGGINGS  HOUSE COLOURS RED RUBY GREEN EMERALD WHITE DIAMOND BLACK ONYX  NAVY SHORTS  UNISEX NAVY HOODIE ONLY FOR PE	<b>SWIMSUIT</b>  NAVY / RED  BACK NAVY / RED  NAVY / BLACK  NAVY / WHITE  NAVY / GREEN <b>JAMMER</b>  NAVY / RED  BACK NAVY / RED  NAVY / GREEN  NAVY / BLACK  NAVY / WHITE <b>SWIMMING TRUNKS</b>  NAVY / RED FS1 - FS2  NAVY / GREEN  NAVY / BLACK  NAVY / WHITE <b>SILICON CAP</b>  NAVY / RED  NAVY / GREEN		
<b>WINTERWEAR</b> <b>UNISEX</b>  UNISEX NAVY PULLOVER  GIRLS NAVY CARDIGANS		<b>ADDITIONAL ITEMS</b> <b>UNISEX CAPS</b> BASEBALL CAP - Y3 TO Y6  <b>UNISEX CAPS</b> LEONNAIRE CAP - YEAR F31 TO Y2  <b>TIES &amp; SCARFS</b>  <b>HAIR BAND &amp; SCRUNCHIES</b> <b>BLACK BELT</b> <b>SOCKS &amp; TIGHTS</b>  <b>SHOES</b>  <b>BAGS</b> <b>GYM BAG</b> <b>A-LINE BAG</b>  12 INCHES 16 INCHES 18 INCHES			



## OUR UNIFORM

For students in Year 12 and Year 13:

Our students in Year 12 and Year 13 are role models for the younger students around them. We therefore expect the highest standards of business dress from our oldest students. Boys and girls are permitted to wear a black, navy blue or grey suit of their own choosing.



Sixth Form Uniform Regulations	
<b>Hair</b>	No extreme hairstyles/hair sculpture/tram lines/ less than Grade 2 Natural colouring only
<b>Jewellery</b>	<i>The only permitted jewellery items are –</i> Discreet jewellery is permitted No other body or face piercing is permitted Tattoos are not permitted
<b>Facial Hair</b>	To be kept neat and tidy
<b>Make Up</b>	Discreet and natural make up and nail varnish is permitted if desired
<b>Shirts</b>	White collared business shirt Boys: Tucked into trousers Girls: Tucked in or tailored over the trousers
<b>Jacket</b>	Plain dark coloured smart suit jacket
<b>Tie</b>	Boys – Tie, A4 length, up to collar, top button done up
<b>Shoes</b>	Smart formal plain dark leather closed toe shoes. No trainers/casual shoes, no Velcro, no canvas.
<b>Trousers</b>	Plain coloured smart suit trousers Plain dark coloured belt if required
<b>Skirts</b>	Plain coloured smart full-length suit skirt
<b>Socks</b>	Plain black or dark grey Black or natural coloured tights Girls in ballet pumps must wear liners (no trainer socks)
<b>Religious coverings</b>	Head coverings - plain black, white or navy blue Arm coverings – plain, matching the school shirt



## SAFEGUARDING

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



MR OLIVER THOMPSON  
MIDDLE SCHOOL



MS SARAH WRIGHT  
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 [s.thomas1\\_wis@gemsedu.com](mailto:s.thomas1_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 & drivers
- Pink = People who attend the school regularly, such as external Music Teachers, Invigilators
- Red = Contractors (escorted by a member of staff)

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.

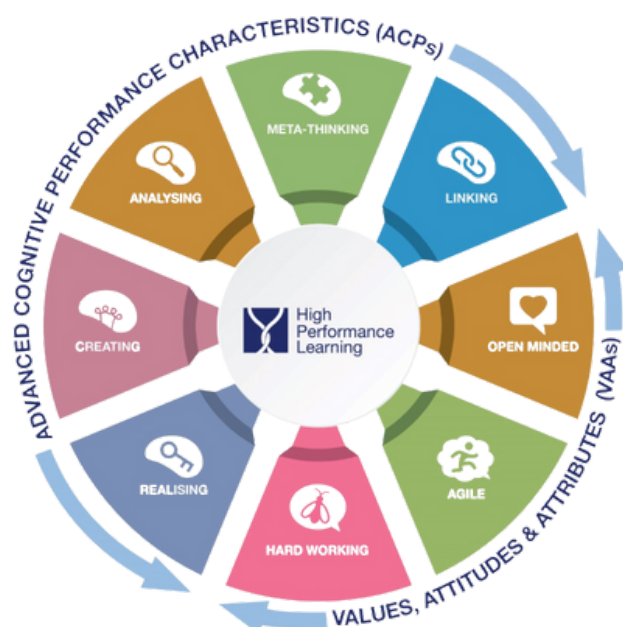
Please do not be offended if we do not let you into school without the proper identification. We take safeguarding of your children very seriously and it is important that everyone can be identified.

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 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 Values, Attitudes and Attributes (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 ACP's 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, the students 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 aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities." International Baccalaureate® Organisation

For students in Year 12 and Year 13, the International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community, learning to respect themselves, others and the world around them. Each of the IB programmes is committed to the development of students according to the IB learner profile. The profile aims to develop learners who are:

### As IB learners we strive to be:

#### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

#### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

#### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

#### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

#### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

#### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

#### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

#### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

#### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

#### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.**

In Years 10-11, students prepare for and sit their GCSE examinations. These are British qualifications that are taken by all students aged 16 in the UK. We carry out a blend of IGCSE (International GCSEs) regular GCSE courses and offer the level 2 BTECH International qualification. There is no difference in the acceptance of IGCSEs and GCSEs - the only difference is that the International qualifications tend to use less UK/British examples in the questions and can therefore better suit students studying in an international setting.

#### Core Subjects (these are subjects that will be taken by ALL students)

- English Language & English Literature = 2 GCSE grades
- Combined Science = 2 GCSE grades or Accelerated Triple Science (Invite only) = 3 GCSE grades
- Mathematics = 1 GCSE and Further Mathematics (invite only) = 1 GCSE
- Core PE (non-GCSE, not examined)

This leads to 5 core GCSE's for all students and the possibility of up to 7 core GCSEs for accelerated Mathematics and Science students.

#### Option subjects:

- Students are required to select four subjects that they would like to study, one of these must be a language.
- Subjects include - Business Studies, Economics, History, Geography, Art, Music, Drama, Photography, Psychology, PE, Design Technology, Dance, Media, Computer Science, French, Spanish, German & Arabic, Enterprise, Food Preparation and Nutrition and Astronomy.
- We also offer BTEC qualifications in Business Studies, Creative Media and Travel and Tourism. These are vocational qualifications which are assessed using coursework rather than exams.

Overall, this leads to between 8-11 GCSE qualifications for all students.

#### International Baccalaureate

In Years 12 and 13 we offer the International Baccalaureate (IB) course of study. We offer three different pathways:

- IB Diploma (IBDP) - students take 6 subjects, 3 at Higher Level and 3 at Standard Level plus the Core of Theory of Knowledge, Extended Essay and CAS.
- IB Careers Related Programme (IBCP) - students take a vocational qualification (BTEC Creative Media, Business or Sports), two IBDP subjects, and the Core including a reflective project.
- IB Courses - students can take a bespoke subject combination such as less than 6 subjects and a mixture of HL and SL subjects. They do not have to take the Core.

For further information International Baccalaureate - <https://www.ibo.org>

Entrance onto our IBDP programme will be dependent on GCSE or MYP results due to the demands of the courses and pathways. If you have any questions about the curriculum, please do not hesitate to contact our Head of IB Strategy and Partnerships Mr Alex Harrison -a.harrison\_wis@Gemsedu.com

## OUR RESULTS

## OUTSTANDING GCSE RESULTS

ENTRIES  
ACHIEVING  
**A-A\***  
GRADES  
(GRADES  
7-9)



ENTRIES ACHIEVING  
**B-A\* GRADES**  
(GRADES 5-9)



## OUTSTANDING IB RESULTS



**CONGRATULATIONS  
TO OUR 2023 GRADUATES**

**40**  
POINTS

OR MORE  
ACHIEVED BY  
18 STUDENTS AT  
WIS

**97%**  
PASS RATE

HIGHER THAN  
THE WORLD  
AVERAGE OF 79%

**35**  
POINT AVERAGE

OUTPERFORMING  
AVERAGES  
ACROSS THE UAE  
AND THE WORLD



GEMS Wellington  
International School

مدرسة جيمس ولينغتون  
انترناشيونال



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.

Each EEE 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 student 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, WIS Wildcats, 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.

Each term our EEE booklet and how to sign up for each amazing EEE club will be sent through the LearnOS app.

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 on ESM can be found in our EEE booklets each term.





### Parental Communication in Upper 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.
- 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 working 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 working 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.



**Anna Awala**  
Receptionist



**Jamie Morris**  
Receptionist



**Pauline Magege**  
Receptionist



**Emily Lander**  
Registrar



**Ammarah Siddique**  
Admission  
Secretary



**Bijili Binu**  
Admissions Assistant



**Chanelle Hughes**  
Parent Relations  
Executive





CONNECTING WITH THE  
SCHOOL**LearnOS**

Please ensure that you download our LearnOS 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 LearnOS 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) 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 Parent Relations Executive directly on [pre\\_wis@gemsedu.com](mailto: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 key information about the curriculum, our policies, enrollment, student life, our school calendar, and so much more.

Visit the website on [www.wellingtoninternationalschool.com](http://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 thorough our GEMS Connect app and emailed to you directly.





## KEY CONTACTS

For any queries or concerns in the first instance, you should contact your child's teacher and then their Head of Year. 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.

### Pastoral Leader Email Addresses:

<u>Name</u>	<u>Designation</u>	<u>Email Address</u>
Mr Parkes	Head of Upper School	b.parkes_wis@gemswis.com
Mr Herring	Assistant Headteacher Year 10-11	m.herring_wis@gemsedu.com
Mr McLaughlin	Assistant Headteacher Year 12-13	m.mclaughlin_wis@gemsedu.com
Ms Edwards	Head of Year 10	j.edwards@gemsedu.com
Mr Brown	Head of Year 11	d.brown_wis@gemsedu.com
Mrs Dunn	Head of Year 12	r.dunn_wis@gemsedu.com
Mrs Watson	Head of Year 13	c.watson_wis@gemsedu.com

### Other key email addresses are:

<u>Name</u>	<u>Designation</u>	<u>Email Address</u>
Ms Doherty	PA to Associate Principal	secondaryadmin_wis@gemsedu.com
Mrs Habiba Hamdan	Head of Arabic and Islamic	h.hamdan_wis@gemsedu.com
Ms Hart	Assistant Headteacher for Key Stage 4 Assessments & Outcomes	g.hart_wis@gemsedu.com
Ms Harris	Head of Inclusion	w.harris_wis@gemsedu.com
Mr Harrison	Head of IB Strategy	a.harrison_wis@gemsedu.com
Ms Kavita Bedi	IBDP Coordinator	k.bedi_wis@gemsedu.com
Ms Knowland	IBCP Coordinator	c.knowland_wis@gemsedu.com
Mrs Menezes	Upper School Counselor	s.menezes_wis@gemsedu.com



## MEDICAL PROVISION



Dr Ishrat Jehan

Kristine Caculitan  
(Nurse)Jissa  
Wilson  
(Nurse)Mary Obach  
(Nurse)Rashida Begum  
(Nurse)**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.

**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, 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, they can escort themselves to the clinic.

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 inform you or ask you to collect your child from school.

If your 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.

**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.

**CONTACT DETAILS FOR THE CLINICAL TEAM**

wismedicaldepartment\_wis@gemsedu.com or you may also call the reception on 04 307 3000 and request to speak to one of the medical team

## WISPA

WISPA

Our Wellington International School Parents Association (WISPA) are an integral part of the WIS school community and with over 2000 families in the school the organisation is ever expanding, with a calendar full of events.

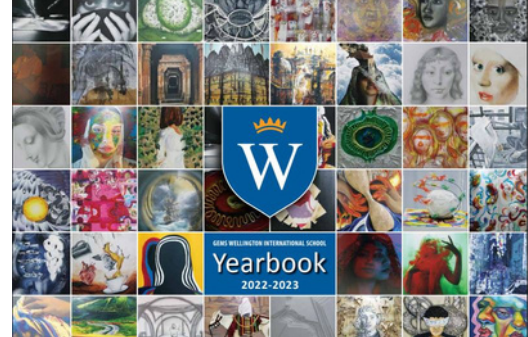
WISPA's aim is to promote our ethos of 'Parents as Partners', creating a bridge for increased parental partnership with events that bring together the WIS community. They play an important role in supporting the school's leadership team in developing the strategic vision for the school, creating opportunities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

WISPA look forward to another successful academic year in 2023/2024. If you would like to get involved please reach us out on [wispadubai@gmail.com](mailto:wispadubai@gmail.com) or find us on our closed Facebook page - 'WIS Parents support group / WISPA'.





# EMPATHY



**14 YEARS**  
**OUTSTANDING**  
تميز



# INTEGRITY



# FORTITUDE





GEMS Wellington  
International School

مدرسة جيمس ولينغتون  
الترنشايدونال



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.