



AL Ansar International Private SCHOOL PARENTS' HANDBOOK

This document contains important information that may be useful to all parents of Al Ansar International Private School students.

2016-2017



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Our School Vision

To work as a team of educators, students, and community members in providing the highest possible quality of education for a diverse population of students.

Mission

To enable students to achieve their maximum potential in becoming ethical, conscientious, and knowledgeable life –long learners, capable of critical thinking and effective teamwork.

Values

- ❖ Respect
 - Ourselves
 - Others
 - School
 - Environment
- ❖ Honesty
- ❖ Care

COMMUNICATION

Parents/Guardians are an integral part of Al Ansar International Private School

- Parents/Guardians are communicated with through various media, as a result of our parent survey analysis. Al Ansar International Private parents like a variety of methods and media: School newsletters, telephone calls, SMS, e-mails, letters, Orison parents' portal, website updates, Instagram and meetings.
 - Letters and emails are sent from the Principal at least five times per term, detailing information regarding the school day, term times, academic progress reports, meetings, orders of business etc.
- Teachers are asked to contact Parents/Guardians when necessary to discuss academic or behavioural issues that arise during the week.
- Academic performance is reported three times per year by a full written report and on a half termly basis through academic level sharing via our Orison parents' portal.
- Curriculum and Assessment sessions are conducted three times per year, where all parents are invited to attend this session, which is led by the Principal and leaders of learning within the school.
- Parents/Guardians are invited to meet on a one-to-one basis with teachers once per term through our Parent-Teacher meetings, which are held in the evenings. They may also schedule an appointment to meet any teacher or leader at any time during the school day when the teacher is not teaching.
- Parents/Guardians are invited to communicate/visit with our Social Worker at any time during the school day.
- Parents/Guardians are invited to be a part of our Mothers Council at the beginning of the academic year. Those parents then form a council, which help to organise school events and activities within school, such as our reading initiative.

School Website

The school website (www.alansar.school) is under constant development in order to obtain a wealth of information about the curriculum, activities and events. You will also find term dates, the school calendar. Al Ansar School also communicates with parents via SMS, Communicator, Orison Parents Portal, emails, telephone or letter.

Parent Contact Details

Parents are requested to ensure that any changes to their contact details (home address, email address and mobile telephone numbers) are notified to school. This can be done by sending an email to (info@alansar.com)

School Administration Contact Details

The school administration is open Sunday until Thursday between 7.30am and 3:00pm on Monday, Tuesday and Thursday and till 4:00pm on Sunday and Wednesday for appointments, payment of fees and student registration. The school receptionist and class teacher should be notified if a student will be absent due to sickness.

School administration contact details:

School Counsellor	Ms.Erahe	erahe@alansar.school
School Reception	Ms.Rasha	reception@alansar.school
Accounts (Fee Payments)	Mr.Saad	Finance@alansar.school
Clinic	Ms.Archana	clinc@alansar.school
Registration	Ms.Nawal	registrar@alansar.school

Arranging to visit the School

During a normal working day, all visitors including parents should report to the school reception. Visitors must sign-in with School Security using their UAE Resident ID and obtain a visitor permit. Visitors are asked to wait in the reception area until the member of staff has been notified. Visitors are requested to make appointments in advance.

No visitor is permitted access to any part of the school without an escort. **Parents' assistants or maids will not be allowed access to school premises and will not accompany students within the school.**

Contacting the School

Student use of mobile phones during school hours is not permitted. It is not possible for us to bring individual students to speak to their parent on the telephone as this disrupts the learning experience for your child and others. Students may not use the school telephone to call home unless it is in exceptional circumstances. Furthermore, the school telephone number must not be used as a means of sending messages to students, except in cases of emergency.

THE SCHOOL DAY

The teaching school day operates from 8.00am until 02.20pm for all students in grades 1 to 6 .KG operates from 8:00 am until 12:20 pm .

Access to School

All students arriving and departing from school on bus transport will do so through the KG gate.

Students arriving and departing from school in private transport will do so through the Primary School students' gate. This gate will be opened by security at 07.30am when staff will be able to supervise students before school commences.

Parents should note that no visitors, parents or parent's assistant, will be allowed access to the school building through the student gates. All visitors must report to School Security in the School Reception.

When collecting children from Al Ansar School at the end of the day, or in an emergency during the day, parents or guardians must report to reception and state the reason of collecting the child.

The School has 24-hour security and is served by CCTV surveillance in accordance with ADEC regulations.

Student Attendance

Students should arrive at school between 07.30am and 07.50am in preparation of the daily whole school gathering for the raising of the flag and singing of The National Anthem at 08.00am. We ask for parents' co-operation in ensuring that your child participates fully and arrives to school in good time.

The School Security guards will lock the student access gates promptly at 08.00am. After this time, all students and their parents must enter the premises through the School Reception where they are recorded as late. Parking for visitors is restricted to the side car parks or at the very front of the administration area.

Student Absence from School

If parents know that their child will be absent they must let the school know by telephoning the School Receptionist on 02 666 4883 in the morning. Parents should give their child's name and class/ tutor group.

The School Receptionist will telephone the parents of any child who has not registered for that day.

The School will record absence in accordance with ADEC requirements. Unexcused absence, including early departure from school during the day, is unauthorised absence and is also recorded on students' academic reports.

Parents are asked to provide a copy of the medical certificate or appointment card for absence due to medical reasons for school records.

The School would prefer that all appointments are made outside of school hours to minimise disruption to student learning. Parents are requested not to ask to remove their child from lessons unless in exceptional circumstances. If absence is planned, parents must contact the School Receptionist in advance to give details.

Considerable importance is given to improving punctuality and attendance rates at Al Ansar School. Being late or absent for lessons is not only disruptive to the learning experience for your child but also that of others.

Late Collection/ Departure from School

All students must be collected by 2.25pm.

Parents are asked to ensure that appropriate arrangements are made for the collection of students from school premises by the times recorded above. The School does not provide supervision for students beyond the times stated above. The time after school is used by the School for staff training, and teacher planning and preparation time for the school day.

If a parent is unavoidably delayed for the collection of their child a courtesy telephone call to the School Receptionist would be appreciated so that arrangements for your child can be made.

Term Dates for 2016 - 2017

Term 1		
Sunday	28 th August 2016	Term 1 starts
Sunday-Tuesday	11 th – 13 th September	Eid Al Adha *
Sunday	2 nd October 2016	Hijra New Year *
Wednesday	12 th October 2016	Parent Teacher Meeting
Thursday	20 th October 2016	Pink Day
Thursday	3 rd November 2016	Flag Day
Wednesday	23 rd November 2016	National Day Evening Celebration
Wednesday - Saturday	30 th November - 3 rd December 2016	Martyr's Day & National Day Holiday
Wednesday	14 th December 2016	School Concert
Thursday	15 th December 2016	Term 1 ends
Term 2		
Sunday	8 th January 2017	Term 2 starts for staff & students
Wednesday	18 th January 2017	Parent Teacher Meeting
Saturday	21 st January 2017	Recruitment Day (Admin staff only)
Saturday	28 th January 2017	Open Day (All staff)
Thursday	9 th February 2017	Sports Day
Sunday and Monday	19 th -20 th February 2017	Half Term - school closed
Sunday-Thursday	26 th February – 2 nd March 2017	Arabic Week
Thursday	2 nd March 2017	World Book Day
Sunday-Thursday	12 th March – 16 th March	Assessment Week
Monday	20 th March 2017	International Day
Tuesday	21 st March 2017	Mothers' Day
Thursday	23 rd March 2017	Term 2 ends
Term 3		
Sunday	9 th April 2017	Term 3 starts for staff & students
Wednesday	19 th April 2017	Parent Teacher Meeting
Thursday	20 th April 2017	Earth Day
Sunday	23 rd April 2017	Isra' wal Miraj *
Tuesday	16 th May 2017	Colour Day
Saturday	27 th May 2017	Start of Ramadan *
Thursday	15 th June 2017	Last day for KG
Thursday	22 nd June 2017	Term 3 ends for students
Tuesday	4 th July 2017	Term 3 ends for staff

*Provisional. School must wait for ADEC announcements.

ACADEMIC PROVISION

The English medium curriculum follows a modified presentation of the National Curriculum of England and is one that embraces UAE Culture, Heritage and Values. The Arabic medium curriculum (Arabic language, Arabic Social Studies and Islamic Studies) follows the Ministry of Education curriculum.

Curriculum Guides and Information

Curriculum guides will be uploaded on the school website soon.

Study Materials

Some courses are supported by additional textbooks. Books, textbooks and reading books.

Students are expected to attend school with all necessary equipment and materials. A stationery list is issued to each student. All stationery items should be labelled with the student's name and placed in a suitable pencil case.

Homework

Homework is set every day and a timetable published in accordance with school policy and procedures. Each student receives a copy of the homework timetable at the beginning of the academic year. The timetable is available in the student planner for parents to view and can also be found on our website. Homework tasks can be varied in nature and always include additional reading time. Timings are set by year group and this is also communicated to parents.

Parents are actively encouraged to support their child in their learning outside of school.

Parents with any questions about homework should contact the class teacher or subject teacher in the first instance.

Academic Monitoring, Assessments and Reporting

Student progress is continually assessed and monitored by the teacher. This information is used to provide judgements on attainment, achievement and progress given in the students' academic report.

Class teachers and form tutors are responsible for informing parents of any issues or concerns that arise during any time in the academic term. Teachers may communicate with parents by telephone, the student planner or email.

Subject teachers meet with parents on at least three Parents' Meetings during the year to discuss attainment and progress. Where a student is not making the expected level of academic progress, parents will be asked to attend an additional Intervention Parents' Meeting.

There are three reporting sessions during the academic year. The reports give assessment for effort, academic attainment, and students' targets as well as teachers' comments' about students' performance, attendance, participation in events and activities.

The Assessment Calendar

Al Ansar School uses a variety of methods and strategies to make informed judgements about the academic attainment of each student. At the beginning of each year, the School uses baseline assessments to measure your child's starting point. Through these tests, the School can identify those students who require additional support in aspects of the curriculum. During the year, a programme of continuous assessment is followed so that learning can be checked and next steps identified. At the end of the year, final assessments are given. All examination schedules are published on the website.

Educational Trips and Visits

During the academic year parents may receive requests from the School for students to attend educational trips. The purpose of these visits is to support and enrich the curriculum on offer. All trips and visits have been assessed for educational value and the overall learning experience for students. All trips must be approved by ADEC.

PASTORAL CARE

In KG and Primary, each student is a member of a class served by a class teacher. Generally, the teacher teaches most lessons to the class with the exception of the Arabic medium curriculum. The class teachers are supported by the Arabic Medium staff who also have pastoral responsibility.

Class teachers are integral to ensuring the well-being and welfare of their students during the school day. They are also expected to communicate with parents of students on matters relating to behaviour, uniform and conduct.

Al Ansar School also has a dedicated School Counsellor, Ms. Erahe , who assists all of our students and is in regular contact with our parents when an issue needs extra care and attention.

The House System

Al Ansar International School also operates a house system. Students are allotted to one of 4 houses: Reem, Mariyah, Yas, Saadiyat. Siblings are allocated the same House.

Prayer

Al Ansar International Private School has two prayer mosques which are available during the school day for prayer. The Islamic Studies teacher, MS. Innam , leads the female students and accompanies them at all times. The Arabic teacher , Mr. Hamdy ,leads the male prayers .

The School Nurse and Clinic

The clinic is manned by clinic nurse during school operational hours. Any student taken ill during the school day may rest in the clinic until they are collected by a parent. Students must not come to school if they have a high temperature, fever, vomiting or diarrhoea before the start of the school day.

Parents are requested to complete the Medical Concern and Consent Forms issued by the School Nurse and to update details as necessary. It is important that this information is as full and as accurate as possible at all times in case of emergency.

School Uniform

The School celebrates its identity through the school uniform. Every student is required to wear the correct school uniform which is available in the school uniform shop . The compulsory uniform list is given on the website.

The school expects all students to be tidy in appearance. Make-up and nail polish are not allowed to be worn by female students during school hours. Hair should not be coloured. Students are not permitted to wear jewellery: with the exception of a pair of simple stud earrings and a watch, for school. Parents of students who persistently disregard this rule will be asked to collect the confiscated jewellery from the school.

Lunch and the Refectory

The School enjoys a purpose built refectory with seating for students to enjoy their snack and lunch breaks.

Catering Services

Emirates Taste Catering have been contracted to provide food services in accordance with HAAD and ADEC requirements. Both hot and cold menu choices are available daily.

Emirates Taste Catering offers voucher payment system.

Packed lunch

Alternatively, parents may opt to provide their child with a healthy lunch from home. This should be provided in a suitable insulated and named container. We do not have refrigeration facilities in classrooms and so parents are asked to consider carefully chosen food items.

The School endorses healthy eating choices for staff and students. Parents are requested not to include cans or bottles of carbonated drinks, or any food containing nuts. Teaching staff monitor lunch boxes and will communicate with parents if there are concerns regarding their content. Students are encouraged to bring a reuseable container for water. All items must be labelled with the student's name and class.

Food for Sharing

The School does not permit any food to share including sweets, chocolates or cake. Food sent into school will not be distributed and will be returned to the parent at the end of the day. Many students have allergies to food and the School has a responsibility to ensure every child's health and welfare whilst they are in our care.

External and Independent Food Suppliers

The School does not accept delivery of food orders on behalf of students.

TRANSPORT

The School arranges private bus services through Hafilat Transport for which a fee is payable by parents. Parents wishing to use these services must contact the school office to see if it is available in their home location. The routes are continually under review . All queries and requests regarding the bus service should be emailed to the Transport administrator registrar@alansar.school

Student Permission to Travel

Safety on the buses is of the utmost importance to the School. The wearing of seatbelts is compulsory on all school-leased transport and parents are expected to reinforce this with their child. Students who repeatedly do not wear the seatbelt or display disruptive behaviour will not be permitted to travel on the bus.

Students arriving or departing from school premises by private transport must do so through the primary gate. Ample visitor car parking facilities are available and parents must walk to the collection point at the access gate to meet their child. No visitor will be allowed access to the school through these gates.

All students must be collected by 2.25pm.

FINANCE

Fees

The School charges tuition fees and other costs in accordance with ADEC regulations and in relation to the educational provision for its students.

Fees and charges are raised through a termly bill which is sent to parents and fee-payers before the commencement of the term.

Term 1 fees are due no later than September 1st 2016

Term 2 fees are due no later than January 2nd 2016

Term 3 fees are due no later than March 1st 2017

Non-payment of bills

The School will not promote or transfer any student in e-SIS for whom there is any outstanding fees or charges against until the bill has been settled by the parent. This is in accordance with ADEC policies and procedures.

Charges

Initial Registration Fee

The School will charge the parent a registration fee equivalent to 1000AED. This will be deducted from the final term's fees if the student continues to attend for the duration of the year.

Re-registration Fee

The School will charge the parent a re-registration fee equivalent 1000AED. This will be deducted from the final term's fees if the student continues to attend for the duration of the year. Parents of existing students must re-register their children by March 1st to be assured of a place for the following academic year.

The School may retain the whole (or part) of the registration fee or the re-registration fee if the student does not attend at the start or during the academic year, in accordance with ADEC regulations.

On acceptance of a place at Al Ansar School, the parents enter into a contract for the education of the student at Al Ansar School and agree to abide by the school rules, routines, terms and conditions.

Other charges and fees

The provision of school lunches is a private contract between the parent and Emirates Taste .

Travel on school-leased transport is chargeable.

STUDENT ADMISSIONS AND PLACEMENT

We welcome applications from prospective students who are well-motivated as learners. We expect all students to participate fully in the range of activities on offer and to present a fine example of Al Ansar School within the community.

Entrance Assessments and Interview Procedures

On completing a registration form and payment of the registration fee, the School Registrar will schedule a placement assessment in English, Arabic and Mathematics. The assessments are to determine if we can provide the appropriate level of academic support for the child.

For entry into KG, students are accepted according to the date the student registration form was accepted by the School Registrar. Preference is given to students living within close proximity to the school and those with siblings in the school.

Student Placement

KG students are placed in grades according to age on entry. A student cannot be placed in a year group above their chronological age.

COMPLAINTS PROCEDURE

The School considers its relationships with parents and the community to be paramount and aims for open and honest communication between home and school. If a parent does have a complaint they can expect it to be treated by the school with honesty and respect and in accordance to our complaints policy.

Resolution

It is hoped that most complaints and concerns are resolved quickly and informally.

If any parents have a concern they should contact the school. Our receptionist will contact the appropriate member of staff to address the issue. The staff member will contact the parent and either resolves the issue over the phone or invites the parent in for a face-to-face resolution.

The member of staff concerned will make a written record of all concerns and complaints and the date on which they were received. A copy of all documentation will be placed in the complaint folder.