

PRIMARY

PARENT HANDBOOK

2024-2025



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WELCOME FROM OUR

HEAD OF PRIMARY



Dear Parents,

A warm welcome to Uptown International School and the PYP (Primary Years Programme).

In the PYP, we are proud to educate a truly international body of students from many different nationalities and cultures. Our school is committed to academic excellence and to supporting each child in reaching their full potential while engendering independent learners and caring international citizens. The PYP School fosters a very positive environment that shows itself in every aspect of our school, and in the wider UIS community. We are committed to effective teaching and learning for 3 to 11 years and the provision of wide-ranging opportunities and supportive relationships that allow every student to achieve his or her best. Our school's student body is international and multicultural in character. We believe passionately in the value of global education and strive to teach our students how to develop skills that enable them to inquire, question, solve problems in constructive ways, and develop an appreciation for all cultures. The jobs our students will be working in during their adulthood, we can not even imagine yet – which is why our skills based curriculum, supports students to gain the skills required for the future.

The following pages provide key information about the PYP School policies and procedures and will assist you and your son/daughter in settling into the school / back into the school. Please read the booklet carefully and do not hesitate to contact us if you have any further questions.

We look forward to working with our parents as partners.

Carrie Hoza
Head of Primary

Overview

Uptown International School is committed to delivering the outstanding International Baccalaureate Primary Years, Middle Years and Diploma Programme. Dedicated to nurturing the development in all aspects of education and personal growth, our mission is to encourage curiosity and enthusiasm, creativity and independence, and compassion and communication through an exciting, rich and engaging learning experience.



Uptown: An Inclusive School

Uptown International School welcomes students of determination across the whole school. The school community shares a vision for inclusion, this permeates all aspects of school life. Ensuring students of determination are welcomed by all and expertly supported and taught, with the appropriate provision, resources, and curricular options within our school community.

UIS aims to provide all students with the opportunity to achieve their best academically, emotionally, and socially.

We believe that successful inclusion should result in every student feeling safe, confident, and happy in school.

Successful inclusion should see every student making the best progress towards achieving their potential and enjoying their time in school.

Successful inclusion promotes the students' beliefs in themselves as learners and valued members of our school community.

The successful inclusive provision at UIS is seen as the responsibility of the whole school community, permeating all aspects of school life and applicable to all our students.

Inclusive education at UIS reflects the principles of diversity, personalization, equity, respect, acceptance, and enrichment. When we improve the quality of inclusion within our school, we improve education for all.

Contact Details

Please see below for a list of key people you may need to contact at different times throughout the year.

NAME: CARRIE HOZA

JOB TITLE: HEAD OF PRIMARY/ VICE PRINCIPAL
EMAIL ADDRESS: CHOZA@UPTOWNSCHOOL.AE

NAME: MICHAEL DICKIE

JOB TITLE: DEPUTY HEAD OF PRIMARY
EMAIL ADDRESS: MDICKIE@UPTOWNSCHOOL.AE

NAME: LARA FATTOUH

JOB TITLE: NURSERY + RISING 3S LEAD TEACHER
EMAIL ADDRESS: LFATTOUH@UPTOWNSCHOOL.AE

NAME: GEETHA ASHOK

JOB TITLE: ASSISTANT HEAD OF PRIMARY/PYP COORDINATOR
EMAIL ADDRESS: GASHOK@UPTOWNSCHOOL.AE

NAME: AMEE-ROSE LARKIN

JOB TITLE: ASSISTANT HEAD – EARLY YEARS
EMAIL ADDRESS: ALARKIN@UPTOWNSCHOOL.AE

NAME: DR ALINE EL JURDI

JOB TITLE: DEPUTY HEADTEACHER WHOLE SCHOOL IMPROVEMENT – INCLUDING MINISTRY SUBJECTS
EMAIL ADDRESS: AELJURDI@UPTOWNSCHOOL.AE

NAME: GINA RAGUB

JOB TITLE: LEAD NURSE
EMAIL ADDRESS: GRAGUB@UPTOWNSCHOOL.AE
EXTENSION NUMBER: 202

ADMISSIONS

EMAIL ADDRESS: ADMISSIONS@UPTOWNSCHOOL.AE
EXTENSION NUMBER: 201/206

ACCOUNTS

EMAIL ADDRESS: ACCOUNTS@UPTOWNSCHOOL.AE
EXTENSION NUMBER: 229/230

REGISTRAR

EMAIL ADDRESS: REGISTRAR@UPTOWNSCHOOL.AE
EXTENSION NUMBER: 203

MARKETING & COMMUNICATIONS

EMAIL ADDRESS: COMMUNICATIONS@UPTOWNSCHOOL.AE
EXTENSION NUMBER: 210



PYP (PREK TO G5)

New Student Orientation

Who: New students

When: Friday 23rd August 2024

Time: 8:00 am – 9:15 am

First Day of School for all students: 26th August 2024

RISING 3S, PRE-KG AND KG1

Student Orientation

In our Early Years, we understand that a smooth transition is vital for both parents & children. By offering staggered timing options, we strive to create a positive experience during the transition, allowing parents to feel confident & assured while entrusting their little ones to our care.

Week 1: Group A (option 1): 8:00 am – 10:00 am (Parents are most welcome to stay and support for the first half hour of week one if they wish i.e., until 8:30 am)

Group B (option 2): 11:00 am – 1:00 pm (Parents are most welcome to stay and support for the first half hour of week one if they wish i.e. until 11.30 am)

Week 2: All children 8:00 am – 1:00 pm

Week 3: Regular Hours – 7:45 am – 2:00 pm

Fridays: 7:45 am – 11:30 am

Nursery Orientation Day:

23rd August: 9:00 am – 11:00 am



WELCOME TO

The Primary Years Programme

Uptown International Schools Primary Years Programme is the programme that best meets our aims and aspirations. The PYP is a curriculum framework; it brings with it a clear educational philosophy and a methodology for young learners. The IB PYP was developed by member schools around the world and is administered by the International Baccalaureate according to whom:

The Primary Years Programme

The Primary Years Programme (PYP) is designed for students between the ages of 3 and 12. It is an international, transdisciplinary programme designed to foster the development of the whole child, not just in the classroom but also through other means of learning. The PYP focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional, and cultural needs in addition to academic welfare.



The PYP combines the best research and practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant and engaging educational framework for all students. The PYP places structured inquiry at the heart of the learning process. Children are encouraged to develop, through the learning process, those attributes, and traits that will enable them to become expert learners. The PYP curriculum model is built from a framework of transdisciplinary themes that help teachers and students to explore and acquire essential knowledge and skills and to take socially responsible action.



Curriculum

In the IBPYP there are six transdisciplinary themes that arch over all learning

1. Who we are
2. Where we are in place and time
3. How we express ourselves
4. How the world works
5. How we organise ourselves
6. How we share the planet

In the Early Years, (PreK to K2), students work with four of the above transdisciplinary themes and in Grade 1–5, all the transdisciplinary themes underpin the different Units of Inquiry across the year. The inquiry process is followed through well-developed units of inquiry, supported by the 10 Learner Profiles, 8 Key concepts and 5 ATL Skills. The transdisciplinary theme of Who We Are runs as a yearlong unit, following the Central Idea: Our beliefs, values, and actions shape the choices we make while linked to the MSC curriculum.

Collaborative and cross curricular planning ensures that students are given the opportunity to make real time connections across the different subject areas and phases. This inquiry based approach to teaching and learning allows for students to demonstrate the IB Learner profiles, use Key Concepts to strengthen their understanding while applying the five ATL skills.

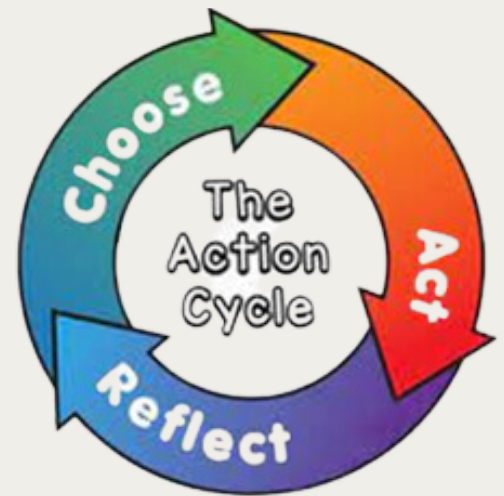
The Inquiry Learning Cycle



Curriculum

RESPONSIBLE ACTION

Every opportunity is taken to encourage and empower students to take socially responsible action and contribute to the immediate and wider community. Each PYP unit has an element of action.



STUDENT AGENCY

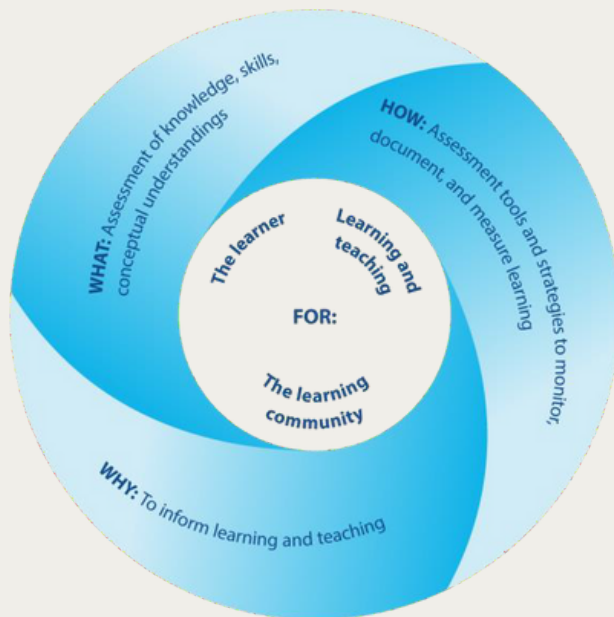
Our understanding of the learner is the foundation of our approach to learning and teaching. Students inquire, question, wonder and theorize about themselves, others and the world around them. They are keen observers and explorers. Through their experiences and interactions, they naturally develop intricate, multi-layered perceptions and understandings. Throughout the PYP, a student is an agent for their own and others' learning through the concept of learner agency. Learner agency is connected to a student's belief in their ability to succeed (self-efficacy).



Students take initiative, express interest, and wonderings, make choices and are aware of their learning goals. They are actively engaged and monitor and adjust their learning as needed. Students offer feedback to others and consult on decisions that affect them. In school, students take responsibility for their learning and collaborate with teachers and other students to plan, present and assess learning needs.

Teachers recognize students' capabilities through listening, respecting and responding to their ideas. They make thoughtful considerations and decisions with an emphasis on relationships, dialogue and respect for one another.

Assessment Of Students' Progress



High quality and precise pre-formative and summative assessment is integral to the success of the PYP. School-based assessment and feedback techniques will include student/teacher/parent conferences, writing samples, structured observations, and performance tasks assessed by teachers and self-assessed by students.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally-minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Reflective

Give thoughtful consideration to your own learning and experience. You are able to assess and understand your strengths and limitations in order to support your learning and personal development.

Open-minded

Understand and appreciate your own culture and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. You seek and evaluate a range of points of view, and you are willing to grow from the experience.

Risk-takers

Approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. You are brave and articulate in defending your beliefs.

Caring

Show empathy, compassion and respect towards the needs and feelings of others. You have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Balanced

Understand the importance of intellectual, physical and emotional balance to achieve personal well-being for yourself and others.



Principled

Act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. You take responsibility for your own actions and the consequences that accompany them.

Knowledgeable

Explore concepts, ideas and issues that have local and global significance. In so doing, you acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Inquirers

Have a natural curiosity and learn to acquire the skills necessary to conduct inquiry and research and show independence in learning. You actively enjoy learning and this love of learning will be sustained throughout their lives.

Communicators

Understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. You are willing to work in collaboration with others.

Thinkers

Exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

School Timings – Nursery to G5

Nursery and R3

7.45 am – 2.00 pm with optional extended hours

PreK – KG1

7.45 am – 2.00 pm

KG2 – Grade 5

7.45 am – 2.45 pm

Fridays all grades

7.45 am – 11.45 am



Student Arrival and Departure



Arrival

Parents may park in either Algeria Street or Tripoli Street car and walk their child into school. The school gates open at 7.30am.

Registration begins at 7.50am and all students are expected to be in class by this time.

Departure

Designated Grade Level Pick up zones will be communicated with parents at the start of term. Under no circumstances is a child permitted to depart from the premises unless he/she is with a previously identified person.

In the unlikely event that you need to collect your child early, it is essential that prior notice is given. Collection will be arranged from the Primary office. Lessons are running until the end of the school day and it is important this learning is not missed due to early leave.

Student Collection by other adults

In the event that you will be sending a third party to collect your child, please let us know in advance by writing an email to your child's class teacher and reception primaryoffice@uptownschool.ae. This person will be required to collect the child from reception with identification such as an Emirates ID.

Carpark Safety

Drivers should be mindful of pedestrians crossing the car park and be highly vigilant of small children who are not always seen. We ask that drivers travel at a safe speed when entering or exiting the car park.

Cars should not be left running when the car is empty and must be parked in the designated areas only. Please remember you should not park either blocking the school buses or on the bus parking areas.

Student Arrival and Departure

Shorooq Gate Access

There is a gate connecting to the school in the Shorooq community for families to use/access that live within Shorooq. Other families should not use the gate to access the school. The gate is open Monday – Thursdays from 7:30 to 8:00 am and 1:55 to 4:30 pm. On Fridays, from 7:30 to 8:00 am and 11:30 to 12:20 pm. Primary students are not allowed to pass without an adult, all Shorooq residents require a pass to use this gate.



School ID Badges

School ID badges **MUST** be worn by all parents at all times. The school will provide you with these ID badges on the first day of school. If you are visiting the school during the day, please sign in at security and report to reception

E – scooters

- Students must be aged 16 years or more to ride an E-Scooter
- E-Scooter riders must have an RTA permit/license to ride them

If your child does not meet the requirements laid out in the guidance above, please arrange for an alternative method of transport to and from school.

Student Absence from School

Teachers want to see their students in school so they can give them the best possible learning experiences. Absence does disrupt learning, and it is not possible to “make up” in full the learning lost during a period of absence. We ask teachers to monitor and record attendance and punctuality rigorously and you will be contacted by the school if your child’s attendance becomes a concern.

We ask parents to do everything they can to ensure that traveling and holidays do not conflict with school time. Whilst we make every effort to support the learning needs of students who miss school due to illness or a family emergency, we can not expect teachers to make exceptional lesson planning arrangements for students who miss school because of planned holidays.

Attendance

KHDA Definitions	Percentage	Days off per academic year
Outstanding	98% and above	No more than three days
Very Good	96 – 97.9%	No more than seven days
Good	94 – 95.9%	No more than eleven days
Requires Development	92 – 93.9%	No more than fifteen days
Weak	Less than 92%	Fifteen days or more

If a student is absent from school, we have clear guidelines as to what we can authorize as an acceptable reason for absence. Student absences will be granted at his/her discretion in line with KHDA guidelines.

If your child is absent for any reason please email Primary Office at primaryoffice@uptownschool.ae and the homeroom teacher with the reason, this will ensure your child's absence is correctly recorded and you do not get a call home or email inquiring about absence.

Lateness

During the morning registration, your child's homeroom teacher will share important information regarding activities, curriculum and other appropriate information. Therefore, it is vital your child is in school for the start of registration, so they are informed, well prepared and organized for the day ahead. In the unlikely event that your child arrives late your child should go directly to class for registration before 7:50am. After 7:50am please take your child to Primary Reception where the receptionist will ensure the registration is marked correctly.

Sickness

We do understand that sometimes your child may be too unwell to attend school. Students should visit the Nurse when they return to school after a contagious illness and must show a doctor's note stating that they are fit to resume class. Students may not be allowed into class if the Nurse feels they are still unwell.

Safeguarding

Nurse's Office

The school nurses are responsible for the assessment, treatment and referral of student injuries and illnesses that occur during the school day.

We ask parents complete a Student Medical Record form prior to admission and to update it annually. It is vital that we are made aware of any medical conditions for the safety and care of your child. If your child has a new medical diagnosis during the academic year, we ask you inform the nurse to ensure our support and care is appropriate.

In case of Injury

In the unfortunate event of a student being injured during the school day the child will be taken to the school nurse. A head injury will be taken very seriously, and the student will be taken for appropriate treatment immediately. Records of injury are kept with the Nurse. Parents will always be informed by phone. In the event of no pickup, you will be emailed.

Nuts

Several members of the Uptown community have severe nut allergies and as such Uptown is a nut free school. These cases include students who can have an allergic reaction from smelling a nut product.

No nut products are permitted in school – this includes all nut products such as Nutella chocolate spread and peanut butter. Thank you in advance for your cooperation in ensuring the safety and well-being of our whole school community.



Safeguarding

At UIS we take child protection very seriously and any issues relating to safeguarding concerns for a child will be reported to the Child Protection Leads.

The designated Safeguarding Lead for Primary is Carrie Hoza, Head of Primary, please contact choza@uptownschoool.ae if you would like to meet to discuss any concern.

Any student who is the victim of abuse or who is concerned about the safety of another child should know that s/he will be supported by the school and that appropriate action will be taken ensuring that her/his dignity, well-being and safety are of the highest importance and urgency. A student who is the victim of abuse or who is concerned about the safety of another is encouraged to seek the assistance of a member of staff they are comfortable talking to. All UIS all staff receive annual safeguarding training.

Safeguarding

Sun Protection

Hats must be worn by students when outside and on the school field. We have a "No hat no play" policy, which means if your child does not have a hat, in any grade in PYP they will not be allowed outside to play with their friends.

Students must never be allowed to play games without their shirts on. Sunscreen protection is recommended to be used by all students throughout the year.

Water

Students are educated about the importance of drinking water throughout the day and reminded to drink water regularly. Please ensure your child has their own named re-useable water bottle in school every day. Bottles may be re-filled in school at our water dispenser units. As we work to become a more sustainable school, we no longer provide one use plastic cups to students unless it is a case of emergency and we do not allow single use water bottles.

Snack and Lunch Breaks

Here at UIS we encourage our students to develop very healthy eating habits. Students are encouraged to socialise and practise manners as they eat.

The school canteen is situated between the Primary and Secondary building where students may purchase healthy snacks and lunches.

We ask that parents support our healthy eating policy by ensuring they send their students to school with suitable and healthy packed lunches that will sustain them through the busy school day. Foods such as fresh fruit, unrefined carbohydrates, protein and unsweetened drinks, ideally water.

Packed lunches should not contain nuts, sweets, crisps, cookies, lollipops, chocolate, fizzy drinks or caffeine fueled energy drinks. Students often find it difficult to focus and get the most out of their time in school if they have made poor food choices.

We also ask parents to make their students aware that we do not allow the sharing of food to ensure we are respectful of all religious beliefs and possible food allergies.

K2 to Grade 5 Extra-Curricular Activities (ECAs)

Extra-Curricular Activities are after-school activities in these areas: Sports, Performing Arts, Culture and Music, Crafts and Media and General Hobbies. We offer a varied range to support our students in developing their passions. All students are strongly encouraged to participate in this programme as it enables students to share their skills and become part of Uptown's international school community.

Extra Curricular Activities (ECAs)

ECAs on offer in PYP :

Each year our staff organise ECAs that your child can join. They vary slightly year to year and term to term depending on staff availability and student preferences. Examples of clubs from previous years include: Mother Tongue Clubs, Origami, Quran Reciting, Movement to Music, Eco Club, Chess Club, Football, Badminton, Table Tennis, Basketball, Reading Club, Creative Writing, Construction Club and more. Uptown teacher led ECAs are included in the tuition fees.

Memorable Experiences – Educational Visits

Uptown offers a broad range of educational visits and excursions, which are a vital part of our curriculum. Please see our memorable experience boards located in the Primary entrance for examples of events from previous years.

Sports in PYP

Sports in PYP begin in the PE curriculum. All students attend twice weekly concept driven/inquiry-based PE lessons that enrich and extend the unit of inquiry study in their classroom. Students use our multi-purpose sports fields, swimming pools or in the PYP dedicated gymnasiums. The sports programme is extended through the extensive extra-curricular activities (ECAs) offered after school on various days during the week.

Music & Performance

The study of music is an integral part of the UIS curriculum and is transdisciplinary in nature. Students experience playing a variety of instruments throughout the PYP years and develop skills in both creating and responding to music.

Visual Arts

Visual Arts is an essential element of our curriculum. It is transdisciplinary in nature and along with a study of history and theory of art, students learn to use a range of art materials and experiment with different art techniques to design projects that reflect their creativity.

French Language Study

Students commence the study of French in Grade K1, which is taught as a second language. These are weekly sessions run by a specialist teacher.

STEAM

During the year, one half term is dedicated to STEAM extra lessons, where a specialist teacher facilitates IB, Project based learning with the students.

Arabic Studies

As directed under the KHDA and the UAE's Ministry of Education, all Uptown students undertake the study of Arabic. Students are split into 'Arabic A' and 'Arabic B' as per their country of heritage.

Students Well-being

Moral Social and Cultural Studies

The MSC curriculum framework provides a structure for the learning outcomes which make up Moral, Social and Cultural Studies. This is linked to the year-long unit of inquiry under the transdisciplinary theme of Who We Are and following the Central Idea Our beliefs, values, and actions shape the choices we make. The MSC curriculum framework is organized into 3 Domains with corresponding sub-domains, values, skills, character traits, and social competencies as seen below:

	MORAL	SOCIAL	CULTURAL
Description	Description Developing the individual as a moral being. Developing the language, understanding and skills of moral thinking and reasoning. Applying moral thinking to the individual in a variety of social contexts, as well as to the development of others in their school, family and local communities.	Equipping individuals with a grounding in the common knowledge of the past, human geography, sociology, economics, information literacy and information processing to create an awareness of the commonality of humanity and to understand the value of lifeline learning.	Understanding how the governing structures and heritage of the UAE can lead to develop loyalty and sense of belonging to the UAE community and participating responsibly as a person living in the UAE society.
Strands	<ul style="list-style-type: none"> Character and Morality Individual and Community 	<ul style="list-style-type: none"> History Sociology Geography Economics Information Literacy Information Processing 	<ul style="list-style-type: none"> Civics Heritage

Values	<ul style="list-style-type: none"> honesty tolerance respect responsibility thoughtfulness harmony courage 	<ul style="list-style-type: none"> helpfulness moderation humility kindness consciousness
Character	<ul style="list-style-type: none"> perseverance cooperation resilience self-control altruism ambition independence 	<ul style="list-style-type: none"> hospitality grit self-confidence discipline wisdom generosity passion
Skills	<ul style="list-style-type: none"> handling and understanding information critical thinking, problem solving decision making creativity working with others managing oneself 	
Societal Competencies	<ul style="list-style-type: none"> solidarity recognising diversity and inclusivity civic duties respecting law and order 	

Wellbeing

The ethos of happiness, healthy living and personal development runs through all the work that we do with our students. We endeavour to consistently promote a well-balanced and healthy lifestyle for everyone in the school.

Birthdays

A birthday is an exciting time in our student's lives, so these will be celebrated in the class with teachers and classmates singing 'happy birthday' to your child.

Students, parents and teachers are encouraged to make this special occasion by donating a book to the library or a game to the class as a celebration of their birthday. The book/game then has an inscription placed in it, acknowledging the donation and this will remain with the school as a memory of their special day. Kindly note we are not in the position to accept food or cake for birthdays in school time. We ask you not to bring cake or other food due to our healthy eating policy and possible class allergies. This can be part of private celebrations out of school if you wish. Alternatively a small gift can be brought in for each child. Any food will be rejected.

Fire Drills

In the event of the fire alarm sounding, all on the premises will be asked to evacuate the building in line with the school's evacuation policy. No one is allowed to return to the school building until permission is given. As part of UAE regulations, fire drills will be practised during the school year, to ensure all students are aware of protocols to keep them safe.

School Equipment

Students and Personal Devices Grades G1 to 5

At UIS, we have a responsibility to fully prepare our students for the realities of the life after education ensuring that they have developed 21st century skills.

We recognise the importance of technology, now and in the future. As forward-thinking schools around the world have embraced the inclusion of technology as best practice in learning and teaching. The International Baccalaureate advocates “The role of ICT to support inquiry is important as students engage in building understandings that contribute to their success as lifelong learners in a digital age.”

Educational activities that make use of a personal device

- Using Seesaw, a student-driven digital portfolio that empowers students of all ages to independently document and share what they are learning at school
- To collaborate on projects
- Ability to create and present work in different formats
- To develop 21st century ICT skills
- Access to content in order to support learning.
- To facilitate research
- To support Home Learning

Grades G1 to 5 Bring Your Own Device (BYOD)

Students are permitted to bring in any suitable device, as outlined in the BYOD policy. It is recommended, though not an expectation for your child to have an iPad for their optional device. This mirrors the devices and applications used at school. Phones are not an acceptable research device for school use – including an overview of the purpose of the application. There may also be a suggestion to purchase a small number of apps to install: Seesaw, 1 minute Maths (whiterose).

In addition, and consistent with our approach that access to particular sites or applications need to have educational value. Facebook, WhatsApp, Instagram, Snapchat, Tik Tok are not to be accessed with any devices (phones, iPads, laptops etc.) at any time during the school day. Primary aged students are prohibited to have an account such as Facebook, whether at school or at home, until they are aged 13.

School Uniform

Student Personal Appearance (School Uniform)

The school uniform is available from 'Magrudy's' at Mirdif City Centre. All students are required to wear their uniforms from Monday to Friday. We request that every article of clothing worn to school is clearly labelled with your child's name and class (hats, shoes, socks and underwear included) to facilitate the prompt return of lost items. No non school items will be accepted.



Rising 3s / PreK / KG1 / KG2

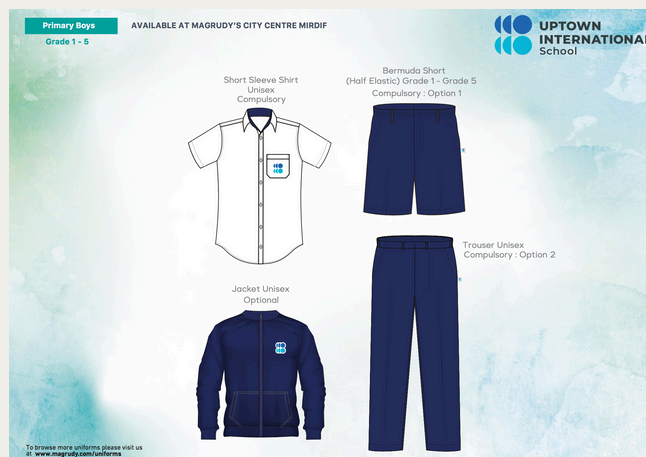
Please see the images below for KG uniform available in store at Mirdif City Centre or online at www.magrudy.com/uniforms



School Uniform

Grade 1 - 5

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



School Shoes

R3 to K2



Plain black shoes with VELCRO fastenings must be worn by all students.

On PE days, students can wear their own sports shoes with VELCRO.

Grades 1 - 5



Plain black school shoes must be worn by all students.

On P.E days, students may wear their own sports shoes.

School Uniform

P.E. Kit All Grades

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



Hats All Grades

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



Kindly ensure all uniform is clearly labelled with your child's name.
Students may wear their PE Kit to school on P.E. timetabled days.

School Accessories

Pencil case

All students G1 to 5 should bring their own personal pencil case with pens, HB writing pencils, coloured pencils, and felt tip pens. In addition, highlighters and glue stick. Where possible items should all be named.

Jewelry

Only small stud earrings are allowed to be worn. No necklaces/bracelets are allowed to be worn due to safety reasons and risk of becoming lost.

Hair Accessories

Long hair should be tied for safety when playing. If hair bands or other hair accessories are worn, they must be simple either plain black, white or plain blue in colour.

Hair Colour

Students' hair colour should be ideally natural, if hair is dyed it should be a natural colour.

Bus Transport

Uptown and Taaleem have contracted Arab Falcon Bus Rental LLC, a highly experienced and established bus transportation company. All vehicles used by Arab Falcon follow the strictest Road & Transport Authority (RTA) safety standards and guidelines. All bus drivers are highly experienced and authorised and trained by the RTA. A bus helper/'nanny' will travel with each vehicle. All buses feature CCTV cameras and a Tracking System for the purposes of our students' safety and attendance.

For further information contact Ms. Farah, Transport Manager at farah@arabfalcondubai.ae

Students are expected to follow the bus rules and behave appropriately on the bus at all times. Students using the bus and their parents are required to sign the Code of Conduct for the School Bus form. Students who do not observe this Code of Conduct will be given a warning by the Bus Coordinator or the Principal. If a problem persists, the student may be denied access to the bus service.

Parent Information

Responses to Unacceptable Behaviour

The school operates a positive behaviour policy – which means we focus on finding the positive in all students. In dealing with unacceptable behaviour we will always emphasise to the child that it is the behaviour that is unacceptable, rather than the child. We will explain that it is the behaviour that must therefore be modified and that this will be to the advantage of the child.

Other Forms of Interpersonal Abuse

All students have a right to learn in a safe and secure environment without fear. Bullying can undermine and even prevent students from progressing academically and socially, and it can have negative consequences both for the victim and the bully, for life. We therefore have zero tolerance of bullying. All students involved in bullying will be disciplined and will receive appropriate counselling and support from the school. In extreme cases of bullying, it may lead to suspension or expulsion, depending on the severity of the case.

Parent Information

We will conduct a Parent Information meeting early in the first term at which time the Homeroom Teacher will outline the classroom routines, the curriculum and how parents can assist in the classrooms, participate in after school activities and be “authentic” research tools. To ensure parents can attend if they have more than one child in the section, we run our talks twice in the evening. This evening is a great opportunity to meet your child’s teacher/s.

Reporting

Your child’s school reports will be published each term. Reports are available on the ISAMS Parent Portal.

Conferences

Conferences are held three times a year. However, parents are encouraged to keep in close contact via email, Seesaw and in person with the homeroom and subject teachers.

We have three types of conferences:

TERM 1 – Parent – Teacher Conferences (parent/teacher)

TERM 2 – Student-Led Conferences (child/parent) where your child uses their student agency to lead the session and teach you about their learning and next steps

TERM 3 – 3-Way Conferences (student/parent/teacher)

Regular information evenings/forums/coffee mornings are held throughout the year.

Parent Information

Parent Contract

Interactions between parents and teachers/staff should be respectful and courteous. Any issues raised are taken seriously and followed up on.

For any parent queries, questions and concerns the following procedures should be followed:

- Parent/s should speak with the class teacher.
- If the issue remains unresolved, the parent/s may make an appointment to meet with the Grade Level Leader.
- If parents would like to discuss an issue further, they may make an appointment with the Assistant Head, Deputy Head or Head of Primary.

Your child's teacher knows your child best, so it is important that you go through this channel first to discuss learning, routines and behaviour, etc. Teachers will endeavour to answer emails within 24 hours within the working week.

Parent Volunteers/ Link Parents

Uptown Parents (UP) is our wonderful school parent support group. Please see the School Communicator for details of UP events and meetings or contact upf@uptownschoo.ae

Please also see your class teacher if you are interested in becoming the Link Parent for your class or grade or if you would like more information about what this involves. Every parent who volunteers will be asked to agree our volunteer policy and undertake safeguarding training.

Parent Communication

- Principal Newsletter – Bi-weekly
- Primary Head updates– Bi-weekly
- Grade Newsletter – Bi-weekly
- Seesaw posts – weekly

We do ask you to read these carefully as they contain a wealth of important information. We endeavour to keep emails to a minimum, hence sending a detailed email each week.

Parent Information

Follow Us on:

We have our own official Facebook page where we post details of the day to day lives of our students, where sporting and other achievements are celebrated and where we share useful information.

Facebook@uptowninternationalschool Twitter - @UISDubai

Instagram - @uisdubai

Supporting and assisting your child

Separation Anxiety

It is very common for young students to be anxious when separated/ separating from parents. Students need to be assured that separation will result in a reunion. Please, say good-bye to your child when you leave and reassure them of your return. Each child is unique – the staff will work with your child and you to ease separation anxiety issues based on individual child/ren and family needs.

Settling in to school

Some students take longer to adjust to school life. Students will get to know each other and their teachers during interactive games and hands on learning opportunities. Stay positive and talk to your child about the fun things they can do at school. All of our staff are experienced and have encountered this before. Please work with your child's teacher to ease the separation process.

KG Bathroom Routines

All students must be fully toilet trained and out of diapers/ pullups/nappies before they start PreK. Students are supervised and encouraged to use the washroom at regular intervals throughout the day. Staff will assist students to practice good hygiene when using the washroom. Please speak directly to the classroom teacher about any specific information you would like to share in regard to your child's toileting routines.

Please include a full change of clothes for your child so we can change them in the case of a toileting accident. Wet or soiled clothes items will be placed in a plastic bag and returned home.

Parent Information

In the case of a child soiling themselves, to the extent that they are uncomfortable, the school will call you and ask that the child be taken home so they can be properly cleaned and changed.

Note: If a child is having frequent toileting accidents, it may be suggested for them to spend some time in their home environment to work on their toilet training.

Home Learning

We ask parents to:

- Support school policies on behaviour and attendance
- Support your child's organisational skills so resources such as reading books, PE Kits etc. are in school on the correct days
- Provide the conditions and implement the strategies necessary to help your child complete home learning tasks

Tips on how to effectively support a child's home learning:

- Initiate and encourage discussions with your child on local, world and/or family issues in a manner that engages the child and stimulates his or her thinking
- Bring problems and concerns directly to the appropriate teacher for clarification and resolution
- Share and communicate any special circumstances or problems (to the teacher in the first instance) that may have an effect on your child's behaviour, attitude and/or academic performance

Tasks and Projects:

- Practice assignments reinforce newly acquired skills. Students review and practice what they have learned. These assignments may be differentiated for students working at different levels/age groups
- Preparation assignments help students get ready for learning activities that will take place in class; students may be asked to read something or to carry out some research on the Internet
- Grades 1 to 5 extension assignments are long-term projects that parallel class work. Students must apply previous learning to complete these assignments, which include projects and essays
- Revision of previously learned content

Parent Information

At Uptown we seek to avoid any approach to home learning that might stifle learning and we think that our hard-working students deserve some time for rest and relaxation with their families when they return home.

All home learning information is given on your child's weekly Grade Newsletter.

Recognising and Dealing with Plagiarism

Grade 1 to 5 Plagiarism – copying or getting someone else to do the work – is a form of cheating.

The school will provide students with clear age appropriate guidance to:

- acknowledge their sources, possibly using parentheses to enclose the citation
- use quotation marks for all quoted material
- revise paraphrased material so that it appears in their own writing style
- provide a works cited list for every source used
- ensure that others do not copy their work
- ensure that work they submit is actually their own

The Library

Students have many opportunities to visit the library and to borrow books to take home. Please ensure your child returns their books to the library on their assigned Library day. If books are not returned or are damaged then a fine for this book will be given.

Lost and Found

The school is not responsible for any lost items that are left unattended. All items that have been found and are clearly labelled will be returned to their rightful owner. All other basic items (caps, water bottles, etc.) are left for students to claim from 'Lost and Found'. Anything of great value is labelled with the date found on it and is handed into the Secondary office. Students need to claim it from the office and staff will ask for a distinguishing description to verify the ownership of the found item.

End of each month any lost and found not claimed will be given to our second hand uniform parents.

Thank you for taking the time to read this handbook. We are aware that there is a lot of information, so please save this in a safe location so you can refer back to it throughout the year. However, we are always here to help, so please do ask any member of staff to support you at anytime. We are here to help and work as a team with you to ensure your child has a happy, memorable and successful year ahead.

CONTACT US



04 251 5001



primaryoffice@uptownschool.ae



www.uischool.ae

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