



The Winchester School, Jebel Ali

Welcome to Key Stage -3



Aim High Parent Orientation

September 2022





Objective

To orient with key information and timelines related to student academics to support student's over all development and achievements.



The Senior Leadership Team



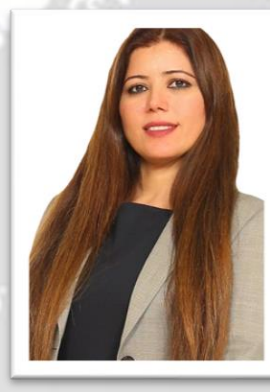
Ms. MEENAKSHI DAHIYA
Principal and CEO



Ms. HARPREET KAUR
Vice Principal



Ms. PREETI MANOJ
Head of Secondary



Ms. JAYA PALIWAL
Head of Primary



Mr. GABER SAYAH
Head of Arabic



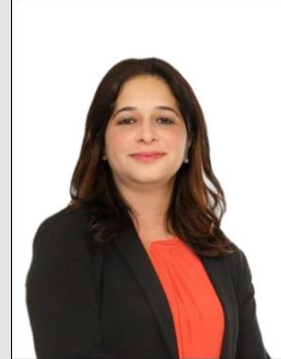
MS. DEBBIEJO
MIRANDA
Head of Wellbeing



Ms. ANNA FRANCIS
Head of Innovation
& Curriculum
Enrichment



Ms. ELIZABETH
JACOB
Head of Professional
Learning and
Development



Ms. KATHRYN
DARASHAH
Head of Inclusion



Ms. RACHNA SHUKLA
Teaching & Learning
Coach (Secondary)



DEEPIKA DAYAL
Teaching & Learning
Coach (Primary)



Extended Leadership Team



Mr. Mohammad Nisar
Lead Practitioner And Academic
Advisor



Ms. Sujaya Sen
Head of Examination



Ms. Shailini Rajan
Future Skills And Experiential
Learning Advisor



Ms. Shirin Farsana
Educational Technology Advisor



Mr. Neijin Pathrose
Health And Safety Advisor



Ms. Desiree Scott
Health Foundation Stage



HOYs – KEY STAGE 3



Ms. Nirmal Rani
Head of Key Stage 3



Ms. Trupti Panicker
Head of Year 7



Ms. Supriya Sundram
Head of Year 7



Ms. Caren Miranda
Head of Year 8



Ms. Shaina Khan
Head of Year 8



Ms. Amanda Po
Head of Year 9



Ms. Brenda Pinto
Head of Year 9



Secondary Team



Ms. Akifa Ijaz
Head of English



Ms. Aditi Kapoor
Head of Science



Ms. Tahmeena Khan
Head of Math



Mr. Jalloul Jari
Head of French



Ms. Prabha Sinha
Head of Humanities



Mr. Ahmed Khalaf
Head of Arabic



Mr. Libson Mathew
Head of PE



Secondary Team



Mr. Angelo Dias
Head of Art



Ms. Lincy Shibu
Head of Business



Ms. Reena Guglani
Career Counselor

Attendance Policy



- The school expects all children/students to be in school latest by **7:30 am** and in their respective classroom/form rooms by **7:35 a.m.**
- Students entering the form class after 7:40 am will be marked **late** and late SMS will be sent to the parents.
- Registration is between 7:40 a.m. and 8:00a.m. The school gate will close at **7:35 a.m.**
- Any child arriving after **7:55 a.m.** is required to log in at the security, and has to report to main reception. The child will be escorted to respective school secretary to mark the late attendance to school. An email will be sent by secretary to the parent keeping the Form Tutor and Head of Key Stage in copy.
- Each time a child arrives late than **7:35 am**, parent/child is spoken to. Upon two late slips, Form Tutor either writes or calls the parent. If regular lateness impacts on learning then a meeting will be called. All late slips and record of phone call/email will be shared with parent in the meeting. Notes will be taken using the lateness and A formal letter will follow this meeting confirming the discussion attendance form and a record kept.
- Warning letter will be issued in case of lateness and tardiness.

Attendance Policy



- Attendance is updated as parents ring in or email with sickness information.
- Any pertinent information about the reason for absence should be communicated to the Form Tutor.
- If a parent is unable (without good reason) to ensure the timely and/or regular attendance of their child to the extent that the child's learning is affected then the school will reconsider the continued registration of the child in the subsequent year, by recording and issuing written warning letter and after approval from KHDA.

Uniform Policy



- Students are required to come to school in school uniform. In case, uniform of their size is not available at Threads, the uniform store, they need to wear the shirt/trousers/skirt as applicable, closer to the colour of our school uniform.
- **Accessories:** Jewellery should not be worn with exception of a watch and 1 pair of small ear studs for girls. Friendship bands are not permitted. Jewellery should not be worn with exception of a watch for boys. No ear studs for boys.
- **Hair** must be brushed/combed neatly and out of the eyes. Long hair must be tied back. Outrageous hairstyles, highlights, outrageous colours, streaks, dip dying etc. are not permitted. Hair gel and spikes are not allowed. For Boys Hair must be evenly cut. Mohawk or other styles are not permitted.
- **Make Up:** Make-up is not permitted at all throughout the school day. Even eye shadow / mascara is not permitted. Lip balm should be colourless.

Behaviour Policy



- The school acknowledges all the efforts and achievements of children, both in and out of school, at class level. We praise and reward children for positive behaviour in a variety of ways (reference Behaviour Stepped Response). Positive behaviours are acknowledged and celebrated in a variety of ways, within the form tutor / subject / year group, key stage and house, at registration time, in lessons, assembly and with the wider school community through newsletters, weekly updates, staff briefings, felicitation events.



Behaviour Policy



STEPPED RESPONSE

LEVEL	REWARD	EXAMPLES OF POSITIVE BEHAVIOUR	FREQUENCY	BY WHO
12	Sheikha Fatima Award	Given to one outstanding girl student from the school for consistently outstanding performances and guidelines of the award.	Annually	GEMS
11	Annual Graduation Celebrations- Year 13	Valedictorian- One outstanding – all-rounder student from Year 13 Principal's Aim High Award- One outstanding student who has made exceptional endeavor in Year 13	Annually	Principal and SLT
10	Annual Prize Evening	Principal's Award given to one outstanding student each from Secondary and Primary Academic excellence award given for high achievement in external as well as internal examination Endeavour award for consistent and accelerated progress throughout the year GEMS Care Value Award for exceptional standards in all 4 GEMS core values through their actions Awards for outstanding achievements in sports, music, art, innovation, philanthropy-one each from primary and secondary.	Annually	Principal and SLT
9	Gold Leaf Award	Given for consistent and exceptional contribution to community, personal, social and emotional, exceptionally empathetic, selfless, caring and kindness to peers. Passionate and committed to positive attitude of self and positive environment.	Termly 1 per year group	Principal
8	Principal's Letter of	Given for consistent improvement in academics and dedicated efforts.	Monthly 3 per class	Principal
7	Certificate of Appreciation Note in the planner for parents	Certificate given for exceptional work, projects, excellent behavior, helpfulness, contribution to community, representing the school or participating/achieving in activities outside school	As achieved	HOS/ DHOS HOKS/ HOD/ HOY
6	Platinum House Class Points Award	A platinum certificate is awarded for 100 house points - signed by the Head of School	As achieved	DHOS/HOS
5	Gold House Class Points Award	A gold certificate is awarded for 75 house points – signed by Head of Key Stage	As achieved	HOKS
4	Silver House Class Points Award	A silver certificate is awarded for 50 house points-signed by Head of Year	As achieved	Head of Year
3	Bronze House Class Points Award	A bronze certificate is awarded for 25 house points – signed by Form Tutor	As achieved	Form tutor
2	House Points Noted in students' planner	Awarded for: <ul style="list-style-type: none"> Positive learning, engaging effectively in lessons and producing exemplar quality of work Prompt and high-quality home learning submission Positive behavior in and outside classes and during trips/events Self-responsibility and positive attitude in lessons and at all times in an out of school Cooperative, supporting peers needing help and respectful towards all 	As per need Maximum 5 house points at a time	Subject Teachers and Form tutors

The Manchester School		GEMS Education	
PUNISHMENT	EXAMPLES OF NEGATIVE BEHAVIOUR	DURATION	BY WHO
1	Verbal reminders/warning and	Maximum 3 verbal	Subject teacher or Form
2	Exclusion within the class for quiet reflection time followed by incident slip. (Parents informed and incident slip)	Isolation in class/ 1 day break detention	Subject teacher or Form tutor
3	Exclusion away from the class to do community service in HOKS room followed by yellow report for two weeks. (Parents informed and yellow report signed)	2 hours suspension away from class in HOKS' office or 2 days break detention followed by yellow report for 2 weeks Incident slip	Head of Year
4	Class to do community service in HOKS office followed by Orange report for two weeks to take responsibility of behavior and conduct in school and bus (parents called for a meeting with HOKS and orange report signed)	HOKS office suspension or community service followed by two weeks on orange report Bus exclusion for a week	Head of Key Stage
5	2 days suspension away from the class to do community service in HOS office followed by Red report and break time community service for two weeks to take responsibility of behavior and conduct in school and bus. (parents called for a meeting with HOS and red report signed)	2 full days exclusion in HOS office community service followed by community service for 2 weeks in break time and 2 weeks on red report.	Principal And SLT
6	3 days suspension for self-reflection followed by meeting SLT meeting with parents and behavior contract signed. May also lead to Non-renewal for	Permanent suspension from bus Suspension for three days and behavior contract signed (signed by student and parents. Can lead to Non-	Principal And SLT

Certain disciplinary action will be fast tracked by Principal depending on the seriousness of the incident

Stepped Response



Behaviour Policy



- Behaviour is considered inappropriate if it is not in-line with The Winchester School's policies and/or The KHDA Parent-School Agreement. Refer to the school policies. Not following a policy or meeting an expectation is classed as inappropriate behaviour. Any instance of inappropriate behaviour will be subject to one or more consequence /sanctions. These will be determined by the severity and persistence of the inappropriate behaviour and the circumstances.
- We are committed to working in partnership with parents. If a child's behavior is of concern we will contact the parents and ask for their support in dealing with any issues that arise.
- In the very unlikely event of more serious or persistent misbehaviour, more serious sanctions may need to be applied. Parents would always be informed if their child's behavior was reaching this level of concern. At this stage a member of the School Leadership Team would be involved.

Behaviour Policy



- The school has the right to issue warning letters to a student for any behavioural issue. This may include to sign an undertaking when necessary.
- ** The school reserves the right to suspend a student for up to three days in case of a serious behavioural issue, after obtaining KHDA approval.
- ** The school reserves the right to not re-enroll students for the following academic year when behavioural issues are repeated. This will be documented by the school through the issuance of dated warning letters supported with evidence and after obtaining KHDA approval.

Use of Devices



- Students are not permitted to use mobile phones in school premises (including in lessons, lunchtimes, break times or after school whilst still on the premises or at any other times.)
- Students must take full responsibility for their own devices (iPad /laptops). The school is not responsible for the security or transportation of personal devices.
- Device needs to be kept in silent mode until instructed by teacher.
- Students may only use devices (laptop/iPad /tablet which does not have any kind of SIM or data package) when in lessons and directed to do so by the supervising teacher.

Use of Devices



- Devices like iPad or laptops should not be used during assessments, unless otherwise directed by a teacher or for any non-instructional purposes.
- Students can only connect to the Internet gateway provided by the school. Students should not log onto any other wireless connections or hotspots while at school.
- If they bring mobile phones to contact parents after school, then mobile phone must be secured in student's bags and switched off or silenced at all other times. They can only use them after school outside school premises.
- Students are not permitted to capture, transmit or post photographic/ inappropriate images/videos of any person on campus for personal reasons or to be posted on public and/or social networking sites.
- To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network. Non-compliance will result in loss of the ability to bring personal devices to school for a period to be determined by the school.





Subjects Studied at Key Stage 3

- Arabic
- Islamic for Muslims and PSCHEE for Non Muslims
- English
- Mathematics
- Science
- UAE Social Studies
- History
- Geography
- French
- ICT
- Moral Education

In each subject your child is taught

- Knowledge and Understanding of the subject
- Subject skills
- Cross –curricular skills
- Thinking skills and personal capabilities such as working with others and self management.

Key Stage 3 Assessment



- **To improve your child's learning , we need to know:**
 - ✓ What stage they are at in their learning
 - ✓ How well they are doing
 - ✓ How can we help them do better

- **We assess each child's learning through**
 - ✓ Classroom observation
 - ✓ Discussion and asking questions
 - ✓ Notebook works
 - ✓ Class tests
 - ✓ Tasks and assessment activities
 - ✓ School examinations.

Key Stage 3 Assessment



ASSESSMENT AND REPORTING SYSTEM

	TERM 1	TERM 2	TERM 3
YEAR 7 TO 9	Ongoing Formative captured in lessons+ Summative Assessment	Ongoing Formative captured in lessons	Summative Assessment at the end of Term For Overall grade – Term 1 , 2 and 3 grades are averaged.

Key Stage 3 Assessment



International benchmark Assessments

CAT4 for Year as specified by KHDA
Progress Tests in English and Maths for Year 7-9 and in Science for 8 and 9
PASS for Year 7-9.
NGRT For Year 7 to 9



Key Stage 3 Assessment



Some examples of formative assessment are:

- Quizzes
- Multiple-choice questions
- Reading or observing student work (either during or after a lesson)
- Live marking (marking pupils' work as they are completing it)
- Breaking a complex task down into several smaller parts and assessing one part at a time.
- Spelling and vocabulary tests
- Filling in blank knowledge organizers
- Written plans
- Questioning
- End of Unit Tests

Notebooks and Workbooks



- All students must have notebooks in English, Math, Science , French, Arabic , Islamic , UAE SST.
- Workbooks are provided in Arabic, Islamic, English, Math, Science , French, History and Geography.
- Students are expected to complete the work in workbooks as per teacher direction and the remaining work can be used for practice and self assessed.
- Notebook guidelines shared in the notebooks must be closely followed by students to maintain a high standard in work.

STUDENT PROFILES-PERSONALISATION



- Students have completed their student profiles last year. They must update the information for this academic year and share with their form tutors.
- New students can prepare the profiles and share with their respective Form tutors.

My Profile					
Name: Class and Section: Age as on 31st August 2021: Medical conditions/allergies/dietary restrictions: My siblings (Name, Age, School and Class):				<div style="border: 1px solid black; padding: 10px; width: 100%;"> My Photograph </div>	
My Strengths (Any three): My areas of further development (Any three): <ul style="list-style-type: none"> • My likes: • My dislikes: 					
My Academic Record					
Subjects and Grades	English	Maths	Science	Arabic	Humanities
EOY Grades 2020-21					
CAT 4	Verbal Score	Quantitative Score:	Spatial Score	Non-Verbal Score	
Progress Test	PTE:	PTM:	PTS:		

STUDENT PROFILES-PERSONALISATION



- This would positively impact their profile not only for university applications but is a good self-reflection for each child parent and school to ensure holistic growth and progress.

Things I enjoy most in my lessons or like about my learning:

Things I like the least in lessons/about my learning:

Strategies that I use or will use to I engage better and maximise my participation in my lessons:

My participation in the extracurricular/enrichment activities (Last academic year 2020-21):

(Please mention by writing Yes/No against each category and, if the response is Yes, also mention the capacity in which you participated. e.g. I chaired/cochaired/participated in debates or discussion /led the debate or any session/presented paper on /won the best delegate awards, certificates or accolades etc. Or I participated in the inter or intra school competition or national or international competition held by..... (Name of the organising authority)

- WINMUN:
- Technobizad:
- Leading/participating in Clubs:
- Debates:
- Poem Recitation:
- Story Writing:
- Diplomathon: Yes/No

Continued Focus on Reading



- Our focus on Reading continues and this year onwards this will form a part of our reporting .
- Students are shared with a list of books they must read along with digital links for online versions.
- Each student is expected to read a minimum of 3 books per term.
- Based on the number of books read students will be provided with awards and rewards.



Continued Focus on Reading



Award	Term 1	Term 2	Term 3
Bronze	3 books read and review submitted	6 books read and review submitted	9 books read and review submitted
Silver	4 books read and review submitted	7 books read and review submitted	10 books read and review submitted
Gold	5 books read and review submitted	8 books read and review submitted	11 books read and review submitted
Platinum	6 books read and review submitted	9 books read and review submitted	12 books read and review submitted

Additional Learning Opportunities



- ❑ **Student led After School Club** - Astronomy club, Book Club, Cooking Club, MUN, Debate, Dance, Music, Chess, Art, Science Club and many more.
- ❑ **Additional Learning Opportunities**- International School Trips, Overnight Camping Trips, Field trips, Participations in MUN, Debates, Diplomathon, World Scholars Cup, Olympiads, Participation in FLN, Technovision, Learning Market, WIN MUN, STEAM Carnival, International Coding Competition etc.
- ❑ **Leadership Enhancement**-All students get opportunities to enhance leadership by leading and organising assemblies, leadership positions, clubs and initiatives etc.
- ❑ **Student Initiatives** - All Students are encouraged to share their talents, community awareness by initiating programmes/ activities for their peers.
- ❑ **Sports** – We have opportunities for our students to showcase their sports skills and we have various sports team for both the boys and girls- Football, Basketball, Cricket, Volley ball, Net ball, Tennis, athletics, swimming etc



Enhanced Curriculum Provisions



- ❖ Vex robotics kits
- ❖ 3D Printer
- ❖ Lego kits
- ❖ Art Room
- ❖ Science Labs
- ❖ Food and Nutrition Lab
- ❖ Sports Areas





The Duke of Edinburgh's International Award

Proud to be doing

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



www.gemseducation.com



The Duke Of Edinburgh's International Award



What is involved?

The Award is comprised of three levels and four sections. Participants complete all four sections at each level in order to achieve their Award. At Gold level, participants also complete a Residential Project.

The three levels to the Award:

Bronze: for those over 14 years.
6 months minimum participation.

Silver: for those over 15 years.
12 months minimum participation

Gold: for those over 16 years.
18 months minimum participation





The 4 Sections

- **Volunteering** (Helping younger children at brownies / cubs, charity shop, student librarian, volunteer at park run (Lydiard park), helping older People, gardening or cleaning, coaching at a sports club, etc.)
- **Physical** (Running or cycling, either with a club or keeping a log of personal achievements, dance, any sports club, fitness classes, horse riding, etc.)
- **Skill** (Music exam, any extra GCSE tutoring outside school, dog training, drama (Les Miserables), flying / gliding, public speaking, art, painting, sketching, dance, cooking etc.)
- **Expedition (2 day, 1 night expedition, Must undertake a practice expedition and training first, You will plan your own route, be completely self-sufficient for 2 days, walking in groups of 4-7 friends)**

About
an
hour
per
week

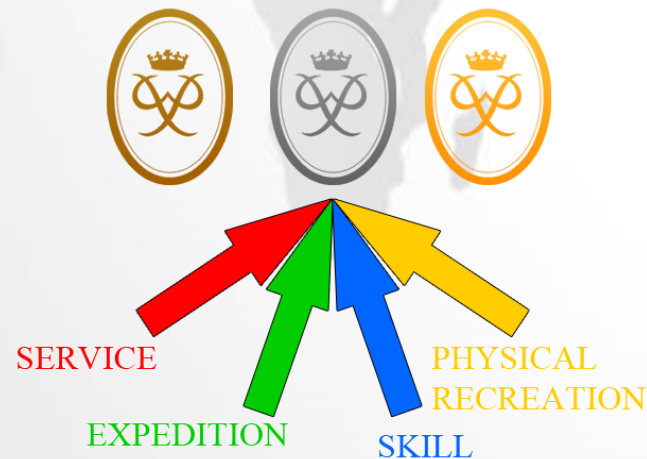




The 4 Sections

Volunteering	Physical	Skill	Expedition
3 months	3 months	3 months	Plan, train for and undertake a 2 day, 1 night expedition

All participants must undertake a further 3 months in one of the volunteering, physical or skills sections



WHOM TO MEET?



- **Ms. Anna Francis** (Head of Curriculum Enrichment and Innovation)
- **Mr. Sushil Kumar** (PE Department)



Competitions



- ❑ School encourages all students to participate in various competitions both inside and outside school, all details of the events will be communicated with parents. Any update on the opportunities upcoming can be found on the WIN Enrichment Hub Website Link:

<https://winenrichmenthub.wixsite.com/home>



WIN Volunteering Program



Purpose and Aims of the WVP

Volunteer work presents a great opportunity for teenagers to prepare for the future, as well as to improve their communities. In addition to boosting socializing skills and awareness of local organizations and social issues, high school students who volunteer often may have an advantage over their peers when headed off to college.

Benefits of Volunteering

Organisational Skills

Network and collaborate

Learn new skills and technology

Discover the strengths

Make an impact

Gain insight into workplace culture

Create pathways to job after high school



Procedures and Guidelines



- Every student needs to complete the WVP form and submit to the Head of Key Stage by 15th September 2022 for interest in the in-school volunteering activities.
- The Volunteering hours in school is scheduled and students provided a dedicated time by the Head of Key stage.
- Every student must maintain a log of their volunteering activities and time from the respective staff member for in school and person in charge for activities outside school. Students may collect the Volunteering Logs from their Head of Key Stage.
- Students submits a portfolio after all the necessary hours of work have been completed. Content should include the following items:
- Completed self-evaluation form
- Completed Volunteering log and Evaluation Form from the staff member /person in charge.

Certificate Awarding



Phase	No. of Hours completed per year	Certificate awarded
Primary	5 hours	Bronze Commendation Certificate
	10 hours	Silver Commendation Certificate
	15 hours	Gold Commendation Certificate
	20 hours	Platinum Commendation Certificate
Secondary (Key Stage 3 and 4)	10 hours	Bronze Commendation Certificate
	15 hours	Silver Commendation Certificate
	20 hours	Gold Commendation Certificate
	25 hours	Platinum Commendation Certificate
Sixth Form	22 hours	Bronze Commendation Certificate
	40 hours	Silver Commendation Certificate
	60 hours	Gold Commendation Certificate
	75 hours	Platinum Commendation Certificate

After School Enrichment Activities

ASA - ENRICHMENT & SPORT PROGRAMMES - TERM 1			
School	No.	Activity	Schedule
WIN	1	STEM: Robotics, Coding & 3D Designing (5-16 years old)	Wednesday
	2	Blended Math & English (6+)	Wednesday
	3	Artificial Intelligence & Robotics (Yr3+)	Monday
	4	Dance (FS)	Monday
	5	Dance (Primary & Secondary)	Monday
	6	Woodworking	Tuesday
	7	Fun with Numbers	Tuesday
	8	Science Magic (FS)	Wednesday
	9	Science Magic (Primary & Secondary)	Wednesday
	10	Internet of Things	Thursday
	11	3D & Graphic Designing	Tuesday
	12	Football	Monday Wednesday
	13	Cricket	Tuesday
	14	Tennis	Wednesday Thursday
	15	Basketball	Monday Thursday
	16	Badminton	Wednesday
	17	Gymnastics	Tuesday Wednesday
	18	Karate	Thursday

CAREER OPPORTUNITIES



How we help our students to get prepared future careers -

- Encourage students to have a track of Activities from Year 7
- Internship and volunteering opportunities
- Options Introduction Assembly in Year 8
- Option Awareness Assembly in Year 9
- Options Evening for students and parents.
- Career Assemblies and Fairs
- Work experience opportunity
- Study skills workshops
- We guide through application processes

CAREER COUNSELOR



- If you wish to meet the Career Counselor, email the subject of meeting to the counselor .
- You will then receive a confirmation E-Mail with the time slot regarding our meeting .
- Keep your HOY and HOK in Cc for any appointments by mail.
- For the career updates and opportunities – Encourage your child to Regularly check the Information boards and Key Stage 3 boards.

<https://careerswinchester.blogspot.com/>



CELEBRATIONS



We have a very strong REWARD system-

- House points
- Star of the month
- Certificates to recognise students efforts and achievements in class
- Recognition during Assemblies
- GEMS Jewels of Kindness and Respect
- Gold Leaf Award in every term
- Principals' Letter of Appreciation
- Annual Prize day
- Sheikha Fatima Award
- Academic Awards
- GEMS Awards
- Special Categories Awards

Please share your child's achievements outside school with us so that we can recognise these as well.





SAFEGUARDING AND CHILD PROTECTION





Designated Safeguarding Lead
Harpreet Kaur, Vice Principal

Deputy Designated Safeguarding Lead
Mr. Neijin Pathrose, Head Health and Safety





How can you help?

Healthy living-

- Eating healthy - plenty of water
- Diet rich in fibre – vitamins and proteins
- Healthy routine – sleep, exercise, playtime, reading
- Quality family time

Engage in your child's learning-

- Do suggested activities in the Family Learning Newsletter
- Use Resources on Phoenix
- Ensure Weekly Home Learning is completed.
- Encourage your child to study daily
- Play educational games





Whom to Contact

Pastoral Issues	Subject Issues	Specific Issues
Form Tutor	Subject Teacher	Head of Key Stage
Head of Year	Head of Department	Head of Well Being
Head of Key Stage	Secondary Teaching & Learning Coach	Head of Secondary
Head of Secondary	Head of Secondary	

Parent –Teacher Communication



- For Any meeting with the teacher , parents need to write an email and take prior appointment.
- All meetings with teacher will take place after 2: 30 p.m.
- **Emails** -Teachers will get back to you within 24 hours. Teachers will be unable to reply to any emails during contact time.
- If there is any urgent message, we request you to call the School reception and leave a message. The teacher will call you back during her non-contact time.
- We will stay in close contact with you. This will be through our website, e-learning platform, calls, meetings, webinars, orientation workshops, assemblies, weekly updates and emails.





QUESTION AND ANSWER SESSION





Thank you for attending the Orientation

USE THE BELOW LINK OR SCAN THE QR CODE
TO SHARE YOUR VALUABLE FEEDBACK

<https://bit.ly/3qfHYfB>



Best Wishes for a successful Year 2022 -2023

