



مدرسة جيمس وستمينستر رأس الخيمة  
**GEMS Westminster School**  
RAS AL KHAIMAH

## **PARENT HANDBOOK**

### **2023-2024**

**'One Tribe. One Family'**



# Welcome to our school!

It is with pleasure that I extend to you a warm welcome to the GEMS Westminster School Ras Al Khaimah website. As Principal, I am delighted to be leading the school at this exciting stage of its development.

At GEMS Westminster School Ras Al Khaimah, we are committed to providing a first-class education for our boys and girls. We have high aspirations for all of our students and believe that education is the passport to your child's future. We have high expectations and a proven track record of academic excellence. At WSR we will provide quality education with an outstanding record in nurturing confidence and developing our students to exceed their potential. We have forged strong partnership links with local businesses and local universities to support and advise our students on post-Grade 12 education, careers events and academic mentoring.

We achieve continued success because learning at WSR is an exciting experience of exploration and discovery. The curriculum offers a range of subjects for all our students to enable them to succeed. We understand that every student has different motivations and interests and our aim is to help everyone to develop their talents wherever they lie. A comprehensive team provides additional support for those students with special educational needs and English as an additional language.

We expect a high level of commitment from all students both inside and outside the classroom. Away from the classroom there are numerous clubs and opportunities that run after school as well as at weekends. Individual and group achievements are recognised and celebrated on a daily basis in class, assemblies and in subject classes. Our elected Student Council gives our students a real voice within the school. Our motto is One Tribe, One Family, which reflects our belief that it takes a community to instil and

reinforce excellence. Through close collaboration with our WSR families, from home to school, our students are raised to be kind, caring and bright, and to excel in academic subjects, creative arts and sports.

WSR graduates exude confidence in their abilities, empowered with the knowledge that they are ready for the journey that is life. We want our students to become global explorers who are intellectual, articulate, thoughtful and empathetic, who are socially, ethically and environmentally responsible.

GEMS Westminster School Ras Al Khaimah, opened in 2013, is part of the GEMS Education group, one of the largest private K-12 education providers in the world, where 'We see genius in every child'.

I look forward to working with our community to continue to build a successful educational legacy for our children today and the generations that follow.

Kind Regards,

NicoleHaynes

نيكول هايانس

**CEO & Principal**

مديرة المدرسة

**OneTribeOneFamily**



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## About GEMS

GEMS Westminster School –Ras Al Khaimah, (WSR) offers the internationally recognised National Curriculum for England and prepares students to take the International General Certificate of Secondary Education (IGCSE) courses and A Level Examinations of the Universities of Cambridge and London (UK).

Presently, the school offers National Curriculum for England from Early Years Foundation Stage to Grade 11, and in successive years the school will naturally expand and introduce higher education programmes.

## GEMS Education

WSR-RAK is part of the GEMS Education network which has been in the education sector for over 50 years and has a global network of award-winning international school. The GEMS global network of an award-winning international schools provides a high quality, values-based education learning to over 142,000 students from 151 countries, employing over 11,000 education professionals, specialists and staff from around the world.

Over the past 3 years GEMS students have been accepted to 590 universities in 41 countries. Our students have won over 700 regional and international awards.

### Innovative New Building and Facilities

The school provides high quality, affordable education to students of all nationalities. The elegant, spacious well-designed classrooms and outstanding campus, well suited to create the perfect creative blend so necessary for a multi-cultural setting that well suits learning and provides quality education that is the hallmark of GEMS schools. Our outstanding facilities include; an indoor sports hall, outdoor football pitch, basketball court, cricket nets, outdoor multi-games courts, music, art and science labs, ICT labs, library and indoor play areas.



### Innovative New Building and Facilities

School teams and clubs are established in basket- ball, football, cricket, badminton, table tennis, and athletics, Eco, Arabic and EAL (English as Additional Language). After school activities like Music, art, dance, drama, public speaking, Digital learning, magazine and newspaper work are also offered to engage the interest and enthusiasm of all students.

## **GEMS Core Values**

We know academic performance is important because academic qualifications are the passport to accessing a good university but we believe a values-based education is of equal importance. GEMS values driven education is expressed through our four core values which are woven into every curricular offered by GEMS Schools and are at the core of our DNA. They are not symbolic; we live and breathe them.

Our values are at the heart of everything we do...

### **CARE**

I respect the needs of my stakeholders. I ensure they feel listened to and cared for.

### **ONE TEAM**

I am a team player. I work with the bigger picture in mind. I put the team's needs ahead of my own.

### **EXCELLENCE**

I dream big, setting ambitious goals, delivering the highest quality and aiming to be the best at what I do.

### **ALWAYS LEARNING**

My open-minded curiosity fuels my love for learning. I ask questions and listen so that I continuously learn and improve.

### **Vision**

To educate and empower our students to be self-directed progressive learners who are confident, compassionate, and accomplished.



### **Mission**

We recognise that each child is an individual; that all children are creative; that all children need to succeed. Our school will promote a safe, orderly, caring, and supportive environment. We will strive to have our parents, teachers, and community members actively involved in our students learning.

1. To have parents who are:

- ❖ Valued
- ❖ Engaged in their children's learning
- ❖ Supportive home-school team players

2. To have teachers who are:

- ❖ Dedicated, caring & skilled professionals.
- ❖ Are committed to life-long learning.
- ❖ Committed to the holistic development of their students.
- ❖ Positive team players in the pursuit of excellence for GWS-RAK

3. To be school that:

- ❖ Is caring
- ❖ Puts students learning at the centre of all we do.
- ❖ Promotes holistic student development.
- ❖ Continually self-evaluates for improvements.
- ❖ Values, models & reinforces GEMS core values.

4. To have students who:

- ❖ Actively participate in a balanced, engaging & challenging curriculum.
- ❖ Develop the life-long learning skills, self-motivation, values & traits to be successful in both present & future.
- ❖ Have their individual needs met.
- ❖ Become productive, internationally minded citizens

**Motto:**

We take care of ourselves and each other. One Tribe One Family.

**WSR five core values:**

1. Integrity
2. Responsibility
3. Respect
4. Honesty
5. Tolerance

## Our Community:

“We believe very passionately in helping all of our students reach their full potential. We see our parents as central to that aspiration, and seek to give them the information, tools and resources to help your children be the best they can be”

WSR aims for excellent partnerships with parents at all times. Parents are our guests and are welcomed and valued. We acknowledge the important role parents and the community play in educating our children. As such, we open our gates and minds to the many possibilities, encouraging parents to become involved.

### GEMS Parental Engagement Programme:

The GEMS Parental Engagement Programme was launched in 2009 with the goal of improving student achievement. A priority in every GEMS school, this initiative requires strategic and on-going support of parents to help further student progress. Demand for the programme is evident by the tens of thousands of parents who participate in Parental Engagement events and activities in our schools.

Schools facilitate regular opportunities for parents to understand the value of engagement and help develop their skills to assist learning at home. GEMS ensures the school infrastructure and professional development to integrate parents into teaching and learning, and provides information, tips and resources on both parenting and how to support the ‘3-a-day’ approach at home, on a dedicated Parental Engagement app, <https://oasis.gemseducation.com/>

### Parent Representatives:

Support for the school community from the parents is important and most welcome. The Parents’ Association has clearly stated guidelines: to build and strengthen the school community through the organisation of social and support activities. Matters to do with the academic and administrative organisation of the school are strictly outside their brief. Details of upcoming events are provided by contacting the PRE: [josephine.a\\_wsr@gemsedu.com](mailto:josephine.a_wsr@gemsedu.com)

### The 3-a-day Approach:

GEMS encourages parents to make family learning part of their lifestyle by reminding them to do three of the most effective engagement activities everyday:



- Talk about learning
- Share learning
- Encourage learning

*We call this approach to engaging parents, “3-a- day”*



By **talk about learning**, we mean have regular two-way conversations about what your child is thinking and learning - this means listening too.

- ❖ Ask questions about the world around us, support with repetition, and extend learning by introducing new vocabulary, ideas and examples.
- ❖ This best done without TV, phones or distractions.

By **share learning**, we mean experience or do learning focused activities together. The types of activities will change as children grow older.

- ❖ Read together (proven best activity for Primary children)
- ❖ Explore and experiment with new things (kitchen science, building, learning through play, etc.)

By **encourage learning**, we mean specifically praising the progress and efforts children make to learn. This is perhaps the most important of the three daily habits.



- ❖ Give specific feedback on how/what they are learning (simply state what they are learning)
- ❖ Role model a positive attitude towards learning, teachers, and school.
- ❖ Role model perseverance and discipline – show your child that you stick with challenging tasks.

- ❖ Set and guide their daily routines – this also promotes independence, stability, and confidence
- ❖ Set high standards and realistic expectations
- ❖ Discuss and agree on what is expected academically, behaviourally, and socially.



We integrate 3-a-day into classroom routines, and re-mind busy families to “talk about, share, and encourage” learning daily, in their own way or style.

Even parents who do not speak English or feel they lack the skills/confidence to support the curriculum, can do “3-a-day” in their home language, and be strong role models of learning.

At every age or stage, we hope that “talk, share, and encourage” become healthy family learning habits, which stay with students throughout their school careers and develop as their needs change.

See the GEMS dedicated Parental Engagement Website,

<https://www.gemseducation.com/gems-families/gems-parents/parent-engagement/> for suggestions on how to “talk, share, encourage” and reminders to “do your 3-a-day.”

“We welcome parents to support our children’s learning”



## Learning Together:

We believe that education is a lifelong process concerned with the transmission of traditional values, the development of self-discipline as well as the acquisition of knowledge skills and understanding in the key learning areas of the curriculum.

GEMS WSR ensures all students have the essential skills to achieve in later life and opportunities to excel in every subject. WSR provides:

- ❖ A strong core curriculum that supports literacy and numeracy
- ❖ MOE guidelines and regulations in Arabic, Islamic, Social Studies and Moral Education.

All students follow the national curriculum (except in Arabic, Islamic, Moral Education and Social studies.

### Primary – Key Stage 1 & 2

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life.

All students study the MOE core curriculum of Arabic, Social Studies and Islamic

Other subjects which will be covered include:

- ❖ Languages English and Literacy (across learning)
- ❖ Modern Languages – French – Grade 1 onwards
- ❖ Mathematics and Numeracy (across learning)
- ❖ Expressive Arts (Art, Music)
- ❖ Sciences
- ❖ ICT
- ❖ PSHE/ Citizenship through our House Activities Programme.

### English & Literacy

Literacy is at the heart of children's learning, and is central to their intellectual, social and emotional development. We place a high priority on developing in children the ability to use Literacy and English skills appropriately in Primary to ensure they have a sound

basis for their development as lifelong learners, enabling them to reach their full potential. Literacy skills are developed in varied ways and through differing and meaningful contexts, including interdisciplinary approaches through other areas of the curriculum.

### Listening and Talking

We develop children's listening skills through techniques designed to extend children's capacity to listen and talk purposefully, to share and question ideas and opinions respectfully, and to communicate clearly. Children become confident individuals through interacting effectively with others. We provide opportunities to communicate in a range of contexts, for relevant and real purposes and audiences.

### Reading

We have a comprehensive approach to teaching reading which incorporates introduction to a variety of texts and integrating reading across the curriculum through our DEAR Programme (Drop Everything and Read).

### Writing

We aim to develop a high level of skill in writing and a secure understanding of how written languageworks.

### Mathematics and Numeracy

It is vital that children gain understanding of mathematical concepts through experience. This happens with structured mathematical activities in a relevant context. There is a strong emphasis on pupils having a firm grasp of number facts and developing the ability to use them in mental calculations. Mathematics is structured within three main categories – number, money and measure, shape, position and movement and information handling.

## Secondary – Key Stage 3

GEMS WSR is committed to providing a curriculum that is challenging, broad, balanced and is appropriate to each child's ability. Grade 6 consists of a strong core of subjects to ensure the basic skills are embedded. Literacy and numeracy skills are delivered through English and Mathematics lessons. Students follow a three-year programme in Key Stage 3 subjects with all students completing Key Stage 3 at the end of Grade 9.

The National Curriculum is delivered to all students, and there is a strong emphasis on differentiated teaching and resources to ensure that each student is fully included and challenged.

All students study the core curriculum Arabic, Social Studies, Islamic, Moral Education, English, Mathematics and Science. Other subjects which will be covered include:

- ❖ Art
- ❖ Modern Languages – French
- ❖ Geography / History
- ❖ PSHE
- ❖ ICT
- ❖ Music
- ❖ Physical Education

### Age related Expectations Model for Assessment

#### Refer to 'Curriculum Handbook'

By the end of each key stage, pupils are expected to know, apply, and understand the matters, skills and processes specified in the relevant programme of study National Curriculum.

Students are assessed using:

- ❖ Ongoing, teacher-led assessment against the National Curriculum.
- ❖ Summative teacher assessment and external testing e.g., GL Progress Tests, IGCSEs, A-Levels and PISA Based Tests for Schools.

The WSR assessment model on three key principles:

1. Assessment judgements must be fair and transparent and understood by all (students and parents)
2. Measures of both progress and attainment are important for understanding student performance.

3. A broad range of information is used to help parents understand how well their child is performing.

As part of our reporting system student progress and achievement are communicated in terms of descriptive profiles against baseline assessments and the programme of study your child is learning in the National Curriculum.

### Assessment and Reporting

#### Refer to 'Curriculum Booklet'

Regular assessment ensures that students' progress is carefully monitored and underachievement is addressed in a purposeful and timely manner.

This is achieved through:

- ❖ Close scrutiny of class work and homework
- ❖ Moderation of student work against national standards and targets
- ❖ Modular assessments at regular intervals throughout a subject course
- ❖ End of term assessments prior to the recording of termly reports.

The information collected forms an ongoing student profile. Individual progress, both academic and social, is carefully monitored and reviewed by the Head of Section.

### External Examinations

Eventually, students at GEMS WSR will take IGCSE, AS and A Level examination, plus benchmarking tests such as CAT4 and GL Tests. PISA and other external tests may be organized by MOE.



## Wellbeing:

GEMS WSR operates with continuity of support for wellbeing across the school whilst at the same time having the structures, philosophy and practice to effectively support age appropriate practices in all K-stages.

### Pastoral Care

#### Class Teachers and Form Tutors:

We are totally committed to providing the absolute best for our students. Being a small school with a family-oriented ethos, we aim to foster close cooperation between parents and staff. By working closely together we can ensure that the students are safe, happy and well cared for in their day-to-day lives at school.

Pivotal to the pastoral care programme is the role of the Form/Class Tutor, who has daily contact with the students and who is able to help with the pupils' personal daily organisation, deal with any concerns that may arise and monitor the academic and social progress of their tutees within school. The Class/ Form Tutors have close contact with the parents through informal conversations and emails; this means that problems can be quickly and effectively resolved. Messages can be communicated quickly between staff, so that any matters that arise can be dealt with quickly and efficiently by Heads of Section.

#### Students are rewarded for:

Effort in Class; Progress in Class; Helping another Student; Helping a teacher; Upholding GEMS Core Values; Contribution to House; Contribution to Community; Student Leadership; Extra-curricular Participation; Other; Attendance and Punctuality; Achievement and Effort in Lessons; School Events; Helpful to Others; Improvement in Work; Improvement in Behaviour; Excellent Contribution to Class Discussion; Excellence in Work; Improvement in Attendance; Extra-curricular Achievement;

#### How we support students at the WSR:

Inclusion is about making schools a pleasant and humane place to work and learn for everyone. It is about improving schools both in an academic sense but also socially. We place emphasis on valuing individual differences irrespective of social and/or cultural background, disability, or difficulty in learning so that all pupils fulfil their goals and aspirations.

#### Inclusion at WSR is built on the following principles:

- ❖ We believe that all our pupils may require support at some time in their school career
- ❖ We always do our best to ensure that all pupils can access the mainstream curriculum and make excellent progress in their lessons
- ❖ We communicate quickly and appropriately with pupils, parents and staff to best remove barriers to learning
- ❖ All teachers are teachers of students with Special Educational Needs

The support Programmes offered to pupils are flexible and varied. After assessing a child's needs, support might include small group work, intensive literacy work or support from a Teaching Assistant in the classroom. We hold regular multi-professional meetings which ensure that we develop pupils through praise and encouragement, appropriate teaching and frequent monitoring and feedback

#### Discipline:

*'I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humour, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or de-humanized'. Teacher and Child (1975) Dr Haim Ginott.*

At GEMS WSR we use a range of strategies to support the students in managing their Behaviour. Every teacher at GEMS WSR uses a range of strategies within the classroom as well as during the course of other activities. Teachers at GEMS WSR have high expectations of the students academically and in terms of Behaviour. Some of these strategies include encouragement, praise, rewards and both positive and negative consequences for behavioural choices.

### Our School rules

1. "Everyone has the right to learn."
2. "Everyone has the right to be treated with respect."
3. "Everyone has the right to learn and play in a safe environment"



### House System

The school has four Houses -Amber, Emerald, Ruby and Sapphire. A House Leader, who has the overall responsibility of all students in their respective Houses, leads each House. They are also responsible for the House activities which are held at school.

### Health and Safety

Health and safety of all at WSR is a priority. Please note the following:

The school nurse maintains students' medical files, and a visiting doctor supports the MOH (Ministry of Health) health initiatives. Every student has a medical file and a log is kept of all treatment. Teachers send sick students to the nurse, who provides care and treatment and inform the parents. The nurse will accompany emergency cases to hospital if parents are not available.

"School should be a safe place for all students to learn and play and it is a job of each teacher and administrator to ensure that safety"

Hospital trips – in case of a medical emergency requiring your child's hospitalization, the school Doctor will assess the situation. If the Doctor feels that we should not wait for the parents or ambulance to arrive (the ambulance is often delayed), we will transport your child immediately to the hospital in a school vehicle. If you object to this, please inform the school medical team in writing. We will send home a 'Consent

to treat' form for you to sign permission. Please keep your sick child at home, for his/her health and as germs spread quickly at school. If your child is absent due to a contagious illness (e.g. chicken pox, measles etc.), the school Nurse/Dr must sign a 'fitness to return back to class's slip before your child joins back.

Children found with head lice will be asked to remain at home until clear, as lice spread very quickly through school.

### Students are encouraged to be healthy

Students learn how to maximise their physical, emotional and spiritual well-being through a programme of personal, health, social, career and emotional awareness (PHSCE) through House Activities Lessons. GEMS WSR offers a minimum of two periods of Physical Education per week.

### Canteen

The canteen offers a range of snacks at break times on a cashless payment system. Parents can upload money online or pay the cashier. Students/staff may visit the canteen at Break times, before and after school. Students need to bring a healthy packed lunch and a water bottle, so students stay active and bright.



# Information A-Z:

“Knowledge will bring you the opportunity to make a difference”  
- Claire Fagan

## Punctuality and Attendance

Outstanding attendance is essential if students are going to achieve their full potential. GEMS WSR works with parents to ensure that we meet our attendance targets. Parents play the most significant role in ensuring that attendance and punctuality are outstanding.

WSR asks parents to:

- ❖ Refrain from organising family holidays during term time.
- ❖ Contact the school on the first day of absence, explaining the reason and the expected length of absence
- ❖ Write a note to their teacher to bring on the first day of their return
- ❖ Arrange medical and other appointments outside school hours where possible

We expect all our students to be at school by 07:30am and the daily morning line-up and national anthem starts at 07.40am. We request you to inform school (email or call) if your child is absent. However, if you are unable to contact the teacher our policy is to contact the parents of any absent children on day one.

## Birthdays:

Students may wear coloured clothes to school on their birthday. Please refrain from bringing in Birthday cakes or sweets, as we do not promote unhealthy, sugary foods and some children suffer with food allergies.

## Bus Transport:

Bright Bust Transport (BBT) school buses are available, where feasible, to pick and drop students to/from their homes, for trips, sports match and competitions. BBT charges school for the use of buses, so charges must be collected from the parents for trips as appropriate. Meet the BBT CustomerCare Executive for details of available routes, cost and timings.

**Contact BBT:** BBT Bus Transport Customer Care Executive (CCE). **Mr. Yousaf Rasheed** [yousaf.rasheed@sts-group.com](mailto:yousaf.rasheed@sts-group.com) at +971 529015646 or 800 STSS (7877)

## ID Cards

A GEMS Student ID Card (see examples below) is a single means of identifying each GEMS student and contains information such as the student's name, photograph, grade, class, and transportation details, as well as parent contact information. The card also contains a barcode unique to each student which can be used to access school facilities such as transport, catering and library (where applicable).



## How do I get a GEMS Student ID Card?

Each student will be automatically issued a GEMS Student ID card, pouch and lanyard (with safety release) which will be dispatched directly from the school and sent to your child's classroom.

## Why my child was not issued a GEMS Student ID Card?

If your child has not received a Student ID Card, please contact Mr. Yousaf Rasheed -Bus Coordinator.

## Are any additional fees payable for this service?

The card will be issued free of cost. Replacement cards will be charged at AED20.

Students must wear ID cards at all times.



“Education is simply the soul of a society as it passes from one generation to another.” – G.K. Chesterton

#### Damage to School/Personal Property:

Wilful damage to school, bus or personal property is not allowed and will be charged for. This includes drawing/writing on desks, chairs, walls and etc.

#### Speaking English at WSR:

Although all languages are respected and valued, WSR is an English medium school. Lessons are delivered through the medium of the English language, apart from Arabic, Islamic and French. Students are expected to speak English around the school, including during Breaks.

#### Items not allowed at GEMS WSR:

No electronic equipment (MP3 player, mobile phone, PSP, DS etc.) is to be brought into WSR unless authorised by HOS.

#### Dispersal / Pickup time:

In order to ensure the safety of our children, all our parents should pick up their children from the main play area at 2:45pm and not go to their classroom/s. Again, this not only ensures the safety for our children but helps our children become more independent and responsible and ensures that dispersal is orderly and classes are not disturbed.

#### Gate timings:

The school gate usually opens at 7:40 am (not earlier) on school days (8:30am on non-school days) for your convenience. However, teachers are only on duty from 7:40 am, therefore if you drop off your child in school before 7:40am they are to be seated quietly in reception.

Please note that children will be considered late after 7:45 am. All side entrance doors, including the main entrance gates, will be closed after 8:00 a.m. Children and parents will not be permitted to enter the school unless they have a valid reason to do so. In the case when your child is late to school due to a valid reason please stop at the Front Office (Reception) to register your children.

#### Fire Drill/Lockdown procedures:

Fire Drill and Lockdown procedures are carried out each Term. On hearing the fire alarm bell, all staff, guests and students must leave the building in a calm, orderly manner, proceeding to the prearranged assembly point (Visitors' Car park area and Bus Parking area). Fire escape routes are posted up in all classrooms and offices. Exit arrows and signs are clearly visible in corridors.

During the lockdown procedure students and staff should stay in the classroom and lock their doors, switch off the lights in the classroom, close window shades. Students should hide themselves at the back of the classroom, stay calm and quiet till they hear the voice of the commander that is safe to be out.

#### Planners:

We encourage regular communication between school and home as parents are our partners in education. The students' Planner is an excellent medium of communicating with the class teacher or subject teacher about regular concerns and for sharing information. Please read your child's Planner on a daily basis, to check homework and sign any notes or circulars/letters of information and send it back with your child each day.

#### Library:

Our school Libraries is managed by two full time librarians, providing a selection of reading material, library competitions, newspapers, reference materials, fiction, non-fiction books and periodicals, including internet access.

- ❖ All children visit the library regularly with their teacher once a week to borrow new books or read together.
- ❖ A library period is part of every student's English curriculum.

A replacement charge will be levied for lost or damaged books (including reading books).

#### Child Care Facilities – KG1 students only



To ensure the safety of your child in school, we request that you pick up your KG child from the classroom at 12.30pm promptly, and your Grade 1-12 child from the Playground at 2:45 pm. If you arrive earlier than 12.30pm/2:45 pm, kindly wait at the reception. If you are later than 12:30 pm please collect your KG child from the Late Room. If you are unable to collect your KG child at 12.30pm, there is paid creche available until end of the school day.

#### Lost Property:

Items of lost property are stored in the 'Lost and Found' box. Valuable items are kept in the safe by the Admin Officer. Non-collected items are sent to charity at the end of each Term. Please name all your child's belongings so that lost items can be returned to your child if found.

#### Excursions:

Educational trips are organized to reinforce meaningful learning and are linked closely to the curriculum. Written permission must be obtained from a parent/guardian for any child to leave school during the day. These outings are supervised and accompanied by teachers at all times. Trips are approved by MOE as per their policy.

#### Newsletters:

A School Newsletter is published regularly. It will be emailed to all our parents and uploaded on our school website. A class newsletter will be issued regularly by each class teacher, to inform, update, and celebrate success and to share students' learning with parents.

#### Communication:

##### Finding out about your child's progress

Parents play a crucial role in ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at WSR. We regularly provide parents with information and data to ensure they are informed of their child's progress. Parents are regularly given feedback from every subject through progress reports. Each grade will have a formal Parents Conference meeting. Parents are invited to contact their child's Grade Leader in the interim.

#### School Bags:

Wheelie bags are **not be allowed**. Please ensure you purchase a sensible backpack that supports your child's back.

#### Uniform

What uniform do students wear at WSR?

Students must wear correct uniform at all times. This includes on their way to, at, and on the way home from the school. It is a symbol by which students are recognised within the community and it fosters a sense of pride for, and respect of, the learning environment. All uniform must be worn professionally. Uniform must conform to the uniform policy and must be purchased from our supplier.

#### Proper Uniform for Boys:

1. Prescribed school trouser & shirt
2. School Tie
3. ID- cards with blue or red string,
4. Proper school shoes (black),
5. PE uniform with proper PE shoes (children are only allowed to wear sports shoes without spikes under).

#### Proper Uniform for Girls:

1. Prescribed PE uniform,
2. Prescribed school shirt, knee covered skirt (If you are wearing a short skirt then you should wear a knee length covered tights),
3. Scarf,
4. ID- cards with blue or red string,
5. Proper school shoes (black)
6. PE uniforms with proper PE sports shoes

School uniform Threads Store in Al Naeem Mall

Tel.+971.7.2080 087

Shop #: S-05, Level 2, Opp. Burger King,  
Al Naeem Mall, Ras Al Khaimah, UAE.

E-mail : [support@threadsme.com](mailto:support@threadsme.com)

#### School Contact Details:

For general enquiries or to speak with a teacher, please call 072035999

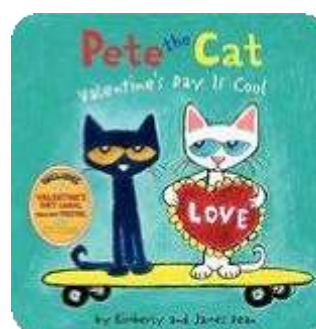
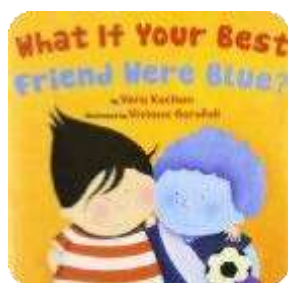
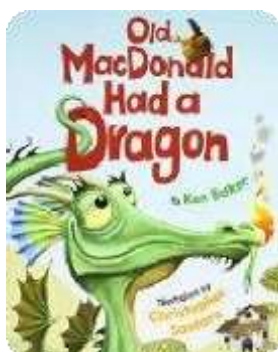
.....  
...Fax: 07 2268777

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For general enquiries please email:  
[Info\\_wsr@gemsedu.com](mailto:Info_wsr@gemsedu.com)



“There are many little ways to enlarge your child’s world. Love of books is the best of all.” – Jacqueline Kennedy Onassis

Grade	Suggested Reading List
3	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/reading-list-for-year-3-pupils-ks2-age-7-8/">http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/reading-list-for-year-3-pupils-ks2-age-7-8/</a>
4	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-4-pupils-ks2-age-8-9/">http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-4-pupils-ks2-age-8-9/</a>
5	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-5-pupils-ks2-age-9-10/">http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-5-pupils-ks2-age-9-10/</a>
6	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-6-pupils-ks2-age-10-11/">http://schoolreadinglist.co.uk/reading-lists-for-ks2-school-pupils/suggested-reading-list-for-year-6-pupils-ks2-age-10-11/</a>
7	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-7-pupils-ks2-age-11-12/">http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-7-pupils-ks2-age-11-12/</a>
8	<a href="http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-8-pupils-ks3-age-12-13/">http://schoolreadinglist.co.uk/reading-lists-for-ks3-pupils/suggested-reading-list-for-year-8-pupils-ks3-age-12-13/</a>
9	<a href="http://upload.reactcdn.co.uk/wren/uploads/asset_file/Year-nine-reading-list-2013.pdf">http://upload.reactcdn.co.uk/wren/uploads/asset_file/Year-nine-reading-list-2013.pdf</a>



“Education’s purpose is to replace an empty mind with an open one”. Malcolm S. Forbes

**Term Dates Calendar**

Event	Date
First Day in Term 1	28 <sup>th</sup> August 2023
Last Day in Term 1	8 <sup>th</sup> December 2023
First Day in Term 2	2 <sup>nd</sup> Jan 2024
Last Day in Term 2	22 <sup>nd</sup> March 2024
First Day in Term 3	15 <sup>th</sup> April 2024
Last Day of Academic Year	28 <sup>th</sup> June 2024
Mid-Term Break	18 <sup>th</sup> October 2023 – 22 <sup>nd</sup> October 2023

**Secondary School Timings 2022/23 Grade 6-12**

Day	Monday	Tuesday	Wednesday	Thursday	Friday
L1: 8.00 – 8.50am					8.00 – 8.45am
L2: 8.55 – 9.45am					8.50 – 9.35am
B1: 9.45 – 10.15am	Grade 6 – 8 Outside Grade 9 – 12 In Class				9.35 – 9.50am
L3: 10.15 – 11.05am					9.50 – 10.35am
L4: 11.10 – 12pm					10.40 – 11.25am
L5: 12.05 – 12.55pm					
B2: 12.55 – 1.25pm	Grade 6 – 8 In Class Grade 9 – 12 Outside				
L6: 1.25 – 2.15pm					

**Primary School Timings 2021/22 Pre-K-Grade5**

	PreK and KG1		KG2 to Grade 2			Grade 3 to Grade 5		
	Mon - Thurs	Friday		Mon - Thurs	Friday		Mon - Thurs	Friday
Classroom	7:40am	7:40am	Classroom	7:40am	7:40am	Quadrangle	7:40am	7:40am
R	Registration: 07:45am – 08:00am	Registration: 07:45am – 08:00am	R	Registration: 07.45am - 08.00am	Registration: 07:45am – 08:00am	R	Registration: 07.45am - 08.00am	Registration: 07.45am - 08.00am
Lesson 1	8:00am- 8:45am	08:00am-08:45am	Lesson 1	08:00am-08:45am	08:00am-08:45am	Lesson 1	08:00am-08:45am	08:00am-08:45am
Lesson 2	8:50am – 9:35pm	08:50am-09:35am	Lesson 2	08:50am-09:35am	08:50am-09:35am	Lesson 2	08:50am-09:35am	08:50am-09:55am
Lesson 3	9:40am – 10:25am	09:40am-09:55am (Break )	Lesson 3	9:40am – 10:00am 10:00am – 10:25am ( Break )	09:40am-09:55am ( Break )	Lesson 3	09:40am-10:25am	09:40am-09:55am ( Break )
Lesson 4	10:25am - 11:10am	09:55am -10:40am	Lesson 4	10:25am-11:10am	09:55am -10:40am	Lesson 4	10:25am-10:45am 10:45am-11:10am ( Break )	09:55am-10:40am
			Lesson 5	11:15am-12:00am		Lesson 5	11:15am-12:00am	10:45am-11:30am
Lesson 5	11:15am – 12:00pm	10:45am-11:30am	Break	12:00am-12:20pm	10:45am-11:30am	Break	12:00am-12:20pm	
Whole class reading	12:00pm – 12:30pm		Lesson 6	12:25pm-01:10pm		Lesson 6	12:25pm-01:10pm	
			Lesson 7	01:15pm-02:00pm		Lesson 7	01:15pm-02:00pm	
Dispersal	02:15pm	11:30am	Dispersal	02:15pm	11:30pm	Dispersal	02:15pm	11:30pm



### Contacts at the WSR:

If you have any concerns about attendance, punctuality or your child's welfare, please contact your child's Tutor or Grade Leader in the first instance. If you are unable to get a satisfactory.

#### **Primary Subject Leaders**

Ms. Ruhin Merchant	English	<a href="mailto:ruhina.m_wsr@gemsedu.com">ruhina.m_wsr@gemsedu.com</a>
Ms. Asma Chougale	Maths	<a href="mailto:asma.c_wsr@gemsedu.com">asma.c_wsr@gemsedu.com</a>
Ms. Emelyn Cangrejo	Science	<a href="mailto:emelyn.c_wsr@gemsedu.com">emelyn.c_wsr@gemsedu.com</a>
Ms. Rafael	ICT	TBC
Mr. Ahmed Youssry	PE	<a href="mailto:Ahmedyoussry.z_wsr@Gemsedu.com">Ahmedyoussry.z_wsr@Gemsedu.com</a>

#### **Primary Grade Leaders**

Parul Yagnik	<b>KG2</b>	<a href="mailto:parul.y_wsr@gemsedu.com">parul.y_wsr@gemsedu.com</a>
Leina Mahdi	<b>G 1</b>	<a href="mailto:leina.m_wsr@gemsedu.com">leina.m_wsr@gemsedu.com</a>
Preeti Charles	<b>G 2</b>	<a href="mailto:preeti.c_wsr@gemsedu.com">preeti.c_wsr@gemsedu.com</a>
Demetrius Dizon	<b>G 3</b>	<a href="mailto:demetrius.d2_wsr@gemsedu.com">demetrius.d2_wsr@gemsedu.com</a>
Hina Parveen	<b>G 4</b>	<a href="mailto:hina.p_wsr@gemsedu.com">hina.p_wsr@gemsedu.com</a>
Yashmika Singh	<b>G 5</b>	<a href="mailto:yashmika.s_wsr@gemsedu.com">yashmika.s_wsr@gemsedu.com</a>

#### **Primary Directors of Learning**

Ms. Christiana	<b>PreK and KG1</b>	<a href="mailto:christiana.b_wsr@gemsedu.com">christiana.b_wsr@gemsedu.com</a>
Ms. Paramprit	<b>KG2 and Grade 1</b>	<a href="mailto:paramprit.k_wsr@gemsedu.com">paramprit.k_wsr@gemsedu.com</a>
Ms. Ummehani	<b>Grade 2 and Grade 3</b>	<a href="mailto:ummehani.e_wsr@gemsedu.com">ummehani.e_wsr@gemsedu.com</a>
Ms. Swati	<b>Grade 4 and Grade 5</b>	<a href="mailto:swati.k_wsr@gemsedu.com">swati.k_wsr@gemsedu.com</a>

<b>Pastoral Leaders</b>	<b>Grade</b>	<b>Email</b>
Ms. Portia Matibela	G 6-7Girls	<a href="mailto:portia.m_wsr@gemsedu.com">portia.m_wsr@gemsedu.com</a>
Vacancy (TBC)	G 6-7Boys	
Vacancy (TBC)	G 8-9 Girls	
Ms. Marwa Khanfar	G 8-9Boys	<a href="mailto:marwa.k_wsr@gemsedu.com">marwa.k_wsr@gemsedu.com</a>
Ms. Indrani Mondal	G 10, 11 and 12	<a href="mailto:indrani.m_wsr@gemsedu.com">indrani.m_wsr@gemsedu.com</a>
Ms. Dhanya Surendradas	G 10, 11 and 12	<a href="mailto:dhanya.s_wsr@gemsedu.com">dhanya.s_wsr@gemsedu.com</a>
<b>Curriculum leaders</b>	<b>Subject</b>	<b>Email</b>
Vacancy (TBC)	Secondary English	
Ms. May Sakr	Secondary Mathematics	<a href="mailto:may.s_wsr@gemsedu.com">may.s_wsr@gemsedu.com</a>
Ms. Hadir Ashraf	Head of Chemistry	<a href="mailto:hadir.a_wsr@gemsedu.com">hadir.a_wsr@gemsedu.com</a>
Mr. Alfonso Inocencio	Head of Physics	<a href="mailto:alfonso.i_wsr@gemsedu.com">alfonso.i_wsr@gemsedu.com</a>
Ms. Rimjhim Joshi	Head of Biology	<a href="mailto:rimjhim.j_wsr@gemsedu.com">rimjhim.j_wsr@gemsedu.com</a>
Ms. Melvin Ashly	KS3 Science Lead	<a href="mailto:melvin.a_wsr@gemsedu.com">melvin.a_wsr@gemsedu.com</a>
Mr. Temitope Olusayo	Head of Performing Arts	<a href="mailto:temitope.o_wsr@gemsedu.com">temitope.o_wsr@gemsedu.com</a>
Ms. Reshma Ravindran	Head of Humanities	<a href="mailto:reshma.r_wsr@gemsedu.com">reshma.r_wsr@gemsedu.com</a>
Mr. Ali Ezzat	Grade 6 -12: Arabic & Social Studies A	<a href="mailto:aliezzat.e_wsr@gemsedu.com">aliezzat.e_wsr@gemsedu.com</a>
Ms. Saima Naz	Grade 6 -12 Islamic	<a href="mailto:saima.n_wsr@gemsedu.com">saima.n_wsr@gemsedu.com</a>
Mr. Sujith Thankachan	Secondary PE	<a href="mailto:sujith.t_wsr@gemsedu.com">sujith.t_wsr@gemsedu.com</a>
Mukta Nair	Moral Education, PSHE and Social Studies B	<a href="mailto:mukta.n_wsr@gemsedu.com">mukta.n_wsr@gemsedu.com</a>
Ms. Blessy Varghese	Business & Economics	<a href="mailto:blessy.v_wsr@gemsedu.com">blessy.v_wsr@gemsedu.com</a>
Vacancy (TBC)	Secondary Computer Science	



### Useful Contacts:

<b>Role:</b>	<b>Name:</b>	<b>Contact:</b>
Principal	Ms. Nicole Haynes	<a href="mailto:info_wsr@gemsedu.com">info_wsr@gemsedu.com</a>
Vice Principal	Mr. Mohsin Ibrahim	<a href="mailto:Mohsin.i_wsr@gemsedu.com">Mohsin.i_wsr@gemsedu.com</a>
Head of Secondary (Grade 6-12)	Ms. Chantelle Sargeant	<a href="mailto:Chantelle.s_wsr@gemsedu.com">Chantelle.s_wsr@gemsedu.com</a>
Head of Primary (Pre-K to Grade 5)	Ms. Ilne Gevers	<a href="mailto:ilne.g_wsr@gemsedu.com">ilne.g_wsr@gemsedu.com</a>
Head of Arabic and Islamic Studies and Social Studies Department	Mr. Ismail Saidi	<a href="mailto:ismail.s_wsr@gemsedu.com">ismail.s_wsr@gemsedu.com</a>
Deputy Head of Primary	Mr. Martin Hutchin	<a href="mailto:martin.h_wsr@gemsedu.com">martin.h_wsr@gemsedu.com</a>
Deputy Head of Primary	Mr. Ashkelon Govender	<a href="mailto:ashkelon.g_wsr@gemsedu.com">ashkelon.g_wsr@gemsedu.com</a>
Deputy Head of Secondary	Ms. Ciara Lillis	<a href="mailto:ciara.l_wsr@gemsedu.com">ciara.l_wsr@gemsedu.com</a>
Deputy Head of Secondary	Ms. Uzma Akram	<a href="mailto:uzma.a2_wsr@gemsedu.com">uzma.a2_wsr@gemsedu.com</a>
<b>Directors of Learning:</b> EYFS (KG2- G1) (G 2-G 3) (G 4 – G 5)	Ms. Christiana Bamidele Ms. Paramprit Kaur Ms. Ummehani Mohammed Ms. Swati Kamble	<a href="mailto:christiana.b_wsr@gemsedu.com">christiana.b_wsr@gemsedu.com</a> <a href="mailto:paramprit.k_wsr@gemsedu.com">paramprit.k_wsr@gemsedu.com</a> <a href="mailto:ummehani.e_wsr@gemsedu.com">ummehani.e_wsr@gemsedu.com</a> <a href="mailto:swati.k_wsr@gemsedu.com">swati.k_wsr@gemsedu.com</a>
<b>Directors of Learning</b> Key Stage 3 (Grades 6 and 7) Key Stage 4 (Grades 8, 9 and 10) Key Stage 5 (Grade 11 and 12)	Ms. Nourhane Ausman Ms. Remya Unnikrishnan Mr. Temitope Olusayo	<a href="mailto:nourhane.a_wsr@Gemsedu.com">nourhane.a_wsr@Gemsedu.com</a> <a href="mailto:remya.u_wsr@gemsedu.com">remya.u_wsr@gemsedu.com</a> <a href="mailto:temitope.o_wsr@gemsedu.com">temitope.o_wsr@gemsedu.com</a>
Teaching & Learning Coach	Ms. Tanisha Campbell	<a href="mailto:tanisha.c_wsr@gemsedu.com">tanisha.c_wsr@gemsedu.com</a>
Head of Examinations	Ms. Minahil Kamran	<a href="mailto:minahil.k_wsr@gemsedu.com">minahil.k_wsr@gemsedu.com</a>
SEND Coordinator	Ms. Abir Sadek	<a href="mailto:abir.s_wsr@gemsedu.com">abir.s_wsr@gemsedu.com</a>
School Counsellor Secondary	Mr. Joe Sebastian	<a href="mailto:joe.s_wsr@gemsedu.com">joe.s_wsr@gemsedu.com</a>
School Counsellor Primary		
Student Welfare Officer	Ms. Hassina Muhammad	<a href="mailto:hassina.m_wsr@gemsedu.com">hassina.m_wsr@gemsedu.com</a>
Parent Relations Executive (PRE)	Ms. Nourhan Ahmed	<a href="mailto:Nourhan.a1_wsr@gemsedu.com">Nourhan.a1_wsr@gemsedu.com</a>
Manager of School Operations	Mr. Tapan Bhatt	<a href="mailto:tapan.b_wsr@gemsedu.com">tapan.b_wsr@gemsedu.com</a>
Registrar	Ms. Genesa Paler	<a href="mailto:registrar_wsr@Gemsedu.com">registrar_wsr@Gemsedu.com</a>
BBT Bus Transport Customer Care Executive (CCE)	Mr. Yousef Rasheed	<a href="mailto:sde-wsr@bbt.ae/">sde-wsr@bbt.ae/</a> <a href="mailto:yousaf.rasheed@sts-group.com">yousaf.rasheed@sts-group.com</a>
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