



CBS

**CREATIVE
BRITISH SCHOOL**

**PARENT / STUDENT
HANDBOOK 2019 - 2020**



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1. Welcome

Creative British School, Abu Dhabi (CBS) opened in September 2014. Our goal is to provide an outstanding college preparatory educational program of British Curriculum, using English Language.

In September 2014, Creative British School opened in Mussafah East, Abu Dhabi including one Science Laboratory, library, 2 computer suites, two sports halls, an outdoor shaded play area, well equipped Kindergarten play area and an outdoor sports grass turf.

Our program runs from KG to Grade 12 and the staff inspire excellence in academics and lifelong learning, continually improving and building a British curriculum encouraging the students and molding them to be well rounded students and citizens of the world.

Creative British School believes that interaction outside the classrooms such as joining interschool competitions leading to international competitions will give the students an opportunity to develop their emotional and social intelligences.

Our management has provided an ambient atmosphere with smart learning systems (i.e. interactive boards, mobile projectors) to enhance and simplify education. We also have advanced science laboratories (Biology, Chemistry and Physics), fully networked computer labs, a comprehensive collection of books in our library and creative activity rooms to improve group learning. We also have CCTV cameras and a trained security team deployed around the campus to ensure the safety of our students.



2. CBS Leadership Team

Board of Governors

DESIGNATION	NAME
Chairman / Owner	Dr. Ibrahim
Governor	Mr. Salman
Chief Financial Advisor, PACE Schools	Mr. Aseef
Governor	Mr. Abdulla
Governor	Mr. Zubair

Senior Leadership Team

DESIGNATION	NAME
Principal	Ms. Karen Robinson
Dean of Students	Ms. Toni Degnian
Head of Secondary	Mr. Sami El Shafie
Head of Primary	Ms. Chris Kotze
Head of Ministry Subjects	Ms. Sarab Ramadan
PODCO	Ms Ceanlia Vermeulen

Support Team

DESIGNATION	NAME
Head Administrator	Mr. Shuhaib Delambabi
Chief Accountant	Mr. Ahamad Junaid
Registrar	Mr. Rasheed Ali
Uniforms & Books	Mr. Mohamed Ebrahim
IT	Mr. Muhammed Riyas
Receptionist	Ms. Mariam Issad
Counselor	Ms. Suhana Akbar
Front office Coordinator	Ms. Khadeeja Kamal
HR	Ms. Ayisha Fijas
PRO	Mr. Fijas K.B
Arabic Secretary	Ms. Somia Fehidgja

Meetings

TEAMS	SCHEDULE
Governors Meeting	Termly or when necessary
Senior Leadership Team	Weekly
School Development Plan	Termly
Heads of Section	Fortnightly
Teacher Planning	Weekly
SENCO/PODCO / Counselor	Weekly
Administration	Fortnightly
Staffing	Fortnightly
Committees	Termly or when necessary

3. Vision and Mission Statement

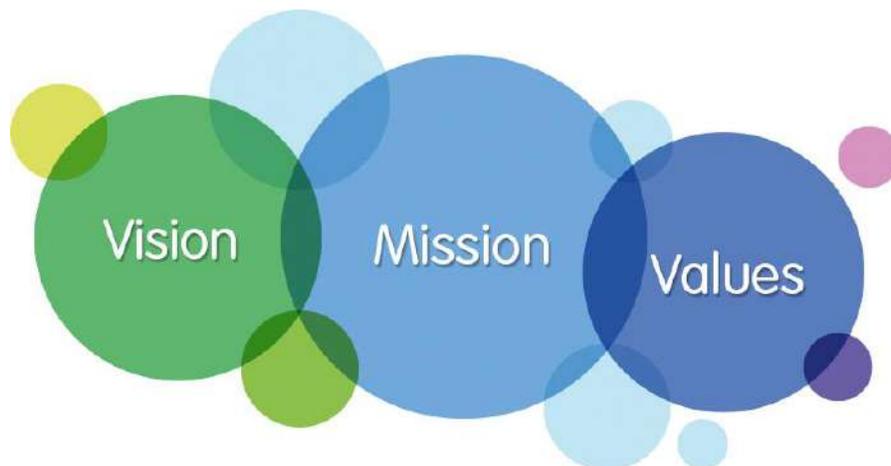
Our vision is to provide educational excellence, creating responsible, successful global citizens prepared for the future with moral, ethical and spiritual world values.

INSPIRATION, ASPIRATION and ENCOURAGEMENT.

We aim to in-still in our students the idea that learning is a lifelong process. We understand that modern educational institutes, if they are to be effective, are required to provide students with the 21st century skills essential to develop as individuals and succeed as part of a demanding global workforce.

We will encourage, support and provide all students with the opportunity to achieve their greatest overall growth potential through the concept of realistic expectations and delivery of a differentiated and inclusive curriculum. We will provide our students with access to the latest internet communication technology, information necessary to allow students to be competitive in the current academic race.

The school will provide a safe and nurturing environment, where students, parents and staff members are motivated towards a mutual love of learning and satisfaction with their achievements. Aware that this requires the energy of many to support a successful learning program, we aim to provide a comfortable and inviting atmosphere for parents, staff members, students and the greater school community; an atmosphere in which open communication is encouraged and appreciated.





Commitment

Creating an ethos where spiritual life and moral values underpin all that we do. Showing loyalty to our peers, students, staff members and our school.

Dedication to personal achievement and ownership of our learning and growth. Willingness to work to our full potential and respect for our school's guidelines, regulations and beliefs.



Opportunity

To develop confidence through accountability, confidence and participation. Considering one's own and others' strengths and abilities for growth. To set personal as well as group goals for improvement and to pursue individual and school interests in order to broaden one's experiences.



Respect

To display positive behaviour at all times, valuing all members of the school community and showing respect and pride in our school environment. Displaying tolerance for others' beliefs, religions and points of view while embracing the UAE culture, environment and traditions.



Excellence

To be proud of our own and others' personal achievements. Produce work of the highest personal quality. Setting high standards in behaviour, work ethic and academic achievement. Making the best of our talents, time and resources while improving our weaknesses and deficiencies.

4. Curriculum

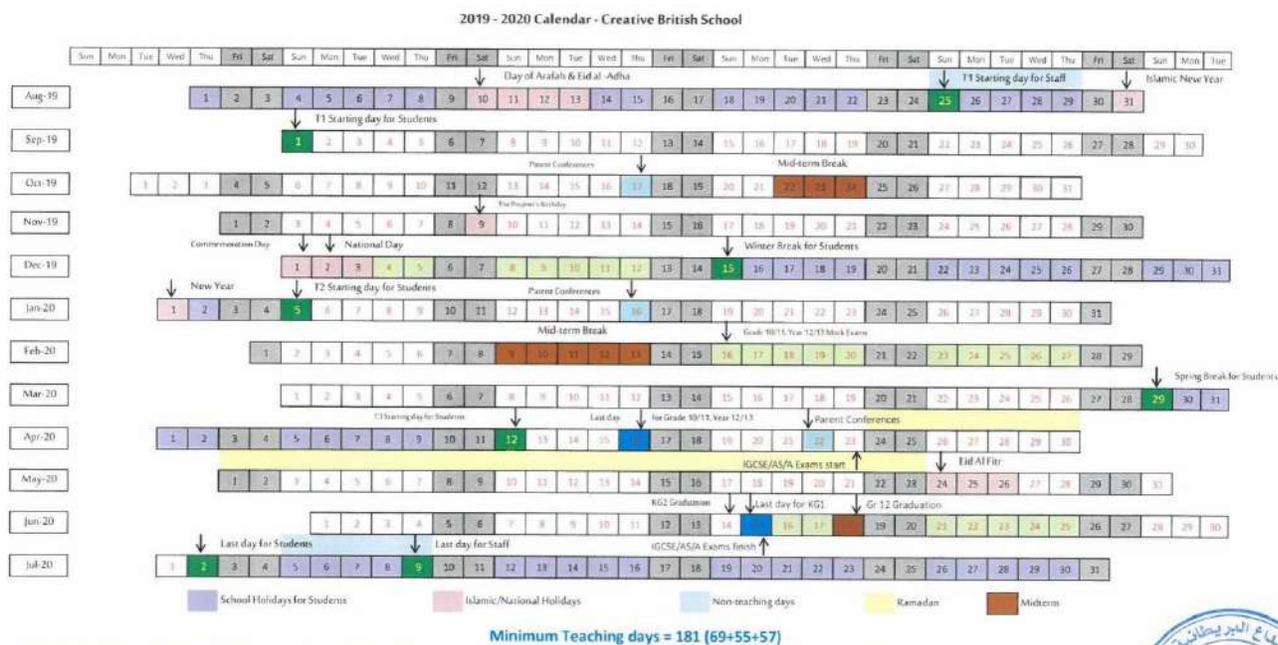
The Creative British School is a thriving British Curriculum School located in the center of Mussafah's commercial area. A member of the PACE education group, CBS offers high quality education to approximately one thousand students aged 3.8 to 18. The curriculum is modelled on the English National Curriculum, IGCSE (International General Certificate of Secondary Education) and A Level exams with The International Cambridge examination board.

The National Curriculum of England is followed in Primary and ensures that all students receive the same high standard of education irrelevant of which class they are in. From Grade 9, students study the IGCSE programme to complete their International General Certificate of Secondary Education (IGCSE) in Grade 10, 11 or 12.

The Curriculum is divided into three parts: Kindergarten (KG), Primary (Grades 1 to 5), Secondary (Grades 6 to 12).



5. School Academic Calendar



* National/* Religious holidays may change, and are subject to officials announcement. Schools need to abide by holidays as will be announced if different from dates on calendar

* For exam days, students leave school at the end of the examination session

* Schools must include CA days on calendar and state students continue normal day

* Last teaching day for Grades/Years 10,11,12 and 13 (must note exam days for such grades)

* Grade 12 graduation on school campus



6. School Terms & Hours

The academic year has 3 terms.

Term 1 – Sep - Dec

Term 2 – Jan – Mar

Term 3 – Apr - Jun

Each week has five working days – Sunday to Thursday (barring holidays)

- Students should arrive at school **no earlier than 7:00 a.m. and before 7:15 a.m.** on school days.
- The first bell sounds at 7:20 a.m. when all students, grades 1-12 are expected to be in their lines ready for assembly.
- Registration begins at 7:30 a.m.
- Period 1 begins at 7:40 a.m.
- There is a 10 minute morning break and 20 minute lunch break.
- KG1 Students complete their learning program at 11:30 am.
- KG2, Primary and Secondary Students finish at 2:10 pm.



7. School Timings

Creative British School Hours 2019-2020

KG 1	KG2 – Grade 2	Grades 3-5	Secondary Girls	Secondary Boys
Registration 7:30-7:40	Registration 7:30-7:40	Registration 7:30-7:40	Registration 7:30-7:40	Registration 7:30-7:40
	1) 7:40 – 8:25	1) 7:40 – 8:25	1) 7:40 – 8:25	1) 7:40 – 8:25
	2) 8:25 – 9:10	2) 8:25 – 9:10	2) 8:25 – 9:10	2) 8:25 – 9:10
	3) Break 9:10 – 9:20	3) 9:10 – 9:55	3) 9:10 – 9:55	3) 9:10 – 9:55
Play Area 9:15 – 9:30	4) 9:20 – 10:05	4) Break 9:55 – 10:05	4) Break 9:55 – 10:05	4) 9:55 – 10:40
	5) 10:05 – 10:50	5) 10:05 – 10:50	5) 10:05 – 10:50	5) Break 10:40 – 10:50
11:20 – 11:35	6) 10:50 – 11:35	6) 10:50 – 11:35	6) 10:50 – 11:35	6) 10:50 – 11:35
Busses 11:35	7) Lunch 11:35 – 11:55	7) 11:35 – 12:20	7) 11:35 – 12:20	7) 11:35 – 12:20
	8) 11:55 – 12:40	8) Lunch 12:20 – 12:40	8) Lunch 12:20 – 12:40	8) 12:20 – 1:05
	9) 12:40 – 1:25	9) 12:40 – 1:25	9) 12:40 – 1:25	9) Lunch 1:05 – 1:25
	10) 1:25 – 2:10	10) 1:25 – 2:10	10) 1:25 – 2:10	10) 1:25 – 2:10
Termly Clubs will occur on Sundays from 2:10 to 3:10 for KG2 – Grade 12 and 11:35 to 12:35 for KG1. Dates will be advised separately.				

8. Punctuality and Attendance

- Punctuality and Attendance at school are essential for all students.
- All students are required to be in their assigned seats when the teacher is ready to start the lesson.
- Students cannot excuse themselves from attending school.
- Student attendance is continually monitored and progression to the next year level or graduation could be affected.
- Unauthorized absences may affect promotion to the next grade level.
- Students are not permitted to leave school during school hours (including breaks) unless they have a written permission from the school's Principal, Dean of Students or Head of Section.
- Appointments should be scheduled after school hours. In case of emergencies please discuss with the Head of Section.
- Students who are absent for any length of time cannot be accepted back into class without a valid parental written reason or prior permission from the Principal.
- Attendance will be recorded on the report card.
- **Excused Absences Include**
 - ✓ Medical Certificate
 - ✓ Visa or Passport Related
 - ✓ Parental written reason with prior permission from the Principal

- **Unexcused Absences Include**
 - ✓ Any absences without informing the school
 - ✓ Any absences without a medical certificate / visa or passport related documentation
 - ✓ No prior permission from the Principal

- **Lateness**
 - ✓ All students must register with Ms Khadeeja if they are arriving late to school i.e. after 7:20a.m.
 - ✓ Students using the School bus should report directly to their Class / Homeroom Teacher.

9. Communication

- **Daily:**
 - ✓ **KG-Grade 5** – Daily – email Teacher / Head of Section or administration as required.

- **Activities:**
 - ✓ Each month the calendar of events will be posted on the school website.

- **Newsletters:**
 - ✓ **KG-Grade 2** – Termly - hard copies provided and published on the website.
 - ✓ **KG-Grade 2** – Weekly Homework Plan with other important information.
 - ✓ **Primary** – Termly - hard copies provided and published on the website.
 - ✓ **Primary** – Weekly Homework Plan with other important information.
 - ✓ **Secondary** – Termly – published on the website.

- To view all the details please visit www.cbsabudhabi.com

10. Academic Placement

The student selection process includes assessments and interviews with prospective students and their parents.

Criterion for acceptance into classes is a combination of age and academic attainment, with age acting as a limiting factor. An assessment placement test is administered to determine the student's standard in English and Mathematics. If more information is required by the school, then a further, more specific examination may be sat and/or a formal interview with the Principal or Head of Section.

There are no academic requirements for acceptance into the kindergarten. Readiness for formal education is a must.





11. School Rules

School rules are designed to maintain a safe and orderly learning environment. School rules apply at school, on school buses, during co-curricular activities, on field trips and school- sponsored events. The rules are stated below, and the examples provided are illustrative rather than comprehensive.

Tardiness

- Students must arrive to school no later than 7:20 a.m. Late students must report to Room 3 to sign in as being late.
- Students must be on time for all classes. All lateness to class and to school is recorded and a letter sent to parents monthly.

End-of-Day Dismissal

- Only KG to Grade 2 parents can collect their children from their classrooms at the end of the school day. Other students will be waiting in the courtyard to be collected, if walking home and near the Gym if being picked up by parents in a car.
- Parents must ensure that their children do not stay on school premises more than 30 minutes after school finishes.
- Students who are involved in after-school programs or activities must be collected promptly at the time the activity or program is assigned to end.
- Parents who are consistently late in collecting their children will be called for a meeting with the Principal.
- If parents/guardians of students cannot pick up their children from school, then they should send an email or a letter informing the school of the identity of the person collecting the child. Otherwise, the teacher will not allow the student to leave the school with that person.

Leaving Class or School

- Students are not allowed out of class unless they have a pass from a teacher. A pass is required at all times, including visits to the washrooms, clinic, library, or main office. If the occasion arises between classes, the student is expected to obtain the approval and a pass from the teacher teaching the next class.
- Students are not allowed to leave the school premises during the school day. If a student has to leave school:
 - The parent/guardian must submit before 8:00 am a written request to the principal stating therein the time and reason for departure. If approved, the principal will have a permission slip prepared for the student to leave. The parent/guardian must collect the student personally from Room 3.
- If the parent/guardian cannot pick up their child, they should send with the person picking up their child an official letter signed by them authorizing the person to do so.
- In case of illness or injury, students should visit the school nurse. If the student needs to leave school, the nurse notifies the parents. Parents will pick up their child and collect the permission slip from Room 3.

Class Preparation

- Students should come to class with all homework completed and with the required books and learning materials.



Classroom Conduct

- Students should be respectful at all times and abide by all classroom rules and regulations.

Food and Beverages

- Students are not allowed to eat in library, laboratories, and other areas in which beverages and food are prohibited.
- Students are not permitted to chew gum on school premises or in school-sponsored events.
- Parents are encouraged to send with their children healthy snacks. Junk food (i.e., chips, candies, lollipops, and soft drinks) is strictly prohibited in school.
- Ordering food from restaurants is not permitted.
- Bringing food to share with other students is not permitted.

Cleanliness/Tidiness

- Students must maintain the cleanliness of their classrooms.
- Students must dispose their litter in the appropriate bins.
- Students must not write on or scratch their desks or chairs. This act is considered vandalism.

Playground

- Students must dispose their litter in the appropriate bins.
- Students should remain on the playground where they are under supervision. Leaving the playground to other undesignated areas is not permitted.
- Students should follow the safety rules and procedures when using play equipment.

Hallways & Stairways

- Students should move to and from classes in an orderly and quiet manner. Students must refrain from running, pushing, or shouting.
- Students should walk up any stairway on the right and walk down any stairway on the right to ensure the safe movement of all students and staff.

Profanity and Violence

- Students are prohibited from the use of profanity and rude language.
- Students are prohibited from verbally or physically assaulting a staff member or student.
- Students are prohibited from fighting of any kind.

Bullying & Cyberbullying

- Bullying and cyberbullying in any form will not be tolerated.
- Any student who uses a device to threaten an illegal or immoral act, to use vulgar language, to intimidate or harass another person, who creates fear, causes disruption in school, or interferes with the rights of another person in the school community will be subject to disciplinary consequences.

Vandalism

- Students are forbidden from damaging school property (i.e., desks, bulletin boards, and white boards) or others' property.
- Students are prohibited from drawing and writing on school property or others' property.
- The school may request that the students/parents reimburse the school the cost of the item damaged by their child.

Prohibited Articles and Electronic Devices

- Students are prohibited from carrying personal items disruptive to the educational process. These include but are not limited to cell phones, cameras, and toys. All confiscated items will be returned according to the rules for confiscated mobile phones.
- Students may be permitted to bring certain articles for specific educational activities.

Prohibited Substances

- Students are prohibited from possessing or using tobacco, medwakh, and other substances on school premises, at school-sponsored events, and outside the school when wearing the school uniform.

Dangerous Items

- Students are prohibited from possessing or using dangerous items on school premises, at school-sponsored events, and outside the school when wearing the school uniform.

Inappropriate display of affection

- Students are strictly forbidden to inappropriately display affection on school premises.

Technology Use

- Students should use the school's technology appropriately and comply with the rules and regulations of the school.

Academic Honesty

Student must engage in academic honesty at all times, and must refrain from all forms of cheating:

- copying someone else's homework or exam responses
- allowing someone else to copy homework or exam responses
- plagiarizing or copying someone else's ideas and claiming them as one's own
- improperly obtaining exam questions and answer keys
- falsifying notes, passes, records or other official documents

12. Academic Support

Students who are not making effective academic progress are rarely refused entry to the school – provided their attitude to learning is committed. Instead, they are offered one of a variety of solutions, depending on the level of need they have in relation to their academics.

13. Student Support (SEN)

Student Support Services: An Inclusive School

Creative British School is a non-selective school and we pride ourselves on our inclusive approach to the educational provision we offer. We welcome students of any race, nationality or cultural background and see the diversity of our student and staff population as one of our greatest assets. We make every attempt to give every student full access to our learning programmes.

The wellbeing of our students is our first concern. Each student has a classroom / homeroom teacher and coordinators who take care of their academic, social and emotional needs. The school has a full-time Special Education Needs Coordinator (SENCO), School Counsellor, Dean of Students and Child Protection Officer on hand to support students. When registering a child with Admissions, parents are required to disclose all needs a student may have and all medications a student is taking. At this point recommendations can be made whether a child needs extra help with their class work, short term support with learning support, or a longer-term approach may be appropriate.

As stipulated by ADEK's Admission Information, Documents, and Records "Documents pertaining to students with special educational needs such as previous individual education plans and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions (if needed) **must be disclosed.**" Failure on behalf of parents to disclose any vital information (e.g. psychologist / occupational therapy/ speech therapy/ behavioural reports) provides the school with the right to remove the student.

Teachers are assisted by specialist staff, such as our Dean of Students, SENCO and School Counsellor, in the identification of and provision for an individual student's specific or exceptional learning needs. Our determination to cultivate and maintain an inclusive ethos of the highest quality is fundamental to the way in which our school evolves. We will give careful thought to the definition, implementation and review of policies to promote inclusion, including policies to curb abusive behaviour such as racism and bullying. We will ensure that students themselves have a prominent voice in all matters that affect them and we will act fairly and decisively in dealing with any behaviour that is contrary to our inclusive ethos. At all times, we will seek to provide exemplary leadership as role models ourselves.

14. Student Protection, Care, guidance and Support

Student safety is the school's absolute priority and we take maximum care in ensuring that our welfare system supports and monitors students academically, personally and socially. It establishes and reflects the quality of care students receive from the adults in school. All students receive helpful and objective advice about the choices they make. We keep close track of attendance and punctuality, academic and personal progress, medical care, happiness, well-being and development. We also help students to settle into school, make friends and form good relationships with peers and staff.

15. Academic Monitoring & Promotion

- Assessment takes place throughout the year by a series of formative assessments including projects, quizzes and summative exams at the end of the term.
- At the end of the year, feedback from the summative exams and formative assessment is used to determine whether a student is to be promoted to the next class.
- If a student is on an IEP, his/her progress will be measured by goals and objectives met.

16. The School's Grades / Stages / UK equivalence

- A child must be 4 years old by 30th December in order to be accepted into Kindergarten 1.
- A child must be 5 years old by 30th December in order to be accepted into Kindergarten 2.
- A child must be 6 years old by 30th December to be accepted into Grade 1.



Grades	Stages	UK equivalency
		Foundation Stage 1
Kindergarten 1	Kindergarten	Foundation Stage 2
Kindergarten 2	Kindergarten	Year 1
Grade 1	Primary	Year 2
Grade 2	Primary	Year 3
Grade 3	Primary	Year 4
Grade 4	Primary	Year 5
Grade 5	Primary	Year 6
Grade 6	Secondary	Year 7
Grade 7	Secondary	Year 8
Grade 8	Secondary	Year 9
Grade 9	IGCSE	Year 10
Grade 10	IGCSE	Year 11
Grade 11	A Levels	Year 12
Grade 12	A S Levels	Year 13

17. Character Expectations

The goal of the school is to promote academic competence while fostering good habits of character. Therefore, in addition to assessing academic achievement, students will also be evaluated on character and behavior. Students are evaluated based on eight qualities: responsibility, organization, participation, cooperation, promptness, discipline, respect, and honesty. Below is an explanation for each of the qualities and descriptions of instances that reflect student compliance.

- RESPONSIBILITY - student comes prepared for class and completes homework / assignments in a timely manner
- ORGANIZATION - student arranges material and completes assignments in an organized fashion
- PARTICIPATION - student contributes to and participates voluntarily in learning activities
- COOPERATION - student works cooperatively and well in groups
- PROMPTNESS - student is on time for class
- DISCIPLINE - student follows classroom routines and school rules and regulations
- RESPECT - student respects peers, authority, and school property
- HONESTY - student is honest and forthright

18. Parent Involvement

- Parents are urged to contact the school to discuss their child's progress, celebrate successes, or to discuss any other matter.
- Regular contact with parents is essential and important. We are committed to celebrating the success of our students and/or addressing parental concerns. Parents are requested to make an appointment through the Administration Office (Room 3).

- In the interests of ensuring excellent teaching practices, it is important that parents do not interrupt teachers while they are teaching, before school or during dismissal.
- Our Parent Representative Group has voluntary membership to assist the school in project led initiatives. If interested please contact the principal.

19. Homework

Learning at home is an essential part of good education. It has a number of purposes.

- It gives pupils the opportunity to improve skills and to reinforce the learning that has taken place in class.
- It helps assist in ensuring high standards.
- It develops independence, responsibility, and initiative for completing work outside school hours.



Time Allocation for Homework

- Homework is structured and follows the recommended timeline below.
- Although parents should be encouraged to be involved in homework, generally students should be able to do their own homework.
- Parents should not have to teach their children the homework. Only guided help should be required.
- Homework for KG 1 to Grade 5 is sent home on Thursday each week to be returned by Tuesday.
- Where homework is unable to be completed in the suggested time frame, the activity should stop and the parent should email the teacher outlining the difficulty encountered and the effort made.

Grade Levels	Approximate Time	Comment
KG	20 Minutes per week	Specific activities may be set at the discretion of the teacher with the consent of the Head of Section
G1 and G2	1 hour per week	Main focus: Arabic, English Reading, Spelling and other Literacy work and Number Work
G3 to G5	1.5 hours per week	Main focus: Arabic, Literacy and Numeracy as for Grades 1 & 2 with occasional assignments in other subjects
G6 to G10	60 minutes per day	Emphasis on all core curriculum subjects ranging widely over the curriculum

20. The Home / School Folder

- It is suggested that all Primary students purchase a homework folder for readers, worksheets, etc. to be used for organization and accessibility both at home and at school.

21. Assessment, Exams and Reports

- Assessment refers to all of the ways that we measure student success towards their schooling. The purpose of assessment is to give students, parents and teachers information about the students' progress and to revisit/re-teach/revise those areas that are lacking.
- In the Primary School, assessments will include, but are not be limited to: guided reading and running records, anecdotal evidence, checklists of observations against observable skills, end of unit tests, quizzes and project work.
- In the Secondary School, formal tests and ongoing assessment are the main method by which the academic progress of students is measured.
- Marked tests: Students in Primary and Secondary take regular tests. Test papers are marked and results are given to the students within a few days.
- For Secondary School, end of term exams will be prepared, administered, marked, and graded in accordance with the school's policy on Assessment and Reporting. Exams are not sent home, they may be viewed in the presence of administration.
- There are two grading terms at Creative British School. Report cards with number grades are issued from KG2 to Grade 10, and Grade 11 & 12 in first term only. Term 2 reports for Grade 11 & 12 are their IGCSE reports. School reports can be collected from the teacher at the Parent Consultation and Academic Review Days or from administration at other times.
- Parents are notified by *sms* broadcast when reports are available for collection. All Report Cards require to be signed for by the parents in person, or an authorized person (with a letter signed by the parents).

22. Accountability and Quality Assurance

- Academic administrators are responsible for setting, achieving, and maintaining high standards for all staff and students. The administration measures the attainment of outcomes and objectives through appropriate assessment procedures. This ensures that teachers are also held accountable.
- Teachers are responsible for production of clear planning. This is made up of long term programming, short term planning, daily lesson planning and written assessments (including authentic assessments based on observations and comments). Planning and assessment is viewed by the Administration as central components of the school's Staff Performance Management Appraisal Process which is directly linked to student outcomes.
- Students are likewise accountable. Their academic achievement is monitored frequently and checked for understanding.

23. Student Code of Conduct

The Student Code of Conduct applies while students are at school, using the school bus to and from school, and while participating in activities organized by the school. It is imperative that the process of behavior management promotes behaviors viewed as positive while inhibiting negative behaviors, within a fair, equitable and caring environment. Discipline contributes to ensuring a safe and comfortable learning environment that is beneficial to all stakeholders; students, parents and staff.

The Student Code of Conduct will be communicated to all students and parents at the beginning of the

year, as well as through the Parent / Student Handbook via the website.

GUIDING PRINCIPLES

1. Promoting discipline will involve the collaborative effort of all members of the school community — administrators, teachers, support staff, parents, and students.
2. Positive reinforcement and a constructive approach are central in developing and modifying student behavior. A positive reinforcement program for Grades K–12 will be implemented to reinforce good habits of character.
3. Students will be given appropriate guidance and counseling at all stages of the behavioral modification process.
4. Disciplinary regulations will allow for individual situations, and take into account the social, emotional, and psychological aspects of a student’s behavior as well as previous behavior history, support and interventions.
5. Disciplinary actions decided by the Disciplinary Committee will be in accordance with the student’s age, the severity of the misconduct and the student’s previous behavioral history.
6. The school strictly prohibits the use of the following as forms of punishment: corporal punishment, mockery and insult, prevention of the use of washrooms, prohibiting the child from eating or drinking, group punishment for an individual’s misconduct, and lowering grades. While the school does not use in-school and after-school detention as a disciplinary consequence, counseling and guiding sessions will be conducted during recess after notifying the parents.
7. The Disciplinary Committee will review and discuss student behavioral issues, and ensure that all disciplinary actions are fair and consistent among all students and without prejudice.
8. The school will attempt to prevent or diminish further negative behavior through the implementation of strategies that are considered causative of such behavior.
9. A record of the behavioral history of each student, disciplinary actions and meetings with students and parents, as well as guidance and counseling sessions, will be kept by the Disciplinary Committee and shall be treated confidentially. This record will be recorded in the eSIS system along with the school’s own management system.

Offense Level and Disciplinary Consequences

School offenses are tiered into four levels:

- **Level-1 Offenses:** These offenses cause disruption of the teaching and learning environment. Examples of such offenses include: tardiness, unexcused absences, incomplete assignments, disrupting class activity, and not wearing proper uniform. *(Note that the school’s dress code has been established to promote an atmosphere that emphasizes neatness in grooming, uniformity in our school’s image, and pride in the school. All students must abide by the dress code and are expected to be in proper uniform each day with the exception of scheduled non-uniform days.)*
- **Level-2 Offenses:** These offenses may cause significant disruption to the teaching and learning environment, damage or loss of property, insult to others, jeopardize the safety of self or others, and any academic dishonesty. *Examples of such offenses include: vandalism, verbally assaulting peers, cheating on exams, plagiarizing, and use of mobile phones.*
- **Level-3 Offenses:** These offenses are those that result in harm to other students and include the possession of illegal or dangerous items on school grounds. *Examples of such offenses include: possession of prohibited/dangerous items; verbally assaulting staff; and physically assaulting a student. Any unexcused departure from school grounds is also considered a Level-3 offense.*
- **Level-4 Offenses:** These offenses are extremely serious and are in violation of the applicable laws in the UAE. *They include, but are not limited to: physical assault of staff members; hacking the school system; generating fraudulent reports, grades, and documents; use of dangerous items with harm being inflicted; the use of or intent to use prohibited substances; defaming the UAE; distributing or participating in the distribution of pornographic material; and sexual assault.*

These offenses will result in disciplinary consequences. The consequence depends on the level of the offense and the student's disciplinary record.

Staged Approach for Dealing with Persistent Misconduct

The following is a staged approach for dealing with breaches to the student code of conduct. The Disciplinary Committee will ensure that these steps are implemented, and will be directly involved in all decisions related to consequences.

1. Students will be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors at all stages in the disciplinary process.
2. The school will provide the appropriate monitoring and support to address and correct the student's behavior irrespective of the level of offense.
3. If a student receives 3 warnings for level-1 offenses and the behavior is not modified, the student will be requested to attend guidance sessions during or after-school hours. Parents will sign an undertaking that any further violations will result in a suspension of up to 3 days.
4. If a student receives 1 warning for a level-2 offense and the behavior is not modified, the student will be requested to attend guidance sessions during or after-school hours. Parents will sign an undertaking that any further violations will result in a suspension of up to 3 days. The following are further procedures and consequences related to specific level-2 offenses:
 - *Use of Mobile Phones.* If a student is found in possession of a mobile phone while on school premises during school hours, the mobile phone will be confiscated and returned directly to the parent after the parent signs an undertaking.
 - *Use of laptops.* Any misuse of laptops will result in the confiscation of the device, and the device will be returned directly to the parents after parents sign an undertaking.
 - *Academic Dishonesty.* A student found cheating on an examination/assignment will be in serious breach of the school's academic honesty policy. The student may receive a zero on the exam/assignment. The same disciplinary consequences apply for students found in possession of a mobile phone during an examination as this is considered cheating. This is in line with the Mandate (84) of the Ministry of Education, 2015.
 - *Vandalism.* A student who commits an act of vandalism of school's or other's property will have to reimburse the school or the person whose property was damaged/lost the cost of the item.
5. Due to the serious nature of level-3 offenses, such offenses will result in an immediate suspension of up to 3 days. The parents will be formally informed and will be requested to sign an undertaking that any further violations will result in a 5-day suspension.
6. If a student persistently commits further violations after receiving the necessary guidance and consequences, the school may suspend the student for up to 5 days and shall issue to the student and the parents a final warning.
7. A level-4 offense will immediately result in a 5-day suspension and may be reported to law enforcement authorities and students may be subject to the investigation from government entities.
8. If a student receives 3 warnings for bus offenses and the behavior is not modified, parents will sign an undertaking that any further violation will result in permanent exclusion from the use of school bus services.
9. If the student fails to modify his or her behavior in accordance with the requirements of the school after receiving a final warning for any repeated offense of any level, the school may apply to the Council to transfer the student to another school or to permanently exclude the student

concerned. The school will report to the Council evidence of all the behavioral history of the student, including the stages of behavioral modification adopted by the school.

10. Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs will take into account the nature of the student's special education needs and the Individual Education Plan (IEP) for that student. Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations. The implementation of the school's code of conduct will not generally differentiate between students with special education needs and other students.

24. Mobile Phone Policy

Mobile phones are not allowed in school or on school property. Our aim is to ensure all students get a quality education, uninterrupted by the distraction mobile phones cause.

Responsibilities for Principal and Senior Leaders

- Ensure there is a system in place to deal with mobile phones found on the school property.
- Ensure that any confiscated mobile phones are locked away in a secure place.
- Be aware of the actions to be taken if a mobile phone is confiscated.
- Develop a parental awareness program.

Responsibilities for Teaching and Support Staff

- Ensure students are aware and are constantly reminded that they are not to bring mobile phones to school.
- Confiscate any mobile phones seen during class, in the playground or on school property.
- Report to the principal any students who will not hand over their mobile phone when asked to do so.
- Maintain a professional level of conduct when dealing with students who have a mobile phone in their possession.
- Use their own mobile phone in a responsible manner and never use it when they are charge of students.

Responsibilities for Students

- Understand that mobile phones are not allowed on school property.
- Understand that students **must not** use mobile phones or any MED for external communication during the school day.
- Understand that the school **will not** accept responsibility for students who lose their mobile phone or MED, have them stolen or damaged whilst on the school premises or on school sponsored trips.
- Understand that any phone that is seen for any reason will be confiscated.
- Have a good understanding of the consequences of having their mobile phone confiscated.
- Hand over their phone when asked to by a member of staff.

Responsibilities for Parents

- Support the school in endorsing good work ethics; discuss the benefits of having an uninterrupted learning environment and insist their children leave their phones at home.
- Support the school when asked to collect and sign for a confiscated phone, or when on the third occasion the phone will be kept until the end of the year.

- Do not contact their child via their mobile phone or MED during school hours. For any emergencies contact the school receptionist.

Consequences

1st confiscation

When a phone is confiscated for the first time it is passed to the Principal and kept under lock and key until **the end of the following school day**. At this time the student will be reminded of the consequences of bringing a mobile phone to school by the Principal. The phone will then be returned when the First Warning Letter is signed.

2nd confiscation

When a phone is confiscated from a student for the second time, it is passed to the Principal and kept under lock and key for one week. At this time the parent or guardian will sign the Second Warning Letter. The consequences of bringing a phone to school will again be explained and the phone will be returned.

3rd confiscation

When a phone is confiscated from a student for the third time, it is passed to the Principal and kept under lock and key for the remainder of the academic year. At this time the parent will sign the Third Warning Letter informing them that the student's place in the school for the next academic year is under jeopardy. The phone will be returned on the last day of the academic year.

Any students caught cyber-bullying, using obscene language or taking photos to upload on social websites in school will be subject to the 3rd consequence, with possible sanction of suspension. They will also have their phone / MED confiscated; the parent/guardian signs the Third Warning Letter and the phone is returned on the last day of the academic year.



25. School Cafeteria and Eating Habits

- The School Cafeteria is not operating until we move to the new building.
- Lunches and snack foods must be brought from home each day. No students will be given permission to leave the school grounds to purchase food. **No take-away food will be allowed on the school premises for students.**
- To further promote healthy eating habits, students may not bring sweets (chocolate, candies, lollipops etc.) chips, soda pop (Pepsi, Cola, etc.) or any kind of non-nutritious food or sweet drink

to school.

- Fruit, a vegetable, dried fruit, and/or nuts represent good snacks.
- Due to food allergies, bringing any type of food to school for sharing is not allowed.
- **Parties are not allowed in the school.** Food and drinks will be confiscated and returned at the end of the school day. **Birthday cakes will be returned home.**

26. The School Library

- At the heart of our educational community, the library provides access to a variety of types of information, activities, for students and staff.
- The Creative British School library is open weekdays from 7:40am to 2:10pm to check out books. There is a wide-variety of children's books plus professional and study books. Students may also use computers/other resources available.
- Parents will be notified when books are overdue. Students may not check out new books before overdue books have been returned. Parents will be asked to compensate for lost or damaged books.



27. Medical

- In accordance with Ministry of Education and Ministry of Health regulations, Creative British School houses a well-equipped Medical Clinic.
- Two school nurses are on site full time, with one attending Field Trips when necessary.
- Please refrain from sending your child to school if they are sick or have had a fever within 24 hours. Please telephone the school when your child will be absent.



The School Nurses

1. Provide first aid and emergency care to sick or injured students.
 2. Maintain the supplies of the Clinic.
 3. Assist visiting Medical Officer/s in conducting medical examinations / immunizations of the students.
 4. Assess students to detect early signs and symptoms of health problems.
 5. Monitor and maintain records of growth and development of students.
- Parents are requested to inform the school nurse in person about any health problems that their child may have in addition to information given on the School's health record.
 - Students, who get sick during the school day, will be taken care of by a school nurse. Parents will be contacted to pick up the student if required. The nurses report students who appear to become sick too frequently to the administration.
 - Should a student require hospitalization, parents will be notified immediately. In the event that a parent is not contactable the student will be taken to the nearest hospital licensed by the Ministry of Health.

Please notify the school at once if there is a change in your address, telephone number, or person to contact in an emergency. This information is vital in case your child becomes ill or injured.

28. The Student Dress Code

A high standard of personal appearance is expected of all students at the Creative British School. The school’s uniform underpins this and the correct uniform should be worn at all times. If a student arrives at school incorrectly dressed they will face disciplinary consequences. Students may also be sent to the administration for corrective measures. If additional measures need to be taken, parents will be contacted. We believe that wearing a uniform reduces the incidence of bullying relating to appearance and prepares students for later life, where in the world of work, a particular dress code may be a requirement.

KG 1 Uniform



Boys regular	Girls regular	Boys PE	Girls PE
Lime-white half sleeve school shirt with school logo tucked into the black pinstriped shorts.	Lime-white half sleeve school shirt with school logo tucked into the black pinstriped skirt.	School house coloured half sleeve jersey with school logo.	School house coloured full sleeve jersey with school logo.
Black closed-in shoes.	Black closed-in shoes.	Black school tracksuit bottoms with white and purple stripes.	Black school tracksuit bottoms with white and purple stripes.
ID card.	ID card.	Black school tracksuit jacket with white and purple stripes and school logo.	Black school tracksuit jacket with white and purple stripes and school logo.
		Predominantly white sports shoes.	Predominantly white sports shoes.
		ID card.	ID card.

Primary and Secondary Boys



Boys regular	Boys PE
<p>Lime White half sleeve School shirt with school logo tucked into the black pinstriped trousers.</p> <p>Black closed-in shoes. ID card.</p>	<p>School house coloured half sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes and black school tracksuit jacket with white and purple stripes and school logo.</p> <p>Black sports shoes. ID card.</p>

Primary and Secondary Girls



Girls regular	Girls PE
<p>Lime-white full sleeve school shirt with black pinstriped full length pinafore.</p> <p>Black closed-in shoes. ID card.</p>	<p>School house coloured full sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes and black tracksuit school jacket with white and purple stripes and school logo.</p> <p>Black sports shoes. ID card.</p>

Additional Rules for Girls

- Only one pair of stud earrings to be worn in the ear lobe only. No other body piercings are permitted.
- Jewelry, of any type, should not be worn in school.
- Long hair must be tied back neatly and held with a simple clip or tie. Hair should not be brightly streaked. No excessive hair ornaments should be worn.
- No coloured nail polish is to be worn.
- Girls may not wear make-up to school.

Additional Rules for Boys

- No rings, necklaces, bracelets or earrings to be worn to school.
- Boys should have a short classical/conservative haircut. Hair should not be brightly streaked or have shaved patterns.
- Boys must only wear a white t-shirt under their school shirt. Other colors are not acceptable.

Students may not come to school or attend classes wearing PE clothes unless they have a timetabled PE Lesson on the day.

29. Identification Cards

All students, new and returning, will be issued a school ID card at the beginning of each new academic year. This forms part of the school uniform and as such should be worn each and every day of the academic year.

- Students are required to **wear** their ID cards with the corresponding school lanyard when entering or leaving the school premises and during morning assembly starting the first day of school.
- Lanyard colours are as follows:
 - Black – parents walk in to the courtyard / classroom to collect their child.
 - Yellow – students use the school bus service.
 - Red – students walk home by themselves or with older siblings.
 - Orange – students are picked up by their parents in a car that drives through the parking area to collect them.
- Students must wear their ID card during all exams.
- Students who do not have their ID cards will not be allowed to enter class and exam halls or use the school bus services.
- ID cards must only be used by the student to whom the card is issued. ID cards utilized by persons other than the ID cardholder will be confiscated.
- Lost ID cards should be reported immediately to the administration. The lost ID card will be replaced for a fee of 10 AED, and lanyard for 2 AED.
- For security reasons, if a student is seen with the wrong lanyard it will be replaced immediately. Parents will need to meet with the Principal to clarify the issue.

30. Major Offenses

Although we are aware that the majority of students and parents respect the institution of schooling and the shared understanding of appropriate practices across most schools, the purpose of this section is to clearly articulate breaches that will create an issue for the students. Hence, there will be no misconceptions. Parents will appreciate that by our school having strict guidelines, our school can focus on the main business of teaching and learning. This list includes, but is not limited to:

Leaving the School Grounds- It is a major offense to leave school before the end of a school day without permission from the school's Principal / Dean of Students. This includes morning breaks, lunch breaks, and periods that are being covered due to an absent teacher.

Verbal Abuse of Staff - Any threatening language or swearing towards a teacher is considered a serious breach of discipline.

Physical Contact between Males and Females - Our school is a conservative school in a conservative country. No physical contact between males and females is permitted, inside or outside the class room.

Smoking and Other Poor Practices - Students are strictly forbidden to smoke, both inside and outside school while in the Creative British School Uniform.

Chewing gum - is strictly forbidden in school.

Playing cards - is associated with gambling and as such is not allowed in the school.

Possession, influence or trafficking of illegal substances (not including smoking) - is not only serious from a school perspective, but will be brought to the attention of the authorities.

Serious Damage to Property - Parents of students damaging property of the school or other students will be expected to cover the costs of such damage in the first instance. Other consequences will be applied following the gauging of parent support to compensate. Students can be suspended if found responsible for damaging school property.

Sounding the Fire Alarm - Parents of students sounding the fire alarm will be expected to cover the costs levied from the school's Fire & Safety Company. Other consequences will be applied following the gauging of parent support to compensate. Students can be suspended until such time as parents pay the money or arrange for it to be added to their account. This is a great disruption to the school day for everyone on school property at the time.

Continued Violation of Classroom / School Rules or Behavior Management Policy Rules - Students who are unable to be controlled in the school environment will receive sanctions / suspensions.

Plagiarism - Any form of cheating or plagiarizing is strictly forbidden.

Mobile Phones found on School Property - Any mobile phone found on school property will be confiscated and the consequences of the Mobile Phone Policy strictly followed. (see Mobile Phone Policy)

31. Valuables

Valuables, toys, jewelry, and large amounts of money must never be brought to school. The school cannot be held responsible for the loss of any of these items.

32. School Transportation Service



- Creative British School provides a bus service for students - door to door with an additional fee payable by the parents. Buses {9} are owned by Wheels.
- Students may travel one way or both ways on the bus, but will be charged for both ways.
- A female Bus Assistant is provided on each bus to assist with the supervision of students and help young students with their bags, fix their seat belts and to ensure safety of students whilst travelling in the buses.
- There are three trips each day, one in the morning to school reaching before 7:20am, at 11.30am for KG1 students to go home and 2.10pm for KG2 – Grade 12 students to go home.
- School buses are also used at other times during the day for field trips.
- Each bus has a seating plan that is strictly adhered to.

Rules for Bus Riders

- Students must remain seated in their assigned seats using the seat belt while the bus is moving.
- Students must remain seated until the bus is completely stopped and the door is opened for them.
- Students must refrain from talking to the bus driver or arguing with the assistant or other students on the bus.
- Students are required to follow the directions of the driver and the assistant on the bus.



- Students must respect everyone on the bus therefore not fight or say bad words in the bus.
- Students are not allowed to talk to other people outside the bus.
- Students must keep their hands and feet to themselves and inside the bus at all times.
- Students are expected to board the bus on time.
- Students must go only on their assigned bus to their registered drop point.
- Students must not eat on the bus.
- Students should use quiet voices while on the bus therefore there will be no shouting, screaming, singing or loud noises on the bus.
- Students are responsible for all consequences if they break any of the above instructions.

Consequences

- Student is spoken to by the Transport Coordinator, Mr. Ibrahim, regarding the rule that was broken.
- If repeated, the parents are contacted.
- If the behavior continues, the student is put on the Bus Behaviour Report.
- If the behavior persists, they may be suspended from the bus for 1 day / 2 days / 3 days or service stopped.
- Correct behavior on the bus is of the utmost importance for the student's own safety.

Important Note

- Parents provide 2 phone numbers, in case they need to be contacted. These must be kept updated.
- Contact Mr. Ibrahim – Transport Coordinator with any issues regarding the buses.
- Students are to be ready 10 minutes prior to pick up and waiting at the pickup location. For the benefit of all other students utilizing the service, if students are not at the pickup location at the designated time the driver will not be able to wait and it will be the parent's responsibility to then transport their child to the school.
- For security and safety reasons KG & Primary students must be accompanied by an adult to the bus pick-up locations.
- If a student using the school's transport service is not attending school the parents are asked to inform Mr. Ibrahim as early as possible.
- If student numbers increase, specific pickup areas may be reviewed to make the trip more efficient.

Rates

- Rates for all areas of Abu Dhabi and transport regulations are available from the Transport Supervisor, Mr Ibrahim.
- Where the transport service is partly used by a student, that is, only one way, the full transport cost will be charged as the seat is reserved on the bus.

Registration/Cancellation Procedure

Registration

- Parents who wish their child/children to use the school transport service must complete the Student Transport Request Form available from the Transport Supervisor, Mr Ibrahim.
- Once the Transport Request Form has been completed- parents must see Mr. Ibrahim, who will confirm availability and sign the form.
- The parents proceed to the Accounts Department for the payment.
- Payment is termly with refunds following ADEK guidelines.

- Parents then need to obtain a Transport ID from Room 7 if they join during the academic year.

Cancellation

- Where parents wish to cancel the transport service, they may do so by advising the Transport Supervisor firstly by phone and then by completing the cancellation section of the Student Transport Request Form.
- Thirty days notice of intention to cancel bus transportation is required.
- Refunds are made following ADEK guidelines.

33. Field Trips and Excursions

- Abu Dhabi and the surrounding area provide wonderful opportunities for our students to enrich their learning beyond the traditional school boundaries. Our students participate in field trips that are closely linked as an extension to classroom learning.
- On field trips students gain first-hand experiences that relate to concepts they study in school. For your child to participate in the field trip program, you need to sign a field trip permission form at the time of the excursion. All students can expect three educational trips throughout the year.
- Field trip expenses are additional to tuition fees and will be covered by parents. Attendance at all School Field Trips is compulsory given they are considered an integral component of the students' educational program of study. Parents will be informed in advance of all field trips organized by the school.



34. Clubs

- The Clubs Programme offers a wide range of activities including football, gymnastics, basketball, dance and music.
- This program is held on Sundays; 2:10pm to 3:10pm for KG2, Primary and Secondary students and 11:35am – 12:35pm for Kindergarten 1 students.
- The clubs are offered as unpaid complementary activities.
- Activities are designed to help students develop individual interests and talents as well as develop their social skills.
- KG2, Grade 1 and 2 students attend a club on a rotation basis with the other classes in the Grade level.
- For Grade 3 – 5 parents are informed of the clubs available each term and may help their child choose 3 they would be interested in attending, one of which they will be allocated to for the term.
- In Secondary School students choose 3 clubs they would be interested in attending, one of which they will be allocated to for the term. Their home room teacher may help them with their decision.
- The provision of clubs by a school is a requirement of ADEK.
- Parents who do not wish for their child to participate must complete the non-participation form and return it to the school two weeks prior to clubs commencing. This will be for the duration of the term and cannot be changed on a weekly basis. A card for early dispersal will be issued and must be presented each week to collect your child if they are not attending.

