



مدرسّة جيمس رویال دبي الخاصة  
GEMS Royal Dubai School



# **General Information - Guide for Parents 2019-2020**

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## Message from the Principal

Welcome to the GEMS Royal Dubai School family



We passionately believe that education is the most important gift we can give to our children, and we would like to thank you for entrusting us with the education and care of your child. We hope that you and your children will enjoy their time with us; we know they will go far and you will be proud of their efforts along the way. Parental partnership is extremely important to us and is highly valued at GRDS - we look forward to working with you and your child on your child's unique learning journey. Together we will ensure that GRDS is a very special place in which they will thrive and together we will ensure your child's time with us is the best possible preparation for a brilliant future.

*Vicky Martin*

**Vicky Martin**  
Principal/CEO

## GRDS SCHOOL PHILOSOPHY: Mission, Learning Dispositions and GEMS Core Values

### ICARE

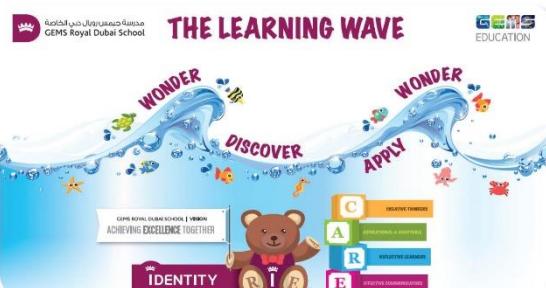
#### Learning Skills at RDS...

We are extremely proud of our students' understanding of the skills and processes that enable them to be an effective learner. This was recognised as part of our latest DSIB inspection and continues to be a strong feature in the school...

"The school's enterprising approach to the Learning Wave model is a developing feature and has a positive impact on students' acquisition of learning skills... Students in all years embrace the concept of the learning wave, which encourages them to evaluate their own performance." DSIB, 2018

To amplify the impact of the Learning Wave, which is the RDS learning model used to help students articulate the learning process, we are currently working alongside Professor Deborah Eyre as part of a High Performance Learning network of schools. Through the ICARE learning dispositions complimented by the HPL cognitive domains (ACPs) as well as the values, attitudes and attributes (VAAs) RDS students continue to develop the language to help them explain the current stage of their learning journey and the next steps they need to take to improve and deepen their understanding.

"The school's development of the 'Learning Wave' and 'Concept Curriculum' enables teachers to plan lessons that focus on learning. As part of this, students frequently initiate learning... various teaching strategies are being deployed to increase the level of responsibility that students take for their learning, including the use of learning ladders to aid self-evaluation." DSIB, 2017



GEMS Royal Dubai School Vision			
Achieving Excellence Together			
IDENTITY	We embrace the GEMS Core Values of:	GRDS prepares its students to be:	As a Learning Community Our Mission is to...
	LEADING THROUGH INNOVATION	Creative Thinkers	Create dynamic and technology enabled risk-takers who are able to innovate and lead their own learning journey, using digital technology as an integral tool to develop new ideas and ways of thinking.
	PURSUING EXCELLENCE	Aspirational & Adaptable	Develop learners aware of their own standards of excellence in order that they understand and achieve to their full potential; consistently challenged by high standards and methodologies who are forward thinking in their responses, attitudes and behaviour.
	GROWING BY LEARNING	Reflective Learners	Build a consciousness of community and environment, and ability to transfer learning across contexts, becoming active participants in a lifelong learning process, fostering curiosity, creativity and an ongoing cycle of self improvement.
	GLOBAL CITIZENSHIP	Effective Communicators	Empower responsible and respectful citizens to voice their own opinion and express themselves in various situations and mediums, developing their own pathways as multi-cultural and global citizens.

## **1. School Rules**

GEMS Royal Dubai School rules are implicit in the organisational policies and procedures operating within the school. In addition, pupils will work with their teachers to create a set of guidelines for their own class. This is to ensure that their classroom is a happy and effective learning environment for everybody. The school climate and ethos are such that they take into consideration respect for the feelings and needs of others. Pupils soon recognise that for the school to operate effectively and function as a community there are unwritten rules and procedures which they must adhere to in order to facilitate the whole learning experience for all the pupils. These are made explicit through the school wide positive behaviour policy based on the on our ICARE learning dispositions which celebrate children being responsible, respectful and safe.

## **2. Timing of the School Day**

We expect children to arrive punctually at school and we place importance on developing punctuality as a sign of respect towards others in the community.

### **Foundation Stage 1 and 2**

07.35am enter School

### **Year 1 to Year 6**

07.35am whistle blown

<b>End of School Day</b>	<b>Sunday to Wednesday</b>	<b>Thursday</b>
Foundation Stage 1	12.15pm	12.15pm
Foundation Stage 2 – Year 6	2.30pm	1.15pm

## **3. Morning Arrivals**

Foundation Stage families may park in the spaces at the front of the building and should enter through the front of the school.

FS parents bring their children to class for 7.35am to play and settle them. Once your child has settled, it is helpful if parents can leave the teaching/learning areas promptly for class registration to take place and the day's learning to start. Children must remain with the parent/carer until the doors are opened into the FS department at 7.35am when they can be handed over to the class teacher.

Parents of Year 1 to Year 6 pupils may enter through the pedestrian gate to the rear of the school. The gate will be opened at 7am and GRDS Senior Leadership and PE staff will be available to supervise children until class teachers arrive for the very important parent / teacher handover at 7.30am. This is a good time for you to mention anything which may be affecting your child, such as visitors or illness.

We advise students in Year 1 to Year 6 to use the drop off facility at the rear of school (opposite Arabian Centre). FS and siblings are encouraged to use the drop off at the front of the school.

At 7.35am the whistle will be blown and children line up with their class teachers, who escort them into the school building. We aim to encourage independence in all our primary age pupils so we ask that parent/carers **do NOT accompany their children up the stairs** and only access the learning area in a morning before school if they have a prior appointment with a teacher.

The lining-up points are:

Year 1: Tiger Turf

Year 4: Basketball Court

Year 2: Hard Standing

Year 5: Basketball Courts

Year 3: Basketball Courts

Year 6: Bistro Area

## **4. Afternoon Collections**

Foundation Stage pupils wait with their teacher in the classroom until they are collected. Please inform the school if somebody different is to collect your child. **Parents must be responsible for younger siblings at all times.**

Year 1 to Year 6 pupils are collected from the classroom. Kindly wait in the reception area or in the Community Café if you arrive early.

Should you need to pick up your child early, please sign the Student Exit Log at Reception and obtain a Student Exit Pass before collecting your child from the classroom. The Student Exit Pass must be given to the Security Guard as you exit the campus.

There are occasions when parents are unable to collect their child and relinquish the responsibility to a friend or family member. In these instances we require you to inform your class teacher ahead of time; if by email remember teachers may not check emails sent late in the day until after children have left. We therefore recommend a phone call to reception so that a message can be given directly to the teacher.

**Primary children may not leave unaccompanied under any circumstances or wait outside the school gate.**

**Should the afternoon procedure change School will inform you accordingly.**

## **5. Late Arrivals, Late Pick-up and Absences**

We expect children to arrive punctually at school, to attend regularly and to be picked up at the end of the school day on time. We place great importance on developing punctuality and strong work ethics as a sign of respect towards self and others in the community. Furthermore KHDA are very clear about why punctuality and attendance are important, what constitutes good regular attendance and allows schools to withdraw places if children are often absent.

It is essential that parents inform us of those occasions when a child is absent from school due to illness as with a medical certificate this is recorded as authorised. We also understand that there may be occasional situations where you are unavoidably delayed.

Please note that the rear gates are closed at 7:45am until 2.30pm. Any parents and visitors entering after 7:50am must enter through Reception at the front of the school. For Health and Safety reasons, if your child arrives after 7:50am either the parent or the child MUST go to the Reception desk to be marked present but late in the register and receive a late pass before going to join the class.

We ask that you pick up your child promptly at the end of the school day, taking into account the length of your journey and possible delays due to traffic congestion. It can be very distressing for a child to be waiting around when other friends have gone home. At the end of the day class teachers often have meetings or clubs to run so, if after 10 minutes, a child is not collected they will be placed into the late room and marked on the late pick-up register. Parents arriving late are asked to go directly to the late room and sign their child out.

Children remaining in the late room for more than 20 minutes will be handed over to a member of Senior Leadership who will speak to the parents when they do arrive at school. If you are unavoidably detained and know that you will be late picking up you MUST ring school reception, giving an estimated time of arrival. Also please ensure that school has your up to date contact details and that you keep your phone on so that school can contact you.

A letter will be sent home if a child is regularly late for school, not picked up on time or has frequent unapproved absences. If the situation continues the parent will then be invited in to meet with the class teacher, and a member of the Senior Leadership Team or in extreme cases, with the school Principal.

## **6. Buses**

Through the company STS, GRDS offers children the opportunity to catch a school bus to and from school each day, with routes from Dubai Marina to Sharjah. There is an additional charge for the bus service. The buses leave GRDS at 2.45pm Sunday to Wednesday and 1.30pm on Thursday.

The bus service is run using a strictly allocated pick up time system and cannot wait more than two minutes at each stop before moving on to the next pick up point. Should you miss the bus it is the parent's responsibility to drop the child to school. **The bus cannot return for a child.** Children are supervised on and off their bus by an STS trained conductor.

**Parents must always inform the school if a bus child is to use any other form of transport for either drop off or collection.**

We expect GRDS students to behave respectfully towards all adults who are given responsibility to keep them safe. You will be notified by a member of the Senior Leadership Team if your child does not follow the expected behaviour policy whilst being transported to school. A serious offense or second incident will be reported to the family. STS may look to remove a child's place if behaviour does not improve.

## **7. Weekend**

Our weekend is Friday and Saturday, in common with all other schools in the UAE.

## **8. Break Times**

Due to the shorter day for our Foundation Stage 1 children they have only one break time (an optional fruit snack can be given for the morning session). All other children have two breaks during the day, when they are given time to eat their snack, socialise and relax.

## **9. Snacks & Birthdays**

Please provide your child with a nourishing, healthy snack. **Nuts are not permitted** in school as some children have severe allergic reactions to them. We do not permit chocolate, sweets or fizzy drinks in school. Should the supervisor at snack time feel your child has brought in something inappropriate they will remove it from the snack and your class teacher will discuss it with you.

Children in Year 2 and above may purchase their snack from our Canteen using their Student ID cards which can be loaded with credit online. The online system also allows parents to check what their child is purchasing and to set daily limits so they don't over spend.

For health and safety reasons, please ensure drinks are in an unbreakable container. Although there are water dispensers conveniently placed around school we ask that all children bring in their own, named (unbreakable) water bottle as we encourage children to drink at all times throughout the day and having their own water bottle minimises disruption to learning.

**Birthday Celebrations at School:** Please be informed of the school's policy regarding celebrating birthdays in school.

- Parents may provide small, individually wrapped treats (cupcakes, muffins, donuts, fruit mix) which will be sent home with the children at the end of the school day including a list of ingredients. Under no circumstances should the treat be distributed for eating in school. (*This is to allow parents to decide if and when they want their children eating sugary treats and also so that they can keep an eye out for ingredients that may cause allergies*)
- Large cakes should not be brought into school (*This can be very disruptive, messy and difficult for children to transport home*)

- Other small and inexpensive gifts instead of sugary treats may also be given such as colouring or playdough (*Each gift should not be worth more than 30aed per child*)
- Parents are not allowed into classrooms during the school day (*Each class has approximately 27 children if parents attended every time there is birthday celebration there would be a lot of disruption to learning*)
- **There is no expectation for parents to bring any treats or gifts to school on their child's birthday. Class teachers will celebrate every child's birthday with the class.**

## **10. Assemblies**

We hold two assemblies weekly on Thursdays; Key Stage 1 assembly will run from 8.00am to 8.30am and KS2 from 9:10am to 9:50am. From Year 1 up your child's class will have the opportunity to present an assembly once or possibly twice during the year. You will be notified of the dates of these and other special assemblies which you are warmly invited to attend.

## **11. Languages**

First and second Arabic language lessons and Islamic Education (for our Muslim pupils) are taught from Year 1 in accordance with local Ministry requirements. In FS1 our students spend 30 minutes with an Arabic teacher engaging in play based activities to expose them to the Arabic language. In FS2 children will receive two 30 minute sessions of Arabic as a class; with differentiated activities for 1<sup>st</sup> and 2<sup>nd</sup> language speakers. French is also taught as an additional language from Year 3.

## **12. Care of School Books**

Our younger children have their own age appropriate library within the FS provision. All other children visit the Library and may borrow a book which should be changed at least once a week. We encourage the children to take their books home to share with their parents. Please help us by reinforcing at home what the children will be taught about book care;

- Books are important and have to be looked after carefully
- Food and drink should be kept away from books
- Pages should be turned carefully and not bent
- Books should be kept out of reach of pets, babies and friends who may not be as careful.

Parents are required to reimburse the school for lost or damaged books. If a book is lost or damaged there will be a charge to replace it. Any other school books taken home for homework should be treated with the same care as our library books.

## **13. Fusion**

Fusion is the school's Virtual Learning Environment where teachers, children and parents can come together to create, share and keep track of information.

Children can create documents, videos and upload photos to their 'file' area and submit these into shared learning spaces/ projects. They can also keep track of all the subscriptions the school has via the 'Content Library'.

Parents can keep up-to-date with upcoming events via the calendar function, they can keep track of their child's account and they can even view their child's report online via the "REPORTS" folder.

Fusion is multi-lingual, so staff, parents and students can translate the platform into primary and secondary languages.

GRDS also use other platforms to keep you informed of your child's learning; In Foundation Stage the app 2Simple is used and Seesaw is preferred for our students in Year 1 to Year 6. Both will have open lines of communication to inform you of where your child is in their learning, what goal they have just accomplished and what their next target is.

## **14. Parent School Contract**

This is a mandatory requirement by the KHDA for our new families, which must be signed and returned to the school at the beginning of the Academic Year of joining. The PSC will then roll over with each successive academic year, providing no changes are to be made. It ensures that both school and parents are aware of their duties and responsibilities towards each other and with the best interest of students' wellbeing at the centre. Please be aware we shall use your child's full name on formal documentation as shown on the Emirates ID and within the Parent School Contract. Please let us know if you wish to informally use another name in the classroom.

## **15. Home Learning**

Learning is an ongoing process that takes place both inside and outside of the classroom and school environment. Home learning provides opportunities for reflection on the work covered in class and allows for further development, research, consolidation and practice of the concepts introduced. It also allows the development of sound study habits.

- It encourages pupils to take responsibility for their own learning.
- It helps pupils to develop the skills they will need to become lifelong learners.
- It offers the opportunity for pupils to pursue aspects of their learning in greater depth according to their own level of interest
- It gives parents the opportunity to see and share what their child is learning currently, to make their own valued contribution and to help their child to develop or practise skills.

Home Learning Grids consist of weekly tasks that develop each student's reading, spelling and mathematical skills. In addition, students can choose from a variety of activities that support different learning styles, preferences and subject development, therefore giving students some ownership of their home learning choices. All home learning is optional, at the discretion of parents. Many home learning activities will necessarily engage parents, for example through "talk tasks". Home learning should be enjoyable and satisfying and should not take up too much time. We would like to know if this is not the case!

## **16. Parent Engagement**



**GEMS Parent Engagement**

Research shows that parents who are fully engaged in their children's learning can add between two and three years' worth of education to young people's lives. At GEMS Royal Dubai School our goal is to make sure that all our parents know what it means to be at the heart of the learning process and provide them with the tools and resources to make the most of their hugely important position. We provide a large range of opportunities, services and innovations to ensure that parents can engage effectively with their children's learning.

## **17. Reports & Family Learning Conferences**

Parents will receive two written reports a year as well as having the opportunity to attend two Learning Conferences. Additionally, regular updates will be given to show progress and attainment. You will also receive a termly invite into classrooms to engage in your child's learning and look through their books and learning displays.

Informal meetings can be arranged by contacting your child's teacher directly or requesting a meeting through our Parent Relations Executive.

## **18. Home – School Communication**

At GEMS Royal Dubai School, we communicate and share our learning with our community in a range of exciting, innovative and effective ways. The GEMS Virtual Learning Environment (FUSION) is used to inform parents of curriculum plans, upcoming events, set home learning activities, provide support for home learning and to share the achievements of all children. We also have Twitter, Instagram and Facebook sites where families can keep up with, and comment upon, the happenings at GRDS in real time, by way of text, video and photographs.

These sites can all be accessed via links from the My Learning online portal. All parents, children and staff are given secure login names and passwords to access this resource. Important documents, such as school policies can also be found on FUSION.

### **GEMS Royal Dubai School Online Links**

GRDS Twitter Site	<a href="http://www.twitter.com/gemsrds">www.twitter.com/gemsrds</a>
Facebook	<a href="http://www.facebook.com/pages/GEMS-Royal-Dubai-School/108910285823429?created#!/pages/GEMS-Royal-Dubai-School/108910285823429?v=wall">http://www.facebook.com/pages/GEMS-Royal-Dubai-School/108910285823429?created#!/pages/GEMS-Royal-Dubai-School/108910285823429?v=wall</a>
Instagram	@rds_foundationstage, @rds_year1, @grds_year2, @rds_year3, @rds_year4, @rds_year5, @grds_year6, @rds_creativearts, @gemsrds_sport

## **19. Use of Technology**

At GEMS Royal Dubai School, we aim to provide our children with an education which will truly prepares them to lead the way in an increasingly competitive, technology-based global economy. Not only is the school very well equipped with touch interactive screens (1 in every classroom), children will also have opportunities to use the Innovation Lab as well as iPad/iPod Touch, Apple MacBook, drones, Lego Mindstorm and Beebot robotics kits, video and digital cameras, and through FUSION have 24/7 access to cloud based learning resources such as Education City, Purple Mash and Google for Education.

To supplement this outstanding provision, students from Y1 to Y6 will bring in their own devices into school to use to enhance their learning. For further information please see the separate letter regarding the GEMS RDS Bring Your Own Device (BYOD) Initiative.

## **20. FORDS**

Friends of Royal Dubai School is run by parents for parents, families and members of the local community to meet socially, in and out of school and to organise events to support our school and GEMS charities. Everyone is welcome to participate and new ideas are always welcome.

## **21. Houses**

The house system is a distinctly British feature of the school that encourages collegiality and healthy competition amongst students. There are four Houses at GRDS and each name is derived from a British Royal Residence. All students are assigned to a House when they join us, which remains with them until Year 6. Family members are allocated the same House where possible. These vertical social groups play a key part in the everyday school life of our students.

The houses and their colours are:



## 22. Incentives

We aim to promote outstanding behaviour at GRDS through positive praise and celebrating the achievements of our students. We reward students who demonstrate exemplarily standards of behaviour, produce excellent work, consistently demonstrate our key values such as kindness, tolerance and respect.

Some examples of these incentives are:

- House points (*House points are totalled each week and collated by our wonderful KS2 House Captains, the overall House points are shared during assemblies on a Thursday).*
- Stickers, stars, smiley faces.
- Individual classroom reward systems (Dojo points, table points).
- Extra privileges and responsibilities.
- Certificates such as the weekly 'High Performing Learner' certificate.
- Principal award (also shared on social media).

These incentives may alter depending on your child's year group. Trophies and other awards for teams and whole school efforts are displayed in Reception for our families and visitors to enjoy.

## 23. Extra-Curricular Activities

We provide a programme of extra-curricular activities for children attending GRDS from Year 1 and above. Details of clubs available and how to sign up will be sent out at the start of each term. If your child joins school during the term, please see the Activities Coordinator, who will inform you as to the availability of places. There may be a small charge for materials in some of the activities.

These activities change at the beginning of each term, enabling the children to try something new.

Children in our Foundation Stage classes may participate in activities such as swimming lessons and karate provided by our outside providers. The school's Arabic team also offer Arabic lessons for first and second language speakers in FS2.

## 24. Outside Providers

A number of activities such as Karate, Gymnastics, Swimming and Football are provided by outside instructors. Payment for lessons and equipment are made directly to the course instructor. At GEMS Royal Dubai School we also offer individual music lessons through peripatetic teachers organised with the GEMS Music Hub; lessons can be taught for an array of instruments including violin, guitar, piano and drums. These lessons carry an additional charge.

## **25. School Journeys**

These are arranged by teachers when there is an opportunity to make an educational visit to a place of interest. All visits are related to the curriculum topic being studied at the time. A risk assessment is always conducted and no child will be taken out of school without the written permission of their parents; this will be requested prior to the visit.

## **26. School Trips**

There is a sequential program of residential trips which build children's independence, teambuilding, and leadership skills starting with a one night camp in Y3 and building up to a longer residential trip in Year 6 to offer more exciting challenges.

## **27. Uniform**

We believe that smartness of dress transfers to the children's work and so full school uniform is compulsory. Jewellery, except for watches (not suitable in FS) and stud earrings, should not be worn to school. Nail polish and make-up should not be worn in school.

School uniform should be purchased from Threads; you may purchase uniform online from the comfort of your own home and receive the delivery within one week of the order (subject to availability) Or, visit the Threads Uniform Shop located in Dubai Silicon Oasis.

### **Uniform Requirement**

#### **Foundation Stage Girls**

GRDS polo shirt  
GRDS skorts  
GRDS Trousers  
White socks/navy tights  
Navy sweater with GRDS logo (seasonal)  
Black shoes (no heels, trainers are not acceptable). Velcro fastening.  
Girls hair must be securely tied back with regulation school hair band or scrunchy and no colour beyond a natural shade

#### **Year 1 – Year 6 Girls**

Blue GRDS blouse with trim  
GRDS crossover tie  
GRDS skorts  
GRDS Trousers  
White socks/navy tights  
Navy sweater with GRDS logo (seasonal)  
Black shoes (no heels, trainers are not acceptable)  
Girls hair must be securely tied back with regulation school hair band or scrunchy and no colour beyond a natural shade

#### **Foundation Stage Boys**

GRDS polo shirt  
GRDS shorts/trousers  
Short blue socks  
Navy sweater with GRDS logo (seasonal)  
Black shoes (trainers not acceptable). Velcro fastening.  
Boys hair should be kept tidy with no extreme haircuts below Grade 1, no colour beyond a natural shade ; long hair should be tied back

#### **Year 1 - Year 6 Boys**

Blue GRDS shirt with trim  
GRDS tie  
GRDS shorts/trousers  
Short blue socks  
Navy sweater with GRDS logo (seasonal)  
Black shoes (trainers not acceptable)  
Boys hair should be kept tidy with no extreme haircuts below Grade 1, no colour beyond a natural shade ; long hair should be tied back

#### **PE Kit – Boys and Girls**

GRDS PE shorts  
GRDS polo shirt with GRDS logo in house colour  
GRDS cap (house colours)  
White sports ankle socks  
Velcro trainers (no laces) for FS1- Y1 children  
Trainers for Year 2 and upwards (non marking)

### **Swim Kit – Boys and Girls**

Swimwear – GRDS regulation swim kit for both girls and boys - any towel can be used

Swim cap with GRDS logo - compulsory for boys and girls

Rash tops may be worn for swimming during the summer months, however, please ensure it is in keeping with the school colours (navy blue)

Goggles may be worn from Key Stage 2

### **Hats**

The GRDS caps in house colours are compulsory as we insist all children wear a cap for outdoor activities.

**Please ensure that all clothing is marked clearly with your child's full name and class (including undergarments for younger students).**

## **28. Overalls for Art**

For Art lessons each child will require some form of protection for their uniform. A large, old T-shirt or an old shirt with the sleeves cut down would be fine. Please ensure that these are named very clearly; they will be kept in the classroom.

## **29. School Bags**

Students may use a bag of their choosing. The following size guidelines are required in order to fit in the school lockers and so as not to overburden the child: 16" rucksack for students in Key Stage 1 and 18" rucksack for students in Key Stage 2. It is not essential for students in Foundation Stage to have a rucksack.

**Trolley bags are not permitted in accordance with the Health & Safety guidelines from Dubai Municipality.**

Pupils should take home only those books they need for homework each day and reading books.

## **30. School Clinic**

We have two full time Nurses and a Doctor who play an active part in the life of the school. The School Clinic will do a developmental medical check in Years 1 and 5, height and weight of each student is checked yearly. A dental check and DHA Vaccination day is also arranged.

- a) All required medical declaration forms and vaccination records are to be deposited at the Clinic.
- b) Please complete the Medical Declaration form and return it to school along with the vaccination record **before** your child's first day.
- c) If your FS1-Y2 child visits the clinic you will receive a slip from the clinic telling you why they visited.
- d) If your child develops fever, diarrhoea or vomiting while in school you will be called to collect them immediately. If you travel frequently please ensure you have procedures (friend, relative or nanny) in place to have your child collected from school in an emergency.
- e) Always follow the school's NO NUT policy and send in healthy snacks for break time.
- f) Always keep us informed of any important changes in your child's health.
- g) Always keep a change of clothes in school. Older children could have their PE kit in school. FS1 and FS2 should always have a spare set of uniform, including socks.

## **31. Medicines**

Should your child need to take some medicine during the school day, this should be handed to the school Nurse first thing in the morning and collected from her at the end of the day.

Please complete a medicine administration form and give it to the School Nurse along with a copy of the **Doctors prescription**. She will administer the correct dosage at the appropriate time. The medicine should be in a plastic bag labelled with your child's name and class. Do not send medicines into school in your child's school bag, hand them directly to School Clinic.

Please do not send non-essential medicines into school.

## **32. Infection Control**

To enable school to control the spread of infection may I take this opportunity to ask for your help in the following ways:

- Do not send students to school with a fever above 37.5 ° C. They may return to school when free from fever for 24 hours without any medicine.
- Do not send students to school with diarrhoea or vomiting. Students may only return to school 24 hours after symptoms cease.
- Do not send students to school with any infectious disease (please ask the clinic for guidance on types of diseases). Children returning to school following an infectious disease should provide a clearance certificate from a doctor.
- Regularly check your child's hair for head lice and inform the School Clinic if any are found. Please ask the School Clinic for the information checklist, should you require it.

## **33. Yearbook / Electronic Communication / Use of Children's Images**

A school Yearbook will be produced at the end of each school year. One copy is provided free of charge to each family in the school. Parents are to inform school if they do not wish their child's photo or work to be used in advertising mediums (such as Yearbook, FUSION, Facebook, Twitter, Instagram & the school Website).

In addition to communicating through regular emails and our website, we also encourage parents to visit the relevant class pages on Fusion for frequent updates on their children's learning and details of homework (links can be found in Section 16 of this document). Parents can also follow us on Twitter at GEMRDS and follow our Facebook and Instagram pages. In Foundation Stage 1, paper communication diaries are also used.

## **34. Concerns**

We are more than happy for you to share with us any concerns you may have regarding your child's progress or personal development in school. Bring your concerns to us while they are small; problems which are left may grow and become more difficult to resolve.

If you need to see your child's class teacher, please request an after school appointment by email or through our Parent Relations Executive. If there is something urgent you need to let your child's teacher know, please speak to them at line-up time or drop-off but remember that teachers are very busy at this time of the day. The Principal, Senior Leaders and Parent Relations Executive will see you at any time if they are free; an appointment is best, but if you have a worry and we can help, please come along.

## **35. Suggestions please!**

We hope you will find this information helpful. Please let us know if there is anything we have forgotten that you would like to be included.