



مدرسة جيمس متروبول  
**GEMS Metropole School**  
MOTOR CITY



**KEY  
STAGE 3  
PROSPECTUS  
2020-2021**

#community

**GEMS**  
EDUCATION

A warm welcome to you from the students, staff and community of GEMS Metropole. I do hope that the information contained within this Key Stage 3 prospectus will help to introduce you to the happy, safe and inclusive community based environment of our school, where every child is valued as a unique individual.

GEMS Metropole school provides excellent education for students from Foundation Stage 1 (age 3) to Year 13 (age 17), offering a variety of iGCSE and A-Level qualifications. The school also supports growth in Heritage subjects linked to the Ministry of Education subjects of Arabic, Islamic, Social Studies and Moral Education, these subjects help our students develop an understanding of the local and regional heritage, learn about the language of the country and its values.

As a National curriculum for England School, our students will follow the broad and balanced curriculum that has been designed by our school that inspires them to grow them to grow, develop and succeed.

Whilst I do believe that academic success helps to give every child the best opportunities in life, I also believe there is a responsibility to help students develop strong character, apply skills learnt in school life and the wider world which is our key purpose at GEMS Metropole. We strive to support knowledge, help students to acquire skills and develop a strong character to help prepare them for their future aspirations. Metropole is usually a place central to the city, country or community, this is what our school is; the hub of our community and will support all aspects of community life inside and outside school. Our school welcomes all into our central hub.

At GEMS Metropole we expect very high standards of work and behaviour from all our students and, more importantly, we expect every young person to try to achieve beyond their potential, therefore we will strive to support and push every learner. We are here to serve the community, but also to challenge it, in order to maintain high standards and improve on all areas in line with the Dubai's educational vision to create the best possible learners. We will ensure there is effective teaching and learning for every student, every day in every classroom and I will be working hard to ensure that this is the reality at our school.

As the central hub, GEMS Metropole is a diverse community representing 120 Nationalities and 63 languages spoken. Culture, heritage, diversity and tolerance are common strengths of our school community, with parents are partners in all aspects of life in school and outside of school. GEMS Metropole will promote these great partnerships at its core aims, helping to bringing the wider community together into our central hub.

GEMS Metropole is a warm and welcoming school which is happy to invite any prospective parents and students to visit the school, to meet the staff and students. Education is about making a real positive difference, providing every opportunity for all learners to be successful, helping them to achieve beyond their potential and developing life-long learning skills. We would be privileged if you would like to come and join us.

Yours sincerely

**Christopher Seeley**  
Head of Secondary School



GEMS Metropole is very proud of our experienced and dynamic pastoral care team. The safety and wellbeing of our students is vital to helping realise the educational aims of the school and to enable students to gain maximum benefit from their time with us, achieving their personal, social and academic goals. Every member of staff is involved in the pastoral care of students both inside and outside the classroom. Teachers, support staff and parents work in partnership to ensure excellence and promote academic and social success.

Students are placed into LEAD classes in Key Stage 3. Each class has a LEAD teacher who monitors and supports the students' social and academic progress. LEAD teachers will support and guide new and existing students to give them confidence and a sense of security. They will have a detailed knowledge of the needs, emotional development, progress and academic attainment of each student. LEAD teachers are also specifically responsible for registering student attendance, ensuring the uniform is worn correctly, engaging students in meaningful activities during LEAD time, encouraging positive achievement and recognising talent and achievement in all aspects of school life, helping each student reach a realistic appreciation of their own strengths and weaknesses.

The LEAD teacher is the first point of contact (via email) for students and parents if there are any concerns.

Each year group has a Head of Year. They oversee the wellbeing of all students within their year group. The Head of Year deals with any escalated behaviour issues. They also celebrate and reward student achievement. They love to hear good news about their students, so should your child have any successes outside school please share this with them.

GEMS Metropole School has a Safeguarding Leader who oversees the wellbeing of all students and deals with any escalated safeguarding issues. We also have two Counsellors available on site to support our students.





**Assemblies**

Assemblies take place weekly in year groups and provide the opportunity to strengthen the cultural and moral ethos of GEMS Metropole. Celebration Assemblies are held at the end of each term when certificates and prizes are distributed for attendance, excellent behaviour, academic achievement and overall contribution to the year group or school.

**Futures programme**

The potential of the individual is valued at GEMS Metropole. We aim to equip our students with skills and qualities that will allow them to achieve their very best in every endeavour, and develop a love of learning which stays with them for life. Students who have exceptional academic potential as identified by CAT4 results or have been identified by a member of staff as having a particular gift, talent or practical skill (sport, leadership or artistic performance), are invited to be part of our Futures Programme.

Students who are part of the Future Programme are provided with an Individual Learning passport. This passport allows our teaching staff to challenge students within the classroom on a daily basis. The curriculum in each subject is designed to extend students' thinking skills. Each student is set targets which are regularly reviewed, and feedback for progression shared with the students to ensure there is a clear understanding by the student on how to progress. Students are also invited to take part in curriculum experience days whereby they get the opportunity to challenge themselves even further in a higher year group for one or all subject areas depending on the individuals abilities and interest.

GEMS Metropole also offers a number of opportunities out of the classroom for students to attend specialised ASAs and careers support.

**The Inclusion Department**

The Inclusion Department at GEMS Metropole is proud of its proven track record of managing and meeting the additional educational needs of all of our students, providing them with a broad and balanced curriculum and allowing them every opportunity to reach their full potential academically, socially and emotionally. We have a dedicated Inclusion Team who work alongside teaching staff and the senior leadership team to offer invaluable support to individual students and their families as well as to other members of staff as necessary. They work with individual students and with small groups to promote a positive learning environment for all and encourage our students towards success in all areas of life.

We celebrate the diversity of our school population and encourage all students to develop a deeper understanding and acceptance of difference in whatever form that takes, and to enjoy the richness that this brings to participation in our school community.



## PASTORAL CARE *continued*

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### Careers Guidance

At GEMS Metropole School, we are dedicated towards providing high quality information, guidance and career education experiences for all students in Years 7-13. There are a range of events that take place throughout the year that include but are not limited to:

- Personalised one-to-one interviews at transition stages (Y9, Y11)
- Work-related learning (one week's work experience in Year 10 and Year 12)
- Year 9 Careers Day – with GCSE stations
- Year 11 Careers Day – with A Level stations
- Assemblies relating to careers, work experience, and community service
- Application Information Day – full day workshop on applications to all major countries
- Workshops and sessions supporting further education including University Fairs from local and international companies
- Guest speaker talks on specific careers, courses and pathways
- University Application – University fairs, application workshops, external speakers
- Mock interview sessions
- CV and cover letter sessions

GEMS Metropole School uses many platforms to assist the above programmes, including Unifrog, Lifology, Oliv and school run enrichment lessons. We also use the Careers and Enterprise Company Compass tool to evaluate our provision and assess whether we are meeting the 8 recommended Gatsby Benchmarks. This report is run every 6 months. The careers policy is reviewed yearly and the careers noticeboard is regularly updated with career opportunities, summer programmes, work experience, and community service opportunities. Students can also find careers information on D6, the Careers Google classroom and the MTS careers website.

It is important to cement the importance of family support and communication in this pivotal part of your child's life and ensure we are supporting the highs, lows, dreams and expectations of each child. If you are interested in attending our Careers Fair or offering work experience or careers and future pathways related student activities, please contact our pastoral team who will share your details with the Careers & Enrichment Lead.



At GEMS Metropole, we aim to ensure a smooth transition from KS2 to KS3, familiarising students at an early stage with our Secondary School culture and expectations. Our broad and balanced curriculum promotes the academic, personal, social and physical development of all students and prepares them for the opportunities, responsibilities and experiences of adult life.

By creating a positive atmosphere and culture in which everyone in the school community can develop and excel, we lay the foundation upon which to build their academic success. Students thrive in a safe, secure and comfortable environment which allows them to explore their talents and achieve their aspirations.

**Key Stage 3 (Year 7 to Year 9)**

Key Stage 3 is an exciting time in your child’s learning and our aim is for students to study a rigorous curriculum focused on the key knowledge and understanding that will both prepare our students for the challenges of GCSEs and A Levels and give them the foundation to go on to live rich and fulfilling lives.

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Key Stage 3			Key Stage 4 (i)GCSE Examinations		Key Stage 5 AS an A Level Examinations	

Key Stage 3 subjects:

- English Language and Literature
- Mathematics
- Science
- History
- Geography
- Modern Foreign Languages (Spanish/French)
- Music
- Drama
- Physical Education (including Swimming)
- Art and Design
- Information and Communications Technology (ICT) and Computer Science
- Skills in School
- UAE Social Studies (KHDA required)
- Moral Education (KHDA required)
- Arabic (KHDA required for Native and Non Native speakers)
- Islamic Studies (KHDA required for Muslim Students. Taught in Native Arabic or Non Native Arabic)

We support and encourage students to find out their strengths and explore more advanced areas of learning as they prepare for their final years of school and major examinations.

Year 9 students will have full support in going through the options process with a one-on-one interview. There will also be information evenings for parents throughout the year which we recommend you attend to fully understand our curriculum.



**Key Stage 4 (Years 10 and 11)**

Students begin Key Stage 4 in Year 10. They must study English, Mathematics, Science and may choose additional subjects that support their future pathway. The demands of the curriculum are much higher at Key Stage 4. The home learning work load will increase and students will have to learn to manage their time effectively in order to balance the workload.

Key Stage 4 ends with iGCSE Examinations at the end of Year 11. iGCSEs are an internationally recognised qualification that do not include coursework. These results are crucial in gaining entry to Sixth Form. Year 11 students will narrow down their curriculum further and pick 3 or 4 subjects on which to focus their studies with guidance and support available to all students.

**Key Stage 5 (Sixth Form)**

Key Stage 5 begins in Year 12. Entry to Sixth Form is conditional on the grades they achieve at GCSE.

Full career support is, again, given to all students with one-on-one interviews and exploration of potential pathways after school. This is a particular focus throughout Key Stage 5 in preparation for University applications. Students are also encouraged to develop a larger range of skills through leadership roles, community service and project work.

Please see our separate prospectus for KS4 and 5th and 6th Form for more information.



At GEMS Metropole we use data to enhance and individualise the curriculum and students learning. All students are required to sit a CAT4 test and a baseline test when they start at GEMS Metropole School. This allows us to identify their current levels, how they best learn, the support they may require, and to measure progress towards their potential grade. In addition to this students will sit end of unit and end of year assessments to assess their progress. The method and frequency of assessment will vary between subjects.

In addition to formal summative assessments, staff use assessment for learning strategies in every lesson to enhance learning. This can be in the form of teacher, peer or student self assessment to check and improve understanding, promote reflection and individual progress.

The use of summative and formative assessment strategies allows staff, students and parents, to plot their expected progress as well as track progress towards their personalised targets through to Year 11. At GEMS Metropole, we call this progress a students 'flight path'. Flight paths indicate the minimum expected grade for students. As all students develop at different academic rates individually and within different subjects, depending upon individual abilities and interests, they may be on different flight paths for different subjects.

### Feedback and reporting

Involving parents and carers in their children's education is key to the success of individual students. At GEMS Metropole we believe wholeheartedly that parents and carers have an important role to play in supporting the school and ensuring that their child makes significant progress. With this in mind, we aim to communicate with parents and carers conveying timely and relevant information about students progress and wellbeing. We also recognise that communication is a two-way process and encourage parents and carers to participate in these discussions.

Progress reports are issued for every student once each term with a full written report once each year. Parents and guardians get the opportunity to meet all subject and LEAD teachers at our Parental Engagement Evenings.

At GEMS Metropole we believe that feedback and targets are an essential part of a student's learning journey. When staff return formal pieces of work or assessments they will provide verbal feedback to the class and to individuals. This will give them personalised targets for improvement.



Students should wear full school uniform to school each day. Our school uniform is available to purchase at Threads <https://www.threadsme.com/>



### Ties

Students are expected to wear a tie each day. Please help students practice how to tie a tie before their first day. They can use this video to help them:

How to Tie a Tie

<https://youtu.be/4nMtWqA4Zyw?t=28>



Shirts should be tucked in and skirts knee length.

### Shoes

Students need to wear formal school shoes. These should be smart, black and polishable shoes without a rubber sole. Black trainers, canvas shoes, TOMS or other black footwear are not permitted. Students not wearing the correct footwear may be asked to return home to change.

### PE

Students should purchase their house colour PE shirt, navy blue PE shorts and black or white trainers. On PE days they will change into their kit during school time. They should not arrive at school in their PE kit.

### Accessories

Students are permitted to wear a watch and one small stud earring in each ear. No makeup or nail varnish is to be worn by students and hair should be of natural colour.

Zip up tracksuit tops are not part of the MTS secondary uniform and should not be purchased.

## THE SCHOOL DAY

The School Day								
1	2	Break	3	4	5	Lunch	LEAD	6
07:45 - 08:45	08:45 - 09:45	09:45 - 10:05	10:05 - 11:05	11:05 - 12:05	12:05 - 13:05	13:05 - 13:45	13:45 - 14:05	14:05 - 15:05

### Start of the day

Students who come to school by bus will be dropped off at the front of the school. Secondary students should make their own way to the secondary entrance.

All other students can be dropped off at the front of the school or at either of the side gates. Students should go directly to the LEAD classroom after drop off. Parents are not permitted in the Secondary Corridors.

LEAD classrooms will be open from 7:30am. Students must be in the classroom before 7:45am for the National Anthem. Students who arrive after 7:45am will be marked as late to school. LEAD is an important time for students where they are provided with information on the school day and upcoming events. LEAD teachers also use this time to check students planners, ensuring homework and any home/school communication is up to date.

### The importance of attendance

At GEMS Metropole, we believe attendance is important for academic success. The Department for Education in England published a report on 'Improving attendance at school'. This report clearly demonstrates a link between poor attendance at school and lower academic achievement. It further stated that students with an absence rate of over 50%, only 3% manage to achieve five or more GCSEs including Maths and English, and that 73% of students who have over 95% attendance achieve five or more GCSEs with a good grade.

Please help us to ensure students can achieve their academic potential by ensuring they are at school unless absolutely necessary for them to be absent, and that they arrive at school on time.

If, for any unfortunate reason, your child is unable to attend school, please ensure you report their absence using the following link/QR Code:

<https://goo.gl/forms/O5MVLnGsFLFbnEd22>



If we do not receive any reason for their absence, your child will be marked as an 'Unauthorised Absence'. This is in conflict with the KHDA parent contract you will be asked to sign when your student starts school and may impact your child's education and future re-enrolment.

### The end of the school day

At 3pm Secondary students will be released from class to make their way home.

Students who travel by bus should go directly to their bus in the bus park. At GEMS Metropole School, we believe it is important for students to develop their own sense of responsibility. If they are not on the bus by 3:15 pm the bus will leave without them.

All other students should be collected promptly from school or if making their way home, leave the premises quickly at the end of the school day.

## WHAT SHOULD MY CHILD BRING TO SCHOOL?

Students are required to have their own bag which is comfortable enough to carry their materials (books, planner, pencil case etc.) to and from school. Students may wish a separate bag for their PE kit, lunch and device. A reminder that wheelee or roller bags are not allowed due to health and safety reasons.

### Stationery

Students need to bring their own stationery to school. We recommend this includes a pencil, eraser, sharpener, pen (one blue/black/green and purple), ruler, scientific calculator, Maths set with protractor and compass, and a pocket Oxford English dictionary (with Thesaurus is preferred).

*Preferred Casio Scientific Calculator* →



### Devices

Students must bring a fully charged laptop to school every day with a charging cable. Since the device is for classroom educational purposes, please ensure that there are no social media accounts or games installed. Secondary preference is for a laptop over an iPad due to the research and written requirements for students. The minimum specifications are as follows:

- Operating systems: Windows 10/MacOS 10.12 or higher (**N.B.** a Windows laptop is recommended over Chromebooks at GEMS Metropole School)
- RAM 8GB Minimum
- Hard Drive: 100GB

Students should bring headphones to support the use of digital devices in learning, however they can only use them in class with the teacher's permission.

### Personal book

The English Department request that students bring a personal reading book with them each day to school.

### Mobile Phones

GEMS Metropole School operates a zero tolerance policy on smart and mobile phone use in school. All mobile phones are brought to school at the students own risk. The school accepts no responsibility for loss or damage whilst on school grounds or on school sponsored trips.

Students can carry mobile phones in their bags, but they must be switched off (not just silenced) before they cross the school gate in the morning, and cannot be used unless they are in the school reception or have left by the Secondary entrance at the end of the day. If a student is found using a phone in school, the phone will be confiscated for 24 hours. This will also apply to any phone which rings or vibrates during a lesson. After this time, students will collect their phone from the Head of Year. Parents should not contact students on their mobile phones during school hours. Should you need to get in touch with your child, or your child needs to get in contact with you in an emergency, this will be done via the school reception or Head of Year office.

### Lockers

Students are provided with lockers at school. They can pick a locker from outside their LEAD class to use for the year. They must bring their own padlock (combination type preferable).

We recommend that students lock all valuables in lockers and do not leave personal belongings unattended. Items of value should not be taken to PE as there are no lockable lockers in the changing rooms.

## COMMUNICATION

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At GEMS Metropole school we believe that communication between the student, teacher and parent is vital to a student's success at school. All general school information can be found on D6, which is a School Communicator app designed for parents to improve and enhance the school-to-parent communication. This application can be installed on a computer (Apple macOS or Microsoft Windows Operating Systems) and on smart devices and phones (Apple iOS and Android devices).



<https://d6.co.za/education/downloads/>

By using the D6 Communicator app, parents can quickly view school information for their child, including school news, announcements, calendar dates and policies. D6 is where you can also find the weekly information publication for each year group, which provides an overview of what each class is learning, homework, assessment dates and any other key subject or year group related information.

Should parents need assistance with installing this application, we invite them to bring their portable computer or smart phone into our Main Reception area, where our Parent Relations Executive will be happy to help install the app step-by-step.

### Student specific information

If you have any questions or concerns about your child in school, **your first point of contact is your child's LEAD teacher** followed by the relevant Head of Year. They will be overseeing your child's attendance, behaviour and progress in every subject. They will be able to speak to your children's subject teacher and provide you with answers. You will also find every teacher's email address on D6.

Staff will email you if they have any concerns or information directly related to your child only. In emergencies or serious incidents we will call. Please make sure your email and phone number are accurate/up to date on our system (contact Admissions to help you update your details).

For detailed information about your child's learning and progress, we encourage all parents to attend our Curriculum evenings and parental engagement sessions throughout the year.

## PLANNER AND HOMEWORK

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Every student from Year 7-13 will be issued with a School Planner. Students will record all homework and important notices in here. The planner is used to help students stay organised and also communicate between school and home. Parents are asked to sign planners weekly so they are aware of their child's homework and behaviour in school.

In Secondary school there is not a set homework timetable. Teachers will issue students with homework on different days and with different deadlines. Students will need to keep track of homework and its due date by using their planner.

To support the students learning, many teachers use Google Classroom as the main platform to share resources, homework and extra links. All students are also provided with logins for Hegarty Maths, TT Rockstars and Active learn to further support their learning. Students must write down the username and password in their planner and check information on these sites regularly.

Our aim is to build students independence and organisational skills, helping prepare them for life beyond the classroom.

## SQUADS AND TEAMS

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At GEMS Metropole students have the option to partake in a wide variety of extra-curricular clubs; before, during and after school, as well as local and overseas trips. The extra-curricular program in Secondary allows our students to pursue their passions and try new experiences, supporting our belief that education goes beyond the classroom.

By its very nature, the extra-curricular program of activities will be dynamic and respond to the expertise and interest that exists within the staff. It may change with each term and take into account the local climate.

Academic and general interest clubs include study support (various subjects), STEM, Arabic club and the Mini United Nations (MUN).

Creative clubs include dance, drama, art and robotics. Our school drama production is a highlight of the academic calendar with students involved in everything from lighting to make-up and from acting to props.

Sports are catered for via swimming, cross-country, football, netball, athletics, basketball and much more. Students will be invited to try out for squads by the Physical Education department and we actively encourage students to be ambassadors for our school. The school competes within the Dubai school leagues and we are very proud of the success of our young athletes.



## ADMISSIONS

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Places at GEMS Metropole are highly sought after. We attempt to accommodate as many students as we can but each class only has a set number of seats so that we can attend to individual needs. For this reason we urge families to apply for their child's place at their earliest convenience.

For further information please see our school website: <https://www.gemsmetropoleschool-dubai.com/>

Or contact our admissions team on:

Phone: 04 550 7200

Email: [registrar\\_mts@gemsedu.com](mailto:registrar_mts@gemsedu.com)



