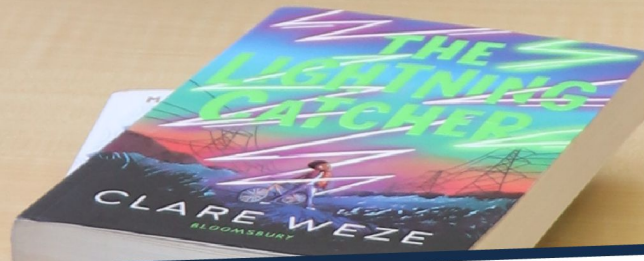




PARENT HANDBOOK

2021 - 2022

#COMMUNITY



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

GEMS
EDUCATION



Principal's Welcome and Vision	2
Academic Calendar	3
Communication	5
Equipment List	8
Devices (Prep & Senior Schools)	9
Uniform	11
Timings of the day	14
Attendance and Punctuality	15
Wellbeing	17
Accounts	18
Enrichment	20
Assessment	23
Feedback and Marketing	24
Transport	26
Healthy School Meals	27
For Parents	28
Sibling Club	29
Student Wellbeing	30

PRINCIPAL'S WELCOME

Dear Parents,

Welcome to GEMS Metropole school. As you start your academic year with us, we would like to keep you updated of important information and guidance that will support each family.

At GEMS Metropole we are a community rich in diversity, tolerance and values. Instilled through our curriculum , the in-school learning, activities and enrichment, work together inclusively, through our community, inspiring each other today to lead global citizens of tomorrow.



Mr. Nav Iqbal
Principal / CEO

OUR VISION

An inspiring and inclusive community hub, developing future leaders



WINTER TERM 2021

Student Induction Day	29th August 2021
First academic day for students	30th August 2021
First academic day for Pre-Primary students	5th September 2021
Professional Development Day (Early Finish)	14th October 2021
Prophet's Birthday	21st October 2021
Mid-Term Break	17th - 21st October 2021
Commemoration Day & National Day	1st - 3rd December 2021
Winter Break	12th - 30th December 2021

SPRING TERM 2021

First day of Term 2	3rd January 2022
Professional Development Day (Early Finish)	7th February 2022
Mid-Term Break	14th - 18th February 2022
Professional Development Day (Early Finish)	3rd March 2022
Spring Break	28th March - 8th April 2022

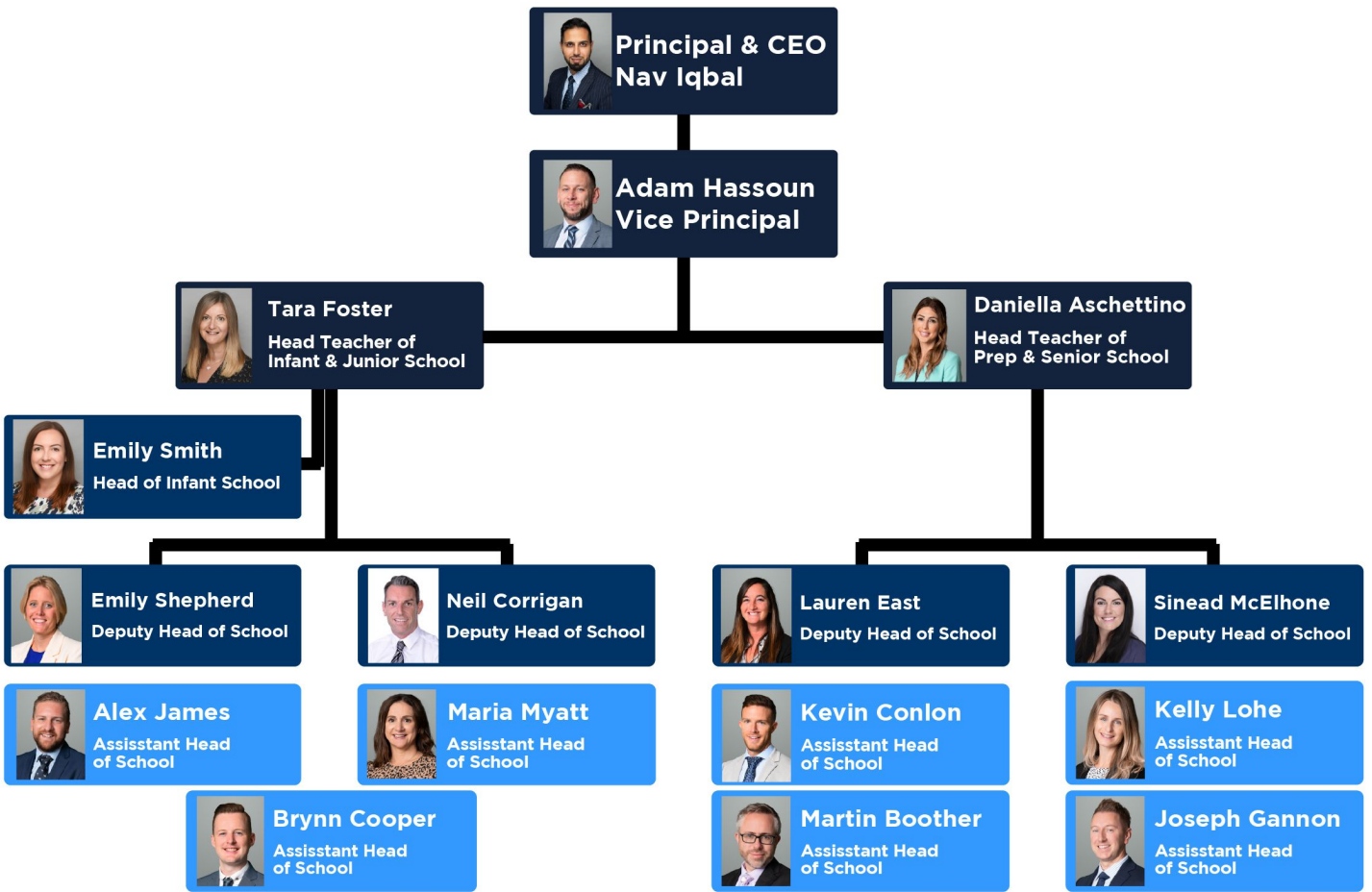
SUMMER TERM 2021

First day of Term 3	10th April 2022
Eid Al Fitr	1st - 4th May 2022
Professional Development Day (Early Finish)	29th May 2022
Last academic day for Pre-Primary students	30th June 2022
Last academic day for all students	6th July 2022



ORGANISATION CHART

SENIOR LEADERSHIP TEAM





COMMUNICATIONS

School Secretaries

Nagham Ghaleb (Principal's)

n.ghaleb_mts@gemsedu.com

Leon John (Primary)

l.john_mts@gemsedu.com

Mayvelyn Ong (Secondary)

m.ong_mts@gemsedu.com

Accounts

For any invoice or receipt enquiries, please email

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d.mangari_mts@gemsedu.com

Maaheena Khan

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Madhu Mani

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Admissions

Registrar MTS

registrar_mts@gemsedu.com

Nermin Mohamed

n.mohamed_mts@gemsedu.com

Sahar Charara

s.charara_mts@gemsedu.com

Rachelle Cooke

r.cooke_mts@gemsedu.com

Transport STS Buses

Sushil Thapa

sushil@stss.ae

Clinic

Dr. Olivia

clinic_mts@gemsedu.com

Communications/ Parent Relations Executive

Haya Rimawi

h.rimawi_mts@gemsedu.com

Examination Officers

Mairin Crozier

m.crozier_mts@gemsedu.com



GEMS Connect

As a newly enrolled GEMS Metropole parent, you will be receiving an e-mail with your GEMS portal login credentials (User name and Password). Once your account is active, the credentials can be used for the GEMS Connect app.

GEMS Connect is the parent portal that all parents need to install on their devices (mobile, laptop...etc.) through the App Store or Play Store.

Through the GEMS Connect app, parents can access and edit student information, view attendance and assessment reports, submit leave requests and do much more in one place.

If you are having difficulty with the App, please email itsupport_mts@gemsedu.com for support with log in credentials. Make sure you state the following in your request: Student name & class, student ID number, parent name and parent's registered email address with GEMS Metropole School.

If you have any concerns please contact the class/lead teacher first as they are the best person to answer your query. If the problem has not been resolved you can escalate to the head of year.

In the small minority of cases that are not addressed at this point, your concern can be escalated to the leaders in writing. We ask parents to follow the above escalation policy to ensure that any concern is resolved in a timely manner.



GEMS Rewards

GEMS Rewards is an exclusive rewards programme for our community of students, parents and staff designed to make quality education accessible.

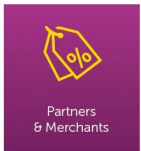
With GEMS Rewards, GEMS families can explore a range of earning opportunities which help towards reducing the overall impact of annual school fees. Whether making savings through student referrals, our GEMS FAB Credit Card or earning GEMS points by making hotel and flight booking or purchase of gift cards on the GEMS Rewards App, our GEMS families can enjoy incredible benefits and discounts across various experiences including: dining, shopping, leisure, entertainment, beauty, wellness, travel and much more



Refer a friend to a participating GEMS school and earn 4% in GEMS Points towards school fees on successfully enrolled referrals.



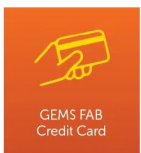
Earn GEMS Points towards school fees with partners on the GEMS Rewards App.



Discover incredible deals and start saving by redeeming exclusive offers across our network of partners on the GEMS Rewards App.



If you are an Emirates NBD, ADCB or Citibank customer, you can use your bank points to pay towards your schools fees, check with your bank to know more



Pay Tuition fees in advance with your FAB GEMS co-brand card to avail discounts of up to 4.25%.



EQUIPMENT LIST

All Primary students are required to have an iPad purchased through either JTRS (our recommended online store) <https://www.jtrs.ae> (make sure you create an account to check MTS iPads) or through any external provider. Please make sure that the iPad has the latest IOS version and is not less than 64GB.

As for Secondary students, a charged laptop needs to be carried every day to school. Please note that all laptops must be capable of running Windows 10 professional or macOS Mojave.

Equipment list:

A directive, to ensure safety, is that students bring their own resources. This will reduce the number of resources in school which will need to be sanitized after every use.

Foundation Stage
Book bag only (no trolley bags are allowed)
Change of clothes
2 face mask (if parent requires)
Lunch box
Water bottles
Hand sanitiser

Year 1 - Year 6
Book bag/ Small bag only (no trolley bags are allowed)
2 face mask (if parent requires)
Lunch box
Water bottles
Hand sanitiser
Personal Device (iPad + iPad Charger)

Pencil case contains:
Ruler Glue stick Writing pencil (s)
Pen (for older students who write in pen)
Coloured pencils
Scissors (age appropriate)
Highlight- (if students want to use them)
Protractor (Year 4, 5 & 6)

Secondary
Combination padlock for lockers
Personal Device iPad (Year 7 - 9) Apple MacBook (Y10 - 13)
Personal Device Chargers (iPad / MacBook Chargers)
Headphones (Compatible with Personal Device)
Face masks (if changing throughout the day)
Hand sanitiser
Personal reading book/ e-book
Writing pencils Erasers Sharpners
Pens (1 blue, 1 black, 1 green, 1 purple)
Ruler Scientific calculator (Casio)
Maths set with protractor and compass

DEVICES (PREP & SENIOR SCHOOLS)

Year group	Device required	Additional information
Years 7 and 8	iPad and Keyboard	Please see table below showing the devices that are supported using the latest iPad.
	This can be the same device that the student has used in Year 6	
	We recommend you to purchase an iPad Magic keyboard or Logitech Folio Touch Keyboard. Approximate costs for these are between 500 – 1000 AED	
Year 9 (Prep School)	If the iPad that was purchased is still supported by the latest iPadOS then it would be more cost effective to continue using the iPad and keyboard set-up	iPad Pencils may be suggested by Art teachers if the curriculum is gearing more towards digital Art.
	If the current iPad is no longer supported by the latest iPadOS, or the child wishes to move to a full size device, a MacBook can be purchased	
	No new device expectation unless the device is obsolete and/or no longer supports iPadOS	
Year 10 to 13	Students should be moving to use of a MacBook, which they will use throughout the Senior school (Years 10-13)	iPad Pencils may be suggested by teachers for students studying certain GCSE, A-Level, and BTEC courses.
	The student's current iPad may still be necessary for certain GCSE, A-Level, and BTEC courses.	
	We appreciate that there may be a transitional period where students move from an iPad to a MacBook.	



Please note that we do not ask parents to upgrade their children's devices at given points through the academic year; the decision is based on if the devices is supported by the latest OS and if the child has a preference for a full-sized device. The tables below may help:

iPad Air Model	Release Date
iPad Air (2nd gen)	October (2014)
iPad Air (3rd gen)	March (2019)
iPad Air (4th gen)	October (2020)

iPad Mini Model	Release Date
iPad Mini (4th gen)	September (2015)
iPad Mini (5th gen)	March (2019)
iPad Mini (6th gen)	September (2021)

iPad Model	Release Date
iPad (5th gen)	March (2017)
iPad (6th gen)	March (2018)
iPad (7th gen)	September (2019)
iPad (8th gen)	September (2020)
iPad (9th gen)	September (2021)

iPad Pro Model	Release Date
iPad Pro (1st gen) 12.9"	November (2015)
iPad Pro (1st gen) 9.7"	March (2016)
iPad Pro (2nd gen) 10.5" & 12.9"	June (2017)
iPad Pro (3rd gen) 11" & 12.9"	October (2018)
iPad Pro (4th gen) 11" & 12.9"	March (2020)
iPad Pro (5th gen) 11" & 12.9"	May (2021)

MacBook Model	Release Date
MacBook	Early 2016
MacBook Air	Early 2015
MacBook Pro	Early 2015

UNIFORM

Our school uniforms is available from THREADS - The Uniform Store (<https://www.threadsme.com>). Please note that the uniform should ONLY be procured from THREADS to ensure uniformity of style and fabric. Substitutes are not acceptable.

We expect all our students to come to school properly groomed and dressed appropriately. This ensures we set a professional work ethic. If the uniform gets damaged or discoloured, we request that a replacement be purchased at the earliest.

Students must be aware that our expectations are the same when they are wearing the Metropole uniform outside of school. We request the parents to support their child meeting the above expectations.

The school is divided in 4 divisions:

INFANT SCHOOL

(Foundation Stage to Year 2)

JUNIOR SCHOOL

(Year 3 to Year 6)

PREP SCHOOL

(Year 7 to Year 9)

SENIOR SCHOOL

(Year 10 to Year 13)





GIRLS - CORE UNIFORM **Y3 - Y6**
(Junior School)

NEW SUN HAT

CHECKERED SHIRT (OPTIONAL)

VELCRO TIE (OPTIONAL)

NEW STRIPED DRESS

NAVY SHORTS(OPTIONAL)

NAVY TIGHTS

WHITE SOCKS NEW

BOYS - CORE UNIFORM **Y3 - Y6**
(Junior School)

CHECKERED SHIRT

NEW BLACK CAP

VELCRO TIE

NAVY SOCKS

NAVY SHORTS

NAVY TROUSER

GIRLS - CORE UNIFORM **Y7 - Y9**
(Prep School)

BLUE BLOUSE - SS

FULL TIE

WHITE SOCKS NEW

NAVY TIGHTS

NAVY KNEE SKIRT

NAVY TROUSER MTM

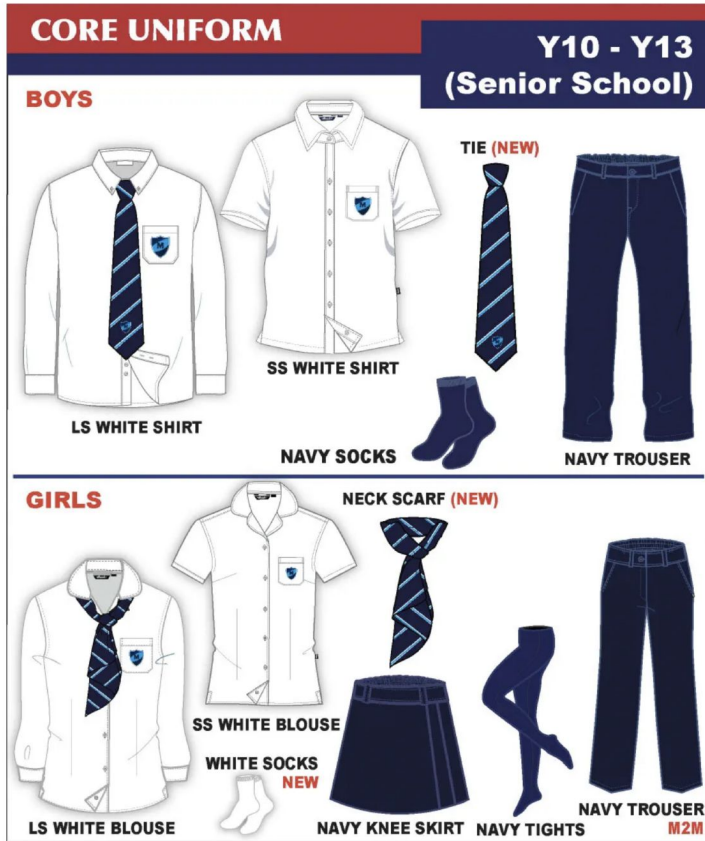
BOYS - CORE UNIFORM **Y7 - Y9**
(Prep School)

FULL TIE

BLUE SHIRT - SS

NAVY SOCKS

NAVY TROUSER



SHOES

Students shoes should be black, polished leather and with navy blue/white socks based on which division of the school the student represents. Girls are not allowed to wear heels. Students (FS to Year 9) have to wear black velcro shoes & seniors have to wear standard black plain shoes (Senior boys shoes should have laces on them).

If the student does not have the correct footwear, they will be sent home.





SCHOOL TIMINGS

The school day starts at 7.45am. Drop off time will now be extended from 7:15am - 7:45am for whole school to allow for social distancing.

FS student's timings will be: 8:00am - 1:00pm.

Bus students will be dismissed at **2:45pm (Primary)** & **2:55pm (Secondary)** so buses can leave school site promptly at 3:05pm. **Secondary bus students will leave at 11:45am on Fridays.**

Non-Bus students will be dismissed at 3:05pm.

FRIDAY TIMINGS

Monday to Thursday	Foundation Stage	7:15am - 13:00	Doors open for pick up at 12:45
	Primary	7:15am - 15:00	Children should arrive no earlier than 7:15 and be in class no later than 7:45
	Secondary	7:15am - 15:05	
Friday	Whole School	7:15am - 12:00	There will be no lunchtime in school on a Friday, as students leave school at 12:00



ATTENDANCE AND PUNCTUALITY

ATTENDANCE

GEMS Metropole School promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research, between high levels of attendance and achievement.

Students are expected to attend school every day unless they are ill. Family holidays should be organised in school holiday time. Requests for time out of school for family occasions can be granted at the Principals' discretion. If a student is absent the link below must be completed:-

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

PUNCTUALITY

Students are expected to be in class before the National Anthem which is played at 7:45 am. Students arriving after the National Anthem are recorded as late into Phoenix. Persistent lateness will be addressed with the parent and escalated to SLT if the lateness continues.

EARLY LEAVE

There may be an occasion where a student needs to leave the school site in the day. The following link must be filled in to request early release. Please note, students cannot be collected for early release after 2pm due to staffing and end of the day duties. Proof of the reason for early leave such as doctors note will be need to be shared with the reception on collection.

<https://bit.ly/3499WIW>



CAR PARKING STICKERS

Students in FS1 up to Year 1 are eligible to a car parking sticker that will allow you to use the internal car park area. Kindly make sure to fill in the required form through the below link allowing us to get your car badge ready. Collection will be from reception:

<https://bit.ly/3GkW9FO>

SIBLING PASS

Sibling Pass allows elder siblings in Years 3 and above to collect younger siblings from their classroom and either meet parents on the school premises or walk home. If you wish your elder child to get a Sibling Pass and collect their younger sibling from their classroom, please fill in the required form through the following link: Student should be in Year 3 or above.

<https://bit.ly/3Hof5or>

HOME ALONE PASS

Students in Years 3 to 6 can get a Home Alone pass allowing them to leave class and/or school premises without an adult. If you wish your child to have a 'Home Alone Pass' and leave their classroom by themselves, please fill in the required form through the following link: Student should be in Year 3 or above.

<https://bit.ly/34rLADI>

WELLBEING

At GEMS Metropole School, we are committed to supporting the emotional health and wellbeing of our pupils and staff. We have a supportive and caring ethos and our approach is respectful and kind, where each individual and contribution is valued.

At our school we know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.

Our counsellors are available to all students, staff and parents. Additionally we have students and staff who are trained in Mental Health First Aid which is a training program that teaches members of the public how to help a person developing a mental health problem or cope in a crisis





ACCOUNTS

FEES AND PAYMENTS

We endeavour to make our payment process as easy as possible with a range of simple and straightforward payment options, as well as a clear, concise fee structure. You'll find everything you need to know about our fees and payment process on our school website. Of course, if you have any queries, please do not hesitate to contact us:

Telephone: +971 4 550 7200 | Email: finance_mts@gemsedu.com

PAYMENT POLICIES

The tuition fees are due prior to the start of the academic year and payable in advance of attendance, at the start of each term. Tuition fees will be invoiced from the time of admission to ensure that payments can be processed before the start of the term. If your circumstances change, it is essential that you contact us in advance of the deadline so that we can guide you on available options. Please note, all tuition fees are in accordance with the fee structure established by GEMS Education under the guidance of KHDA established School Fee Framework.

These fees are subject to change in accordance with Article 51, Bylaw of Federal Law No. (28) of 1999 Concerning Private Education and applicable regulations.

PAYMENT OF FEES

The Application Fee (525 AED including VAT) is payable at the time of the online registration, and is charged to process the application of new students. If new students enroll at a school during the course of the academic year, the school can charge tuition fees starting from the beginning of the month of enrolment.

Schools can collect annual tuition fees in three instalments, due at the beginning of each term. The first term's payment will be 40%, the second 30% and the third term 30% of annual tuition fees.



REFUNDS

In the cases of both existing and new students, the registration and re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to relocation to another country/Emirate or any other unforeseen circumstances.

In the case of refund, the school fees will be calculated as follows:

Tuition fees paid prior to the beginning of the academic year are refundable and only the registration / re-registration fees will be deducted.

If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.

If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.

If the student was enrolled in the school for more than a month, the full terms fees will be deducted.



ENRICHMENT

HOUSE SYSTEM

There are four houses which are named after four popular racing teams they are:

Ferrari, **Mercedes**, **Maclaren** and **Williams**.

Our house system promotes our community team spirit, develops a child's sense of belonging and celebrates achievement outside of the classroom through special house days, social and sporting events and competitions.

House Captains are chosen for being good role models. They have a range of responsibilities such as leading teams; arranging events and collecting and checking the house point totals.

House points are awarded by all teachers for things such as effort, achievement, good behaviour and sportsmanship.

Our house events and competitions are underpinned by the GEMS Jewels of Kindness and the United Nation's 17 Sustainable Development Goals.

We have many events and competitions throughout the year which all students have the opportunity to engage with. These include projects on global and UAE issues such as sustainability.

In addition, we have our inter-school sports competitions, as well as ongoing challenges such as inter house reading, general knowledge quizzes. All events carry house points and students are encouraged to participate in the competitions.



ESM / ECAs

We offer a fantastic range of extracurricular activities: our pupils are lively and curious so we love to feed their enthusiasm.

As a school we value the importance of a healthy active lifestyle and have in place comprehensive masterclasses and squads led by teachers, PE staff and outside sports agency providers. Throughout the school year, students have the opportunity to compete in national and international competitions.

We design our activities to spark your child's creativity. We inspire them to try something new and learn about leadership and teamwork. The talents and interests we cultivate now will nourish them in the future.

GEMS Metropole school will be offering 20 external Early Academy programmes managed by ESM that will be exclusively for Metropole students.

To register your child/children onto a programme you will need to click on the below link:
<https://bit.ly/3L3271Q>

You will then need to create a parent profile and a student profile for your child/children. Once all profiles have been created, go back to the homepage, select the 'Book Activities' and then select 'Add booking', this will generate the full list of Early Academy programmes being offered at GEMS Metropole You can register your child onto as many programmes as you like, providing they are not being offered on the same day and time. Once you have selected the programmes you will click 'Next Step' taking you to the payment portal to pay for the programmes and finalize the registration.



You can register your child onto the programmes at any time throughout the term. However, it's important to note that there is a 24 hour cut off period where you cannot register onto a programme that starts less than 24 hours after registration.

For example, if you wish to register for a programme running on a Tuesday 3 15 pm 4 15 pm, you must register your child no later than 3 15 pm on the Monday. If you register after this time, your child's first session would commence on the following Tuesday.

If you have any questions or require any assistance registering your child, please contact Gwyn Williams who is the Relationship Manager for ESM

Email Gwyn on gwyn@esm.ae | Tel: 055 350 7664

EDUCATIONAL VISITS

Educational visits enable us to enhance, develop and extend our curriculum.

We view every visit as an experience for the pupils and an opportunity for them to develop. All experiences are risk assessed and we adhere to rigorous health and safety requirements. Every trip is reviewed and we do not always do the same trips every year. We aim to balance learning experiences with affordability and impact. Here are just some of the educational visits the children currently access:



ASSESSMENT

SCHOOL REPORTS/ REPORTING

Throughout the academic year six reports are produced, an end of term written report that details the attainment and progress a student is making along with a written comment from the class teacher or specialist subject teacher. Along with the academic grading an attitude to learning grade will also be given. In addition to the end of term report, a half termly data snapshot will be given which reports on the attainment, progress and attitude to learning at the midpoint in the term.

INFO ABOUT ASSESSMENTS

Personalised provision for individuals and groups of learners encompasses the use of data and assessment at GEMS Metropole. Initial CAT4 testing is given to all new students so that teachers have a clear indication of a student's potential academic attainment. The triangulation of aptitude (CAT4), internal assessment information and external assessment information is used on a daily basis to personalize learning to meet the individual student's needs.

AGE	3y - 4y	4y - 5y	5y - 6y	6y - 7y	7y - 8y	8y - 9y	9y - 10y	10y - 11y	11y - 12y	12y - 13y	13y - 14y	14y - 15y	15y - 16y	16y - 17y	17y - 18y	
YEAR GROUP	FS 1	FS 2	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	
KEY STAGE	EARLY YEARS		KEY STAGE 1		KEY STAGE 2				KEY STAGE 3			KEY STAGE 4		6 th FORM		
EXTERNAL ASSESSMENTS					CAT4		CAT4		CAT4		CAT4		CAT4			
					PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	
EXTERNAL EXAMINATIONS			PHONIC SCREENING	KS 1 STATS				KS 2 STATS								
				YEARS 2 - 9 ARE ASSESSED USING PTE, PTM & WITH THE EXCEPTION OF YEAR 2 AND YEAR 7 PTS											IGCSE	AS LEVEL



FEEDBACK AND MARKING

TEACHING AND LEARNING AT GEMS METROPOLE

Our school provides a high standard, international education to students from all over the world. Our culturally diverse student-body influences our programme as we tailor the traditional English curriculum to meet the needs and expectations of the modern global student.

The modern global student lives in a world where information travels at the speed of light, and alongside individual cultures is an international culture where knowledge is shared and developed. It is our goal to prepare the modern global student for the world they will work in ... the world of tomorrow. As a GEMS Education school, learning through innovation, growing by learning, pursuing excellence and global citizenship are at the heart of our teaching philosophy. We encourage students to understand themselves, develop their identities and competencies, and take advantage of opportunities, as they grow to become lifelong learners in the quest for knowledge.

All learners are encouraged to lead their own learning with teachers facilitating the process. Through this approach, learners will be provided with a range of learning opportunities that focus on the skills of: meta-thinking, linking, analysing, creating and realising.

FEEDBACK FOR STUDENTS

Feedback is an essential part of the education process. Through checking students' work, teachers acknowledge the work the child has done, check how well the child has responded to the task and make decisions about what the child needs to do next in order to continue to make good progress. Feedback does not have to be in the form of written comments in the children's books. It is often more powerful and personal for the teacher to talk to the child about their work and tell them what they have done well and what they need to do next. Most of the time, what they need to do next is planned into the next lesson or students have the opportunity within a lesson to respond to verbal feedback given and make adjustments and improvements to their work which helps to secure their understanding .



Sometimes teachers talk to the whole class about a misconception in their work as lots of children have made the same mistake. At times, a written comment that helps the child understand what they need to do next is used if the teacher is not able to speak to the child individually.

Opportunities are also provided for students to give feedback to their peers. This helps students to reflect on their own learning and deepen their understanding of concepts through explaining them to others.

PARENT ENGAGEMENT

Communication between teachers and parents is key to the success of every child. At GEMS Metropole we have regular opportunities for teachers to provide feedback to parents on students' attainment, progress and personal and social skills as well as opportunities to share general information about the learning for their child.

In the secondary school, parents meet with the class teachers annually. More regular meetings are scheduled with the LEAD teachers. Parents are invited to attend a meeting with their child's teacher, either in person or online. Parents will also receive monthly communication from teachers by phone call with a 'star and a wish' for how well the student is doing and an aspect of learning that could be improved.

In addition to these opportunities, throughout the year, parents are invited to attend a variety of workshops to gain an insight into the learning in class and how they can support their child at home.



TRANSPORT

We have dedicated pickup points / drop off points in the below areas. Please check your location and pickup/drop off points with the STS Service Delivery Executive available at the school to confirm the transport service.

The transport fee is applicable and charged for the academic year. Full payment for each term must be made irrespective of the number of school days or usage and this applies to exam periods.

Transport fees are required to be paid in advance to activate the student ID card and the student ID is required to travel on the bus. If any transport fees are not paid by the 15th of the first month of the new term, the student ID card will be deactivated, and the student will not be permitted to travel on the bus until fee payment has been made.

Area / Route	Annual Fee 2021-22 (AED)	Transport Fee Per Term (AED) 2021-2022		
		Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - Jun)
Al Barsha 3, Al Barsha South, Al Waha, Arabian Ranches, Arjan, Damac Hills, Green Community, IMPZ, Jumeirah Village Circle, Jumeirah Village Triangle, Motor City, Mudon, Sports City, Town Square	8,000 One Way (5,800*)	3,200 One Way (2,320*)	2,400 One Way (1,740*)	2,400 One Way (1,740*)
Al Barari, Al Barsha 1, Al Barsha 2, Al Mira, Al Quoz, Al Safa, Business Bay, Dubai Investment Park 1, Dubai Investment Park 2, Dubai Marina, Dubai Silicon Oasis, Jumeirah Beach Residence, Jumeirah Golf Estate, Jumeirah Islands, Jumeirah Lake Towers, Jumeirah Park, Layan Community, Liwan, Meadows, Media City, Palm Jumeirah, Remraam, Sky Courts, Springs, Tecom, The Green, The Lakes, The Villa	8,300 One Way (5,900*)	3,320 One Way (2,360*)	2,490 One Way (1,770*)	2,490 One Way (1,770*)
Abu Hail, Al Furjan, Al Jaddaf, Al Nahda, Al Qusais, Al Warqa'a 1, Al Warqa'a 2, Al Warqa'a 3, Bur Dubai, Deira, Discovery Gardens, Falcon City, Health Care City, International City, Jebel Ali, Jumeirah 1, Jumeirah 2, Jumeirah 3, Karama, Mirdif, Nad Al Hammar, Ras Al Khor, Rashidiya, Satwa, The Gardens, Trade Centre, Umm Suqeim 1, Umm Suqeim 2, Umm Suqeim 3	8,600 One Way (6,100*)	3,440 One Way (2,440*)	2,580 One Way (1,830*)	2,580 One Way (1,830*)



HEALTHY SCHOOL MEALS

Our canteen is cashless, so please refer to Slices (under GEMS Connect Portal > Resources section) to find details about how to top up your child's ID with money.

Infant school (FS1 – Y2) are not able to order any food from Slices. They all need to bring a packed lunch with them which they will eat in the canteen

Primary Students will have food delivered to their classrooms. Years 3 will have only cold packed lunches, and years 4, 5 and 6 will have the option of both hot and cold food. All classrooms will be cleaned and sanitized after the consumption of food.

Secondary lunch will run as normal and the canteen will be available for limited snacks only. Year 7-9 students can access in the first 20 minutes of lunch and Year 10&11 students can access in last 20 minutes of lunch. Sixth Form students will be able to access the tuck shop for snacks at this time.

A reminder that water dispensers are not allowed so students should bring full water bottles to school each day.

Again, final reminder that it is advised and recommended where possible to supply your son/daughter with a packed lunch.



FOR PARENTS

SAFETY & PARENT ID

For students' safety and verification of adults on school grounds, it is essential that all parents wear their parent lanyard every time they are on the school premises, so please make sure to submit your picture to school reception who will issue the ID for you and send it to your child's classroom during their first week of school.

FRIENDS OF METROPOLE

The Friends of Metropole are a body of 15 parents which represents all the parents and caregivers of the children at Metropole. The Ambassadors works in partnership with the school to create a welcoming and inclusive environment for all the metropole families. It represents the views of the parents and caregivers on the education provided by the school and other matters affecting the welfare of the students. Parents are encouraged to approach any Parent Ambassador to share their comments or suggestions.

Besides these important matters, the Friends of Metropole organizes several fun-filled events throughout the year like the Winter/Spring fair, the International Day, Diwali, Prophet's birthday, coffee mornings for parents and many more. Some fundraising activities are also held to help the community like during Breast Cancer Awareness Month and for the Ramadan Fridge campaign. In addition, the Parent Council supports the school in various events organized by them like the Sports Day, National Day, Winter Celebrations, Book Week, year-end Disco and many others.

If you would like to know more about the working of the Friends of Metropole or would like to volunteer, please get in touch with us at parent.council_mts@gemsedu.com



SIBLING CLUB

GEMS Metropole is delighted to announce that FS1 and FS2 Sibling Club is available for our FS students whose parents wish them to stay late and wait for their elder sibling's finish time.

If you are interested in enrolling your young child to the Sibling club, kindly contact your child's class teacher at the earliest. Please note that this is only offered to FS students who have elder siblings studying at GEMS Metropole.

The Sibling club is offered at no additional cost and supervised by our Teaching Assistants.

To comply with current social distancing measures children will be in smaller groups of 10 with other children from their year group. This will take place in the Foundation Stage classrooms where each day will have its own theme.

Parents who would like to take advantage of the Sibling Club, should provide an additional snack for your child.



STUDENT WELLBEING

METROPOLE BEHAVIOUR POLICY

AIMS

It is our aim that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, whose values are built on the GEMS Jewels of Kindness and our school's Core values. The school's behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote a positive environment which encourages good behaviour and student wellbeing.

At MTS, we have a positive and inclusive approach to managing behaviour. We believe in developing positive relationships through a restorative approach, which promotes self-esteem, self-discipline and establishes clear expectations of all members of the school community. Recognition, positive reinforcement and encouragement are used as much as possible in all situations.

REWARDS

We believe strongly in the importance of promoting and praising good behaviour. The role of rewards and praise is a key component of developing the potential of all students at MTS. Student's effort and good behaviour is rewarded and celebrated by teachers in many ways, including;

Verbal praise

Positive feedback

Positive postcards or e-mails home Phone calls home

In-class rewards and certificates

Certificates, prizes and awards at assemblies and whole school events

Displays of work

Leadership responsibilities

Principals gold star

ACHIEVEMENT/HOUSE POINTS

Students are awarded achievement/House points for demonstrating positive behaviour and exemplifying the High Performance Learning Values Attitudes and Attributes. Outstanding attainment of achievement/House points are celebrated across the school during weekly and celebration assemblies. In the Secondary School, Achievement points also convert to house points, which promote collaboration and community team spirit.

REWARDS SYSTEM AT METROPOLE

	Reward	Reason	Frequency
R1	Foundation Stage		
	Stickers	Positive reinforcement or demonstrating the jewels of kindness or HPL VAA's	Daily
	Star Stamper	Acknowledgement of excellence in students work	Daily
	Primary		
	House point (token or tally score) • 1 House point	Positive reinforcement or demonstrating the Jewels of Kindness or HPL VAA's	Daily
	House point (token or tally score) • Placed on class chart • Weekly class, year group and Primary score update • 1 house point	Acknowledgement of excellence in students work	Daily
	Secondary		
Positive Point • Recorded on Phoenix • Small card given • 1 positive point	Acknowledgement of excellence in students work against HPL standards	Daily	



Foundation			
R2	Certificate <ul style="list-style-type: none"> In weekly SWAY Awarded at the end of week class assembly Place on recognition board Recorded on GEMs classroom 	Jewels of the week – Demonstrating the values of Jewel that week – Nominated by class teacher	Weekly
	Take Home Bear <ul style="list-style-type: none"> Bear goes home with student Invited to teddy bear tea party 	Demonstrating the HPL VAA's through the week – Nominated by class teacher	Weekly Tea Part every Sunday with Head of FS

Primary			
R2	Certificate <ul style="list-style-type: none"> In weekly SWAY Awarded in assembly Recorded on GEMs Classroom 	Jewels of the week – Demonstrating the one of our core values – Nominated by class teacher	Weekly
	Certificate <ul style="list-style-type: none"> In weekly SWAY Awarded in assembly Place on recognition board in class or corridor Recorded on GEMs classroom 	HPL Star of the Week – Demonstrating the values of the HLP VAA's – Nominated by class teacher	Weekly

Secondary			
R2	Certificate <ul style="list-style-type: none"> In weekly SWAY Awarded in assembly Place on recognition board Recorded on GEMs Classroom 5 house points 	Star of the Week – Demonstrating the values of the HLP VAA's – selected through accumulation of R1 logs on Phoenix rewards – Empathetic Agile Hard Working Celebrated on rewards wall in pastoral area.	Weekly
	Certificate <ul style="list-style-type: none"> In weekly SWAY Awarded in class the following week Place on recognition board Recorded on GEMs Classroom 5 house points 	Subject Standout – Teacher nominates one student per week from their classes who has done something that separates from the rest	Weekly



Foundation/ Primary/ Secondary			
R3	Subject Awards <ul style="list-style-type: none"> • SLT postcards • Certificate • Presented in Celebration assembly • In Weekly SWAY • Year Group Breakfast – Meet the Head • 20 House points 	<p>Subject progress and effort Awards – Class teacher nominate a student who has demonstrated exemplary behaviour and/or Excellence in their work</p> <p>Subject progress and effort Awards – Departments nominate a progress and effort winner for each subject taught within each Year group</p>	<p>Weekly</p> <p>Termly</p>
	Head of Year Award <ul style="list-style-type: none"> • Trophy/ Voucher • Presented in Celebration Assembly • In weekly SWAY • Winners breakfast - Meet the Principle • 50 house points 	<p>Head of Year Award HOY to analyse positive behaviour/achievement imputed and select a worthy student winner</p> <p>Winner must have demonstrated behaviours from each of the VAAs of the HLP</p>	<p>Termly</p>
Principles Gold Award	<ul style="list-style-type: none"> • Awarded as and when recognised • Students sign the Principle's gold award book. • Given a golden star badge • Featured on Social Media • 100 house points 	<p>Students get this award for doing something extraordinary either in school or out of school.</p> <p>Teachers to pass the details of any students on via live online form with evidence.</p>	<p>Continuous</p>
Sheikha Fatima Award	<ul style="list-style-type: none"> • Students recognised by GEMs Corporate and celebrated within the school. • Presentation ceremony. • 1 year's tuition fees paid for. • 200 House points 	<p>Students must fill in an application form evidencing what they have done to represent the school and the wider school community. Evidence could be built from Year 5 upwards.</p> <p>Previous winner is an advocate for the award – Inspiring others</p>	<p>Awarded Yearly</p>



SANCTIONS

At Metropole we promote positive behaviour by recognising potential and celebrating success. We also know that it is important to have appropriate consequences, which are fair and applied consistently. These sanctions are intended to encourage students to reflect on their behaviour and choices.

INTERVENTION MEASURES TO HELP STUDENTS WITH POOR CONDUCT

The school will take different follow up actions and support strategies according to the different behaviour levels outlined in the Sanctions charts found below.

EVALUATION OF INTERVENTION MEASURES FOR EFFECTIVENESS AND IMPROVEMENT

Any intervention actions taken on student with behaviour issues are to be evaluated for effectiveness and improvements through the use of both individual evaluations done individually with students and parents, and group (i.e. Pastoral team) evaluations done at the School level



FOUNDATION STAGE

Stage	FS1 Behaviour Example	FS2 Behaviour Example	FS Sanction
B1	<ul style="list-style-type: none"> Not listening, unable to follow simple instructions, running in the classroom, hitting, sharing, shouting, turn taking. 	<ul style="list-style-type: none"> Snatching, kicking hitting punching, spitting, running, throwing. Not listening to instructions first time. 	<ul style="list-style-type: none"> Verbal warning Teachable moment dealt with by classroom teacher
B2	<ul style="list-style-type: none"> Repeating any of stage 1 behaviours. 	<ul style="list-style-type: none"> Repeating any of stage 1 behaviours. 	<ul style="list-style-type: none"> Name put on the Cloud Teachable moment dealt with by classroom teacher
B3	<ul style="list-style-type: none"> Repeating any of stage 1 behaviours. A consistent behaviour they know is wrong. Dangerous behaviour 	<ul style="list-style-type: none"> Repeating any of stage 1 behaviours twice. 	<ul style="list-style-type: none"> Thinking Chair Behaviour is logged and parents are informed by the class teacher.
B4	<ul style="list-style-type: none"> If another child is injured. Consistent aggressive behaviour. If another child gets hurt – mark left. Inappropriate behaviour. Aggressive behaviour, biting, throwing equipment which results in injury to another student 	<ul style="list-style-type: none"> If another child is injured. If child is persistent with violent and aggressive behaviour that is endangering others. Aggressive behaviour, biting, throwing furniture 	<ul style="list-style-type: none"> HoY informed. Head of FS/Head of Pastoral involved and parents asked into school

YEAR 1 - YEAR 6

Stage	Examples of Inappropriate Behaviour	Possible Support Strategies/Consequences
B1 - Teacher	<p>At this level could include:</p> <ul style="list-style-type: none"> • Ignoring instructions • Minor arguments • Unkind language • Rough play • Disruptive behaviour • Uniform transgressions • Minor safety issues- running in corridors... • Careless use of school equipment 	<p>At this level could include:</p> <ul style="list-style-type: none"> • Teachable moment dealt with by classroom teacher - guide the student to the behaviour, "what value do we need to call on?" • Year 1 – 4 Behaviour chart can be used • Year 5 and 6 a verbal warning is given • Please log third reminder on Behaviour Register at Level 1 (This is to be monitored over a 48 hour period. If another incident at Level 1 occurs during this time then the HoY to be informed) <p>Please note:</p> <ul style="list-style-type: none"> • Teachers are encouraged to use restorative practices • 'Every day is a new day' • Specialist Teachers to contact class teacher only at this stage
B2 - HoY	<p>Continued Level 1 behaviours</p> <ul style="list-style-type: none"> • Willful refusal to participate in program of instruction • Physical aggression e.g pushing, kicking, hitting • Using hands and feet to intentionally hurt someone • Intentional unsafe behaviour • Disrespect/ Insolence • inappropriate use of school tools and resources 	<p>At this level could include:</p> <ul style="list-style-type: none"> • Student completes MTS Behaviour Reflection during next available break with issuing Class Teacher; Specialist, Teaching Partner, SLT • Please log on Behaviour Register at B2 <p>Please note:</p> <ul style="list-style-type: none"> • Teachers are encouraged to use restorative practices and discuss Behaviour Reflection with child.



YEAR 1 - YEAR 6 (Contd...)

<p>B3 – Pastoral Team</p>	<p>Continued Level 2 behaviours</p> <ul style="list-style-type: none"> • All forms of bullying • Abusive / vulgar language including swearing and actions • Racist remarks • Threats / intimidation • Vandalism- graffiti and breakage • Truancy • Inciting others to behave inappropriately • Direct humiliation • Inappropriate use of social media 	<p>At this level children are,</p> <ul style="list-style-type: none"> • referred to VP Pastoral (or alternative VP staff in VP Pastoral's absence) • Deputy Head Pastoral can refer to any of the following based on the specific need: <ul style="list-style-type: none"> • Pastoral Team Counsellor LS • Parent interview <p>At this level,</p> <ul style="list-style-type: none"> • Student completes MTS Behaviour Reflection during next available break with Head of Pastoral of Head of Year <p>Possible support strategies / consequences;</p> <ul style="list-style-type: none"> • Individual behaviour Plan • Monitoring program - Daily Behaviour Record • Withdrawal of privileges (field trips, expedition, excursions, CCA sport events, ICT equipment) • Peer mediation or restorative conference • Interagency referral <p>- Log on Incident Tracker by the class teacher/Head of Year</p>
<p>B4 - SLT</p>	<p>At this level could include:</p> <ul style="list-style-type: none"> • Continued Level 3 behaviours • Racist remarks directed at other students including through the use of social media • Theft • Intentional violence / fighting resulting in injury • / assault of other students • Major vandalism / damage to property • Abusive language directed towards staff • Inappropriate sexualised language and conduct including through social media • Use of a weapon • Social media misuse to harrase and threaten • Gross misconduct that is not in the power of the school to address or modify 	<p>At this level children are referred to Head of Primary or the alternative SLT member in absence of Principal</p> <ul style="list-style-type: none"> • Head of Primary refers to Vice Principal/Principal <p>Possible support strategies / consequences;</p> <ul style="list-style-type: none"> • Internal/External Suspension - from 1 day increasing if appropriate • Re-entry meeting with parents • Individual Behaviour Contract • Restorative conference • Recommend exclusion / Cancellation of contract • Outside agency referral • Police notification <p>- Log on Incident Tracker by the class teacher/Head of Year</p>

YEAR 7 - YEAR 13

Stages	Behaviour type	Strategies and Sanctions
B1	<ul style="list-style-type: none"> Persistent chatting Off-task Lack of equipment Low level disruption Not using device correctly Ignoring instructions Minor arguments Unkind language Eating/playing in a non designated area Not meeting school expectations of home learning Uncooperative behaviour 	<ul style="list-style-type: none"> Teachable moment dealt with by the class teacher Teacher to remind students of correct behaviour and expectations
B2	<ul style="list-style-type: none"> Persistent level 1 behaviour Willful refusal to participate in set activity Late to lesson (10 minutes) Intentional unsafe behaviour Inappropriate use of school resources and equipment Chewing gum Use of mobile phone during school hours* Inappropriate use of headphones outside of lesson time** 	<ul style="list-style-type: none"> Class teacher provides a clear verbal warning Class teacher to consider preventative measures before next lesson Class teacher records behaviour on Behaviour Tracker. <p><i>Persistent B2 behaviour:</i></p> <ul style="list-style-type: none"> Teacher contacts home This may result in a meeting with student/class teacher/LEAD teacher Student may be placed on LEAD report. LEAD teacher records meeting on Gems Classroom. <p>Phone is confiscated and given to HoY (Returned in 24hrs to student) **Headphones confiscated and replaced by alternative head set issued by HoY (returned in 24 hrs to student)</p>
B3	<ul style="list-style-type: none"> Persistent poor behaviour which disrupts the learning of others Serious inappropriate use of language Disrespectful to staff or peers Dangerous or reckless behavior during break time or lunch time Third incomplete homework No PE kit Incorrect uniform Incomplete home learning task Late to lesson (<i>After 5 minutes</i>) 	<ul style="list-style-type: none"> A 15-minute detention will take place break/lunch with the class teacher Class teacher to log on Phoenix Classroom <p><i>Persistent B3 behaviour:</i></p> <ul style="list-style-type: none"> Meeting with student and HoY Student may be placed on HoY report HoY contacts home Behaviour recorded on Incident Tracker

YEAR 7 - YEAR 13 (Contd...)


<p>B4</p>	<ul style="list-style-type: none"> • Aggression towards another student (<i>pushing</i>) • Verbal aggression towards another student or teacher • Missing a detention after being given a second chance • Internal truanting from lessons (on school site) • Selling for profit on school site 	<ul style="list-style-type: none"> • Behaviour is referred to Head of Year • Behaviour recorded on Phoenix Classroom • 60 minute after school detention with HoY/SLT • This may result in a student being placed on Head of Year report or issuing of a stage letter* <p>*Stage letter is an official behaviour letter from the Head of School. This is permanent on the students file.</p> <p>Behaviour is logged on the Incident Tracker</p>
<p>B5</p>	<ul style="list-style-type: none"> • Truanting (leaving school site) • Internal truanting - repeat behaviour x3 • Fighting (punching/kicking)* • Fighting resulting in injury • Smoking/E-Cigarettes – including consuming and selling/intending to sell • Vaping – including consuming and selling/intending to sell • Serious misdemeanours e.g. drugs, vandalism, racism, secularism, abusive language • Carrying dangerous equipment (a weapon/replica weapon) • Bullying • Social media misuse • Theft • Academic malpractice • Threats or intimidation • Gross misconduct that is not in the power of the school to address or modify 	<ul style="list-style-type: none"> • Behaviour is referred to Head of Year • Head of Year and SLT meeting with parents • Issuing of stage letter from Head of School • 1-day Internal exclusion <p><i>Repeated B5 behaviour:</i></p> <ul style="list-style-type: none"> • This will result in 2-day internal exclusion • Three stage letters will result in permanent expulsion <p>Behaviour is logged on the Incident Tracker</p>


REVIEW OF STUDENT BEHAVIOUR POLICIES AND PROCEDURES

The student behaviour policy and procedures would be reviewed on an annual basis. Key stakeholders will be part of this process including student voice through Student Council meetings.



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