PARENT H A N D B O O K 2024 – 2025









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PRINCIPAL'S WELCOME

Dear Parents and Guardians,

Welcome to GEMS Metropole School, where we are dedicated to fostering an enriching and supportive learning environment for your child. As we embark on another exciting academic year, we are thrilled to have you as part of our vibrant school community.

This Parent's Handbook has been meticulously crafted to provide you with all the essential information you need to support your child's educational journey with us. Within these pages, you will find comprehensive details about our school's expectations, key events, academic activities, and various opportunities that will help your child thrive both academically and personally.

At GEMS Metropole School, we believe in a collaborative approach to education. Your involvement and partnership are crucial to ensuring that your child maximises their potential. This handbook will serve as a valuable resource, guiding you through the nuances of school life and helping you understand how best to engage with and support your child's learning experience.

We are committed to maintaining open lines of communication between school and home. Should you have any questions or require further assistance, please do not hesitate to reach out to us. Together, we can create a nurturing and dynamic environment that encourages your child to excel and reach new heights.

Thank you for entrusting us with your child's education. We look forward to a year filled with growth, achievement, and memorable experiences.

Warm regards,

Mr. Nav Iqbal Principal / CEO



OUR VISION

An inspiring and inclusive community hub, developing future leaders



ACADEMIC CALENDAR 2024-2025 TOTAL NUMBER OF TEACHING DAYS = 182

WINTER TERM 2024- 65 SCHOOL DAYS			
New Student Induction Day	26th August 2024		
First academic day for students (Years 1-13)	27th August 2024		
First day of staggered start (FS1 & FS2, details to be provided)	2nd September 2024		
Mid-Term Break	21st - 25th October 2024		
Winter Break	16th December 2024		

SPRING TERM 2025- 58 SCHOOL DAYS		
First day of Spring Term	6th January 2025	
Mid-Term Break	10th - 14th February 2025	
Spring Break	24th March 2025	

SUMMER TERM 2025- 59 SCHOOL DAYS			
First day of Summer Term	7th April 2025		
Last academic day for all students 1st July 2025			



SENIOR LEADERSHIP TEAM

حرسية حيثم سرم تتروب ول Whole School Organisation Chart **GEMS** Metropole School MOTOR CITY Nav lobal Principal/CEO **Mark Preece** Nizar Mourad **Ed Staton** Vice-Principal Vice-Principal Manager Administration **School Operations** Academics Sean Dennis **Neil Pouney Emily Shepherd** Simon Longdon Head of Prep **Head of Seniors** Head of Juniors Head of Infants Sinead McElhone Lucy Nicholls **Kelly Lohe** Chris Ebbinkhuysen **Martin Boother** Debbie **Brendan Eveleigh** Joseph Gannon Assistant Headteacher KS1 Assistant Headteacher KS4 Headteacher KS3 Simon Humphreys **Greig Barnes Erin Nelson** Melissa Jones Assistant Headteacher Secondary 12 **Mahmoud Ali** Yasser Hussain **Rathica Palaver** Director of Arabic & Islamic Studies **DEEI** Lead Wholeschool



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CONTACTS

School Secretaries			
Tanya Kumar (Principal's Office)	t.kumar_mts@gemsedu.com		
Cheryll Mae Sareno (Primary)	<u>c.sareno_mts@gemsedu.com</u>		
Joyce May Omandam (Secondary)	j.omandam_mts@gemsedu.com		
Accounts For any invoid	ce or receipt enquiries, please email:		
Madhu Mani	m.mani_mts@gemsedu.com		
Maaheena Khan	m.khan5_mts@gemsedu.com		
Roy Dzousa	r.dsouza_mts@gemsedu.com		
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	Admissions		
Registrar MTS	registrar_mts@gemsedu.com		
Rachelle Cooke (Registrar)	r.cooke_mts@gemsedu.com		
Nadine Azzam	n.azzam_mts@gemsedu.com		
Ali Altirkawi	a.altirkawi_mts@gemsedu.com		
Tra	nsport STS Buses		
STS Admin	sde-mts@sts-group.com		
	Clinic		
Dr. Olivia Silva	clinic_mts@gemsedu.com		
Communications	s / Parent Relations Executive		
Sukhpreet Saran	pre_mts@gemsedu.com		
	Safeguarding		
Kelly Lohe (DSL)	k.lohe_mts@gemsedu.com		
Emily Shepherd	e.shepherd_mts@gemsedu.com		
Simon Longdon	s.longdon_mts@gemsedu.com		
Sean Dennis	s.dennis_mts@gemsedu.com		
Neil Pouney	n.pouney_mts@gemsedu.com		
	Pastoral		
Chris Ebbinkhuysen (Primary School)	c.ebbinkhuysen_mts@gemsedu.com		
Martin Boother (Years 7-9)	m.boother_mts@gemsedu.com		
Joseph Gannon (Years 10 and Year 11)	j.gannon_mts@gemsedu.com		
Simon Humphreys (Year 12 and Year 13)	s.humphreys_mts@gemsedu.com		
Examination Officer			
exam_mts@gemsedu.com			
Hu	uman Resource		
Tracy Dmello and Mary Jane Caluza	<u>hr_mts@gemsedu.com</u>		
School Operations			
Nizar Mourad	schoper_mts@gemsedu.com		



GEMS CONNECT

GEMS Connect

As a newly enrolled GEMS Metropole parent, you will be receiving an e-mail with your GEMS portal login credentials (username 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.

Gems Connect is a one stop hub for parents to access information relating to their child and whole school. They can find information on there about school trips, fees, payments, school bus services, student profile, ECA's, communication from the school and much more. Please click on the link below for further information:

GEMS Connect

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.





GO4SCHOOLS

School Reports

You will now be able to access your child's report via <u>Go4Schools</u>. You will be able to access it using your registered email address and your set password.

For first time user, please follow the steps below:

1. Click the orange Login button and select Parents Login

2. Click the middle option (First-time user?)

3. Enter your **personal email address** registered with our school. You will receive an email from Go4Schools to set a password - please follow the instructions.

4. You should then be able to log into Go4Schools, using the **Parents Login** and **Sign in with Go link**.

5. Once logged in, click **Reports** on the left-hand menu

Attendance

On Go4Schools, you can monitor your child's attendance and punctuality.

Timetable

On Go4Schools, you can view your child's weekly timetable.





GEMS AMBASSADOR PROGRAMME

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

With the GEMS Ambassador Programme, 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

For more information click on Click here



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 school's 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%.



GEMS REWARDS

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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, this charge is 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.



ACCOUNTS continued

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.



TRANSPORT

Overview

To support students in travelling to and from Metropole School, we have dedicated pickup / drop off points. Please check your home location with the STS Service Delivery Executive at the school to confirm whether the transport service is available to you.

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. Booster pads and child seats will be charged at AED 300 per seat per student.

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. All ID cards must be activated for registration and insurance of bus journeys. If any transport fees are not paid by the 10th 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. We reserve the right to change any associated transport service fees without notice.

The transport fees for the next academic year will be released in August 2024. These will be sent out to all parents.

For more information regarding transport, please contact Shariqua Ambreen at sde-mts@sts-group-com





EQUIPMENT LIST

FS – Year 1
Book bag only (no trolley bags are allowed)
Change of clothes
Lunch box
Water bottles
Hand sanitizer

Year 2 - Year 6

Book bag/ small bag only (no trolley bags are allowed)

Lunch box

Water bottles

Hand sanitizer

Personal Device (iPad + iPad Charger) E-safety required

Pencil case contains:

Ruler | Glue stick | Writing pencil(s)

Pen (for older students who write in pen)

Coloured pencils

Scissors (age appropriate)

Highlighter (if students would like to use them)

Protractor (Year 4, 5 & 6)

Secondary

Combination padlock for lockers

Year 7 - 9 iPad compatible with the latest iOS E-safety required

Y10 - 11 Apple MacBook (Students should transition from an iPad to a MacBook) E-safety required

Years 12-13 Choice of device, Apple products recommended. No e-safety required.

Personal device chargers and compatible headphones (iPad / MacBook)

Hand sanitizer

Water bottle

Personal reading book/e-book

Pencil case contains:

Writing pencils | Erasers | Sharpeners

Pens (1 blue, 1 black, 1 green, 1 purple)

Highlighters (If students want to use them)

Ruler | Scientific calculator (Casio)

Maths set with protractor and compass



DEVICES REQUIRED (PREP & SENIOR SCHOOLS)

All students from Year 3 to Year 9 are required to have an iPad. Please make sure that the iPad has the latest iOS version and is not less than 64GB. In Senior School, students are expected to move over to a MacBook.

As stated in the parent-school contract, it is a requirement for all students from Year 2-11 to be enrolled to the school's mobile device management system (MDM). Without this, students will not have access to the Wi-Fi network, nor the school's paid educational applications.

Year group	Device required	Additional information
Years 7 and 8	iPad <u>https://mts.jtrs.ae/</u> This can be the same device that the student has used in Year 6	We recommend to purchase an iPad keyboard and an iPad Pen.
Year 9	iPad <u>https://mts.jtrs.ae/</u> If the iPad is still supported by the latest iPad iOS then students should continue using their iPad However, if the current iPad is no longer supported by the latest iPad iOS, or the child wishes to move to a full size device, a MacBook can be purchased in preparation for Y10	We recommend to purchase an iPad keyboard and an iPad Pen.
Years 10 to 13	MacBook <u>https://mts.jtrs.ae/</u> For years 10-11 students should transition from their iPad to a MacBook, which they will use throughout the Senior School. Years 12-13 can choose their own device but Apple products are recommended. E-safety is not required. The student's old iPad may still be necessary for certain GCSE, A-Level, and BTEC courses.	iPad Pens may be suggested by teachers for students studying certain GCSE, A-Level, and BTEC courses.



APPLE - MINIMUM SPECIFICATIONS REQUIRED

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 device is supported by the latest OS and if the child has a preference for a full-sized device. The tables below may help:

2024-2025:

Device	Specification Required for School
iPad	8th Generation and above. 64gb minimum
iPad Air	4th Generation and above
iPad Pro	iPad Pro 11-inch 3 rd Generation and above iPad Pro 12.9-inch 4 th Generation and above
iPad Mini	5th Generation and above
MacBook	MacBook Pro and Air released in 2019 and later

Additional Information:

Apple Intelligence is compatible with these devices.

Apple Intelligence is free to use and will initially be available in U.S. English. Coming in beta this fall.*

iPhone 15 Pro Max A17 Pro

iPhone 15 Pro A17 Pro

and Dro

M1 and later

Pad Air

MacBook Air

MacBook Pro

iMac M1 and later

Mac mini

v1 and later

M1 Max and later

Mac Pro M2 Ultra



SCHOOL UNIFORM

Our school uniforms is available from THREADS - The Uniform Store <u>https://www.threadsme.com</u>. 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	Junior School	Prep School	Senior School
(Foundation Stage to Year 2)	(Year 3 to Year 6)	(Year 7 to Year 9)	(Year 10 to Year 13)



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CORE UNIFORM Y7 - Y9 (Prep School) GIRLS NAVY CARDIGAN BLUE BLOUSE - SS 2 NAVY TIGHTS NEW NAVY KNEE SKIRT NECK SCARF OPTIONAL Ø NAVY TROUSER WHITE SOCKS NAVY PULLOVER

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Dressing Future Leaders



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

Day	School	Start & Finish	Start of day	End of Day for Bus Students	End of Day for Non-Bus Students
	Foundation Stage	7.25 am – 12.45 pm		12.45 pm	Doors open for pick up at 12.45 pm
Monday to Thursday	Infant & Junior	7.25 am – 15.05 pm	Children should arrive no earlier than 7.25 am and be in class no later	Bus students will be dismissed at 14.55 pm so buses	Non-bus students
	Prep & Senior	7.25 am – 15.05 pm	than 7.45 am The school day starts at 7.45 am	can leave school site promptly at 15:05 pm	will be dismissed at 15:05 pm
Friday	Whole School	7.25 am – 12.00 pm		Bus students will be dismissed at 11:45 am on Fridays.	There will be no lunchtime in school on Friday as students leave school at 12.00 pm



SIBLING CLUB

GEMS Metropole is delighted to announce that FS1 and FS2 Sibling Club is available for our FS students whose parents wish for them to stay late and wait for their older 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 older siblings studying at GEMS Metropole.

The Sibling Club is offered at no additional cost and is supervised by our Teaching Assistants. Students join with children from other classes and are able to continue to use our FS classrooms and outdoor facilities.

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







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, a medical record needs to be provided if the absence is more than 2 days. Without a medical record, it will be classed as unauthorised absence.
- Family holidays should be organised in school holiday time. Time off school for holidays, weddings, birthdays and family celebrations will not be approved.
- Approved leave is granted on a case-by-case basis by the Head of School, this can only be granted for extenuating circumstances where evidence is provided.
- If a student is absent, the following link must be completed by 7.45am on the day of the absence : -<u>Student's Absence Request Form</u>

Failure to meet expected levels of attendance could mean that a student is required to repeat the year, as per our attendance policy.

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. Persistent lateness will be addressed with the parent and escalated to SLT if the lateness continues.

Early Leave Release

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: <u>Request Early pick up link</u>



Car Parking Stickers

Students in FS1 up to Year 2 are eligible to a car parking sticker that will allow you to use the internal car park area. Kindly ensure to complete the required form through the link below to allow us to get your car badge ready. Collection will be from reception. <u>Request for MTS Parent Vehicle Permit for Parents of FS1 to Year 1 only</u>

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 link below. Student should be in Year 3 or above. <u>Request for Sibling Pass Form</u>

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 link below. Student should be in Year 3 or above. <u>Request for Home Alone Pass Form</u>

Picking Up Students

To ensure a smooth and safe dismissal process, parents are requested to adhere to the following times when picking up their child:

- 8:00-2:35pm- Parents can enter the school reception if they need to collect their child. A member of the support team will then go to the classroom and collect the student on your behalf.
- **2:35-3:05pm** Parents **are not allowed** to enter the school to pick up students; during this time, a large number of students are transitioning to different areas of the school. Furthermore, support staff, who are normally asked to pick up children from classrooms are busy preparing for end of day procedures.
- 2:35-3:05- the request to meet with a member of staff is not allowed. (Friday, 11:30-12:00)
- 2:35-3:05- access to the registration or accounting departments is not allowed. (Friday, 11:30-12:00)

EXCEPTIONS

- Parents of SEND students in the Inclusion Department.
- Situations requiring access to the School Clinic, if their child is there.
- Emergency and exceptional cases. Parents may enter with the approval of the School Principal or Operations Manager. If both are absent, the Vice Principal can grant permission.



WELLBEING

At GEMS Metropole School, we believe that everyone's wellbeing is fostered through experiences of belonging, building relationships, being accepted and valued, and positive community engagement. We aim to provide opportunities for all community members to develop awareness of their wellbeing and responsibilities, and to commit to becoming valuable members of the global community.

Our Wellbeing Vision

'We are proactive in promoting wellbeing, allowing us all to personally thrive'.

This vision is based on a proactive, positive psychology model, reinforced through the PERMAH framework, allowing our community to build personal happiness and wellbeing.

Our vision is achieved through the PERMAH model of wellbeing, based on Martin Seligman's positive psychology research, which includes:



- Positive Emotions: Reflecting on what is going well and spending time with loved ones.
- Engagement: Participating in enjoyable activities.
- **Relationships**: Building positive, caring, and supportive relationships.
- Meaning: Linking activities to the outside world and understanding our role in helping others.
- Accomplishment: Setting and achieving personal targets and celebrating successes.
- Healthy Lifestyles: Being active and knowledgeable about healthy lifestyles.

We prioritise student wellbeing with a comprehensive program that promotes safety, inclusion, attendance, and engagement. Our approach fosters school values, meets individual needs, and builds character, leadership, and resilience. We provide health and wellbeing education, counseling, and external support, while honoring student voices through council representatives and a wellbeing leadership team. Initiatives include positive mental health activities, a house system, and student-led mental health awareness campaigns. Online tools like YouHQ and PASS support and assess wellbeing. Transition programs, workshops, and a new student induction program ensure smooth transitions and continued support for all students.





ENRICHMENT

House System

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

Ferrari, McLaren, Mercedes, and Williams

Our House System fosters a collective sense of belonging among staff, students, and parents, promoting teamwork and healthy competition. It provides students with opportunities to develop into well-rounded individuals and future leaders.

House Captains, selected for their exemplary role modeling, lead teams, organise events, and manage House point totals. Teachers award House Points for effort, achievement, good behavior, sportsmanship, and adherence to school core values, HPL learning skills and the Wellbeing PERMAH Model.

Throughout the year, we host various events and competitions that engage all students. These include 'House Colour Day', charity projects, inter-school sports competitions, and ongoing challenges like inter-house reading and general knowledge quizzes. All events carry house points, encouraging active student participation and fostering a vibrant, competitive spirit.

At the end of each term all House point totals are collated, and the winning house receives a rewards afternoon.

Each House is associated with one of the school's core values, while the value of leadership runs through all Houses, aligning with and reinforcing the whole school vision.



ENRICHMENT continued

Extra-Curricular Activities (ECA)

Enrichment through extra-curricular activities (ECAs) is a vital component of a well-rounded education. ECAs offer students opportunities to explore new interests, develop skills, and build social connections beyond the classroom. These activities enhance learning by providing practical experiences, promoting teamwork, and fostering creativity and resilience. Participation in ECAs not only enriches the educational experience but also prepares students for future challenges by developing their talents and leadership skills.

We are excited to offer a diverse range of clubs that fall into three main categories:

- 1. Learning Clubs: Learning Clubs focus on academic enrichment and intellectual development. These clubs provide students with opportunities to delve deeper into subjects they are passionate about, support their studies, and develop new skills.
- 2. Activity Clubs: Activity Clubs emphasize physical activity, creativity, and social engagement. These clubs help students stay active, express themselves artistically, and develop teamwork and social skills.
- **3. Paid Clubs:** In addition to our regular clubs, we offer a selection of paid clubs through our partnership with ESM. These clubs provide specialised activities and expert coaching for students seeking provision outside of that the school can offer. Please find our ESM Clubs below:

Register online at <u>https://esm.ae/</u> Click HERE for an example of the ESM Activities

Participating in ECAs is a fantastic way for students to enhance their school experience, discover new passions, and develop essential life skills. We encourage all students to explore the clubs available and make the most of these enriching opportunities.

Trips and Visits

We are proud to offer a variety of international, local residential, and well-being trips, as well as curriculum and academic day trips. These experiences further enrich our extracurricular offerings by exposing students to diverse cultures, environments, and learning opportunities. We have planned two specific trip weeks that will host our international and residential trips: one in January 2025 and the other in June 2025. These trips not only support academic growth but also promote personal development, resilience, and a global perspective, ensuring our students are well-prepared for the future.







ENRICHMENT continued

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 international and local trips every year. We aim to balance learning experiences with affordability and impact.

Masterclass Years 1-6

At GEMS Metropole, education does not belong solely in the classroom. Opportunities for enrichment activities help students to develop their interest and abilities, provides valuable learning experiences outside their studies and promotes independence and inter-personal skills. We run a fantastic Masterclass program which gives students opportunities to get involved in a wide range of projects, societies and activities in sport, creative and performing arts as well as academic subjects. Many activities are run by our own staff but we also work with external organisations and specialist providers to ensure a high-quality offer for students. These lessons are built into the school day, ensuring a rich and broad offering for our students.



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.

FS1 - Year 2 students should bring their own packed lunches. Year 3 - 6 have the option of bringing a packed lunch from home or visiting the school canteen.

Secondary lunch is available in the canteen. Year 7-9 students can access this in the first 20 minutes of lunch and Year 10 & 11 students can access it in the last 20 minutes of lunch. Sixth Form students are able to access the café in the Sixth Form center during free periods and at break / lunchtimes.

Students should bring a full water bottle to last them for the full day at school.

FOOD IN CLASSROOMS (for parties and treats)

If your child wants to bring a birthday treat, encourage them to bring in an item for the classroom such as a classroom book (signed and dated by your child) or other classroom supplies such as pencils, erasers, etc. **not** a food item. The reason for this is the growing number of students who struggle with food allergies, diabetes and childhood obesity.

Any time that food is brought into school by a teacher or student, a "food review" check needs to be completed via the clinic to ensure teachers account for all allergies prior to distributing food in their classroom. Any food items that have not been approved will be returned to the parents at the end of the school day.





STUDENT BEHAVIOUR EXPECTATIONS

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 GEMS Metropole, 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 GEMS Metropole. Students' effort and good behaviour is rewarded and celebrated by teachers in many ways, including;

House points Verbal praise Positive postcards Emails and phone calls to parents Certificates, prizes and awards at assemblies and whole school events In class rewards and certificates HPL Teddy Bear Tea Party with Head of Infants GEMS Metropole Tables Awards Displays or work Leadership responsibilities Principal's gold star Golden Table



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Rewards at GEMS Metropole

Reward	Purpose
House Points (Metropole Merits) and Squirrel Points	To reinforce positive behaviour, such as, •excellence in student work •demonstrating the school values and High-Performance Learning Skills •great effort •manners
Verbal Praise	In the moment positive reinforcement to highlight success, a positive change or acknowledging school values in action
Positive Postcards	Individual cards crafted by a member of staff to celebrate a specific success story demonstrated by a student in class, in school or at an external event. An example of this in secondary would be the Metropole Excellence
Emails and Phone Calls to parents	Teachers celebrating and acknowledging student success, growth or achieving a target with the child's parents
Certificates, prizes and awards at assemblies and whole school events	Celebrating student success with our school community at weekly, termly or at end of year events. Examples include receiving a values certificate for demonstrating our school values and High-Performance Learning for displaying HPL skills in learning. 'Best Dressed' certificates for those classes who collectively and consistently wear the correct uniform in the Junior School.
Displays of student work	Celebrating and displaying excellence in student work with our school community across class, year groups and school corridors
Metropole Magnificence	Celebrating extraordinary achievement both in and out of school. Certificate awarded and students sign the Principal's book of achievement.
HPL Teddy Bear	Students in Foundation Stage 1 and 2 who have demonstrated a HPL skill across the week are rewarded with the HPL Teddy visiting their home for the weekend by their class teacher.
Teddy Bear Tea Party with the Head of Infant School	FS 1 and 2 students who were awarded the HPL Teddy Bear have tea with the Head of Infant School.



Achievement and Behaviour

Throughout each stage of the school students are rewarded daily, weekly, termly and yearly for exhibiting excellence in their work and demonstrating the school's core values and HPL learning skills. We also have yearly and special awards for outstanding contribution to the school and wider community. Please refer to our rewards policy for further details and information.

Secondary Rewards Systems at GEMS Metropole

Reward Stage	When
R1	Daily
R2	Weekly
R3	Termly
R4	Yearly
R5	Special Awards

Behaviour and Sanctions at GEMS Metropole

At our school, 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.



Foundation Stage

Behaviour Stage	Who	Strategies and sanctions
B1	Class Teacher	Teachable moment
B2	Class Teacher	Name put on the Cloud Teachable moment dealt with by classroom teacher. Parents informed. Appropriate interventions applied.
B3	Class Teacher and Head of Year	Thinking Chair Parents are informed by the class teacher. Appropriate interventions applied.
В4	Head of FS/Head of Pastoral involved and parents asked into school	Head of FS informed and they will ask to speak with the child's parents. Appropriate interventions applied.

Primary

Behaviour Stage	Who	Strategies and sanctions
B1	Teacher	Teachable Moment.
B2	Teacher / Head of Year	Reflection time with the teacher. Teacher to contact parents. Head of Year is informed.
B3	Head of Year / Assistant Head of Primary	Reflection time and sheet completed with the Head of Year. Head of Year to contact parents and meeting arranged. Assistant Head of Primary informed. Appropriate interventions applied.
B4	Assistant Head of Primary / Deputy Head of Primary (Pastoral)	Assistant Head of Primary contacts parents. Reflection time with AHT. Parents are invited into school to discuss the behaviour with Assistant Head and HoY. Deputy Head of Primary is informed. Appropriate interventions applied – e.g. Individual Behaviour Plan
B5	Deputy Head of Primary (Pastoral) / Head of School	Deputy Head of Primary informs parents. Parents are invited into school to discuss the behaviour with DHT and HoS. Formal letter given. Appropriate interventions applied.



Secondary

Behaviour Stage	Who	Strategies and Sanctions
B1	Class Teacher	Teachable Moment
B2	Class Teacher	Verbal Warning and internal log made
B3	Class Teacher	Break time reflection issued, contact made with parents
B4	Behaviour Hub	After school reflection issued, parental communication and appropriate interventions applied
В5	Behaviour Hub and Senior Leadership Team	Senior Leadership intervention – Parents called in for a meeting, stage Letter system enforced internal exclusion

Throughout each stage of the school students must demonstrate behaviour in line with our school behaviour policy. Our primary goal is to focus on the positive actions and behaviour of all our students as we aim to create a calm, caring and supporting learning environment at our school. We believe in teachable moments to help guide and companion our students However, any student who does not meet the school expectations inside or outside of the classroom will face sanctions and intervention measures. These measures are put in place for students to reflect on and improve the choices that they make. Please refer to our behaviour policy for further specific details and information regarding each stage.

Our specialist 'Behaviour Hub team is dedicated to supporting students with consistent behavioral challenges. The behavior team, consisting of 1 Behavior Support Manager, 2 Behaviour Support Leads, 1 Behaviour Support Assistant, and 3 School Counselors, who work to maintain a positive school environment and support student well-being.

The Behavior Specialists conduct thorough assessments and develop personalised Behavior Intervention Plans (BIP) tailored to individual needs. They provide ongoing counseling and closely monitor progress to ensure effectiveness.

They also support students with significant behavior issues (B5), providing guidance and assistance to ensure they receive the education they deserve. Through mentoring programs, they help students overcome challenges and thrive both academically and socially.



BEHAVIOUR SUPPORT SERVICES

At GEMS Metropole School, we understand the essential role that behaviour plays in creating a positive and productive learning environment. Our Behaviour Support Service is dedicated to establishing a safe, respectful, and supportive school community where all students can thrive.

We take a proactive approach to behaviour support, focusing on positive reinforcement and the development of social-emotional skills. By promoting positive behaviours and providing targeted support, we aim to help every student reach their full potential. Our team collaborates closely with teachers, parents, and students to create individualised plans that address specific needs and encourage positive behaviour.

Key features of our Behaviour Support Service include:

- **Positive Behaviour Interventions:** Using evidence-based strategies to promote and reinforce positive behaviours.
- Individual Support Plans: Creating tailored plans to support students with specific behavioural needs.
- **Collaborative Approach:** Working together with teachers, parents, and students to ensure a consistent and supportive approach.
- **Skill Development:** Focusing on building essential social and emotional skills that contribute to positive behaviour.
- **Professional Development:** Offering ongoing training and support for staff to effectively manage and promote positive behaviour.
- Counsellor Support: Our experienced school counsellors provide one-on-one and group sessions to help students manage their emotions, develop coping strategies, and build resilience. They work closely with students to address personal challenges, enhance their well-being, and support their academic and social development.

At GEMS Metropole School, we are committed to creating an environment where all students feel safe, respected, and empowered to succeed. Our Behaviour Support Service, with the support of our dedicated counsellors, is an integral part of this commitment, helping to ensure that every student can thrive both academically and personally.





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.

Parent Ambassadors

The Parent Ambassadors are a body of 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 Parent Ambassadors organise 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 organised 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 parentambassadors_mts@Gemsedu.com





ASSESSMENT

School Reports/ Reporting

Throughout the academic year, five data summary reports are produced. Each half-term a data summary report identifies the progress a student is making against their baseline/target grade and will include their 'current working grade' and also any recent assessment grades, for secondary students.

At the end of the academic year, the student's report is a written report that details the attainment and pastoral successes of the students, within all core and non-core subjects. Parents will be able to access reports via Go4Schools.

Information About Statutory Assessments

CAT4

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, in Year 3 and above, so that teachers have a clear indication of a student's potential academic attainment level. The triangulation of cognitive potential (CAT4), internal assessment information and external assessment information is used on a day-to-day basis to inform the personalisation of learning experiences, in order to meet every individual student's needs.

NGRT

Each term, students in Year 2-10 will completed the New Group Reading Test (NGRT) which assesses three areas: phonics, passage completion and sentence completion. This information is used to guide reading intervention and challenge for students, as well as a measure of progress over time.

PTs

Progress Tests are completed in Years 2-10 in English and Maths and Years 3-6 and 8-10 in Science. These assessments assess the students' curriculum attainment in core subjects against the National Curriculum expectations and will be completed in Term 3

A reporting and assessment schedule will be shared with parents at the start of the academic year.





TEACHING AND LEARNING

High Performance Learning (HPL)

GEMS Metropole School is accredited as a World Class High Performance Learning School! Students at Metropole develop the language and skills to help them explain the current stage of their learning and the next steps they need to take to improve and deepen their understanding. The High Performance Learning approach recognises that all learners have the potential to achieve the very highest results and develops the attitudes and performance characteristics required for this to happen.

Teaching And Learning At GEMS Metropole School

Our school provides a world class, 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 whilst also taking into account the unique cultural setting in the UAE.

The modern global student lives in a world where digital literacy is paramount in order to be real-world ready. It is our goal to prepare students 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 ensure students harness the latest digital technologies and to develop world class learning skills through High Performance Learning as they grow to become ready for their future career pathways and are lifelong learners.

All learners are encouraged to lead their own learning through our unique enquiry-based learning pedagogy. Through this approach, learners will be provided with a range of opportunities to lead their own learning and systematically develop the advanced cognitive performance characteristics of: meta-thinking, linking, analysing, creating and realising.

Feedback For Students

Feedback is an essential component of world class learning. Our approach is that feedback should inform next steps and move learning forward. 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. Research shows that peer assessment can be even more impactful that feedback from the teacher. This helps students to reflect on their own learning and deepen their understanding of concepts through explaining them to others. Opportunities for self and peer assessment are built into our feedback policy. 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 . 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.



PARENTAL ENGAGEMENT

Communication between teachers and parents is key to the success of every child. At GEMS Metropole School 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 in Terms 1 and 2. In Term 3, parents meet with the child's Lead teacher during the Student Led Conference Day. All teacher meetings can happen in person or online.

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.

Net Promoter Score (NPS Survey)

The Net Promoter Score (NPS) is our parental survey designed to measure the satisfaction of our families. Conducted twice a year in November and May, it offers parents a valuable opportunity to share their feedback about their school experience. We strongly encourage all parents to participate in this survey, as it plays a critical role in identifying our strengths and areas needing improvement. The feedback collected is carefully analysed by the school leadership team and becomes an integral part of our school development plan, guiding our efforts to prioritize and address the feedback provided.

Escalation Policy

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 senior leadership team in writing. We ask parents to follow the above escalation policy to ensure that any concern is resolved in a timely manner.

Please click here to view the policy

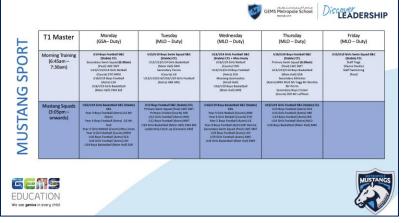


MUSTANG SPORT

All students at GEMS Metropole have the opportunity to represent the school in competitive DASSA leagues across Dubai we trial all students between year 3 - 13 during PE lessons in September. We proud to have 63 different competitive squads into the competitive leagues each year with over 1000 students representing the school.

Mustang Core Sports Squads 2024-2

- Boys & Girls Football
- Boys & Girls Basketball
- Boys & Girls Swimming
- Boys & Girls Athletics
- · Boys & Girls Tennis
- Girls Netball
- Boys Cricket
- Boys & Girls Primary Gymnastics



Fixtures can be viewed here: www.mtssportdubai.com

Mustang Kit Requirements

To support our parents, students only need to purchase the following items of kit to be a Mustang; Mustang Sport Tee (all Mustangs), Mustang Football Socks (footballers only) and Mustang Swim Cap (swimmers only).

Mustang Kit Website: https://surridgesport.ae/school-selected/gems-metropole-mustangs/

High Performance Institute

All students in the Active School (Year 6 - 9) and Future School (Year 10 - 13) will have access to strength & conditioning sessions and sports nutrition sessions by qualified specialists. Our most talented athletes will receive one to one support in their curriculum and will have access to the Under Armour High Performance Institute. This facility has cutting edge technology to give our most talented the competitive edge they need.









مـدرسـة جـيـمـس مــتـروبــول GEMS Metropole School MOTOR CITY







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