



PARENT HANDBOOK

2023 - 2024

#COMMUNITY



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

GEMS
EDUCATION



gemsmetropoleschool-dubai.com



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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 2023

New Student Induction Day	28th August 2023
First academic day for students (Years 1-13)	29th August 2023
First day of staggered start (FS1&FS2, details to be provided)	4th September 2023
Mid-Term Break	17th – 20th October 2023
Winter Break	11th December 2023

SPRING TERM 2024

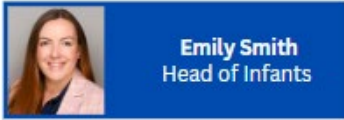
First day of Spring Term	2nd January 2024
Mid-Term Break	12th - 16th February 2024
Spring Break	25th March 2024

SUMMER TERM 2024

First day of Summer Term	8th April 2024
Last academic day for all students	5th July 2024



SENIOR LEADERSHIP TEAM





CONTACTS

School Secretaries

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Clinic

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Communications/ Parent Relations Executive

Sukhpreet Saran

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Examination Officer

Martha Fishery

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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 all 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.

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.



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%.



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.



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.

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

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. 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. For further information regarding school transport, please refer to the Terms and Conditions.

Sr. No	Area / Route	Annual Bus Fee 2023-2024 (AED)	Bus Fee Per Term (AED)		
			Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - Jun)
1	Al Barsha South, Al Sufouh, Arabian Ranches, Arjan, Al Waha, Damac Hills, Jumeirah Village Circle, Layan Community, Motor City, Mudon, Remraam, Sports City, Studio City, Town Square	8,650 (6,260) *	3,460 (2,504) *	2,595 (1,878) *	2,595 (1,878) *
2	Al Barari, Al Barsha 1, Al Barsha 2, Al Barsha 3, Al Furjan, Al Mira, Al Quoz, Discovery Gardens, Dubai Hills, Dubai Investment Park 1, Dubai Investment Park 2, Dubai Marina, Falcon City, Green Community, IMPZ, Jumeirah Golf Estate, Jumeirah Beach Residence, Jumeirah Islands, Jumeirah Lake Towers, Jumeirah Park, Jumeirah Village Triangle, Liwan, Meadows, Media City, Springs, Sky Courts, Tecom, The Gardens, The Greens, The Lakes, The Villa, Umm Suqeim 1, Umm Suqeim 2, Umm Suqeim 3, Villanova	8,950 (6,360) *	3,580 (2,544) *	2,685 (1,908) *	2,685 (1,908) *
3	Abu Hail, Akoya, Al Jaddaf, Al Mizhar, Al Nahda, Al Qusais, Al Safa, Al Warqa'a 1, Al Warqa'a 2, Al Warqa'a 3, Bur Dubai, Business Bay, Deira, Dubai Silicon Oasis, Dubai South, Emaar South, Healthcare City, International City, Jebel Ali, Jumeirah 1, Jumeirah 2, Jumeirah 3, Karama, Mirdif, Nad Al Hammar, Nad Al Sheba, Palm Jumeirah, Ras Al Khor, Rashidiya, Satwa, Trade Centre,	9,150 (6,560) *	3,660 (2,624) *	2,745 (1,968) *	2,745 (1,968) *

* one-way bus fee



EQUIPMENT LIST

All Primary students are required to have an iPad. Please make sure that the iPad has the latest IOS version and is not less than 64GB.

As stated in the parent-school contract, it is a requirement for all students from Year 2-11 to be enrolled to the schools mobile device management system. Without this, students will not have access to the wifi network or the schools paid educational applications.

Equipment list:

FS – Year 1
Book bag only (no trolley bags are allowed)
Change of clothes
2 face mask (if parent requires)
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)
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
iPad compatible with the latest iOS (Year 7 - 9) Apple MacBook or iPad & keyboard (Y10 - 11) Years 12-13 – Choice of device, apple products recommended. No e-safety required.
Personal Device Chargers (iPad / MacBook Chargers)
Headphones (Compatible with Personal Device)
Hand sanitizer
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	For years 10-11 students may be moving to use of 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.	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.	



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)





CORE UNIFORM Y3 - Y6 (Junior School)

GIRLS

MANDATORY UNIFORM

STRIPED DRESS
 NAVY TIGHTS
 SON HAT
 NAVY CARDIGAN
 WHITE SOCKS

OPTIONAL UNIFORM

CHECKERED SHIRT
 VELCRO TIE
 SON HAT
 NAVY SHORTS
 NAVY CARDIGAN

CORE UNIFORM Y3 - Y6 (Junior School)

BOYS

CHECKERED SHIRT
 VELCRO TIE
 NAVY CAP
 NAVY PULLOVER
 NAVY SHORTS
 NAVY TROUSER
 NAVY SOCKS

CORE UNIFORM Y7 - Y9 (Prep School)

GIRLS

BLUE BLOUSE - SS
 NAVY TIGHTS
 NAVY CARDIGAN
 NAVY KNEE SKIRT
 NAVY TROUSER
 WHITE SOCKS
 NAVY PULLOVER
 NEW NECK SCARF
 OPTIONAL

CORE UNIFORM Y7 - Y9 (Prep School)

BOYS

BLUE SHIRT - SS
 NAVY SOCKS
 NAVY TROUSER
 FULL TIE
 NAVY PULLOVER



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 is between 7:25am - 7:45am for whole school.

FS student's timings will be: 7.45am - 12:45pm.

Year 1-13 student timings will be 7.45am – 3.05pm.

Bus students will be dismissed at **2:55pm** so buses can leave school site promptly at 3:05pm Monday to Thursday. **Bus students will be dismissed at 11:45am on Fridays.**

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

FRIDAY TIMINGS

Monday to Thursday	Foundation Stage	7.25 – 12.45	Doors open for pick up at 12.45
	Infant & Junior	7.25 – 15.05	Children should arrive no earlier than 7.25 and be in class no later than 7.45
	Prep & Senior	7.25 – 15.05	
Friday	Whole School	7.25 – 12.00	There will be no lunchtime in school on Friday as students leave school at 12.00



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.

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



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.

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 Headteacher, 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 : - [Student's Absence Request Form](#)

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

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: [Request Early pick up link](#)



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 ensure to complete the required form through the link below to allow us to get your car badge ready. Collection will be from reception. [Request for MTS Parent Vehicle Permit for Parents of FS1 to Year 1 only](#)

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. [Request for Sibling Pass](#)

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. [Request for Home Alone Pass Form](#)

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





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 behavior, sportsmanship and school core values.

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.

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 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 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. Student's 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

Principals gold star

Golden Table



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REWARDS AT GEMS METROPOLE

Reward	Purpose
House Points	To reinforce positive behaviour, such as, <ul style="list-style-type: none"> •excellence in student work •demonstrating the school values and High-Performance Learning Skills
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 SLT to celebrate a specific success story demonstrated by a student in class, in school or at an external event
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 Jewels on Kindness Certificate for demonstrating our school values and High-Performance Learning for displaying HPL skills in learning.
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 and HPL values. 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.
B4	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	Class Teacher	Teachable Moment
B2	Class Teacher and Head of Year	Reflection time with the class teacher and the Head of Year is informed. Parents are informed.
B3	Head of Pastoral	Reflection time and sheet completed with the Head of Pastoral. The Head of Pastoral to contact parents. Appropriate interventions applied.
B4	SLT	Head of Primary School informed and parents are invited into school to discuss the behaviour. 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	Head of Year/Department	After school reflection issued, parental communication and appropriate interventions applied
B5	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.



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 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 parentambassadors_mts@Gemsedu.com



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 personalise learning to meet the individual student's needs. A reporting and assessment schedule will be shared with parents at the start of the academic year.



TEACHING AND LEARNING

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 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.



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