

Primary Years Programme Gr 1 - Gr 5 Parent Handbook



OUR MISSION AND VISION

OUR MISSION

At Fairgreen International School in Dubai, our mission is to provide an exceptional international education that embraces sustainability in all its forms.

OUR VISION

Our vision is to be an exemplary learning community that promotes purposeful and innovative solutions for a sustainable world.

OUR PILLARS

As a member of the Fairgreen International School educational family, you will have the opportunity to experience and bring alive the central pillars that drive our journey to educational excellence.

1. Academic Growth & Achievement
2. Sustainability
3. Character
4. Wellbeing
5. Innovation
6. International Mindedness
7. Social Responsibility



**ACADEMIC
GROWTH &
ACHIEVEMENT**

With individualized learning and inquiry-based teaching methods, Fairgreen students set and achieve their educational goals, guided by dedicated and caring teachers and staff.



SUSTAINABILITY

Students, teachers, parents and the entire Fairgreen community are committed to living a sustainable lifestyle by treading mindfully on our planet, supporting sustainable businesses, and being ambassadors of sustainable living.



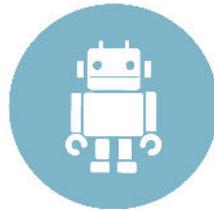
CHARACTER

Fairgreen students learn how to access the psychological, social, cultural and physical resources required to sustain their wellbeing, developing resilience and ethics, building essential life skills, and responding positively to adversity.



WELLBEING

The Fairgreen community takes a happy and healthy approach to physical, social, mental and emotional wellbeing by creating an environment where students feel safe and connected, learn good nutrition, and adopt fitness as a lifelong habit.



INNOVATION

From the early years, curiosity and imaginative thinking are cultivated as the building blocks to innovation, and Fairgreen's project-based approach encourages students to actively pursue creative solutions throughout their learning journey.



**INTERNATIONAL
MINDEDNESS**

With local and global contexts integrated into learning opportunities, Fairgreen students appreciate their position in a global classroom, learning the values of tolerance, open-mindedness, acceptance and respectful dialogue.



**SOCIAL
RESPONSIBILITY**

Fairgreen students are driven by their pledge to make the world a better, more peaceful place. Fairgreen offers a broad range of opportunities to make a meaningful impact, both locally and globally.

Meet our team



Ms. Alexandra Duncan
Grade 1 Teacher



Ms. Kristin Zorn
Grade 1 Teacher



Ms. Sarah Waldie
Grade 2 Teacher



Ms. Lirene Burger
Grade 2 Teacher



Mr. Reese Ishmael
Grade 3 Teacher



Ms. Suzanna Eggar
Grade 3 Teacher



Ms. Julie Serrao
Grade 4 Teacher



Ms. Lorraine Hickey
Grade 4 Teacher



Ms. Sheryl East
Grade 5 Teacher



Ms. Fiona Van Heerden
Grade 1 Teacher
Assistant



Ms. Mai Moussa
Grade 1 Teacher
Assistant



Mr. Gerald Samuels
Grade 2 Teacher
Assistant

Meet our specialists



Ms. Laetitia Samuels
French Teacher



Ms. Emily Ray
French Teacher



Mr. Samuel Landete
ICT Teacher



Ms. Aimee Thomas
Design Tech Teacher



Ms. Helen Pringle
Head of Arts



Mr. Beren Gaston-
Sanchez
Music Teacher



Ms. Sanya Ogunlade
Drama Teacher



Mr. Danny Walker
PE Department



Ms. Jessie De Vries
PE Department



Mr. Ryan Galbraith
PE Department



Mr. Jose Miguel
PE Department

Meet our specialists



Ms. Sarah Clarke
Art Department



Ms. Cristina Sevilla
Librarian



Ms. Sara Said Kamel
Arabic Department



Ms. Safa Hayder
Arabic Department



Ms. Fatma Hamdy
Arabic Department



Ms. Dareen Khoury
Arabic Department



Mr. Saad Muhammad
Arabic Department



Ms. Doaa Elhadidi
Arabic Department



Ms. Alison Scott
Learning Support
Director



Ms. Alexis Graves
Learning Support
Specialist



Ms. Gina Lloyd
Learning Support
Specialist



Ms. Tessa Oakley
EAL Teacher



Ms. Jackie Greenwood
Head of Counselling

Primary Years Programme (PYP)

The IB PYP is designed for students aged 3-12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subjects areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry.

The IB Learner Profile

The IB Learner Profile is a collection of research-supported attributes across the entire IB continuum. These attributes are, in effect, the personalisation of the IB aims and philosophy. The attributes we will therefore encourage and attempt to develop in our students are:

- Reflective
- Balanced
- Knowledgeable
- Open-minded
- Inquirers
- Risk-takers
- Communicators
- Caring
- Principled
- Thinkers

Subjects

All PYP schools follow the IB curriculum framework. The PYP acknowledges the importance of traditional subject areas such as Language, Maths, and Science, whilst encouraging an interdisciplinary approach to learning through the combination of many subject areas. For a broader understanding we have separated the subject areas below for a quick overview of the different strands.

EAL

We offer our students support with English as an additional language. This is taught in small groups or on a one-on-one basis, supporting non-native English speakers in order for the students to improve their English skills and participate fully in the classroom activities without excessive difficulties/struggle.

Arabic A

Arabic A is mandatory for all students registered in the school under an Arab passport. Grades 1-3 are offered 6 lessons per week, Grades 4-6 are offered five lessons per week and grades 7-12 are offered 4 lessons per week. The above is a requirement from the Ministry of Education.

Arabic B

Arabic B is mandatory for all students in Grades 1-9 registered in the school under any nationality other than Arabic nationalities. Grades 1-9 are offered four lessons per week. From Grades 10-12, Arabic B is optional.

Islamic Studies

Islamic Studies is mandatory for all Muslim students from Grade 1 to Grade 12, and is conducted in Arabic or English depending on the students' Arabic class (A or B).

Moral Education

UAE Moral Education is mandatory and is taught as a stand alone lesson from Grade 1 to Grade 12.

UAE Social Studies

This is mandatory from Grade 1 to Grade 9 and is integrated into the curriculum.

French

French is taught to all students from Grade 1 twice a week.

Numeracy (Mathematics)

There are five essential elements used in the PYP programme; knowledge, concepts, skills, attitudes and action. All of the above will be integrated during mathematics as they will in other subjects too. These elements will help students gain a greater overall understanding and love of mathematics. The students will achieve a solid foundation specifically in the following areas of mathematics:

- Data handling
- Measurement
- Shape and space
- Pattern and function
- Number

Literature (English)

Students learn to develop language within meaningful and enjoyable contexts. They are able to make connections, apply their learning, and transfer their conceptual understanding to new situations. This progressive conceptual development, together with an enjoyment of the process, provides the foundation for lifelong learning.

The strands of written, oral and visual language are described separately and are represented by four continuums below.

- Oral Language: Speaking and Listening
- Visual Language: Viewing and Presenting
- Written Language: Writing
- Written Language: Reading

Unit of Inquiry (incorporating many subjects including Science & Social Studies)

During the Unit of Inquiry, students will be taught a range of subjects combined together. Students will learn how to recognize, examine, be aware and communicate their ideas or provide explanations using their own social & scientific experiences.

Science:

- Living things
- Earth & Space
- Materials & Matter
- Forces & Energy

Social Studies:

- Human systems and economic activities
- Social organization and culture
- Continuity and change through time

- Human and natural environments
- Resources and the environment

Personal, Social and Physical Education (PSPE strands)

During PSPE students will learn to adopt a positive attitude to learning, develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new learning and skills in different contexts. In order to become successful lifelong learners, it is necessary for students to feel empowered by their learning, to value and take responsibility for their learning, to demonstrate resilience and to develop independence.

Below are the three strands:

- Identity
- Active living
- Interactions

Visual Arts, Music and Drama

The PYP recognizes that not all learning can/should be supported solely through language, and that arts as a medium of inquiry also provide opportunities for learning, communication and expression. Learning about and through arts is fundamental to the development of the whole child, promoting creativity, critical thinking, problem-solving skills and social interactions.

These are the areas of assessment.

- Responding
- Creating

Information and Communication Technologies (ICT)

ICT is integrated across the primary years.

ICT

- Provides opportunities for rapid feedback and reflection
- Provides opportunities to enhance authentic learning
- Provides access to a broad range of sources of information
- Provides students with a range of tools to store, organize and present their learning
- Encourages and allows for communication with a wide-ranging audience
- Documents the learning, making it available to all parties

Yearly Class Organisation

We are proud to introduce our student council. A group of students elected by, and representing their classmates from each grade are elected to voice students' opinions and to care for the wellbeing of the students. Once a week they meet at lunch time to suggest new ideas and ways of improving our school.

Student Council

We are proud to introduce our student council. A group of students elected by, and representing their classmates. A girl and boy from each grade are elected to voice students' opinions and to care for the wellbeing of the students. Once a week they meet at lunch time to suggest new ideas and ways of improving our school.

After School Activities (ASA)

FIS is proud to offer a variety of after school programmes. The ASA programme offers students the opportunity to learn new skill sets and pursue their own interests, while it also helps develop their self-confidence as they explore new talents in areas that may not be addressed during regular

school hours. All ASA activities, except for a few, take place on the school campus. New students' parents will receive a link to activate your personal SchoolsBuddy Account. If you have not received the link please send an email to dwalker@fairgreen.ae

Please note for teacher led activities, your child has 7 days to change their mind, if spaces are available. For activities led by external providers you will receive a notification about payment. This can be done through SchoolsBuddy and Payfort by following the link provided. However, there will be no refund if your child decides to drop out from an activity led by external providers. If your child is participating in a physical activity, please make sure they come to school in their PE kit on that day.

Daily Timings

All students should be in class before 8:15 am.

8:00 am	Arrival and wait on the school field
8:15 am	Registration
8:20 am	National Anthem
8:25 am	Start of the first lesson
3:15 pm	Dismissal

The morning arrival will only be supervised from 8:00 am - 8:10 am in designated areas. All students should be in class before 8:15 am.

Grade 1 to Grade 5 will be collected by their teachers from the field at 8:10am.

Please ensure you drop off and collect your child promptly at the start and end of each school day.

Arrival, drop off & Dismissal

Parents are always required to wear their ID badges when on the school premises. A visitor's pass can be obtained from the security staff when a valid EID, copy of passport or driver's license is presented. Access will not be granted without the ID Badge. We ask parents to arrive at school with their child/children from 8:00am.

There will be no supervision before 8:00am

All students will be dismissed at 3:15pm unless they attend after school activities. All PYP students will be taken to the school field during dismissal.

Gate Pass for students

Parents of students in Grades 3-5 who live in The Sustainable City may apply for a gate pass which will allow the student to go home on their own. An email request should be sent to the teacher and the administration info@fairgreen.ae.

ID Badge

How to obtain an ID Badge:

Please send in an email to info@fairgreen.ae with the following:

- A clear high-Resolution photo
- Full name
- Clear copy of your Emirates ID
- Child's full name
- Child's grade
- Relation to the child

Three ID badges are given complimentary per family.
For any additional ID badges 50 AED per ID Badge. In case the ID Badge is misplaced or lost, the cost of a new ID Badge is 50 AED.

Temporarily ID Badge can also be obtained for visitors staying longer, a valid ID card must be presented and 100 AED deposit paid. Once the ID badge is handed back the deposit will be returned.

Please update us on info@fairgreen.ae when there has been a change with nannies or drivers.

Attendance & Absenteeism

Expected attendance in the Primary School is five days a week, Sunday to Thursday from morning registration at 8:15am, to school dismissal at 3:15pm.

Unexcused absence is recorded in each student's individual records and reports. If leave during term time is necessary the school will carefully consider the request, and take into account the child's current educational needs and attendance record. Please see the Absenteeism Policy.

If your child is sick (absent), please notify the school before 8:15am by sending an email to absence@fairgreen.ae or call 04 875 4999.

Please note if your child is absent for more than three consecutive days, a doctor's note is required and should be submitted to the reception.

General rules:

- **Fever please keep your child home for 24 hours**
- **Diarrhea or vomiting please keep your child home for 48 hours.**

Late Arrival

If you are late to school (after 8:15am) please pass by the reception to sign in. You will not be able to follow your child to class, and someone from the staff will take your child/children to their class.

Early pick up

Although we understand emergencies may occur, you will not be able to collect your child from the classroom. A member of staff will pick up your child and bring your child to the reception area.

School Communication

We have several ways of communicating with our parents. Although we are happy to say we have an open-door policy and we are accessible, talking to teachers for an extended period of time during **drop off and pick up** is not recommended as we would like to minimise disruption to the start of the day and maximise teachers' attentiveness on the learning. If a meeting is needed, please send an email to the teacher and book an appointment.

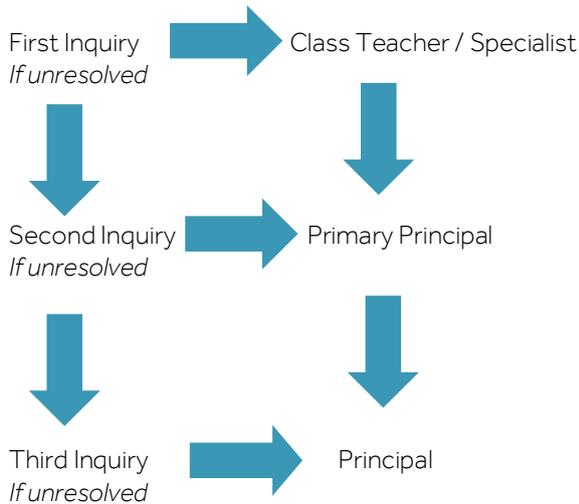
There will also be formal opportunities to meet with your child's class teacher such as parent/teacher/student conferences. These will be held at the end of each term.

When making inquiries to the school it is vital that we ask all parents to follow the flowchart below. In most instances we have found the best person to speak with is the class teacher or the specialist.

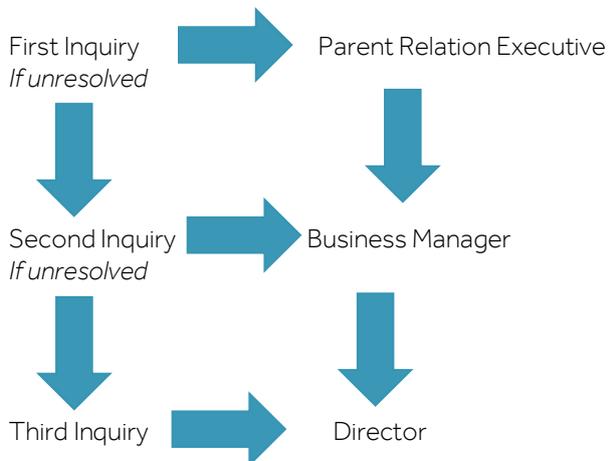
If you have other concerns regarding school cafeteria, school buses, uniform etc. then please send an email to our Parent Relation Executive, Jodie Mercati, who will be your first point of

contact. jmercanti@fairgreen.ae Please see the second flowchart.

Academic/Educational Matters



Parent School Communication Procedure regarding Operational Matters



Email

While we encourage parents to send emails to our teachers for preferred communication, teachers are not always able to respond to emails immediately, especially when with the children throughout the day. If you need to convey an urgent message to the teacher, please call the school reception at tel: **04 875 4999**

Biweekly Newsletter

You will be receiving a biweekly newsletter containing information about the Unit of Inquiry, Language, Mathematics, Science and other important information including important dates, field trips and activities. Another great platform used is See Saw which allows you to follow your child's learning journey.

Bookbag

A Bookbag is used for Daily Readers, Library books, but also any work and papers students may have worked with in school. Please do make it a daily habit to check your child's bookbag or school

bag. If any documents need to be signed please have them signed and sent back to school the next day.

Home Learning

At Fairgreen, we believe that education should not be restricted to the school. Our approach to home learning is supported by educational research. We believe home learning can increase self-discipline, develop personal responsibility for students' learning and develop students as autonomous and responsible learners. The amount of home learning we expect in PYP is relatively small, again based on research, but we do expect children to read a range of genres at home as well as at school.

Home Learning Timings Guidelines

For Grade 1-3 an average of 20 minutes reading and numeracy concepts every day and or unit research.

For Grade 4-5 an average of 30 minutes reading and/or numeracy and/or other learning as appropriate every day.

These are guidelines only, and actual home learning may differ from grade to grade and day-to-day.

Electronic Devices

At Fairgreen, we take a balanced approach to the use of technology. We will seek to prepare our children with the skills and attitudes they need in order to flourish in global society. In reality, this will mean periods where we intentionally disconnect from technology and experience the richness of life through our own senses not through a camera lens and enjoy the social interactions that are as much as ever, the cornerstones to a successful and happy life.

We also stress the importance of young people using technology in an effective and ethical manner. In terms of use of devices, based on best research, we have decided on the following:

All students enrolled in **Grades 3 through to Grade 8** will be required to bring a fully charged iPad on a daily basis, as part of their normal school routine. We propose the following specifications for the iPad to ensure a consistent learning setup and a rich experience for students:

- Required for students - iPad 9.7 (Wifi, 32 GB or 128 GB, the new 6th generation iPad)
- Optional Items - Apple Pencil, Keyboard, iPad Cover options, Apple Care

Fairgreen advocates that parents purchase the AppleCare protection package for your child's iPad. Although we will educate and promote safe and responsible iPad care, accidents can happen. The AppleCare program will allow you to quickly have damaged iPads repaired, avoiding discord over any damage and preventing surprise repair costs.

We strongly recommend that you purchase your child's device from this source to avail of two key benefits:

- You will receive educational prices from an authorized source
- The device will be enrolled in the school's Device Enrolment Program (DEP) which will help in the provision of all required content and school provided applications needed for their learning.

Behaviour

Our behaviour policy is based on the principles of restitution.

Restitution - A working definition: Restitution is a process for helping students to become increasingly self-directed. Mistakes are regarded as being an important part of the learning

process. Building a safe learning environment for students provides a place for both making mistakes and learning from mistakes.

Fairgreen International School has a very detailed behaviour policy, with clear expectations for students which is available for parents on our website.

In brief summary, some key points are listed below.

- Being careful and safe
- Being honest
- Listening to others
- Taking care of property
- Being kind and helpful
- Looking after our planet

School Property

We are very proud to offer students a great green learning environment, while we teach students about sustainability, recycling, reusable energy, waste etc. Whether we are teaching students here at Fairgreen School, the surrounding areas or outside on a school trip we still care for our environment and would like to keep good care of it. Therefore, students who deliberately damage school property or when on a school trip will be sanctioned and charged. This includes but are not limited to library books, text books, school materials, school furniture, walls, outside area, or any other school property or equipment. Students who cause such damage will be responsible to cover all cost to repair or replace.

Field Trips

As part of any Unit of Inquiry we will be venturing out on school trips, this can be around our immediate community or outside of the school campus and TSC community. Full details are sent to parents well in advance of the trips. Parents must complete the relevant forms before a child is allowed to participate on a visit. Your child will be required to wear PE uniform unless otherwise stated.

NB - Full risk assessments are completed at the planning stage of any trip.

Uniform

All students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise stated by the class teacher. Girls should tie long hair back off their faces and only small stud earrings are permitted. Comfortable and flexible shoes for PE, play and activities is what we expect from our students day to day at Fairgreen. These need to be all one colour in either black or white; or green and blue to match the Fairgreen logo.

The School uniform must be purchased from our school store:

- ❖ Khaki shorts or skirts
- ❖ Fairgreen Polo Shirt
- ❖ PE Uniform
- ❖ The Fairgreen Cardigan
- ❖ The Fairgreen Cap
- ❖ The Fairgreen Swimwear

NB: Make sure your child's uniform is labeled including jackets, caps etc.

Uniform Store

The Uniform shop is opened Monday and Thursday from 8:00am - 3:00pm. During the first week before school starts and a couple of weeks into the new academic year the uniform store will have extended working hours. Communication will be sent out prior to the dates.

House system

Each student is allocated a house color and during sports days the students will come to school in either of these colored shirts:

IGNIS
FIRE

TERRA
EARTH

AQUA
WATER

CAELI
AIR

Cafeteria

School lunch can be provided to children from Pre-K to Grade 8. If parents wish to purchase meals, SwissCanonica offers a variety of healthy meals throughout the week. Meals purchased for Pre-K students will be delivered to their class.

KG1 to Grade 5 will eat their purchased or packed lunch in the school cafeteria. If you wish to purchase meals this is done through SwissCanonica.

An email will be sent out with a link for parents to be able to order hot meals every day. The rate is 20 AED/meal inclusive of VAT. If you require assistance, please contact SwissCanonica's Team directly at fairgreen@swisscanonica.ae

Healthy Eating

All students will have a 20 minute break time in the morning and 50 minute lunch break daily. Please make sure they have plenty of food and drinks provided. Parents are requested to ensure all foods sent to school are healthy. We are also a **pork free school**.

Items not permitted in school are sugary snacks, chocolate related foods, fizzy drinks, donuts, candy, cakes etc.

Fairgreen International School carries a **nut free environment** due to severe nut allergies. please do not send in **nuts, sesame seeds, peanut butter, or any other foods containing nuts.**

Please note some foods that contain sesame and or pine nuts are Hummus, Zaatar and pesto.

Please provide your child with a spoon or fork if needed and a lunch box and water bottle that are easy to open and close by the child. Leak proof food containers are expected. Make sure all items sent to school are labeled. Sharing food is not permitted due to allergies and diet restrictions.

A healthy diet for students is very important!

- ❖ It helps to improve their concentration, learning and behaviour.
- ❖ Promotes proper physical growth and development.
- ❖ Builds up their strength.
- ❖ Promotes resistance to infection.
- ❖ Gives plenty of energy.
- ❖ Helps them to establish healthy eating habits for life.

Birthdays

This is a time for your child to feel extra special and celebrate their birthday with classmates. What we do at school:

- ❖ Make your child feel extra special on their birthday
- ❖ Have a set period of time for your child to enjoy their class celebration
- ❖ Sing 'Happy Birthday'

Healthy birthday snack for the class. Parents are allowed to bring in a small healthy snack to be shared, arrangements need to be made a week in advance for planning purposes.

We ask parents not to bring in cakes, candy, sweets, crisp/chips treats or any related unhealthy foods. Candles are also not allowed due to fire regulations. Parents, siblings, cousins or friends from other classes may not join the celebration.

Birthday Invitation:

Teachers are happy to handout birthday invitations to be put in children's school bags when invitations are for the whole class. We have an "All children birthday invitation policy" If parents wish to invite a certain number of children only, this will have to be done privately. This is to avoid children getting upset if they are not invited to an event, and others are.

Lost property

Lost property is located at the reception on the ground floor and will be stored there until the end of each half term. Lost property is given away to local charities if not claimed. Students are reminded to check the lost property in advance. For any valuable Items that may have been misplaced whilst at school, please speak to Reception as these items are kept securely until they are claimed.

Please make sure all items are labelled with your child's name.

Contact details

Fairgreen Reception

971 4 875 4999

info@fairgreen.ae

Admissions

971 4 875 4999 ext. 3510

admissions@fairgreen.ae

Accounts

971 4 875 4999 ext. 3540

accounts@fairgreen.ae