STAR INTERNATIONAL SCHOOL MIRDIF



STAR INTERNATIONAL SCHOOL MIRDIF

PARENT HANDBOOK 2023-2024



Welcome to the Next Academic Year at Star Mirdif



Welcome Message from the Principal

Dear Star Mirdif family,

Welcome back to Star Mirdif for another exciting academic year.

As ever we return refreshed from the summer and looking forward to welcoming our families back into school.

It has been an eventful summer for the school with a great deal of investment and changes to the school facilities. The team as ever have worked incredibly hard to ensure that we have all the exciting new spaces ready for students come September. We have always referred to the school as having 5 star teaching, however this year we can finally say we have a 5 star facility.

The Star Mirdif family has grown considerably this summer, which simply would not be possible without our existing families support. This growth has helped the school to invest and also add many new teachers and team members to the school so we can continue to improve relentlessly as a school community.

The summer also is a historic one for our school with the very first set of IGCSE/GCSE results for our Year 11 students. This is a year group, along with our year 10 students, whose parents took a chance on us when we opened the Secondary school when i arrived 4 years ago. Thank you for your faith and kindness throughout this time. I am very proud of our Star Mirdif students for their achievements, and look forward to welcoming many of them back for our Sixth Form launching this year.

This year we launch our new vision for the school as we go into a new era for Star Mirdif. You can see the details around the new vision and mission below. I am looking forward to seeing our staff and students #GoBeyond this year and take our school into this new exciting era for the school. Remember that the Star Mirdif family is awesome, and everyone knows it!

As ever do reach out to myself directly on principal@starmirdif.com and look out for an invite to the first Principal coffee morning of the year next week. I am also doing parent tours every Monday from 1pm to 2pm this year so do join me if you want to look around the "New Star Mirdif."

Kind Regards

Neal Oates

Star Mirdif Vision & Mission



Our Mission

STAR

Through amazing learning opportunities and personalised pathways, our educators and students *Go Beyond* to ensure every member of our Star Family achieves their personal best both inside and beyond the classroom

Star Mirdif Vision & Mission

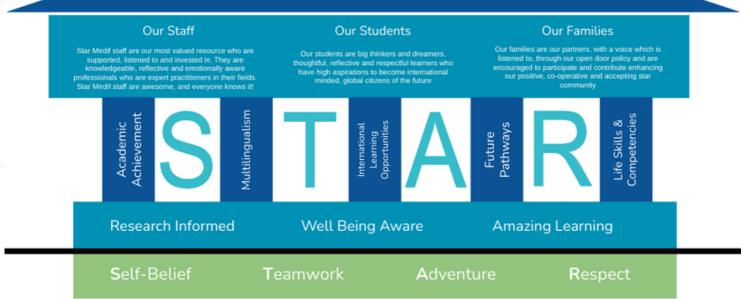


Our Vision

To grow the future leaders and global citizens of tomorrow, who will Go Beyond and change our world for the better

Our Mission

Through amazing learning opportunities and personalised pathways, our educators and students **Go Beyond** to ensure every member of our Star Family achieves their personal best both inside and beyond the classroom



#GoBeyond at Star Mirdif

Our Values



Whats New & Unique at Star Mirdif

The New Star Mirdif

Completely new and expanded outdoor astro pitch New LED lighting, eggshell white paint job and ceiling tiles across all corridors and classrooms Primary Art/Science Room New Secondary Science lab **Redesigned and improved STEAM+** Makerspace Primary & EYFS Reading corners with... Carpets! Primary mathematics tables for every class Lego STEAM parks for all EYFS & KS1 classrooms Monster Phonics iSams (Pilot school for the region)

Sonar and Sisra Analytics New Staff Quiet Workroom & Meeting room New screens for all Primary & EYFS classrooms Final WifI phase so single network and expanded bandwidth and line put in CCTV whole school New 24/7 Security Team New Food technician (Hello Joan), LSAs and Specialist teachers Extra classes in EYFS2, Y1, Y2, Y4, Y6 New Sixth form Common room & KS4 hub with... lockers! New Kitchen for the existing staff workroom (arriving this week ...)

Class VR Headset class packs of 8 x 2 Merge Cubes LittleBits Pro Library Spheros KS1 Kubo coding robots New PE spending on kits and equipment Further Secondary Science spend New security doors Repainting of external sports hall wall New library books for all phases And more to come...

Star Mirdif USP's

- The Star Mirdif 'family'
- Kindness & Community
- Centre of research informed T&L
- Ed-Tech best practice with Al powered T&L
- Awe & Wonder offering beyond the National curriculum
- STEAM+ curriculum focusing on global and cosmic problems
- Safe with incredible learning behaviours
- Amazing Learning
- EYFS-Post-16 (GCSE/A-Level/BTEC) British curriculum school in the heart of Mirdif Dubai





School Timings

Year Group	Drop Off	Registration	Pick Up	Pick Up (Friday)	
EYFS 1	7:30 - 8:05am	8:05am	1:30pm	11:30am	
EYFS 2	7:30 - 8:05am	8:05am	1:30pm	11:30am	
Year 1	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Year 2	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Year 3	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Year 4	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Year 5	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Year 6	7:30 - 7:45am	7:45am	2:45pm	11:30am	
Secondary	7:30 - 7:45am	7:45am	3:30pm	11:30am	

Useful Information

School Address & Phone Number

24B Street, next to Abaya Mall PO Box 90848 Mirdif, Dubai, UAE

Telephone: 04 288 4644 Fax: 04 288 4744

School Office Hours (Term-time)

Monday - Thursday: 7:30am - 4:00pm Friday: 7:30am - 12:00pm

Key Contact Emails

Registrar: registrar@starmirdif.com Reception: reception@starmirdf.com EYFS Reception: fsreception@starmirdif.com Medical Team: medicalteam@starmirdif.com

School Office Hours (holidays)

Monday - Thursday: 8:00am - 3:00pm Friday: 8:00 am - 11:00 am

Sickness at Star Mirdif

Illness

If your child becomes unwell overnight, or over the weekend, please reach out to the school to inform the team that they will not be attending school. Please share symptoms with the school reception team in order for the medical team to monitor. <u>Reception@starmirdif.com</u>

Children who are taken ill at school are cared for by the medical team until they are well enough to return to class or their parents can be contacted and arrangements made for them to be collected and taken home. The medical team also deal with minor cuts and ailments and are trained and qualified to administer prescribed medication.

Please make sure you give all medication to the medical team and complete a Medical Consent form. These are available from the clinic.

You can also reach the medical team by email at medicalteam@starmirdif.com

It is essential that the school has access to every child's medical details in case they are taken ill or injured at school. Please keep the nurse informed and updated about your child's illnesses or medical conditions. Please note that if your child is absent due to illness for more than two days, a medical certificate is required.

Children who are absent with a contagious infection must have written consent from a doctor before they return to school. This must be handed to the school nurse upon the child's return to school.



Leave of Absence Requests

Leave of Absence Request

Request for a leave of absence for personal or family reasons during term time must be made in advance to the Principal.

Please note that as per the KHDA Covid Guidelines, distance learning is stopped from October 3rd, 2021. If you choose to remove children from school following this date, Distanced or Online Learning will not be made available to you as it is imperative that children continue to come to school for all vital learning.

Forms can be downloaded from here (click here) and emailed to the school.

Leave of absence is given at the discretion of the school and all requests will be considered on an individual basis. The school's decision will take into account the reason for the absence, the child's attendance record, the timing and duration of the leave, and KHDA's recommendations.

Leave will not be authorised by the school at the following times:

- At the start of the academic year.
- During and immediately prior to assessment weeks.
- When a pupil's attendance record is below 92%.

In accordance with the KHDA guidelines, the school reserves the right to hold pupils back in their current year group if they have been absent for more than 21 consecutive days or non-consecutive days OR have an attendance profile below 92%. Please be aware that attendance and punctuality is an expectation Star Mirdif has of all students.



Clinic Information

Clinics

There are two clinics in school. One in our EYFS building and one in the main school operated by Doctor and two nurses, who work closely with our Operations Manager to ensure that the school runs safely. Our medical team work closely with our parent community to provide the highest care inside the school. Please see below for the names and contact emails for our team

Dr. Nida is our resident doctor, with extensive experience in providing clinical care in a school setting. You can reach Dr. Nida at: <u>doctor@starmirdif.com</u>

Dr Nida is supported by Nurse Esther and Nurse Sibiya. You can reach our nurses at : nurse@starmirdif.com

If you're unsure of whom to contact with a query, the whole medical team is available at the following email: medicalteam@starmirdif.com

Covid Protocols for the Isolation Room

Star Mirdif follows all DHA and KHDA Covid Guidelines to adhere to and exceed in providing a safe learning environment for all of its students.

In the unlikely event that a child develops covid symptoms during the school day, please see the below protocol for the Isolation Room:

If children show symptoms of COVID 19, they will immediately be taken to the isolation room.

- The DHA will be informed and guidance will be given to the school.
- Depending upon this guidance parents will be informed to pick children up from school or parents will be informed of a referral hospital.
- An adult will remain with the child during their time in isolation; adults will wear full PPE.
- The nurse / Doctor will check the patient during their time in isolation; they will also wear full PPE.
- Parents, if requested, are expected to come to school to pick up children immediately, or, a designated adult will take the child to a referred hospital where they will meet with parents.
- Please ensure the school has all updated contact numbers and emails.

Uniform at Star Mirdif

Uniforms are purchased from Trutex who are our uniform provider. Until 15th September they can be purchased at school in our pop-up shop. All children are expected to wear school uniforms. Please read the <u>uniform policy</u> for further information.

Within the year groups EYFS 1 to Year 6, the uniform consists of a blue polo shirt, sand chino shorts/trousers(for cooler months), or skort/trousers(for cooler months) for girls. For Secondary, children are expected to come to school in the School's navy trousers for boys and navy trousers/pleated skirts for girls, and a light blue shirt.

Cardigans/jumpers are available for purchase for the cooler months. We expect all students to wear smart black shoes. We operate a hat or no outdoor play rule at Star Mirdif. Children in EYFS & Primary must bring a Star Branded hat into school to play. Branded items not in the uniform policy will not be allowed to be worn. This is to ensure equality across all children.

In addition, all children require a PE kit. On PE days, Foundation and Primary children should come to school dressed in their PE kit. Secondary children should bring their PE kit and will get changed from school for their PE lesson. All children are expected to take part in PE lessons. If for any reason a parent wishes their child to be exempt from PE, formal documentation (a note to the teacher) needs to be given to the teacher to justify the decision.

The Trutex retail outlet is located at City Mall.

School Shoes

We have a very clear policy on School Shoes, which is part of our uniform policy. Parents can purchase their own choice of shoes as they are not provided by Trutex. Examples of suitable shoes can be found **HERE** with images to help parents when purchasing.

As you can see below they are fully black without any colourful branding or white heels. We are happy to accept smart velcro shoes for Primary boys/girls that are as below. They should however **not** be canvas shoes.

Secondary students should exclusively wear plain black shoes which can take Polish.



Uniform Rules

Uniform

It is important for school to have a well-disciplined and inclusive environment to ensure excellent learning behaviours. To support school parents are expected to ensure that children are dressed in the full school uniform. School has ensured we have a good quality formal uniform which is durable and comfortable. By having students is non branded clothing we ensure all are equal and that students take pride in their appearance which impacts their all behaviour in the classroom. Students being sent to school outside of the approved uniform undermines the school's ability to maintain discipline and ensure a cohesive school community.

Students not in the correct uniform in the first week of term will have contact made with parents. It is expected parents will rectify this by the second week in consultation with the school. There may be shortage of items that impact this and so we will work with families to help with this. Initially, for the first week of term, a 1-week deadline will be issued to rectify any uniform issues provided this is not a stock issue. Children will not be able to attend school after this point until the issue is resolved. This also includes footwear which has been outlined in the above section.

During the course of the year, children not in the correct uniform or wearing inappropriate footwear will be required to bring a parent note explaining the issue or an email to the reception that can be passed to a class teacher, including when the uniform issue will be rectified. In the event of a medical issue, a doctor's note will be required.

Parents will be contacted directly in the event school has not been informed of why the uniform is not correct. This will be either through a note with the child or a phone call. Children will not be able to attend school until the uniform issue is corrected from the day afterward if a reason is not provided along with a clear date for when this will be rectified. Children will be sent home if brought in without the correct uniform in these circumstances.

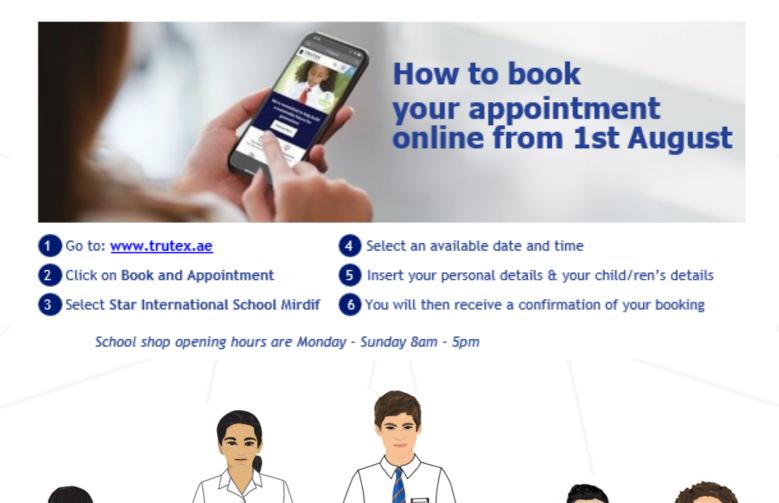
Students with persistent uniform issues will have this logged onto our internal behaviour systems so that we can track and support children with rectifying their uniform issues. We appreciate that parents as with school seek to increase students' own responsibility as they grow older and so they must also take responsibility for coming to school dressed as they should. Consequences for not wearing the correct uniform or forgetting elements of this will follow the school behaviour policies.

The Head of Primary and Secondary may use their discretion with regard to this policy in personalised circumstances. However, parents are expected to make a clear commitment to when uniform issues will be resolved. We are a school community with clear rules around uniforms and we kindly ask that parents support us with these in order to do our best for your children.

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Uniform & Equipment at Star Mirdif

Purchasing uniform 21st August to 10th September



ST'S



Purchasing uniform after 10th September

Order online at: <u>www.trutex.ae</u>

Simply register and enter your school code: SISM-0017 to start shopping

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FREE CLICK & COLLECT TO OUR STORE

Order or click & collect or shop in-store at: SHOP NO -267 CITY LAND, GLOBAL VILLAGE , DUBAI

DELIVERY

Choose from our delivery options:





ee delivery school

Standard home delivery 20 AED

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Email infomea@trutex.com



WE ARE HERE Shap No -267 within Cityland

Call: +971501339697

Visit www.trutex.ae



Shoe Guide

Primary Girls

Uniform Requirements

Plain black shoes only with a flat heel, trainers are not acceptable



Primary Boys / Girls

Plain black shoes only, trainers are not acceptable.



Secondary Girls

Uniform Requirements

Plain black shoes only with a flat heel, trainers are not acceptable.



Secondary Boys

Uniform Requirements

Plain black shoes only with a flat heel, trainers are not acceptable.



Sportswear _ Uniform Requirements

PE Trainers should be sensible sports trainers, preferably black or white with minimal detail.



School Uniforms and Supplies

YEAR 1 - 2 STAR **START**

Equipment

Pen, pencil case, colouring pencil

Uniforms

- Smart Black Shoes
- White Socks
- Star Polo Shirt
- Star Shorts/Skirts
- No Jewellery
- Hair Tied Back
- Studs only earrings
- Correct Star House T-Shirt

PE

Star PE Kit & any colour trainers

YEAR 5 - 6 STAR **START**

Equipment

- Fully charged Chromebook and bag
- Headphones
- 1 ltr named water bottle
- 1 aed for extra water
- Maths set, Pen, pencil case, colouring pencil

Uniforms

- Smart Black Shoes
- White Socks
- Star Polo Shirt
- Star Shorts/Skirts
- No Jewellery
- Hair Tied Back
- Studs only earrings
- Correct Star House T-Shirt

PE

• Star PE Kit & any colour trainers

YEAR 3 - 4 STAR **START**

Equipment

- Fully charged Chromebook and bag
- Headphones
- 1 ltr named water bottle
- 1 aed for extra water
- Pen, pencil case, colouring pencil

Uniforms

- Smart Black Shoes
- White Socks
- Star Polo Shirt
- Star Shorts/Skirts
- No Jewellery
- Hair Tied Back
- Studs only earrings
- Correct Star House T-Shirt

PE

• Star PE Kit & any colour trainers

SECONDARY STAR START

Equipment

- Fully charged Chromebook and bag
- Headphones
- 1 ltr named water bottle
- 1 aed for extra water
- Maths set, Pen, pencil case, rubber, ruler, scientific calculator, colouring pencil

Uniforms

- Smart Black Shoes
- White Socks
- Star Polo Shirt
- Star Shorts/Skirts
- No Jewellery
- Hair Tied Back
- Studs only earrings
- Correct Star House T-Shirt

PE

Star PE Kit & any colour trainers

Drop off and Pick Up Procedures

Please follow the instructions below regarding pick up and drop off which have been created to ensure a smooth pick up and drop off experience that ensures the safety of your child and safe guarding of all of our students.

SAFETY

- The safety of our children is important to us.
- Always use pathways around the car park and avoid walking behind cars
- Always follow the traffic flow signs.
- Do not enter car parking areas via the 'No Entry' exit areas as this creates a safety hazard.

Please ensure you are wearing your parent lanlard or that you sign in and out of security to obtain a visitor security badge. All parents and visitors on site must wear an appropriate lanyard.

EYFS 1 & EYFS 2

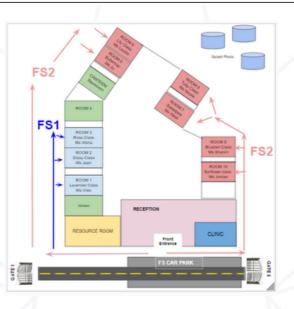
DROP OFF - direct to classroom	PICK UP - direct from classroom
7.45 am - 8.00 am	1.30 pm (Mon-Thurs) 11.30 am Friday
Walk with your child to their classroom on the left or right of the building through the outdoor play	*same as drop off.
area and exit the same way that you came in.	For the first 3 weeks of term pick up will be from inside the EYFS building from the classroom. Please enter via Reception.

By car - enter through Gate 1 and park in the FS Car park or enter on foot through Gate 5

If your FS child has an older sibling in Years 1-12, we recommend dropping the older sibling off first at 7.30 am then make your way to the FS car park for the FS start time of 7.45 am

PLEASE NOTE STUDENTS DROPPED OFF AFTER 8.00 am MUST ENTER VIA RECEPTION TO BE REGISTERED AS LATE.

Please try to be prompt. Late collection details and fees can be found on page **



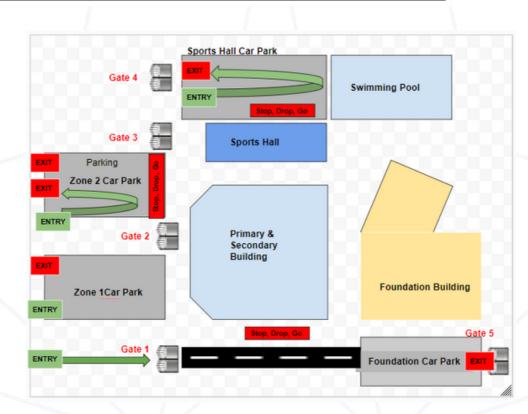
PRIMARY - YEARS 1 - YEAR 6

DROP OFF -	PICK UP -		
7.30 am - 7.45 am	14.50 pm (Mon-Thurs) - 11.30 am Friday		
Years 1 and 2 should enter the building via Gate 1 or 2 where TA's will be able to assist them to their classrooms.	Year 1 students may be collected from their classrooms. Please enter via reception and leave the building via fire exit nearest the reading area (TA's will direct you).		
Parents may only drop Year 1 students to their classroom for the first 2 weeks of Term 1.	The nearest parking for year 1 pick up is Gate 2.		
	Years 2-6 students can be collected from the Sports Hall entry via Gate 3.		
	If you have a Year 1 student with older siblings, please collect your year 1 child from their classroom, exit the building then collect your older child from the Sports Hall via Gate 3 pick up point.		
	There is no drive through facility for pickup., Please park collect your child from their classroom via reception or the sports hall.		
By car - choose the Gate that best sults your needs	in the second		

Gate 1, Gate 2, Gate 4 all operate Stop,Drop, Go from 7.30 am - 7.45 am TA's will be available at Gate 2 and Gate 1, Stop, Drop, Go to assist younger students Parking is available at Gate 2 and Gate 4 only.

PLEASE NOTE STUDENTS DROPPED OFF AFTER 7.45 am MUST ENTER VIA GATE 2 and RECEPTION TO BE REGISTERED AS LATE.

Please try to be prompt. Late collection details and fees can be found on page **



SECONDARY - YEARS 7 - YEAR 12

PICK UP -
15.35 pm (Mon-Thurs) - 11.30 am Friday
Students may leave the building through the side exit points.
6th Form students may leave via Reception.

By car - choose the Gate that best sults your needs.

Gate 1, Gate 2, Gate 4 all operate Stop,Drop, Go from 7.30 am - 7.45 am TA's will be available at Gate 2 and Gate 1, Stop, Drop, Go to assist younger students Parking is available at Gate 2 and Gate 4 only.

PLEASE NOTE STUDENTS DROPPED OFF AFTER 7.45 am MUST ENTER VIA GATE 2 and RECEPTION TO BE REGISTERED AS LATE.

Please try to be prompt. Late collection details and fees can be found on page **

ECA PICKUP

PRIMARY STUDENTS (Years 1-6)

3.30 pm Mon-Thur

Sports ECA's will be collected from Gate 3 near the Sports Hall

All other ECA's will be collected from Reception

This is not a drive through pick up. Please park and collect your child from Reception or Gate 3.

Please try to be prompt. Late collection details and fees can be found on page **

SECONDARY STUDENTS (Years 7-12)

4.30 pm Mon-Thur

Sports ECA's will be collected from Gate 3 near the Sports Hall

All other ECA's will be collected from Reception

This is not a drive through pick up. Please park and collect your child from Reception or Gate 3.

Please try to be prompt. Late collection details and fees can be found on page **

Buses - School departure times Monday - Thursday

- FS1 1:30 pm
- Years 1-6 2:50 pm
- Years 7-12 3::45 pm
- Friday
- All students 11:30 am

Punctuality & Attendance

Late Arrival

Students will be deemed late if they arrive anytime after 8:00 am for EYFS. For Primary and Secondary students it will be anytime after 7:45.

Students arriving late in EYFS need to be brought to EYFS reception where our receptionist will record the names of the students and will update the register accordingly. Once registered, the students will be accompanied by an adult to their respective classrooms. The late registration will impact a child's punctuality shown on their termly and end-of-year school reports.

Primary & Secondary students arriving late will come to the main reception and our receptionist will record the names of the students and will update the register accordingly. Once registered, Key Stage 1 students will be accompanied by an adult to their respective classrooms. Key Stage 2 and Secondary students can walk to their respective classrooms. The late registration will impact a child's punctuality shown on their termly and end-of-year school reports. Further consequences for repeated lateness may be issued in line with the Primary/Secondary behaviour policies. Parents will be expected to support these. This may involve reflection periods issued to catch up on missed work.

KHDA expects children to have a minimum of 92% punctuality (acceptable) and to be considered good attendance a child must have 98% punctuality. Children who fall below these levels will have parents invited in to discuss with the class teacher or member of SLT.

Unauthorised Absence

Unauthorised absence is when a child does not attend school and has no valid reason given by the parents. Routine medical appointments, family trips/visits, and avoidable events should not be scheduled during the academic year. The Principal and Vice-Principal have authority to authorise absence as detailed in the section on 'Leave of Absence Requests'.

The KHDA sees acceptable attendance as 92% and Good attendance as 98%. At Star Mirdif we aspire for all children to have 98% attendance as studies have shown that even a single day's absence can have an impact on a child's progress and attainment. Multiple days may well impact a child's final grades in the long term. As such school will take into consideration a child's attendance at the end of the academic year and in consultation with the KHDA may not allow re-registration or progression to the next year group if attendance is below expectations.

Star Mirdif as with our attendance and punctuality policy will first issue a message or call to request a child's attendance and punctuality improve. A letter will then be issued making this more formal and from there if no improvement is made parents will be invited in to discuss further with the senior team.

Further consequences for absence will be issued to students in line with the school's behaviour policies. This may involve reflection periods issued to catch up on missed work.

Late Pick Up Procedures

Late Pick Up (Non-ECA) Monday-Thursday

Star Mirdif is a family community school and as such recognises that things do not always go to plan. There will be occasions where a child cannot be picked up on time. We appreciate this and as such we are very understanding of this and will ensure that safe procedures are in place in these events.

However, persistent lateness makes coordinating the safety of children challenging in school and school bears additional costs as a result. Staff also have to stay longer than their recognised working hours and often have additional duties to attend to at the end of the day. Hence we need a clear set of procedures in place and a location ready for those children who are late for collection.

Therefore we have a very clear 15-minute window for pick-up in the designated pick-up areas. Any child who is not picked up by this point will be taken to the Stay & Play and Study Club by the adults responsible for them during Pick-Up. **This will be a chargable service provided to parents**.

Children will wait there for parents to arrive and can partake in the activities in the club or do some home learning. Parents will be charged the daily fee for this facility which will ensure children are in a safe and managed environment whilst they wait for parents to arrive. Children will be added to the register in the designated room and parents will enter through the main reception. Main reception will then take your details, ensure you are the parent of said child and then allow parents to go to the designated room to collect your children.

Reception will only begin to call parents to find out where they are after the first 15 minutes as we expect many parents will arrive before then and maybe driving at the time.

Parents will need to be wearing their parent ID badge and have a late pickup slip from the reception team to collect their child. Due to safeguarding reasons, the stay and play staff will not allow a child to be taken without this as they may not be familiar with the parent's identity.

Stay and play at Star Mirdif will be 30 AED for Primary children for the 2:45 pm-3:30 pm slot. For the 2:45 pm - 4:30 pm slot, this will be 50 AED. For Secondary students, the study club from 3:40 pm - 4:30 pm will be 30 AED.

Any pick-ups which occur after 4:30 will be charged at 30 AED per 10 minutes.

Late Pick Up Procedures

Late Pick Up (Non-ECA) Friday

Friday, as parents are aware, is a holy day in the UAE and many of our staff leave at 11:30 in order to be present for prayers. We are legally not allowed to ask staff to stay late and as such we do require parents to be on time for Friday pick-up. Parents late on a Friday will collect children from members of the SLT who will keep children in the library. The same process will continue with reception issuing late pick-up slips. A fine will be issued equal to the stay and play daily rate for the first half an hour. This will double every 15 minutes after 12:00. Parents who struggle with the 11:30 pm pick-up time can apply to have their child join the SLT for a coordinated study club on a Friday with the normal rate charged. Spaces are limited, however.

Late Pick Up ECAs (Tuesday - Thursday)

ECAs are run and coordinated by staff across the school. We do expect parents to arrive on time for student collection. ECA pick-up has no window and so students must be collected from the designated area at the set time so parents are asked to arrive 5 minutes early to be present.

Should Primary ECA parents be late children will be added to the Stay and Play & Study club and charged the daily rate. This is to ensure children are safe and in an organised and staffed area.

Secondary ECA students will be kept by the SLT in reception with parents charged for late pick-up the daily rate for the Study club up until 5:00 pm. This will double from 5:00 pm for every 15 minutes onwards.

Note that for both EYFS/Primary and Secondary ECAs 3 lates will result in the child being removed from the ECA that term.



Snacks & Lunches

Lunches

The school has snack and lunch facilities available for students which is provided by Caffeina, our catering partner.

All children, primary and secondary require either a packed lunch or to order from the school canteen. Please be reminded that when school starts, all children need to bring the following:

- A water bottle that is clearly labelled with the child's name and class. A bottle with a 'sports cap' is recommended to avoid spillages in the classroom.
- A healthy snack into school; a cereal bar or a piece of fruit.

Parents are asked to support us in promoting healthy eating and healthy lunchboxes, and teaching children to enjoy treats in moderation. If parents require help with what is included in a healthy lunchbox, please don't hesitate to contact the school for advice.

Food Allergies

There are certain foods that we ask you to avoid packing in your child's lunchbox.

At Star, we have a strict "No Nuts" Policy

This includes nuts of any kind and all food produce containing nut traces including chocolate spreads that contain nuts.

It is really important that NO nuts are brought into school due to severe allergies, which could be FATAL to children. Please read our **Allergy Policy (click <u>here</u>)**.

Regular checks of children's lunchboxes are carried out by staff and parents will be contacted if these do not adhere to our policy.

Birthdays

EYFS students are permitted to bring in pre-wrapped birthday cakes to school which will be handed to children at the end of the day with their parents permission. However, Primary and Above no party cakes and doughnuts will be allowed.

As part of our healthy eating initiative, we are encouraging children to bring in a "Birthday Book" for the class to enjoy together with their teacher on their Birthday. This initiative encourages excitement around reading together and allows children to share their interests with the rest of the class.

The school cannot accept cakes or party bags from outside of school due to allergy concerns and deliveries of these items by parents or outside providers will be declined.

We will have end-of-term/year class parties where children can bring in their own party plate and on occasion with advance notice school will coordinate special parties for children with school provided food.

Transport

Buses from BUSCO

Our school transport is independently operated by BUSCO; an RTA approved company.

All of the Star Mirdif BUSCO buses adhere to the strict RTA standards and the bus drivers and bus attendants are authorised and trained by the RTA. An RTA trained Bus Attendant provided by BUSCO travels with each vehicle to ensure the safety and welfare of the children. The children are both met and taken to their classrooms by our own staff.

For prices and information on registering your child for school transport, please contact BUSCO on 055 522 5842 or via email at <u>busform@busco.ae</u>.

Registration forms are also available from reception (<u>reception@starmirdif.com</u>) as well as from Ms Anya, the BUSCO School Transport Supervisor based full time at Star Mirdif in the main reception.

Choosing Not to Take the Bus

If you have registered for the school bus service and choose to collect your child from school instead of taking the bus for an appointment or other reason, please ensure that you contact the school before 12pm to ensure that all staff members are notified well in advance to the end of the school day.

This is to ensure the safety of your child and is vital that you support us in this.



Stay and Play & Extra Curricular Activities

Stay and Play / Study Club

Stay and Play / Study Club are available for students providing a mixture of activities and study opportunities depending on the age of the students.

This will be a paid service for any families who wish to take up the provision. Please reach out to accounts to receive the signup form and payment information.

EYFS children with older Primary siblings will have free stay and play until 2:45 pm. Primary children with older siblings will have free stay and play until 3:30.

Stay and play at Star Mirdif will be 30aed for Primary children for the 2:45 pm-3:30 pm slot. However, families with an older secondary sibling will be free of charge if they wish to enroll their child in the club. For the 2:45 pm - 4:30 pm slot, this will be 50 AED. Primary children with older siblings who wish to stay beyond 3:30 until 4:30 the cost is 30aed for this service. For Secondary students, the study club from 3:40 pm - 4:30 pm will be 30 AED.

Note that students picked up late will automatically be entered into the chargeable Stay & Play/Study club. Students picked up after 4:30 pm will be charged 30 AED for every 10 minutes after 4:30 pm.

ECA's

Extra-Curricular Activities will be available in each term. As a school, we work hard to ensure we are providing an excellent range of ECA provisions, to enhance students' skillsets and interests! Last year, we provided an incredible variation of over 50 different clubs! We're excited to see the children enjoy more learning this year too.

You can sign up for your ECA's on EPraise during the ECA sign-up window, which you will be notified of in a parent communication letter on EPraise prior to the window's opening each term. It's important that you are aware of when the window opens and closes, as clubs are really popular and spaces are limited, therefore we work on a first-come, first-served basis.

Also, note that late pick up from ECAs will have the same charge for every 10 minutes of late pickup and unfortunately repeat late pick up may result in being removed from the ECA.

Digital Conduct & PTFA's

Digital Conduct & Mobile Phones

Please be aware the school has a strict no phones policy. This can be seen in more detail within the '<u>Star Digital Conduct and BYODD</u>' policy.

Children who have special permission to bring in a mobile phone must leave these with the reception team during the school day. A permission slip can be collected from reception for such cases. However, the school will not accept responsibility for the loss of mobile phones or any other electronic items. Toys, electronic games, and MP3 players should NOT be brought into school.

Students who use mobile phones to arrange transport at the end of the day who have obtained permission may only access the phone in reception under the supervision of the reception team.

Students who are found to have a mobile phone, regardless of it being switched off, will have this confiscated by the classroom teacher or any other member of staff on site. This will be locked up at reception until such time as the parents can come into school to collect the device. Refusal to hand over a device will be regarded as a breach of the school's behaviour policy and an Attitude to Learning of "4" will be given and an instant Thursday detention will be issued.

Telephone Calls

In order to encourage the children to be more organised and responsible, only phone calls of an urgent nature will be made by the receptionist on the children's behalf. Children can phone home but will need to give a clear reason for doing so and approved by a member of the academic team.

Parent, Teacher and Friends Association

The school works alongside parents to organise a number of events throughout the year to raise money and bring the community together. These include our National and International Day celebrations, themed cake bakes, family socials, and school discos. Committee meetings are held regularly and all parents and friends are invited to get involved.



Communications & Social Media

How do I contact my Teacher?

We encourage all parents to reach out to teachers via the Epraise app which is available between the hours of 7:00 am and 17:00 pm. Teachers will respond within 24 hours of receiving the message during the working week.

If you require escalation of an issue or concern, you can reach out to the senior team via the email as follows:

Principal - Mr Neal Oates - principal@starmirdif.com Vice Principal - Ms Jabeen Hayat - jhayat@starmirdif.com Head of Secondary - Mr Allan Forbes - aforbes@starmirdif.com Head of EYFS - Ms Claire Gilmore - cgilmore@starmirdif.com Deputy Head of Primary - Ms Mariam Yassin - myassin@starmirdif.com Deputy Head of Secondary - Ms Reena Oates - roates@starmirdif.com Head of Arabic & Islamic - Mr Mahmoud Abdalla - mabdalla@starmirdif.com Head of Inclusion - Ms Rachel Brown - rrbrown@starmirdif.com School Operations - Ms Debbie Rogers - operations@starmirdif.com Finance Manager - Mr Vikram - vchouhan@starmirdif.com Primary Reception - Ms Janine Enriquez - reception@starmirdif.com Foundation Reception - Ms Bernadette Guzman -fsreception@starmirdif.com Arabic Secretary - Ms Baraa Tallab - arabicsecretary@starmirdif.com Registrar - Ms Shella Elio -<u>registrar@starmirdif.com</u> Accounts - Ms Alexis Byanca & Mr John - accounts@starmirdif.com School Transport - Ms Anya - info@busco.ae Medical Team - Doctor Nida & Co - medicalteam@starmirdif.com

Organising a meeting with a Member of Staff

If you have concerns that you would like to raise with a senior member of SLT and have gone through the correct process of resolving issues with the teacher and/or Head of Year and still have points of concern, you can organise meetings through the reception team by calling 04 288 4644 or emailing reception@starmirdif.com.

Please do not turn up on school premises expecting a meeting, as members of staff are very busy and may not be available for you.



WhatsApp/Social Media

We understand that class WhatsApp groups between parents will be inevitable, WhatsApp is a brilliant space to share reminders for class events and activities that are taking place throughout the school.

We would ask all parents to try to maintain this space for positive communications only. The UAE has very clear laws regarding online communication and we ask that individual teachers and members of staff are not discussed negatively in these groups. Likewise, parents should not make criticisms of other parents and students in these groups. If you have concerns approach the teacher or management directly.

We enjoy working alongside parents to consistently better the education provisions for children, this can become hard to do when communication is muddled and confused. If you have any personal concerns, please raise these with us, we are more than happy to listen. Remember that class WhatsApp groups are not an official communication channel and that only information shared directly from school either through ePraise or email is official information.

Social Media

You can find Star, Mirdif on <u>Facebook</u>, <u>Instagram</u>, and <u>Twitter</u>. We would love for you to follow us, we share lots of good news and activities that take place all through the school across all three platforms.



Curriculum - Whole School



Awe & Wonder

Imagine lessons that encourage pupils to engage with their sense of curiosity, inviting and exploring the feeling of awe and wonder in our everyday lives.

Imagine a curriculum in which children learn to ask big questions and feel engaged and confident with the idea of the 'unknown'; learning to embrace the mystery and magic of life as something to cherish and treasure.

Imagine a rich, varied curriculum that helps mould articulate, expressive, and confident communicators with a committed dedication to excellence and innovation.

Imagine a curriculum that empowers children to use their own voice and skills of self-regulation to contribute to an environment that harnesses each child's unique potential.

Imagine a curriculum, underpinned with lessons that invite practices for recognising and appreciating wonder in the "everyday" as well as the wider world.

Imagine lessons in which all children are intrinsically motivated to achieve their own personal best. Imagine a curriculum that boasts experiences that will inspire and motivate children in their lifelong learning journey.

Imagine a curriculum where making mistakes is treated as an opportunity to learn.

Imagine a curriculum where we prioritise and strive to nurture creative, curious life-long learners who are equipped with the tools, knowledge, and skills to make a positive impact on themselves and their environment in a local, national and global context.

Imagine.... Star International School, Mirdif

Curriculum - Whole School

In Foundation Stage, the children follow the Early Years Foundation Stage Framework. In Primary, they follow the National Curriculum of England. Our curriculum is based around themes that link learning across different subjects and provide a meaningful context for learning.

The EYFS curriculum supports the youngest children with feeling safe, secure, happy and fosters a love of learning, by allowing the children to learn through play and by the teachers following their interests. The EYFS curriculum focuses on 3 prime areas; Communication & Language, Physical development and Personal, Social and Emotional development and 4 specific areas; Literacy, Maths, Understanding the World and Expressive Arts and Design. The prime and specific areas of learning, ensure that all children are developed as well rounded individuals.

As well as the above areas of learning, all EYFS children will have Arabic, Islamic and PE lessons taught by specialist teachers. To support the delivery of the EYFS curriculum, we ensure that all teachers are UK trained and highly experienced in early childhood education and all classrooms have a learning support assistant to support all educational needs.

Children's well-being, safety, and happiness are the main focus at Star, Mirdif and classrooms follow a Hygge approach to support this.

At Star, we go beyond the British curriculum, enriching it with Awe and Wonder, and amazing Learning. We inspire our children to go beyond and exceed in all areas of their lives, finding a pathway to success personalised for them, to allow them to pursue any career they choose in the future.

We teach an immersive and engaging curriculum and provide lots of opportunities for active learning. Our staff have a shared drive to constantly review, improve and enrich our curriculum to ensure learning is relevant and exciting for all pupils. Through thoughtful teaching, pupils are actively encouraged to develop learning dispositions such as being curious, self- motivated and confident risktakers. We are extremely proud of the varied and meaningful learning opportunities that we provide our pupils.

Our highly experienced staff inspire our children with a life-long love of learning. They provide pupils with appropriate academic challenges and an excellent breadth and quality of education.

Parents and families are integral to the life of the school. There are lots of opportunities for families to be involved in school life so they can join their children on your learning journeys.

The English National Curriculum at KS3 is a curriculum which is balanced and broadly based and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society
- prepares pupils at the school for the opportunities, responsibilities, and experiences of later life. 19

The national curriculum provides pupils with an introduction to the essential knowledge that they need to be educated citizens. It introduces pupils to the best that has been thought and said and helps engender an appreciation of human creativity and achievement.

Students will also study Moral Education and UAE Social Studies alongside the English national curriculum subjects as part of the KHDA guidelines.

Classes

Each class is named after a subject matter through year groups, for example, EYFS classes are named after flowers, KS2 are named after fruits, Year 3-4 are named after gemstones, and Year 5-6 are named after solar system.

Secondary Tutor Groups are named with the Initials of the Form Tutor.

Children are allocated to classes by the senior management by identifying the most suitable teacher and classmates for the pupil and any needs they may have.



Introducing GCSES



What Does Star Mirdif Offer for Years 10-12

At Star Mirdif, we have IGCSE and Vocational options choices for study in Years 10 and 11. We believe in offering a plethora of options for students with a wide range of abilities, skills, and interests to fully harness their potential.

Whether your child holds aspirations to be a Doctor, Engineer, Pilot, or Actor/Actress we have qualifications to enable them to reach their aspirations. There is no pathway in future life which they cannot achieve while studying at Star International School Mirdif. We have ensured we offer qualifications available at all top schools in the UAE and the UK and in some cases some which are more unique to our school such as IGCSE Economics and Food Technology.

It may well be you are reading this as a parent unsure of what the future holds. This is perfectly normal, it is an ever-changing world out there and so a broad and balanced set of qualifications will provide you with everything you need to prepare for when your child decides what they want to do in life. We have excellent pastoral support in place to help you decide your subject option choices and a passionate group of teachers who will support you every step of the way.

Remember that in the British curriculum IGCSE/GCSE qualifications are studied until Year 11 and from then on you specialise in A-Level choices. This means your child can choose a wide variety of qualifications so that they do not close themselves off to possible options in the future. It is also important to choose courses you are interested in and will enjoy, not just those that are tailored to particular career options.

Would you like more information?

Please click here to read the full GCSE Options Booklet.

Security Information

Identity Lanyards

The school requires parents to wear lanyards, which enables school staff to identify the adults who are authorised to be in school. Please remember to wear your lanyards; lack of a lanyard will mean denied access to school and you will be asked to visit the reception desk to hand over your ID.

All staff in school wear lanyards, these are colour coded to establish the different roles of staff. The colour codes are:

- 1. Yellow: Visitor
- 2. Red: Parent
- 3. Blue: Staff
- 4. Orange Contractors

Please note visitors to the school will need to sign in at the front gate (Gate 2), where they will hand in their ID in exchange for a lanyard. The ID will be returned when the adult then leaves the school. Parents are expected to wear their Parent badge, or sign in as a visitor if they do not have their badge.

Organising a meeting with a Member of Staff

If you have concerns that you would like to raise with a senior member of SLT and have gone through the correct process of resolving issues with the teacher and/or Head of Year and still have points of concern, you can organise meetings through the reception team by calling 04 288 4644 or emailing reception@starmirdif.com.

Please do not turn up on school premises expecting a meeting, as members of staff are very busy and may not be available for you.



Fees and Payments for the Academic Year Fees for 2023-24

Year Group	KHDA Approved	Discount for 2023- 24	Re/Enrollment Fees	Term 1	Term 2	Term 3	Tuition Fees 2023-24	Digital and Physical Resource fees
FS 1	31,600	3,600	2,800	8,400	8,400	8,400	28,000	700
F \$ 2	32,372	2,372	3,000	9,000	9,000	9,000	30,000	700
Year 1	37,160	4,060	3,310	9,930	9,930	9,930	33,100	850
Year 2	37,160	4,060	3,310	9,930	9,930	9,930	33,100	850
Year 3	42,403	5,053	3,735	11,205	11,205	11,205	37,350	950
Year 4	42,403	5,053	3,735	11,205	11,205	11,205	37,350	950
Year 5	48,729	7,379	4,135	12,405	12,405	12,405	41,350	1000
Year 6	48,729	7,129	4,160	12,480	12,480	12,480	41,600	1000
Year 7	53,000	8,800	4,420	13,260	13,260	13,260	44,200	1,200
Year 8	53,000	8,800	4,420	13,260	13,260	13,260	44,200	1,200
Year 9	55,000	8,800	4,620	13,860	13,860	13,860	46,200	1,200
Year 10	55,000	5,800	4,920	14,760	14,760	14,760	49,200	1,200
Year 11	63,000	13,800	4,920	14,760	14,760	14,760	49,200	1,200
Year 12	70,000	20,800	4,920	14,760	14,760	14,760	49,200	1,200

*discounts subject to KHDA approval

- Non-refundable medical fee of AED 500
- Digital & Physical resource fees cover vital and integral learning materials used throughout the school, providing an excellent quality of education. This also covers yearly GL/CAT4 and other required assessment fees where applicable
- GCSE and BTEC exam & course fees are charged separately

Books/learning resources and medical fees are payable at the beginning of the academic year or in the first term of your child joining the school. Please note that uniforms, school trips, Chromebooks, after-school care programs, school meals, transportation and school events are charged separately.

School fees should be paid by the following dates:

Term 1 – August 15, 2023

Term 2 – December 15, 2023

Term 3 – March 15, 2024

You can find a link to the Fees Policy here



Meet The Star Mirdif Team



Neal Oates Principal



Jabeen Hayat Vice Principal



Allan Forbes Head of Secondary



Claire Gilmore Head of EYFS



Mariam Yassin Dept Head of Primary



Reena Oates Dept Head of Secondary



Rachel Brown Head of Inclusion



Mark MacInnes ICT / Assistant Headteacher



Jen Ambanpola Assistant Headteacher -Primary / Year 5 Leader



Channelle Owen Assistant Headteacher -Primary / Year 2 Leader



Chris Smith Assistant Headteacher -Primary / Year 6 Leader



Daniel Adamiec Assistant Headteacher-Secondary (Pastoral) / PE Teacher



Mahmoud Abdalla Head of Arabic Islamic / Assistant Headteacher



Simon Calvert Head of KS4 (Pastoral) Science Teacher



Luke Taylor Head of KS3 (Pastoral) PE Teacher



Sam Ottley Head of PE



Jenny Crabb Head of House PE Teacher



Aisling Walsh Head of Expressive Arts / Assistant Head Arts Teacher



Zoe Sutcliffe Head of English / Assistant Head (Secondary)



Jordan Brennan Head of Maths (Secondary)



Prabhjit Bajwa Head of Science (Secondary)



Keelan Gallagher Head of STEAM & DT STEAM Teacher



Mahmoud Abdalla Head of Arabic Islamic / Assistant Headteacher



Kholoud Mahmoud Arabic Teacher



Leyla Gadid Pyschology

Victoria Taylor



Rihab Omer Deputy Head of Arabic



Imane Djaaboub Arabic Teacher



Fatima Astif Arabic Teacher



Jean Smith EYFS1 Leader



lman Badawi Arabic Teacher



Reda Aziz Arabic Teacher



Ali Khalil Islamic Teacher



Afsha Ali EYFS1 Teacher



Lobna Esaak Arabic Teacher



Reema Jarrar Arabic Teacher



Navin Taha Arabic Teacher



Jordan Mckeown EYFS2 Teacher



Shaohlin Samuel-John EYFS 2 Teacher



Joanne Caddy EYFS2 Teacher



Louise Charles EYFS2 Teacher



Heidi Lynes EYFS2 Teacher



EYFS2 Teacher



Ahmed Belal

Islamic Teacher

Ahmed El Sadek

Arabic Teacher

Nicola Davies



Sophie Khan Year 1 Leader



Jack Bruce Year 1 Teacher



Fodhla Cunningham Year 1 Teacher



Saira Saleem Year 1 Teacher



Nelepa Ullah Year 1 Teacher



Chris Smith

Year 2 Teacher



Channelle Owen Year 2 Leader



Monique West Year 2 Teacher



Lauren Hood Year 2 Leader



Hayley Weir Year 2 Teacher



Abigail Christon Year 2 Teacher



Karen Jones Year 3 Leader



Ashwinder Kaur Science Leader - Primary Year 3 Leader



Emma Traynor Year 3 Teacher



Amanda Itani Year 3 Teacher



Charlie Kavanagh Year 4 Teacher



Chantelle Asante Year 4 Leader



Parviaz Mahfooz Year 5 Leader



Saoirse O'Looney Year 4 Teacher



Aoife Trench Year 5 Teacher



Tasneem Mapara Year 4 Teacher



Paul Walshaw Year 5 Teacher



Ellicia Hilton Year 4 Teacher



Jen Ambanpola Assistant Headteacher -Primary / Year 5 Leader



Chinthaka Ambanpola Year 6 Teacher



Pavitra Segar Year 6 Teacher



Sam Wild Year 6 Leader



Natasha Gill Year 6 Teacher



Jennifer Thompson Food Technology Teacher



Cody Ives English Teacher



Magaret Kealey French Teacher



Charlotte Grainger Performance Arts & **English Teacher**



Rebecca Allan History Teacher



Tomás Kenny Science Teacher



Giovanni Cazzin Music Teacher



Jordan Brennan Secondary Maths Leader



Tayek Miah Maths Leader



Marc Wesley Computing and STEAM Teacher



Malik Ali Science Teacher



Nicola Salt

Art and Design Teacher

Yousuf Hamid Business/Economics



Antonia Barden -Geography Teacher and Head of Humanities



Yasmin Adan Secondary English Teacher



Katie Bruce Science Teacher





Syeda Najiha School Counsellor



Charlotte Grainger Arts & English Teacher



Ala Dorrani Inclusion Team

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Enas Farouk HR Manager





John Saravanan Akbar Badusha Marketing IT Administrator

Alexis Byanca

Vikram Chouhan

Finance Manager



Debbie Rogers Operations Manager



Shella Elio Registrar

Baraa Talab

Arabic Secretary



Tony Varghese IT Manager



Siobhan Taylor Data Manager



Hessa Mohammad Administrative Officer



Maria Cecilia Librarian



Janine Enriques Main Reception



Bernadette De Guzman **EYFS** Reception



Noora Alblooshi Reception



Labam Careen Teaching Assistant



Rozanne Dagdag Teaching Assistant



Melody Garcia Teaching Assistant



Jacel Punzalan Teaching Assistant



Beema Rasool Teaching Assistant



Mary Jane Cambel Learning Support Assistant



Asha Baiju Lab Assistant



Naveena Tabass Learning Support Assistant



Janice Robles Learning Support Assistant Learning Support Assistant



Sriranjini Prashant



Cashier



Jonathan Cruz Accountant



Nadira Roune French Teacher



Irene Gutierrez Teaching Assistant



Alma Bayoneta Teaching Assistant



Josephine Pilapal Swim Coach



Merissa Miclat **Teaching Assistant**



Hernina Ayoup Swim Coach



Rosalinda Morales Teaching Assistant



Megan MacDonald PE Teacher



Chejay Hontiveros Teaching Assistant



Sarah Jane Teaching Assistant



Michelle Valbuena -Teaching Assistant



Elaine Grace Mantillo Teaching Assistant



Lovely Lagman Teaching Assistant



Hannah Botavara Teaching Assistant



Lizelda Valencia Teaching Assistant



Dr. Nida Jamil School Doctor



Bushra Rainhanathul Teaching Assistant



Sibiya Babu School Nurse



Teaching Assistant



Danica Quitevis Teaching Assistant



Jazzel Ronquillo



Esther Chris School Nurse



Malithi Muthukumari Teaching Assistnat



Abdul Site Team Manager



Mohamed Idris Site Team



Mohammed Kabeer Site Team



Rasool Mohideen Site Team



Liyakath Ali Khan Site Team



SAFEGUARDING CHILDREN at STAR INTERNATIONAL SCHOOL, MIRDIF

Star International School, Mirdif, is committed to Safe-guarding and promoting the welfare of pupils and expects all staff and volunteers to share in this commitment.

If you have any concerns about the safety or wellbeing of a pupil please report it immediately to the Designated Child protection Officer (Ms Jabeen Hayat) or the Deputy Child protection Officer (Reena Oates).



