

Providence English Private School

Student & Parent Handbook



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International Examinations

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Welcome

Dear Students and Parents,

Providence English Private School (PEPS) would like to welcome each and every one of you to a new school academic year. I encourage you all to read the {PEPS Parent & Student Handbook}. This handbook was designed as a guide to answer many of the questions concerning school policies, procedures, assessment etc.. do please be aware of the main rules and regulations of the school.

At Providence School we aim to increase student achievement academically and personally, we do our best to prepare them to be Global Citizens of the world with international thinking and local merit. Let me encourage you to be an active parent at PEPS. Communicate with your child, monitor your child's grades, attend all scheduled parent meetings, and download school App as most announcements will be done through the APP.

We must work all as a team and become educational partners in order to provide a safe and healthy learning environment for all students at Providence English Private School. Wishing you all successful and joyful year ahead.

Sincerely,

School Principal
Marwa Diaa

School Brief

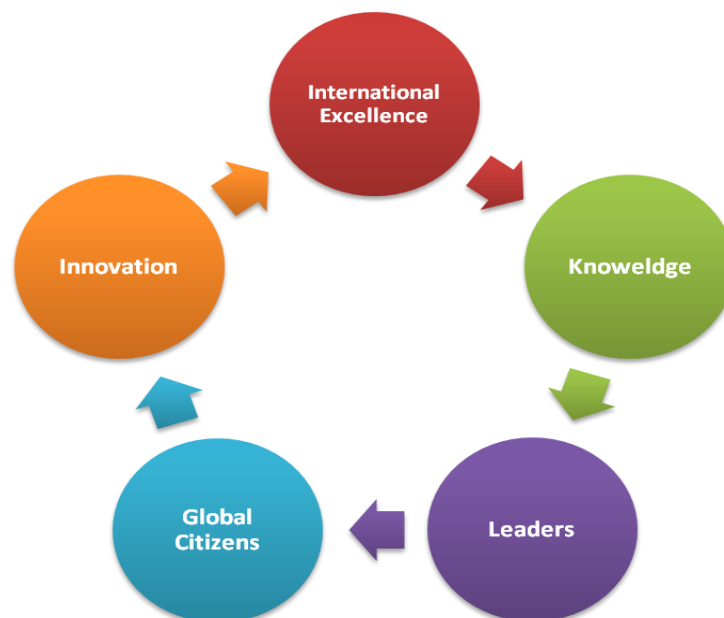
Providence English private school (PEPS) was licensed in 1991 but fully operated in 1999. PEPS implements the British Curriculum, being accredited by the Ministry of Education, member of CIS (Council of International Schools) and Certified Accredited Cambridge Examination Centre.

The school consists of two buildings, Building 1 operates from Grade 4 to Grade 12 and Building 2 operates from KG1 to Grade 3. The buildings are about 80,000 square feet built on an area of 320,000 square feet. The school premises contain class rooms, teacher's rooms, two science labs, two libraries, two computer labs, three activity rooms, a big conference room used as IGCSE examination, two school clinics, stores, administration offices, finance office and management offices, and 2 canteen halls. The school has 6 outdoor playgrounds for football, basket ball, Kindergarten playground, primary playground and 6 indoor play areas where two are used as canteen rest areas on breaks.

The buildings are built as per Ministry of Education requirements including the required safety for the students and staff. We use the latest technology for controlling the corridors and watching the teaching process in the classes. Each class room has camera, computer, projector and internet.

Mission: to provide innovative international excellence in education to foster the student's knowledge on becoming Global Citizens.

Educate today's students to become tomorrow's leaders.



Vision: To build new generations of young leaders that are developed spiritually, academically, physically, and socially to serve our global community.



Objectives

We strongly believe knowledge is wisdom and **wisdom is strength**. A good character and conduct building is nation building.

Our primary aim is to provide opportunity to bring out the multifarious talents inbuilt in the students to face all the challenges in the life. The curriculum is designed to ensure the all-round development of each student.

At PEPS the students face experience in acquiring knowledge and long lasting learning desire, to build skills in a creative manner at the present and the future.

Our special emphasis lies in God fearing and quality, promoting moral and social values to preserve the universe for the future.

We at PEPS do extensive surfing of the latest development in all the fields to keep our students up-to-date. For which all machineries, equipments, materials and resources are available.

We explore the fantasies of our students to bring out the hidden Newtons, Shellies, Lincolns, Peles out of them to become the future bench marks for others.

Curriculum

Providence English Private School is a private co-educational institution licensed by the U.A.E, Ministry of Education. It was established in Sharjah in 1991 September. Instruction is provided from KG1 to the 12th grade. Our school implements the British system of teaching adapted to the cultural and environmental requirements set by the U.A.E, Ministry of Education.

The school follows the British curriculum and hence the students are trained on the same line, since the very beginning. The books are highest asset of the school and we take pride in the prescribed text we have chosen after much research from the world known publishers.

For Arab students Arabic and Islamic studies are compulsory with an addition of Arabic social studies from grade four onwards as per the Ministry of Education, UAE's rule.

The students have to undergo three term exams, four monthly tests and numerous other weekly quizzes and projects during a full academic year.

The students who seek admission in our school are interviewed by the selected committee of English and Math mainly and only after proving their merit can attain a place in our institution.

The subject content and examinations of the IGCSE, AS and A level are led by Cambridge International Examinations (www.cie.org.uk), a leading UK organisation with more than 20 years experience of running, organising, managing and reporting on international examinations.

Remedial Classes

One of the features of our school is the remedial classes, which are conducted for the students who lag behind the class standards; they are paid extra attention by the staff in such classes, till they acquire the desired result.

School procedure during the academic year

We apply the subject's teachers, the main subjects for the primary is English, math, science, Arabic, Islamic, computer, national education, and French from grade 4 to grade 6.

Our students doing most of their home work at the school and during the working hours under the supervision of the subjects' teachers. There are teacher assistants that take care of correcting the books, copy books and fixing the worksheets, circulars in the students' diaries from KG1 to grade 6.

Students have to pass weekly quizzes and monthly exams for all subjects by maximum 6 monthly exams including three terms. Monthly report is issued to parents to follow up the progress of their child(ren).

Extra curriculum

“Healthy life is a wealthy life”. PEPS strongly believes that sports rejuvenate high spirits in them and encourage all our students to compulsorily take part at least in one form of sports and game. PEPS is associated with various sports club to give our students a spectrum of choice and the best facilities in their selection of sports and games which have made our students win many trophies, cups and titles in different levels of games, competitions and sports.

The sports is also paid equal attention, as the P.E teachers take care of the athletic ability of the students and put up a great show on the sports day by the end of the academic year.

Through art as an expressive discipline we aim to:

- Develop an awareness of , and a sensitivity to, our environment by giving the children as much real and direct experience as possible of the world around them; we hope to teach them how to look with discrimination, imagination and delight;
- Foster each child’s creative instincts and encourage their capacity to produce original ideas and solutions to problems which reflect their individuality and uniqueness;
- Promote the child’s confidence in his/her own ability by working at a level which allows for successful results and to develop the child’s ability to handle an increasing range of materials and tools with growing confidence and skill;
- Develop their knowledge of, and ability to use, the basic vocabulary of line, shape, colour, tone. Texture, space and pattern from which pictures are made, as well as an awareness of the way in which artists in our own and other cultures have used them;
- Produce displays which inform, enhance and stimulate, where individual achievement is acknowledged and each child’s effort rewarded, and by showing trust and belief in the child’s artistic processes and creative growth;

Extra curriculum Activities

- **Boys Football Club:** Different groups spread by ages
- **Boys Football league:** (every Term) happens between classes
- **Teacher’s Football Team; Marathon Running Team**

- **Karate Club:** Every year we partner with Second Party Specialist Club for Karate training. Trainees receive an official Karate Club Certificate with their level every training course they do. (Every training course is 2 months.)
- **Girls Volleyball Team; Poetry Club**
- **Yearly Event:** this take place in the school final term, where groups of students from all levels get to participate in the school yearly event. It get organised by a team of teachers and senior students, parents get involved as well.
- **Community Club:** 20 students, where in regular basis they attend and volunteer for community services. (Visiting elderly, environment awareness, beach cleaning etc...)
- **Subjects Club:** Science Club, English Club, Art club, Math Club, Arabic Club

In addition:

- The school participates in many other activities, like school field trips to different parts of the country and planning an international trip for summer.
- Participating in community activities and other schools competitions.
- Hosting fun days in school and out.

School Divisions

Section 1 – Kindergarten: this section offers two levels of instructions, KG1 and KG2 which provides the foundation for social and academic learning of new young students aging from 3.9 years (by September or 4 years by December) to 5 years old. Kindergarten aims to provide the foundation and early steps towards personal independence and get them to have the foundation knowledge of discipline and commitment. The school provides a family-like structure and a friendly, warm, nurturing environment for all students. English is used as the main language of instruction while Arabic is taught as integral part of the program. We work together to develop physical, social, emotional and linguistic aspects for each and every student. Students will be encouraged to be lifelong learners by problem solving, thinking, sharing and creating.

Section 2 – Elementary: this division consist of Grades 1,2,3,4,5 and 6. English is the main language of instructions, although Arabic is mandatory for all native Arabic speakers and Special Arabic is taught for all Non Arabs. Islamic is also a mandatory subject for Muslims. At this stage we provide students with supportive learning environments and dynamic educational experiences that enable them to achieve academic success and knowledge in core subject areas.

Section 3 – Secondary: this includes Grades 7,8,9 . The medium of instructions is English although Arabic is also Mandatory for all students and Islamic for Muslim Students. At this stage teachers use a more informative and comprehensive techniques to assure students are directed to be more critical thinkers, team players, responsible individuals and disciplined.

Section 4 – High School: this division is for grades 10,11 and 12. English is main teaching language, Arabic is mandatory for all learners. The school provides a broad academic opportunities and activities to better prepare them and give them idea in choosing their career. We support and guide them to give their best abilities and become completely prepared and aware of their next big step in their academic university life.

School Admission Policies

Registrar contact information:
Telephone 065340443 – ext 201/209
Email: info@peps.ae

Registration Documents

To facilitate the registration of your child with the Ministry of Education the school requires that you produce the following documents at the time of registration to accompany the completed Registration Form.

- 2 copies of child's passport
- 3 passport size photographs
- 2 copies of the parent's Residence Visa as in passport.
- 2 copies of the child's Birth Certificate.
- 1 copy of the child's last report from their previous school.
- Original Transfer Certificate / school leaving Certificate / school Recommendation letter.

Transferring from Government Schools

The School leaving certificate and the last school report, endorsed by the educational zone.

Transferring from outside the U.A.E.

Transfer certificates, where applicable and the last school report. All these documents must be endorsed by:

- The Ministry of Education
- The Foreign Ministry
- The Embassy or Consulate of the U.A.E. in the country where the documents are issued.
- For G.C.C. students, the documents should be endorsed by the Ministry of Education that issued the documents.
- From Europe, North America and Australia, the documents should include in addition to the school report, a "To Whom It May Concern" letter.

In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with the other documentation.

Cambridge Information and Requirements

Introduction:

AS PEPS follows the British Curriculum, it offers a Cambridge primary checkpoint tests and Cambridge Secondary 1 tests at the end of Grade 5 and Grade 8 respectively. (This academic year only exam will be Grades 5,6 and 8,9)

It also offers IGCSE examinations at the end of Grade 10 and Grade 11 and AS examinations at the end of Grade 12.

Cambridge Primary Checkpoint

We prepare our students for the Cambridge primary international programme from KG to Grade 5. The programme covers English, Mathematics and Science. PEPS students sit in Cambridge Primary Checkpoint examinations at the end of primary education (at the end of Grade 5).

The tests are marked in Cambridge and each student receives a statement of achievement and a diagnostic report in each subject in order to know his/her strengths and weaknesses.

This programme is compulsory for all students registered in PEPS in Grade 5.

Cambridge Secondary 1 Checkpoint

Cambridge Secondary 1 builds on a Cambridge primary, and develops children knowledge and skills in English, Mathematics and Science. We prepare our students to Cambridge secondary 1 from Grade 6 and they sit in the tests at the end of Grade 8. Tests are marked by Cambridge and they provide us with an external international benchmark for student performance. They also provide feedback on a student's strength and weaknesses in the three subjects. Students receive a statement of achievement which gives an indication of their academic progress during this education stage.

This programme is compulsory for all students registered in PEPS in Grade 8.

Cambridge IGCSE

IGCSE stands for International General Certificate of Secondary Education. We, at PEPS, prepare our students for IGCSE examinations from Grade 9 and students sit in the examinations at the end of Grade 10 or/and Grade 11.

According to MOE in UAE, students must pass at least five IGCSE subjects including English and Mathematics in addition to the MOE Arabic and Islamic (for Muslims only) in order to promote to Grade 12.

Passing marks in IGCSE are (A*, A, B, C, D and E).

UAE universities only accept IGCSE Marks (A*, A, B and C).

Cambridge Advanced

Cambridge Advanced is for learners ready for more advanced study. It builds a solid foundation for higher education learners and develops a deep understanding plus independent learning and critical thinking skills, which universities value highly. Cambridge Advanced leads to the Cambridge International A and AS qualification.

Cambridge International AS Levels have half the content of the corresponding Cambridge International A Level and may be completed in one year.

We, at PEPS, prepare our students for AS examinations in Grade 12.

According to MOE in UAE, students must pass in two AS subjects or one A Level subject at the end of Grade 12, in addition to the MOE Arabic and Islamic (for Muslims only) subjects.

Passing marks in AS are (A, B, C and D).

Exam Centres:

We are an accredited Centre for Cambridge Examination and AQA Examination (Oxford)

Regulation and policy assessment and exams

It depends on daily assignments, exams, work group, activities and required research in all subjects.

KG1 & KG2 Classes

Subjects:

Islamic-Arabic-English-Mathematics & Activity

There is no failure in KGS classes; the student is evaluated in every subject using one of the following criteria: Excellent, Very Good, Good, Average and Need Help.

Grades 1-5

Subjects:

Islamic (50/100)	Arabic (50/100)	English (50/100)	Science (50/100)
Social (50/100)	Math (50/100)	Computer (50/100)	Activity (0/100)
Behavior (0/100)			

Foundations of Success for these classes:

- Continuous assessment system exams and no failure in these classes.
- The school will double effort to strengthen student and follow up him/her if he/she gets less than 60 in any of the above mentioned subjects without charging any additional fees.
- The computer subject is not counted among the total.
- The French subject is given only to Grade 4 & Grade 5 and also not counted among the total.

Grades 6 & 7 :

Subjects:

Islamic (50/100)	Arabic (50/100)	English (50/100)	Science (50/100)
Social (50/100)	Math (50/100)	Computer (50/100)	Activity (0/100)
Behavior (0/100)			

A+ = 100	B+ = 85-89	C+ = 70-74	D+ = 55-59
A = 95-99	B = 80-84	C = 65-69	D = 50-54
A- = 90-94	B- = 75-79	C- = 60-64	U(Ungraded) < 50

- The computer subject is not counted among the total.
- The French subject is given only to Grade 6 and also not counted among the total.
- The student must repeat the class if he/she fails in four subjects.
- The total mark of social subject is placed through continuous assessments as MOE plan.

Grade 8 :

Subjects:

Islamic (50/100)	Arabic (50/100)	English (50/100)	Science (50/100)
Social (50/100)	Math (50/100)	Computer (50/100)	Activity (0/100)
Behavior (0/100)			

A+ = 100	B+ = 85-89	C+ = 70-74	D+ = 55-59
A = 95-99	B = 80-84	C = 65-69	D = 50-54
A- = 90-94	B- = 75-79	C- = 60-64	U(Ungraded) < 50

- The computer subject is not counted among the total.
- The Social mark is placed through continuous assessments as MOE plan.
- The student must repeat the class if he/she fails in four subjects.

Grade 9 :**Subjects:**

Islamic (50/100)	Arabic (50/100)	English (50/100)	Social (50/100)
Math (50/100)	Physics (50/100)	Chemistry (50/100)	Biology (50/100)
Behavior (50/100)	Activity (0/100)	Information Technology (50/100)	

A+ = 100	B+ = 85-89	C+ = 70-74	D+ = 55-59
A = 95-99	B = 80-84	C = 65-69	D = 50-54
A- = 90-94	B- = 75-79	C- = 60-64	U(Ungraded) < 50

- The Social mark is placed through continuous assessments as MOE plan.
- The student must repeat the class if he/she fails in four subjects.

Grade 10 :

Islamic (60/100)	Arabic (60/100)	English (50/100)	Biology(50/100)
Chemistry(50/100)	Physics(50/100)	Math(50/100)	Activity (0/100)
Behavior (0/100)	Information & Communication (ICT) (50/100)		

A+ = 100	B+ = 85-89	C+ = 70-74	D+ = 55-59
A = 95-99	B = 80-84	C = 65-69	D = 50-54
A- = 90-94	B- = 75-79	C- = 60-64	U(Ungraded) < 50

The student must repeat the class if he/she fails in four subjects.

Grades 11 & 12 :

According to MOE in UAE, students must pass at least five IGCSE subjects including English and Mathematics at the end of Grade 11, in addition to the MOE Arabic and Islamic (for Muslims only) in order to promote to Grade 12.

Passing marks in IGCSE are (A*, A, B, C, D and E).

UAE universities only accept IGCSE Marks (A*, A, B and C).

Students must pass in two AS subjects or one A Level subject at the end of Grade 12, in addition to the MOE Arabic and Islamic (for Muslims only) subjects.

Passing marks in AS are (A, B, C and D).

Arabic (60/100)			Islamic (60/100)	
English	Mathematics	Information Technology (ICT)	Technology	Biology
Chemistry	Physics	Business		

School Attendance

- The students are expected to be in the school premises maximum by 7:00 AM, in time for the assembly.
- Parents are requested to inform the administration if their child is sick or going to be absent. Students will not be admitted to their class without a medical report or a letter from the guardian justifying the reasons for their absences. (this can be emailed to admin@peps.ae)
- Girls are not allowed to wear make-up including kohl, have long nails, or use nail polish.
- Girls who don't wear Hijab must keep their hair off their faces, tied back and tidy. No gold jewelry or trinkets are allowed. Coloring the hair is strictly forbidden.
- Boys must have an ordinary hair cut; no other styles are allowed. Long hair is not allowed.
- Violators will be sent home.

Uniform

- The complete school uniform must be worn by every student during school hours and while travelling to and from the school.
- Cleanliness and neatness of the uniform must be maintained.
- The P.E. uniform must be worn on P.E. days according to the school timetable.
- Black, Blue, white or Beige jackets are allowed during winter.
- Girls who wear Hijab should only use Black or Navy Blue Hijab in school
- Jeans trousers are not allowed.

Books, Materials, and School Property

Books and copybooks are distributed in the first week of school. Parents are urged to provide their children with trolley bags for health safety.

- Following up by parents is required in all subjects during the week especially for reading in both languages, worksheets, and quizzes. As daily following up will make things easy for the students on his/her monthly exams.
- The school diary, exercise notebooks and the writing materials are required to be brought to the school every day without fail.
- The school diary contains the daily homework and messages that need to be exchanged between parents and teachers.
- Parents are expected to go through the Diaries on daily basis and sign on remarks given by the teachers and also acknowledge the circulars sent.
- Parents have to follow up the yearly calendar through the school's website (www.peps.ae) to follow up the weekly diaries, quizzes and exams.
- Homework must always be completed and handed over to the teacher on time.
- Students are expected to take care of the school property and any damage to it results in the imposition of a fine or necessary replacement of the damaged property.
- The school authorities do not accept responsibility for the loss of articles, books, or money brought to the school by students.
- Any damage done to the school property is assessed and charged to the student responsible for the damage.
- Student must have teacher permission to be outside their assigned location.
- If the student needs to visit the bathroom or a locker, then the student must do so during a break time or proceed to the next class and ask permission from that teacher.

Students Conduct Disciplinary By Law in School Community – Ministry of Education Regulations

All the regulation stated below applies to all students of all grades in public and private schools and it aims to:

- Providing disciplinary reference stipulating the rules
- Disposing a suitable education and teaching environment
- Enhancing and consolidating the positive behavior of the students
- Establishing a clear method for the staff working at in educational field to deal with students' behavior according to proper education principles
- Acquainting the students and their parents with the rules and regulations related to the behavior in the school community and with the importance of compliance with them to realize behavioral self-discipline.

Violations

A- First Level Violations

Violation	Fine
Coming late to morning assembly without acceptable justification	1
Arriving late to class without justified reason	1
Not wearing school or sports uniform	1
Not bringing school books and school tools	1
Sleeping during class	1
Eating or Chewing gum during class or assembly	1
Any similar actions as seen by the Panel	

First time:

- Student will be given oral warning by an authorized school member.
- Parent will be informed of the student behavior and the effect of mark deduction.

Second time: (if violation repeated)

- Written warning.
- Deduct the behavior mark.

B- Second Level Violations

Violation	Fine
Writing on the school walls, furniture or bus	4
Absconding the school during school day	2
Coming in and out from class without permission	2
Counterfeiting the guardian's signature in the school correspondence upon submission to the school	2
Non-compliance with the advisory and disciplinary regulations applied in the school	2
Verbal or physical aggression against school mates or staff	2
Intentionally promoting the school in bad image at social media	2
Any similar actions as seen by the Panel	

First time:

- Student will be informed in writing to not misbehave again
- Half the allocated violation mark will be deducted
- Parents will pay full cost for any damaged material

Second time:

- Warning of changing to another class
- Deduct the remaining half of the violation behavior mark
- Parents will pay full cost of damaged material

C- Third Level Violations

Violation	Fine
Being absent from school without justified reason	4
Flagrant violations of the community traditions and values in clothing appearance and behavior for example wearing makeup, long hair for males or other gender imitation	4
Intentionally damage or break school equipment or devices	4
Smoking or possession of smoking related material	4
Misbehaving on school bus	4
Taking staff picture or tapes and publicizing them without permission	4
Cheating on Exam	2
Bringing and using Mobile Phone during classes	2
Any similar actions as seen by the Panel	

First time:

- Deduct half the allocated violation mark from behavior in addition the school will take action as per their exam cheating rules
- Parents will pay full cost of damaged material in school or bus
- Exclusion from bus service for One Week (if violation on bus occurs)

Second time:

- Changing student to another class, written warning addressed to parents to change to another school.
- Deduct the other half of the violation mark.
- Parents will pay full cost of damaged material
- Student must attend behavior sessions
- Exclusion from the bus service for two weeks (if violation on bus occurred)

D- Fourth Level Violations

Violation	Fine
Possession of unnecessary sharp objects or white weapon or any hazardous materials in school	6
Possession of electronic or physical media materials that is unlicensed or on non-compliant with the general system	6
Sexual harassment	6
Bullying, fighting or verbal threatening other students	4
Causing any fire at school	4
Counterfeiting any documents of the school or counterfeiting someone else while contacting school	4
Any similar actions as seen by the Panel	

First time:

- Written warning to the student and parent by moving student to another school
- Deduct half the allocated violation mark from behavior
- Parents will pay full cost of damaged material in school or bus
- Student must attend behavior sessions
- Confiscate objects used in violation

Second time:

- Deduct half the allocated violation mark from behavior
- With reference of the School panel and acceptance of the educational zone and authorized personal by the minister, student will be differed to another school within the same educational zone.
- Parents will pay full cost of damaged material in school or bus
- Student must attend behavior sessions

- Confiscate objects used in violation

E- Fifth Level Violations

Violation
Defamation of religion, political and social symbols
Promoting any material that is against our values, believes and general system
Possession or using of drugs, anesthetic drugs, or any illegal medication or being under the influence of drugs
Defaming religions or provoking what would cause sectarian and religious conflicts in the school
Possession or using firearms or non-firearms and the like in the school
Promoting extreme bias or atheist ideas and thoughts which is against our religious, social and political believes and values
Sexual harassment of any school staff

For any of the violation classified as fifth Degree: the student will face exclusion from the school of that academic year with the agreement of the School panel, head of Educational Zone and Minister authorized personal. The student will be given a chance to admit in another school the year after

Measurement of Good Behaviour

Those measures are set to motivate the student's behaviour and studies and to be rewarded on positive actions.

Action	Awarded mark
Shows good morals that can be set as a role model for others	2
Participates in voluntarily work in school or in the community	4
Ability of having positive influence on others	2
Accepts instructions and makes sure to be followed	2
Promotes educational, creative, artistic ideas	2
Contributes financially and morally to improve the school environment and participates in it	2
Practices leadership roles that serves the school community	2
Shows noticeable improvement in studies	2

Library

Providence English Private School has two separate libraries on premises and an online library. One library is located in Building1 and hosts for student from Grade 4-Grade12 and second library situated in Building 2 and serves students from KG 1-Grade 3. Each library is serviced by a professional and qualified librarian. Both libraries host material for students as well as professional staff.

Student can borrow a book from the library through registering a library card. There is a deadline for each borrowed book. Failing to return the book on time or losing it will result a fine payment which varies depending on the book.

Online Library can be found on the school website and requires Username and Password. The login details will be given to students at beginning of the year. If student does not have the website login or facing any login problems please contact our IT department it@peps.ae . The online library has more than 1.5 million resource books, stories, videos documentaries and caters from KG 1-

Grade 12 in addition to university books and extra reading material. The online library is hosted by second party (The World Public Library Association) is the world's largest aggregator of eBooks. Founded in 1996, the World Public Library Association is a global coordinated effort to preserve and disseminate historical books, classic works of literature, serials, bibliographies, dictionaries, encyclopedias, and other heritage works in a number of languages and countries around the world.

Medical Information

PEPS has two clinics situated in Building 1 and Building 2 with two Registered Nurses and assistants who are available on premises during school operating hours. School have a visiting doctor that visits the school once a week on regular basis or more if requested.

The clinics are fully equipped and licensed by Ministry of Health. School nurses conduct Health Education such as healthy eating habits, sport awareness. Collaborate with parents and staff regarding specific health relating concerns and manage infectious and chronic diseases.

According to health program for school by the ministry, vaccination will be given in school clinics for specific classes as requested. Parents will be informed before vaccination date on type of vaccine and specification. Parent can reject vaccination but has to submit a rejection form.

Students who require medication during school hours should have a prescription from the doctor or consent from the parent. This authorizes the school nurse to administer the medication.

Our students are insured against Accidents on school premises or during school field trips. This accidental insurance covers a maximum AED 5000 for each student. If an incident happens parent have to pay the medical expenses and file a claim to school finance office to assist you with money refund from insurance company. This usually takes 4-8 weeks for refund. All original receipts and medical reports will be required. (Accidental insurance as per Insurance company is active 60 days after student enrolment in school).

Food

The school provides two canteen halls located in building 1 and building 2. The halls are air conditioned and contain seating benches and eating tables and chairs.

Our food is catered by certified restaurants which are supervised by the Students Health Zone of Ministry of Education and approved by the municipalities of Dubai and Sharjah.

All food gets delivered to our canteen freshly on daily basis by maximum 8am.

They come in closed containers with production and expiry date clearly presented on each container.

We serve warm and cold food; all our warm sandwiches get displayed in a food warmer with temperature controller to remain heated. All cold sandwiches and salads get placed in a display fridge. We serve fresh fruits and daily dish besides our sandwiches; our daily dish is served hot and it varies every day.

All leftovers get picked by the supplier end of each day.

Cleaning Services

We employ a team of cleaners and 2 cleaning supervisor. A full time boy fitter is employed for any urgent job to be handled.

Our cleaners are spread over the school with each handling a specific job.

- Corridors cleaners
- Toilets cleaners
- Play Area Cleaners
- Classroom Cleaners
- Cleaners have their uniform on during hours for easier recognition if help needed by students.

Security

As a school we have big responsibilities towards our kids and parents. For that reason we take high measures of security on premises.

- 4 security guards by gates
- Visitors control
- All visitors have to register at the School office and always escorted by a staff member
- All gates will be closed after drop off time up to 8am; after that parents, students and visitors have to enter from School Office gate which is controlled and monitored by security.
- CCTV on all gates, open area, school building
- Overnight guards
- Class windows open partially and never fully
- Each corridor has a supervisor to monitor students and make sure no intruders are in their section.
- Students have a log book that registers their movement between classes in their section.
- Students sections are usually locked by keys. Only supervisor and section cleaner have access key.

Student drop off and pick up

Students should be dropped off or picked up from the authorized gates of the school. To ensure safety, after drop off please do not remain on the premises. Please ensure the arrival times are appropriate, and do not involve prolonged periods of waiting outside the school.

All parents that drop off their children at home must use the allocated gates according to grades:

- All Grades must enter from Building Number 2 “Gate 4” and Exit from Building number 1 “Gate 2”.
- If more than one child is student at our school and at different buildings, the management will authorize the older student to either pick his/her younger siblings from their class and use either authorized gate at building 1 or building 2.

Drop off

Students should not be dropped before 6:30 Am.

Students will be expected to wait in designated area in the morning until supervisors and teachers arrive to assist them.

Pick up

Parents/drivers are asked to arrive on time to collect students at the end of the day.

KG1 & KG2 Students finish at 12:00. At this time parents are expected to pick up their young children from Building 2, and have to pick them in person from front of the KG entrance.

Primary and secondary students (G1 – G12) finish at 13:45. Parents should pick up their child/children from Building 1 using same access of Gate 4. Parent/driver must walk the main entrance and request their child/ren from the duty supervisor. All student must be picked by maximum 2:00 pm as teachers duty will finish then (Parents/drivers are responsible for their delays)

All drop off and pick up gates will be closed at 8:00 Am. If parents wish to visit school or early pick up their child, they must go through Gate 2 (Administration office).

Early Leave

The primary purpose of the PEPS Learning Community is to provide a challenging and consistent curriculum. In order to insure that this occurs, minimum classroom disruption must be enforced. Therefore restrictions must be placed on when students can be released from class.

Students will not be released from class during the normal school day except for the following reasons:

- There is family emergency that is presented by the parent or authorized representative of the parent and approved by the administration.
- Pre-arranged medical appointments that cannot be arranged after school hours – proof of medical appointment required.
- In case of illness of the student that is verified by the school nurse.

General Rules

- **No mobile phones** are allowed in school. Violators will be punished and their mobile phones will be confiscated till the end of the school year.
- No electronic games are allowed and will be confiscated if brought to school.
- Use of CHEWING GUM in the school, is strictly prohibited.
- Eating during class hours is strictly not allowed.
- Parents are not allowed to enter the classes during the school operating hours.
- Parents are not allowed to enter through the administration entrance unless there is an appointment or serious matter.
- Seating arrangements inside the classroom will consider the physical requirements of each student, so no special requests by parents will be considered.
- Parents are requested to participate in all meetings and activities that require their presence and to take note of all letters sent to them.
- Parents are preferred not to keep on calling the school and a letter should be submitted from the parents through their children to the administration in case on any exclamation about anything concerning their child. The parents' cooperation is very important in this concern that can help us in taking action directly instead of answering calls. Email is another way to communicate (check contact page for emails)
- Respected relations between the school and parents are required for the benefits of our students, as parents help and respect can give a positive action for both.
- A legal action will be taken against any parent or student accuses the school through any kind of media without a reasonable reason.

Bus Rules

Bus RULES

Listen to bus driver and bus staff. They will help.



Listen.



Bus Driver

Stay in your seat on the bus.



Sit down.



Use seatbelt.

Stay sitting when the bus is moving.



No standing.



Sit.

No eating or drinking on the bus.



No food.



No drink.

Keep hands and feet to yourself.



Feet on floor.



Relaxed hands.

Use kind words on the bus.



Manners.



Nice ride.

Parent enrolls for bus service while registering his child (optional service). The bus contract is an official document between Parent and Bus Company. Bus fees vary depending on the emirate and area.

We are dealing with an authorized bus transport company that handles the transportation process of bus registered students from and to school. Each bus will have a licensed and approved driver and a student's assistant. The assistant help young students to get on and off the bus, supervises the behavior of students on bus and can be a reference of communication to parents. Bus assistant takes registry of attendance on daily basis and double checks the bus after arriving to school and after students drop off home, to ensure no one has been left behind. Our main priority is the student safety.

Each bus is numbered and bus details are sent to parents at beginning of the year through SMS. In support of this our Bus Coordinator that is employed by PEPS ensures that all of the buses undergo full safety checks, are cleaned on daily basis and are maintained to a standard that ensures a comfortable environment for the students.

In case of student continuous misbehaving on a bus, the school and bus company have the right to terminate the contract immediately and stop the student from using the bus service.

NOTE: if parents wish to pick up their child on specific day and not use the bus service a letter to administration is a **MUST** (written letter or email admin@peps.ae) and should be submitted with no later than 10:00 AM.

Classroom Rules

Class Rules Set

1. Arrive on time.
2. Raise your hand before speaking.
3. Listen to others and participate in class discussions.
4. Use the pencil sharpener during non-instructional time.
5. Stay on task.
6. Do your work.
7. Bring materials and have them ready.
8. Listen to directions.
9. Cooperate with your group.
10. Pick up after yourself.
11. Leave other people's materials alone.
12. Do not interrupt other students' learning.
13. Keep hands, feet and objects to yourself.
14. Keep your hands clean and take care of personal hygiene in the rest room during breaks.
15. No vandalism. Don't write or carve on your desk or school property.
16. Treat computers with care.

Playground Rules

The playground is used on break time for students and supervised by teachers that are allocated for duty. Duty supervision is on breaks, lunch, and dismissal.

Teachers supervise the behavior and manners of students during lunch breaks and dismissal. Minor misbehavior will be addressed by teachers on duty and may include various consequences such as time out, warning, cleaning services and detention.

Students with continued misbehaving will be referred to student counselor and parents will be addressed to sign a behavior oath. Student might face restrictions of using school facilities.

Homework Policy

The purpose of homework:

- To encourage students to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To consolidate and reinforce skills and understanding.
- To extend school learning, for example through additional reading.
- To enable students to devote time to particular demands such as IGCSE coursework or project work.
- To support the home/school relationship.

The amount of homework

Homework usually identified before the weekend for next week and stated for each subject in the Weekly Diary which is as attached for KG-G6 in their diary and from Kg-12 can be found as well on the school website and accessed via parent portal.

- Students will need to learn to manage their time so that they do some homework each evening.
- The time devoted to homework should increase as the student progresses through the school.

Types of homework

Homework might include such things as:

1. Writing assignments.
2. Learning material.
3. Preparing an oral presentation.
4. Reading in preparation for a lesson.

5. Finding out information/researching a project.
6. Preparing for dictation

It is important that students should have frequent and increasing opportunities to develop and consolidate their competencies as independent learners.

Organisation of homework

All students have a Personal Diary or organiser which they should carry with them at all times to record their homework. Teachers and parents are asked to check these on a daily or minimum weekly basis.

Non-completion of homework

When homework has not been done, appropriate action will be taken by the teacher and administration. This could include a mark deduction from the daily progress and/or break time or sports period detention. A note will be written in their diary regarding the matter.

School's responsibilities

- The subject teacher is responsible for setting appropriate homework and marking it regularly.
- S/he should check that students are recording details of homework set in their diaries.
- In years 7-9 homework should be set to ensure that there is more than one night in which to do it.
- This allows students to plan their time, participate in out of school activities if they wish, and still be able to do their homework.

Supervisors are responsible for ensuring that all teachers in their department are setting appropriate homework regularly and marking it.

Parents (guardians) role in homework

- Parents should support students with their homework but accept that their role will become less and less important as students become more responsible and independent.
- Parents should try and provide a reasonable place where students can work or encourage them to make use of the school's facilities.

- Parents should encourage students to meet homework deadlines.
- If parents feel that insufficient or too much homework is being set, they should contact the school Office who will investigate the situation.
- Parents should make it clear to students that they value homework and support the school in explaining how it can help them to progress.
- Parents should encourage students and praise them when homework is completed.

Students' responsibilities

- Students should always carry their Personal Organisers/ School Diary with them.
- Students should record the homework set even if they have written it in detail in their exercise book.
- Students need to accept that deadlines must be kept.
- If students are absent, they need to find out what work has been missed and catch up on it.

'Being away on the day that homework is set is not an excuse for not doing it.'

- Problems with homework should be resolved before the deadline. If necessary students should see the member of staff concerned for help.
- Students should take a pride in doing their best.

Examination Policy

Exam/Quiz Rules:

- All exams must be done in school on time.
- It is not allowed for any student to make early exam before scheduled date. (travelling on term and monthly exams is not allowed and student will get Zero)
- Any absent student without Medical Report or preapproved emergency will get Zero on the exam or quiz.
- Request to repeat exam/quiz as student did not do well is not allowed. Student can make up for his/her results in next quizzes and exams.
- Students who fail and are entitled for resets, the maximum grade can be achieved is 60 which is passing grade.

Celebrations

Please note the following for any non school sponsored activity:

Primary/Secondary parents/students: class parties are not encouraged at school. In case of special occasion that parent would like to have small celebration for their child, a written letter or personal visit from parents should be submitted by stating reason of celebration, date, time and content of celebration (ex. Cake, donuts balloons).

After notifying the school: if agreed, parents may only bring precut cake or cupcakes with plastic/paper plates and forks to celebrate their child's birthday. Any celebration must not take more than 20 minutes and can occur only in art/sport period if teacher agrees or lunch break time. **NO GIFTS OR SPECIAL TREATS ALLOWED.**

KG parents, for birthday celebration it must be prearranged with the school using same procedure. Parties if approved will only take place on Thursdays and for 20 minutes.

No outside class invitation is permitted.

Failure to make advanced arrangement with school will result in the celebration not happening.

PLEASE DO NOT ARRANGE FOR FAST FOOD TO BE DELIVERED TO SCHOOL.

Field Trips

Outside activities and visits arranged by the school are encouraged. Those trips can be curriculum related or social activity depending on where the trip is arranged. Parents are encouraged to support these activities greatly enhance the social experience in general and learning experience.

Parents will always be informed regarding any coming trip. A detailed form will be sent with the student stating the place, time and content of the trip. Parents who wish their child to participate will sign the form and return back with the student to be submitted.

All trips will take place from school and back to school. Parents are not allowed under any circumstances to pick up their child from a trip. All students must report back to school for safety reasons.

All students must wear school uniform during school visits and trips. The uniform represents their school and makes it easy to identify.

Students on Trip Day who do not wish to participate are preferred to remain home as usually our participants is over 95%, so no lesson will be given for minority.

Complaint Procedure

Providence English Private School is very proud of the quality of the teaching and the pastoral care provided to our pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with the following procedure:

Steps:

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact the school administration either by email at contact@peps.ae or to Subject Head Teacher, or by sending a letter with their child. In many cases, the matter will be resolved straight away by this means to the parents' satisfaction. If complaint requires further investigation than head teacher and section supervisor will be involved.
- Complaints made directly to the Administration will usually be referred to the relevant form teacher, head teacher, section supervisor and student counselor.
- The student counselor will make a written record of all complaints and the date on which they were received. The written record should be passed on to the office in order for it to be filed in the pupil's personal file.
- Where further investigation is required, the management will decide how it should be carried out. After due consideration of all facts they consider relevant, the management will reach a decision and may make recommendations, which it shall complete within 7 days of the hearing.
- The management will write to the parents informing them of its decision and the reasons for it. The decision of the management will be communicated to the Head Teacher. The management's findings and, if any, recommendations will be sent in writing to the parents, and where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential.

It is important that prospective parents are aware of the school rules; particularly those relating to serious offences for which expulsion or suspension will definitely be considered appropriate. Providence English Private School is a relaxed, happy school that does not cater for disruptive pupils. Good behaviour and a good work ethic are required at all times. The Principal reserves the right and makes the final decision to exclude temporarily or permanently any pupil if, in her opinion, it is necessary in the interests of the School, or if the pupil is putting at risk the reputation of the School or is persistently failing to cooperate in its life and work.

It is also important for parents to realise (or more importantly their children!) that we are a fee paying school. There is little point paying for a private education if the pupil wishes to misbehave or disrupt our happy school. Standards of behaviour at independent schools (especially Providence English Private School) are somewhat higher than other schools. PEPS will always put the needs of the well-behaved majority before the disruptive child.

The Head teacher and all the staff at Providence English Private School will work extremely hard to help pupils get through periods of difficulty; but, we have very clear boundaries.

School Communication

How to stay up-to-date with PEPS

PEPS uses a School Portal & School APP to keep you up to date during the Academic Year.

Along with diaries, The Portal App is a main source of information on general news at school, school-wide events and alerts. Use the communicator to keep your calendar up-to-date plus links for school news, school resources, parent association messages and letters from the principal and classroom teachers.

How to use The App?

Portal is the main method of communication we use to share information with parents on general news about the school and events involving your child. There is a Calendar within Communicator that will help you check for news, updates and any urgent news for that day.

Follow us on Twitter

We have our own official twitter page for posting photos of events and activities taking place at school. <https://twitter.com/Providencesch>

Please Download School APP (Android & IOS) = Providence English Private School

School Website and Contacts

Website: www.peps.ae

Emails

General Information	<u>contact@peps.ae</u>
Admission and Absence	<u>info@peps.ae</u>
Appointments & Bus Info	<u>admin@peps.ae</u>
Finance Department	<u>accountant@peps.ae</u> <u>finance@peps.ae</u>
Math/Science	<u>math@peps.ae</u>
English Head Teacher	<u>english@peps.ae</u>
Arabic and Islamic Head Teacher	<u>arabic@peps.ae</u>
Examinations and Cambridge inquiry	<u>haitham@peps.ae</u>
Website and Login Information	<u>it@peps.ae</u>

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