

Providence English Private School

Student & Parent Handbook

2024 -2025



GOVERNMENT OF SHARJAH حكومة الشارقة
هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY



وزارة التربية والتعليم
Ministry of Education



UNIVERSITY of CAMBRIDGE
International Examinations

Cambridge International School



Approved Centre from Pearson

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Principal's Message

Dear Parents and Students,

As the Principal of Providence English Private School (PEPS), it is with great excitement and anticipation that I welcome you to the new academic year 2024-2025. I hope that this letter finds you well and refreshed after the summer break, ready to embark on another journey of growth, learning, and success.

To our new students and their families, a special and heartfelt welcome to PEPS! We are thrilled to have you join our community and look forward to the unique contributions you will bring. Transitioning to a new school can be challenging, but please know that our staff and student body are here to support you every step of the way.

Last year was an exceptional one for PEPS, marked by significant achievements that have further established our school as a leader in education. We are immensely proud to announce that PEPS has achieved the CIS International Accreditation, making us the first school in Sharjah to receive this prestigious recognition. This milestone is a testament to the hard work, dedication, and excellence that our entire school community strives for every day.

Additionally, PEPS won the Best Sustainability Solution Award "Your World" for the second year in a row in the UAE British Council National competition, highlighting our commitment to sustainability and innovation. Our students, with the support of our dedicated staff, also launched the Model United Nations (MUN) Club, and hosted a highly successful three-day MUN event at the Canadian University in Dubai. These accomplishments, alongside our students achieving the highest results in the Middle East in the IBT exams, are just a few examples of the outstanding progress we made last year.

We urge all students and parents to download the PEPS portal app to stay informed and connected with the school. For any IT support, please feel free to contact our IT department at it@peps.ae. For general inquiries, you can reach out to our administration team at admin@peps.ae. Please visit school website for general information www.peps.ae.

Warm regards,

Marwa Daa
Principal
www.peps.ae

School Brief

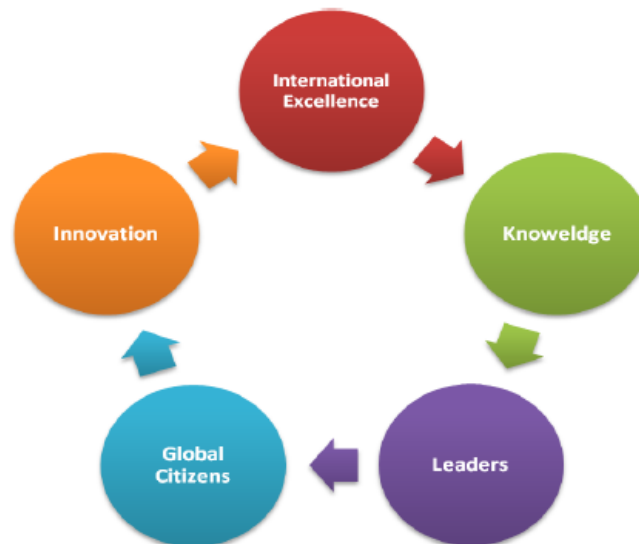
Providence English private school (PEPS) operating since 1999 as a British Curriculum School. PEPS is accredited with Cambridge to deliver Cambridge International curriculum. We are accredited by the Ministry of Education U.A.E, & the only school in Sharjah to receive the Accreditation of CIS (Council of International Schools). In addition, PEPS is an approved Cambridge, Oxford, and Edexcel Examinations Centre and a Partner School with the British Council. PEPS operates under the Sharjah Private Education Authority (SPEA).

The school campus comprise of two adjacent buildings. Building 1 accommodates students from Year 6 to Year 13 and Building 2 from FS2 to Year 5. 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, 2 big conference rooms used as IGCSE examination center and CPDs, two school clinics, stores, administration offices, finance office and management offices, and 2 canteen halls. The school has 6 outdoor playgrounds for football, basketball, 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 is equipped with CCTV, a desktop computer, projector and smart board with Wi-Fi.

Our Mission

To provide International Excellence and Innovation in education to foster the student's Knowledge on becoming Global Citizens. Educate today's students to become tomorrow's Leaders.



Our Vision

To build new generations of young innovative leaders that are developed Spiritually, Physically, Academically, and socially to serve our nation and global community.



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, equipment, materials and resources are available. We explore the fantasies of our students to bring out the hidden Newton, Shellie, Lincolns, and Pele's out of them to become the future bench marks for others.

Core Values

Respect: Instilling in students a love of diversity, kindness toward others, and an appreciation for differing viewpoints

Integrity: Promoting moral conduct, accountability, and honesty among employees and students

Excellence: The determination to aim for the highest standards in the classroom, personal development and ongoing progress.

Collaboration: Stressing cooperation, teamwork and capacity to collaborate well with others.

Innovation: Encouraging critical thinking, creativity and adaptability in the educational process for students

Community: Fostering a feeling of inclusion, service to others, and a sense of belonging both inside and outside the school

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. Our school is accredited and authorized to deliver Cambridge International (British) curriculum adapted to the cultural and environmental requirements set by the U.A.E, Ministry of Education.

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 and keeping in mind endorsement by our curriculum provider. For all students (except some exceptions) Arabic is mandatory while Islamic studies are compulsory for all Muslim students. Social Studies as per U.A.E ministry curriculum is mandatory from Year 5 onwards. The students have to undergo five term exams, weekly quizzes and numerous 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 and additionally for Arabic if coming from an Arab nationality mainly and only after proving their merit can attain a place in our institution.

The subject content and examinations of the Primary Cambridge checkpoint (Year 6), Secondary checkpoint (Year 9), IGCSE (Year 11), AS level (Year 12) and A level (Year 132) are led by Cambridge International Examinations (www.cie.org.uk) while the students have the opportunity to opt for Oxford AQA for their IGCSE, AS Level, and A Level examinations.

Besides these the curriculum provides for many external examinations like IBT Arabic, Progress Tests in Science, English and Mathematics, PIRLS, PISA and CAT4. PEPS is transitioning from a content-subject-based to a learner-centered curriculum design. CAT4 exams, Progress Tracker, and other diagnostic assessments provide a solid foundation for personalized instruction that is learner-centered and tailored to specific needs through differentiation.

Extra curricular activities

Extracurricular activities play a pivotal role in shaping a well-rounded educational experience, offering students opportunities beyond the classroom to explore their passions, develop new skills, and foster a sense of community. In a school setting, these activities are the heartbeat of holistic education, complementing academic endeavors and contributing significantly to students' personal and social growth.

One of the primary benefits of extracurricular activities is the opportunity they provide for students to discover and cultivate their interests outside the confines of traditional academic subjects. Whether it be joining a sports team, participating in a debate club, or engaging in artistic pursuits, students can explore a diverse range of activities that resonate with their individual talents and inclinations. This exploration not only enhances their self-awareness but also helps them build a well-defined identity.

Moreover, participation in extracurricular activities fosters the development of crucial life skills. Team sports, for instance, instill values like teamwork, discipline, and resilience. Students engaged in drama or public speaking clubs refine their communication skills, boosting their confidence and articulation abilities. These activities serve as laboratories for character-building, teaching students the importance of perseverance, leadership, and time management – skills that are instrumental in their future endeavors.

Arts, sports clubs, community clubs, participation in intra school competitions, debates, participation in multiple cultural events throughout the academic year provide ample opportunities to students to discover and cultivate their interests.

Academic Clubs (Research & Innovation)

- **Science Club:** Provides an opportunity for students to learn about different scientific disciplines, conduct experiments, and participate in various scientific activities. By joining a science club, students can enhance their scientific knowledge, develop critical thinking skills, and cultivate a passion for science. Science Club helps students to build Science Skills, gain confidence and Mindsets that translates to careers.

- **Math's Club:** Provides the students with opportunities to develop their explorative, creative and inventive faculties. It inculcates the habit of self-study and independent work among the students. Math clubs helps learners to engage in activities where they can discuss, contest and ponder over various themes of mathematics. Math Club is to develop students' level of Math skills and knowledge. This will be accomplished by using games, activities, and mock.
- **ICT & Computers Club:** The club aims to improve the ICT skills of its members by nurturing their creative and programming skills, and sharpening their research and presentation skills. To enable members stay abreast of the latest trends and developments in ICT management. This club nurture the minds of student towards creativity and steer their talent towards high quality research in different areas of Computer Engineering and Technology. It makes the student skilled in converting their theoretical knowledge in practical work.
- **Business Entrepreneurship Club:** We strive to create an environment that encourages students to go out into the real world and start their own profitable businesses. The club serves the purpose of training students to have business insights and entrepreneurial skills, to cultivate skills for a successful entrepreneur, to equip students with entrepreneurial mind-set and spirit and enable them to understand how business practices are adopted in the real world.
- **Biology Club:** The Biology Club looks at the application of concepts and methods in the field of biology. The club promotes awareness of academic, career and volunteer opportunities. The club aids young scientists in their development and provides a better vision of the science-oriented world.
- **Chemistry Club:** The purpose of the chemistry club is to raise awareness, both on and off campus, and to stimulate interest for chemistry and the sciences with chemistry. Provides extracurricular activities to promote understanding of chemistry and related fields.
- **Physics Club:** To link Physics to our lives and introduce its applications. To provide an environment that fosters and develop talents. Our daily lives depend heavily on physics. It explains the forces, motion, and energy of daily life. Physics helps us to understand how the

world around us works, from can openers, light bulbs and cell phones to muscles, lungs and brains; from paints, piccolos and pirouettes to cameras, cars and cathedrals; from earthquakes, tsunamis and hurricanes to quarks, DNA and black holes.

- **Environmental Eco Club:** The purpose of the club is to create awareness of environmental issues, such as protection, conservation, preservation, and restoration, with an emphasis on educating and empowering students. Students who are interested in environmental advocacy and awareness are encouraged to join. The main aim of establishing Eco Club is to conserve the natural resources and the natural environment.

- **English Club:** The primary goals of English club are communicating and practicing English. English club activities may incorporate reading, writing, listening, speaking, and critical thinking, drama, debate etc. The English club is a gateway to knowledge. It plays a vital role in enhancing language skills and inculcate in students the significance. Club offers fun and entertaining English language learning through drama, presentation, games, language drills in the most communicative English.

- **Arabic Club:** It is a place for students to use Arabic in fun environment. It provides a lively forum for the discussion and exchange of ideas in Arabic and helps students by creating an environment that will foster their development and growth in Arabic Language and literature. The club provides an opportunity for students of all backgrounds and cultures to come together and learn the rich and eloquent language of Arabic.

- **MUN Club:** The MUN Club activities help children acquire knowledge and develop critical thinking that will prove valuable to them both within and beyond the classroom. Model United Nations is a popular, internationally known academic activity that encourages students to learn more about international relations, diplomacy as well as how the UN operates. The MUN club is popular mainly because it involves and teaches participants researching, public speaking, debating, and writing skills, in addition to honing their critical thinking, teamwork, and leadership abilities.

Non-Academic (Sports & Social) Clubs

- **Sports Club:** They aim to offer their members the opportunity to practice sport and to pass leisure time actively. Sport is an activity involving physical exertion, skill and/or hand-eye coordination as the primary focus of the activity, with elements of competition where rules and patterns of behavior governing the activity exist formally through organizations.

- **Kindness Community Club:** Kindness Club promotes generosity, compassion for others, and positive school culture through student-led community service projects. Kindness is a fundamental part of the human condition which bridges the divides of race, religion, politics, gender and location. Engaging in acts of kindness, such as complimenting someone or volunteering, can enhance your overall mood and sense of well-being. It's also a powerful way to combat feelings of depression and loneliness. Being kind to others can also improve your self-esteem and self-worth.

- **Art & Craft Club:** The art clubs allow students to be creative and develop various projects from drawing, painting, sculpture, and collage, using multiple materials and techniques. Arts and crafts describe a wide variety of activities involving making things with one's own hands. Develop and enhance the student's ability to appreciate, response, enjoy, value, create and communicate through art and design. Develop the student's individuality and self-esteem through artistic achievement. Encourage the students to work in collaboration with others.

- **Chess Club:** Chess is a valuable activity for students, developing their thinking skills, concentration and discipline, and being a source of much enjoyment! Chess Study has been proven to enhance: Reasoning and Logical Thinking; Lateral Thinking and Imagination; Memory; Concentration; Visualization and Problem-Solving.

- **Karate Club:** Karate is a Japanese martial art whose physical aspects seek the development of defensive and counterattacking body movements. Karate helps teach self-discipline and socialization skills. But these are not the only benefits. The movements of Karate challenge children's muscles and cardiovascular system, making them grow stronger and fitter.

- **Yoga & Health Club:** Yoga club is to practice yoga postures while learning about how yoga can be used to manage stress, improve the mind-body connection, and increase strength and flexibility. Practicing yoga daily in school facilitates improvement in mental, social, and physical wellbeing, minimizing self-destructive behaviors in the classroom and reducing stress among students.

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, community activities and other schools competitions besides hosting fun days in school and out.

School Divisions

Providence English Private School basically operates in two subdivisions viz Primary School and Secondary School.

Primary School

It includes years FS2 to Year 6 and is further subdivided into Foundation Stage that includes FS2 and Primary classes that include year 1 to year 6.

Foundation Stage

This section offers two Foundation Stage 2 (Foundation Stage 1 to be started soon and is in process of approval. Foundation stage 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. It provides the foundation and early steps towards personal independence and having 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, critical thinking, sharing and creating. Children will mostly and taught through communicating, interactions, observations, games and play.

The areas of learning are:

- Communication and language
- Physical development
- Personal, social, and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Assessments in Foundation Stage are based on the teacher’s observations, marking students’ work, and using a progress tracker for tracking the progress of students in every objective of the lesson as well as key areas. The record of progress in all areas of learning is retained for future reference. Constructive feedback is consistently given and is shared with parents to ensure the continuous progress of the children.

Primary Stage

This includes Year 1 to Year 6 and follows Cambridge International Curriculum besides U.A.E Ministry of Education Curriculum for Arabic, Islamic Studies, Social Studies and Moral education. The education is objectives based assigned by Cambridge and the progress of students in these objectives is judged into three categories named as “Working towards”, “Working at” and “Working at Greater Depth”. Weekly quizzes, projects, homework completion, classwork participation besides mid and end term summative examinations are used to track the progress and attainment of students. The results are promptly communicated to parents through school portal as well as returning back the quiz and examination papers for detailed analysis by parents. The main subjects taught in Year 1 through Year 6 are English, Mathematics, Science, Arabic, Islamic Studies and activity besides Computer Science whose marks are not counted in calculating overall grade and French to year 5 and year 6 only as an additional language. All students are required to appear for Cambridge Primary Checkpoint Examination at the end of Primary Stage in year 6 for smooth transition of students to next stage of middle secondary classes.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
English	English	English	English	English	English
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Science	Science	Science	Science	Science	Science
Arabic	Arabic	Arabic	Arabic	Arabic	Arabic
Islamic Studies	Islamic Studies	Islamic Studies	Islamic Studies	Islamic Studies	Islamic Studies

Computer	Computer	Computer	Computer	Computer	Computer
				French	French

Secondary School

Secondary school is sub divided into Middle Secondary and Higher Secondary Stage.

Middle Secondary Stage

This stage constitutes Year 7, 8 and 9 and follows Cambridge International Curriculum besides U.A.E Ministry of Education Curriculum for Arabic, Islamic Studies, Social Studies and Moral education. The education is objectives based assigned by Cambridge and the progress of students in these objectives is judged into three categories named as “Working towards”, “Working at” and “Working at Greater Depth”. Weekly quizzes, projects, homework completion, classwork participation besides mid and end term summative examinations are used to track the progress and attainment of students. The results are promptly communicated to parents through school portal as well as returning back the quiz and examination papers for detailed analysis by parents. The main subjects taught in Year 7 through Year 9 are English, Mathematics, Science, Arabic, Islamic Studies, Social Studies, Computer, Moral education, Behavior and Activity besides French (In Year 7 only) whose marks are not counted in calculating overall grade All students are required to appear for Cambridge Lower Secondary Checkpoint Examination at the end of Lower Secondary Stage in year 9 for smooth transition to next stage of higher secondary classes.

Year 7	Year 8	Year 9
English	English	English
Mathematics	Mathematics	Mathematics
Science	Science	Science
Arabic	Arabic	Arabic
Islamic Studies	Islamic Studies	Islamic Studies
Computer	Computer	Computer
Activity	Activity	Activity
Social Studies	Social Studies	Social Studies
Moral Education	Moral Education	Moral Education
Behavior	Behavior	Behavior
French		

This stage constitutes Year 10 to Year 13 and is divided into IGCSE classes (Year 10 and Year 11), AS Level (Year 12) and A Levels (Year13). Students choose subjects based on their future career selection and the requirements of the universities they want to join after completion of schooling. The subjects available for choice varies year to year based on the students popular choice and ministry of UAE requirements. Students and the parents are given guidance through IGCSE Orientation meeting at the start of the academic year to help and guide them choose their subjects. This meeting is conducted by the Vice Principal and the Academic Head. Parents and students are welcome to see the career counsellor, Vice Principal and Academic Head later as well if they have any confusion or need further clarity.

Admissions

Candidates wishing to register their child/wards to the school can contact the registrar through following telephone number or email.

Registrar Contact Information

Telephone 065340443 – ext 201/209

**Email: registration@peps.ae,
admin@peps.ae**

Documents required for registration

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.
- Child's vaccination card

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 Examinations

As the school follows the Cambridge International (British) curriculum transition from primary to lower secondary and then from lower secondary to higher secondary requires checkpoint examinations while the school offers IGCSE examinations at the end of year 11 , AS Level examination at the end of year 12 and A Level examinations at the end of year 13.

Cambridge Primary Checkpoint

Cambridge Primary Checkpoint examination in English, Mathematics, and Science is mandatory for all students at the end of year 6. It enables schools to obtain an international benchmark of learner performance to identify and address learning needs.

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.

These checkpoint examinations are an important benchmark at the end of primary education and

- Helps learners understand more about their strengths and weaknesses in these subjects at the end of Cambridge Primary and prior to secondary education.
- Helps teachers, parents and learners identify strengths and weaknesses, which can then act as a basis for cooperative action planning.
- Enables teachers and schools to help learners make the most of their educational opportunities.

Cambridge Lower Secondary Checkpoint

Cambridge Lower Secondary Checkpoint examination in English, Mathematics, and Science is mandatory for all students at the end of year 9. It enables school to obtain an international benchmark of learner performance to identify and address learning needs.

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.

These checkpoint examinations are an important benchmark at the end of lower secondary education and feedback reports of these diagnostic examinations are useful in:-

- tailoring individual learning.
- monitor group and individual performance
- compare the performance of all learners taking tests in that session.

IGCSE Examinations

IGCSE stands for International General Certificate of Secondary Education. We, at PEPS, prepare our students for IGCSE examinations in year 10 and year 11 while students sit for the IGCSE examinations at the end of year 11.

According to MOE 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 Year 12.

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

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

Students have choices of subjects for this examination which they choose at the start of year 11.

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 year 12 and A Level examinations in year 13.

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

Passing grades in AS are (A, B, C and D) while in A Levels awarded grades are (A*, A, B, C and D)

Exam Centers:

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

School Attendance

- The students are expected to be in the school premises maximum by 7:00AM, 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 style is allowed and long hairs are prohibited.
- 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.

Career Counselling

We believe in nurturing not just academic excellence, but also the holistic development of each student. Our dedicated team includes a Career Counselor. This professional is here to guide and support you on your academic journey, ensuring you have the tools and knowledge needed to succeed not only in school but also in your future career.

Our Career Counselor plays a multifaceted role, contributing to your academic, emotional, and career development. Their responsibilities are designed to empower you with the skills and insights necessary for a well-rounded education.

Your counselor will assist you in making informed decisions about your academic path. Whether it's choosing the right courses, planning your academic trajectory, or helping you enhance your study skills, they are here to guide you. Academic success is not just about grades; it's about understanding your strengths, learning styles, and setting realistic goals for your future.

Thinking about your future beyond high school? Our counselor is your go-to resource for college and career guidance. From exploring various career options to navigating the college application process, they provide the information and assistance you need to make informed decisions about your post-secondary education and career path.

Social Counselling

Life as a student can sometimes be challenging, and our social worker is here to lend a listening ear. Whether you're facing stress, anxiety, or personal issues, your social worker provides a safe and confidential space for you to express yourself. They offer emotional support and practical strategies to help you navigate the ups and downs of adolescence.

In times of crisis or emergencies, your social worker is trained to respond swiftly and effectively. Your well-being is our priority, and the counselor collaborates with other staff members and external agencies to ensure you receive the support you need during challenging times.

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 and 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 notebooks, learner's book, workbook and the writing materials are required to be brought to the school every day without fail.
- Homework and classwork for next week is assigned on school portal every Thursday. Parents are requested to check the school portal regularly for notifications and assignments.
- Parents have to follow up the yearly calendar through the school's website (www.peps.ae) and school portal 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 (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 marks.

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	
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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	

- 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- Forth 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 transferred 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, beliefs 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 for 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 Behavior

Those measures are set to motivate the student's behavior 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

There are two distinct on-site libraries at Providence English Private School in addition to an online library. There are two libraries: one in Building 1 that houses students from Year 6 to Year 12, and another in Building 2 that houses students from FS2 to Year 5. A trained and experienced librarian staffs each library. Both libraries provide resources for both professional staff and students.

Students who register for a library card can check out books from the library. Every book that is borrowed has a due date. A fine that varies based on the book will be charged if it is lost or not returned on time.

The school website has an online library that requires a username and password. Students will receive their login information at the start of the school year. Please contact our IT department at it@peps.ae if a student is having trouble logging in or does not have access to the website. The online library covers grades FS2 through Year 13 and offers over 1.5 million reference books, tales, and documentaries in addition to university textbooks and additional reading. The World Public Library Association, the biggest eBook aggregator worldwide, is a third party that hosts the online library. The World Public Library Association was established in 1996 and is an international cooperative endeavor aimed at conserving and distributing historical books, classic literary works, serials, bibliographies, dictionaries, encyclopedias, and other heritage works in various languages and nations worldwide.

Medical Information

During school hours, two Registered Nurses and their assistants are on-site at PEPS's two clinics, which are housed in Buildings 1 and 2. A visiting physician is available to the school once a week on a regular basis, or more frequently upon request.

The Ministry of Health has granted the clinics a licence and full equipment. School nurses teach health classes on topics like sports awareness and good eating practices. Manage infectious and chronic diseases and work together with parents and staff on specific health-related issues.

As per the ministry's health program for schools, immunizations will be provided in school clinics upon request for particular classes. Before the vaccination date, parents will receive information about the vaccine's type and specifications. A rejection form must be submitted by the parent in order to refuse vaccination.

If a student needs medication during school hours, a prescription from their doctor or parental permission is required. This gives the school nurse permission to give the medication.

Our pupils are covered in case of accidents that occur on school property or on field trips. This accidental insurance covers a maximum of AED 5000 for each student. In the event of an incident, parents are required to cover medical costs and submit a claim to the school finance office in order to help with insurance company reimbursement. Refunds typically take four to eight weeks. It will be necessary to have all original medical records and receipts. (According to the insurance company, accidental insurance takes effect 60 days after a student enrolls in classes.)

Food

There are two canteen halls available at the school, which are housed in buildings 1 and 2. The hallways have benches for sitting as well as dining tables and chairs. They also have air conditioning.

Our food is catered by licensed eateries that have been approved by the cities of Dubai and Sharjah and are overseen by the Ministry of Education's Students Health Zone.

Every day, fresh food is delivered to our canteen by no later than 8 a.m.

They arrive in sealed containers that prominently display the production and expiration dates.

We serve both warm and cold food; to keep our warm sandwiches warm, they are all placed in a food warmer that has a temperature control.

Every cold salad and sandwich item is put in a display refrigerator. In addition to sandwiches, we also serve fresh fruit and a daily dish that changes every day and is served hot.

At the end of each day, the supplier selects and takes back all leftovers.

Cleaning Services

Two cleaning supervisors and a group of cleaners work for us. Every urgent task is handled by a full-time boy fitter.

Each of our cleaners has a designated task, and they are dispersed throughout the school.

The cleaners of the play area, restrooms, corridors, classrooms, and restrooms wear their uniforms during work hours to make it easier for students to identify them when they need assistance.

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

It is customary to drop off or pick up students at the school's approved gates. Please don't stay on the property after drop-off to ensure safety. Please make sure there are no long waits outside the school and that the arrival times are reasonable.

When dropping off children at home, parents are required to use the designated gates based on grade level: All grades must enter through Building Number 2 "Gate 4", and exit through Building Number 1 "Gate 2. If multiple children attend our school and are housed in different buildings, the management will permit the older student to pick up their younger siblings from class and use either Building 1 or Building 2 **authorized** gate.

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.

FS2 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 (Year 1 – Year 13) finish at 14:20. 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/children from the duty supervisor. All student must be picked by maximum 3:00 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 PEPS Learning Community's main goal is to offer a rigorous and dependable curriculum. Minimum disruption in the classroom needs to be implemented in order to guarantee that this happens. As a result, there needs to be limitations on when pupils are allowed to leave class.

During the regular school day, students will not be dismissed from class unless the following circumstances are met:

- A family emergency that has been approved by administration and reported by a parent or their authorized representative
- Pre-arranged doctor's appointments that are impossible to schedule after school hours; documentation of the appointment is needed.
- When a student's illness is confirmed 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.

School Timings & working Days

According to Sharjah Private Education Authority SPEA, students attend 4 days a week and 3 days weekend.

Attendance Days:

Monday-Tuesday-Wednesday & Thursday

Weekend: Friday – Saturday & Sunday

Administration Closes Friday & Saturday and Open Sunday.

Timings:

FS2 & Year 1: 7:30 am – 1:30 pm

Year 2 – Year 13: 7:30 am – 2:00 pm

Administration: 6:45 am – 3:00 pm

Daily Assembly starts 7:05 and all students must attend.

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 working with a licensed bus transport provider that manages bus-registered students' transportation to and from school. There will be a student assistant and a driver on each bus who has been approved and licensed. The assistant assists younger students with getting on and off the bus, keeps an eye on their behavior, and can serve as a parent contact point. Every day, the bus assistant records attendance and makes sure no one is left behind by double-checking the bus both when it arrives at school and when students get off.

The safety of our students is our top priority.

Every bus has a unique number, and at the start of the school year, parents receive an SMS with the bus details. To support this, our PEPS-employed Bus Coordinator makes sure that every bus goes through a thorough safety inspection, is cleaned every day, and is kept in a condition that guarantees a comfortable learning environment for the students.

If a student consistently misbehaves while riding the bus, both the bus company and the school have the right to immediately terminate the contract and prevent the student from using the service.

NOTE: Parents must submit a letter to administration (written letter or email admin@peps.ae) by 10:00 AM if they want to pick up their child on a specific day and not use the bus service.

Classroom Rules

- Arrive on time.
- Raise your hand before speaking.
- Listen to others and participate in class discussions.
- Use the pencil sharpener during non-instructional time.
- Stay on task.
- Do your work.
- Bring materials and have them ready.
- Listen to directions.
- Cooperate with your group.

- Pick up after yourself.
- Leave other people's materials alone.
- Do not interrupt other students' learning.
- Keep hands, feet and objects to yourself.
- Keep your hands clean and take care of personal hygiene in the rest room during breaks.
- No vandalism. Don't write or carve on your desk or school property.
- Treat computers with care.

Playground Rules

During playtime, students use the playground under the supervision of designated teachers. Duty monitoring occurs during lunch, breaks, and dismissal.

Instructors keep an eye on students' conduct and etiquette during lunch breaks and dismissal. Teachers on duty will deal with minor misbehavior and may impose a variety of sanctions, including time outs, warnings, cleaning services, and detention.

Parents will be asked to sign a behaviour oath, and students who continue to misbehave will be referred to a student counsellor. Students' use of school facilities may be restricted.

Homework Policy

Purpose

Homework serves several purposes in the context of education. While the specific goals may vary based on the grade level, subject, and educational philosophy, the general purposes of school homework include:

- **Reinforcement of Learning:** Homework provides students with an opportunity to reinforce what they have learned in class. It allows them to practice and apply concepts, skills, and information independently, helping to solidify their understanding.

- **Practice:** Homework offers a platform for students to practice new skills. Whether it's solving math problems, writing essays, or conducting experiments, practicing outside of the classroom helps to improve proficiency.
- **Preparation for Class:** Some homework assignments may involve pre-reading or research, preparing students for upcoming lessons. This ensures that students come to class with some familiarity with the material, making classroom discussions more meaningful.
- **Time Management:** Homework helps students develop essential time management skills. They learn to allocate their time effectively, prioritize tasks, and meet deadlines – skills that are valuable both in academic and real-world settings.
- **Independent Learning:** Homework encourages independent learning. Students are required to work on assignments on their own, fostering self-discipline, responsibility, and the ability to learn and solve problems independently.
- **Feedback and Assessment:** Homework provides teachers with an additional means of assessing students' understanding and progress. Teachers can identify areas where students may be struggling and tailor future lessons accordingly.
- **Parental Involvement:** Homework can promote parental involvement in a child's education. Parents can play a supportive role by helping with assignments, providing guidance, and staying informed about their child's academic progress.
- **Preparation for Tests and Exams:** Homework assignments often cover material that may be included in tests and exams. By regularly engaging with the material through homework, students are better prepared for assessments.
- **Skill Development:** Homework can contribute to the development of various skills such as critical thinking, problem-solving, research skills, and effective communication.
- **Life Skills:** Completing homework teaches students important life skills such as responsibility, accountability, and the ability to meet commitments – skills that are valuable beyond the academic setting.

Amount

The homework is assigned on weekly diary every Thursday for the upcoming week and can be accessed by parents, students, and teachers. The amount of homework assigned varies and depends on the researched factors like :

- Grade level

- Subject matter
- Individual students' needs
- Balance with extra-curricular activities
- Parental involvement.

Types

A wide variety of homework assignments are used which include:-

- Problem-solving exercises in Mathematics
- Language arts comprising grammar exercises, vocabulary practice, and reading comprehension questions.
- Reading assignments.
- Writing assignments.
- Science and lab reports.
- Language learning.
- Social studies and history projects.
- Online assignments.
- Quranic Sorah and Ahadees memorization and recitation.

The types of homework can vary across grade levels, and we use a combination of these approaches to achieve specific learning objectives. Additionally, there is a growing emphasis on assigning meaningful and purposeful homework that aligns with our educational goals and encourages students to apply what they have learned in class.

Non-completion of homework

The teacher and administration will take appropriate action when homework is not completed. This can entail a deduction from daily progress points, as well as a detention during sports or break time. Parents will receive a note about the issue via the school portal.

- The subject teacher is responsible for setting appropriate homework and marking it regularly.
- S/he should post the homework assignment on portal for the next week every Wednesday including quiz assignment.

Subject heads and coordinators 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 check the school portal every Thursday or Friday to check the homework assigned.
- Students should take the responsibility to complete the assigned homework promptly.
- 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.
- 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.

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 pre-cut 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.**

FS2 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

It is encouraged to participate in outside events and trips planned by the school. Depending on where the trip is planned, it may be a social activity or something connected to the curriculum. It is highly recommended that parents provide support for these activities, as they significantly improve the overall social and educational experience.

Parents will always be kept updated on any upcoming travel plans. The student will receive a comprehensive form specifying the location, duration, and subject matter of the excursion. Parents who want their kids to play will have them sign the form and then bring the student back for submission. 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.

When on school trips and visits, every student is required to wear the school uniform. Their school is easily identifiable and represented by their uniform.

Since over 95% of our students participate on trip days, it is preferable for those who would prefer to stay at home. As a result, minority students will not receive instruction.

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 ensured that most complaints and concerns will be resolved quickly and least possible time.

- 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.

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. 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.

Besides parents-teachers and parents-admin communication the weekly diary (homework and classwork for upcoming week) and results are also announced and uploaded on portal.

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	contact@peps.ae
Admission and Absence	info@peps.ae
Appointments & Bus Info	admin@peps.ae
Finance Department	accountant@peps.ae
	finance@peps.ae
Academics & Curriculum	academics@peps.ae
Math/Science	math@peps.ae
English Head Teacher	english@peps.ae
Arabic and Islamic Head Teacher	arabic@peps.ae
Examinations and Cambridge inquiry	haitham@peps.ae

Website and Login Information

it@peps.ae

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