



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI

A NORD ANGLIA EDUCATION SCHOOL



PARENT GUIDE

Secondary School 2023-24

Our Vision

“Empowering & enriching lives for future success”

Our Mission

“Our mission is to create world class learning experiences that recognise and nurture empathetic, resilient and talented individuals.”

Our Values

Kindness, Honesty and Respect

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Welcome

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WELCOME FROM THE HEAD OF SECONDARY

Dear Parents,

It is with great pleasure that I welcome our new and existing families to the 2023-24 academic year. We have a packed calendar of events which will excite our students and provide a host of memorable moments throughout the year. Both within and outside the classroom, students will have opportunities to learn, have fun and build friendships throughout the year, not to mention travel across the length and breadth of the UAE and far beyond.

Secondary students here at BIS Abu Dhabi have the opportunity to develop academically, physically, socially and emotionally as we prepare them for internationally recognised qualifications including the International General Certificate of Secondary Education (iGCSE) in Years 10 and 11, which leads to the International Baccalaureate Diploma Program in Years 12 and 13.

Every day, students will be challenged academically, igniting great curiosity, developing academic skills and extending their range of interests.

They will read more widely and learn the skills, values, and attributes to become internationally minded, global citizens. They will be able to think critically, conceptually, creatively and be ready when the time comes to take their place on the global stage at the world's best universities.

We pride ourselves on providing a safe and caring environment for all our students, a place where they can take risks, try new things, and take advantage of the amazing opportunities provided by our team of hard-working and dedicated teachers - opportunities that are provided by virtue of our presence within the Nord Anglia family of schools, including our partnerships in Tanzania, Switzerland and with the Juilliard School of Performing Arts in New York, with the Massachusetts Institute of Technology and with the United Nations.

We are really looking forward to welcoming your child back to school in August.

Chris Lowe
Head of Secondary School



PREPARING FOR SCHOOL

Uniform

August is the month of school uniform and stationary shopping! The school uniform is a very simple one, all black shoes, charcoal trousers and a white shirt. If there is any colour on the shoes, they will be asked to be replaced. All these items, along with hats, PE kit and stationery should be purchased at Zak's uniform store in Al Raha Mall.

In the cooler months, students may wear the school jumper, cardigan, or fleece but they must not wear any non-school uniform items inside the building. It is the role of the form tutor to monitor school uniform and to ensure that students abide by these simple rules. If students are not in the correct uniform, you will be contacted by their form tutor.

Students should refrain from wearing excessive jewellery and make up. Jewellery should be restricted to one pair of stud earrings and a watch, for health and safety reasons. Hair must be neat with no extreme hairstyles or colours (Natural hair colours only). Overt religious symbols which may cause offence are not permitted and we ask that all students and parents are culturally sensitive at all times.

Year 7 to Year 11

- White school shirt/blouse
- Charcoal school trousers, or school skirt that covers knees
- **Black** school shoes
- Tie (optional)
- White socks for girls, black socks for boys
- House polo shirt
- BIS Abu Dhabi Cardigan/ Fleece for cooler months (No trips or sports hoodies in school)
- Sports Uniform:
 - » BIS Abu Dhabi PE polo shirt
 - » BIS Abu Dhabi PE shorts
 - » Trainers

Years 12 – 13 (International Baccalaureate)

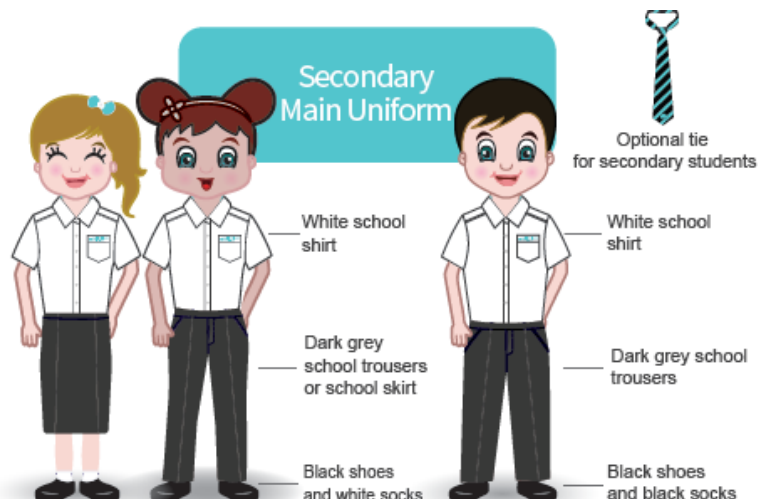
The school uniform expected of students in the Secondary School does not apply to IB students, however, there is a requirement that students attend the school smartly.

- Shirt and tie, trousers and leather shoes for boys
- Appropriate and modest business attire for girls

All our school uniform and accessories can be purchased at the Zak's Uniform Shop located in Al Raha Mall on the second floor.

Zak's Order Center - Al Wahda Mall (Opposite Adidas Store - New Extension)

Note: The Zak's Order Center does not have any ready uniforms stored at the location, only size sets for all uniforms which are available to try on and place orders.



STUDENT CHECKLIST

Clothing and Accessories

- ✓ School shirt
- ✓ Zak's charcoal school trousers, or school skirt that covers knees
- ✓ School jumper for cool days (Zak's school jumper or cardigan only to be worn in school)
- ✓ **All black** shoes
- ✓ House Shirt (To be worn at House events throughout the year)
- ✓ PE Uniform specified by school (Hat or Cap for outdoor use and PE lessons only)
- ✓ PE Trainers (different to school shoes)
- ✓ Swimming Kit (Year 7-9)
 - Girls: One-piece swimsuit, towel, flip-flops, and goggles
 - Boys: Swim shorts or trunks, towel, flip-flops, and goggles
 - Swimming hat for all

Equipment

- ✓ School bag
- ✓ Laptop (Please refer to the BYOD parent guide)
- ✓ Water bottle
- ✓ Reading book
- ✓ PE Kit

Stationary

- ✓ Pencil case
- ✓ 2 Black pens
- ✓ 2 pencils
- ✓ Rubber Ruler
- ✓ Scientific calculator
- ✓ Graphic calculator (for IB students only)
- ✓ Compass (pair of compasses)
- ✓ Protractor
- ✓ Highlighters

COMMUNICATION

The Form Tutor – Your first point of contact

My Son's / Daughter's Form Tutor _____ Class _____

Classroom No. _____

Your son / daughter will attend form time every morning with their Form Tutor. The school is open from 7:25am and students must be in their form room by 7:40am when the National Anthem is played, and a register is taken.

Various activities and information giving take place during the registration period, and it is also a valuable time for students to complete their BISAD Diploma, to reflect on their successes and progress.

If you have any questions or concerns about your son / daughter, you should contact the Form Tutor in the first instance.

Heads of Years

Year 7	Ms. Carole Ashworth
Year 8	Mrs. Colette Puchalski
Year 9	Mrs. Alicia Goldsbrough
Year 10	Mrs. Katherine Harvey
Year 11	Mr. Jack Butterworth
Year 12	Mr. Mike Mitchell
Year 13	Mrs Gaynor Heptinstall - Lowe

Concerns about academic matters can be addressed directly to the subject teacher in the first instance or to the following Heads of Department:

English	Mr. Stanier
Maths	Ms. Fadhillah
Science	Ms. Roughley
Modern Foreign Languages	Mr. Depose
Humanities	Mrs. Stanier
Arabic	Mr. Masharfa
Islamic and Social Studies	Ms. Mahmoud
Creative and Performing Arts	Mrs. O'Connor
Physical Education	Mr. Cochlin
ICT	Mr. Gildroy

Whilst the staff in our school will make every effort to speak with you at any time, it is extremely helpful indeed if you arrange an appointment at a specific time with the teacher. All staff email addresses are available on the Parent App.

STAYING CONNECTED

We use a wide variety of methods to communicate with parents. Do not forget to visit our website regularly (www.bisabudhabi.com) as it is regularly updated with the latest news. You can find a weekly calendar on the homepage and a more detailed monthly calendar on the calendar page.

The Parent App

Please download the BIS Abu Dhabi Parent App from your app store on Google Play or the Apple Store. Within the app, you will be able to access personalised information regarding your child such as their reports, curriculum documents, teacher contacts and more. The app can be found in both the Google Play and Apple Store, or by searching 'BIS Abu Dhabi' within the relevant App store



Check out the new BIS Abu Dhabi mobile app!

Features include:

- Easy menu with personalised student information
- Student timetable at a glance
- Access to Student Reports

Available now on iOS & Android smartphones for BIS Abu Dhabi Families

Download on the App Store | Get it on Google Play



Once downloaded, please use the 'BISAD Parent Sign up' section to receive a password for your account.



Then enter the email address that is registered with the school, and click 'sign up' (this will be the account that receives correspondence from the school).



You will then receive an email with a password for you to register with. You can change the password once you have logged in if you wish. Please note once you have logged in once, the app will remember your login information.



Once you have logged in, there will be a short tutorial to help you get the most from the app. Please make sure you allow the app to send you notifications, so that you are able to receive important messages from the school that are sent via the app.

As with all apps, there will be ongoing updates, please do let us know your suggestions and feedback by emailing: comms@bisad.ae.

Weekly Newsletter

Every week an email is circulated which links families to our newsletter where school news is held. There are important reminders on the newsletter for upcoming events.

If for any reason you have any issues receiving electronic communications at the school, please email comms@bisad.ae and we will assist you.

Social Media

The school uses social media on a daily basis to update parents with urgent messages or to share good news and stories. If you are interested in receiving notifications, please follow us on the following social media accounts:

You tube : TheBISAD

Twitter : @bis_ad

Instagram : bis_ad

Facebook : British International School Abu Dhabi

Year Group Bulletin and Curriculum Synopsis

Year group Bulletins are sent to parents on a half termly basis from the Heads of Year. These celebrate successes within the year groups and contain relevant information or key upcoming days specific to that year group. A curriculum synopsis is also shared with parents termly to provide an overview of the curriculum content for each year group, enabling you to support your child at home.



ABSENCE FROM SCHOOL

Authorised Absence

We have and maintain very high expectations in relation to attendance and expect all of our students to achieve at least a 97% attendance record. If your son / daughter is sick, please inform the school by phone, parent app or the Form Tutor by email as soon as possible.

If you wish to request a leave of absence for your son / daughter, please be aware that the school is bound by strict local guidelines, and we ask for at least one week's notice. We are only able to authorise a maximum of 5 days absence in any one school year and only for the following reasons:

- Personal illness
- Scheduled medical appointment
- Death of a first or second degree relative: for three days only
- Taking part in an approved public performance or sports event
- Study leave
- On a field trip or educational visit
- Official community task or mandatory appearance before a governing body
- Travel of a religious nature
- Essential, urgent family travel (i.e medical treatment, death of a close family member)

Authorised absences must be confirmed by parents/guardians and an absence request form must be filled in (These forms can be found in reception).

Unauthorised Absence

Examples of unauthorised absences include, but are not limited to:

- Shopping trips
- Appointments without prior approval
- Social events
- Non-medical family travel

Leaving School Early

We recognise that from time to time it is necessary for parents to take students out of school early. In these cases, we ask that parents make a note in the home learning diary or email the Form Tutor to inform us of the details. Please note that we only approve an 'early leave' in the following cases:

- Medical appointments (although we ask that appointments are made outside of school hours if possible)
- Visa / Embassy appointments
- Urgent family business e.g. ill health
- Previously agreed events (see 'Absence from School')

We do not approve requests for students to leave school early for non-approved sports events, family visits or 'travelling.' If the 'early leave' is approved, the student may obtain a 'Yellow Slip' from reception and present it, with the note from their parents to the secondary reception.

THE CONDUCT OF STUDENTS IN SCHOOL

We have extremely high expectations relating to the conduct of our students in and around school. In cases where they are not met, the school follows local guidelines as set out in the ADEK Private School Policy Manual.

BIS Abu Dhabi is committed to maintaining an inclusive school environment for all. Our aim is to create an environment where all students are welcomed and can bring their talents, skills, and experiences to BIS Abu Dhabi. It is a place where students from all backgrounds work together with dignity and respect.

Student Pledge

As an international school, our mission is to develop a future generation that will change the world for the better. At the beginning of this academic year, students will sign our Student Pledge, reminding students of their responsibility to display the schools' values of honesty, kindness and respect at all times.

My Pledge to myself

I undertake to:

- Hold myself to the highest possible standards.
- Conduct myself with integrity and dignity in all matters.
- Demonstrate high standards of personal conduct in my interactions with everyone at BIS Abu Dhabi and the wider Abu Dhabi Community.
-

My Pledge to others

I undertake to:

- Respect diversity and the promotion of equal opportunity for all.
- Treat other students, staff and members of the wider community with respect and tolerance.
- Uphold the school values of Honesty, Kindness and Respect.

My Pledge to my educational experience

I undertake to:

- Engage with my academic studies to the very best of my abilities both as an independent learner and as part of the community of BIS Abu Dhabi.
- Conduct myself with integrity in pursuit of my education.

Signed:

Date:

Parent Signature:

The Internet Pledge

Internet safety and responsibility is something that is a large focus at the British International School, and we talk to the students about this throughout the school year.

At the beginning of the year, we ask all students and parents to sign the Internet Safety Pledge which can be found towards the front of the students' home learning diary. We speak to students regularly about how important responsible use online.

- I understand that use of the school internet network and school devices is at the discretion of the Principal of the school and the right to use the network may be taken away should I fail to uphold the standards described in this pledge.
- I will use the school internet networks for educational purposes only.
- I understand that I am responsible for the websites that I visit whilst using the school network.
- I understand that these websites should be age appropriate and relevant to the learning that is taking place.
- I undertake to react responsibly if I accidentally access inappropriate material, by minimising the screen and alerting the teacher without attracting the attention of those around me.
- I will never download images or material which is inappropriate or not relevant to my learning.
- I am aware that my actions on school devices are monitored by the school.
- I undertake to use school hardware responsibly and look after it as if it was my own.
- I will follow class rules for the use of ipads, laptops and PC's to help ensure that all school hardware is looked after properly and available for other students to use fully.
- I understand that all material compiled in school is private and must not be shared on public forums or social media without the express permission of the Senior Management of the School.
- I undertake to ensure that I do not breach copyright laws and to ensure that I do not use the internet to engage in plagiarism. All the work that I submit to teachers will be my own work and not copied from the internet.

Mobile Phones

- Students are reminded that UAE law forbids the inappropriate use of mobile phones in public areas. This includes taking photos or videos of other students (even with their permission) or sending insulting messages via any social media. You may also be held responsible for comments or additional media made by other people about your posts.
- I understand that I am allowed to have my mobile phone on the basis that is used for emergencies only. Should I need to do so, I must speak to a teacher in order to gain permission to make an emergency phone call. .
- I understand that should I be seen using my mobile phone inappropriately, it will be taken from me and returned at the end of the school day. I understand that I can only use my mobile phone in classrooms with the express permission of a teacher.

Signed:

Date:

Parent Signature:

Mobile Phones

Students are permitted to bring their mobile phones into school, but they must not be used in school without the express permission of a teacher. If students need to call home for any reason (for example, a forgotten sports kit), they may do so by asking permission from their teacher and making the call in a private place, such as a school office.

If you wish to contact your son / daughter during school hours, for instance to let them know of a change in pick up arrangements, we respectfully request that you do not call your child on their mobile phones as this can be extremely disruptive to lessons. Instead, we ask that you contact the school receptionist (02 510 0100) who will ensure that your message is passed on this will help to minimise any disruption to teaching and learning and the school day.

OPPORTUNITIES BEYOND THE CLASSROOM

House

All students, families and teachers belong to one of our four houses – Ash, Elm, Oak, or Willow. Students should have a House polo shirt to wear in PE lessons and on House occasions. Many students become House Leaders for various events and help to organise and publicise those events. They are directed in this by the House Coordinator, Miss Hannah Barnes.



In addition, throughout the school day students can earn House Points with excellent class work or home learning, positive attitudes around school or in CCAs, or through leadership or service to others. These House Points are collected and counted towards individual and House totals which can earn bronze, silver, and gold certificates as well as the coveted termly House Shield.

BISAD Diploma

The BISAD Diploma creates a unique opportunity for BIS Abu Dhabi students to develop the personal attributes and characteristics for future leadership and success. Students start their journey from their first steps in Primary School and continue all the way through to the IB Diploma Programme.

Why is the BISAD Diploma so important?

As students' progress through the school, these essential life skills become second nature, and when writing their first CV or applying for their first job, they will have an extensive record of what really makes them truly exceptional, beyond their academic achievements.

Diploma Categories

As part of the Diploma, you are expected to record your achievements in each of the 9 Categories in a Diploma Portfolio. This is a way of documenting while also working towards this prestigious award:

1. Service
2. Leadership
3. House
4. CCAs
5. Academics
6. Cultural
7. Sport
8. Arts
9. Environmental Awareness

Personal Characteristics

Personal characteristics are also being developed, and students record their application of these too. For Secondary students, the characteristics mirror the IB Learning Profile: Thinker, Risk-taker, Reflective, Principled, Open-Minded, Knowledgeable, Inquirer Communicator, Caring, Balanced.

The BISAD Diploma is fully online and, as a result, become much more accessible for all our students in the form of our new BISAD Diploma App.

It is now available across multiple digital platforms, enabling students to upload their wonderful achievements at home, in school or on the go at the touch of a button! Download the App on the **Apple App Store**, **Google Play**, or through the **BIS Abu Dhabi Parent App**.



Co-Curricular Activities

Details of these opportunities are published at the beginning of each term and parents can sign their children up online. CCAs are a fantastic opportunity to try new things, develop new skills and make new friends.

If students are not involved in CCAs they should leave the school building at the end of the school day as normal – they are not permitted to be on the school site unsupervised.

Global Campus

At BIS Abu Dhabi, curriculum initiatives create valuable opportunities for students to work locally and globally across our family of schools with peers from other schools through Global Campus, our digital learning platform. Our global collaboration with UNICEF is at the heart of our schools' programmes, challenging students to tackle inequality and promote diversity and inclusion throughout their young and adult lives.



The Nord Anglia Global Campus is a unique internet community of learners of which students in all Nord Anglia schools are a part. Your son / daughter will have access to forums, debates, competitions, and articles on the Global Campus throughout the academic year and we hope that families will take advantage of the site to extend learning and thinking at home. Log in details will be provided to students. www.globalcampus.nae.school/



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