



## Parent – Student Handbook

2024- 2025

**VIRGINIA INTERNATIONAL PRIVATE SCHOOL**  
ABU DHABI UAE

دائرة التعليم والمعرفة  
DEPARTMENT OF EDUCATION  
AND KNOWLEDGE



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# Vision, Mission and Values

## Our Mission - مهمتنا

Empowering life-long learners to be the next generation of creative innovators who champion the values, culture and aspirations of the UAE

تمكين المتعلمين ليكونوا الجيل القادم من المبتكرين المبدعين الذين يدافعون عن قيم وثقافة وتطلعات دولة الإمارات العربية المتحدة مدى الحياة.

## Our Vision - رؤيتنا

Virginia International Private School will be seen as a leading school within the UAE, developing learners who are committed to the values of the UAE and who become leaders of their community and successful across the globe.

سينظر إلى مدرسة فرجينيا الدولية الخاصة على أنها مدرسة رائدة في دولة الإمارات العربية المتحدة، حيث تعمل على تطوير المتعلمين الملتزمين بقيم دولة الإمارات العربية المتحدة والذين يصبحون قادة لمجتمعهم وناجحين في جميع أنحاء العالم.

## Our Values - قيمنا

<b>REACH Philosophy</b>	<b>The Five Competencies</b>
❖ Respect - الاحترام	❖ Creativity - الإبداع
❖ Excellence - التميز	❖ Communication - التواصل
❖ Aspiration - الطموح	❖ Collaboration - التعاون
❖ Courage - الشجاعة	❖ Critical Thinking - التفكير النقدي
❖ Honesty - الصدق	❖ Citizenship - المواطنة

## About Us

**VIPS is a school with its vision set firmly on the future.**

We are a school centered in our community and serving the young people of that community drives all our activities. As a school rated Good by ADEK and accredited by NEASC, you can be assured that the education provided by the school is recognized as often exceeding all the required standards. Our highly qualified teachers bring with them ideas and experiences from a broad range of settings here in the UAE and MENA region but also from the UK, Ireland and South Africa. The revised Senior Leadership Team has vast experience of leading schools in the UK and MENA region and we are committed to raising standards even further.

Students engage in a range of activities both in school and further afield, many aimed at raising their awareness of global issues as well as celebrating the uniqueness of life in the United Arab Emirates. Providing learners with a rich tapestry of experiences will support them as they grow not only as lifelong learners but also as leaders in their school and in their communities. We will continue to further extend our curriculum to include more real-life learning as well as developing a wide range of leadership and volunteer opportunities available to students.

Our commitment to the success of all students means that we recognize the importance of maintaining a safe, supportive, and respectful learning environment. We appreciate that a healthy body is as important as a healthy mind. The importance we place on physical activities, nutrition, and sports complements the academic activities in which our students participate and promotes the development of the whole child.

We are committed to providing students of all ages with the opportunities to celebrate their culture and traditions whilst ensuring that they are able to apply knowledge and develop skills that will see them succeed in the 21st century. Our values sit at the heart of what we do and will continue to drive us forward to become the very best school we can be. We seek to ensure that all students are safe, happy and successful

VIPS encourages active parent and community participation in our daily activities. Opportunities to volunteer are numerous and vary based on parent interests, availability, and classroom needs. Parents are encouraged to join us as guest readers, library support, or presenters during classroom-centered activities. Research and experience tells us that when parents are involved at school, the performance of all the children at school improves.

# School Information

## General Information

General Information	School Name	Virginia International Private School
	School ID	9262
	School Address	Shakhbout City MFW 31, Abu Dhabi
	School Telephone	971 (0)2 555 4383 971 (0)2 555 4353
	School Principal, Mr. Andy Hubble	<a href="mailto:principal@virginiaschool.ae">principal@virginiaschool.ae</a>
	Vice Principal, Ms. Aine Clarke	<a href="mailto:aine.clarke@virginiaschool.ae">aine.clarke@virginiaschool.ae</a>
	Assistant Principal, Mr. Andrew Collins	<a href="mailto:andrew.collins@virginiaschool.ae">andrew.collins@virginiaschool.ae</a>
	Head of Secondary, Mr. Robert Maddox	<a href="mailto:robert.maddox@virginiaschool.ae">robert.maddox@virginiaschool.ae</a>
	Head of Elementary, Ms. Gloria D'Souza	<a href="mailto:gloria.dsouza@virginiaschool.ae">gloria.dsouza@virginiaschool.ae</a>
	Head of Kindergarten, Ms. Rania Akl	<a href="mailto:rania.akl@virginiaschool.ae">rania.akl@virginiaschool.ae</a>
	School counselor, Ms. Dima Ahmed	<a href="mailto:dima.ahmad@virginiaschool.ae">dima.ahmad@virginiaschool.ae</a>
	Supervisor (Boys: 9-12), Ms. Hanaa Fadel	<a href="mailto:hanaa.fadel@virginiaschool.ae">hanaa.fadel@virginiaschool.ae</a>
	Supervisor (Boys: 6-8), Ms. Hajar Almansoori	<a href="mailto:hajar.almansoori@virginiaschool.ae">hajar.almansoori@virginiaschool.ae</a>
	Supervisor (Girls: 10-12), Ms. Mariet Salib	<a href="mailto:mariet.salib@virginiaschool.ae">mariet.salib@virginiaschool.ae</a>
	Supervisor (Girls: 6-9), Ms. Khulood Alhammadi	<a href="mailto:khulood.alhammadi@virginiaschool.ae">khulood.alhammadi@virginiaschool.ae</a>
	Supervisor (Grades 1-5) Ms. Nesma Rahman	<a href="mailto:nesma.a@virginiaschool.ae">nesma.a@virginiaschool.ae</a>
	Supervisor (KG), Ms. Raghda Ali	<a href="mailto:raghda.ali@virginiaschool.ae">raghda.ali@virginiaschool.ae</a>
	School Official Email	<a href="mailto:Virginia.pvt@adec.ac.ae">Virginia.pvt@adec.ac.ae</a>
	School Website	<a href="http://www.virginiaschool.ae">www.virginiaschool.ae</a>
	School Curriculum	American
School Phases	Pre KG to Grade 12	

## **Curriculum Overview**

### **Kindergarten and Elementary Curriculum:**

Our curriculum has a clear rationale aligned to the students' needs, the school's shared vision, mission, values, and the UAE National Agenda. It is relevant and effective in developing a balance of knowledge, skills and understanding. The curriculum fulfills all the requirements of the school's authorized / licensed curriculum (MOE, ADEK, and NEASC accreditation), and the national statutory requirements.

At VIPS, we follow the Virginia Standards of Learning for English, Math and Science. For Arabic, Islamic Studies and UAE Social Studies we follow the curriculum prescribed by the UAE Ministry of Education. Art, Music and ICT are taught through an integrated approach in addition to allowing students to consolidate their learning through 'stand alone' lessons. The curriculum is planned and structured in such a way that the learning builds well on students' previous knowledge, skills, competencies, values and understandings, in all key subjects. VIPS curricular goals and activities promote as well as facilitate challenge, enjoyment, relevance, coherence, personalization, and choice.

Continuity of learning is smooth and students are prepared for the next phases of their education. Cross-curricular links are meaningful and carefully planned through project-based learning opportunities, self-directed (personalized) learning opportunities, and cross-curricular projects. They are managed well and assist students' transfer of learning between different subjects.

We hold regular curricular reflections and reviews in relation to student outcomes, stakeholder feedback, and develop our curriculum to ensure good provision in all subjects, meeting the academic and personal needs of our students. The timetable allows adequate time for all subjects and includes a range of creative, physical and practical activities.

### **Secondary:**

The Secondary phase at Virginia International Private School adopts a coherent curriculum to empower the learners and develop their future. Primarily, the secondary school is offering an American curriculum enriched with inquiry-based learning and student centered planning. It

also incorporates the VIPS values of education to create a modern, exciting, vibrant and creative learning environment.

The American curriculum at VIPS has full compliance with the Ministry of Education (MoE) requirements for Identity subjects such as Islamic, Arabic language and Social studies. The curriculum expectations for other subjects are aligned to Virginia Standards, incorporating the Common Core State Standards (CCSS) in subjects such as English and Math, and the Next Generation Science Standards (NGSS) in all Sciences for the purpose of fully preparing our students to excel in the external examinations such as MAP (Measure of Academic Progress), SAT (Scholastic Assessment Test) and the Advanced Placements (AP) exams.

To enhance students' individual growth and leadership, the secondary school at VIPS is keen to provide the students with high quality extracurricular and counseling activities that provide them with 21<sup>st</sup> century skills.

The assessments at VIPS meet all of our students' abilities and ensure a proper measure of their understanding, attainment and progress.

Furthermore, the secondary school at VIPS provides the students with a variety of core and elective subjects to ensure that all high school students achieve the necessary standards necessary to acquire the American High School Diploma as per current ADEK's requirements.

## Parent Communication Channels

VIPS uses a variety of channels to communicate with parents, such as:

- ❖ Email
- ❖ School platforms - ClassDojo (Grades 1-5), Google Classroom(Grades 4&5)
- ❖ School Website - [www.virginiaschool.ae](http://www.virginiaschool.ae)
- ❖ SMS messages
- ❖ School phone
- ❖ Social media: Facebook, Twitter and Instagram

Should parents have any questions or concerns regarding their child's classroom experience (grades, progress, behavior, etc.), they are expected to contact the classroom teacher directly prior to contacting the school administration. Teachers will respond within two working days. Please note that teachers are not required to check emails or messages after 6 pm or before 7 am, or on the weekends.

To ensure that the school is able to contact parents in the case of an emergency, it is essential that all parents keep the school updated with their most recent contact information. To update the school with a new email, telephone number, or address, please contact the school's registrar at [nadia.ashraf@virginiaschool.ae](mailto:nadia.ashraf@virginiaschool.ae).



# School Calendar



## ADEK School Calendar - American - VIRGINIA INTERNATIONAL PRIVATE SCHOOL - SOLE PROPRIETORSHIP L.L.C. (9262) - 2024-2025 - (Instructional Days: 182)

Term-1								Term-2								Term-3										
M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	Week			
			1	2	3	4		6	7	8	9	10	11	12	W18	Term 2 for Students Starts										
5	6	7	8	9	10	11		13	14	15	16	17	18	19	W19		7	8	9	10	11	12	13	W29	Term 3 for Students Starts	
12	13	14	15	16	17	18		20	21	22	23	24	25	26	W20		14	15	16	17	18	19	20	W30		
19	20	21	22	23	24	25		27	28	29	30	31	1	2	W21		21	22	23	24	25	26	27	W31		
26	27	28	29	30	31	1	W1	Academic Year for Students Starts, Term 1 for Students Starts	3	4	5	6	7	8	9	W22		28	29	30	1	2	3	4	W32	
2	3	4	5	6	7	8	W2		10	11	12	13	14	15	16	W23	Mid Term Break 2 for Students	5	6	7	8	9	10	11	W33	
9	10	11	12	13	14	15	W3	Prophet Muhammad's Birthday	17	18	19	20	21	22	23	W24		12	13	14	15	16	17	18	W34	
16	17	18	19	20	21	22	W4		24	25	26	27	28	1	2	W25		19	20	21	22	23	24	25	W35	
23	24	25	26	27	28	29	W5		3	4	5	6	7	8	9	W26		26	27	28	29	30	31	1	W36	
30	1	2	3	4	5	6	W6		10	11	12	13	14	15	16	W27		2	3	4	5	6	7	8	W37	Day of Arafat, Eid al-Adha
7	8	9	10	11	12	13	W7		17	18	19	20	21	22	23	W28	Term 2 for Students Ends	9	10	11	12	13	14	15	W38	
14	15	16	17	18	19	20	W8	Mid Term Break 1 for Students	24	25	26	27	28	29	30		Spring Break for Students - 24-Mar To 04-Apr	16	17	18	19	20	21	22	W39	
21	22	23	24	25	26	27	W9		31	1	2	3	4	5	6			23	24	25	26	27	28	29	W40	Islamic New Year, Academic Year for Students Ends, Term 3 for Students Ends
28	29	30	31	1	2	3	W10		7	8	9	10	11	12	13	W29	Term 3 for Students Starts	30	1	2	3	4	5	6		
4	5	6	7	8	9	10	W11		14	15	16	17	18	19	20	W30		7	8	9	10	11	12	13		
11	12	13	14	15	16	17	W12		21	22	23	24	25	26	27	W31		14	15	16	17	18	19	20		
18	19	20	21	22	23	24	W13		28	29	30	1	2	3	4	W32		21	22	23	24	25	26	27		
25	26	27	28	29	30	1	W14		5	6	7	8	9	10	11	W33		28	29	30	31	1	2	3		
2	3	4	5	6	7	8	W15	UAE Union Day	12	13	14	15	16	17	18	W34		4	5	6	7	8	9	10		
9	10	11	12	13	14	15	W16		19	20	21	22	23	24	25	W35		11	12	13	14	15	16	17		
16	17	18	19	20	21	22	W17	Term 1 for Students Ends	26	27	28	29	30	31	1	W36		18	19	20	21	22	23	24		
23	24	25	26	27	28	29		Winter Break for Students - 18-Dec To 03-Jan	2	3	4	5	6	7	8	W37	Day of Arafat, Eid al-Adha	25	26	27	28	29	30	31		
30	31	1	2	3	4	5			9	10	11	12	13	14	15	W38										
									16	17	18	19	20	21	22	W39										
									23	24	25	26	27	28	29	W40	Islamic New Year, Academic Year for Students Ends, Term 3 for Students Ends									
									30	1	2	3	4	5	6											
									7	8	9	10	11	12	13											
									14	15	16	17	18	19	20											
									21	22	23	24	25	26	27											
									28	29	30	31	1	2	3											
									4	5	6	7	8	9	10											
									11	12	13	14	15	16	17											
									18	19	20	21	22	23	24											
									25	26	27	28	29	30	31											

Public Holiday  
Term 1, Term 2 and Term 3 days  
Mid term break 1 and Mid term break 2

Notes\*  
 \* Public holiday dates are tentative and are subject to official announcements.

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# School Day Timings

## Term 1 (August 26 - December 17, 2024) Pre-K School Timings

Period (Monday - Thursday)	Timing (Monday - Thursday)	Period (Friday)	Timing (Friday)
Arrival	07:30 - 07:50	Arrival	07:30 - 07:50
Attendance & Assembly	07:50 - 08:00	Attendance & Assembly	07:50 - 08:00
Period 1	08:00 - 08:40	Period 1	08:00 - 08:35
Break	08:40 - 09:00	Break	08:35 - 09:00
Period 2	09:00 - 09:40	Period 2	09:00 - 09:35
Period 3	09:40 - 10:20	Period 3	09:35 - 10:10
Break	10:20 - 10:40	Break	10:10 - 10:30
Period 4	10:40 - 11:20	Period 4	10:30 - 11:05
Period 5	11:20 - 12:00	Period 5	11:05 - 11:40
Break	12:00 - 12:10		
Period 6	12:10 - 12:45		
Dismissal	12:45 - 13:00	Dismissal	11:45 - 11:55

### KG1 - KG2 School Timings

Period (Monday - Thursday)	Timing (Monday - Thursday)	Period (Friday)	Timing (Friday)
Arrival	07:30 - 07:50	Arrival	07:30 - 07:50
Attendance & Assembly	07:50 - 08:00	Attendance & Assembly	07:50 - 08:00
Period 1	08:00 - 08:40	Period 1	08:00 - 08:35
Period 2	08:40 - 09:20	Period 2	08:35 - 09:10
Break	09:20 - 09:45	Break	09:10 - 09:35
Period 3	09:45 - 10:25	Period 3	09:35 - 10:10
Period 4	10:25 - 11:05	Period 4	10:10 - 10:45
Break	11:05 - 11:25	Break	10:45 - 11:05
Period 5	11:25 - 12:05	Period 5	11:05 - 11:40
Period 6	12:05 - 12:45		
Dismissal	12:50 - 01:00	Dismissal	11:45 - 11:55

### Elementary School Timings Grades (1 - 5)

Period (Monday - Thursday)	Timing (Monday - Thursday)	Period (Friday)	Timing (Friday)
Arrival	7:30 - 7:50	Arrival	7:30 - 7:50
Period 1	7:50 - 8:45	Period 1	7:50 - 8:40
Break 1	8:45 - 9:10	Period 2	8:40 - 9:30
Period 2	09:10 - 10:05	Break	9:30 - 9:50
Period 3	10:05 - 11:00	Homeroom	9:50 - 10:05
Period 4	11:00 - 11:55	Period 3	10:05 - 10:55
Break 2	11:55 - 12:15	Period 4	10:55 - 11:45
Homeroom	12:15 - 12:35		
Period 5	12:35 - 13:30		
Period 6	13:30 - 14:25		
Dismissal	14:25 - 14:50	Dismissal	11:45 - 12:00

**Secondary School Timings Grades (6-12) Boys & Girls**

<b>Period (Monday - Thursday)</b>	<b>Timing (Monday - Thursday)</b>	<b>Period (Friday)</b>	<b>Timing (Friday)</b>
Arrival	7:30 - 7:50	Arrival	7:30 - 7:50
Period 1	7:50 - 8:45	Period 1	7:50 - 8:40
Period 2	8:45 - 9:40	Period 2	8:40 - 9:30
[Break / Tutor (B-G)]	9:40 - 10:05	Tutor	9:30 - 9:50
Transition	10:05 - 10:10	Break	9:50 - 10:05
[Tutor / Break (B-G)]	10:10 - 10:35	Period 3	10:05 - 10:55
Period 3	10:35 - 11:30	Period 4	10:55 - 11:45
Period 4	11:30 - 12:25		
Break	12:25 - 12:40		
Period 5	12:40 - 13:35		
Period 6	13:35 - 14:25		
Dismissal	14:25 - 14:50	Dismissal	11:45 - 12:00

## **Break Times**

There are two breaks during the school day. During breaks, students are expected to eat and socialize in a very safe, hygienic, and secure environment, in the dining area and be active in designated outdoor areas.

## **Arrival and Dismissal of students**

**Please note that Gates open at 7.30am - parents are requested NOT to drop-off students before this time as supervision is not available.**

### **Kindergarten:**

#### **Arrival:**

KG students are expected to arrive at school between 7:30am - 7:50am. Formal lessons begin at 8:00am after the playing of the National Anthem. KG 1 and KG 2 students who use their 'own' personal transport and are dropped by parent/guardian the main gate (reception), Pre-K students are dropped at gate 1B, while 'Bus' students use Gate 2 to enter the school.

Homeroom Teachers engage students in meaningful "Morning Routine" activities right from the time they arrive.

#### **Dismissal:**

The last lesson of the day ends at 12:45pm (Monday-Thursday) and 11:40 am on Fridays.

"Bus" students exit classrooms from 12:30 pm, to board the buses, under teachers' supervision.

"Own Transport students" assemble in the KG gym (waiting area) by 12:30 pm.

- Parents/guardians must collect their child(ren) between 12:50 - 1:00 pm.
- Pre-K and KG 1 will be picked up from gate 1B and KG 2 students will be picked up from gate 1 A.
- Parents are expected to present their dismissal card at the gate in order to collect their kids. Dismissal cards will be given by the classroom teacher on the first day.
- On Friday, students who have siblings in KG are collected by the Supervisors and are escorted to KG-2 Exit - Gate (1A). This allows parents to take their children together through one gate.

## **Elementary:**

### **Arrival:**

Elementary students are expected to arrive at school between 7:30am - 7:50am. Formal lessons begin at 7.50am after the playing of the National Anthem. Those students who use their 'own' personal transport and are dropped by parent/guardian use Gate 3B, while 'Bus' students use Gate 2 to enter the school. Students should proceed to their respective classrooms directly using the designated staircases (Staircase 3 - 'Own' transport students; Staircase 2 - Bus students) in an organized, smooth, compliant manner. Homeroom Teachers engage students in meaningful "Morning Routine" activities right from the time they arrive.

### **Dismissal:**

The last lesson of the day ends at 2:25pm (Monday-Thursday) and 11:45 am on Fridays.

"Bus" students exit classrooms from 2:25 pm, to board the buses, under teachers' supervision.

"Own Transport students" assemble in the playground (waiting area) by 2:25 pm.

- Parents/guardians must collect their child(ren) between 2:25 - 2:35 pm, entering through Gate 3B.
- Students being collected by their older siblings, stand at the front of their 'car' lines.
- Students who have siblings in KG are collected by the Supervisors and are escorted to KG Gate on Fridays. This allows parents to take their children together through one gate.

## Secondary:

### Arrival Procedures and Expectations

Time	Expectations for Girls	Expectations for Boys
7:30 - 7:50 am	Students are expected to arrive at school from Gate 3C (by parent / guardian) or Gate 1 (by bus) .	Students are expected to arrive at school from Gate 3A (by parent / guardian) or Gate 1 (by bus)
7:30 - 7:50 am	Students should remain outdoors in the designated area (girls' garden area / under the tents), until they are lined up and ushered into the building in an organized, smooth manner.	Students should remain outdoors in the designated area (main playground, under the tents), until they are lined up and ushered into the building in an organized, smooth manner.
7:40 - 7:50 am	Form Tutors / Teachers are expected to monitor and engage with students in the girls' garden area before lining up their students.	Form Tutors / Teachers are expected to monitor and engage with students in the main playground area before lining up their students.
7:45 - 7:50 am	Form Tutors / Teachers are expected to line up their students.	Form Tutors / Teachers are expected to line up their students.
7:50 - 7:55 am	<p>Form Tutors / Teachers are expected to lead their students in participating in the UAE National Anthem and the assembly activities.</p> <p>Form tutors / Teachers are expected to usher their students to their classes - grades 10-12 from the main entrance next to gate 2; grades 6-8 from the side entrance, next to gate 3A.</p>	<p>Form Tutors / Teachers are expected to lead their students in participating in the UAE National Anthem and the assembly activities.</p> <p>Form tutors / Teachers are expected to usher their students to their classes - grades 10 -12 from the garden door to ground floor corridor; grades 6-9 from the garden door to the staircase adjacent to it up to the first floor.</p>



Time	Expectations for Girls	Expectations for Boys
7:55 - 8:00 am	Advisory time: Advisors are expected to take attendance and deliver any further instructions.	Advisory time: Advisors are expected to take attendance and deliver any further instructions.

### Dismissal Procedures and Expectations (Secondary)

Time	Expectations for Girls	Expectations for Boys
2:25 - 2:35	<p>Students are expected to be dismissed and exit their class in an organized and smooth manner via their designated routes.</p> <p>By bus - via the middle stairs and side door, between the football pitch and main playground.</p> <p>By parent/guardian - via garden stairs and garden gate; from the garden area to exiting the campus via gate 3c.</p> <p>Collecting siblings - same as by parent/guardian, to the front of their siblings designated line (grades K-5).</p>	<p>Students are expected to be dismissed and exit their class in an organized and smooth manner via their designated routes.</p> <p>By bus - via staircase 1, exiting the building from gate 2.</p> <p>By parent/guardian - via staircase 4, exiting the campus via gate 3a.</p> <p>Collecting siblings - same as by parent/guardian, to the front of their siblings designated line (grades K-5).</p>
2:35-2:45	Students should be ushered to the gym; parents/guardians should be contacted.	Students should be ushered to the gym; parents/guardians should be contacted.
Evacuation	As per the school's evacuation policy	As per the school's evacuation policy

## **Attendance and Punctuality:**

All students are expected to arrive at school on time before 7:50 am, i.e. between 7:30am - 7:50am. Good attendance and punctuality are essential to help ensure students' acquisition of core skills and key areas of learning. We use a range of age-appropriate rewards and sanctions to ensure high levels of attendance and good punctuality, such as recognition during Assemblies, ClassDojo points to individual students, "Golden Time" to the class with Outstanding Attendance each month.

Aligned to the UAE Federal Inspection Framework, attendance is judged to be:

98% - Outstanding

96% - Very Good

94% - Good

If attendance falls below 94% due to excessive unauthorized absence, the implementation of Level 2 corrective measures, as per our Behaviour Policy, will be used.

**Early Leave:** Students who need to leave early from school, should inform the head of section and the supervisors by email / phone call at least one day ahead. An official document (Sick leave, appointment SMS ... ) should be submitted along to be authorized for leaving early. Students who leave early with no valid reason will be marked absent on that day.

## **Students' Rights and Responsibilities**

Students, parents/guardians and staff have responsibilities for ensuring welcoming, caring, and safe learning environments which are founded on our school's vision, mission and values, nurturing a sense of belonging as well as a positive sense of self and community.

**All students have the right to:**

- ❖ Be provided with a high-quality education.
- ❖ Be physically and emotionally safe and respected in a welcoming, friendly school environment.
- ❖ Be treated with respect and fairness by teachers, staff, and fellow students.
- ❖ Be supported by parents, guardians or designated members at school meetings.

- ❖ Be provided with appropriate educational activities that promote their talents, abilities and potential.
- ❖ Have confidential school records, not disclosed without written permission by parents/guardians or authorities.

**All students are responsible for:**

- ❖ Upholding and adhering to all policies, rules, and regulations set forth by ADEK and the school.
- ❖ Upholding and adhering to the Student Code of Conduct, Student Behavior Policy and Students' Rights and Responsibilities.
- ❖ Engaging as an active, authentic learner and contributing to the learning environment.
- ❖ Contributing to and promoting a positive school environment and community.
- ❖ Acknowledging and being responsible for their behavior.

General guidelines and expectations for a VIPS student apply equally to all students. These guidelines encourage each individual to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered, nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when he or she agrees to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities and traveling on school buses. Failure to comply with any of the guidelines will result in corrective, restorative action.

## **Behavior for Learning**

In Virginia International Private School, we aim to promote student well-being and happiness. We strive to create conditions conducive of effective learning. We aim to develop a sense of self-discipline in our students and an acceptance of responsibility for their actions. We provide a fair and transparent set of procedures to ensure consistent application of sanctions for dealing with unacceptable behavior that impacts on the smooth running of the school within the context of positive behavior management.

The staff of Virginia International Private School, place emphasis on the use of Positive Recognition and Rewards such as:

- Verbal Recognition
- Written Comments

- Certificates/Letters of Appreciation
- Material Recognition
- Participation in a Special Event or Activity

Teachers engage in varying practices to promote positive behavior in the classroom. Lessons are planned to promote active engagement, classroom rules are set at the beginning of the year and school rules are explained to students continuously.

Despite good lessons, appropriate encouragement and support, some students will, for a variety of reasons, sometimes fail to meet acceptable standards of behavior. Disruption cannot be tolerated since it denies other students their 'right to learn'.

Please refer to our Behaviour Policy for further understanding of our expectations and guidelines.

## **Assessments**

At VIPS, our students' learning is assessed on a continuous basis. Teachers conduct internal assessments regularly to gauge the students' progress against the Virginia State Standards of Learning/Ministry of Education Guidelines. Our students partake in external assessments such as MAP Tests for English, Math and Science and in IBT(International Benchmarking Tests) for Arabic. These external assessments gauge their progress with that of their peers nationally/internationally. From time to time, students may be invited to participate in other external assessments such as PISA, TIMSS and PIRLS.

## **Food and Drink**

At VIPS, we would like our students to be aware of healthy living, make healthy choices, develop healthy habits, and live a healthy lifestyle.

The school provides facilities for students to spend their break time in a comfortable dining area, where they can socialize with their classmates/friends, while having their lunch. Our School Canteen is well stocked with nutritious snacks and lunch for those who wish to use the facility. Outdoor dining is also possible along with the opportunity to engage in a range of physical activities.

Students' packed lunches brought from home should ideally include:

- a) at least one portion of fruit and one portion of vegetables e.g. carrot sticks, cucumber, small apple or orange, banana, dried fruit, mini tomatoes, melon cubes or any other fruits;
- b) Meat, fish or other source of non-dairy protein;
- c) a starchy food e.g. bread, pasta or rice;
- d) dairy food e.g. milk, cheese, yogurt;
- e) a drink of either water, fruit juice, milk, yogurt drink or smoothie.

\*Packed lunches should not include chips or crisps, sweets or fizzy drinks.

We recognise that some students may require special diets that do not allow for the above suggestions exactly. In this case, parents are responsible for ensuring that packed lunches are as healthy as possible. For this reason students are also not permitted to swap food items.

Healthy lunches will be rewarded with stickers and verbal congratulations etc. each half term students can earn ClassDojo points for their class for having a healthy lunchbox. We use opportunities such as parental engagement events, the School Newsletter, Healthy Eating days to promote healthy eating.

## **Uniform/Dress Code**

Students are expected to come to school proudly wearing the school's uniform - and only the school uniform. Students are expected to wear the school's PE uniform on days when they have PE lessons. If it's cold, students should wear a long thermal t-shirt, or the like, under their school uniform. Comfortable shoes are recommended (no sandals, slip ons, or high heels). Girls may wear an abaya over the school's uniform if they wish to. Hair should be clean and tidy, and tied back if long. Fingernails should be clean, cut, and not polished. Make up is not permitted.

## **Child Protection/Safeguarding**

The welfare and safety of every child is of utmost importance to us. All children, irrespective of their age, culture, disability, gender, language, racial origin and/or religious belief have the right to protection from abuse - physical, emotional, social, or sexual. Please click on [this link](#) to know more about our Child Protection Policy.

## **Parents'/Guardians Rights and Responsibilities**

Parents/Guardians play a vital role in their children's education, and VIPS believes that parental involvement in and support of the school and its staff helps to maintain a safe and happy environment for all of our students. In doing so, parents also help their children meet their own responsibilities (academic and otherwise) and enable them to become successful learners today and great leaders of tomorrow.

## **Parent/Guardian Rights**

- ❖ To ensure his/her child receives proper education and care by the school.
- ❖ To be well-received, well informed and respected by all school staff.
- ❖ To inquire about his/her child's progress and confer with the school concerning school programs, educational, learning, and behavioral issues pertaining to his/her child.
- ❖ To be informed about all developments or changes in his/her child's behavior and achievements.
- ❖ To approve or reject his/her child's involvement in extracurricular activities conducted outside school.
- ❖ To be invited to various school activities.

## Parent/Guardian Responsibilities

- ❖ To support school efforts in creating an optimal school environment.
- ❖ To promote positive behavior and ensure their children are aware of the appropriate behavioral practices.
- ❖ To respond positively to school instructions and remarks on student behavior and discipline.
- ❖ To read all school regulations and policies and discuss them with their children.
- ❖ To show appreciation and respect for all school staff.
- ❖ To attend school meetings and information sessions related to student behavior and discipline.
- ❖ To communicate with the whole school community to discuss and find solutions for student behavioral issues and carry out the appropriate corrective actions.
- ❖ To ensure their children conform to, and abide by ADEK and school guidelines, instructions and corrective/disciplinary procedures applied by school.
- ❖ To comply with the school's educational and administrative regulations for the good of their children.
- ❖ To keep the school informed with any emergent or unexpected problems that their children may be facing.

## Parental Engagement

Parental engagement is very important for all stakeholders at Virginia International Private school (VIPS). It is a key part of our school improvement process and self-evaluation framework which we use to ensure the school's commitment to high quality education and plan the next steps in our journey to excellence, as we go from strength to strength.

At VIPS, we believe that parental engagement should have a clear and positive impact on children's outcomes. Therefore, as a means to improve student outcomes and add value to the school community as a whole, we endeavor to have good partnerships with parents which actively promote:

1. Clear **communication**
2. Sharing core **values**
3. Celebrating **UAE heritage and culture**
4. Developing **Literacy in Arabic and English**
5. Promoting **21<sup>st</sup> century skills**
6. Nurturing **personal and social development**

Parents are encouraged and expected to communicate directly and regularly with their

child(ren)'s teacher(s), the school's administration, leadership, and relevant staff via our Open Door Policy. The various ways to communicate are:

1. Remotely by video conference, school platforms, or email (listed on the school's website);
2. By appointment via the teacher / staff member;
3. Face to face before school
4. By appointment via the school's administration (reception, supervisor, etc.);
5. Parent-Teacher Conferences (consultations at least once a term);
6. In case of an emergency, a Senior Administrator will always be made available

Parents can engage as partners in various ways to improve our journey to excellence, such as (but not limited to):

1. Staff Induction (late August);
2. New Student Orientation (just before the first day of school);
3. Open House (end of September);
4. Parent-Teacher Conferences (at least once a term)
5. Events, Activities, Assemblies and Competitions\* (throughout the year);
6. Class and / or Phase Representation (throughout the year);

Listed below are a few of the events that the Friends and family of VIPS participate in planning, organizing, and implementing throughout the year:

- ❖ New Student Orientation
- ❖ Open House
- ❖ Parent Teacher Conferences
- ❖ UAE National Day
- ❖ International Day
- ❖ Mother's Day
- ❖ Ramadan
- ❖ Staff Appreciation Days
- ❖ Graduation Celebrations

Any parents who are interested in getting involved with our Parental Engagement activities VIPS activities, events or meetings should contact Ms. Jinan Naji our Parent Relations Executive, at [PRE@virginiaschool.ae](mailto:PRE@virginiaschool.ae)



## **Mobile Phones**

Mobile phones are not allowed to be used during school hours. Any student who brings a mobile phone to school must give it to their respective supervisor at the start of the day and collect it at the end of the school day. They should not use it until leaving the school premises.

## **Cyber Safety**

The school internet access is designed specifically for students' use. At VIPS we educate our students about the effective use of the internet. They are made aware of its acceptable and unacceptable use. We request parents to stay involved (without stepping on their toes constantly) on what they are doing online – especially if they are searching and looking for new information and teach them about “stranger danger”, use time limits for internet usage and to talk about good online habits.

## **Open Door Policy**

At Virginia International Private School, our Open Door Policy encourages and enables stakeholders - students, parents and staff members - to have open communication, feedback and discussion, as well as access to information and/or appropriate personnel, about a student's learning journey. We welcome and value input and feedback from stakeholders.

We are able to maintain our 'Open Door Policy' by requesting the cooperation of Stakeholders with the following guidelines to adhere to.

Stakeholders are encouraged and expected to communicate directly and regularly with teacher(s), the school's administration, leadership, and relevant staff via our Open Door Policy. The various ways to communicate are:

1. Remotely by video conference, school platforms, or email (listed on the school's website);
2. By appointment via the teacher / staff member;
3. Face to face before school
4. By appointment via the school's administration (reception, supervisor, etc.);
5. Parent-Teacher Conferences (consultations at least once a term);
6. In case of an emergency, a Senior Administrator will always be made available.

Note: Our Open Door Policy does not enable stakeholders to interrupt or interfere with the school's operations.