

'Achieving Excellence Together'



Parents' Information Booklet

Jumeirah English Speaking School
PO Box 24942
Dubai
United Arab Emirates

Web www.jess.sch.ae

Telephone +971 4 3945515 or Fax +971 4 3943531

Welcome to JESS Jumeirah Primary

Dear Parents

We would like to take this opportunity to welcome you to JESS Jumeirah Primary School.

Our mission statement 'Achieving Excellence Together' includes you as a parent through your support, involvement and co-operation in all aspects of school life. We look forward to working with you to ensure that your child thrives at JESS.

As a new parent, we understand that you may have concerns and questions regarding your child starting at JESS and we hope that the information contained within the booklet will help make this process as smooth as possible.

If you have any further questions or wish to discuss something specific please do not hesitate to contact a member of our primary support team on +971 4 3945515, who will be happy to help you.

You will now have received confirmation of a place from JESS. This will indicate your child's expected start date and the year group he or she will be joining. Please check these details carefully and notify the school if you expect to be delayed or if any information is incorrect. This confirmation will also contain details of mandatory documents that we require prior to your child's start date; further information is contained within this booklet, please read this section carefully as failure to produce these documents may have implications for your child starting at the school.

What happens next? Shortly before your child's start date you will receive an email from our primary office with specific details regarding your child's class, house colour and induction dates and times.

May we also request that you ensure we hold up to date contact information for your family.

Thank you for choosing JESS for your child's education. We look forward to welcoming you and your family into the school.

Yours faithfully

Mrs R Burke

Head Teacher

JESS Jumeirah Primary

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Finalising the Admission Process

All children that attend school in Dubai must be registered with the Knowledge, Human Development Authority – Education Division (KHDA), and the Ministry of Health, in accordance with their guidelines.

To enable this registration process to take place parents are required to provide documentation. Specific documentation requirements relating to your child will be detailed in your offer letter.

Some of these requirements are dependant on the country your child has most recently attended.

Mandatory Documents

Children will not be allowed to start school without the correct documentation and completed Medical Declaration in place.

Transfer Certificate

Children who are joining JESS may require a Transfer Certificate. This is issued by the previous school and details the current or completed year group, the curriculum the child has been following and confirms the last day of attendance. Some transfer certificates require attestations from various government organisations, this is dependent on the country your child has most recently attended school. If you have any queries regarding this registration process our KHDA liaison department who will be happy to assist you.

UAE Residence Visa

All children attending school from Foundation 1 upwards need a valid UAE Residence visa. We appreciate that residence visas are not always available prior to your child starting at school; however it is essential that a copy is provided as soon as the visa process has been completed. Any children starting school without a residence visa must provide a copy of their passport with a UAE entry stamp, together with a letter from your sponsor stating that the residence visa is being processed.

Birth Certificate

Full clear copy of your child's birth certificate.

Passport

Copy of the personal details page from your child's passport, this must be the passport in which the residency visa is to be applied.

Medical Declaration

All parents are required to complete a JESS Medical declaration, this requests information about any medical conditions we should be aware of, their immunisation history and also gives parental consent for emergency treatment.

Other Documents that may be required

School Reports

Your child's latest school report, for children joining in September this will be the end of the previous academic year. For children joining **midyear** we will **also** require an interim report for the current academic year. Should your child have undergone any specialist referral then we will also require a detailed report from them.

Passport Photograph

One colour passport sized photograph (with your child's name written on the back).

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The JESS 'Health Office'

The Role of the School Nurse at JESS plays a crucial part of school life

- health promotion within the school environment;
- administer first aid and emergency care;
- collaboration with parents, staff and health care professionals regarding specific health concerns;
- coordination and provision of school medical examinations;
- maintenance of school health records.

To achieve this we require support from parents, firstly by completing the JESS Medical Declaration form. This provides vital information regarding your child and their medical history. This also serves as parental consent in the unlikely event that emergency treatment is necessary.

This document must be in place prior to children commencing in school. Please complete the declaration and return it to JESS as soon as possible so that we are prepared for your child's arrival.

Your child's health is of prime importance to us and the School Nurse will be happy to discuss any concerns you may have at a mutually convenient time, please telephone the school to arrange an appointment.

Healthy Diet

Children need a healthy, balanced diet which is rich in fruit, vegetables and starchy foods such as bread, pasta and cereals. Encourage your child to eat a variety of foods to help ensure that they obtain a wide range of nutrients in order to stay healthy.

Parents are required to provide a daily snack for their child and we ask for your support in promoting a healthy diet by avoiding sweets, chocolates and sugary or fizzy drinks at school, as these foods have little or no nutritional value. As certain children have allergies to particular food items we do not allow the sharing of food. Please note that **NUTS** are to be avoided at all times.

Water

We live in a very hot climate and insufficient water intake can lead to dehydration. Children have access to drinking water and are encouraged to drink regularly throughout the day.

Emergencies

In the unlikely event of an emergency, the policy of JESS, as directed by the KHDA/Ministry of Education, is to take the injured child to Rashid Hospital. In this event every attempt will be made to contact parents.

N.B. it is most important that the school is informed immediately of any change of telephone numbers so that parents can be contacted in the event of illness or accident.

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Immunisations and Medicals

The Department of Health requires the school to maintain current vaccination records for each child. Please inform the School Nurse when your child receives any vaccinations from your physician so that your child's health records can be updated? Vaccinations are not administered at school.

School medicals will be carried out at various intervals, which will include a general physical examination, height and weight measurements, vision screening and hearing tests. You will be notified in advance the date of your child's medical with the School Doctor. A written report will be sent to you upon completion of the medical.

The following section is about 'what to do if'

My child is sick and will be absent from school

Parents are requested to keep their children at home when they are ill. Please inform the School Nurse when your child is unable to attend; it is helpful if you call the school first thing so we are aware they are absent. To minimise the risk of infection, children who have infectious diseases are excluded from school (e.g. impetigo, conjunctivitis, chicken pox, ringworm). Once your child is well again they should return to school.

If my child becomes ill during school hours

If your child becomes ill during school hours, you will be contacted by the School Nurse and asked to collect your child as promptly as possible i.e. within one hour. It is important that parents collect sick children from the Medical Room in person, in case the Nurse needs to speak to you. Parents should notify the Nurse if someone else is to collect the child, or if there is a delay.

My child needs to take medication during school hours

If your child has a severe allergy, please discuss this with the School Nurse. It may be necessary to provide the school with medication for your child in the case of an allergic reaction (e.g. nuts, insect bites). Similarly, if your child requires an inhaler for the treatment of asthma, please ensure that they carry their inhaler with them at all times. You may wish to leave a spare inhaler with the nurse as a backup. Please note that all medications must be labelled clearly with your child's name, year group and specific dosage.

As previously mentioned, with the exception of inhalers for asthma sufferers and Epi-pens for those suffering from severe allergies, medication should not be carried by children when in school. If any child requires the administration of medication during school hours, parents should meet the School Nurse to discuss this.

My child is unable to take part in a Physical Education lesson

PE is a very important part of our curriculum as it promotes health and exercise. If your child is well enough to attend school there is an expectation that they should be able to participate in PE. If your child is unable to participate then a note should be sent to school explaining the circumstances e.g. broken arm, and the expected duration of non-participation. If this is over a prolonged period, a doctor's certificate may be required. If a note is not presented, children are expected to take part in physical activities. Any long term physical restrictions which exclude PE activities should be discussed with the School Nurse.

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Payments and information

Making Payments to JESS

All payments to JESS can be made either by cash, cheque (all cheques should be made payable to JESS) or direct transfer into the relevant bank account. Please note that we are unable to accept credit cards.

When making a bank transfer it is important to ensure you complete the following.

- Please indicate that as the remitter you will pay 'All Charges' which means that you will pay the remitter's charges as well as the beneficiary's charges.
- Once your transaction has been completed please email your confirmation to accounts@jess.sch.ae in order that the transaction can be reconciled with our bank records. Please note that without this action we cannot guarantee that your account will be credited.
- Always indicate your child's name as a reference on any transaction.

Company / Personal Debentures

Account No.: 60600969622301
Account Name : Jumeirah English Speaking school
Bank: Lloyds TSB Bank plc, Box 3766,
Dubai
Swift code: LOYDAEAD

Registrations, Entrance Fees & School Fees

Account No.: 60600969622201
Account Name : Jumeirah English Speaking school
Bank: Lloyds TSB Bank plc, Box 3766,
Dubai
Swift code: LOYDAEAD

If you have any queries regarding your JESS account please contact accounts@jess.sch.ae

Payments you will be required to make

Initial Payments

REGISTRATION (non refundable)	DHS.300 One payment only at point of Registration
ACCEPTANCE FEE (non refundable)	DHS.500 One payment only at point of accepting an offer

Jumeirah Debentures*

PERSONAL (per child) DHS.10, 000 Payable at point of offer**

** *Personal debentures are refunded back to parents when the child leaves JESS.*

* *Not applicable if your child has gained admission through a company debenture*

School Fees

Termly school fees as detailed in the School Fee Schedule for the applicable academic year.

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Important notes about payments and school fees

- School fees are payable on a termly basis, all school fees must be paid prior to the start of each term. **Children for whom school fees are outstanding from a previous term may not be allowed to start the next term.**
- Children, who commence school after the start of term, but before the half term point, are eligible for the whole term's fees. Children who commence after the half term point will pay half the fees due for that term. **Please note that the half term point does not necessarily coincide with the half term holiday.**
- Children leaving JESS are required to provide one term's notice or schools fees in lieu will be payable.
- All standard books are included in the school fees, exceptions are specialist subject's e.g. Music.

Additional Costs

- School Uniform (available through an external source)
- Lunch/snacks (provided by parents)
- Costs for excursions, school events and sports activities
- Daily school bus, if applicable to your child
- Other extracurricular activities that take place within the school
- Personal stationery items - please refer to the individual Key Stage for requirements
- Examination Fees if applicable for instrumental lessons
- Instrumental music lessons
- Costumes for productions
- School Photographs
- Year Book
- JPG Fund Raising and Charity Events
- Theatre Visits

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Arrival and Departure at school

To assist the flow of traffic there are three gates from which you can enter the school: the 'Foundation' gate, the 'Year 6' gate and the 'Main' gate. Parents of children in Foundation to Year 4 are requested to enter the school via one of the gates and to escort their child to the classroom. Children in Years 5 & 6 may be dropped off at any of the gates to walk into school.

At the end of the day all children should be collected directly from the classroom.

If your child is leaving school with an adult, other than yourself, then the class teacher must be updated at the start of the school day. This can be done via a variety of methods. In Foundation and Key Stage One each class has a "pick-up book" where details can be entered. For all other classes a note in your child's home work diary would suffice. Should arrangements change during the day **in case of emergency** please telephone the school reception.

There are designated parking places located around the school site and in the sand car park at the front of the school. Any unsafe parking, drop-off or pick-up practice will attract the attention of the staff on duty. Please respond positively to their requests as the safety of the children is paramount in this matter.

When children leave the school site at the end of their school day, they are then the sole responsibility of the parents/guardians and are no longer the responsibility of the school.

The School Bus Service

If you have children at JESS Jumeirah and JESS Arabian Ranches then our school bus service may be of interest to you. A bus service managed by JESS operates between JESS Jumeirah and JESS Arabian Ranches at both the start and end of the school day.

This service is subject to availability and is only offered to children entering Year 3 and above. We are unable to offer this service to younger children due to safety reasons. Places should be booked and paid for one term in advance. For more detailed information and/or a booking form please visit our web site at www.jess.sch.ae contact busservice@jess.sch.ae or +971 4 3608862.

School Timings

The school week runs from Sunday to Thursday. All gates open at 7.20 am. Classroom doors for Foundation 2 to Year 6 children open at 7.30 am and registration is taken at 7.40 am. For Foundation 1 children, classroom doors open at 7.40 am and registration is taken at 8.00 am.

Foundation 1	8.00 am to 12.00 pm
Foundation 2	7.30 am to 1.05 pm
Years 1 and 2 (Key Stage 1)	7.30 am to 1.40 pm
Years 3, 4, 5 and 6 (Key Stage 2)	7.30 am to 1.45 pm

Timings will change during the holy month of Ramadan.

We offer a 'late class' facility to assist parents who have children in different year groups, therefore easing collection at the end of the day. This option is available only to children in Foundation 2 and Key Stage 1 who are allowed to remain in school until 1.40 pm where there is an older sibling in Key Stage 2.

Foundation 2 and Key Stage 1 children who have a younger sibling in Foundation 1 are permitted to stay in 'late' class until 1.45 pm to allow a greater time between pick-ups.

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What to do if you're late for 'drop off' or 'collection'

If you arrive at school late in the morning, please drop your child in class and then go to the primary reception to register your child.

If you are going to be unavoidably delayed in collecting your child at the end of the day please contact the primary school office as soon as possible.

If children leave school or return during the school day please go to primary reception to sign them in/out.

Mobile Phones and Valuables in School

Children are not permitted to have mobile phones in school. Children should not bring any valuables to school.

The school will not be responsible for any valuables lost whilst on the school premises.

Parents as Partners

The relationship developed between school and home is a vital ingredient in the success your child achieves in school.

At JESS this relationship is nurtured in various ways and includes the following:

- Parent/teacher interviews to discuss the progress your child is making and identify next steps in learning.
- Written curriculum summaries which give an overview of the curriculum for the year ahead.
- Curriculum workshops about how the curriculum is delivered and methods used.
- Parents invited to participate in special theme days, often working alongside the children.
- Opportunities to see the skills the children are developing across the curriculum – assemblies, sports days etc.
- Regular sharing of learning objectives on a fortnightly basis.
- Provision of a full written report at the end of the year, plus an interim midyear report.
- Maintaining an 'open door' policy for any queries or concerns a parent may have.
- Welcoming parents into school to help in class and on various outings and activities.
- A website providing general school information plus feedback on current events.
- Curriculum support documents e.g. calculations policy, handwriting guidelines etc.
- Parents welcomed into school as 'helpers' in a broad range of activities.

First day at School

To make their first day at school go smoothly, please provide your child with a snack box with enough food for two healthy snacks. They should also bring a PE kit, swimming costume, flip flops/crocs, and towel.

Please escort your child to the classroom door in the morning, or the school office, if you are unsure of the location.

Foundation One children joining in September will receive specific joining instructions.

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Extra Curricular Activities and Clubs

All children in Years 3 to 6 are encouraged to join after school activities and clubs, a selection may include:-

Rugby	Skipping In door	Music Theory	Arts & Crafts
Athletics	Rock Climbing	Rock Band	Photography
Netball	Snowboarding/Skiing	Instrumental Lessons	Film Making
Football	Guitar Orchestra	Student Council	Orchestra
Swim Squad	Chess	Cross Stitch	Gymnastics
Girls' Football	Horse Riding	Mad Science	Drama
Hockey	Choir	Cricket	

To ensure children experience a variety of activities, the activities change each term. Letters are issued termly advising which clubs and activities are available and the registration process.

Some activities/clubs may incur additional charges and may be held off school premises.

School Reports / Parent Teacher Interviews

A parent teacher interview will be scheduled during the autumn term to provide you with the opportunity to discuss how your child has settled into their new class.

A midyear interim report will be issued during February followed by a parent teacher interview where there will be an opportunity to discuss your child's progress. A full report is issued in June.

If you feel you would like to discuss your child outside these times, please contact the Primary Office to make a mutually convenient appointment with the appropriate person.

Rewards

JESS offers an in-house reward system. Children are rewarded for many reasons; these include academic, sporting, homework, effort and achievement or anything a teacher feels is worthy of recognition and reward.

House System

JESS operates an active house system based on four houses:

Lanner (yellow)

Merlin (blue)

Peregrine (green)

Saker (red)

All new children are placed in a house when they join JESS, with siblings being placed in the same house.

Internet use

At JESS all children who are in Key Stage 2 (Year 3 upwards) have access to the internet. This resource is a privilege which we expect to be treated with the highest standard of ethics. Parents and children are asked to complete a consent form, please follow the link in the 'New Parents' section of our website allowing your child to access this facility.

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In case of emergency

If, in the unlikely event of an unexpected school closure JESS would contact parents via SMS, it is essential that we hold current contact details for parents. Please note that our system **only** allows text messages to be sent to mobile phones using the Etisalat service.

This SMS would be followed by a call or message from the class liaison person. This person is a volunteer parent who holds all parent contact details for that class and is a quick and effective way of communicating during unexpected circumstances.

JESS Parents Group

The school has an active and enthusiastic parents group, who organise a variety of fund raising and social events to support the school and the wider community. The members meet every month and new parents are always welcome. Any contribution or involvement (big or small) is always appreciated.

If you are interested in joining the JPG or finding out more information and how you can help, please check the school notice boards or email jumeirahjpg@gmail.com.

School Holidays

The school operates a three term academic year from September to June. There is a two week minimum break between each term. Half term, religious holidays and national holidays are taken within each term. The specific dates of each term and holidays are circulated in a school calendar preceding the start of each school year.

School Uniform

We pride ourselves on the appearance of the children attending Jumeirah English Speaking School. The school implements a dress code and children are encouraged to take care in their personal appearance and wear the full school uniform, including a hat, at all times.

The uniform is designed with the climate and the children's comfort in mind; please ensure that each item is clearly labelled. Some items of PE clothing are house specific; your child's house colour will be emailed to you from our primary office shortly before your start date.

There are several suppliers in the area and the uniform is readily available at a reasonable cost.

Magrudys

Jumeirah Beach Road

Tel: (04) 3444192

Email shopju@magrudy.com

Ibn Batutta Mall

Tel: (04) 3669770

Email shopibn@magrudy.com

Dubai Festival City, Skywalk, Level 2 Email:

shopdfc@magrudy.com

www.magrudy.com

Primary and Secondary

Stitches

Jumeirah Beach Road

(opposite the Municipality Umm Suqueim Centre)

Tel: (04) 3486110 or Fax: (04) 3486115

Primary and Secondary

(Uniform only not secondary PE Kit)

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School Structure

