

POSITIVITY



RESPECT



TOLERANCE



CREATIVITY



# WELCOME PACK

INDEPENDENCE



COMPASSION



Nurture  
**Lifelong**  
Learning

# WELCOME LETTER

Dear Parents,

Congratulations on enrolling your child at the Arcadia School and welcome to our vibrant and friendly community.

I look forward to having the pleasure and privilege of meeting you on your child's first day of school. Prepare for a wonderful experience as your child enters a rich and varied curriculum. From the moment they embark on this new education journey, they will be surrounded with warmth and positivity, they will be nurtured by highly-skilled teachers, who will deliver learning programmes that will motivate, excite and challenge them.

Our motto, 'nurture lifelong learning', encapsulates our belief that we ensure lessons are meaningful and targeted for your child and they will develop a lasting desire to continually learn, grow and develop.

As a young and forward-looking new school, we have seized the opportunity that new technologies provide. Teachers and pupils utilise leading-edge Apple technology on a daily basis to create, communicate and collaborate. Parents are empowered to share in their child's learning experiences through our app-based mobile technology, and our ultra-modern primary and secondary school campuses provide an enabling environment for all.

We aspire to be a world-class British curriculum school of choice and we are delighted that you are joining us on that journey.

Kind regards,

**Mr Giles Pruett**  
EXECUTIVE PRINCIPAL



# ACADEMIC CALENDAR

## CALENDAR FOR THE YEAR 2020-2021

### TERM 1

| DAY       | DATE              | EVENT   |
|-----------|-------------------|---|
| Sunday    | 30 August 2020    | First day of school for children  |
| Thursday  | 15 October 2020   | Professional development day for teachers<br>(school closed for pupils) |
| Sunday    | 18 October 2020   | Mid term break  |
| Sunday    | 25 October 2020   | School re-opens after mid term break                                    |
| Thursday  | 29 October 2020   | National Holiday - Prophet Mohammed's Birthday*                         |
| Tuesday   | 1 December 2020   | National Holiday - Commemoration Day*                                   |
| Wednesday | 2-3 December 2020 | National Holiday - UAE National Day*                                    |
| Thursday  | 10 December 2020  | Last day of Term 1  |

### TERM 2

| DAY      | DATE             | EVENT   |
|----------|------------------|---|
| Sunday   | 3 January 2021   | First day of Term 2   |
| Sunday   | 24 January 2021  | Professional development day for teachers<br>(school closed for pupils) |
| Sunday   | 14 February 2021 | Mid term break  |
| Sunday   | 21 February 2021 | School re-opens after mid term break                                    |
| Thursday | 25 March 2020    | Last day of Term 2  |

### TERM 3

| DAY       | DATE           | EVENT   |
|-----------|----------------|---|
| Sunday    | 11 April 2021  | First day of Term 3   |
| Friday    | 13 April 2021  | First day of Ramadan*   |
| Thursday  | 13-15 May 2021 | National Holiday - Eid Al Fitr*   |
| Sunday    | 30 May 2021    | Professional development day for teachers<br>(school closed for pupils) |
| Wednesday | 7 July 2021    | Last day of the academic year   |

\*All National holidays are tentative until confirmed by relevant authorities and, therefore, may be subject to change.

# ENRICHMENT LEARNING PROGRAMME (ELP)

ARCADIA



ENRICHMENT  
LEARNING PROGRAMME

The Enrichment Learning Programme (ELP) is a unique, in-school programme that delivers a broad and varied range of options to allow the development of a wide range of skills, abilities and attributes within our pupils. An exciting range of sporting and non-sporting options is provided each term and parents can choose from these on behalf of their child.

Parents are able to select the options online through our Engage parent portal system. Our ELP options change regularly to provide interest and variety; you will be contacted every term to make your choices.

Examples of physical activities offered include (*subject to change by term*): Football, Ballet, Tennis, Yoga, Rugby, Martial Arts, Gymnastics, Dodgeball, Cheerleading, Combo Dance, etc.

Examples of non-sport activities offered include (*subject to change by term*): Reading Dogs, Wacky Science, Choir, Creative Art, Islamic Art, Chess, Junior MBA, Film Club, etc.

Foundation Stage: 50 minutes per week

Key Stage 1 & 2: 100 minutes per week

## PHYSICAL ACTIVITIES:



## NON-SPORT ACTIVITIES:



# UNIFORM POLICY

ARCADIA

## RATIONALE

At the Arcadia School, we believe that a smart uniform reflects pride and is in keeping with our high standards. The school uniform is neat and appropriate for children to be comfortable throughout the school day while reflecting our high standards as a school.

## REQUIREMENTS AT EACH KEY STAGE (INCLUDED IN SCHOOL FEE)\*:

### PROVIDED ANNUALLY

| FS GIRLS                | FS BOYS              | YEARS 1 & 2 GIRLS     | YEARS 1 & 2 BOYS     |
|-------------------------|----------------------|-----------------------|----------------------|
| 1 Tartan Pinafore Dress | 1 Short Trousers     | 2 Knee Length Skort   | 1 Short Trousers     |
| 1 Knee Length Skort     | 1 Long Trousers      | 2 Short Sleeve Blouse | 1 Long Trousers      |
| 2 Short Sleeve Blouse   | 2 Short Sleeve Shirt | 1 Long Sleeve Blouse  | 2 Short Sleeve Shirt |
| 1 Cardigan              | 1 Jumper (Pullover)  | 1 Cardigan            | 1 Jumper (Pullover)  |
| 1 PE House Skirt        | 1 PE House Shorts    | 1 PE House Skirt      | 1 PE House Shorts    |
| 1 PE House T-shirt      | 1 PE House T-shirt   | 1 PE House T-shirt    | 1 PE House T-shirt   |

| YEARS 3 & 4 GIRLS                     | YEARS 3 & 4 BOYS     | YEARS 5 & 6 GIRLS                     | YEARS 5 & 6 BOYS     |
|---------------------------------------|----------------------|---------------------------------------|----------------------|
| 1 Knee Length Skirt                   | 1 Short Trousers     | 1 Knee Length Skirt                   | 1 Short Trousers     |
| 1 Ankle Length Skirt or Long Trousers | 1 Long Trousers      | 1 Ankle Length Skirt or Long Trousers | 1 Long Trousers      |
| 2 Short Sleeve Blouse                 | 2 Short Sleeve Shirt | 2 Short Sleeve Blouse                 | 2 Short Sleeve Shirt |
| 1 Cardigan                            | 1 Jumper (Pullover)  | 1 Cardigan                            | 1 Jumper (Pullover)  |
| 1 Tie                                 | 1 Tie                | 1 Tie                                 | 1 Tie                |
| 1 PE House Skirt                      | 1 PE House Shorts    | 1 Arcadia Blazer                      | 1 Arcadia Blazer     |
| 1 PE House T-shirt                    | 1 PE House T-shirt   | 1 PE House Skirt                      | 1 PE House Shorts    |
|                                       |                      | 1 PE House T-shirt                    | 1 PE House T-shirt   |

| YEARS 7 & 8 GIRLS                     | YEARS 7 & 8 BOYS     |
|---------------------------------------|----------------------|
| 1 Knee Length Skirt                   | 2 Long Trousers      |
| 1 Ankle Length Skirt or Long Trousers | 2 Short Sleeve Shirt |
| 2 Short Sleeve Blouse                 | 1 Jumper (Pullover)  |
| 1 Cardigan                            | 1 Tie                |
| 1 Tie                                 | 1 Arcadia Blazer     |
| 1 Arcadia Blazer                      | 2 PE House Shorts    |
| 1 PE House Skirt                      | 2 PE House T-shirt   |
| 1 PE House T-shirt                    |                      |

Should you withdraw your child from the school, you will be charged for the uniform as follows:

- Withdrawing after spending 1 term or less at school, you will be charged AED 1,000/-
- Withdrawing after spending 1 to 2 terms at school, you will be charged AED 500/-
- Withdrawing after spending 2 to 3 terms at school, you will not be charged for the uniform

\* Replacement items during the year are to be purchased by parents.

## ITEMS REQUIRED TO BE PURCHASED BY PARENTS

### SCHOOL SHOES:

Parents are required to purchase school shoes for daily wear, based on the following guidelines:

| GIRLS   | BOYS  |
|---|---|
| Black Shoes: Flat (no heel), lace up or velcro fastening. Girls from Year 1 up are allowed to wear black slip-on shoes (ballet pump) but the heel must be flat. Sports shoes may not be worn. | Black shoes: Flat (no heel), lace up or velcro fastening. Sports shoes may not be worn. |

Please Note: Velcro may be easier than laces for young children.

| SOCKS | White or Dark (Blue, Grey, Black) ankle socks (no stripes).<br>White ankle socks for sports. |
|-------|--|
|-------|--|

### SCHOOL BAG:

- School bags may be back-pack style only. No trolley bags.
- Parents should note that children will only be carrying:
  - » A small number of books
  - » PE kit bag (on specific days only)
  - » iPad (Year 3 and up)
  - » Lunch (if not purchased at the canteen)

It is completely up to the parents to decide if a school bag is necessary or not.

### SWIMMING:

- Girls - One piece costume
- Boys - No board shorts

## AIMS

Our policy is based on the belief that a school uniform:

- Promotes a sense of pride
- Creates a feeling of belonging
- Is practical and distinctive
- Encourages equality amongst pupils
- Reflects the norms of a high-quality international school and is culturally appropriate
- When a pupil joins,
  - » Term 1: 4 sets of uniform are provided initially
  - » Term 2: 3 sets of uniform are provided initially
  - » Term 3: 2 sets of uniform are provided initially

## GENERAL UNIFORM INFORMATION

### RECOMMENDED:

Parents are strongly encouraged to ensure their child brings a hat to school every day. This is for health and safety reasons, when children are playing or involved in PE/sports outside. Parents should ensure all uniform items are named.

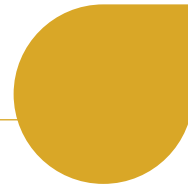
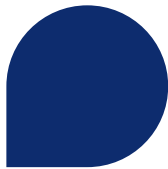
### JEWELLERY AND HEADWEAR:

- For health and safety reasons, pupils may only wear small studs and small watches.
- Headwear is only to be worn inside for religious or medical reasons.

### REQUIRED:

- The school tie must be worn from Year 3 to Year 8 as part of the full school uniform.
- Children must wear the full school uniform every day and will be politely and discretely reminded if they are not.
- Plain, black shoes (as per guidelines above) will be worn as part of the daily school uniform and appropriate trainers are to be worn for PE and sports.

# SCHOOL MEALS INFORMATION



## REGISTRATION

Parents can register their child online at [www.studentcart.co](http://www.studentcart.co)

## COST PER MEAL [3-ITEM MEAL]

| YEAR          | FS1 & FS2 | Years 1, 2 & 3 | Years 4, 5 & 6 |
|---------------|-----------|----------------|----------------|
| COST PER MEAL | AED 24    | AED 26         | AED 28         |

## ONLINE TOP-UP

A dedicated web page that allows you to view what your child has had for lunch or snack, pay for meals and much more.

- No more hassle waiting in line to pay for meals\*
- Track your child's daily meal intake online
- Gain access to our certified nutritionist and ask her any question related to healthy eating for your child
- Simple, easy-to-use and a customer support on standby

\*Standard bank charges of 3% apply to your online transactions.

## PAYMENT TERMS & CONDITIONS

- Once registered, we will require an AED 20/- refundable deposit for the personalised payment card
- We recommend that pupils load a reasonable amount (a minimum of AED 100/-) of money on the card
- Daily transactions can be viewed online and controlled by parents
- Slices will collect information on each child's dietary needs, food allergies and parents contact details
- Payments can be made through:
  - » Cash/Credit/Debit Card at school booth
  - » Online Payment through [www.studentcart.co](http://www.studentcart.co)
  - » Bank transfer (please e-mail proof of payment)

|  |  |
|--|--|
| <b>BANK DETAILS</b><br>(Dubai Schools) | <b>Account Name:</b> Slices Catering Services<br><b>Account Number:</b> 10432316020001<br><b>IBAN:</b> AE110030010432316020001<br><b>Bank Name:</b> Abu Dhabi Main Branch<br><b>Bank Address:</b> ADCBAEAA |
|--|--|

- Refund policy: Subject to reviewing the case, AED 20/- administrative fee will apply when a refund is requested
- If a card is lost, Slices will charge AED 20/- for a replacement. The balance will be transferred to the new card

For more information, parents can contact Slices at [feedback@slices.ae](mailto:feedback@slices.ae)

## ENGAGE BY DOUBLE FIRST



The Engage School App significantly improves the flow of information between parents and the school. It enables quick and secure access to vital information such as timetabling, school notices, current fee balance and student reports.

### KEY FEATURES:

- Access lesson timetables on a per-pupil basis.
- Save Lessons, Calendar, Events directly to the phone calendar via the App.
- View attendance data for each child, including illness and lateness.
- Read and reply to school notices.
- Access all school contact details, with click-to-call or email functionality.
- Check medical data and incidents.
- Log-in using existing Parent Portal credentials (once access has been approved by the school).

## SEESAW



Seesaw is a live online system, which enables parents to track their child's learning in real time through video, photos, personalised comments and work samples.

### KEY FEATURES:

- Access lesson timetables on a per-pupil basis.
- Seesaw is a new way we are trying to share what your child is learning at school.
- Seesaw gives your child a place to document their learning, be creative, and learn how to use technology.
- Each child gets their own journal and we will periodically add things to it, like photos, videos, drawings or voice recordings.
- When there are new items, you can be notified
  - » You will only get notifications about your child's items.
  - » You can access your child's journal via iOS app, Android app or on the web on other smartphones and computers.
- All pupil content is safe and secure
  - » Journals are only accessible by your child, their teacher and yourself.
  - » Journals aren't public on the web and information is never shared with third parties.

## SHOWBIE



From assignments to collaboration, Showbie helps you bring your classroom together in one simple, easy-to-use app.

### KEY FEATURES:

- Showbie combines all of the essential tools for assignments, feedback and communication in one beautiful, easy-to-use app. This means less time spent struggling with your tech setup, and more time for teaching and learning.
- Students learn best when feedback is both unique and personal. Showbie's suite of powerful tools make it easy to give rich, differentiated feedback to students of all learning abilities, so everyone gets the help they need to succeed.
- Find everything you need to organise your classroom and connect with your students right at your fingertips. In Showbie, work is never lost or misplaced, and students always stay productive with due dates and assignment notifications.
- Students are stronger when they learn together, and Showbie empowers you to help them share files and ideas with each other with ease. Create a more confident classroom community with group projects, peer review and class discussion.
- Put a gold star on any student work to save it in their personal portfolio, where it can be shared with parents to provide support at home, and kept as a collection of their best work for review and reflection for years to come.

## TAPESTRY



Tapestry is an online journal to help record all the learning and fun of children's early years education.

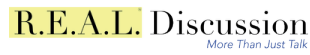
### KEY FEATURES:

- Online journal for early years.
- Communicate with your child's teacher through the care diary.
- Records childrens' achievements and special moments.
- Receive photos and videos of your child.

# PARTNERSHIPS



The Sands Center for  
Entrepreneurial Leadership



R.E.A.L. Discussion



New York Sports Services



The Football Academy



Champions Karate



Forward Thinking



Reading Dogs UAE



Slices



School Transport Services



Reach Junior



British Schools in the Middle East



National Association for Able  
Children in Education



Badminton School, UK



Ladybird Nursery



Apple Distinguished School

# SCHOOL TRANSPORT - CODE OF CONDUCT



## PUPIL CODE OF CONDUCT ON THE SCHOOL BUS

Pupils are expected to adhere to the below mentioned Code Of Conduct. Let us work together to keep them safe and happy, while coming to and going home from school. Parents discussing these expectations with their child at home will be very helpful.

### PUPILS MUST :

- Be kind, be safe, be respectful at all times.
- Get the ID card scanned while boarding and de-boarding the bus.
- Treat the school Bus Attendant and Driver with the same respect as you would your teachers.
- Remain seated on the designated seat and wear your seatbelts, throughout the bus journey.
- Pupils aged 4 and below will be required to sit on the designated car/booster seat on the bus.
- Sit facing forward in your seats at all times.
- Keep the aisles and walkway clear at all times.
- Report problems, if any, to the Bus Attendant and/or Bus Driver.
- Only travel on your designated bus. If a temporary change is required, parents must inform the school at least 24 hours in advance.
- Be ready and on time for departure and pick-up.
- Speak quietly with 'inside voices' throughout the bus journey.
- Wait for the sign from the Bus Attendant to leave or enter the bus.

### PUPILS MUST NOT :

- Throw objects of any kind on the bus.
- Shout or be unkind verbally and/or physically towards others.
- Damage the bus in any way (drawing on or putting feet up on the seats).
- Bring friends onto the bus without written permission from the school.
- Place anything outside the windows of the bus at any time.
- Eat or drink on the bus.

I have discussed these rules with my parent/s and agree to adhere to them.

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Pupil's First Name   |                      | Pupil's Last Name    |
| <input type="text"/> |                      | <input type="text"/> |
| Year                 | Class                | Pupil's Signature    |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Parent's/Guardian's Signature: .....

Date: .....

Name (All Caps): .....

## PARENTAL CONSENT FOR USE OF VIDEO OR PHOTOGRAPHIC IMAGES

As part of the day-to-day operation of our school, we regularly take photographs (and occasionally), video of our pupils.

We use these images:

- To share a child's learning with parents through our online learning portfolio software (Seesaw).
- As part of our school displays.
- Within printed publications such as the school newsletter and school prospectus.
- On our school website and social media platforms, promoting the school.
- Within school approved external publications and websites.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article (unless a child has won an award and the parent would like the name of their child to accompany the picture; in which case, we will obtain permission from the parent before using the image and naming the child). Name badges or other distinguishing information appearing on any photograph will be removed prior to publishing.

From time to time, our school may be visited by the media, who will take photographs or video footage of high profile events. Children may appear in these images, which will sometimes be published in local or national newspapers, or on websites approved by the school. We may also make our own video recordings of school events and learning, and may use this within our own website and social media or on approved websites.

We therefore seek your permission to photograph or make recordings of your child. Please read the Conditions of Use below, sign and date the form where indicated and return the completed form to the school.

## CONDITIONS OF USE

- This form is valid for the time that your child is enrolled at the Arcadia School from the date you sign it.
- The consent will automatically expire a year after your child has left this school. We will not re-use any photographs or recordings a year after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article (apart from when specific approval has been sought and received from the parents concerned).
- We may include pictures of pupils and teachers that have been drawn by pupils.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Eid decorations'.

# THE ARCADIA SCHOOL

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