



GEMS

مدرسة جيمس وينشستر

Winchester School

ABU DHABI

PARENTS HANDBOOK

AY 2026-2027

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Principals Welcome Message

Dear Parents,

It is my pleasure to welcome you to GEMS Winchester School, Abu Dhabi (WSA). More than just a school, WSA is a close-knit family made up of students, staff and parents. Rooted in the heart of the community, WSA has flourished, and it has been my privilege to serve as Principal/CEO since the 2017–18 academic year.

At WSA, we believe education is more than the acquisition of knowledge, it is a journey of growth, aspiration and achievement. Our mission is to equip every child with the skills and confidence to pursue their ambitions and make meaningful contributions to the world. This vision is guided by a strong foundation of core values that shape everything we do:

WSA.... Investing In YOU!

UNITY - Our diverse WSA community ardently stands for equity and inclusivity; we invest in family and friendships, seeing similarities over differences. We are Global Citizens.

TRANSFORMATION – Driven by being the ‘Best version of yourself’; we invest in personal growth, emotional wellbeing and positive mental health, and the growth of others.

ENVISIONING – We take action; we invest time and energy into leadership, at all levels; innovation and creativity.

COMMUNICATION – We listen, and we learn; we invest in connectedness, transparency and accountability.

We have a great team at GEMS Winchester School who are committed to ensuring that your child is given every opportunity to learn and develop. Our aim is to ensure that we provide the best possible standards of learning and teaching to allow your child to succeed. We believe in developing the wholechild, with a focus on academic achievement and personal development. We offer our students opportunities that help them develop into responsible, resilient young adults; and provide them with the desire to be life-long learners.

GEMS Winchester School has a caring family atmosphere underpinned by the GEMS core values and the local traditions and customs of the UAE.

I look forward to working with you over the coming weeks, months and years. I have no doubt that your child will have a very happy and fulfilling time learning at GEMS Winchester School, Abu Dhabi.

Kind regards,



School Principal & CEO



GEMS Core Values



CARE

I respect the needs of my stakeholders. I will ensure they feel listened to and cared for.

ONE TEAM

I am a team player. I work with the bigger picture in mind. I put the team's needs ahead of my own.

EXCELLENCE

I dream big, setting ambitious goals, aiming to be the best at what I do.

ALWAYS LEARNING

My open minded curiosity fuels my love for learning. I ask questions & listen so that I continuously learn & improve.



EDUCATION

We see **genius** in every child

GEMS WSA... Investing in YOU



1 UNITY

Our diverse WSA Community ardently stands for equity and inclusivity; we invest in family and friendships, seeing similarities over differences. We are Global Citizens.

2 TRANSFORMATION

Driven by being The “Best version of Yourself”; we invest in personal growth, emotional wellbeing and positive mental health, and the growth of others

3 ENVISIONING

We take action; we invest time and energy into innovation and creativity and leadership, at all levels.

4 COMMUNICATION

We listen, and we learn; we invest in connectedness, transparency and accountability

WSA Aims and Objectives

- To offer an appropriate and relevant curriculum aligned to the English National Curriculum
- To instill a sense of UAE National Identity
- Ensure access to learning for all students
- Encourage students to achieve their full potential and beyond, recognizing that every child has the opportunity to be a High Performer
- Create a safe and nurturing environment
- Develop positive relationships with stakeholders
- Encourage students to demonstrate the entrepreneurial attributes of determination to succeed, critical thinking, risk taking, teamwork, discipline and creativity
- To work in partnership with parents to deliver the best education possible for their children
- To encourage diversity in an environment of mutual respect
- To encourage a sense of belonging for students, parents and staff

UAE National Identity at WSA

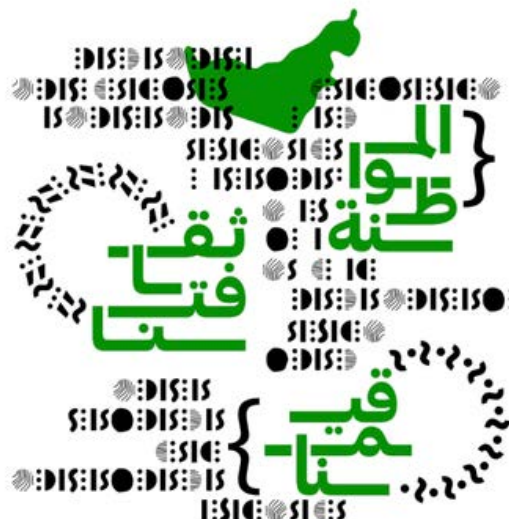
At WSA, we celebrate and honor the rich cultural heritage and values of the United Arab Emirates. Rooted in respect, unity, and progress, our school community embraces the diverse traditions and customs that define our nation.

We are committed to nurturing a learning environment that reflects the UAE's spirit of tolerance, inclusivity, and innovation. Our curriculum integrates local history, language, and traditions, fostering a deep understanding and appreciation of our national identity among students.

With pride in our heritage, we instill in our students and staff a sense of belonging and responsibility as global citizens. Through engaging activities and events, we encourage them to uphold the core principles of the UAE: integrity, tolerance, and respect for all cultures.

Together with our dedicated staff and supportive parents, we strive to empower our all of our community to contribute positively to society, embodying the values that make the UAE a beacon of progress and harmony in the region.

Join us in celebrating the UAE's rich tapestry of cultures and traditions, as we prepare our students to thrive in a globally interconnected world while cherishing their national identity.



National Flag of the U.A.E.



National Anthem of the U.A.E.

Eishi Biladi Ash – Itihado Imaratina
Ishti Li-sha'bi
Deennohul Islamuhad-yo-hul Qura'an
Hassuntuka bismil-Allah ya watan
Biladi Biladi Biladi
Kama-Kil-illahu shurrozazza-man
Aqsamna an-nab-ni na'amal
Na amal nukh-lis Na'mal nukh-lis
Mah'ma ishna Nakh-lis Nakh-lis
Dama-l-Amanu Wa Asha-l-Alam Ya Imaratina
Ramza-L-Uroobah
Kul-Luna Naf-Deeka Bid-Dima Narweeka
Naf-Deeka Bil-Arwah Ya Watan

النشيد الوطني لدولة الإمارات العربية المتحدة

عيشي بلادي عاش اتحاد إماراتنا
عشت لشعب
دينه الإسلام هديه القرآن
حصنتك باسم الله يا وطن
بلادي بلادي بلادي
حماك الإله شرور الزمان
أقسمنا أن نبني نعمل
نعمل نخلص نعمل نخلص
مهما عشنا نخلص نخلص
دام الأمان و عاش العلم يا إماراتنا
رمز العروبة
كلنا نفديك بالدماء نروي
نفيدك بالأرواح يا وطن

Translation of the National Anthem of the UAE

Live my country, the unity of our Emirates lives
You have lived for a nation
Whose religion is Islam and guide is Quran
I made you stronger in God's name oh homeland
My country, my country, my country, my country
God has protected you from the evils of the time
We have sworn to build and work
Work sincerely, work sincerely
As long as we live, we will be sincere, sincere
The safety has lasted, and the flag has lived oh our Emirates
The Symbol of Arabism
We all sacrifice for you; we supply you with our blood
We sacrifice for you we supply you with our blood
We sacrifice you with our souls oh homeland



About WSA

Contact Details

GEMS Winchester School - Abu Dhabi

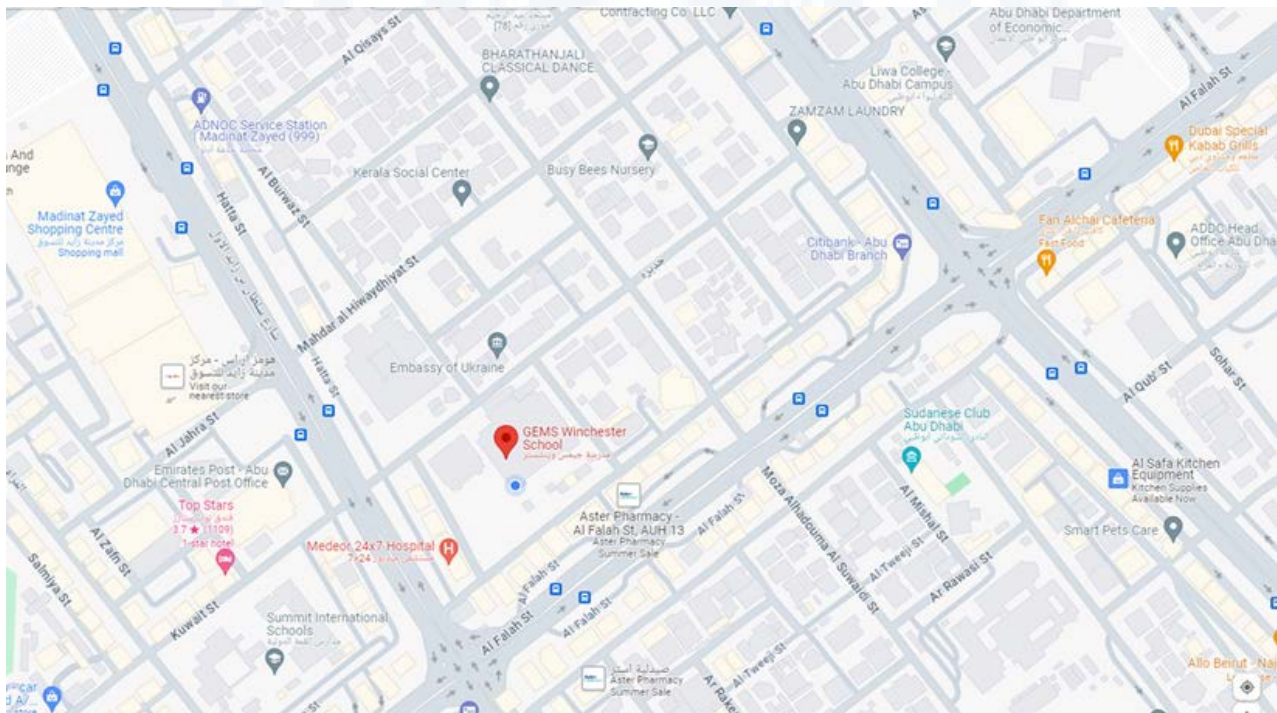
Al Falah, Abu Dhabi, United Arab Emirates

Telephone Number: +971 (2) 403 5499

PO Box Number: 38778

Website: <https://www.gemswinchesterschool-abudhabi.com>

Location map



Social Media Pages



Instagram:
@GEMSWSAAbudhabi



Facebook:
GEMS Winchester School Abu Dhabi

Meet The Senior Leadership Team



Dr Karon Buck

Principal/CEO
principal_wsa@gemsedu.com



Ms Michelle Hayfron

Vice Principal
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Mr Carl Holdaway

Assistant Principal - Teaching & Learning
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Ms Maimoona Fatima

Head of Secondary School
Year 6 to Year 9
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Daniel Allseybrook

Head of Primary School
Year 3 to Year 5
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Ms Yvonne Njue

Head of Early Years
Foundation Stage 2 to Year 2
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Ms Iqbal Alomari

Head of MOE Subjects
iqbal.a_wsa@gemsedu.com

Key Staff Email Details

Parent Relations Executive	Ms. Reem Abende	PRE_wsa@gemsedu.com
Receptionist	Ms. Mona Eladl	reception_wsa@gemsedu.com
	Ms. Aleena Jobi	
Registrar	Ms. Ansu Annie Eappen	registrar_wsa@gemsedu.com
Admission Secretary	Ms. Arlene Oyang	arlene.o_wsa@gemsedu.com
PA to the Principal	Ms. Beena Philipose	beena.p_wsa@gemsedu.com
School Compliance Officer	Ms. Dalia Marmoush	sco_wsa@gemsedu.com
Accounts	Mr. Vinod Sundaran	vinod.s_wsa@gemsedu.com
	Mr. Shamlik PV	shamlik.p_wsa@gemsedu.com
Library	Maria Mathew	library_wsa@gemsedu.com
Nurse	Mr. Rethin Ms. Mintu Ms. Nimmy	nurse_wsa@gemsedu.com
Store	Ms. May Bangayan	storekeeper_wsa@gemsedu.com
Transport	Mr. Ajith B.	ajith.soman@sts-group.com

Main Term Dates (for Students)

Term	Dates
Term 1	31 st August 2026 – 11 th December 2026
Mid-term Break	12 th October 2026 – 16 th October 2026
Term 2	4 th January 2027 – 2 nd April 2027
Term 3	12 th April 2027 – 2 nd July 2027

Dates of Public Holidays will be published separately.

Attendance and Punctuality: Key to High Performance

At WSA, we believe that good attendance and punctuality are crucial skills that benefit students throughout their lives. Future employers highly value these traits, and poor attendance or punctuality can significantly impact career opportunities.

The school week runs from Monday through to Friday.

Importance of Regular Attendance:

- We strongly discourage taking your child out of school during term time.
- Research indicates that children who miss more than seven school days per academic year are likely to achieve at least one grade lower than those with 100% attendance.
- Please consider this when planning family vacations or other activities.

School Hours and Punctuality:

- The school gates open at 7:25 am for students.
- All students are expected to be present by 07:35am for our Morning 'Move for your Wellbeing session' followed by the National Anthem.
- Punctuality is a sign of respect for teachers and classmates. Being late disrupts the entire class and affects your child's learning experience.

Impact of Tardiness:

- Arriving just 5 minutes late each day can result in a loss of 3 days of learning over the course of a school year.
- Parents are encouraged to stress the importance of being on time with their children to ensure they get the most out of their education.

Thank you for your cooperation in helping us maintain a productive and respectful learning environment.

Holidays during Term Time

We strongly discourage taking children out of school during term time as it significantly impacts their learning experience. However, we understand that there may be unavoidable circumstances.

If you do need to take your child out of school, please obtain written permission from the Principal. Absences without prior approval will be recorded as unauthorized.

Please schedule doctor or dental appointments outside of school hours whenever possible.

We kindly request that parents refrain from picking up students during lesson time unless it is an emergency.

Timetable Schedule

Briefing	1	2	3		4	5	6	7	8	9	10
Primary Yr1-2	40 min	40 min	First break		40 min	40 min	40 min	40 min	Second Break	40 min	40 min
			Snack & Play						Snack & Play		
			Eat	Play					25 min		
			20 min	20 min							
	7:45	8:25	9:05	9:25	9:45	10:25	11:05	11:45	12:25	12:50	13:30
8:25	9:05	9:25	9:45	10:25	11:05	11:45	12:25	12:50	13:30	14:10	
Primary Yr3-5	40 min	40 min	40 min	Break Time		40 min	40 min	40 min	Form Time	40 min	40 min
				Eat	Play				25 min		
				20 min	20 min						
	7:45	8:25	9:05	9:45	10:05	10:25	11:05	11:45	12:25	12:50	13:30
8:25	9:05	9:45	10:05	10:25	11:05	11:45	12:25	12:50	13:30	14:10	
Secondary Yr6-9	40 min	40 min	40 min	40 min	Secondary Break	40 min	40 min	Form Time	40 min	40 min	
					40 min			25 min			
	7:45	8:25	9:05	9:45	10:25	11:05	11:45	12:25	12:50	13:30	
8:25	9:05	9:45	10:25	11:05	11:45	12:25	12:50	13:30	14:10		

Friday Timings:

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Playing of the National Anthem

At 7:40 am every morning the National Anthem will play in the main quadrangle, at the end of the Whole School Assembly. We ask that you join us in stopping what you are doing and stand still until the National Anthem has finished playing.

Morning Drop-Off and Afternoon Collection

Morning Drop-Off:

- Students may be dropped off after 7:25 AM using either the playground entrance or the front entrance.
- The playground entrance closes promptly at 7:40 AM.
- If your child arrives after this time, please ensure they check in at the Reception Desk before heading to class.

Afternoon Collection:

- We kindly request that parents arrive promptly for afternoon pick-up to ensure a smooth dismissal process.
- For FS students, collection from their classroom must occur by 12:30 PM and by 11:30 AM on Fridays.
- All other students should be collected by 2:10 PM (Monday to Thursday) and by 11:30 AM on Fridays, from the designated areas, unless they are using the school transportation service.

Important Note:

Please be mindful of these collection times. It is crucial for the well-being of all students that they are picked up on time. Delayed pick-ups can be distressing for children of any age. Thank you for your attention to this matter.

Getting Ready for School

Books, Equipment and Bags

Students should use a strong school bag for school, which should be able to fit all their personal items. We do not recommend trolley bags, as they take up a lot of room in class and are difficult to get up the staircases.

All students should have the following items:

FS2 to Year 2:

- Whiteboard marker & eraser
- Writing pencils – HB or H2
- Eraser
- Pencil sharpener
- Child Safety Scissors
- Colored pencils and Crayons
- Playdough
- Transparent folder
- Glue stick

Year 3 to Year 5:

- Small whiteboard (A4 size) with marker and eraser
- A transparent ruler
- Black or Blue ink pen(s)
- Writing pencils – HB or H2
- Eraser
- Pencil sharpener
- Glue stick
- Child Safety Scissors
- Colored pencils
- Glue stick
- Child Safety Scissors
- Colored pencils
- Small dictionaries (English and Arabic)

Year 6 to Year 9:

- Small whiteboard (A4 size) with marker and eraser
- A transparent ruler
- Black or Blue ink pen(s)
- Writing pencils – HB or H2
- Eraser
- Pencil sharpener
- Glue stick
- Child Safety Scissors
- Colored pencils
- Glue stick
- Child Safety Scissors
- Colored pencils
- Small dictionaries (English and Arabic)
- Transparent 360 degree protractor
- Pair of compasses
- Calculator (from Y07-Y09)

Textbooks will be provided by the school and need to be returned to the school by the end of the academic year. Students must care for the textbooks issued to them responsibly. Lost or damaged textbooks must be paid for in full.

Exercise books and workbooks can be purchased from the bookstore.

In an attempt to keep the weight of the school bag to a minimum, as per ADEK HSE Policy, students should not bring unnecessary books or equipment into school.

Table 1. Maximum Backpack Weight Limit per Grade

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr4/ Year 5	
Gr 5 / Year 6	
Gr 6 / Year 7	
Gr 7 / Year 8	Not exceed 6 to 8 kgs
Gr 8 / Year 9	
Gr 9 / Year 10	
Gr 10 / Year 11	Not exceed 10 kgs
Gr 11 / Year 12	
Gr 12 / Year 13	

*Maximum school bag weight was calculated based on the American Chiropractic Association (ACA) recommendations.

Book Store Timings

7:30am – 1:00pm Monday to Thursday and 7:30am – 11:00am Friday

School Uniform Policy

Uniform Requirements:

All students are required to wear the Winchester School uniform during school hours and at school-organized events, regardless of the time of day.

Students should come to school in their PE kit only on the day that they have PE lesson.

'Threads' is the official supplier of WSA' school uniform. Their shop can be found in Dalma Mall.

We respect the religious and cultural beliefs of our students. If there are concerns regarding uniform regulations due to these beliefs, please contact the school administration. We do not discriminate based on race, creed, or gender.

Footwear:

- Black formal leather shoes are mandatory for all students except during Physical Education classes, where trainers are permitted.
- Students are not allowed to wear trainers or sports shoes on days without scheduled PE lessons.
- For safety reasons, **football boots or shoes with studs** are strictly prohibited on school premises, unless required in a dedicated PE lesson (only). Parents will be contacted to bring appropriate footwear if necessary.

Uniform Responsibility:

Parents are responsible for ensuring their children arrive at school dressed in the correct uniform. If a student repeatedly arrives without the proper uniform, parents will be notified.

Personal Belongings:

- All items of clothing and personal belongings must be clearly labeled with the student's name or initials.
- Jewelry is generally not permitted, except for watches and small stud earrings for girls.
- Hair should be neatly groomed and kept out of the eyes. Outlandish hairstyles, hair dye, excessive hair gel, and shaved patterns (except for religious or medical reasons) are not permitted. Long hair must be tied back neatly.

We appreciate your cooperation in adhering to the Uniform Policy as it contributes to a positive and focused learning environment at Winchester School. For any questions or concerns regarding the uniform policy, please contact the PRE.

The Curriculum

At WSA, we proudly deliver the National Curriculum for England (NCFE), providing a comprehensive framework for your child's education. This curriculum encompasses all formal and informal learning experiences organized and promoted by the school. It is designed to foster academic excellence while nurturing your child's social, intellectual, spiritual, emotional, cultural and physical development.

Educational Philosophy:

Our curriculum at WSA is designed to challenge and empower students to reach their full potential. Rooted in values of respect and inclusivity, we emphasize academic rigor, responsibility, and the power of collaboration, creativity, and critical thinking.

National Identity & the MoE Curriculum:

In addition to the NCFE, our curriculum includes studies about the UAE and National Identity, including the study of its language, as required by MOE regulations and guidelines. This enriches our students' understanding and appreciation of their surroundings.

Individualised Learning:

At WSA, teaching is tailored to each child's learning journey. Our professional staff personalize programs to integrate teaching and reinforce basic skills across various subject areas, ensuring a supportive and effective learning environment.

Responsibilities:

Principal: The Principal oversees the implementation of the Curriculum Policy, ensuring it meets the needs of all students within the local context.

School Staff:

Our dedicated staff follow established policies and procedures, contributing to curriculum development and delivery. They play a crucial role in providing personalized learning experiences that cater to each student's individual needs.

Curriculum Information:

Our curriculum follows the English National Curriculum framework, widely adopted by international schools worldwide. It spans from age 3 to 18, structured into Key Stages:

Foundation Stage: FS2

Key Stage 1: Year 1 and Year 2

Key Stage 2: Year 3 to Year 6

Key Stage 3: Year 7 to Year 9

Age-Related Learning:

For each subject and Key Stage, clear programs of study guide what students should learn. Continuous monitoring of student performance is facilitated through 'age-related learning,' which defines developmental milestones at each stage.

This comprehensive approach ensures that every child at WSA receives a well-rounded education, preparing them for future success in a globally interconnected world.

Perform Like a GEM (PLAG)



Grounded-Engaged-Mindful
How we think • How we act • How we care
Thinking + Doing + Caring

Perform Like a GEM is Gems Winchester School's shared approach to developing confident, capable, and caring learners. It brings together how we think, how we act, and how we care, recognising that true success comes from balancing strong thinking skills, purposeful action, and empathy for others.

Through being Grounded, Engaged, and Mindful, learners are supported to think carefully, take initiative, and act with character—preparing them not only for academic achievement, but for life beyond the classroom.

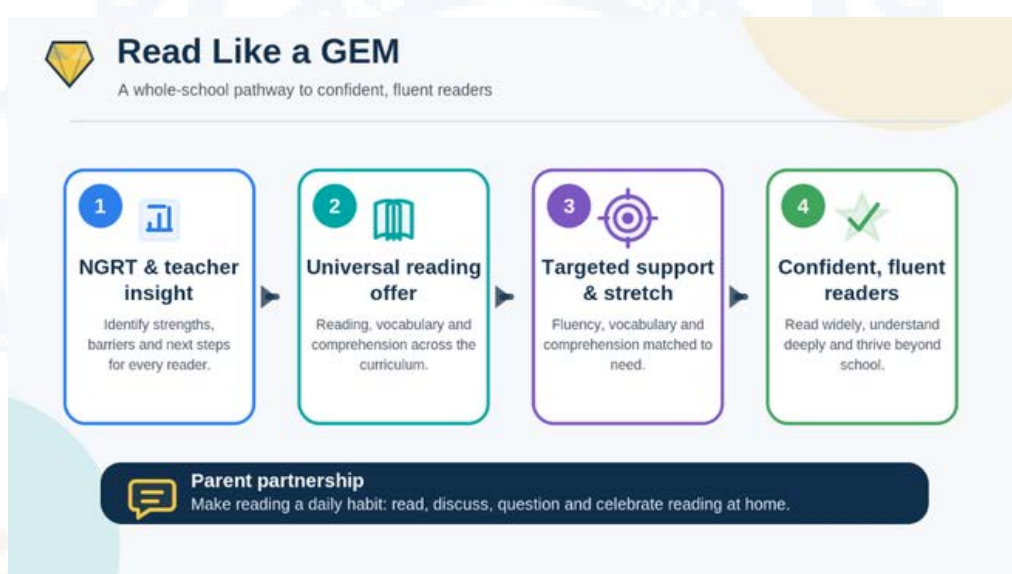


Read Like A GEM (RLAG)

At our school, we believe reading is the gateway to every subject and a foundation for lifelong success. Read Like a GEM is our whole-school approach to building confident, fluent and motivated readers. It ensures reading is not limited to English lessons, but is woven across the curriculum through high-quality texts, explicit vocabulary teaching, fluency practice and strategies that help students retrieve, infer, summarise, question and reflect.

We use formative and teacher assessment to identify strengths and next steps, so every child receives the right level of challenge and support. Some students benefit from targeted intervention, including precision work on fluency, comprehension and vocabulary; others are stretched through wider reading, discussion and academic reading tasks. Parents play a vital role by encouraging regular reading at home, discussing books and articles, and helping children see reading as an enjoyable daily habit.

Through Read Like a GEM, our aim is simple: every child reads with confidence, understands deeply and uses reading as a tool to thrive in school and beyond.



PSHE (Personal, Social and Health Education) and Moral Education

PSHE and Moral Education offers students an opportunity to cultivate inner strength and knowledge that prepares them to engage effectively with the world beyond the school environment.

At WSA PSHE is integrated into lessons, covering essential topics such as:

- Identity
- Relationships
- Healthy balanced lifestyle
- Risk awareness
- Diversity and Equality
- Rights and Responsibilities
- Managing Change
- Career development

Through PSHE, students will develop confidence in tackling challenges and acquire the knowledge, understanding and skills necessary to navigate their current lives and future endeavors effectively.

GEMS Stand Up, Speak Out

At WSA, we are committed to creating a safe, respectful, and inclusive environment where every student feels valued, heard, and supported. Our Stand Up, Speak Out initiative empowers students to become active participants in promoting positive relationships, preventing bullying, and fostering a culture of kindness and respect throughout the school community.

Through this programme, students are encouraged to recognise when something is wrong, have the confidence to speak up, and know how to seek support for themselves or others. Stand Up, Speak Out teaches students that their voice matters and that reporting concerns is a positive action that helps keep everyone safe. The initiative reinforces the importance of empathy, respect, responsibility, and courage, while helping students understand the impact their words and actions can have on others.

Students learn practical strategies for responding to bullying, discrimination, unsafe behaviour, and wellbeing concerns through PSHE lessons, assemblies, awareness campaigns, and student-led activities. They are encouraged to be responsible bystanders who support their peers and contribute to a positive school culture.

The programme also promotes open communication between students, staff, and parents. We encourage students to share concerns with trusted adults and reassure them that all reports will be treated seriously, sensitively, and appropriately. By working together, we can ensure that every child feels safe, respected, and empowered to make positive choices.

Through Stand Up, Speak Out, WSA nurtures confident, compassionate young people who are prepared to advocate for themselves and others while helping to build a caring and supportive school community.

Extra-Curricular Activities including Visits and Trips

At WSA, we believe in providing students with a well-rounded education that extends beyond the classroom. Our extracurricular program is designed to enhance students' learning experiences, personal development, and social skills. In line with ADEK policies, we offer a diverse range of activities, including sports, arts, music, drama, and various clubs that cater to students' interests and talents.

Field trips and educational visits are integral to our curriculum. These excursions are carefully planned to complement classroom learning, offering students practical, real-world experiences. Each trip is supervised by qualified staff members to ensure the safety and well-being of our students.

Participation in extracurricular activities and trips is strongly encouraged as they promote teamwork, leadership, and cultural understanding. Parents will be informed in advance of any scheduled trips and are required to provide consent for their child's participation. We adhere to ADEK guidelines to ensure that all activities and trips are conducted in a safe, educational, and enjoyable manner.

We strive to create a vibrant and inclusive school environment where every student has the opportunity to explore their interests and develop their full potential.



Student Leadership Opportunities

At WSA, we believe in nurturing young leaders through a variety of impactful roles. Students have the opportunity to assume leadership positions such as Head Boy or Girl, Sports Captains, HPL Ambassadors and more. These roles empower students to develop essential leadership skills and contribute positively to our school community.

Student leaders play a pivotal role at WSA, representing their peers and actively engaging in school initiatives. They meet regularly with the Head of School to discuss ideas, provide feedback, and ensure that student voices are heard. These meetings are a cornerstone of our commitment to fostering leadership and responsibility among our students.

We encourage all students to explore these leadership opportunities, as they not only enhance personal growth but also cultivate a sense of pride and accomplishment in serving their school community. Through these experiences, students learn the value of teamwork, decision-making, and effective communication, preparing them for future endeavors beyond WSA.



GEMS Leadership Gemstones

At GEMS Winchester School Abu Dhabi, we believe that leadership is a skill that can be developed by every student. Through the Leadership Gemstones framework, students are encouraged to build the qualities, values, and behaviours needed to become confident, responsible, and compassionate leaders who positively contribute to their communities.

The Leadership Gemstones represent key attributes such as integrity, empathy, resilience, collaboration, communication, innovation, responsibility, and service. These qualities are embedded throughout school life and are developed through classroom learning, enrichment opportunities, student leadership roles, community projects, and everyday interactions.

At WSA, leadership is not limited to holding a formal position. We encourage all students to demonstrate leadership through their actions by showing kindness, taking initiative, solving problems, supporting others, and making positive choices. Every child is given opportunities to develop confidence, take responsibility, and contribute meaningfully to the school community.

The Leadership Gemstones framework supports our vision of developing future-ready learners who are equipped with the skills and character needed to succeed in an ever-changing world. Through assemblies, student councils, leadership programmes, and service-learning opportunities, students learn to lead themselves and inspire others.

Parents play an essential role in nurturing leadership qualities by encouraging independence, resilience, responsibility, and positive decision-making at home. By working together, we can help every student recognise their strengths, embrace challenges, and grow into capable leaders who embody the values of the GEMS Leadership Gemstones both within and beyond the school community.

Leadership Gemstones - at a glance

Gemstone	Leadership Value	Key Focus
 Moonstone	Reflection	Pause and set meaningful goals.
 Emerald	Compassion	Show kindness and care toward others.
 Diamond	Integrity	Stay honest and true to values.
 Labradorite	Vision	Inspire and plan for the future.
 Aquamarine	Adaptability	Stay calm and flexible during change.
 Peridot	Service	Prioritise uplifting and helping others.
 Ruby	Empathy	Understand and value others' experiences.
 Onyx	Resilience	Persist and stay strong through challenges.
 Sapphire	Respect	Treat everyone with fairness and dignity.
 Fluorite	Diversity	Celebrate differences and foster inclusion.
 Citrine	Gratitude	Appreciate and recognise contributions.
 Garnet	Unity	Build strong connections and collaboration.
 Amethyst	Purpose	Reflect, serve and hold oneself accountable.

Sustainability at WSA

At WSA, we are committed to fostering a sustainable future for our students and the broader community in alignment with UAE Policy. We recognise our responsibility to minimize our environmental impact and promote sustainable practices in all aspects of school life.

Through curriculum integration, extracurricular activities and operational initiatives, we aim to educate and empower our students to become environmentally conscious global citizens. We encourage resource conservation, waste reduction and the responsible use of energy and water resources throughout our school site.

Our sustainability efforts extend beyond the classroom into partnerships with parents, staff, and local organizations to collectively promote environmental stewardship. By engaging in sustainable practices, we strive to demonstrate leadership and inspire positive change within our community.

We are committed to continuous improvement through monitoring, evaluation, and adaptation of our sustainability initiatives. Together, we can create a greener, more sustainable future for generations to come.

WSA's dedication to sustainability reflects our core values and commitment to providing a holistic education that prepares students to thrive in a rapidly changing world.

WSA's House System

WSA's House System fosters community spirit, healthy competition, and student engagement. Every student is assigned to one of our four houses: Gazelles (red), Eagles (blue), or Macaws (yellow), Swifts (green). Throughout the year, Houses compete in various academic, athletic, and artistic events, earning points for outstanding performance and teamwork. This system encourages collaboration, leadership, and school pride. Students build lasting friendships and learn valuable life skills. House achievements are celebrated at the end of each term, with the highest-scoring house awarded the prestigious House Cup.



WSA's Digital Strategy Statement

In alignment with ADEK Policy, our school is committed to fostering a secure, innovative, and inclusive digital learning environment. Our Digital Strategy ensures that all students, teachers and parents leverage technology to enhance educational experiences while maintaining high standards of digital safety and ethics.

- **Digital Literacy and Skills:** We provide comprehensive digital literacy programs to empower students and staff with essential skills for the digital age. This includes safe internet use, critical thinking, and ethical online behaviour.
- **Innovative Learning:** Our curriculum integrates cutting-edge digital tools and resources to support interactive and personalized learning. We encourage creativity, collaboration, and critical thinking through the use of technology.
- **Cyber Safety and Security:** Ensuring a safe digital environment is paramount. We implement robust cybersecurity measures, educate our community on cyber threats, and promote responsible online behaviour.

- **Parental Engagement:** We believe in a collaborative approach with parents to support student success. Regular workshops and resources are provided to help parents navigate the digital landscape and support their children's online activities.
- **Continuous Improvement:** Our strategy includes ongoing evaluation and adoption of emerging technologies to keep pace with the dynamic digital world, ensuring our community remains future-ready.



Together, we strive to create a digitally proficient and safe school community that prepares students for success in an increasingly digital world.

Bring Your Own Device (BYOD) Guidelines for Year 5 to Year 9 Students

Students in Year 05 to Year 09 are encouraged to bring their own devices, such as laptops or tablets (not mobile phone), to enhance learning. Please ensure the device meets the following criteria:

- **Compatibility:** Devices should be compatible with our educational software and platforms.
- **Internet Access:** Reliable internet connectivity is necessary for online assignments and research.
- **Battery Life:** Devices should have sufficient battery life for a full school day.
- **Protective Case:** A durable case is recommended to protect against accidental damage.
- **Responsible Use:** Students are responsible for their device's security and appropriate use during school hours.
- **Headphones:** Headphones or earbuds may be required for multimedia activities.

Please label the device with your child's name. The school is not responsible for damage, loss, or theft of personal devices. Usage guidelines will be provided to ensure a safe and productive learning environment.

Mobile Phone Policy

Students are strongly discouraged from bringing mobile phones to school. If a student must bring a phone for emergency purposes, it should be turned off and kept in their backpack during school hours. Mobile phones are not to be used for any purpose, including calls, texts or internet access, while on school premises. The school will not be responsible for any lost or stolen phones. Violations of this policy will result in confiscation of the phone, which will only be returned to a parent or guardian.

Student Welfare and Wellbeing

Support for Students Special Educational and Learning Needs

At WSA, we provide comprehensive support for students with Special Educational Needs (SEN) under the guidance of our experienced SENCo (Special Educational Needs Coordinator). Support is tailored to meet individual needs through both one-on-one and small group lessons as required. Additionally, we offer the option of in-class support for an additional charge.

Our staff continuously receive training to better support students with SEN, with the SENCo overseeing the monitoring of children's needs and conducting formal assessments.

Parental Responsibilities Regarding SEN:

Parents are required to inform the school of any SEN issues prior to admission and to provide a complete and accurate educational assessment.

In cases where the school identifies concerns regarding a student's access to the curriculum, parents may be asked to arrange a full educational assessment at their own expense. Upon receiving the assessment, the school will collaborate with parents to determine if additional support is necessary, which may involve additional costs.

If a learning support assistant is deemed necessary, parents will be notified accordingly, along with associated costs.

Enrolment Considerations:

Failure to disclose SEN issues during the admissions process may impact the enrolment or re-enrolment of the child. If the school determines that it cannot adequately meet the child's needs, parents will be promptly informed.

We encourage open communication between parents and the school to ensure the best possible support for every student. Should you have any questions or require further clarification, please do not hesitate to contact us.

Safeguarding & Child Protection at WSA

At WSA, the safety and well-being of our students are our highest priorities. In accordance with the Abu Dhabi Department of Education and Knowledge (ADEK) and GEMS policies, we are committed to providing a secure and nurturing environment for every child.

Our safeguarding measures include:

Staff Training

All staff undergo regular training in child protection and safeguarding to recognize and respond to any concerns.

Safe Recruitment

We follow stringent recruitment procedures to ensure that all staff and volunteers are thoroughly vetted.

Reporting and Monitoring

We maintain clear procedures for reporting concerns and have designated safeguarding leads to handle such matters with confidentiality and care.

Student Education

We educate our students about personal safety and digital security through age-appropriate programs and activities.

Parental Partnership

We believe in strong partnerships with parents and guardians, working together to ensure the safety of our students both at school and at home.

We encourage open communication and urge parents to report any concerns regarding their child's safety to our safeguarding team. Together, we can create a safe and supportive environment for all our students.

For more information, please refer to our detailed Safeguarding Policy available on our school website or contact the school's safeguarding team directly.

Wellbeing at WSA

At WSA, the wellbeing of our students is at the heart of our mission. Guided by ADEK policy, we are dedicated to fostering an environment where every student feels safe, valued, and supported. Our comprehensive approach to wellbeing encompasses physical, emotional, and social dimensions, ensuring that students thrive both academically and personally.

We provide a nurturing atmosphere where respect, empathy, and kindness are fundamental values. Our programs include regular wellbeing assessments, counseling services, and workshops aimed at promoting mental health awareness and resilience. We also offer diverse extracurricular activities to support physical health and social engagement, helping students build a balanced and fulfilling school life.

Our staff is committed to continuous professional development in wellbeing practices to better support our students' needs. We encourage open communication between parents, students, and staff to create a collaborative and supportive community.

We believe that a strong foundation of wellbeing is essential for academic success and personal growth. Together, we strive to empower our students to become confident, compassionate, and capable individuals.

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Beyond 100

We are proud to introduce BEYOND100, an innovative wellbeing programme designed to help students develop the habits, mindsets, and life skills needed to thrive throughout their lives. BEYOND100 is the world's first school-based longevity education programme, created to embed the science of healthy living and the art of wellbeing into everyday school life. From the Early Years through to Year 9, students participate in age-appropriate activities that promote physical health, emotional resilience, positive relationships, and a strong sense of purpose.

The programme follows three progressive phases throughout the academic year:

Activate (Weeks 1–12)

Students are introduced to key wellbeing concepts and begin building positive daily habits through participation, curiosity, and foundational skill development.

Regulate (Weeks 13–24)

Students deepen their self-awareness and learn strategies to manage their emotions, energy, focus, and behaviour through consistent routines and reflection.

Elevate (Weeks 25–36)

Students take ownership of their wellbeing, applying their learning to leadership, teamwork, purpose, and long-term personal growth.

Through BEYOND100, we aim to empower every student with the knowledge, habits, and confidence to make healthy choices, build resilience, and flourish both in school and beyond. By nurturing wellbeing from an early age, we are helping our students develop the foundations for a healthy, purposeful, and fulfilling future.

Healthy Eating Policy

We are committed to creating a safe, healthy, and inclusive food environment that supports students' wellbeing, learning, and long-term healthy habits. Our Food and Nutrition Policy aligns with ADEK requirements and the Abu Dhabi School Nutrition and Food Safety Guidelines.

Allergies and Medical Information:

As an allergy-aware school, food sharing is discouraged. Parents must inform the school of any allergies or dietary requirements and ensure that all food sent to school complies with school guidelines. Together, we can create a safe and healthy environment for all students.

No Nut Policy and Food Restrictions:

We are committed to maintaining a safe environment for all students. Therefore, we enforce the following policies regarding food:

- No Nut Policy: Nuts and products containing nuts (such as Nutella and Peanut Butter) are strictly prohibited at school. This policy is in place to protect students with allergies from potential harm.
- Food Restrictions: In addition to nuts, the following items are not allowed on school grounds:
 - Red List Items (see Healthy Lunchboxes below)
 - Food and Beverages in glass containers and bottles

School Canteen

Our school operates a canteen where students can purchase food and snacks during designated times throughout the school day. We work closely with Slices, our approved food service provider, to ensure that students have access to fresh, nutritious, and balanced food choices. In line with ADEK and school nutrition guidelines, chips, crisps, fizzy drinks, energy drinks, and other non-compliant food items are not sold in school. The canteen provider regularly reviews its menu offerings and works in partnership with the school to maintain high standards of nutrition, food safety, and student wellbeing.

The logo for 'slices' is displayed in a bold, dark red font. The letter 'i' is stylized with a green dot above it.

Healthy Lunchboxes

Parents are encouraged to provide balanced lunchboxes that include:

- Fresh fruit and vegetables
- Wholegrain foods
- Lean protein sources
- Water as the primary drink

To protect student health and support healthy eating habits, the following Red List items are not permitted in school lunchboxes, snacks, celebrations, or school events:

- Deep-fried foods (e.g. fries, fried chicken, samosas)
- Sweets, chocolates, candy, donuts, pastries, and sugary desserts
- Soft drinks, energy drinks, sports drinks, and sugary beverages
- Coffee, tea, and other caffeinated drinks
- Processed meats such as hotdogs, sausages, salami, mortadella, and bacon
- Salty snacks including crisps, instant noodles, and high-salt crackers
- Foods containing banned additives or artificial ingredients
- Nuts, nut products, sesame, and high-risk soy products due to allergy concerns
- Non-halal foods, including pork and products containing alcohol

Parents are asked to ensure that these items are not sent to school.

Birthdays and Celebrations

To support student wellbeing, food safety, and allergy awareness, WSA encourages non-food celebrations for birthdays and special occasions. Families may wish to consider alternatives such as:

- Donating a book to the class library
- Bookmarks or stationery items
- Small educational gifts
- Class-based activities or experiences

Food items, sweets, cakes, and party treats should not be brought into school for birthday celebrations.

This policy reflects our commitment to promoting a healthy and safe eating environment for all students at our school. For further information or to discuss specific dietary concerns, please contact the school administration.

Student Medical Welfare

- Parents are responsible for completing an annual Student Medical Declaration document and returning this to WSA's Medical Centre.
- The school nurses are on site throughout the school day.
- If your child is unwell, the nurse will contact you so that you may come in and collect him / her.
- If your child requires medication during the school day, please take it to the nurse with clear instructions in a named and labeled container.
- Medication should never be self-administered by students at school.

Prayer Rooms

There are prayer rooms available for staff and students. Students must be supervised but may pray during breaktime.

Student Safety

At WSA, student safety is our utmost priority. Throughout the year, we will conduct carefully coordinated fire drills and lockdown rehearsals. Parents will be informed in advance of any lockdown rehearsals.

Students will be instructed on emergency procedures including lockdown protocols and building evacuation and relocation to a safer area within the school. These drills are essential for ensuring that students know how to respond appropriately in emergency situations.

We also encourage all parents to remain vigilant while on school property. Please report any suspicious behaviour or items to security personnel stationed at any of the gates or doors.

For security purposes, it is mandatory for all parents and visitors to wear badges indicating they have registered through school security. Similarly, all WSA staff are required to wear named photo ID badges at all times while on site, identifying them as authorized school personnel.

Your cooperation is crucial in maintaining a safe environment for our students.

WSA Security Team

- The WSA Security Team are valued members of the WSA Community.
- There are security guards at all entrances.
- Parents are required to wear their Yellow lanyard and school ID card whenever on site.
- All visitors, and parents without their Yellow lanyard, have to provide their EID and receive a Green Visitors lanyard
- After the day has started all visitors (including parents) have to enter school through the main gate.
- The school has an extensive CCTV presence.

At WSA, we cherish the positive behaviour and attitudes exhibited by all stakeholders, fostering a strong sense of community and familial spirit throughout the school. Our effective Behaviour for Learning Policy is designed to uphold this growth-oriented environment. We believe in rewarding good behaviour, positive attitudes, and diligent effort, while addressing unacceptable behaviour, attitudes and effort in a constructive manner.

Be A GEM

Be a GEM is our whole-school approach to creating a calm, positive and ambitious learning culture where every child can flourish. It is built on clear routines, strong relationships and consistent recognition of positive choices. Through Be a GEM, students are supported to live the GEMS Core Values — Care, Excellence, One Team and Always Learning — in lessons, social spaces and the wider school community.

Behaviour for Learning and Codes of Conduct at WSA

We teach and model the behaviours that help children feel safe, respected and ready to learn: kindness, responsibility, resilience, self-awareness and respect for others.

Positive behaviour is noticed and celebrated, while restorative conversations help students reflect, repair and learn when mistakes happen. Families are essential partners in this work. By reinforcing routines, attendance, punctuality, respectful communication and the importance of personal responsibility at home, parents help strengthen the same culture we build in school.

Be a GEM is not simply a behaviour system; it is a shared commitment to helping every child become the best version of themselves.



Student Code of Conduct

In alignment with ADEK Policy, our school is committed to fostering a safe, respectful, and inclusive learning environment. Students are expected to adhere to the following standards of behaviour:

- **Respect for Others:** Students must demonstrate respect and courtesy towards peers, staff, and the community. Bullying, harassment, and discrimination of any kind will not be tolerated.
- **Academic Integrity:** Honesty and integrity are paramount. Students must not engage in cheating, plagiarism, or any form of academic dishonesty.
- **Attendance and Punctuality:** Regular attendance and timely arrival to school and classes are essential. Absences must be justified with valid reasons and documentation.
- **Behaviour and Discipline:** Students are expected to follow school rules and instructions from staff. Disruptive behaviour, vandalism, and acts of violence are strictly prohibited.
- **Digital Citizenship:** Responsible use of technology is mandatory. Students must use school digital resources ethically and avoid inappropriate content or cyberbullying.
- **Dress Code:** Adherence to the school's dress code is required at all times to promote a focused and respectful learning environment.
- **Health and Safety:** Students must adhere to all health and safety guidelines, including those related to hygiene and physical distancing when necessary.
- **Out of Bounds:** Certain areas of the school are designated as out of bounds for students unless they are accompanied by a staff member or have obtained special permission:
 - Lifts (unless a medical pass has been authorized)
 - All Science Labs, ICT, Art, and Music Rooms
- **Corridor Etiquette:** We emphasize courteous behaviour among our students throughout the school. Students are encouraged to greet all adults respectfully. Walking, rather than running, is always expected to maintain our corridor etiquette.

Violation of this code may result in disciplinary actions as outlined in the school's disciplinary policy. We believe that adherence to these guidelines will contribute to a positive and productive educational experience for all.

Parental Code of Conduct

In accordance with ADEK policy, we expect all parents to contribute to a positive and respectful school environment. This Parental Code of Conduct outlines the standards and behaviours expected to support our educational community.

- **Respect and Courtesy:** Treat all school staff, students and fellow parents with respect and courtesy. Avoid confrontational or aggressive behaviour, including verbal or physical abuse.
- **Communication:** Engage in open, respectful communication with teachers and school staff. Address concerns through appropriate channels and maintain confidentiality regarding school matters.
- **Support:** Actively support your child's education by ensuring regular attendance, punctuality and preparedness for school. Attend school meetings, events and parent-teacher meetings.
- **Safety and Well-being:** Follow school policies and procedures regarding safety, including adhering to drop-off and pick-up protocols. Promote a healthy lifestyle and monitor your child's use of technology and social media.
- **Cooperation:** Work collaboratively with the school to resolve issues or concerns. Refrain from making unfounded complaints or spreading misinformation that could harm the school community.

By adhering to this Code of Conduct, we create a supportive and thriving environment conducive to our children's academic and personal growth. Violations of this code may result in appropriate actions as deemed necessary by the school administration.

Teacher and Staff Code of Conduct

WSA is committed to providing a safe, supportive and respectful learning environment in accordance with ADEK Policy. All teachers and staff are expected to demonstrate professionalism, integrity and ethical behaviour at all times. This includes:

- **Respect and Equality:** Treating all students, parents, colleagues and community members with dignity, respect, and fairness, without discrimination or bias.
- **Professionalism:** Maintaining high standards of professional conduct, including punctuality, preparedness, and adherence to school policies and procedures.
- **Student Welfare:** Prioritising the safety and well-being of students, ensuring a nurturing and inclusive environment that supports their academic, social, and emotional development.
- **Confidentiality:** Respecting the privacy and confidentiality of students, families, and colleagues and safeguarding sensitive information.
- **Communication:** Engaging in open, honest, and constructive communication with students, parents, and colleagues, while fostering a positive school community.
- **Continuous Improvement:** Committing to ongoing professional development and staying informed about best practices in education and student care.
- **Role Model:** Demonstrating ethical behaviour, accountability and a commitment to the values and mission of the school, serving as a positive role model for students.
- By adhering to this Code of Conduct, our teachers and staff help create a positive, effective, and ethical educational environment for all.

School Partnership (Home/School) Agreement

By enrolling at WSA all students and parents are acknowledging, accepting and agreeing to our School Partnership Home/School Agreement; confirming all stakeholders commitment to always try to “Be the best version of yourself” and to follow WSA’s Codes of Conduct.

In accordance with ADEK Policy, WSA is committed to fostering a supportive and collaborative environment for the benefit of all students. This Home School Agreement outlines the shared responsibilities of the school, parents, and students.

School Responsibilities:

- Provide a safe, inclusive, and stimulating learning environment.
- Deliver a balanced and challenging curriculum that caters to individual needs.
- Communicate regularly with parents regarding student progress, school events, and policies.
- Encourage students to achieve their full potential and celebrate their achievements.

Parent Responsibilities:

- Ensure regular and punctual attendance.
- Support the school’s policies, values, and code of conduct.
- Engage in open communication with teachers and participate in school activities and events.
- Provide a conducive home environment for learning and encourage good study habits.

Student Responsibilities:

- Attend school regularly and on time, ready to learn.
- Respect school rules, staff, fellow students, and the school environment.
- Take responsibility for their own learning and complete homework and assignments on time.
- Actively participate in school activities and strive to achieve personal and academic goals.
- Together, we commit to nurturing an educational partnership that supports the growth and success of every student.

Parents are responsible for signing the School Partnership (Home/School) Agreement and returning this to your child's Home Room Teacher (FS2 – Y05) or Tutor (Y06-Y09).

GEMS Family First

At WSA, our *Family First* program strengthens the partnership between home and school through meaningful activities linked to our Leadership Gemstones. Each month, families are invited to participate in a range of engaging activities that encourage students to develop and demonstrate key leadership values beyond the classroom. These activities may involve opportunities for reflection, collaboration, service, creativity, wellbeing, and celebrating achievements together as a family. By connecting learning at school with experiences at home, families play an active role in supporting their child's personal development and character growth. Through these shared experiences, we foster a strong sense of community, strengthen family connections, and reinforce the values that help our students become confident, responsible, and successful lifelong learners.



Other Important Information

School Fees

Fees are always paid in advance on a termly basis. Failure to pay fees in a timely manner will result in actions being taken in-line with ADEK recommendations. Please contact our Accounts Department for further details.

School Transport Information

Operating Hours:

Bright Bus Transport operates from 7:30am to 4:30pm, Monday through Friday.

Official Transport Provider:

Bright Bus Transport is the official transportation provider for our students.

Service Schedule:

A bus service is available at the beginning and end of each school day.

Bus Guardian:

Each bus is accompanied by a Bus Guardian who can be contacted in emergencies via a dedicated mobile number.

Control Room Monitoring:

Bright Bus Transport maintains a 24/7 control room facility to track and monitor all buses. In case of delays or emergencies, the control room sends SMS notifications.

Safety Measures:

- Cameras: Each bus is equipped with cameras for added safety and security.
- RFID Scanning: RFID scanning systems are installed on each bus, enabling tracking of students through the GEMS Connect app.

Regulatory Compliance: All Bright Bus Transport buses comply with ADEK/ITC safety regulations.

Private Buses Policy: The school does not endorse the use of private buses and cannot take responsibility for student health and safety in such cases.

Communication and Open Door Policy at WSA

We welcome parents into the school to discuss issues or concerns that we believe should be listened to promptly. We would always encourage you to make appointments in advance but where this is not possible, we will ensure that you are listened to by a senior member of staff. Obviously, you need to make appointments to see teachers as they are in class most of the day. You may of course email teachers with any concerns. If you do not have their email, then address your concerns to our Parent Relations Executive (PRE). You should always copy the PRE into any email so we can track our level of customer service. It is our promise to you that you will receive a reply within 24 hours, during the working week. If this does not happen, please contact the PRE immediately.

Her email is pre_wsa@gemsedu.com

Please be mindful that staff members are not permitted to share their personal phone number or personal email address with students or parents, so please do not ask your child's teacher for such details.

We hope that your child has a happy and enjoyable learning experience at WSA and look forward to working with you, in partnership, over the coming weeks, months and years.

