



GEMS Wellington Academy



أكاديمية جيمس ولينغتون - شارع الخيل  
GEMS Wellington Academy  
AL KHAIL

# PARENT GUIDE 2024-25

# TABLE OF CONTENTS

THE ACADEMY VISION.....	1
THE ACADEMY PILLARS.....	2
PRIMARY LEADERSHIP TEAM.....	3
PRIMARY HEADS OF PHASE.....	4
SECONDARY LEADERSHIP TEAM.....	5
ACADEMIC TIMINGS.....	6
SCHOOL TRANSPORT SERVICE.....	7
DROP-OFF AND PICK-UP MAP.....	8
DROP-OFF & PICK-UP ARRANGEMENTS.....	9
EXTRA-CURRICULAR ACTIVITY (ECA).....	10
ATTENDANCE & PUNCTUALITY PROCEDURES.....	11
TEACHING AND LEARNING.....	12
ACADEMY HOUSE SYSTEM.....	13
BRING YOUR OWN DEVICE (Y3 - Y13).....	14
STUDENT PHOTOS & VIDEOS.....	15
SAFEGUARDING AND CHILD PROTECTION.....	16
BREAK AND LUNCH.....	17
SCHOOL CATERING.....	18
PARENT COMMUNICATION.....	19
PRIMARY HOME LEARNING PADLETS.....	20
USEFUL ACADEMY CONTACTS.....	21



# THE ACADEMY VISION

*Empowering today,  
for a limitless tomorrow*



LIMITLESS  
LEARNING



LIMITLESS  
SOLUTIONS



LIMITLESS  
POSSIBILITIES



# THE ACADEMY PILLARS



## LIMITLESS LEARNING

Harnessing cognitive science research and evidence-based approaches to teaching, **Limitless Learning** empowers students to thrive through a strong focus on knowledge acquisition, metacognition, and wellbeing.



## LIMITLESS SOLUTIONS

Cultivating leadership and collaboration, **Limitless Solutions** empowers students to improve their communities and the world around them through an emphasis on empathy, innovation, and finding answers to real world problems.



## LIMITLESS POSSIBILITIES

Seizing on the diverse pathways and opportunities available, **Limitless Possibilities** empowers students to exceed their potential through enabling self-regulation, agency and reflexivity.



# PRIMARY LEADERSHIP TEAM



**CAMPBELL DOUGLAS**  
PRINCIPAL / CEO



**BEN COOPER**  
PRIMARY PRINCIPAL



**PAULA PHINN**  
PRIMARY VICE -PRINCIPAL

*CURRICULUM & EXPERIENCE*



**PHIL WATERWORTH**  
PRIMARY VICE- PRINCIPAL

*STUDENT PROGRESS, ASSESSMENT  
& OUTCOMES*



**SARAH SAMUEL**  
PRIMARY VICE-PRINCIPAL

*TEACHING & LEARNING*



**REBECCA HOWELLS**  
PRIMARY ASSISTANT PRINCIPAL

*DIRECTOR OF EARLY YEARS*



**GEORGINA BRADLEY**  
PRIMARY ASSISTANT PRINCIPAL

*STUDENT LEARNING BEHAVIOURS &  
CULTURE*



**AMY ROWLINGS**  
PRIMARY ASSISTANT PRINCIPAL

*TEACHING & LEARNING*



**STACEY BRADWELL**  
ASSISTANT PRINCIPAL

*DIRECTOR OF INCLUSION*



**STEVEN KAY**  
ASSISTANT PRINCIPAL

*DIRECTOR OF STEAM*



# PRIMARY HEADS OF PHASE



**HOLLIE HARAN**  
FOUNDATION STAGE



**TINISHA HALL**  
KEY STAGE 1 - YEARS 1 & 2



**CAROLYN BRUNTON**  
LOWER KEY STAGE 2 - YEARS 3 & 4



**EMMA VOLLER**  
UPPER KEY STAGE 2 YEARS 5 & 6



# SECONDARY LEADERSHIP TEAM



**CAMPBELL DOUGLAS**  
PRINCIPAL / CEO



**BENJAMIN PARKES**  
SECONDARY PRINCIPAL



**ASHLEY ROBBINS**  
SECONDARY VICE -PRINCIPAL  
*STUDENT CULTURE & EXPERIENCE*



**LISA WAREING**  
SECONDARY VICE -PRINCIPAL  
*STUDENT PROGRESS, ASSESSMENT  
& OUTCOMES*



**SARAH WARNCKEN**  
SECONDARY VICE-PRINCIPAL  
*TEACHING & LEARNING*



**TOM MORIARTY**  
SECONDARY ASSISTANT PRINCIPAL  
*DIRECTOR OF SIXTH FORM*



**EMMA MCCULLEY**  
SECONDARY ASSISTANT PRINCIPAL  
*STANDARDS & CULTURE (KS3 & 4)*



**SAM COLE**  
SECONDARY ASSISTANT PRINCIPAL  
*TEACHING & LEARNING*



**ADINA STRACHAN**  
SENIOR TEACHER



**SUSAN MARSHALL**  
DIRECTOR OF INCLUSION



# ACADEMY TIMINGS

## Foundation Stage

Daily drop off - 7:15-7:45am

Pick up - Monday to Thursday - 1:30pm-1:40pm

Extended Care - Monday to Thursday 2:40pm (chargeable)

Pick up - Friday - 11:50am - 12:00pm

## Years 1-4

Daily drop off - 7:15-7:45am

Pick up - Monday to Thursday - 3:00pm - 3:10pm

Pick up - Friday - 11:50am - 12:00pm

## Years 5 & 6

Daily drop off - 7:15-7:45am

Pick up - Monday to Thursday 3:10pm

Pick up - Friday - 12:00pm

## Secondary\_(Years 7 - 13)

Daily drop off - 7:15-7:45am

Pick up - Monday to Thursday 3:10pm

Pick up - Friday - 12:00pm





# SCHOOL TRANSPORT SERVICES

## Foundation Stage 1 & 2

Daily arrival at school - 7:15-7:40am

Departure from school - Monday - Thursday 1:30pm or 3:20pm

Departure from school - Friday 12:15pm

## Years 1-13

Daily arrival at school - 7:15-7:40am

Departure from school - Monday - Thursday 3:20pm

Departure from school - Friday 12:15pm



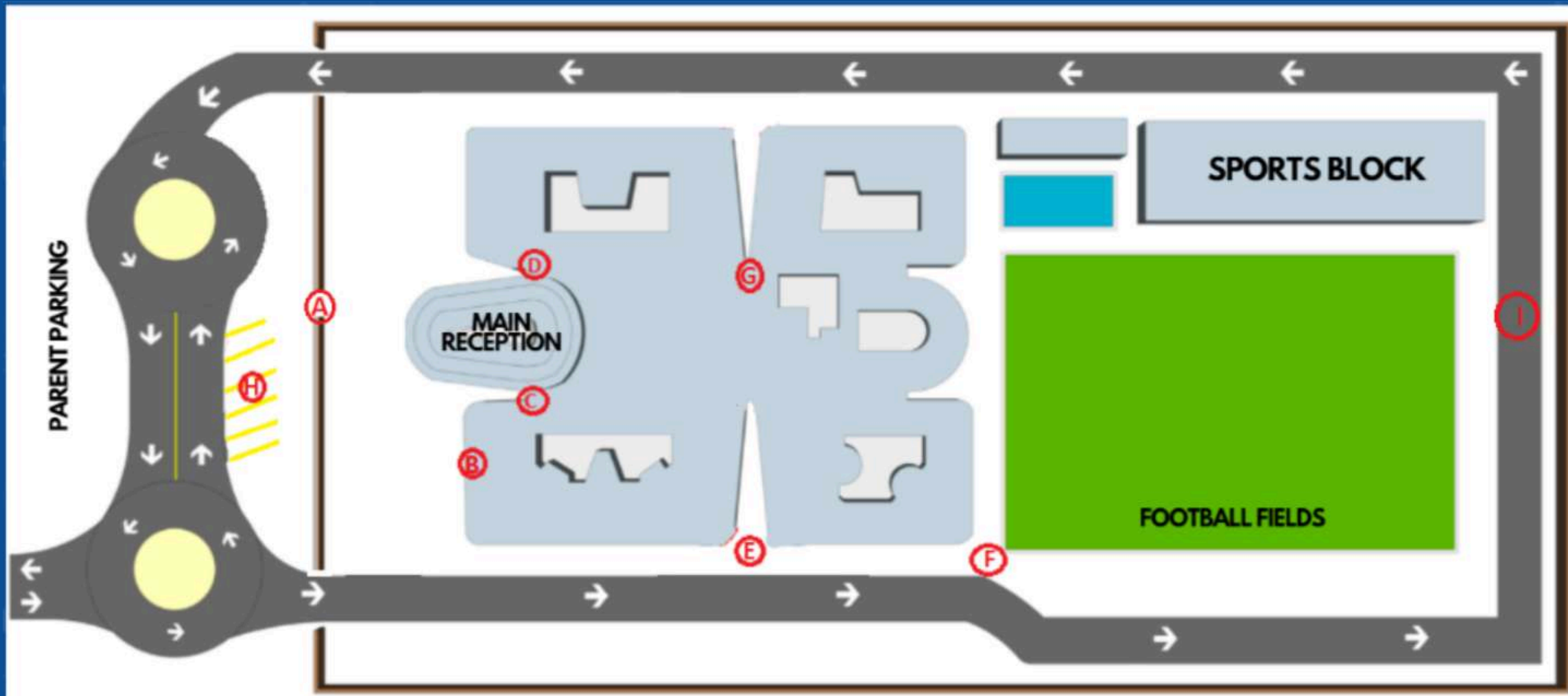
For any queries regarding our bus services, please don't hesitate to send an email to [samuel.fernandes@sts-group.com](mailto:samuel.fernandes@sts-group.com) or call 04 339 7555 or 55 202 1882.



# DROP-OFF AND PICK-UP MAP

- A - GATE 4 DROP OFF/PICK UP
- B - NURSERY ENTRY
- C - FS & Y3-6 ENTRY + Y3 & 5 EXIT
- D - SECONDARY ENTRY + Y4/6 & SECONDARY EXIT

- E - GATE 15 - Y1 & 2 ENTRY + ECA PICKUP
- F - GATE 19 - SPORTS PICK UP
- G - BUS PICK-UP/DROP OFF
- H- DROP AND DRIVE
- I- AL KHAIL DROP AND DRIVE



# DROP-OFF & PICK-UP ARRANGEMENTS



We have designated entry and exit points for different year levels.

- All FS1 and FS2 children enter and exit the building via the FS entrance to the right of the main reception building. Parents escort their child to the classroom door.
- All Year 1 and 2 children will make their way to their outside classroom door on the ground floor or will use the stairwell to access the first-floor classrooms. For security, parents are not permitted to enter the school corridors during drop off and pick up.
- All students in Years 3 to 13 should enter and exit from the door at either side of the main reception. They make their way to their classrooms independently, and staff are always on-hand to help direct.

It is extremely important that all students arrive on time for school and are collected promptly at the end of the day. Where parents have multiple siblings across the school, your class teachers will support you in personalising the drop-off and pick-up arrangements to make this easier for your family.

Parents must wear their yellow parent lanyard, including attached ID card, around their neck at all times on the school site for ease of identification. If any parents do not have their school ID and lanyard, they will be asked to present identification to security and will be issued a visitor badge which must be worn at all times on the school site.



# EXTRA-CURRICULAR ACTIVITY (ECA)



## Free Extra-curricular Activities

Our free ECAs run from Tuesday through to Thursday, most weeks, for children from FS2 through to Year 13, from 3:15pm until 4:10pm.

For Primary ECAs please contact [ECA\\_wek@gemsedu.com](mailto:ECA_wek@gemsedu.com).

For Secondary ECAs please contact [SecondaryECA\\_wek@gemsedu.com](mailto:SecondaryECA_wek@gemsedu.com).

## ESM

Our external provider, ESM, offers a range of additional activities outside of school hours at an additional charge.

ECA menus are released to parents at the beginning of each term with information on how to sign up. We aim to cover an extensive range of ECAs each term, including academic, performing arts, vocational and sporting activities.



# ATTENDANCE & PUNCTUALITY PROCEDURES

## SICKNESS AND UNEXPECTED ABSENCE

If you need to report an unexpected absence, i.e. due to sickness, please email [absence\\_wek@gemsedu.com](mailto:absence_wek@gemsedu.com) before 7:15am, copying in your child's class/form teacher.

If your child is unwell and absent from school for two days or more, you must provide a doctor's note before your child returns to school. Doctor's notes can be forwarded to the clinic email or given to the class/form tutor on return.

Please note that all absences will influence the attendance percentages in student reports.

## UNEXPLAINED ABSENCE

Parents will receive an automated email after completing the registers which includes updates on LATES and SICKNESS.

If we haven't received an email from you before 7:15am, your child will automatically be marked as unauthorised which in turn will affect their attendance percentage. We will amend your child's record once you provide us with the reason or doctors note.

## SCHOOL APPROVED LEAVE

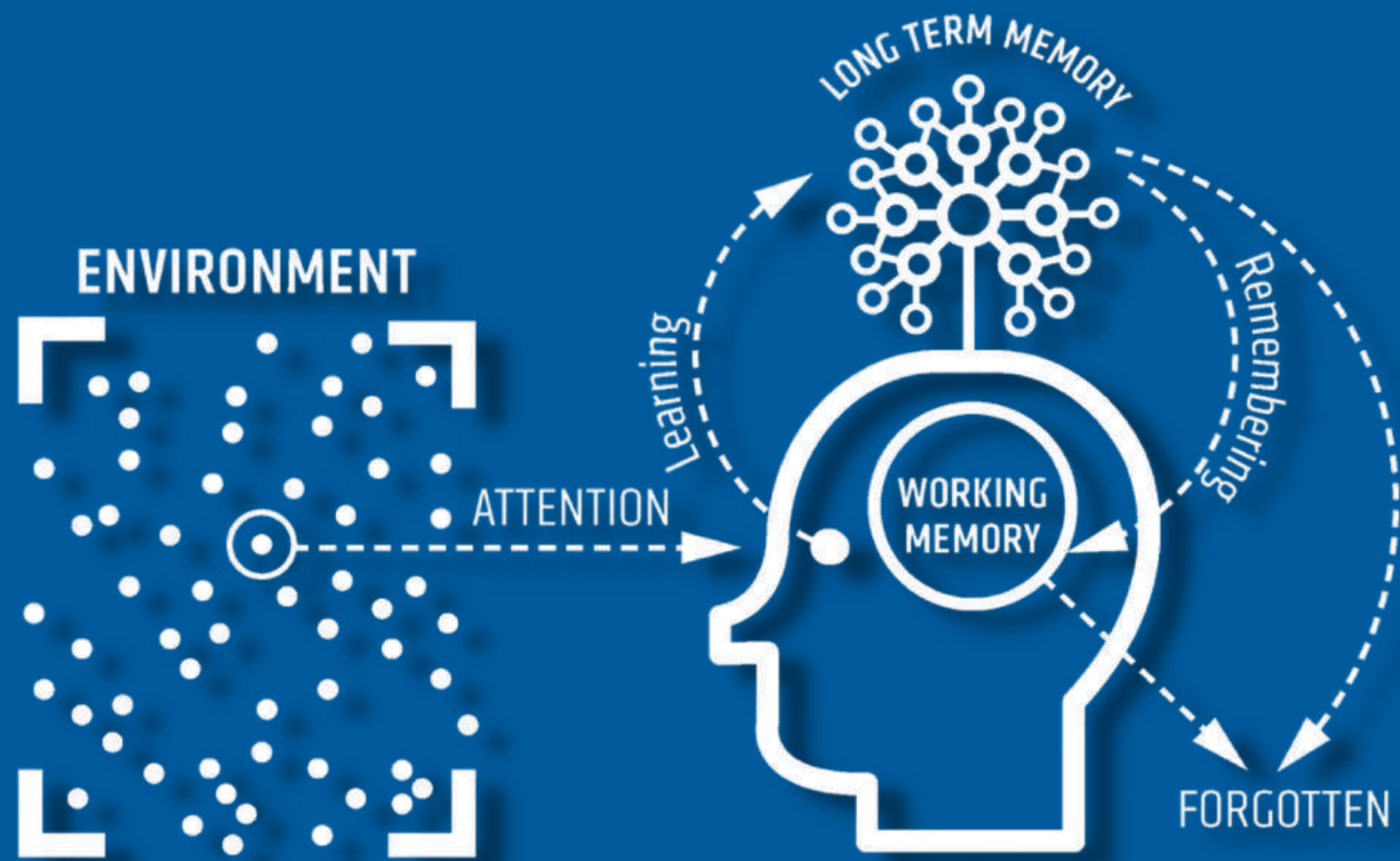
All student vacations/travel should strictly be kept within school closure times.

It is very unlikely that we approve leave requests during term. We follow strict guidelines from the KHDA and can only approve leave in extreme circumstances. Should you wish to request leave for your child, please email [absence\\_wek@gemsedu.com](mailto:absence_wek@gemsedu.com) to request a 'leave of absence' form.

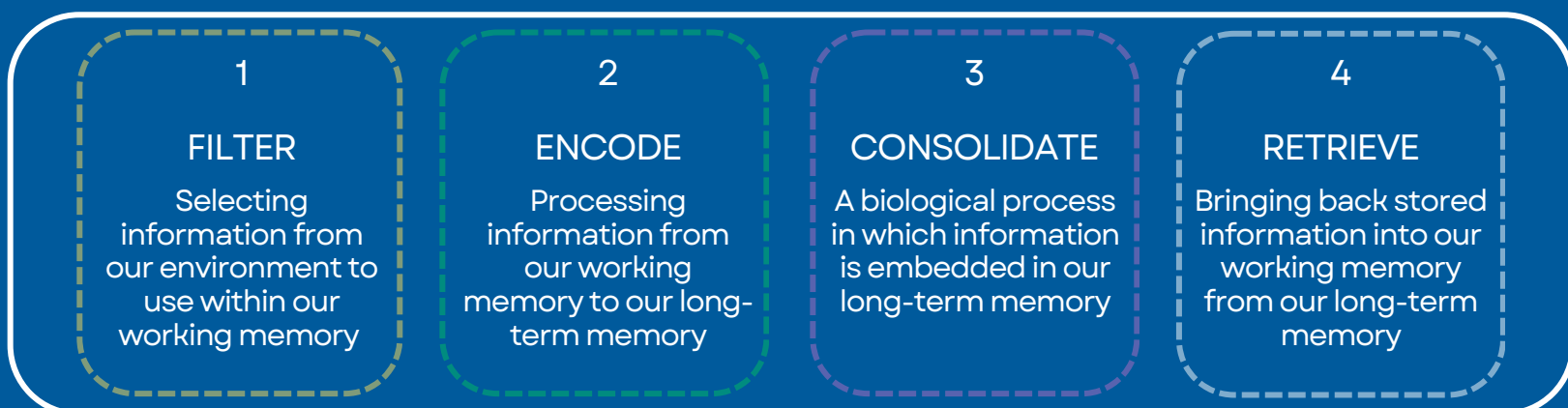
## EARLY COLLECTION REQUESTS

Although doctors/dentist appointments, holidays/travel, and family visits should be booked outside of school timings, we understand that on rare occasions students may need to be collected early.

Parents should complete an 'Early Departure Request' form at least two days in advance. This will be reviewed by a member of our Leadership Team. If approved, the staff involved will be notified and will do their best to ensure the child is ready to leave at the requested time.



(Oliver Caviglioli et al, 2019)



## TEACHING AND LEARNING

In order for teaching and learning to be effective, it is important that all staff members and our wider community understand how learning happens.

This understanding then allows teachers to select the best pedagogy based on the learning process and the content being studied. While pedagogy may look different and varied across subjects and year levels, we ensure there is a common approach based on the learning process and principles.

The Academy has adopted a simple model for how memory works and how learning happens which is based upon the concept of building schemata in our long-term memory. All staff have a consistent understanding of this process and the language used when describing Learning Principles.

Using these, The Academy draws upon our Teaching Principles in order to highlight the key features of effective teaching and learning. We have 8 Teaching Principles:

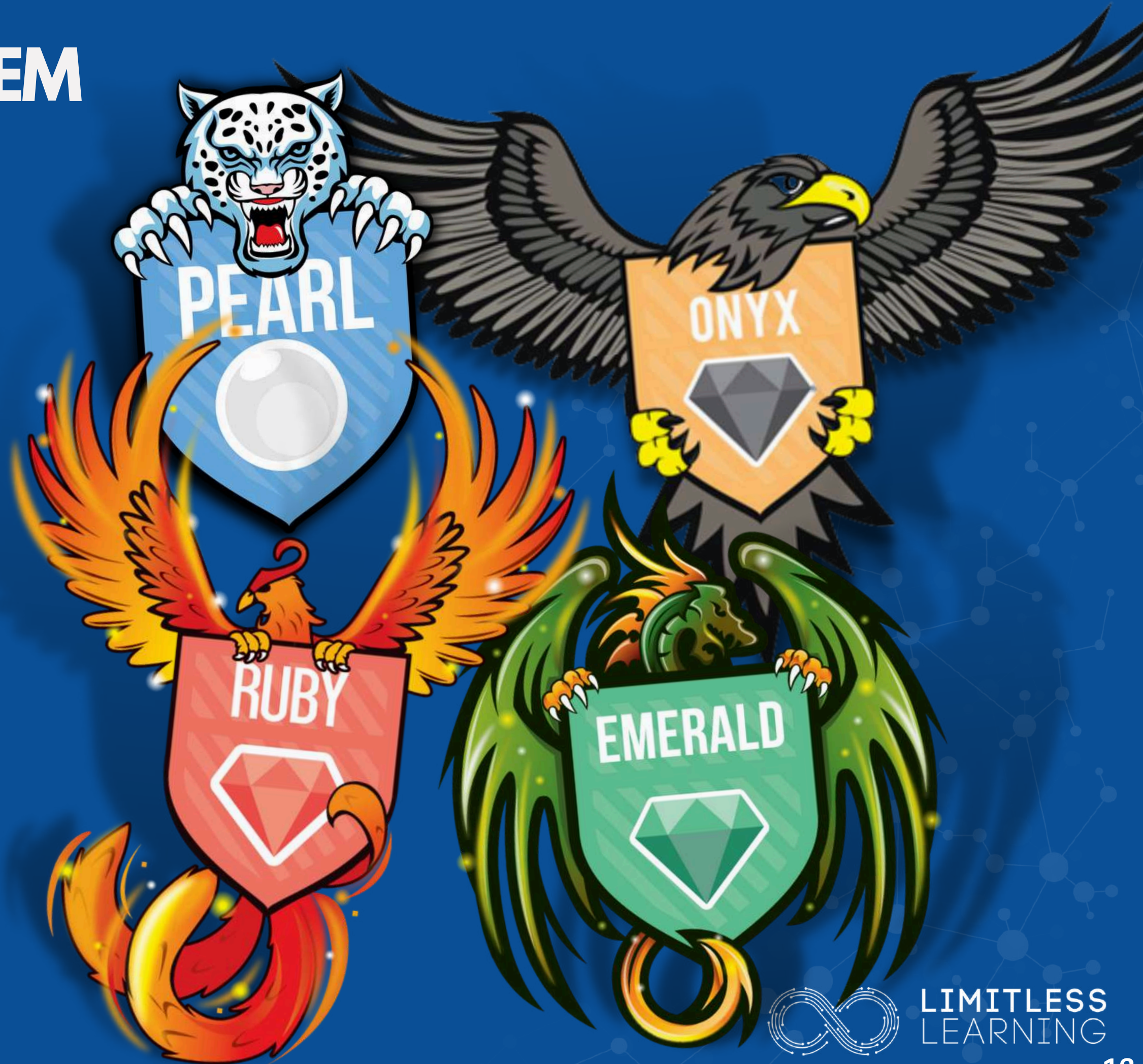
- 1. Retrieval Practice**
- 2. Focus & Expectations**
- 3. Explain & Model**
- 4. Connect & Organise Knowledge**
- 5. Guide & Scaffold Practice**
- 6. Independent Practice**
- 7. Check Understanding**
- 8. Feedback to Feed Forward**

# ACADEMY HOUSE SYSTEM

Your child will be allocated to one of four houses, linked to the colours of the UAE flag: Pearl, Onyx, Ruby or Emerald. House colours are linked to the school uniform across the school from FS to Year 13.

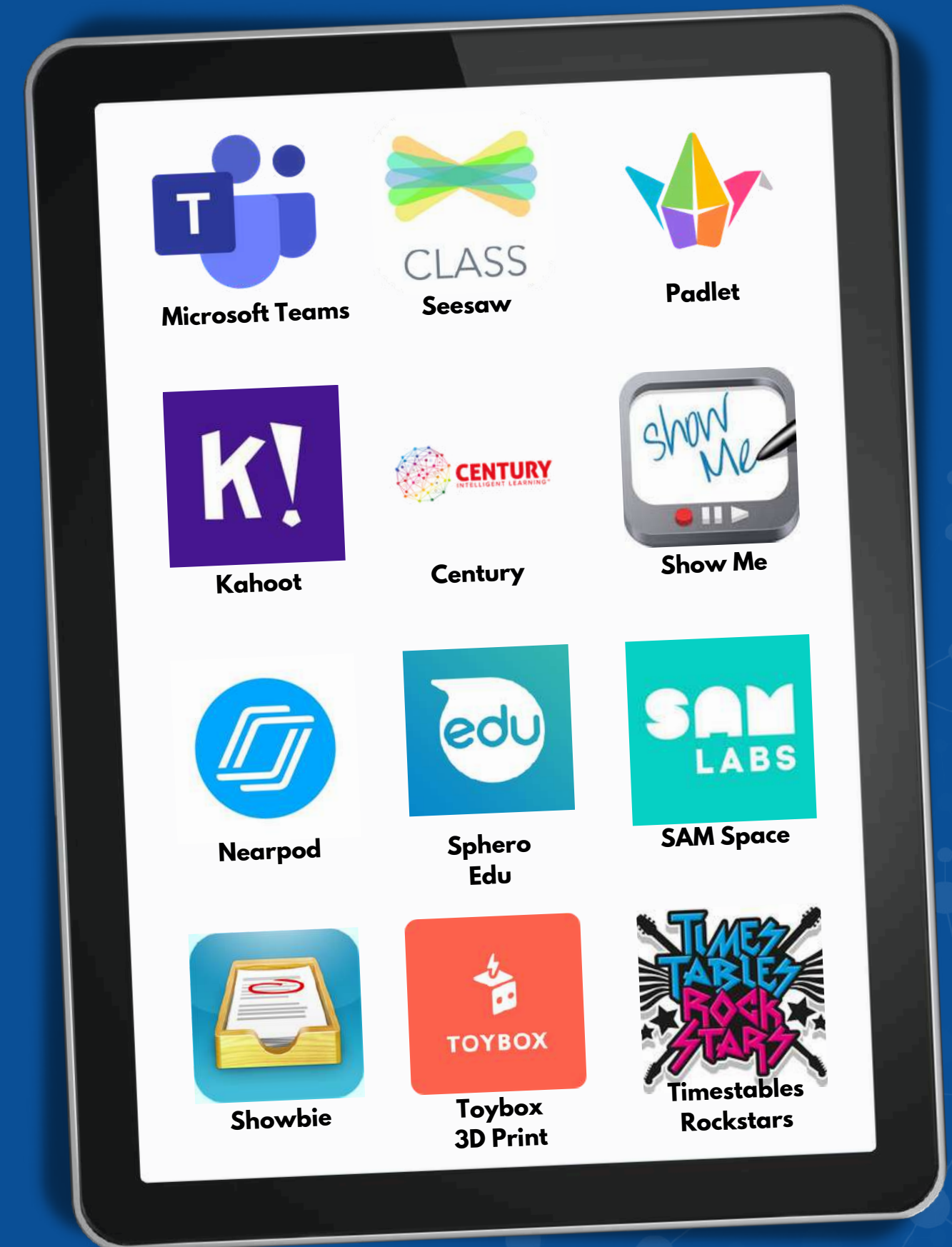
Every day, your child will have the opportunity to collect house points for demonstrating successful learning behaviours. Winning houses will be invited to a special celebration event at the end of each term.

House competitions take place across the year to help your child feel a sense of community within his/her allocated house.



# BRING YOUR OWN DEVICE (Y3 - Y13)

- To support with learning, all children from Year 3 to Year 9 are requested to bring in a tablet and a pair of headphones daily.
- All students from Year 10 to Year 13 are requested to bring a laptop and headphones to school daily.
- Please ensure that your child's device and headphones are brought to school fully charged. Charging stations are provided to support battery life when needed, but these may be limited.
- Ensure the device has a protective case to avoid damage and breakages.
- Devices will only be used for educational purposes during lesson times.
- Make sure the device is labelled with your child's name and class.
- Mobile phones should be in bags and switched off between 7:40am-3:10pm.





# STUDENT PHOTOS & VIDEOS

At GEMS Wellington Academy, Al Khail, our staff will regularly take photographs and videos on school devices to evidence and celebrate your child's learning. This may see your child involved in group and individual educational experiences, including school trips and performances. These photos and videos may be used on school displays, on our social media pages and, occasionally, for marketing purposes.

If you do not wish for your child to be photographed or recorded in school, please request a 'Photograph and Video Non-consent Form' from our Parent Relations Executive via email [pre\\_wek@gemsedu.com](mailto:pre_wek@gemsedu.com).



# SAFEGUARDING AND CHILD PROTECTION

The Academy is committed to safeguarding and protecting the welfare of our students and young people and expects the same from its parents, visitors and volunteers.



ASHLEY ROBBINS  
SECONDARY  
E SAFETY CONCERNS  
DESIGNATED SAFEGUARDING  
LEAD (DSL)



REBECCA HOWELLS  
NURSERY - YEAR 1  
DEPUTY DESIGNATED  
SAFEGUARDING LEAD (DDSL)



GEORGINA BRADLEY  
YEAR 1 - YEAR 6  
DEPUTY DESIGNATED  
SAFEGUARDING LEAD (DDSL)



DALKEET SANDHU  
SECONDARY  
DEPUTY DESIGNATED  
SAFEGUARDING LEAD (DDSL)



SUSAN MARSHALL  
INCLUSION  
DEPUTY DESIGNATED  
SAFEGUARDING LEAD (DDSL)

Parents/carers are the most important people to keep their children safe.

You should always:

- Wear your yellow parent lanyards, including attached ID, around your neck at all times around school
- Refrain from taking pictures of students who are not your own
- Feel confident to speak to a staff member if you have concerns about a child's welfare
- Feel confident to raise concerns about the conduct of other adults or students
- Talk to the school if you need help or support
- Let the school know if your child has a medical condition
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Let the school know who will be dropping off or collecting your child and provide us with a total of two emergency contact names and numbers. You must inform the school of any changes to the agreed arrangements
- Let the school know if your child is going to be absent and the reasons why
- Let the school know if you have any court orders relating to the safety of your child
- Read the school policies about Safeguarding available on the school's website

## OUR PRINCIPLES

- Students have a right to be safe, to be listened to, valued and respected.
- Parents and carers have a right to be informed of any concerns regarding their child.
- Children are best protected when parents and The Academy work together.
- All staff and volunteers are given appropriate training and support.
- All staff and volunteers are subject to rigorous recruitment checks.



# BREAK AND LUNCH

## TREAT TUESDAYS



At The Academy, we promote healthy eating whilst recognising that the occasional treat can be part of a balanced diet.

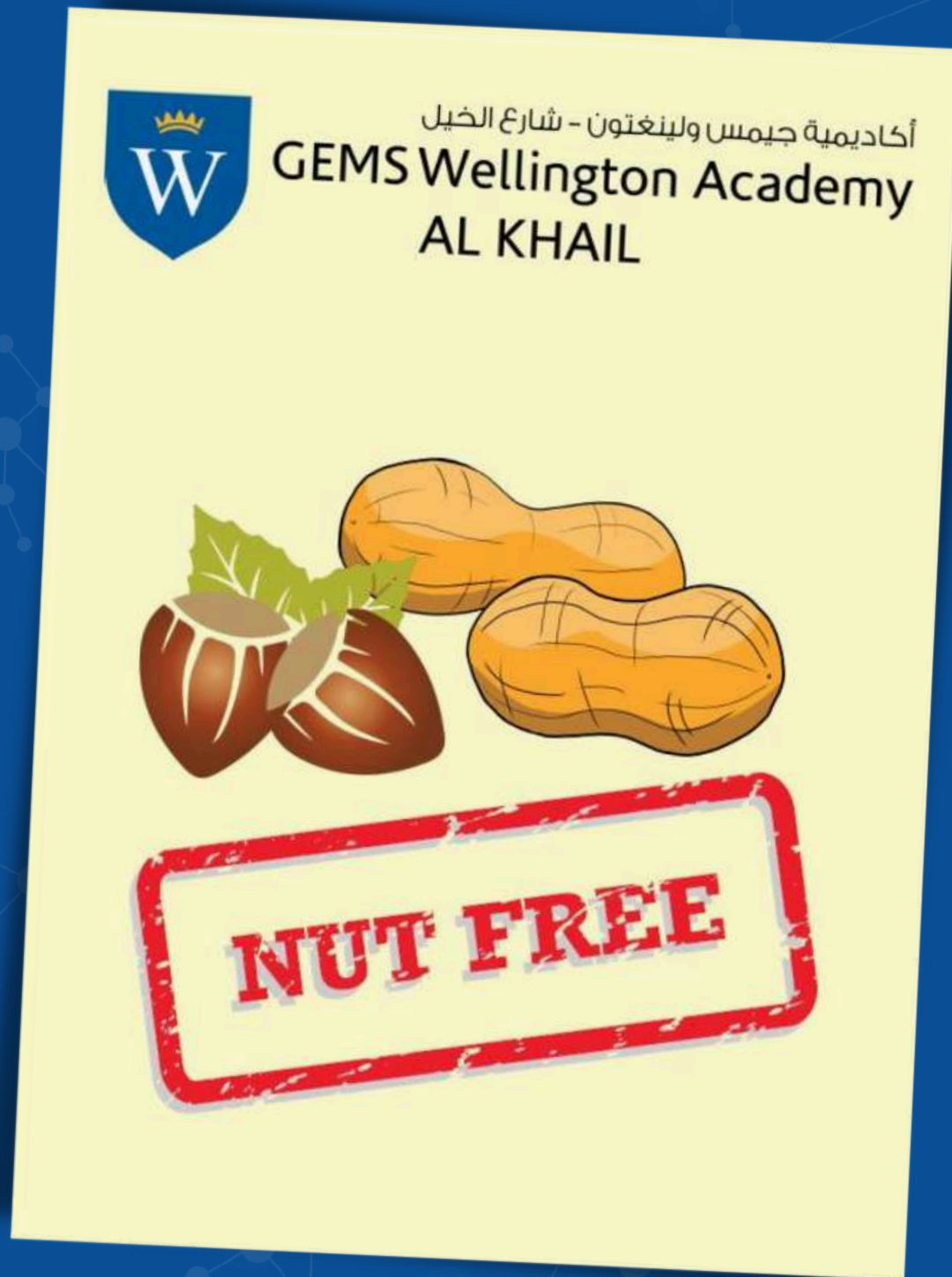
BRING ONE TREAT  
EVERY TUESDAY

All students can bring their own healthy snacks and drinks to school each day. Alternatively, families may wish to use our in-house catering company, Slices.

- Students may bring/buy one 'treat' food item on Tuesdays. Healthy foods should be eaten on all other days.
- We follow a strict no nuts and no pork policy across the school every day; this includes chocolate spreads containing nuts.
- All students must bring a refillable water bottle to school each day. Please ensure water bottles are cleaned daily.
- When temperatures exceed 40 degrees, all students stay indoors.
- Outdoor breaks follow a staggered system, with specific areas designated for each year group. Students across the school are closely supervised by staff during outdoor breaks.



# SCHOOL CATERING



## FS1 - Y2:

Snacks and lunches for FS-Y2 can be pre-ordered through our catering company, Slices. Please note that FS children from FS1-Y2 cannot buy food in school. Food must be pre-ordered online before Friday at 11am for the following week. This will be delivered to the classroom each day.

## Y3-6:

Snacks for morning break must be pre-ordered online through our catering company, Slices. Please note that Y3-6 children cannot buy snacks in school for morning break. Morning snacks must be pre-ordered online before Friday at 11am for the following week. This will be delivered classrooms before morning break each day. Y3-6 students may buy lunch in the school cafeteria Mondays to Thursdays.

You can pre-order food using the following link

<https://forms.gle/Fmh8jT1MovM6YfkL6>.

## Secondary:

Secondary students may purchase food from the cafeteria for both morning break and lunch.

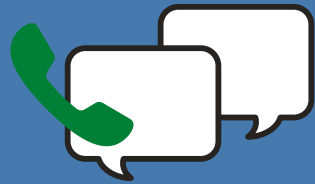
In-school, Slices purchases can be made using cash, or you can make use of our cashless system by topping up your child's account balance through our GEMS parent portal (Safari or Chrome) <https://oasis.gemseducation.com>. Catering payments may be accessed from the 'Catering' and 'Fees' sections. Parents can top up by credit or debit card online, or they can visit the school to do this directly with Slices. On LearnOS you will also be able to review your child's daily spends.

If you wish to make use of our school catering service, please contact [wekslices@gmail.com](mailto:wekslices@gmail.com). For more general enquiries, you can also reach the customer services team at [customersupport@slices.ae](mailto:customersupport@slices.ae).



# PARENT COMMUNICATION

## BOOKED MEETINGS



INDIVIDUAL  
COMMUNICATION

PRIVATE FACE-TO-  
FACE OR PHONE  
CONVERSATIONS

## EMAIL



OUR PRIMARY  
SOURCE OF  
COMMUNICATION

DIRECT MESSAGES  
TO AND FROM  
INDIVIDUAL  
PARENTS

## LEARNOS APP



GEMS INFORMATION  
PORTAL APP

SCHOOL  
TRANSPORT,  
PAYMENTS, ECAS &  
STUDENT INFO.



@GEMS\_WEK



@GEMS\_KHAIL



@GEMS\_WEK

At The Academy, we operate an open-door policy. You are free to contact your child's teacher at any time via email. You can also request a meeting, either onsite or online, at any point throughout the year - you do not need to wait for parents' evenings.

You can also keep up to date with Academy news via our social media accounts. If you cannot visit the school building, The Learn OS App also provides online services such as school fee payments and STS Bus bookings.

Please note that teachers cannot check emails during teaching times. If you need to pass on an urgent message, please call Primary Reception (04 512 9140) or Secondary Reception (04 512 9150).

# 24/7 LIVE ASSESSMENT DATA

- Foundation Stage - You can follow your child's learning on 'Seesaw'; please speak to your child's class teacher to receive login details. We will also share a written school report at the end of each term and invite you for a formal meeting each term.
- Primary - You can follow your child's current attainment and progress on 'Learning Ladders'. We will also share a written school report at the end of each term and invite you for a formal meeting each term.
- Secondary - You will find all secondary communication on 'Go 4 Schools', including homework, attainment, progress and behaviour. We will also share a written school report at the end of each term and invite you to formal parents' meetings across the year.

## FS PARENTS



SEESAW CLASS APP

STUDENT DIGITAL  
PORTFOLIOS  
EXAMPLES OF YOUR  
CHILD'S LEARNING

## PRIMARY PARENTS



LADDERS AT HOME

PROGRESS AND  
ATTAINMENT INFO.  
REPORTS & LIVE  
ASSESSMENT DATA

## SECONDARY PARENTS



GO 4 SCHOOLS

PROGRESS AND  
ATTAINMENT INFO.  
REPORTS & LIVE  
ASSESSMENT DATA



أكاديمية جيمس ولينغتون - شارع الخليل  
GEMS Wellington Academy  
AL KHAIL



LIMITLESS  
LEARNING

# PRIMARY HOME LEARNING PADLETS

YEAR 1 PADLET



YEAR 2 PADLET



YEAR 3 PADLET



YEAR 4 PADLET



YEAR 5 PADLET



YEAR 6 PADLET



Each Primary year group has its own Padlet webpage which contains year group timetables and some home learning.

Scan the QR Code to access.

Primary home learning focuses heavily on developing student fluency of the core skills through retrieval practice, spaced practice, and the interleaving of learning.

We also set home learning on Century for Years 2-6.



# USEFUL ACADEMY CONTACTS



**REGISTRATION TEAM**  
registrar\_wek@gemsedu.com

**RECEPTION**  
reception\_wek@gemsedu.com  
Main Reception: 04 512 9100  
Primary Reception: 04 512 9140  
Secondary Reception: 04 512 9150

**EXECUTIVE ASSISTANT**  
c.pereira\_wek@gemsedu.com

**EMIRATI COORDINATOR**  
a.almheiri\_wek@gemsedu.com

**FINANCE TEAM**  
cashier\_wek@gemsedu.com

**PRIMARY SECRETARY**  
v.campolucci\_wek@gemsedu.com

**GOVERNMENT RELATIONS EXECUTIVE**  
gre\_wek@gemsedu.com

**PARENT RELATIONS EXECUTIVE**  
pre\_wek@gemsedu.com

**SECONDARY SECRETARY**  
t.patrick\_wek@gemsedu.com

**SCHOOL TRANSPORT SERVICES**  
samuel.fernandes@sts-group.com

**ACADEMY ATTENDANCE**  
absence\_wek@gemsedu.com

**MEDICAL CLINIC**  
wek\_clinic@gemsedu.onmicrosoft.com

