



أكاديمية جيمس ولينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAIL

**PARENT GUIDE
2023-24**

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THE ACADEMY VISION

Vision Statement:

"Empowering students to aspire, create and excel in the world that is, so they can create the world that will be."

The Three Pillars



THE
SCIENCE OF
LEARNING



SOCIAL
ENTERPRISE



STUDENT
AGENCY &
INNOVATION

Our Beliefs:

THE SCIENCE OF LEARNING



UNDERSTANDING HOW
THE BRAIN LEARNS BEST
TO MAXIMISE LEARNING
OPPORTUNITIES

SOCIAL ENTERPRISE



EMBEDDING THE UNITED
NATIONS SUSTAINABLE
DEVELOPMENT GOALS

STUDENT AGENCY & INNOVATION



PERSONALISATION OF
LEARNING EXPERIENCES



PLACING EVIDENCE-
INFORMED PRACTICE AT
THE HEART OF ALL THAT
WE DO



UNDERSTANDING OUR
RESPONSIBILITY TO THE
COMMON GOOD OF
HUMANITY



VOICE, CHOICE AND
OWNERSHIP



BEING FUTURE-DRIVEN
AND DEVELOPING THE
SKILLS REQUIRED TO
THRIVE IN THE FUTURE
WORLD



THINKING AND ACTING IN
ENTREPRENEURIAL AND
ENTERPRISING WAYS



FINDING OUR PURPOSE



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LIMITLESS
LEARNING

PRIMARY LEADERSHIP TEAM



CAMPBELL DOUGLAS
PRINCIPAL



BEN COOPER
PRIMARY PRINCIPAL



PAULA PHINN
PRIMARY VICE-PRINCIPAL

STUDENT CULTURE & 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

STANDARDS & CULTURE



STEVEN KAY
PRIMARY ASSISTANT PRINCIPAL

TEACHING & LEARNING (STEAM)



STACEY BRADWELL
DIRECTOR OF INCLUSION



ROHAN ROBERTS
DIRECTOR OF INNOVATION &
FUTURE LEARNING



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LIMITLESS
LEARNING



PRIMARY HEADS OF PHASE



LORRAINE WADE
FOUNDATION STAGE



AMY ROWLINGS
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



GEMMA THORNLEY
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



STACEY BRADWELL
DIRECTOR OF INCLUSION



ADINA STRACHAN
SENIOR TEACHER



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LIMITLESS
LEARNING

ACADEMY TIMINGS

Foundation Stage 1

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

Foundation Stage 2

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

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

Extended Care - Monday to Thursday 2:40pm

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 - 7:15-7:40am

Pick up - Monday to Thursday - 3:10pm

Pick up - Friday - 12:00pm



DROP-OFF & PICK-UP ARRANGEMENTS



We have allocated designated entry and exit points for different year levels. For ease of access, parents must wear their yellow parent lanyard, including 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 on their chest at all times on the school site.

- All FS1 and FS2 children enter and exit the building via the FS entrance to the right of the main reception building (identified on the map on the next page). 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 (see allocated doors on the map found on the next page). 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.



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

Bus services for ECAs are not available.

For any queries regarding our bus services, please don't hesitate to send an email to 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

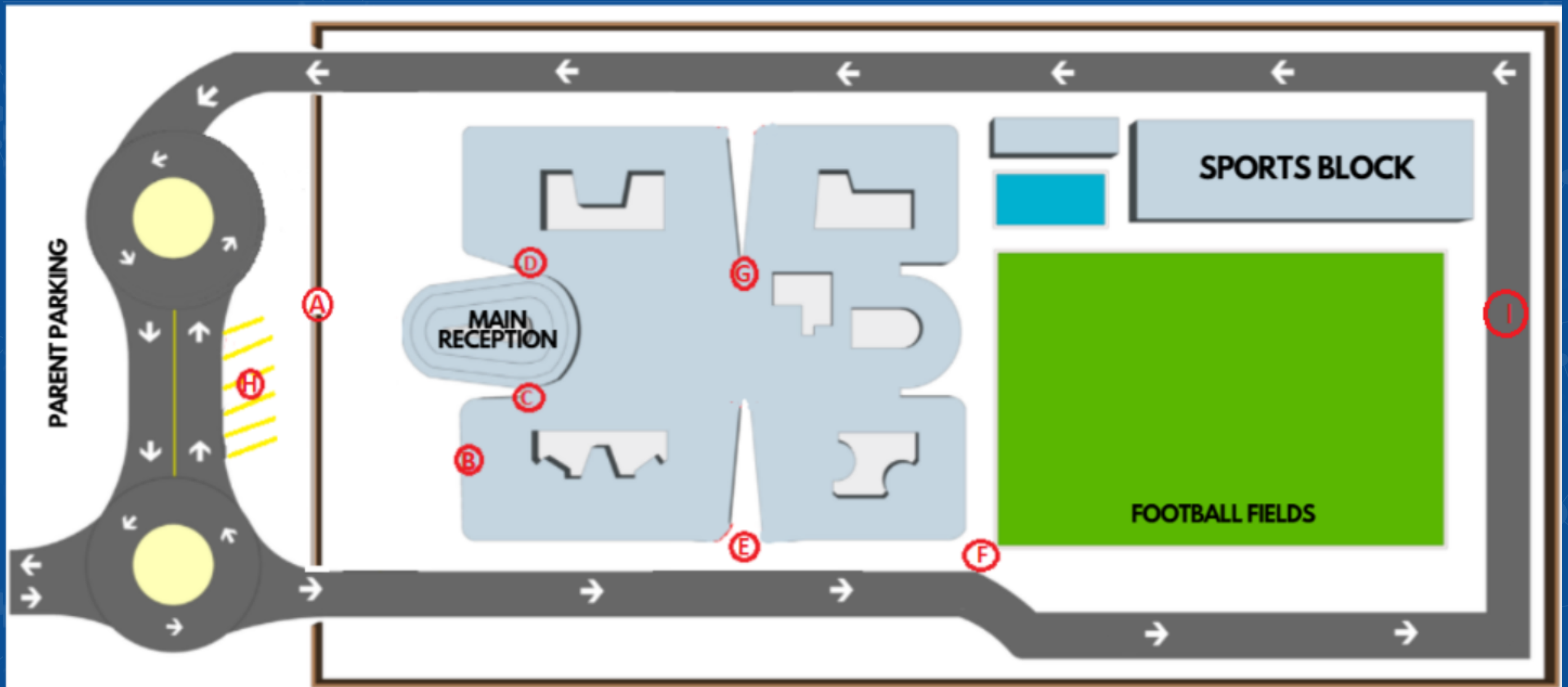
E - GATE 15 - Y1 & 2 ENTRY
+ ECA PICKUP

F - GATE 19 - SPORTS PICK UP

G - BUS PICK-UP/DROP OFF

H- DROP AND DRIVE

I- AL KHAIL DROP AND DRIVE



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.

For Secondary ECAs please contact
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 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.

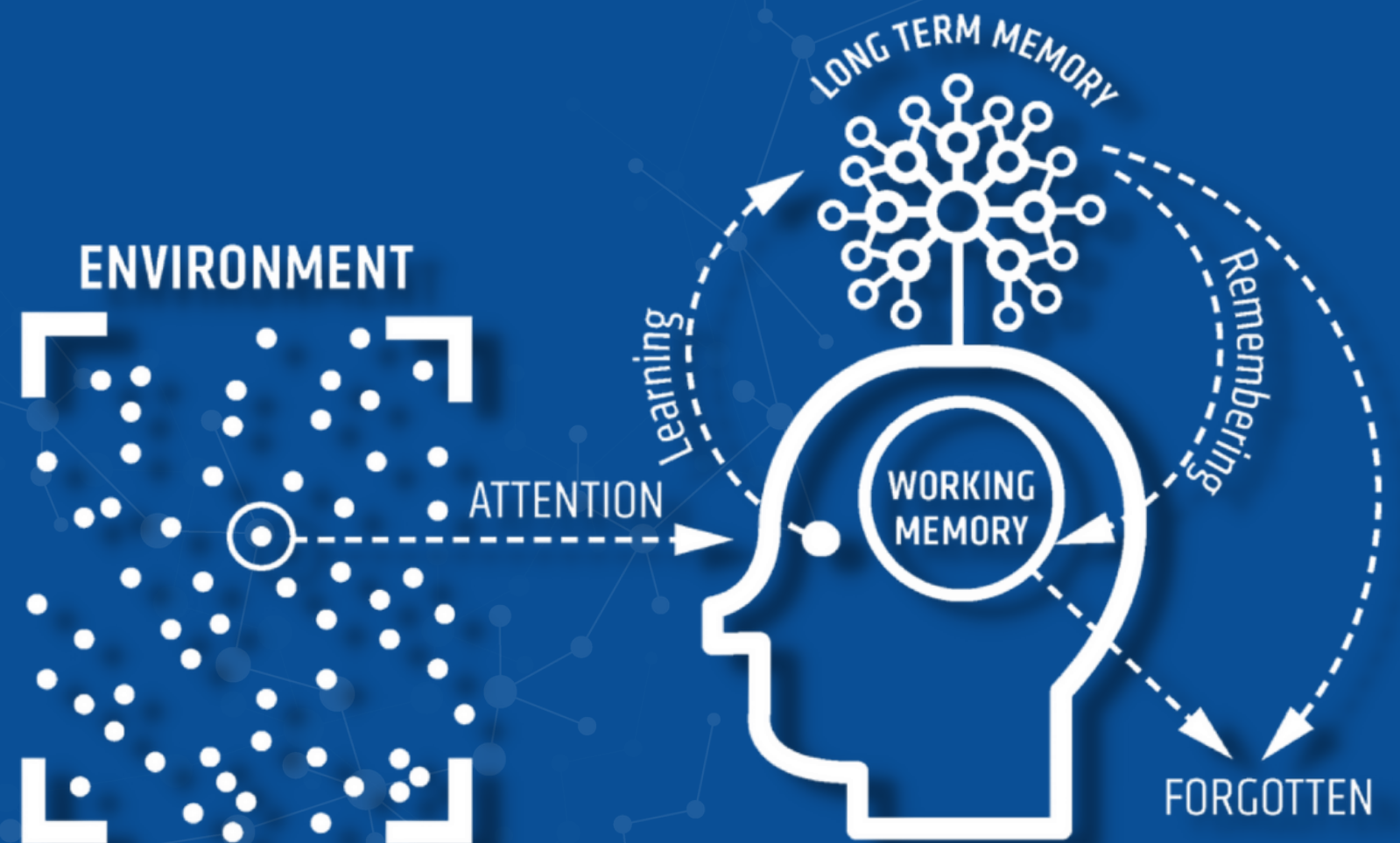
It is very unlikely that we approve leave requests during term. We follow strict guidelines from the KHDA and can only approve leave in extreme circumstances. Should you wish to request leave for your child, please email absence_wek@gemsedu.com to request a 'leave of absence' form.

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.

TEACHING AND LEARNING



(Oliver Caviglioli et al, 2019)

1 Filtering

Selecting information from our environment to use within our working memory

2 Encoding

Processing information from our working memory to our long-term memory

3 Consolidation

A biological process in which information is embedded in our long-term memory

4 Retrieval

Bringing back stored information into our working memory from our long-term memory

In order for teaching and learning to be effective, it is important that all staff members at The Academy 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 Academy approach to the learning process.

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 The Model of Learning.

Using The Model of Learning, The Academy draws upon our Teaching Principles in order to highlight the key features of effective teaching and learning. We have 9 Teaching Principles:

1. Retrieval Opportunities

2. Providing Focus, Engagement, and Expectations

3. Present New Content in Small Steps

4. Link Learning

5. Provide Models and Examples

6. Ask Questions and Check Student's Understanding

7. Guide and Shape Student Practice

8. Allow Independent Practice

9. Provide Feedback that Moved Learning Forward



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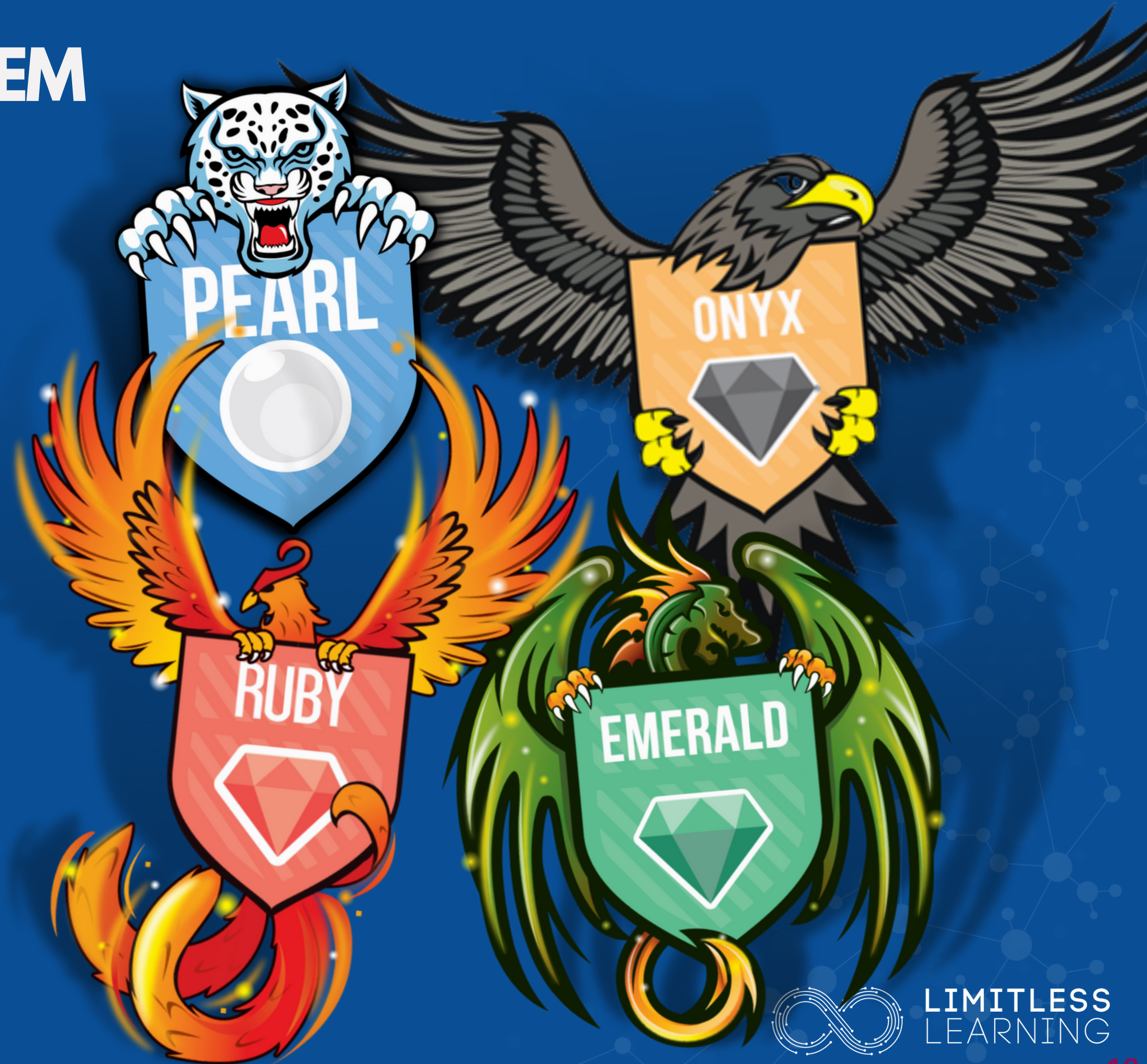
LIMITLESS
LEARNING

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.

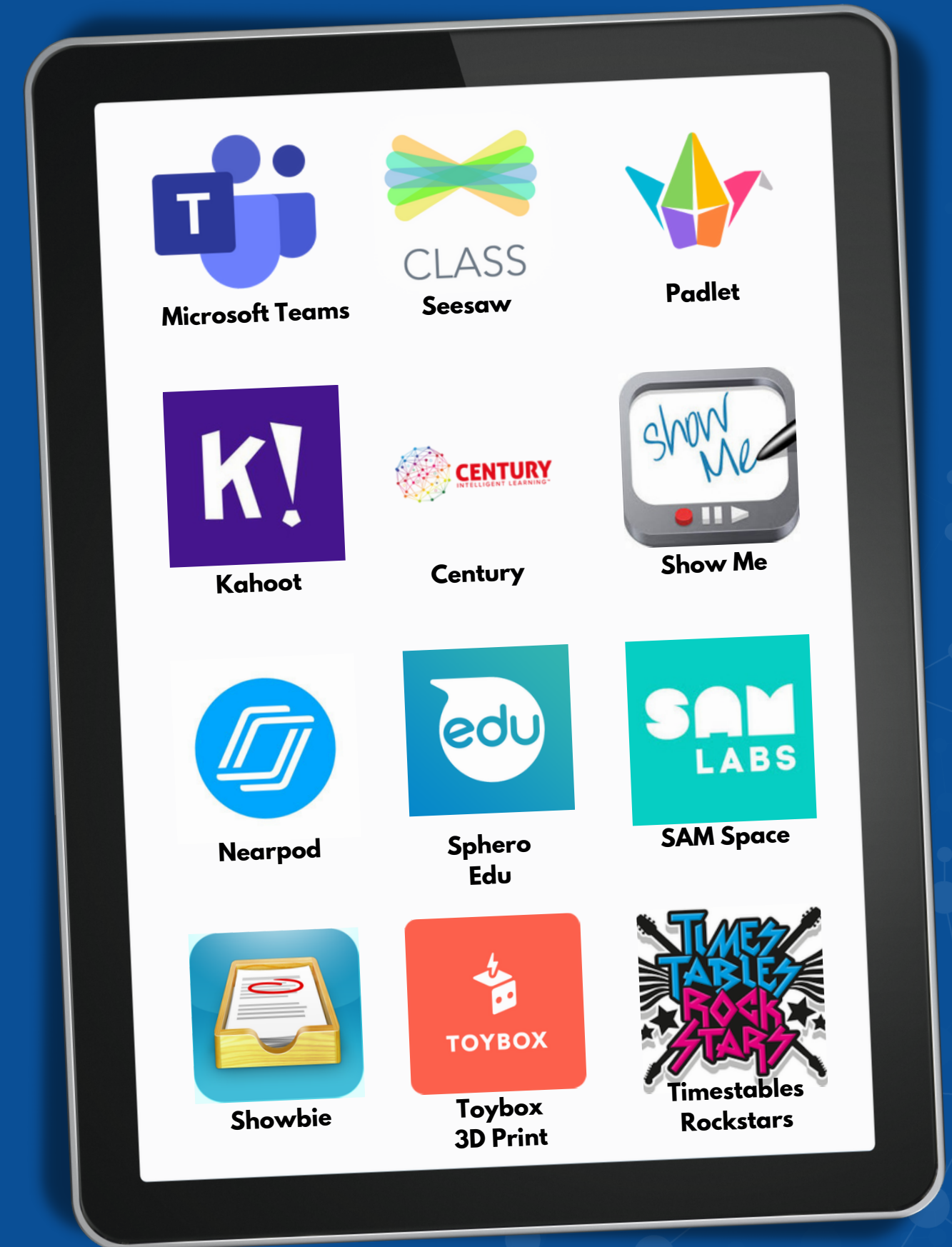
Every day, your child will have the opportunity to collect house points for demonstrating successful learning attributes and learning behaviours. Winning houses will be invited to a special celebration event at the end of each term.

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 an iPad and a pair of headphones every day.
- All students from Year 10 to Year 13 are requested to bring a laptop and headphones to school every day.
- 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.



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.



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 **LIMITLESS**
LEARNING

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)

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.

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

You should always:

- Wear your yellow parent lanyards 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



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.

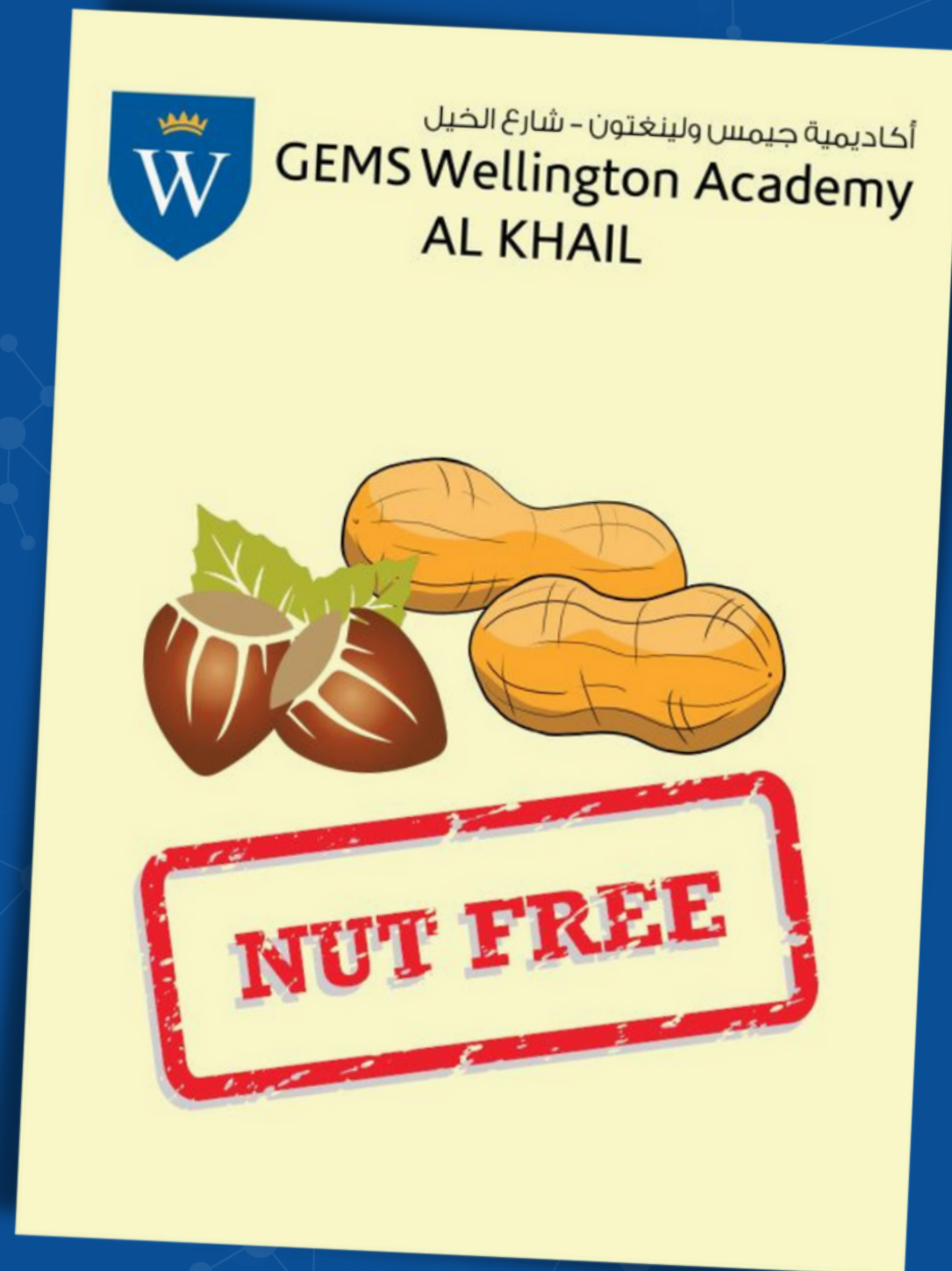
BRING ONE TREAT EVERY TUESDAY

Lunch and Snack Key Information:

- Morning Break - All students can bring their own healthy snacks and drink. Morning snacks for FS-Y6 may also be ordered online through our catering company, Slices. This will be delivered to class before break time. Secondary students have the option to purchase their snack in the school cafeteria.
 - Lunchtime - All students can bring their own healthy packed lunches to school. Alternatively, parents of children in FS and Y1-2 can pre-order packed lunches through our catering company. These will be delivered to the classroom before lunch time. Students from Y3-13 can buy hot or cold lunch from our school cafeteria Monday-Thursday.
 - 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 enough drinking water for each day. Please ensure water bottles are cleaned daily.
 - Children in Primary eat their morning snack outdoors and eat lunch either in class or in the school cafeteria. Secondary students can eat in form rooms, allocated common areas, outdoors, or in the cafeteria. 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 our parent portal you will also be able to review your child's daily spends. (Please note that, currently, parents cannot top up via the GEMS Connect app.)

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



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LIMITLESS
LEARNING

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, ECA'S &
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 with all 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



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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

