

VICTORIA INTERNATIONAL SCHOOL
SHARJAH

VISS



VICTORIA
INTERNATIONAL
SCHOOL OF
SHARJAH

Early Learning Centre

INFORMATION

2011-2012 Academic Year

Welcome to the Victoria International School of Sharjah (VISS), Early Learning Centre (ELC). The values of the school are Diversity, Excellence, Integrity, Learning and Respect.

Childhood learning is celebrated through warmth, fun, joy and laughter at the ELC. The ELC will be a place where your child will begin to understand themselves and others through interactions within a supportive learning community which values developmental play.

The ELC staff bring a diverse range of backgrounds, expertise and excellence in Early Learning practice and many years of experience in Early Childhood Education. With your support and trust your child will settle quickly into the nurturing atmosphere at VISS Early Learning Centre. .

We are looking forward to meeting you and developing a strong relationship between home and school and sharing an exciting year of discovery and learning together.

MS MARY AZER
DIRECTOR, EARLY LEARNING CENTRE

VISS General Contacts

Dr Roderick Crouch – Principal admin@viss.ae	06-577 1999
Finance and Administration admin@viss.ae	06 577 1999
<u>Secondary School – General Enquiries</u> Mr Dean Pyrah, Head of Secondary School secondaryschool@viss.ae	06 599 3131
<u>Primary School - General enquiries</u> Ms Jan Senior – Head of Primary School primaryschool@viss.ae	06-599 3161
<u>Early Learning Centre (ELC) – General Enquiries</u> Ms Mary Azer- Director of ELC elcschool@viss.ae	06-599 3191
Mr Les Rauert – Campus and Facilities Manager	06 577 1999

VISS Early Learning Centre Contacts

Ms Mary Azer- Director of ELC elcschool@viss.ae	06-599 3191
Ms Dhuha Alfeel KG1 Coordinator elcschool@viss.ae	06-599 3191
Ms Reshma Kudrolli KG2 Coordinator elcschool@viss.ae	06-599 3191
Ms Dina Rateb Office / Administration elcschool@viss.ae	06 5993191

Inquiry Flowchart - Early Learning Centre (ELC)

Inquiry	Who to ask?
New Enrolments	Director ELC Admin Assistant ELC Registrar
Re-enrolments	Registrar
Nursery	Classroom teacher Director ELC
Parent Association activities	PA President/Representative
Absence, including appointments	Admin Assistant ELC
Extended leave during term	Director ELC
My child's academic progress (curriculum matters)	Classroom teacher Director ELC
The curriculum	Classroom teacher Director ELC
My child's behaviour	Classroom teacher KG1 Coordinator/KG2 Coordinator Director ELC
School behavioural expectations/student care program	Classroom teacher Director ELC
Private Music lessons	Director of Music
ELC Procedures	Director ELC
Whole School Policies	Principal's Office
Concerns regarding staff behaviour/teaching standards	Director ELC Principal
School growth and strategic plans	Principal
After school care in the ELC (up to 3.00 pm)	Director ELC
After School activities	Facilities manager/After School Activities Coordinator

Early Learning Centre Procedures

ABSENCES

All student absences must be notified to the ELC office. The office opens at 7:45 am.
Telephone: 06 599 3191 (ELC School Office)

All students **must** leave from the Early Learning Centre School office at Gate 4, the Student register must be signed upon **entry and exit** of the Early Learning Centre.

ASSEMBLIES

ELC assemblies are held once a fortnight on Tuesdays at 8:30am. Assemblies are held in the Performing Arts Centre. Parents are welcome to attend

COFFEE MORNINGS

Coffee mornings will be scheduled throughout year for individual classes or year levels. These will provide an opportunity to meet our new Principal, Dr Rod. Ms Mary as well as other member of staff will also be present at these informal gatherings to speak to you. Information regarding these mornings will be sent home with your children.

COMMUNICATION

We are in the process of updating our email data -base. A letter will be sent home shortly requesting current contact details. To communicate with your class teacher please use the school diary, or contact the ELC School office by phone or email.

DIARIES

All students are issued with VISS Early Learning Centre diaries. The school diary is a necessary tool in your child's education. Diaries are to be used as a communication source between school and home.

LUNCH BOX

Students at the ELC have 2 snack times, so provide a variety of healthy and nutritious food that your child likes to eat. Examples include finger fruit/vegetables such as carrots, cucumber, watermelon, etc. Also, yoghurt, custard, cereals, sandwiches, rice, crackers and cheese. Make sure your child brings everyday a labeled water bottle. Water is the healthier choice instead of sweetened milk and juice. Please note our school has a **NO Nuts** policy. That means, nuts are not allowed in school (Nutella, peanut butter, roasted nut packets, etc).

NEWSLETTERS

A school newsletter is published every 2 weeks. It will be sent home with your child. You can also view on line at www.viss.ae A monthly newsletter will also be sent home from the KG1 and KG2 team outlining their teaching and learning program.

PARENT ASSOCIATION

The VISS Parent association is an active part of VISS the VISS community

Members of the association can be contacted as per email

ELC School Parents Email: ELC.parents@viss.ae

Meetings and social events are held regularly and we strongly encourage you to join and participate within our school community. The current President is Ms Donna Alkasey.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews are conducted once a year

REPORTS

School Reports are issued twice yearly. These reports are issued at the end of each semester. Reports will be sent home in sealed envelopes.

SCHOOL NURSE

When required, students will be escorted to the school nurse by the class teacher or class assistant. The Nurse will notify you directly if your child is required to go home.

SCHOOL TIMING

Nursery 8am to 12pm

KG1 8am to 12pm

KG2 8am to 1:15pm

TRANSPORT

Students travelling on school busses **MUST NOTIFY** the Transport Department if they are not using the bus at any particular time. Please notify the Transport Department directly by no later than 2pm on the day. Not notifying the Transport Department causes long delays in releasing the buses from the school grounds which delays ALL students arriving home.

The Transport Department can be contacted on

Mr Afzal Naz

Transport Coordinator

naz.afzal.h@viss.ae

06-599 3283 (direct office line)

VISITORS /PARENTS ENTERING SCHOOL GROUNDS

All Visitors and Parents at VISS are required to register at the office when entering the school and wear a VISS visitors tag. This is a security and safety issue and will be **strictly enforced**

IT IS PREFERRED THAT ALL VISITORS TO THE ELC ENTER THROUGH THE ELC OFFICE GATE 4

Early Learning Centre Classes and Class Teachers

Class	Teacher	Class Assistant/s
Nursery	Ms Julia	Ms Jorairah Ms Naseema Ms Juliette Ms Erly
KG1A	Ms Dhuha	Ms Rowena
KG1B	Ms Odette	Ms Mayveline
KG1C	Ms Alaa	Ms May
KG1D	Ms Marcia	Ms Celeste
KG1E	Ms Rashida	Ms Leah
KG2A	Ms Hudda	Ms Lorna
KG2B	Ms Jess	Ms Pinky
KG2C	Ms Zahida	Ms Sadaf
KG2D	Ms Reshma	Ms Delia
KG2E	Ms Hiba	Ms Celeste

**ALL CLASS TEACHERS CAN BE CONTACTED DIRECTLY VIA THE SCHOOL DIARY OR THROUGH THE ELC
SCHOOL OFFICE**

VISS ACADEMIC CALENDAR 2011 - 2012

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend

School Holidays
Religious Holidays (subject to confirmation)
Important Dates
School Working Days
Weekends

Notes:

- August 21 → New Staff Start
- August 24 → First day for all Staff
- September 4 → All Students Start