

VICTORIA INTERNATIONAL SCHOOL OF SHARJAH

VISS



VICTORIA
INTERNATIONAL
SCHOOL OF
SHARJAH

JUNIOR SCHOOL INFORMATION

Welcome to the 2011-2012 Academic Year

Welcome to the VISS Junior School. The following information booklet has been produced to assist you and your children understand the system and procedures in our school community.

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>Junior School - General enquiries</u> Ms Jan Senior – Head of Junior 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 Junior School Contacts

Ms Jan Senior <u>Head of Junior School</u>	senior.jan.l@viss.ae
Mr James Bradley <u>Deputy Head of Junior School</u>	bradley.james.w@viss.ae
Ms Vicky Papastergiadis <u>Curriculum Coordinator for VELs and Arabic</u>	papastergiadis.vicky.v@viss.ae
Ms Hayley James <u>Gr 1 Team Leader</u>	james.hayley.k@viss.ae
Ms Carmen Britnell <u>Gr 2 Team Leader</u>	britnell.carmen.c@viss.ae
Ms Rosalyn Brookes <u>Gr 3 Team Leader</u>	brookes.rosalyn.m@viss.ae
Ms Sally Venn <u>Gr 4 Team Leader</u>	smith.sally@viss.ae
Mr Bradley Venn <u>Gr 5 Team Leader</u>	venn.bradley@viss.ae
Ms May Saqqa <u>Office / Administration</u>	primaryschool@viss.ae

FOR ANY PHONE INQUIRIES PLEASE USE THE NUMBER BELOW
Telephone: 06 599 3161 (Junior School Office)

Inquiry Flowchart - Primary School

Inquiry	Who to ask?
New Enrolments	Admin Assistant Junior School Head of Junior School Registrar
Re-enrolments	Registrar
Parent Association activities	Parents Association President/Representative
Absence, including appointments	Classroom teacher Admin Assistant Junior School
Extended leave during term	Head of Junior School Principal
My child's academic progress (curriculum matters)	Classroom teacher Grade Team leader Curriculum Coordinator Head of Junior School
The curriculum generally	Class/Home room teacher Curriculum Coordinator Head of Junior School
My child's behaviour	Class/Home room teacher Grade Team leader Deputy Head of Junior School Head of Junior School
School behavioral expectations/student care program	Class/Home room teacher Grade Team Leader Deputy Head of Junior School Head of Junior School
PE/Sport Grade 6-13	Class/Home Teacher Head of PE
Private Music lessons	Director of Music
Junior School Procedures	Deputy Head of Junior School Head of Junior School
Whole School Policies	Principal's Office
Concerns regarding College Policy and Procedures	Head of School Principal
Concerns regarding staff behavior/teaching standards	Head of School Principal
School growth and strategic plans	Principal
After School activity program	Facilities manager/After School Activities Coordinator

JUNIOR SCHOOL PROCEDURES

ABSENCES

If your child is not attending school for some reason, please notify the Junior School office. The office opens at 7.45 am. A note should also be written in the diary when the child returns. Any extended absence from school, for reasons beyond your control, needs to be notified in writing to the Head of Junior School.

ALLERGIES

Please be aware that we have several children at VISS with severe allergies to food. Some children have a medical condition called Anaphylaxis. This is the most severe form of allergic reaction and is potentially life threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention. This reaction often involves more than one body system (e.g. skin, respiratory, gastro-intestinal, and cardiovascular). A severe allergic reaction usually occurs within minutes of exposure (smelling, touching or tasting), and progresses over a period of two hours and can rapidly become life threatening. The most common triggers for this reaction are eggs, all nuts including sesame, and nut products such as nutella, peanut butter and some chocolate products. Insect sting from a bee or other insects can also cause this reaction.

AS A CONSEQUENCE, NUTS OR NUT PRODUCTS ARE NOT TO BE BROUGHT TO SCHOOL AND STUDENTS ARE NOT PERMITTED TO SHARE THEIR FOOD AT SCHOOL OR ON THE BUS.

ASSEMBLIES

Junior School assemblies are held every second Thursday of Week B; at 1.50 p.m. Assemblies are held in the Theatre in the Performing Arts Centre. Each fortnight differing Grades lead these assemblies. Your child will inform you when his/her grade is responsible for leading the assembly. Parents are welcome to attend.

BIRTHDAYS

Student birthday parties need to be held out of school time, not at the school. As our school is growing, we have more students with serious food allergies or health issues relating to foods, such as nuts, chocolate and sugar.

If your child has a birthday and you want to bring something small for students, we ask that you consider something healthy, such as fruit skewers or even a small gift, such as novelty pens or pencils. Large cakes are difficult to manage and do not fit with the school policy of healthy food at school. If you bring small individual cupcakes, there should be absolutely no nuts or nut products and just one per child please.

BEHAVIOUR / WELFARE POLICY

The student Behaviour and Welfare policy is being reviewed. The document will outline VISS rules and policy and procedures. It will be sent home with students in the coming months. All parents will be required to sign this document and make a commitment to follow the policy outlined.

CANTEEN

Students can purchase lunch at the canteen by writing their order on an envelope, and sealing the money in the envelope. The order needs to be placed in the basket provided in their learning area, first thing in the morning. The lunch will be delivered to the classroom by the canteen workers.

The canteen is open at recess time for students to buy small items. Please limit the money you provide. Students are not allowed to buy food for others or share food with friends. Canteen lists are available at the Junior School Office.

CHANGE IN CONTACT DETAILS

Please notify the Junior School Office in writing if you have any change of contact details. This will enable us to update our data base.

CLUBS

School Clubs are conducted in the last two periods, every second Thursday afternoon.

COFFEE MORNINGS

Coffee mornings will be scheduled throughout year for grade levels. These will provide an opportunity to meet our new Principal, Dr Rod , the Team Leader and teachers in the grade level, as well as Ms Jan and Mr James. Information regarding these mornings will be sent home with your child.

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 Junior School office by phone or email.

DIARIES

All students are issued with VISS Junior School diaries. The school diary is a necessary tool in your child's education. Diaries are an important communication source between school and home and should be checked regularly.

DRINK BOTTLES AND LUNCH BOXES

Please provide your child with a clearly named drink bottle. We recommend water as the best drink for your child. Juices are often high in sugars and do not quench the thirst. No fizzy soft drinks or glass bottles. It is important that students are well hydrated during the day. Clearly name or mark your child's lunch box as well.

EARLY DEPARTURE

The Home Room Teacher must be notified in writing in the school diary, or by calling the Junior School Office and asking for the message to be passed onto the teacher. All students **MUST** leave from the Junior School office at Gate 3, the Early Departure register must be signed at the Junior School Office before leaving.

HOMEWORK

Students are expected to read at home each night. The name of the "Take Home Book" will be written in the diary. This needs to be checked and signed by parents. Students should also be involved in real life maths activities at home. This can be simple counting games with young students, to games or activities that practise times tables and automatic maths facts to 20 for older students. Teachers will provide appropriate websites to assist. The Homework Policy is available at the Junior School Office if you do not have a copy. We do not want students in Junior School spending hours every night completing homework, after working all day at school.

LATE ARRIVAL

Students arriving after 8.10 a.m. **MUST** report to the Junior School office on arrival and sign the late register. A **LATE CARD** must be collected and handed to the teacher when entering the class.

LIBRARY

The Junior School library has a fine selection of beautiful books. Students can borrow books if they have their VISS Book Bag. If a book is not returned students cannot borrow another book until the book is returned. We expect that students will care for these special books. Parents will be asked to pay a fee for any lost or damaged book so it can be replaced.

MOBILE PHONES

Students are not allowed to use mobile phones at school. If a student needs to contact a parent for any reason, he/she needs to ask the teacher. If your child is travelling on the bus and has a mobile phone for safety purposes, the phone must stay in the child's bag during the day. The school will take no responsibility for the security of mobile phones. Mobile phones used at school will be taken for safe keeping by the teacher.

NEWSLETTERS

A school newsletter is published every two weeks. It will be sent home via email. You can also view the newsletter on line at www.viss.ae .

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

Junior School Parents Email : primary.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 Antonucei.

PARENT/ TEACHER INTERVIEWS

Formal parent /teacher interviews are conducted during the year. If you would like to meet with a teacher at other time, you can make an appointment with your grade level teacher or through the Junior School Office.

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 and with teacher approval, students may visit the school nurse. The Nurse will notify you directly if your child is required to go home. Students are not to contact parents directly.

STUDENT PICK UP

Parents are asked NOT to go directly to classrooms during the day. Parents who wish to pick up a student during the day, **MUST** go to the Junior School Office through Gate 3. You will be issued with an “Early Leave Pass” to collect the student from the classroom. Parents taking students early must sign out at the Junior School Office. This enables us to account for all students in the case of an emergency and keep a check on bus travellers. After school, Junior Senior students may exit from Gates 3, 6 only.

If you want your child to walk home or meet at a different place, permission must be given in writing.

If you want your child to go home with another adult, please give written permission in the diary.

TRANSPORT

Students travelling on school buses **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)

UNIFORM

All students must wear the VISS uniform. The expectation is that students will be dressed neatly at all times. Proper black,

leather school shoes must be worn. A watch and stud style ear rings are the only jewellery permitted in Junior school. No ‘dangly ear rings’ or fancy metal clips in the hair as they can be dangerous when children are playing. Hair that touches the child’s shoulder needs to be tied back, using school head band/scrunchie (available



at the uniform shop) or navy blue head band or hair ties. School hats are compulsory for outside play. Leggings or tights, if worn, must be white. **Please name all items of clothing.**

VISITORS /PARENTS ENTERING SCHOOL GROUNDS

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

IT IS PREFERRED THAT ALL VISITORS TO THE PRIMARY SCHOOL ENTER THROUGH THE GATE 3.

PRIMARY SCHOOL CLASSES AND HOME ROOM TEACHERS

1A	Ms. Haley James Gr 1 Team Leader	1B	Ms. Rohini Stevenson
1C	Ms. Rose Murphy	1D	Ms. Nicole Trinh-Miles
1E	Ms. Sandi Spittal	1F	Ms. Lyn Borger
2A	Ms. Carmen Britnell Gr 2 Team Leader	2B	Ms. Pamela Sherriff
2C	Ms. Kristy Botten	2D	Ms. Mandy Osborne
2E	Ms. Shevani Moodley		
3A	Ms. Judith Clancy	3B	Mr. Greg Glasson
3C	Ms Rosalyn Brookes Gr 3 Team Leader	3D	Ms Kate Melven
4A	Ms Sally Venn Gr 4 Team Leader	4B	Mr Michael Masters
4C	Ms Robyn Heeps		
5A	Mr Bradley Venn Gr 5 Team Leader	5B	Mr. Graham Gordon
5C	Ms. Carolyn McHugh		

ALL HOME ROOM TEACHERS AND SPECIALIST TEACHERS CAN BE CONTACTED DIRECTLY VIA THE SCHOOL DIARY OR THROUGH THE JUNIOR 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

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					

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
			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			

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