

VICTORIA INTERNATIONAL SCHOOL  
SHARJAH

VISS



VICTORIA  
INTERNATIONAL  
SCHOOL OF  
SHARJAH

SECONDARY SCHOOL  
INFORMATION

## Welcome to the 2011-2012 Academic Year

Welcome to the VISS secondary school. We have put together this information to assist you and your children understand the system and procedures in our school community.

## VISS General Contacts

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

## VISS Secondary School Contacts

Mr Dean Pyrah  
Head of Secondary School

[pyrah.dean.a@viss.ae](mailto:pyrah.dean.a@viss.ae)

Mr Carlos Lopez  
Deputy Head of Secondary School

[lopez.carlos@viss.ae](mailto:lopez.carlos@viss.ae)

Mr Lawrence Grant-Lapre  
Learning Director

[grant-lapre.lawrence@viss.ae](mailto:grant-lapre.lawrence@viss.ae)

Mr Patrick Rafferty  
VCE /Senior school level leader

[rafferty.patrick.a@viss.ae](mailto:rafferty.patrick.a@viss.ae)  
(Grades 11,12 & 13)

Mr Iain Rowe  
Middle School Level Leader

[rowe.iain.j@viss.ae](mailto:rowe.iain.j@viss.ae)  
(Grades 8, 9 & 10)

Ms Trudy Kerlin  
Lower Middle School Level Leader

[kerlin.trudy.h@viss.ae](mailto:kerlin.trudy.h@viss.ae)  
(Grades 6 & 7)

Mrs Julie Howell  
Office / Administration

[secondaryschool@viss.ae](mailto:secondaryschool@viss.ae)

**Telephone: 06 599 3131 (Secondary School Office)**

# Inquiry Flowchart - Secondary School

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

## **SECONDARY SCHOOL PROCEDURES**

### **ABSENCES**

All student absences must be notified to the secondary school office. The office opens at 7.45 am.

### **ASSEMBLIES**

Secondary School assemblies are held every Monday of Week 1 at 12.00pm. Assemblies are held in the Performing Arts Centre. Parents are welcome to attend.

### **BEHAVIOUR / WELFARE POLICY**

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

### **CLUBS**

Clubs are conducted every second Wednesday afternoon.

### **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. Mr Dean and Mr Carlos 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 Secondary School office by phone or email.

### **DIARIES**

All students are issued with VISS Secondary School 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.

### **EARLY DEPARTURE**

The class teacher/ level coordinator must be notified in writing in the school diary and approval given.

All students **MUST** leave from the Secondary School office at Gate 6, the Student register must be signed upon exiting

### **LATE ARRIVAL**

All students arriving after 810AM MUST report to the Secondary School office at Gate 6 upon arrival and sign the register. A LATE SLIP must be collected and handed to the teacher when entering the class.

### **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](http://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

*Secondary School Parents Email: [secondary.parents@viss.ae](mailto:secondary.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 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**

All Secondary school students MUST be collected from the Secondary School office – Gate 6 during the school day. After school students may exit from Gates 6, 2 and 1

### **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](mailto:naz.afzal.h@viss.ae)

06-599 3283 (direct office line)

### **UNIFORM**

All Students must adhere to the VISS uniform policy. The expectation is that all students to be dressed neatly at all times. Proper school shoes must be worn. Jewellery and make-up must be kept to a minimum.

### **VISITORS /PARENTS ENETRING 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 SECONDARY SCHOOL ENTER THROUGH THE  
SECONDARY SCHOOL OFFICE GATE 6**

## **Secondary School Home Room and Class Teachers**

6A	Ms. Trudy Kerlin
6B	Mr. Paul Furey
6C	Ms. Jaclyn Adams
7A	Mr. Josef Ziegelbauer
7B	Ms. Bernadette O'Sullivan
8A	Mrs. Nicole Scott
8B	Ms. Annie Moritz
9A	Ms. Chelsie Bulman
9B	Mr. Peter Elliott
10A	Ms. Georgie Colcough
11A	Mr. Brett Scott
12A	Ms. Shaalu Chaudhary
13A	Mr. Patrick Rafferty
13B	Ms. Caroline O'Donnell

**ALL HOME ROOM TEACHERS AND CLASS TEACHERS CAN BE CONTACTED DIRECTLY VIA THE SCHOOL  
DIARY OR THROUGH THE SECONDARY 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