



GEMS Wellington  
International School

مدرسة جيمس ولينغتون  
انترناشيونال



# LOWER SCHOOL

## PARENT HANDBOOK

ACADEMIC YEAR 2024-2025

INTEGRITY

EMPATHY

FORTITUDE



**Maryssa O'Connor**  
**CEO/ Principal & Senior Vice President - Education**

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I am delighted to be able to welcome you to GEMS Wellington International School our consistently outstanding school in the centre of Dubai. WIS will always strive for academic attainment and personal wellbeing, for creating a supportive and inclusive community whilst also celebrating individual successes and for a fulfilling education that endures long after the examination results have been published.

Our purpose as educators is to encourage intellectual curiosity, independent thought and effective learning habits. From an early age, we encourage students to be dynamically intellectual, culturally and creatively develop independence, so by the time they leave Sixth Form, they are well prepared for the expected, but can also tackle the unknowns.

The success of a student cannot be measured only by their academic success alone, but also by the development of their social and interpersonal skills and contribution to school life. Students have over ninety clubs and activities, encompassing the creative arts, outdoor education and a vast array of sports, to choose from in school. We help our students to develop existing interests and to find new ones that will stay with them for life

Here at WIS our students are individuals with potential, unique strengths and interests and I believe that it is our duty as a school to add value to each student by helping them achieve academic success and the joy of learning in an inclusive community in which all our students, parents and staff feel challenged, valued and successful.

With regards,

*M O'Connor*



**Andrew Jenkins**  
**Associate Principal**

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It is with great pleasure that I welcome you to our school community for the 2024-25 academic year. I am delighted to present you with our comprehensive parent handbook, an invaluable resource that has been thoughtfully designed to support you in understanding the school's policies, procedures and, most importantly, our values. We believe that education is a collaborative effort, with parents serving as essential partners in their child's learning journey. Our hope is that this handbook serves as a bridge, connecting our shared commitment to providing the best possible educational experience for your child.

We strive to create a culture where students feel valued and have the platform to pursue their personal interests, fulfilling their ambitions. Driven through agency, our students have a voice in co-constructing their learning journey and are fully supported along the way by our highly trained and passionate body of teachers and school leaders. You will see our inclusive and aspirational educational philosophy reflected in the exceptional teaching your child receives daily, delivered through our innovative curriculum design and the bespoke experiences provided for all students.

Our school mission statement is underpinned by the three core values that hold great significance in developing self-aware and socially responsible global citizens of tomorrow: integrity, empathy and fortitude. With integrity, we cultivate a sense of reliability, dependability and authenticity, all of which are essential in building meaningful relationships and personal reputation. Secondly, empathy plays a pivotal role in fostering an understanding and compassion towards others which engenders kindness, tolerance and a genuine desire to help others. Finally, fortitude (often referred to as mental and emotional strength) empowers individuals to persevere through challenges, overcoming obstacles through courage, resilience and determination. Collectively, the presence of our core values helps not only shape the culture of the school, but also the character of our students, who in turn will shape the world around them as they progress through their journey with us.

We look forward to working collaboratively with you over the course of the 2024-25 academic year and celebrating the many successes that are no doubt on the horizon.



It is an absolute honour and privilege to welcome you to WIS. We are truly a family school with strong family values meaning we are here to support you every step of the way as you embark on your Lower School journey.

Our school provides the perfect balance and blend of academic excellence and challenge, personal care, development and enrichment that allows for the holistic development of each and every child; the development of the child as an individual; as a whole person. The outstanding quality of learning and teaching in the Lower School enables us to achieve our aim to help our students grow into the very best they can be and to make their mark in the world.

We know that our students learn best when their levels of Wellbeing and engagement are high, so our Lower School team work collectively on ensuring children feel safe, settled and secure in their environment, providing them with many exciting and challenging learning opportunities. At WIS we pride ourselves on cultivating a 'Performance Mindset' within our students, encouraging them to be creative thinkers, risk takers and resilient in their approach to challenges, knowing that success comes from effort and determination. At WIS we develop independence and resilience in every student by focusing firmly on building positive relationships and a culture of challenge, aspiration and innovation.

Parents are valued partners in this journey and we welcome you to come and share in your child's learning at different points throughout the term where the personal interactions with teachers and leaders help us work as an effective team to support your child to achieve beyond their every goal and dream.

Natalie Twigger  
Head of Lower School



I am delighted to lead as GEMS Wellington International School's current Head Boy of 2024-2025. During my six years at WIS, I have been able to witness, through a large scope, the many opportunities the school provides students in academics and extracurriculars, while still building and ensuring a safe and enjoyable environment. WIS namely offers many opportunities in student leadership, being an environment that nurtures young minds towards becoming future leaders. While endorsing academic excellence, a staple of the school is that it also ensures all students feel included in its diverse community of learners, promoting both a range of different subject studies - from the arts to sciences to sports - and the celebration of cultural diversity. It is certainly a privilege to serve as the school's Head Boy and I look forward to being an integral part of WIS' enriching environment this academic year.

**Tarun Ranjith**  
Head Boy for 2024-25



At WIS, the consistent efforts of our teachers, leaders and supporting staff have successfully cultivated a dynamic learning environment - allowing us students to bloom, having created the necessary spaces to support us individually, and provide the facilities to guide us into our passions. Our curriculum prides itself on its diversity and inclusivity, proving adaptable to meet each student's needs and learning styles; offering a variety of subject choices and experiences, encouraging an open and vocal classroom environment, and emphasizing the importance of physical education. WIS's vibrant school community acts as a single body, seamlessly integrating academic success with family-like relationships and endless improvement, consistently hearing the needs of the student body. As Head Girl, in conjunction with the many other leaders within the school, I am grateful to thrive in the excellent learning, social, and cultural environment at WIS - embodying our core values integrity, empathy and fortitude.

**Maya Mufti**  
Head Girl for 2024-25

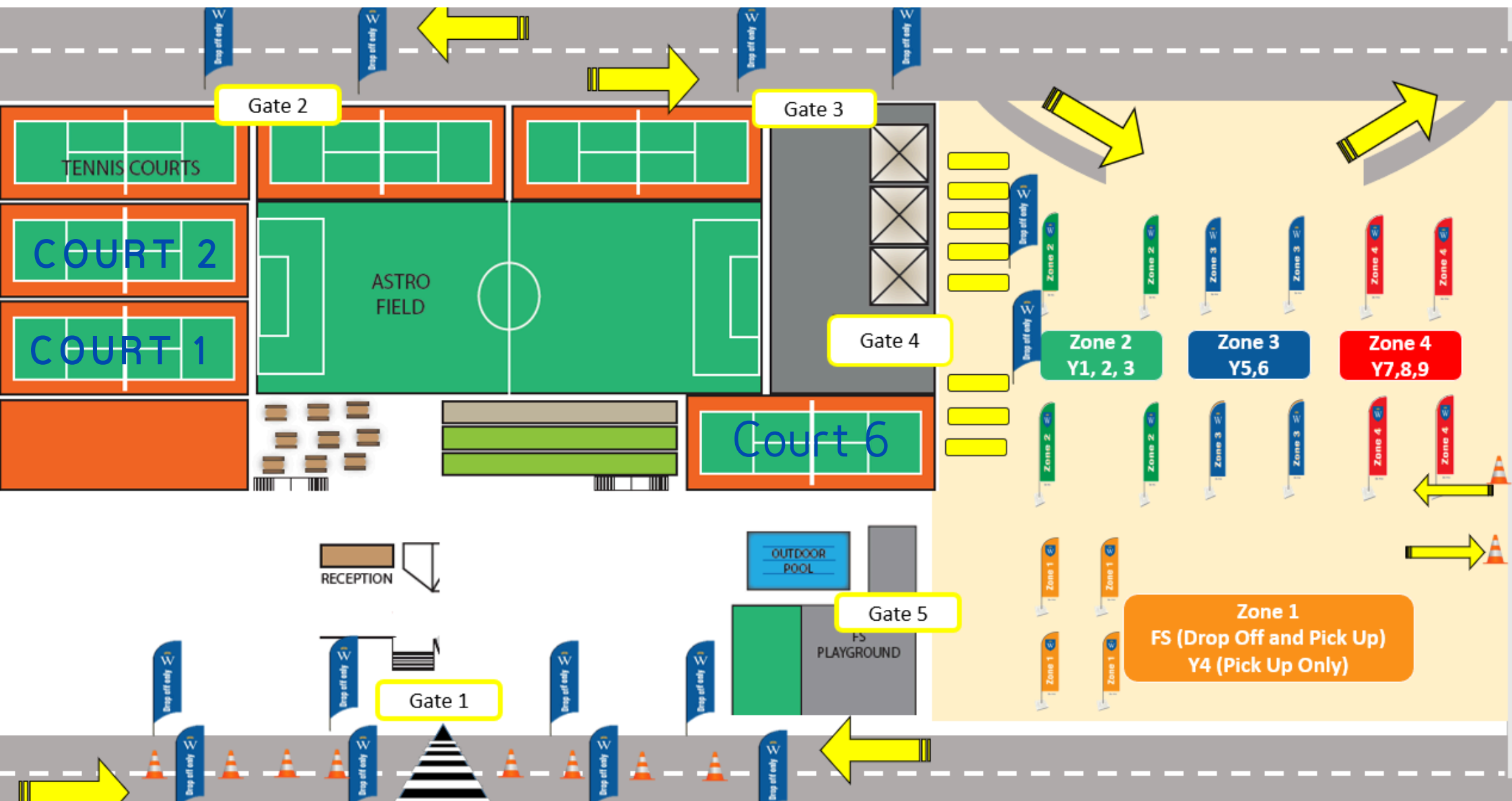
We believe that good attendance and punctuality are vital indicators of an outstanding school. These factors are also key in enabling students to make the most of their learning opportunities and prepare for a successful transition into the world of higher education or employment.

Year Group	Zone	Drop Off	Pick Up
FS1	1	7.30-7.35 – Gate 5/ FS Playground	12.30 – Gate 5 (11.30 – Friday)
FS2	Front of School	7.30-7.35 – Gate 1/ Entrance	14.45 – Gate 1 (11.30 – Friday)
Year 1	2	7.15-7.35 – Gate 4 (Gate 2 and 3 can be used if your child enters independently)	14.55 – Court 1/Gate 4 (11.40 – Friday)
Year 2	2	7.15-7.35– Gate 4 (Gate 2 and 3 can be used if your child enters independently)	14.55 – Court 1/Gate 4 (11.40 – Friday)
Year 3	2	7.15-7.35– Gate 4 (Gate 2 and 3 can be used if your child enters independently)	14.55 – Court 6/Gate 4 (11.40 – Friday)
Year 4	1 (Pick Up Only)	7.15-7.35 – Gate 1 (Gate 2 and 3 can be used if your child enters independently)	14.55– FS Playground/Gate 5 (11.40 – Friday)
Year 5	3	7.15-7.35 – Gate 2, 3 or 4	15.05 – Gate 4 (11.50 – Friday)
Year 6	3	7.15-7.35 – Gate 2, 3 or 4	15.05 – Gate 4 (11.50 – Friday)
Year 7	4	7.15-7.35 – Gate 2, 3 or 4	15.10 – Gate 4 (11.55 – Friday)
Year 8	4	7.15-7.35 – Gate 2, 3 or 4	15.10 – Gate 4 (11.55 – Friday)
Year 9	4	7.20-7.40 – Gate 2, 3 or 4	15.10 – Gate 4 (11.55 – Friday)
Year 10	Front of School, (Zone 4 for appointments)	7.15-7.35 – Gate 1, 2 or 3	15.10 – Gate 1 (12.00 – Friday)
Year 11	Front of School (Zone 4 for appointments)	7.15-7.35 – Gate 1, 2 or 3	15.10 – Gate 1 (12.00 – Friday)
Year 12	Front of School (Zone 4 for appointments)	7.15-7.35 – Gate 1, 2 or 3	15.10 – Gate 1 (12.00 – Friday)
Year 13	Front of School (Zone 4 for appointments)	7.15-7.35– Gate 1, 2 or 3	15.10 – Gate 1 (12.00 – Friday)
Siblings (Upper School siblings do not need to leave at Sibling Pick Up time).			15.05 (11.55 – Friday)
Students Travelling by Bus			15.05 (11.55 – Friday)

FS - Year 4 students who are on the bus home will be guided from their classrooms and taken to the bus by the learning assistant

Please ensure as a parent you are always wearing your yellow lanyard.

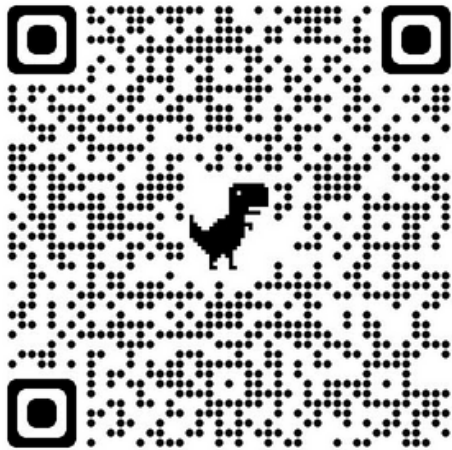
- Year 1 and Year 2 can be collected at Courts 1 and 2
- Year 3 and sibling pick up court 6
- Year 4 pick up at FS playground



At GEMS Wellington International School we believe that good attendance and punctuality are vital indicators of an outstanding school. These factors are also key in enabling students to make the most of their learning opportunities and prepare for a successful transition into the world of higher education or employment. Any barriers to punctuality and regular attendance will be identified and addressed as swiftly as possible by introducing and reinforcing the policy below.

### WE EXPECT THAT ALL STUDENTS WILL:

- Attend school every day as per the published academic calendar
- Arrive on time every morning (learning starts at 7.40am)
- Be on time to all lessons



### Leave of Absence Form

Now we have made it easier with a one click option of scanning the QR code where parents can fill in the leave request online and submit it. Leave request submitted will be automatically sent to the Heads of school for approving/declining and then the Attendance officer/Student absence team shall be contacting the parents accordingly.

KHDA states that students should not have more than 20 consecutive days or 25 non-consecutive days of unauthorised absence. Should this be exceeded then students are at risk of losing their place at the school. Outstanding attendance is 98% as a minimum.

Punctuality is monitored by the Class Teacher and Head of Year and parents will be contacted where there is persistent lateness/absence

### WE ASK PARENTS TO:

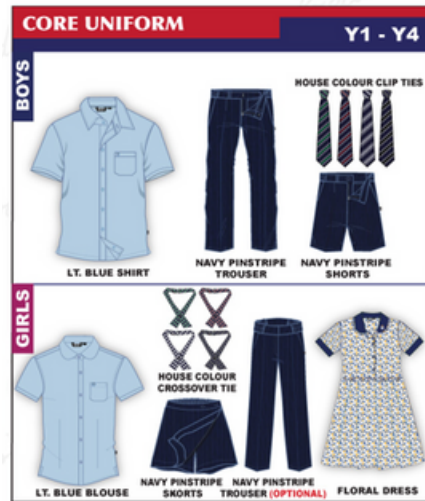
- Support the schools expectations of attendance.
- Ensure their child arrives to school on time every morning.
- Endeavour to schedule medical appointments outside of school hours.
- Avoid students travelling during term time.
- Email [absences\\_wis@Gemsedu.onmicrosoft.com](mailto:absences_wis@Gemsedu.onmicrosoft.com) and your class teacher by 7.30am if your child is absent.
- Work with the school to resolve issues and ensure their child has good attendance and punctuality.
- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days. Medical notes will be required for absences of 3 or more days.



The aim of our uniform is to ensure that students take pride in being members of the GEMS Wellington International School community. Personal presentation is therefore very important and a high standard of personal appearance is expected of all students at all times, both inside the School and outside in the local community. The students are our ambassadors when they are in the Dubai community and, what they do and say, and how they look reflects on all of us. Students will continue to create a positive impression of GEMS Wellington International School by leaving school in their uniform and wearing it with pride.

The uniform is compulsory throughout the School and may be purchased from the Threads store, Times Square. Alternatively uniform can be ordered online from: [www.threadsme.com](http://www.threadsme.com).

Additional uniform guidance is below:



We kindly request that students do not use wheeled bags as their school bag and rather a backpack or satchel, which can be carried.

Please bring the following items to school each day. We encourage students to take ownership of their belongings and we ask that every item brought into school is [clearly marked with name and class](#) in case items are misplaced.

**PLEASE**



**NO PEANUTS  
OR  
NUT PRODUCTS**

### FS - Year 1

Pack your healthy lunch and snack with your water bottle.



### Year 2 - Year 4

Pack your:

- Healthy lunch and snack
- Water bottle
- Pencil Case
- Device, Headphones and Charger

Year 3 - Year 4 ONLY



### Year 2 - 4 pencil case list:

- Eraser
- Pencils x 3
- Sharpener with cover
- 30cm ruler
- Colouring pencils
- Glue Stick

### Food

Please ensure that your child has enough food, stored in a cool bag for break and lunch, and water for the school day. Water dispensers are available in corridors and communal areas to refill. Children are only required to bring a small bag each day with their water bottle, lunch box and device (Years 3-4). Please note [wheelie bags are not permitted](#) as these take up unnecessary space in the classroom. We encourage students to bring healthy and well balanced lunch boxes to school. It must be noted that the school operates a strict [no nuts policy \(including nutella\)](#) to ensure we maximise student safety in relation to allergies. In line with Muslim values and respect for local culture we also do not allow pork products into school.

### Birthday Gifts

Our Lower School teachers take great pride in making your child feel special on their birthday. At WIS we acknowledge and celebrate students' birthdays by announcing the birthday child's during morning registration, singing the "Happy Birthday" song and allowing children to wear a very special birthday hat or sash on their special day. We kindly [prohibit the distribution of both edible and non-edible gifts](#) brought in from home to celebrate birthdays. The reason for this is due to the growing number of students who have with food allergies and diabetes and to encourage equality in all birthday celebrations. We thank you for your understanding with this.

GEMS Wellington International School is fully committed to safeguarding the welfare of all students and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect students from harm, abuse and exploitation. We acknowledge our duty to act appropriately in response to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavor to work together to develop an ethos which embraces difference and diversity and respects the rights of students, young people and adults. If you have any questions or concerns regarding the safeguarding of children at WIS then please contact one of the Designated Safeguarding Leaders below.



**MS NATALIE TWIGGER**  
**LOWER SCHOOL**



**MS ANN CLAMPETT**  
**MIDDLE SCHOOL**



**MR OLIVER THOMPSON**  
**UPPER SCHOOL**



**MS SARAH WRIGHT**  
**WHOLE SCHOOL LEAD**

Our Designated Safeguarding Leads have received training in dealing with sensitive issues surrounding child protection of both students and parents. It is our duty of care to follow up anything which a student may disclose to us. In some cases this might mean you are invited into school to discuss a situation that your child has raised. If necessary, we seek support and follow professional advice for our families from suitable agencies in Dubai.

### **Lanyards:**

All employees and visitors to the school are required to wear a lanyard for identification purposes. Yellow parent lanyards can be obtained by emailing [s.thomas1\\_wis@gemsedu.com](mailto:s.thomas1_wis@gemsedu.com) with clearly labelled photographs of your child and anyone that collects your child from school. Maintaining site security is of the utmost importance. As a result, parents who do not display their lanyards will not be permitted entry to the school site.

### **Lanyard Details:**

- Blue = GEMS Wellington International School staff
- Yellow = Parents/Guardians - including nannies & drivers
- Pink = People who attend the school regularly, such as external Music Teachers, Invigilators
- Red = Contractors (escorted by a member of staff)

Those attending the school regularly and will be in contact with the students (e.g. pink lanyard wearers) will have completed all of the necessary safeguarding checks and training.



# High Performance Learning

At GEMS Wellington International School our High-Performance Learning (HPL) program instils within our students that they can achieve the very best grades through the development of appropriate learning habits. To reach the very top, students need to work hard, ask for help when they need it, and, most importantly, believe that they can do it. For them to believe it is possible, it is essential that parents and teachers model that positive assumption, known as our 'Performance Mindset'. As a 'World Class School', accredited by HPL, we do not let our students think "I'm not good enough", but encourage them to believe that with enough hard work that anything is possible and that they can achieve excellence.

The ACPs (Advanced Cognitive Performance Indicators) and VAAs (Values, Attitudes and Attributes) form the key principles of HPL. The ACPs are "thinking skills" and these require practice in order to become a high performer. At WIS we call these 'The HPL Brains' ensuring that our students are encouraged to think analytically and creatively, alongside encouraging them to link ideas and concepts, with the expectations that this is done accurately and quickly to train the brain effectively. In addition to this our students reflect on their learning by 'thinking about thinking' always ensuring they consider 'how' and 'why' they have arrived at a particular conclusion.

At WIS we encourage the belief that success is not possible without the right attitude, so we encourage students to practise and improve their VAAs too, with a focus on three core areas: hard work, empathy and the ability to be agile. These life skills are the DNA of a WIS student.

In school, students develop these ACPs and VAAs explicitly in lessons, but it is also vital for them to continually improve outside of school, realising how they affect every aspect of their lives. In the end, by developing their ACPs and VAAs, your children will become more efficient learners and will be ready for their exams, for further study, work, and for the rest of their lives. WIS prides itself on our students not just being ready for the next stage of their academic journey: our students are ready for whatever challenges in life come their way and as High-Performance Learners, they will tackle life head on with a thirst to overcome any obstacle.

The Lower School Curriculum is aligned with UK Statutory Framework for the Early Years Foundation Stage (EYFS) and the National Curriculum for England (NCfE) for Years 1 - 4, placing a focus on the core subjects English, Maths and Science as well as humanities; History, Geography, Art.

[EYFS Framework -](https://www.gov.uk/government/publications/early-adopter-schools-eyfs-framework)

<https://www.gov.uk/government/publications/early-adopter-schools-eyfs-framework>

[NCfE for Key Stages 1 and 2 \(Year 1-4\) -](https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum)

<https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

As a British Curriculum School, we follow the guidelines above with some adaptations to suit the international context of the school. Throughout the curriculum, we ensure inquiry based learning, opportunities for STEAM, innovation, digital and creative technologies and traditional learning are interwoven through themes. This well rounded and balanced curriculum ensures that our students are prepared for the next stage of their education.

We also leverage the unique international context of Dubai and the UAE for learning opportunities in our enhanced curriculum model where The UN Sustainable Development Goals and our 'Real World Studies' offer play a key part in ensuring our curriculum is at the cutting edge of 21st Century learning. In addition to this, we are fully compliant with the UAE Ministry of Education curriculum expectations for the teaching of Arabic, Islamic Education, Moral Education and Social Studies.



## Early Years Foundation Stage

In the Early Years Foundation Stage (EYFS) there are 7 main areas of learning which are broken down into 17 strands of learning. Children work within age related expectations for the different areas of the curriculum, before achieving the Early Learning Goals at the end of Foundation Stage 2.

For each area of learning, there are a series of statements relating to a child's development: for example, 'talk about the members of their immediate family and community'.

Within an area of learning there is a set of age-related expectations where you will be given an indication as to whether your child is emerging (E), developing (D), secure (S), Secure Plus (S+) or Mastery (M). By the end of FS2, the expected standard is 'Early Learning Goal S' for each of the 7 areas of learning. This would indicate that your child has achieved the Early Learning Goal for that area and is secure. Your child will be either working towards, inline or exceeding the age related expectations.

Area of Learning	Strand
Communication and Language	Listening Attention and Understanding
	Speaking
Physical Development	Fine Motor Skills
	Gross Motor Skills
Personal, Social and Emotional Development	Self Regulation
	Managing Self
	Building Relationships

Literacy	Word Reading
	Comprehension
	Writing
Mathematics	Numbers
	Numerical Patterns
Understanding the World	Past and Present
	People, Culture and Communities
	The Natural World
Expressive Arts and Design	Creating with Materials
	Being Imaginative and Expressive

## Year 1 - 4

Every year group has a number of objectives that the students should achieve by the end of the year in order to achieve the 'expected standard' and as a school, we will be assessing how well they have understood those objectives. Every term, your child will be assessed against the objectives that they have been taught so far and your report will state their level of understanding of those taught objectives.

### Working towards the Expected Standard

Emerging with their understanding of the objectives and are still working on fundamental basics. Additional support will be put in place to help accelerate a child's progress.

Developing their understanding of the objectives and are beginning to secure those fundamental basics. Additional support will be put in place to help accelerate a child's progress.

### On track to meet the Expected Standard

Secure with their understanding of the objectives and fundamental basics that have been taught and can use them independently.

### On track to exceed the Expected Standard

Secure+ with their understanding of the objectives and fundamental basics and therefore beginning to show their advanced knowledge, in a variety of ways across the curriculum, whilst working more independently.

### On track to be working at Greater Depth

Mastered the objectives and are applying them across the curriculum, in a range of ways, confidently and imaginatively. Children work independently and can clearly reason, justify and explain their thinking.





As students progress through each term, more of the year group objectives are covered.

Term 1	Term 2	Term 3
0-40% coverage of the set objectives	Up to 70% coverage of the set objectives	Up to 100% coverage of the set objectives
Your child will be assessed as a either an <b>E, D, S, S+</b> or <b>M</b> based on their understanding of this 40% of the curriculum	Your child will be assessed as a either an <b>E, D, S, S+</b> or <b>M</b> based on their understanding of this 70% of the curriculum	Your child will be assessed as a either an <b>E, D, S, S+</b> or <b>M</b> based on their understanding of 100% of the curriculum



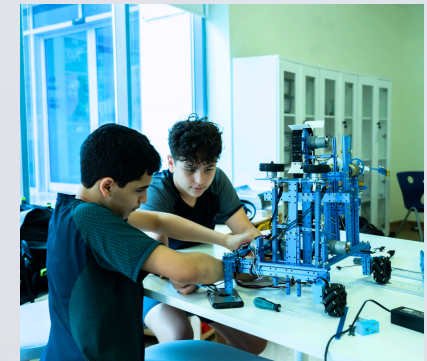
At GEMS Wellington International School, we pride ourselves on the opportunities we provide for our students both from an academic and personal perspective. Our EEE (Explore, Enrich, Excite) Programme allows our students to explore the world around them, provide enrichment to their already outstanding curriculum pathways, as well as excite their minds for the future world.

Each EEE complements our in-school calendar and annual global events, as well as the stage of education that our students are currently experiencing. From FS2 to Year 13 each student has access to opportunities designed to prepare them for the new world around them, as well as build upon already established interests.

Over 200 clubs and opportunities are offered as part of our EEE provision that is split into six domains, STEM, Creativity, WIS Wildcats, Music and Performing Arts, and Wellbeing, this enables students who have a variety of different interests to choose a bespoke provision that best suits their individual needs, remaining consistent with the values, attitudes and attributes of the High-Performance Learning program inside and outside of the classroom.

Each term our EEE booklet and how to sign up for each amazing EEE club will be sent through the SchoolCloud link which will be shared in the EEE booklet.

In addition to our internal EEE provision our external extra-curricular partner ESM provides our students with some fantastic opportunities to take part in both 1:1 and group activities across a wide range of disciplines both in sport and academics, more information on ESM can be found in our EEE booklets each term.



## Parental Communication in Lower School

There are several ways in which the School will communicate with parents:

- 'Face to Face' communication is important with our parents of our younger students. If you are dropping off and collecting then we encourage you to build that relationship with your Class Teacher early on. If your child gets the bus or you are unable to collect then please rest assured that we are be happy to arrange mutually convenient 1:1 meetings either face to face or online.
- End of week email from class your child's teacher sharing some of the learning and activities over the past week and informing you of dates and events coming up in your child's year group.
- If you have a query, concern or comment please speak to your child's teacher as they are the person who best knows your child and will either be able to help with your query or direct you to the person who can. The Head of Year is also your main point of contact regarding any information you need for the class and year group.
- We will also host a variety of coffee mornings and information evenings which you will be invited to.

## Expectations

- Please allow us 48 working hours to respond to an email from you. On some occasions it may take longer for us to fully respond but you will hear back from us within 48 working hours.
- We ask that emails are written in a courteous manner to our staff. If an email is sent regarding a concern we will do our utmost to respond and rectify the situation. However, we do ask that you write to in a polite manner and avoid the temptation to make generalisations.



## ADMINISTRATION CONTACTS

Please see below our key administration team, who can support you with queries that you may have.



**Anna Awala**  
Receptionist



**Jamie Morris**  
Receptionist



**Emily Lander**  
Registrar



**Bijili Binu**  
Admissions Assistant



**Chanelle Hughes**  
Parent Relations Executive



**Dr Ishrat  
Jehan**

**Kristine  
Caculitan  
(Nurse)**

**Jissa  
Wilson  
(Nurse)**

**Mary  
Obach  
(Nurse)**

**Rashida  
Begum  
(Nurse)**

## OUR MEDICAL TEAM

Our fully qualified Clinical Team are on hand to support and look after the children in the event of illness or injury. Our medical team are well qualified health professionals who have a wealth of experience in their field, alongside many years working within Dubai Schools.

## WHAT SHOULD YOUR CHILD DO IF THEY FEEL UNWELL?

The school clinics are located between the swimming pool and the sports hall. If your child feels unwell during a lesson, they should speak to their class teacher, who will take them to the clinic.

The clinic is operational between 7.30am-4.30pm Monday-Thursday and 7.30am-12.15pm on Friday. If the Clinical Team decides your child is unwell they will call home to inform you or ask you to collect your child from school.

If your child is treated at school, the medical team will send home a green medical information slip so you are aware of the treatment. Examples of this are; Plaster on a minor cut, cream administered for mosquito bite. If you are collecting your child from the school because they are ill or injured then your child will need a green medical slip to ensure that their attendance records are updated.

## SENDING MEDICATION TO SCHOOL:

If your child requires medication and has to take it during the school day, you should drop it directly into the nurses as it needs to be signed into the clinic. The student will attend the clinic at the required time and the nurses will ensure the right amount of medication is administered.

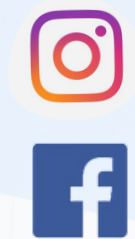
## CONTACT DETAILS FOR THE CLINICAL TEAM

wismedicaldepartment\_wis@gemsedu.com or you may also call the reception on 04 307 3000 and request to speak to one of the medical team



### GEMS Connect

Please ensure that you download our GEMS Connect App. This will enable you to view and access all Academic Reports and update any personal details relevant to home/school communication. This will also provide you with a host of GEMS related products and initiatives. With the GEMS Connect App, parents can now access and edit student information, pay fees, view attendance and assessment reports, submit leave requests and do much more in one place



### Social Media

We celebrate the successes of students and teachers on our social media pages and we share the latest news on a daily basis. We use Facebook (GEMS Wellington International School), Instagram (gems\_wis) For safeguarding reasons we ask that you do not post pictures of other students at school events on social media.

**If you do not wish for your child to be featured on Social Media, please contact our Parent Relations Executive directly on [pre\\_wis@gemsedu.com](mailto:pre_wis@gemsedu.com)**



### Website

Our website provides you a wide variety of information that you may find helpful. On the website, you can discover more about our Leadership Team as well as key information about the curriculum, our policies, enrollment, student life, our school calendar, and so much more. Visit the website on [www.wellingtoninternationalschool.com](http://www.wellingtoninternationalschool.com)



### WISway Newsletter

Our bi-weekly method of communication to parents is the WISway newsletter, which provides key messages, weekly highlights and details upcoming events throughout our school. This newsletter is released weekly through our GEMS Connect app and emailed to you directly.



### End of Week Emails

Parents will receive end of week emails from their Heads of Year. These emails will inform parents of important information from the week as well as the next week, upcoming events and other key information that parents should be aware of. These emails will be sent to the primary contact that is listed with the school.

For any queries or concerns in the first instance, you should contact your child's teacher and then their Head of Year. These members of staff are the best informed to help with any query you might have. If necessary, they can then pass your query to a member of staff who is better placed to help. If you have an appointment with a member of staff, then please come to the front reception desk where our reception staff will contact the person you have the appointment with. They will meet you and escort you to the designated meeting room. It is always best to ensure that a prior request is made for an appointment, so that our teachers and staff can plan accordingly for your visit to school.

**KEY EMAIL ADDRESSES:**

<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Email Address</u></b>
Mrs Twigger	Head of Lower School	n.twigger1_wis@gemsedu.com
Mrs Standing	Head of Learning & Teaching	j.harrison_wis@gemsedu.com
Mrs Christley	Head of Curriculum & Assessment	s.christley_wis@gemsedu.com
Mrs Hamdan	Head of Arabic and Islamic	h.hamdan_wis@gemsedu.com
Miss Hillier	Assistant Headteacher EYFS	v.hillier_wis@gemsedu.com
Miss Horkan	Assistant Headteacher Year 1-4	l.horkan_wis@gemsedu.com
Mr Edwards	Assistant Headteacher Learning & Teaching	a.edwards_wis@gemsedu.com
Mrs O'Neill	Director of Enhanced Curriculum	j.allen_wis@gemsedu.com
Miss Kennedy	Head of Year 1	s.kennedy_wis@gemsedu.com
Miss Jones	Head of Year 2	t.jones_wis@gemsedu.com
Mr Wilkins	Head of Year 3	j.wilkins_wis@gemsedu.com
Mr Price	Head of Year 4	m.price_wis@gemsedu.com
Miss Chapple	SENDCo	b.chapple_wis@gemsedu.com
Mrs Adams	Lower School Counsellor	k.adams_wis@gemsedu.com
Student absence	0569962428	absences_wis@Gemsedu.onmicrosoft.com

## WISPA

Our Wellington International School Parents Association (WISPA) are an integral part of the WIS school community and with over 2000 families in the school the organisation is ever expanding, with a calendar full of events.

WISPA's aim is to promote our ethos of 'Parents as Partners', creating a bridge for increased parental partnership with events that bring together the WIS community. They play an important role in supporting the school's leadership team in developing the strategic vision for the school, creating opportunities to ensure that everyone has a sense of belonging to the WIS school community.

WISPA look forward to another successful academic year in 2024/2025. If you would like to get involved please reach us out on [wispadubai@gmail.com](mailto:wispadubai@gmail.com) or find us on our closed Facebook page - 'WIS Parents support group / WISPA'







We are delighted to share with you our 'Above and Beyond' website for our Lower School students that is available to be accessed over our holiday periods.

The website holds a variety of engaging activities for your children to complete in their own time.

This has been an incredibly successful initiative over our previous holidays with every intention of helping to not only reinforce learning that has taken place during the school term, but to also prepare your child for the upcoming terms learning.

**Please see the information available on the Above and Beyond website: <https://sites.google.com/gemswis.com/lower-school-above-beyond/home>**



GEMS Wellington International School is fully committed to safeguarding the welfare of all students and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect students from harm, abuse and exploitation. We acknowledge our duty to act appropriately in response to any allegations, reports or suspicions of abuse.