



# PARENT HANDBOOK

INTERNATIONAL STANDARDS,  
INSPIRED BY NATIONAL VALUES

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## **Vision Statement**

To provide an outstanding international education that inspires students to be self-disciplined, internationally minded, and independent life-long learners who are innovative leaders and critical thinkers. This is done within a supportive, safe, sustainable and advanced technological learning focused environment.

## **Mission Statement**

Through partnership with parents, teachers, and the community, the school is committed to educating students to high academic, international standards by applying a learning centered approach, which prepares self-confident and socially responsible, young adults for an evolving and changing world.

## **Core Values**

These form the foundations on which we perform our work. These are the values we hold on to and extend to our students each and every day and in every possible way: Integrity, Respect, Tolerance, Excellence, Perseverance, Kindness, Fairness, Forgiveness, Responsibility and Collaboration.

## **Aims**

- Work collaboratively within the school.
- Promote a culture in which everyone, irrespective of age or experience, is recognized as having potential for learning and where challenge and innovation are part of daily life.
- Create an environment, which promotes personalized learning and lifelong skills by maintaining focus on the individual student's needs, both academic and pastoral.
- Promote excellence in education and encourage creative thinking.
- Fully integrated technology to inspire learning.
- Promote the culture, values, morals and traditions of the UAE.
- Provide sound Islamic instruction to Muslims students.
- Ensure an emphasis on literacy in English and Arabic.

## **About the School**

LISG is an American curriculum school following the California State standards. For Arabic, Islamic Studies and Arabic Social Studies we follow the curriculum specified by the Ministry of Education. English Social studies topics are modified to be culturally appropriate and relevant for our students. LISG is the second school to be established in the Liwa family of schools that are based in the Al Ain region of Abu Dhabi. The first school, Liwa International School, is an established all-through international school with a strong reputation across the emirate of Abu Dhabi for academic success, high standards of professionalism, teacher commitment and as a result has an over-subscribed student population.

LISG is the first international school for girls in Al Ain. It is a beautiful, brand new building with the following facilities:

- Two outdoor multi-purpose courts
- Two shaded, padded playgrounds
- Large indoor sports hall
- KG indoor sports hall
- Two canteens (KG and whole school)
- Textile studio
- Design and technology/IT lab
- Physics, Biology & Chemistry labs
- Food technology lab
- Art room
- Music room
- High quality Prayer room



The school caters for students aged between 4 – 18 years old, or KGI – Grade 12. However, in our first year of operation 2016-2017, we will only enroll students up to Grade 7. We have no more than 24 students in a class and a well-planned support network for students with additional needs.

<b>Principal</b> Mrs Nicki Williams	<b>Head of Admin</b> Mrs Rania Fahmy	<b>Registrar</b> Mrs Razan Mustafa
<b>Vice Principal</b> Mrs Deb Hughes	<b>Accountant</b> Ms Sara Mahmoud	<b>Translator</b> Mrs Leena Abu Baker
<b>Assistant Principal - Primary</b> Ms Kate Hutchinson	<b>Social Worker</b> Ms Fayeza Al Ameri	<b>HR Assistant</b> Ms Israa Kuraz
<b>Assistant Principal - KG</b> Mrs Sara Hernandez	<b>Lab technician</b> Ms Areej Hashim	<b>Librarian</b> Mrs Jo-An Aitken
<b>Assistant Principal – Middle/High</b> Ms Ashley Huffmon	<b>Food Technology Teacher</b> Mrs Nevin Gerges	<b>ICT and Design &amp; Technology teacher</b> Ms Huma/Ms Liezl/Ms Naama
<b>Assistant Principal – Pastoral</b> Mrs Simone Bock	<b>Art &amp; Design Teacher</b> Mrs Aya Hassan	<b>Science Teacher</b> Mrs Basma Ali Ms Vivienne Bridgewater
<b>Parent Liaison</b> Ms Alanoud Al Ameri	<b>Maths Teachers (Grade 7 – 10):</b> Ms Angelique Geralys	<b>PE Teachers:</b> Ms Kiley Mercer
<b>Head of Maths</b> Mrs Marsha Harrison	<b>Music Teacher</b> Ms Dunia Romeo	<b>French Teacher</b> Mrs Rebab Hanchi
<b>Special Educational Needs Teacher</b> Mariam Al Shamsi	<b>English Teachers (Grade 5 – 7):</b> Ms Bronwyn Sangster Ms Nickisha Davis	<b>Social Studies Teachers</b> Mrs Nickisha Davis (English 6-10) Mrs Asma Bakry (Arabic – Grades 1 – 10)
<b>Kindergarten One Teachers:</b> Ms Ana O Brien Ms Andrea Fejer Ms Brenda Ramires Ms Genevieve Baliah	<b>Kindergarten Two Teachers:</b> Ms Brittany Erikson Ms Tara Linn Ms Shahama Al Azm Ms Lama Al Bakri	<b>Grade One:</b> Ms Gemma Holden Ms Megan Roberts Ms Rebecca O Brian Ms Jessica Stuart
<b>Grade Two:</b> Ms Shakila Mohammed Ms Samantha Nair Ms Amira Al Khatib	<b>Grade Three:</b> Ms Jade Farley Ms Ivona Ni Luain Ms Mari Stassen	<b>Grade Four:</b> Ms Emma Gray Mrs Linda Aifan Ms Precelene Mathew
<b>Quran Recital:</b> Mrs Doaa Al Jawabra	<b>Islamic Teachers:</b> Ms Lubana Ms Walaa Ms Wesam	<b>Grade Five:</b> Ms Nelly Fuller Ms Latreva Hemdon Ms Nahed AlMarayeh Ms Marsha Harrison

### **Absences**

Teaching days at LISG are full and intensive. It is therefore important for attendance to be as close to 100% as possible. We would ask for your support in trying to achieve this. Should your daughter be unable to attend classes, please let the school know through the homeroom teacher or call the school to inform us. If your child is ill, then it is obviously appropriate for you to keep them home. A child with a high temperature, diarrhea or sickness should not be at school. If there is another reason why your daughter needs to be absent from school, please submit your request in writing stating the reason for the absence along with dates, with as much notice as possible, to the Homeroom teacher. When your child has been noted as being absent you will be automatically sent an email through the ADEK ESIS system.

As the curriculum is taught from the very beginning until the end of each term we have a duty to the child to inform you that taking extended holidays within the academic year is likely have a negative impact upon the progress made. All leave should be applied for in writing to the Principal.

### **Academic Matters**

If you have any questions about your child's academic progress we would ask you to speak to the class teacher in the first instance. If you have unresolved issues, you may be referred to a member of the school's Middle or Senior Leadership Team (members of concerns and complaints committee) depending upon the nature of your concern. Please also refer to our concerns and complaints policy on the LISG website.

### **Assemblies**

Daily assemblies are held in the mornings for Grade 1-7 after the bell rings. The students gather in the courtyard for UAE national anthem, recitation of the Qur'an and to do reminders/notices. Weekly assemblies are held on Sundays for our National Identity focus and on Thursdays for our focus on teaching values. If we have a special occasion (eg. National Day) in the school we may ask parents to attend and watch their children performing. You may also be asked to provide clothes or props for the assembly.

We are very happy to help celebrate your child's birthday in school and politely ask that this is done only with a simple cake. Please always ensure that plates and tissues are included. For ease, we would prefer individual cupcakes that do not require cutting. We are unable to host birthday parties within the class and ask you to plan these outside the school.

Please do not send in fast food such as pizzas and burgers for parties. Although a generous gesture, many parents do not wish their children to eat such items and this also puts children with allergies at risk it is also time consuming and takes away from their lesson time.

### **Buses**

Emirates Transportation is the provider we use for children in need of school buses. The areas of Al Ain we are able to collect students are the following, anywhere not listed is not on our current route:

The children are escorted to the buses by our teaching assistants and no buses leave until children are seated with belts fastened. There is a code of conduct for the buses that we expect our students to adhere to that ensures their safety when travelling.

There is a female attendant on each of the buses to maintain safety standards with our students' behavior and communicate with the school and parents when needed.

### **Car Park safety**

All parents and drivers using the school car park are requested to drive with care and caution, the safety of our students is of paramount importance. Please encourage courtesy and advise your hired drivers to do the same. Please park in allocated parking spaces, drive slowly and be watchful of children at all times, but particularly when reversing.

Children are not allowed to be dismissed from classes unless it is to a responsible adult that is known to the teachers or admin team. Children cannot leave the premises or go to the carpark alone to meet their parents, an adult is required to come into the school to collect them.

Any violators of traffic rules in our school vicinity will be reported to the authorities to ensure our students' safety.

### **Communication**

We work hard to ensure that communication is good, honest, open and based on mutual respect and understanding. The teachers all have accounts on our favorite communication tool – Class Dojo. On this we put notices, homework, information, newsletters as well as pictures of everyday activities in the classroom. This helps us keep parents involved and well-informed about the learning that is taking place in our classes. Parents are also able to message teachers (homeroom & all subjects) on there to get quick and easy responses to inquires or concerns.

We have an open-door policy and parents can quick informal chats with teachers at dismissal times. Alternatively, for a more detailed meeting, parents can call or come in to the school to make an appointment for a one-to-one meeting on Monday's afterschool between 2.30pm – 3.15pm to meet with a teacher of their choice.

Other than meetings scheduled throughout the term, we also have scheduled parent meetings three times a year at the beginning of each term to talk about targets and next steps for each student.

### **Curriculum**

It is a fundamental belief of our school that children are entitled to a broad and balanced curriculum. At LISG, we teach the California curriculum, following the common core standards. In addition to that we teach the Arabic subjects as required in all ADEK school, they are: Arabic Social Studies/Civic education, Islamic studies (Muslims only) and Arabic Language. We follow the MOE guidelines on the amount of lessons and curriculum coverage.

We follow the California Common Core state standards in English, Math and Science in all grades. Social Studies in English is also taught using California Common Core State Standards, however, is largely modified to be more contextually relevant and culturally appropriate. In Arabic subjects we cover Social Studies or Civic education in Arabic, Arabic Language and Islamic Studies. These subjects are taught using the Ministry of Education textbooks and curriculum standards outlined by the UAE.

Design and Technology and Computing (ICT) curriculum have been created using California Common Core State standards for digital literacy and technology skills but modified to also include Food Technology. Visual and Performing Arts is taught using Common Core State Standards but has also been modified to include textiles and needlework. PE, ICT, Design & Technology, Music and Art are all taught by specialist teachers.

We set for Math in Primary from Grade 2 and above and stream for Math and English in Grade 7 to provide appropriate challenge to our more able students through Pre-AP courses. All information regarding the teaching and curriculum can be found here on our website: <http://www.lisg.ae/en/curriculum/>

### **Extra-Curricular Activities**

In addition to the wide range of subjects listed above, there are extra-curricular activities offered after school every term. Details of these are sent via a letter at the beginning of each term. Ones that are led by specialist teachers, such as swimming and gymnastics, we ask for a small fee to cover the costs of their services. We divide up academic clubs and enrichment clubs to allow students to have academic support where needed but to also allow them the opportunity to experience an enrichment or creative club. Tuesday we offer Academic clubs such as Maths, Science, English related aspects as well as homework club for parents that are unable to support their child. On Wednesday we offer a wide range of creative and enrichment clubs to allow children the chance to explore hobbies, hone their talents or learn new hands-on skills. The homeroom and subject teachers offer a range of after school clubs for which sometimes a charge is made to cover resources needed. To ensure the children have an opportunity to experience a number of activities those on offer may change each term

## Grading Guidelines

The courses offered at LISG focus on student achievement, developed from a set of rigorous academic standards that are internationally recognized and include content, concepts, and skills that a student needs to master. At the highest academic level, the standards that will be used for our Advanced Placement (AP) courses will be set by the College Board.

In LISG, we use a standard-based approach to assessment which allows us to accurately establish ability levels of students. By using standards, we can focus our assessments on measuring the degree of student learning. For this reason, it is important to state that the actual grades on our report cards are intended to show learning, not behaviors. Schools often reward students for their participation in class, or penalize students when work is handed in late or their punctuality is poor. However, these factors, while important, are not a measure of student learning. Student learning must be measured in terms of what they can do in relation to academic standards.

## Reporting Student Progress

We provide three reports a year: two interim reports and one end of year report. To provide students and families with a more accurate measurement of learning, we include in our report cards two areas for grading.

1. **Standards Based Achievement Grade:** This is a score measuring a student's learning and ability to meet the required academic standards.
2. **Learning Attitude Grade:** This reflects the student's attitude to learning and how they meet the expectations and requirements of our school.

Each teacher uses a combination of aspects that include:

The student competence skills: Independent learning, critical thinking, creativity, problem solving, digital competence, cultural awareness/citizenship, global and environmental awareness, collaboration/teamwork, communication, leadership/responsibility, self-confidence, entrepreneurship, initiative and self-direction. These are core skills that we integrate into the classrooms and ensure our students are prepared with appropriate 21st century skills.

We then also look at attendance, punctuality, preparation for class, meeting deadlines in submitting work, accurately following instructions, making positive contributions to the lesson, seeking advice and feedback to overcome problems when necessary, and academic integrity in producing their own work.

Research shows that these factors are vitally important for a student to become successful, and so by focusing on these behaviors and attitudes it is expected that students will become more effective learners.

For further details see the graduation and promotion policy.

# Grading Guide

Assigned Meaning	Percentage (%)	Grade	Guide
Exceeding	97-100	A+	Is working above their grade level in this area
	94-96	A	
	90-93	A-	
Meeting	87-89	B+	Is working at grade level in this area
	84-86	B	
	80-83	B-	
Developing	77-79	C+	Is attaining below expectation but is beginning to achieve some skills at grade level
	74-76	C	
	70-73	C-	
Emerging	62-69	D+	Student is working significantly below grade standard
	56-61	D	
	0-55	E, F	

### **Green School**

In our endeavor to be a digital school, we also wish to support being more environmentally conscious. Therefore, throughout the year we talk about and embrace new initiatives and strategies for us to be a “green” school. This means reusing where possible, recycling things and reducing the waste we produce.

We also limit the usage of paper throughout the school and ensure resources are available digitally for academics and parent communication. We have recycling bins in our school and an environmental group of students called the “Green Rangers” that help come up with initiatives to raise awareness of global concerns and how other students can help.

One important way to help the environment is by remembering to pack a refillable water bottle every day, instead of purchasing new plastic bottles daily and contributing to unnecessary plastic waste.

### **Health Care**

We have a school nurse that is on duty at all times during school hours that deals with injury, illness and general health care of students. The clinic is based in the main admin section of the school building.

Parents will be notified immediately if there is any accidents occurs in school that can affect the health of the student. In case of emergencies and serious injuries, parents will be notified and the child will be taken to the hospital immediately.

It is vital for all medical forms to be completed and returned with the child’s full medical details. Please ensure that your child’s medical details and parental contact details are kept up to date.

If your child has medical issues that affect their educational or social experiences, please supply detailed reports from doctors to allow us to support your child appropriately.

If medication needs to be administered, please do not send the medicine in a lunch box or in a bag. The medication needs to be brought into school with an adult who will explain clear instructions on dosage to the nurse and ensure the container is labelled with instructions as well. No other member of school staff is authorized to administer medication except for the nurse.

If medicine has been given to your child, you will receive a note to indicate the medication, time given and date.

General health checks are required by HAAD to be conducted for all students from Grade 1 – 12. However, comprehensive health checks are required in Grades 1, 5 and 9. Comprehensive health checks include:

Grade 1	<ul style="list-style-type: none"> <li>• Hearing Screening</li> <li>• Medical check-up by the doctor</li> <li>• Oral Health Screening</li> <li>• Blood test to screen for anaemia</li> </ul>
Grade 5 & 9	<ul style="list-style-type: none"> <li>• Hearing Screening</li> <li>• Medical Check-up by Doctor</li> <li>• Oral Health Screening</li> </ul>

Immunization is mandatory to be conducted in schools in the UAE for Grade 1 and Grade 11.



### **Healthy Eating**

The children across the school are entitled to 2 breaks a day. These breaks allow them time to play with their friends and also eat a snack or lunch. As a school, we believe strongly that healthy food supports learning by helping to keep the children's energy levels up, keep blood sugar levels even and sustain them through the busy school day. We have a policy that unhealthy food is not to be brought to school, this is something you can explain to your child when packing their lunch box. Food such as chocolate, crisps, chips, fizzy drinks, cookies, sweets etc are all not permitted. Although we understand that treats may be given on special occasions on an average school day, healthy snacks should be packed for lunch.

Water is an essential item to be packed every day in a refillable bottle. In the hot summer days in Al Ain, it is easy for children to be dehydrated and overheat. Please ensure your child brings a water bottle daily and we will encourage them to refill them at the water fountains around school.

We have two canteens on our school site. In Kindergarten, the canteen is only a place for students to eat their food not buy it, as all children are required to bring a packed lunch in the Kindergarten section.

For the rest of the school, we have a canteen that sells food that is provided daily by the Emirates Taste Catering Services. They are approved by the Abu Dhabi Food and Health Authority and by ADEK. They display the nutritional content of the food to ensure it does not exceed required content levels of fat. The menu is displayed on the website and updated every month.

### **Homework**

Homework is used as a means of consolidating what is learnt in school but also helps parents understand what the children have been learning. Assignments for homework should be a task that your child can do with minimal support and not be used to introduce new learning. It is also used to help build further independent learning skills to allow children the chance to develop those skills outside of the classroom in preparation for higher learning later on in their school career.

Students in KG and Primary receive their homework on a Sunday and should submit all tasks completed by Thursday. In addition to assigned tasks children are expected to read for at least 20-30 minutes a day to build fluency and understanding of Arabic and English vocabulary. The Scholastic program on the student's laptops allows them to read a variety of fiction and non-fiction books in English that have been assigned by the teacher. Arabic books are also borrowed from the library.

In Middle School students should record their homework when assigned in their homework diary. This allows them to really understand what they need to complete and also record the deadline for submitting that assignment. Homework is allocated on a schedule to ensure a balance of homework assigned.

### **Things you can do to encourage your child when doing homework:**

- Give your child confidence through lots of praise and encouragement
- Read to, and with, your child as much as possible
- Encourage your child to observe and talk about what they see, feel, think etc
- Join a library outside in Al Ain and build a love for books and reading in English and Arabic
- Try to provide a reasonably quiet and suitable place where your child can work and show that you and all members of the family value and respect the homework activity
- Try to set time aside to support homework but also allow them some time to work alone
- Encourage your child to discuss homework with you and try to make the homework time enjoyable
- Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older
- Remind your child to complete and hand in homework tasks on time

### Jewelry

Jewelry is not permitted in school as part of our uniform policy, except for studded earrings and/or a watch. Both of those items would still need to be removed for PE lessons to ensure they don't catch on others or on clothing and cause serious injury. Any jewelry with a religious or cultural reason for being worn would need a written explanation from the parent and then be signed and approved by the Principal.

### Lost Property

Lost property can be found in large baskets in each of the corridors. Any items collected at the end of the day by our cleaning staff are placed in those baskets for students to look through the next day. If your child has lost or misplaced any item, please encourage them to check the "lost and found" baskets to find it.

To help prevent items of their uniform going missing, please ensure you have clearly labelled your child's clothes with a permanent marker or tag, in particular their cardigans and jackets.

### Leadership structure

See appendix I

### Mobile Phones

Mobile/ Cell phones are not permitted in school at any time. For any emergencies and for contacting home, students are required to report the need to their homeroom teacher or our social worker, who will enable the students to contact home.

### Parent Involvement

Partnership with parents is a vital part of our school growth and development. We value parents' feedback and communication to ensure we meet the needs of our students. Research shows that children whose parents are actively involved in school and their school work are more likely to be successful.

#### **There are many ways in which we involve parents:**

1. **Parents coffee morning:** this allows you to come in and speak to the Senior Leadership Team and share ideas and thoughts on school.
2. **Parents open morning:** this is a day for parents to come in to school and observe classes and see what a regular day in school looks like.
3. **Parent workshop:** We offer a continuous supply of parent workshops to help parents understand the curriculum, how to support learning at home, how to use technology, understanding assessment and many more. We are also always open to suggestions on additional ways we can support our parents.
4. **Parent suggestion box:** we have a parent suggestion box in the reception, all parents are welcome to share thoughts and ideas with us and these are discussed in our SLT meetings.
5. **Parent surveys:** every term we send out parent surveys to find out more about our parents and how they feel about the quality of education we provide. We also welcome their ideas on how to improve.
6. **Parent-teacher meetings:** these meetings usually happen following an assessment point and allow us to show you the progress and attainment of your child, hear your ideas and share targets we have for the term ahead.
7. **Parent council:** this is a group of parents actively involved in helping and supporting the school. They plan events, share ideas and support the school with future planning.
8. **Parent governor:** We have a parent governor on our board of governors that is the voice of the parents in our termly governors meetings. His name is Mr Mahmoud Al Alawi, he is a father of two of our students and he can be contacted on his school email address [parent.governor@lisg.ae](mailto:parent.governor@lisg.ae) for any suggestions to be raised.

## Registration

All students that wish to register at LISG are given an orientation to help new students and parents understand our school and how we work. This also allows parents to ask questions directly from a senior leader and find out further information. Following this initial meeting students from Grade 2-10 are asked to sit an entry test to allow us to understand their levels and abilities in core subjects. We also have a written test in English and Arabic to give us an understanding of their prior knowledge before entering school.

The students from KG – Grade 10 also come for an informal interview where we like to find out some information on previous schools and strengths and areas for development with each student.

We are an inclusive school and support students with additional learning needs. If your child is likely to struggle to access the curriculum, we will put in place provisions to support the learning through intervention arranged by our EAL/SEN Coordinator. You will be contacted if your child is in need of additional support. We are currently only able to cater for students with mild to moderate learning needs.

## School Day

A typical school day starts at 7.30am – every minute of each lesson is important to us. So please always try your best to be on time.

	KG		Grade 1-5		Grade 6-10	
	Arrive at school	until 7:30AM	Arrive at school	until 7:30AM	Arrive at school	
7:30 AM	Morning attendance	7:30 AM -7:45AM	Morning assembly	7:30-7:45	Morning Assembly	
7:30 AM -12:45 PM	Daily routine according to the time tables	7:45 AM -8:35AM	P1	7:45AM-8:35AM	P1	
12:45 PM	Dismissal to Busses	8:35AM -9:25AM	P2	8:40AM-9:30AM	P2	
		9:25AM -9:55AM	Break	9:35AM-10:25AM	P3	
		9:55AM -10:45AM	P3	10:25AM-10:40AM	Break	
		10:45AM -11:35AM	P4	10:40AM-11:30AM	P4	
		11:35AM -11:55AM	Lunch	11:35AM-12:25PM	P5	
		11:55AM -12:40PM	P5	12:25PM-12:45PM	Lunch	
		12:40PM -13:30PM	P6	12:45PM-13:35PM	P6	
		13:30PM -14:20PM	P7	13:35PM-14:25PM	P7	
		2:20 PM	Dismissal to families/ Buses	2:25 PM	Dismissal to Gym/ Buses	

In the morning students can enter the school and be supervised from as early as 7am. No student may enter the school prior to that due to the fact that there is no adult supervision. Please do not drop children earlier than 7am at the school gate, this is for health and safety reasons, as we cannot ensure their safety when staff do not provide supervision until 7am.

At collection, students from KG – Grade 5 should be collected from classes and Grade 6-10 will wait by the gym doors to be collected by a guardian or adult. No student is permitted to go to the carpark without an adult escort, even in the older grades. The safety of our students is paramount and any students in breach of this rule will be reported in line with our behavior policy.

### **Student Council**

We have a student council in our school. They are class senators from Grade 3 – 10 that are responsible for being the ‘voice’ of their peers in the classroom. They are elected in by the children and are selected based on their ability to present good ideas and entice their classmates with their school development plans and leadership skills. There are 3 positions of responsibility in addition to each class senator and that is the President, Vice President and Historian.

The President, Vice President and Historian are selected by the Principal and the Senior Leadership Team. They have to be role models for behavior, uniform, school work, homework and in all aspects of school life. They lead the council and meetings and ensure that as a school our students feel a part of the growth and progress as well be role models for the school values.

### **School uniform**

All appropriate items of school uniform can be obtained from our uniform store based in school. The parent/guardian of any pupil with a genuine reason for not wearing an item of uniform must inform the school outlining the reason and agree a date when the student will be wearing the correct uniform. If no communication is received the pupil will be given 3 written warning and parents will be contacted for a meeting. If the issue is not resolved then the parent will be asked to meet with the Vice Principal/Principal.

We recognize that it is the responsibility of the parents to ensure that their child(ren) is wearing correct uniform. However, where it becomes apparent that the child is refusing to comply with the uniform standards they will be given a warning and given the opportunity to rectify the matter within an agreed time scale – normally one week. If the matter is not resolved then the pupil will lose their recreational time.

However, where it is apparent that there is serious flagrant refusal to follow uniform policy then this will result in a formal meeting. Periodic uniform checks will be carried out. If a child’s uniform does not meet the standards outlined in this policy parents/guardians will be informed by a warning which will identify the reason(s) and there will then be a second check a few days later.

We will always try to act in a reasonable manner and involve parents at an early stage. In the interests of fairness and consistency across the school, please accept the Principal/Vice Principal’s decisions on all uniform matters.

The aim of the school is to have students dress with a school identity in a smart and presentable way, which conforms to standards of decency and safety and enables all pupils to be treated equally. The school uniform shows that pupils belong to our school community and should be worn with pride. School Uniform is a requirement for being part of our school and is compulsory for all students.

The Liwa International School for Girls expects all students to comply with compulsory school uniform standards.

### **School uniform (continuation)**

All items of school uniform must be clearly labeled with your child's name. The uniform is:

- Beige shirt with school logo (Grade 1-10)
- Light Pink Pinafore dress (KG)
- Dark Pink Pinafore dress (Grade 1-5)
- School uniform colored tights/leggings may be worn (KG-Grade 5)
- Beige cardigan with school logo
- Long dark pink skirt or dark pink school trousers (Grade 6-10)
- Plain black, white, grey or beige socks
- Plain black, flat school shoes. No flashing lights. No high heels. No ankle boots
- An appropriate coat whenever it is likely to be cold or wet may be worn but only with full uniform and when outdoors
- Abayas cannot be worn in school
- PE Uniform: Plain pink T shirt with school logo (only available from school).
- Plain dark blue tracksuit trousers with white stripe down the side.
- Plain dark blue tracksuit jacket with school logo. Trainers for PE (no lights or bright colors).
- No jewelry should be worn during any PE activity. Jewelry: One pair of plain, small stud earrings – must be removed for any PE activity. Wristwatch – must be removed for any PE activity. No other jewelry is allowed.

General: The school does not allow extremes of hair fashions i.e. no obvious dying of the hair. Please check with school first if you are unsure. No nail varnish or nail extensions. No make-up.

### **Visitors**

For the safety of our students, all visitors are required to register at the front gate with their Emirates ID and receive a visitors badge in order to be permitted to enter the school. No visitor should enter the school or an area where children are without being escorted by a member of our staff.

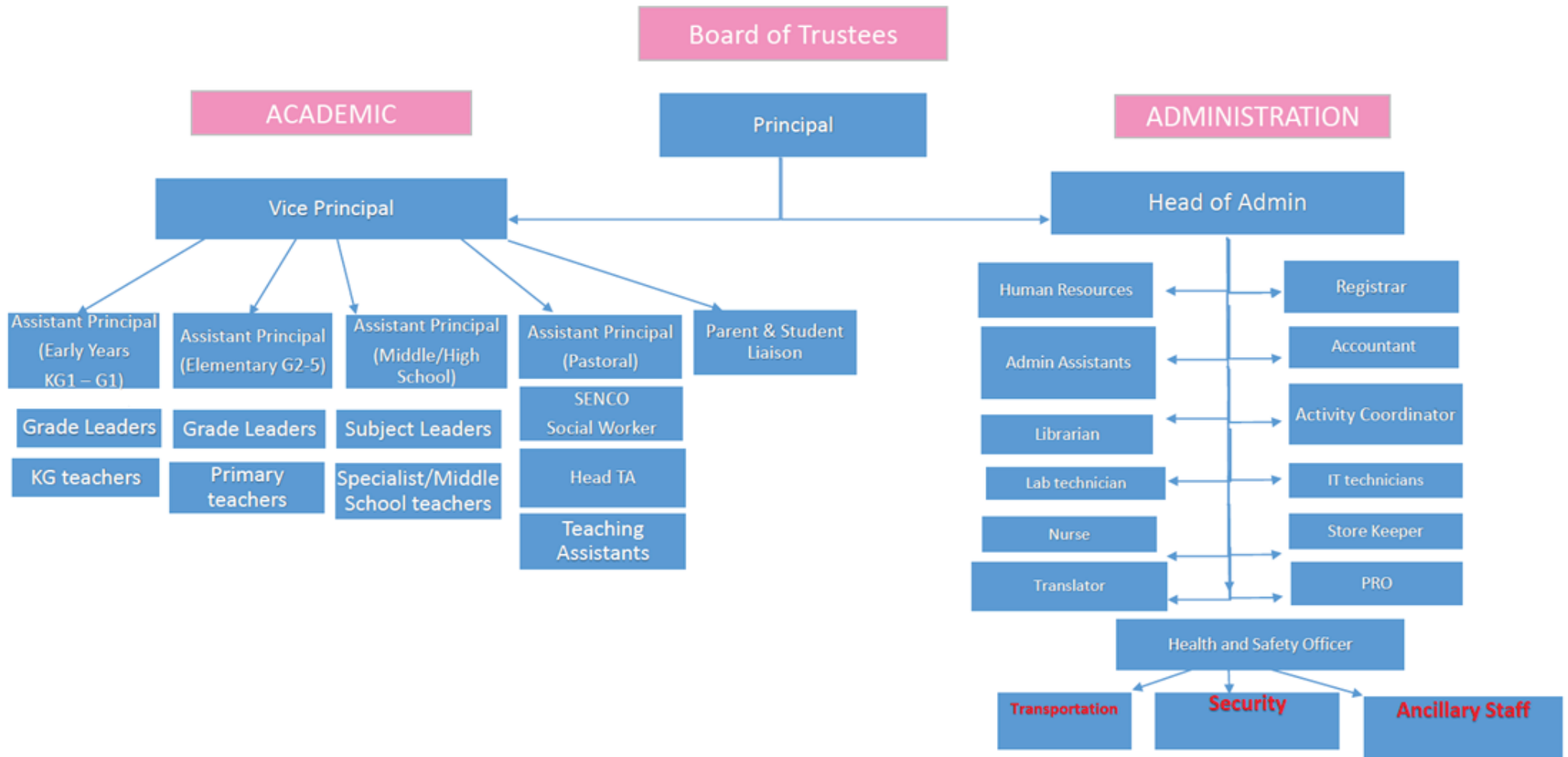
### **Website**

Our website is [www.lisg.ae](http://www.lisg.ae) and it is full of helpful information about our school. The curriculum documents for termly planning, newsletters, policies, facilities, homework and parents workshops are all available for you to read in both English and Arabic.

# Appendix I



## Leadership Structure - Liwa International School for Girls





مدرسة ليوا الدولية للبنات  
LIWA INTERNATIONAL SCHOOL FOR GIRLS