



MYP STUDENT & PARENT HANDBOOK



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WELCOME FROM HEAD OF SECONDARY

Dear Parents and Students,

Whether you are a new or returning member of our community, I would like to take this opportunity to wish you a very warm welcome to Uptown for the coming academic year.

Uptown School is proud of its status as a fully authorised IB World School; joining a network of over 4000 schools within the International Baccalaureate family. An education at Uptown is driven by the International Baccalaureate philosophy. With that in mind, our aim is to develop the skills and attitudes of each member of our community, so that we can meet the challenges of twenty first century life with confidence, adaptability and understanding.

Please take the time to read through this handbook, which contains important information about the policies and procedures in operation at Uptown.

I look forward to working with you throughout the year.

Sincerely

Rory Galvin

Head of Secondary

OVERVIEW

Uptown School is located in Dubai's Mirdif area, at the corner of Algeria Road and Tripoli Street and opposite to Al Warq'a.

Student enrolment is currently around 1300 students, with over 110 teaching staff. Over 70 nationalities are represented amongst our student population, 27 within our staff.

Uptown is a school where modern educational theory and practice are implemented and enthusiastically embraced. Involvement with each and every student as an individual is a guiding principle at UTS.

Uptown School is a private, fee-paying school, licensed by KHDA. It is a coeducational day school, and prepares its students for the International Baccalaureate Diploma courses as school leaving qualifications. As well as providing an academic education of high quality, the school attaches considerable importance to creative, physical and community service activities, and offers a wide and developing range of facilities and opportunities in these areas.

Uptown is a fully authorised International Baccalaureate World School offering the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP).

Learning and Teaching Objectives

(Adapted from the IB Learner Profile)

As an IB World School, Uptown School aims to provide an educational environment where students aspire to become:

Inquirers, who develop their natural curiosity and become independent life-long learners with the skills necessary to conduct research and evaluate their experiences.

Knowledgeable, across a broad range of disciplines so that they explore concepts, ideas and issues that have both local and global significance.

Thinkers, who are innovative in applying thinking skills critically and creatively to solve complex problems and make informed, ethical decisions.

Communicators, who understand and express ideas and information confidently and creatively in, at least, both Arabic and English using a variety of modes of communication and who work effectively and willingly in collaboration with others.

Principled, in that they act with integrity and honesty; have a strong sense of fairness, justice and respect for the rights of individuals, groups and communities and who take responsibility for their own actions and the consequences that accompany them.

Open-minded, individuals who understand and are proud of their own heritage, and are open to the perspectives, values and traditions of different individuals and communities.

Caring, in that they show empathy, compassion and respect towards the needs and feelings of others, and have a personal commitment to service, and to making a positive difference to the lives of others and to the environment.

Risk-takers, who strive for excellence by approaching unfamiliar situations with courage; have the independence and self-confidence to explore new roles, ideas and strategies and are articulate in defending their beliefs.

Balanced, in understanding the interdependence of the intellectual, physical, emotional and spiritual aspects of their lives to sustain their own and others' well being.

Reflective, so that they give thoughtful consideration to their own learning and experience and are able to assess their strengths and limitations in order to progress and develop.

ACADEMICS

IB Middle Years Programme Model

Students from Grades 6 to 10 at Uptown follow the IB Middle Years Programme (MYP). The IB MYP provides an in-depth study of the conventional subject areas within a challenging framework, which emphasises the teaching of life skills for students for students in Grades 6 to 10.

The IB MYP aims to show how school subjects are inter-related and teaches students that consideration of issues and problems in their widest scope will enhance their critical thinking. Their ability to find acceptable solutions to a range of problems and adapt them to a variety of situations is developed through five cross-curricular perspectives, termed Global Contexts. This holistic approach to education, along with the fostering of inter-cultural awareness and communication, promotes the values of understanding, tolerance and respect. In consequence, adolescents are helped to grow into responsible members of a world community. The IB MYP is considered to be an excellent preparation for the IB Diploma Programme that Uptown students follow in Grades 11 and 12.

Students may enter the programme in Grades 6-10. However, it is recommended that the minimum for MYP Certification is the completion of the final two years of the programme (Grades 9 and 10).



Students in the Middle Years School at Uptown are offered the following MYP subjects:

Arabic Language and Literature or Arabic Language Acquisition

English Language and Literature or English Language Acquisition

French Language Acquisition

Mathematics

Sciences

Individuals and Societies

Physical and Health Education

Design (Product Design and Digital Design)

Arts (Music and Visual Arts)

Muslim students also undertake Islamic Studies, although this does not form part of the MYP Programme.

All MYP students are encouraged to participate in a wide variety of cultural, sporting and service activities. The cultural and sporting activities programme in the MYS is based on the House System. All students are also able to take part in Service as Action activities both within their subjects and as co-curricular activities.

THE PERSONAL PROJECT

The Personal Project is an MYP requirement for all students. The Project is a summative experience of the MYP. Students in Grades 9 and 10 work to apply the various ATL skills, their knowledge of the Global Contexts, and the IB Learner Profile Attributes to plan, prepare and work to achieve a meaningful, realistic goal. Students may choose a topic of interest to explore, leading them to new understandings. The experience emphasises planning, organisation, research, application of information, and reflection, and promotes individual student responsibility for their own learning, empowering them to become life-long learners.

The Personal Project involves the use of a Process Journal, where students document their work to ensure academic honesty and highlight their learning; a product that is the culmination of their process; and a Report, which summarises their learning over the course of the Personal Project.

The Project is assessed on four different Criteria:

Criterion A: Investigating

Criterion B: Planning

Criterion C: Taking Action

Criterion D: Reflecting

SERVICE AS ACTION

MYP students are required to participate in the Service as Action programme. A detailed guide will be issued to all students explaining the requirements in more depth.

Service starts in the classroom and extends beyond, requiring students to take an active part in the communities in which they live. Giving importance to the sense of community throughout the programme encourages responsible citizenship and seeks to deepen the student's knowledge and understanding of the world around them.

One-off projects, environmental projects, charity events or student initiatives sometimes take place at weekends. These will be advertised on an ad-hoc basis as Uptown responds to local or international events requiring immediate aid.

All students are expected to undertake the planning of their project prior to its implementation. When approved, they will be allocated a mentor to guide them through the process. It is also a requirement that students present their involvement in their project as a poster display or other informative way to both demonstrate involvement and to educate others. Self-reflection forms an integral element of a successful service project.

All documentation pertaining to Service as Action is to be submitted on Managebac.

GRADING

The Middle Years Programme at Uptown School follows the IB criterion-related model of assessment. Students are awarded summative grades (IB levels 1 to 7) at the end of each semester. Kindly find below the general IB MYP Grade Descriptors (as indicated in the IB MYP Coordinator's Handbook)

Grade	Descriptor
Grade 1 (Very poor)	Minimal achievement in terms of the objectives.
Grade 2 (Poor)	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations even with support .
Grade 3 (Mediocre)	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support .
Grade 4 (Satisfactory)	A good general understanding of the required knowledge and skills, and ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
Grade 5 (Good)	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
Grade 6 (Very good)	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
Grade 7 (Excellent)	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality .

REPORTING SYSTEMS

The Middle Years School reports to parents each semester. Formal reports allow parents and teachers to monitor the progress of every student. They also indicate each student's achievement and the level that the student managed in each subject objective and criterion with detailed comments about their academic performance. Teachers also report about each student's approaches to learning and their level of commitment and attitude towards their academic work.

The school defines assessment as all tools and procedures used to collect evidence, record and report progress towards the designated learning outcomes in terms of knowledge, skills and attitudes.

1. The purpose of all assessment is to improve student learning through comprehensive feedback, and evaluation of the programme and its delivery.
2. Assessment is embedded within the curriculum. It is an ongoing and integral part of the learning experience. Assessment must encompass the three components of the curriculum: knowledge, skills and attitudes.
3. Assessment procedures should progress naturally from formative to summative in line with the School's stated expectations of student attainment.
4. All assessment is **criterion related in line with the published MYP subject criteria**, modified as appropriate to grade level expectations. Students have the right to know how, and against what criteria, they will be assessed.

Student self-assessment, peer assessment and reflection are essential parts of the school's assessment practices.

HOMEWORK

Out of class assignments are an integral part of the educational process. Homework is important for both academic success and the development of self-discipline, good working habits and time-management skills.

Students should expect to spend approximately 1 to 3 hours of homework each night, depending on their age. Every subject does not assign homework every night. It is an expectation that homework set will consolidate and/or extend learning from individual lessons. All homework will be posted on Managebac. Students will also be expected to write down assigned work in their Student Planners.

ACADEMIC HONESTY

Academic honesty means ensuring that the student's work is authentic based on his or her own ideas, language and expression.

The IB defines malpractice as behaviour that results in, or may result in the student gaining an unfair advantage. Malpractice includes plagiarism of language writing assessments, to fabricating data for labs, to copying works of art for visual arts, to cheating on exams.

Plagiarism is when the student represents the ideas or work of another as their own. It is by far the most common type of malpractice. Collusion is when the student supports malpractice by another student, for example, allowing their work to be copied. In some cases, plagiarism is not always a deliberate attempt by a student to present ideas as their own but rather they are unaware of how or when to acknowledge sources.

When plagiarism is detected, according to the Uptown MYP disciplinary procedures, the student receives an official warning letter with a copy in their school file and the work is awarded a zero and will also have to be repeated. In the case of collusion, in which a student supports another student, for example, allowing their work to be copied, they will also receive a warning letter.

Therefore the school ensures students are taught in all levels the importance of citing sources correctly. Subject-specific skills required for good academic practice are routinely reviewed in subject areas throughout the programme. Students receive guidance on the skills of academic writing in a structured manner. Students understand the consequences of being found guilty of malpractice. Teachers promote academic honesty throughout the school. Uptown subscribes to a plagiarism prevention service (Turnitin.com) and students are asked to submit their major project reports, investigations and essays to receive an authenticity report before it is handed in to their teachers. Teachers will also randomly check student work when plagiarism is suspected. If it cannot be proven, student will be interviewed to determine if it is their work.

Adapted from the IB Academic Honesty guidelines

THE MYP STUDENT PLANNER

At the start of each academic year, every MYP student is issued with an Uptown Planner. This planner is a fundamental part of the life of an MYP Uptown student. It is integral to supporting the development of ATL skills and general organisational. It is also a crucial link in school, student and parent communication.

During the first few days of each school year, homeroom and subject teachers will spend time orientating students with the planner and assisting with the completion of timetable and information pages. Throughout the year, the homeroom teachers will use much of the content to support the delivery of pastoral care lessons, self-reflection and goal setting activities.

Planners are to be taken to each and every lesson and should always be out on student desks. If a student forgets his or her planner, he or she will be provided with a spare planner sheet for the day from the homeroom teacher.

Students will write down reminders for any homework or assessments that have been posted on Managebac.

Teachers will use the diary to communicate with home – particularly if they wish to share that students have completed some outstanding work (green slip), if they have been issued with a detention (red slip) or if they simply want to share with you some information with you.

Parents can also use the planner to communicate with teachers – informing staff why students arrive late or need to leave early, if there are reasons for incorrect uniform etc.

Parents are requested to sign the diary each week (ideally on a Thursday or over the weekend, to be counter signed by the homeroom teacher every Sunday. We also ask that parents check the planner on a regular basis. For students new to Uptown and those in the younger grades, this may initially be every evening, until it becomes a habit for students to do so themselves.

The planner will also be used for contracts pertaining to sports teams and code of conduct.

If a student should lose their diary during the course of the year, they will be required to purchase an additional one at a cost of AED100.

COMMUNICATION IN MYP

Efficient communication is an essential part of the Uptown ethos. It is necessary to always reflect clear, accurate and transparent messages to keep parents and the school community well informed about what is going on in the School. Effective communication promotes a culture that values students, teachers, parents and other community members.

There are several ways in which Uptown will communicate with MYP parents:

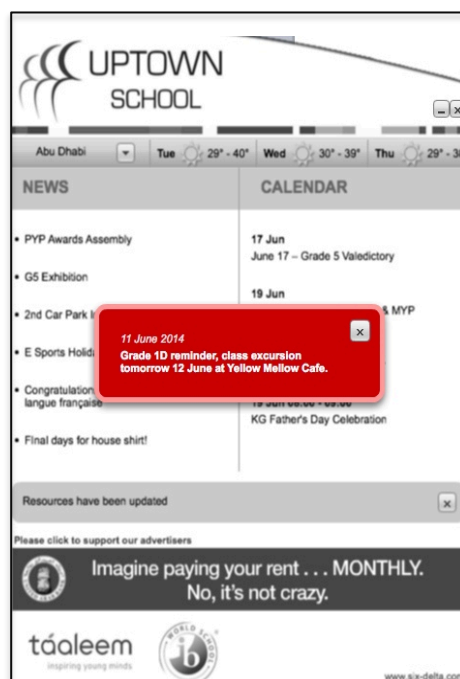
The Communicator, our school app, is the main communication tool for school-wide notifications from the school to parents. All parents are strongly encouraged to download our school app, the Communicator. It is available for mobile, tablet, laptop or desktop. Just go to www.six-delta.com, select Uptown school from the schools list, click on the device you are using and download.

The Communicator, our Uptown App for school information

Check for across school info/alerts on special happenings/keep in touch with the school community

Install on desktop, laptop, phones or tablets

1. Go to the communicator website www.six-delta.com
2. Click on schools – select Uptown School
3. Choose your device
4. Click download
5. Personalize with your class.



Secondary parents will see individual messages within the Student Planner.

All MYP students and parents will receive login codes for ManageBac. ManageBac will allow access to curriculum documentation, homework and assessment tasks.

Parents and teachers can communicate via email. We welcome parents in school to meet directly with teachers, but do ask that appointments be made in advance.

The Head of Secondary hosts a blog to keep students and parents informed of events in the MYP and DP.

SCHOOL UNIFORM REQUIREMENTS

The aim of our uniform is for students to present a neat, work like appearance at all times and to take pride in being members of Uptown School.

Personal presentation is very important and a high standard of personal appearance is expected of all students at all times. The students are our ambassadors when they are out in the community and what they do and say, and how they look reflects on all of us.

We particularly ask for parental support and cooperation in ensuring that students represent themselves, their families and Uptown School positively in the local Dubai community and beyond.

The uniform is compulsory throughout the school and may be purchased from Zaks. Uniform can be ordered online from www.zaksstore.com or can be brought directly from the store at Uptown Mirdif.

House Shirts are required for all students' grades 1-11 and can also be purchased directly from Zaks. Students will be placed in houses during their first few weeks at UTS, and will not be changed throughout the period of enrolment. There is no guarantee that siblings will be placed in the same house.

Please ensure all uniform items are clearly labeled with the child's name and class. Name tapes are excellent or alternatively a waterproof marker pen.

All MYP students must wear regular school uniform on PE days and change into their sports kit for their lessons.

Girls

Blue blouse with side slit (long sleeve available as "made to order")

Navy skirt or trousers with pin stripe. Skirts must be a minimum of knee length

Boys

Blue shirt straight cut

Navy trousers with pin stripe

Both

Blazer (available as "made to measure") **Blazers are an optional item**

Plain black school shoes - black sports shoes or canvas shoes are **not** suitable

Uptown knit jumper or fleece jumper for use in cooler months

Blue Uptown hat

PE KIT FOR BOYS AND GIRLS

White polo shirt with Uptown logo and navy blue shorts

Training shoes with non-marking soles and a change of socks

Navy blue swimsuit/swim shorts and Uptown swim cap

ZAKS

Uptown Mirdif • Main Ground Level (behind Starbucks)

Tel: **04 284 7384**

Timing: 9:30am to 7:30pm Saturday to Thursday

www.zaksstore.com

ACHIEVEMENT RECOGNITION

Students receiving 100% attendance each month will be recognised at monthly assemblies with certification, as will those with 100% attendance for each semester and for the entire year. Names will also be displayed in the MYP entrance hall.

Green slips will be posted in Student Planners in recognition of outstanding work, behaviour and/or effort.

Students from each grade will be nominated for the IB Learner Profile Award each month. Award winners will be displayed in the MYP entrance hall.

Academic achievements will be celebrated at the annual end of year awards assembly.

Sporting achievements will be recognised in monthly assemblies, as well as being celebrated at the end of year Sports Awards Dinner.

DISCIPLINE STRUCTURE

The discipline structure is not a framework in which to punish students, but rather to bring about a change in behaviour in order that each and every student at Uptown can be as successful as possible. Ultimately parents and teachers want the same things for our students – to be happy, to learn and to reach their full potential.

	STAGE	BEHAVIOUR
1	VERBAL WARNING	Lateness to registration (1 st time) Forgetting planner (1 st time) Lateness to lesson Minor uniform infringement Minor classroom misbehavior Eating in class (NB gum = stage 3) Failure to maintain locker correctly Running/shouting in the corridor
2	NOTE IN DIARY	Repetition of above Homework not completed (also see ATL structure) Significant classroom misbehaviour 2 nd lateness to registration in a week
3	LUNCHTIME DETENTION 12.20 – 12.40 (first half of lunch)	Repetition of above (after planner note) Failure to respond to planner notes Failure to use replacement planner sheet Littering Chewing gum Contravention of ICT “Acceptable Use Policy”

TARGET & MONITORING CARDS MAY BE INTRODUCED FROM HERE ONWARDS

4	AFTER SCHOOL DETENTION	Failure to attend lunchtime detention Misuse of planner (e.g. removing teachers notes) Rudeness to staff or visitors Spitting Bullying Fighting Offensive Language (written or spoken) Damage to school property Public misbehavior (e.g. on school trip/bus) Serious contravention of ICT “Acceptable Use Policy”
5	SLT REFERRAL	Failure to attend After-School Detention Cheating in internal tests or exams Behaviour deliberately intended to undermine a member of staff Racially insensitive behaviour (also stage 6) Truancy – internal or external Interfering with another students lockers or belongings
6	INTERNAL SUSPENSION	Failure to conform after repeated behaviours (stages 1-5) Causing the learning and/or safety of other students to be at risk
7	EXTERNAL SUSPENSION	Student unable to meet the goals set in the target and monitoring card Setting of the fire bell Smoking Theft Serious incident of fighting, bullying or physical/verbal assault Possession of knives, weapons, fireworks or pornography
8	EXPULSION	Student is unable to meet UTS expectations, despite intensive intervention 20 consecutive or 25 non-consecutive days of absence (at the discretion of the Head of School and School Principal) Use or possession of illegal drugs

TARGET & MONITORING CARDS

Target and Monitoring cards may be used as appropriate from any point from stages 2 to 8. As their aims are constructive and they might arise from a concern rather than a misdemeanor, so their employment should be seen as flexible. Nonetheless, where a Target Report has been employed due to a failure on the part of the student to respond to sanctions, all concerned should see it as a stage between the students “current” stage on the system and the next.

ATL STRUCTURE

A student not completing homework is not a discipline issue. They may be underlying reasons as to why work has not been completed. The Approaches to Learning (ATL) structure has been designed to support students with their academics, and resolve the issues of incomplete work.

STAGE	ATL STRUCTURE
Discussion with student & note in diary	Non-completion of homework Forgotten equipment for lesson (1 st time)
Homework Recovery Session	Repetition of above Poor application of work during class time
Referral to Leader of Learning	Non-submission of formal assessments
Referral to MYP Coordinator	Any combination (repetitive) of ATL steps above Assessment task is not submitted after 24 hour grace period Plagiarism
Academic Monitoring	Target and Monitoring Reports may be used as appropriate at any point
SLT REFFERAL	Repetitive issues outlined above which relevant steps have been unsuccessful in resolving and/or no progress made.

- Departments will run a weekly homework recovery session in the relevant Leader of Learning's classroom.
- Students may elect to attend homework recovery sessions in any particular subject area should they feel they need support and guidance.
- If a student does not attend an assigned homework recovery session, they are then given a lunchtime detention and the MYP discipline policy is followed thereafter.

SPORTS

Any successful sports programme requires the combined efforts of several groups of people. We encourage all of students to become involved in the school sports community at UTS – as athletes, team managers, sports journalists or event volunteers. Parental support is always welcome and encouraged at games/tournaments, as is the support of teaching staff and the wider community.

UTS is a member of the Dubai Affiliated School Sport Association (DASSA) www.dassasport.org and fields teams in a variety of competitive leagues. We now have fully integrated sports website for Uptown School Sport: www.uptownschoolsport.com. This link can also be accessed through the main school website. Here, you will be able follow specific school teams, view fixtures and results, including location maps and kick off times, download your students fixtures to the calendar on your PC or mobile device and even ‘spy’ on upcoming opponents past results. You can even download the Uptown School Sport mobile web app to your handheld device.

All leagues and fixtures will be posted on the website. It will be the responsibility of the student to ensure they are aware of all upcoming fixtures.

Teams typically fall into one of three broad seasons.

September – December	U16 Basketball (Boys & Girls Teams) U12, U14, U16 and U18 Swimming (Boys and Girls Teams) U12, U14 and U16 Boys Football U12 and U14 Girls Football Desert Dance
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January – March	U12, U14 and U16 Girls Netball U12, U14, U16 and U18 Aquathon (Boys and Girls Teams) U12, U14, U16 and U18 Athletics (Boys and Girls Teams) Desert Dance
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March – June	U12 and U14 Girls Rounders U12 and U14 Basketball (Boys and Girls Teams) U13 and U15 Boys Cricket
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Team Member Contracts:

All students who will be competing for Uptown Secondary School this year must complete and sign the Sports Contract in the Uptown Planner. The purpose of this is to ensure we have all the correct contact and medical details for your child, and to pass on the DASSA codes of conduct, which highlight the requirements for students and parents attending any school fixture.

Swim Wear and Team Wear:

We have teamed up with ‘Expertise’ who will be our sole provider of bespoke team wear. All students representing school teams will be required to purchase the Uptown team wear.

It is expected that all players complete their schoolwork, maintain a record of good conduct and also meet team obligations without missing practice time. Even players who are injured are expected to attend practices.

Performing and Visual Arts

Performances and productions for, and by, students form an important part of the education offered by the school. Such performances and productions include, but are not limited to: drama, dance or music productions staged in school or to which students are taken outside the school; movies or musical events, talent shows and exhibitions of student work.

Uptown students participating in performances and productions as audiences should maintain the highest standards of behaviour. The Arts Department is responsible for advising on the suitability of the proposed material and ensuring that the highest quality of performance, presentation and language are maintained.

Student Trips

The School recognises the value of educational field trips and other excursions, and organises a variety of trips within the UAE and abroad as part of its educational programme.

Parents are informed at the start of the academic year of all overnight trips and must give their written permission for their children to participate. A School circular is sent to parents giving all relevant details pertaining to every trip at least 2 months in advance. All trips organised by the school have value and typically provide opportunities that cannot be replicated within a standard school environment.

Upon the safe return of students, every trip is evaluated for its educational worth and student experience.

Student conduct on trips

All School rules and expectations of student behaviour apply equally to times when students are travelling on School buses and on School sponsored trips. This includes all day trips and overnight visits. Some trips may include additional code of conduct provisions to cover journeys, accommodation or specific activities.

Serious infringements of the code of conduct may result in a student being sent home from an overnight visit **and being excluded from future trips and expeditions**. Students cannot take mobile phones on any overnight school trips. All communication with parents and Uptown School is through the Trip Leader.

Students with poor attendance records may be ineligible to attend school trips.

The School Clinic

The school provides health care for students during the MYP school day (7.30am - 4pm). The school employs three qualified nurses (one of whom is based on the MYP campus), who are responsible for all aspects of student and staff medical health during school hours.

Additionally, many teaching staff from across the school have received training in First Aid and are certified in CPR and the use of defibrillator units (there are 2 conveniently located units across the school). All certifications awarded to our staff are Dubai Cooperation of Ambulance Services (DCAS) approved.

Upon entry to the school, parents are asked to complete a medical history form, which is held on the students file. Parents are requested to provide updated medical reports on an annual basis, and more frequently should this be needed.

Students who need to visit the nurse during the school day should first obtain a note from the relevant class teachers. In non-urgent cases where the student needs to return home or to go to a hospital, the nurse will call the parents and ask for the parent to collect the student from the school. In urgent cases, the school will arrange for the student to be transported to the nearest appropriate hospital. We will always endeavor to contact parents prior to this.

SPECIAL EDUCATIONAL NEEDS

Uptown School prides itself on its inclusive approach to education. We do not discriminate on the grounds of race, nationality, disability or cultural background. We see the diversity of our student and staff population as one of our greatest assets, and we make every attempt to give each and every student full access to our IB learning programmes.

Teachers are assisted by specialist staff, such as our Head of Student Support and Specialist Teachers and assistants, in the identification of and provision for an individual student's specific or exceptional learning needs – including those who are recognised as being gifted and talented.

If a student should need additional learning support beyond that available at the school, then the school reserves the right to pass on to parents part or all of the additional cost incurred.

Our determination to cultivate and maintain an inclusive ethos of the highest quality is fundamental to the way in which our school is developing. We define, implement and review all of our policies to promote inclusion, and have developed policies to tackle abusive behaviour such as racism and bullying if it emerges.

We also ensure that at Uptown students themselves have a prominent voice in all matters that affect them, and we act fairly and decisively in dealing with any behaviour that is contrary to our inclusive ethos. At all times we seek to provide exemplary leadership as role models ourselves.

Student Counseling

We have one full time counselor at in the MYP at Uptown. She promotes the development of personal, emotional and social skills relevant to specific age groups. She also conducts individual and group counseling sessions on topics such as friendship, anxiety, parental divorce, and anger and behaviour management.

Our counselor has an open door policy, allowing any teacher to share concerns about a specific student, and for any students to be able to make appointments to see her. Unless there are prior arrangements or extenuating circumstances, students are not encouraged to come out during lesson times.

LOCKERS

Each student will be provided with a locker that should be used to store belongings. Lockers are not private property; they belong to the school. Students are responsible for the care and cleanliness of their locker from the inside and outside while in student use. Students will be required to bring their own combination lock to use on their allocated locker. All homeroom teachers will keep a record of the lock combinations, should a student forget his/her number. It is also recommended that students write this number down in their Student Planners.

STATIONARY

Secondary Students will need the following:

Black and/or blue pens	Pencils	Pencil Sharpener
Eraser	Highlighters	Coloured Pencils
30cms ruler	USB Flash Drive	Protractor
Scientific Calculator (Casio Fx82 or Fx100 is recommended)		
Compass		

All of the above should be able to fit into a reasonable size pencil case.

BRING YOUR OWN DEVICE TO SCHOOL

Secondary students will benefit from carrying a digital device to enhance their learning. This may be smart phone Tablet or Laptop computer. All must follow the BYOD policy. This policy is attached in full to this handbook.

LOST AND FOUND

The school is not responsible for any lost items that are left unattended. However, a “Lost & Found” cupboard is located towards the end of the MYP entrance hall (just under the stairs).

All items that have been found and are clearly labeled are returned to their rightful owner immediately. All other basic items (caps, water bottles, etc.) are left for students to claim. Anything of great value is labeled with the date found on it, and is handed into the MYP office. Students need to claim it from the office and staff will ask for distinguishing description to verify the ownership of the found items.

ATTENDANCE POLICY

Absences

We believe that good attendance and punctuality are vital in enabling students to make the most of their learning opportunities at Uptown. Students are expected to be at school and in classes on time. The school requests that students and parents thoughtfully consider the serious effects of any absence. Poor attendance may also affect a student eligibility to participate in schools trips, sports teams or other extra-curricular activities. By attending every day, research indicates:

- * Learning is made easier
- * Students who develop good patterns of attendance and punctuality early on at school tend to continue in this pattern throughout their school life and beyond.
- * With good attendance and punctuality students will achieve better results, have greater confidence, have increased self esteem and develop useful skills for the workplace.

Please note that attendance and lateness are judged by the criteria set by KHDA and are as follows:

- Outstanding 100%
- Excellent >99%
- Very Good >98%
- Good >96%
- Satisfactory >94%
- Unsatisfactory <94%
- Unacceptable <92%

If your child is absent from school, we have clear guidelines from the KHDA as to what we can authorise as an acceptable reason for absence and what we will not. If you need to request a leave of absence from school, please e-mail the relevant Head of School directly. Absences will be granted at his/her discretion in line with KHDA guidelines.

If your child is unwell or has an unforeseen absence from school please email MYP office on secondaryoffice@uptownschool.ae

Absences pertaining to sickness that last for 3 days or longer will require medical certification.

A student should not have more than 20 consecutive or 25 non-consecutive days of unauthorised absence. They may lose their place in the school or potentially be asked to repeat the year if this happens.

Lateness

Lateness to school reduces the effectiveness of the educational programme and negatively impacts the student's academic performance. If a student arrives late, a note from the parent providing an explanation for the lateness *must* be submitted to the MYP office. Repeated lateness to school will be treated as a disciplinary issue.

EARLY DEPARTURE

If a student needs to be excused early, the MYP office *must* be informed either through a signed note in the Student Planner or by telephone call or email to the MYP office – ext. 400 secondaryoffice@uptownschool.ae

No student may leave campus during the day without the explicit permission of the parent or guardian being received by the MYP office. The student will then receive a signed release form to be passed to the gate security in order to leave school campus.

In the case where the school nurse advises the student return home due to illness, the MYP office will call the parent or guardian and the student will receive a stamped release form to allow departure from campus.

REGULAR DROP OFF & PICK UP

Parents of students in MYP are asked to use the car park in front of the main administration building (off of Tripoli Street D83). It is not necessary for parents of MYP or DP students to accompany them to their classroom.

At the end of each day student in the MYP will make their own way to the buses or to the car park. It is not necessary for parents of secondary students to collect them from the classrooms or wait in the corridors. We respectfully ask that parents arrange to meet their children in the car park or outside of the MYP building.

PARENT IDENTIFICATION

Parents entering the school premises are required to wear their parent ID badges at all times. All families will be issued with two parent ID badges.

If need to enter the campus after 8am or before 2pm, we ask wear your ID badges ***and*** that you sign in with security at the relevant entrance.

Uptown School welcomes parents into the school and we actively encourage parents who have the time to act as Link Parents, sit on the Secondary Parental Engagement Committee or join the Parents Organisation.

All we ask is you ensure your ID badge is worn visibly whilst moving around the school and that you dress with modesty and respect inline with local customs and expectations in public places.

SNACK & LUNCH BREAKS

Here at Uptown we encourage our students to develop healthy eating habits from an early age. Students are encouraged to socialise and practice their table manners as they eat.

The school canteens operate in the Primary and Secondary schools. Students may purchase snacks and/or lunch. Monthly menus and the monthly purchase program are outlined on the Communicator, in the Resources tab>Canteen – Tuck Shop and are posted in the canteens. Options include healthy choices where students can choose from a variety of hot foods, fruits, vegetables, wholegrain snacks and healthy beverages.

We ask that parents support our healthy eating policy by ensuring they send their children to school with suitable and healthy packed lunches that will sustain them through the busy school day.

We request packed lunches do not contain sweets, crisps, cookies, fizzy drinks or caffeine fueled energy drinks. It is incredibly difficult for students to focus and get the most out of their time in school if they are overloaded with sugar and poor food choices.

IMPORTANT

*Several members of the Uptown community have severe nut allergies and as such Uptown is a **nut free school**. No nut products are permitted in school – this includes all nut products, Nutella chocolate spread and peanut butter. Thank you in advance for your cooperation in ensuring the safety and well being of our whole school community.*

We also ask parents make their children aware that we do not share food to ensure we are respectful of all the other religious beliefs concerning food products.

FREQUENTLY USED MYP NUMBERS

04 251 5001 Main School Number

Main Reception – ext. 231 or 0

Parent Relations Officer

Soma Mitra-Chubb ext 210

Nurses

Secondary – Blessy Thomas - ext. 407

School Sections

Shams Emeim, PA to the **Middle Years & DP Program** – ext. 400

Magda Estafanos, PA to the Principal – ext. 222

PE Department

Secondary PE Office – ext.411

School Canteen

Secondary ext. 410

Accounts – ext. 228, Naveen David

Admissions:

Admissions Manager – ext. 201

THE PARENTS ORGANISATION

The Parent Organisation meets once a month to support the activities of the school in general. The Parents Organisation supports school-wide events such as International Day, Eid Dinner, UAE Day, School Fair, the Used Uniform Shop, monthly coffee socials and other community events at school.

The Secondary School has a Parental Engagement Committee. Representatives of parents from each grade level can meet with the Secondary Leadership Team on a bi-monthly basis to offer opinions, suggestions and concerns on behalf of the parent body.

Please join us on 21 September, 8-9am, in the Admin Meeting Room, 2nd floor to find out how you can become part of the Parent Organisation or request to join the Parental Engagement Committee.

Should you have any further questions about any aspect of life at Uptown, please do not hesitate to contact our Parent Relations Officer via email at community@uptownschool.ae

2015-16 UPTOWN CALENDAR AS APPROVED BY KHDA

9 August - Uptown Principal, Heads of Programmes, Deputy Heads, IB Co-coordinators return to school

23 August - Returning Faculty and Teaching Assistants return to school

27 August - Orientation for all new students (Early Years, PYP, MYP and DP)

30 August - FIRST DAY for ALL students

23 & 24 Eid Al-Adha Holiday*

27 September - First day back after Eid Al-Adha Holiday*

11 October - Professional Development Day for Faculty and Staff (no pupils)

15 October - Islamic New Year* Public Holiday

2 & 3 December - UAE National Days* Public Holiday

20 December - 2 Jan - Winter Break

31 December - 2nd Semester fees due

2 January - Re-registration begins for year 2016-17

17 January - Professional Development Day for Faculty and Staff

27 March - 9 April - Spring Break

4 May - Al Isra W'al Miraj*

22 May - Professional Development Day for Faculty and Staff

30 June - Last Day for Students, Faculty and Staff

31 July - First semester fees due for year 2016-17

** Islamic Public Holidays are based on lunar observations may vary by one or two days.*

Administration and Admission offices are open 8-4 every weekday.

Location Map



