PARENT HANDBOOK

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The Elite English School has indeed been dedicated to nurturing, encouraging, and cultivating a supportive learning environment since its inception in 1992. Our commitment to providing a place where everyone is valued and treated with respect has been at the core of our educational philosophy for over three decades.

Throughout these years, we have strived to create an atmosphere where students feel safe and empowered to explore their potential, both academically and personally. Our dedicated teams of educators and staff have worked tirelessly to foster an inclusive community where diversity is celebrated and individual differences are embraced.

MISSION & VISION

Mission

To create proactive and thinking achievers who affect a positively tangible mark on everything that they touch.

Vision

To enable all Elitians to: Aspire: Creating a community to cultivate a learner profile that aspires leadership for all. Innovate: Providing a fully incorporated pedagogy to foster innovation and inquiry Value: to build a full inclusive ethos that caters to all types of learners celebrating the uniqueness in every child

PRINCIPAL'S MESSAGE

Dear Parents

If children are happy they will achieve... we seek to educate the whole child, paying particular attention to their emotional and intellectual well-being."

The Faculty at the Elite English School holds the highest ambitions for all our students. Our mission is to ensure every student receives the support and care to overcome any barriers to learning and excel in an ever-thriving multicultural society. Our commitment to our students is to ensure to make learning accessible to every child and enable an enriching experience in school. We have raised our academic standards with our ambitious curriculum that will not only empower students to achieve the best qualification but also to experience a variety of co-curricular as well as extra-curricular opportunities through involvement in sports, music, drama, arts, job shadowing, listening to industry talks delivered by career specialists, community engagement partnering programs and global citizenship. This we believe has further enabled to raise their confidence and nurture the sense of being responsible citizens of the future. Here at Elite, we prepare our students for jobs that don't yet exist, using technologies that are still being explored, thought about or reasoned with. Every year, the volume of new technological information is doubling. In today's data driven society, we intend to teach our pupils to analyze, reason and reflect, giving them the skills needed to progress to the forefront of their respective fields and to be successful in an ever-changing world.

My team and I are driven by our goal to provide a learning environment where all students feel they are engaged and challenged. We ensure that every student feels that his/her opinions and interests are valued and lie at the heart of every key decision taken when working along with our parents, teaching and support staff. I am proud to lead a school that promotes tolerance, compassion, unity, and individual responsibility where all students feel safe, well cared for and respected. The diversity of the school population enriches the lives of all the community, and has earned the school an enviable reputation for inclusion.

To me, the role of the principal is a lifetime vocation. I consider this both a privilege and an opportunity to lead Elite English School Dubai. As educators our duty is to engage our students' at the most crucial phase of their transition from childhood to mature young adults. At Elite we nurture innovation, vision and resilience and ensure to equip every student with the skills to make the impossible, possible.

I look forward to welcoming you all to the sanctuary of learning.

Ms. Kiran Mathai
Principal, Elite English School

The School Leadership Team 2023-2024

School Owner	Mr. Nasser Lootah	
School CEO	Mrs. Vatsala Mathai	
Senior Leadership Team		
Principal Vice Principal Head of SEND Head of Pastoral Support Head of Accounts (Administration)	Ms. Kiran Mathai Mr. Parvez Ahmed Ms. Janet Ms. Reena Rony Mr. George Sebastian	kiranmathai@eliteenglishschool.com parvez@eliteenglishschool.com eescounselor@eliteenglishschool.com reenamathew@eliteenglishschool.com accounts@eliteenglishschool.com
Middle Leadership Team		
Secondary Supervisor	Ms. Varsha Limaye	varsha@eliteenglishschool.com
Middle School Supervisor	Ms. Reshmy Shibu	reshmy@eliteenglishschool.com
Primary Supervisors	Ms. Radha Vishwanathan Mr. Manoj Mathew	radha@eliteenglishschool.com manoj@eliteenglishschool.com
Kindergarten Supervisor	Ms. Reena Rony	reenamathew@eliteenglishschool.com
Teaching & Learning	Ms. Varsha Limaye	varsha@eliteenglishschool.come
Assessment Coordinator	Mr. Dilbagh Singh	dilbagh@eliteenglishschool.com
Curriculum Head	Mr. Parvez Ahmed	parvez@eliteenglishschool.com
Wellbeing Leaders		
Wellbeing Coordinator	Ms. Reshmy Shibu	reshmy@eliteenglishschool.com
Medical Team		
School Doctor	Dr. Simrat	clinic@eliteenglishschool.com

Calendar for the Academic Year 2023-2024

KHDA Approved Calendar 2023-2024

KHDA APPROVED CALENDAR — DUBAI Knowledge المعرفة

April 2023 — School Days: 17

May 2023 — School Days: 23

June 2023 — School Days: 18

July 2023 — School Days: 0

August 2023 — School Days: 4

September 2023 — School Days: 19

October 2023 — School Days: 22

November 2023 — School Days: 21

December 2023 — School Days: 5

January 2024 — School Days: 21

February 2024 — School Days: 21

March 2024 — School Days: 12

KHDA Recommendations & Guidelines

The Elite English School implements following policies as per KHDA recommendations & guidelines.

1. Admission Policy

2. Child Protection Policy

3. Inclusion Policy

Wellbeing, Health and Safety

In elite English school, the care and maintenance of health, safety, and wellbeing are typically highly prioritized to provide the best possible environment for students. The commitment to health, safety, and wellbeing is high, and the school has the resources and infrastructure to support these efforts. Continuous improvement and a strong commitment to the welfare of students and staff are key elements of maintaining a safe and nurturing learning environment.

Policies that are implemented to embed health, safety and wellbeing are available in the links below

Wellness Policy

Health and Safety

Policy on Corporal Punishment

Anti Bullying Policy

Lockdown Policy

Device Policy

For any clarification/ concern with the policies kindly email the ees@eliteenglishschool.com

Attendance and Punctuality

SCHOOL TIMINGS

EES opens its doors at 7:30 am daily with school timings as follows:

Gates Open	7:30 am
Gr1-Gr12	8:10 am - 2:10 pm

School Timings:

Monday - Thursday – 7:50am to 2:10 pm
Friday – 7:50am to 11:50am

Punctuality:

Late pass is issued to the late comers after 8:00am

Breaks:

Short Break – 10mins
Long Break – 20 mins

Attendance:

Minimum75% attendance is required, as per CBSE norms.

Leaves:

2 days leave must be mentioned in diary.
More than 2 days – leave note is required.

Early pickup:

An email or call to school must be sent before 12 noon.

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction

Attendance and punctuality are crucial aspects of a successful and productive school environment. They contribute to the overall educational experience of students and the smooth functioning of the school. Managing attendance and punctuality is a collaborative effort between schools, parents, and students. It's essential for educators and parents to work together to ensure students are present and punctual, which, in turn, promotes a successful educational experience.

Students are required to swipe their RFID cards in the morning on the machines available at the entrance to register their attendance.

Punctuality Procedures:

It is important for your child to contribute to improving attendance at the school, as it is one of ourtargets.

- Students must be present in school by 7:50am before the assembly starts.
- It is mandatory for students to present on 1st and last day of the school.
- No student is allowed to leave the premises early without special permission.
- In all cases of absence, the parents are expected to make an entry in the absence record section of student organizer, if not exceeding 2 days.
- If more than 2 days, a medical note must be attached with the diary note.
- Students with absence of more than a month, without any information, are liable to have their names struck off the school rolls.
- The child MUST NOT be sent to school in case of high fever, rashes or any suspected chronic disease, unless fully recovered.
- A minimum of 75% attendance is MANDATORY for promotion to next class.

For further reference, follow the link.

[Attendance Policy](#)

[OT Guidelines](#)

School Uniform

Uniform

Monday to Wednesday

PRIMARY (GRADE 1 - 4)
• Grey shirt + Grey full pant + Tie + Belt + Black shoes + white socks (BOYS)
• Grey shirt + Grey skirt + Tie + Belt + Black shoes + white socks (GIRLS)

MIDDLE & HIGH SCHOOL (GRADE 5 TO GRADE 10, 11&12)
• Grey stripe shirt + Grey vest + Grey pant + Tie + white socks + Black shoes (BOYS)
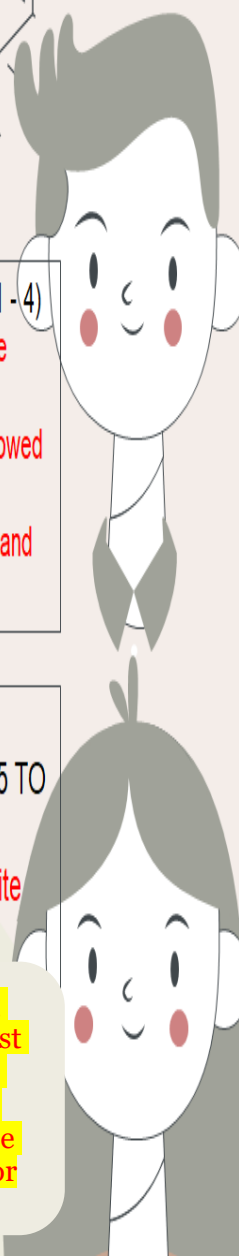• Grey stripe shirt + Grey vest + Grey pant + Bow + white socks + Black shoes (GIRLS)

Thursday

PRIMARY (GRADE 1 - 4)
• House Tshirt + white pant + white socks + Belt + white shoes (BOYS)
• House Tshirt + white divider skirt + white socks + Belt + white shoes (GIRLS)

MIDDLE & HIGH SCHOOL (GRADE 5 TO GRADE 10, 11&12)
(GIRLS + BOYS) • House Tshirt + Black track pant + white socks + white shoes

Friday

PRIMARY (GRADE 1 - 4)
• Full track set + white shoes
• Muslim Girls are allowed wear only white head scarf, white leggings and white sleevs.

MIDDLE & HIGH SCHOOL (GRADE 5 TO GRADE 10, 11&12)
• Full track set + white shoes

Girls wearing head scarf (must be PINNED), leggings and sleeves must be WHITE in color

The School Curriculum

CURRICULUM IMPLEMENTATION

Curriculum Philosophy

The school curriculum is of paramount importance in the field of education for several reasons. It serves as the backbone of the educational system and plays a crucial role in shaping students' learning experiences, knowledge, and skills. The school curriculum is an essential component of the education system. It guides what is taught, how it is taught, and how students' progress is measured. A well-designed curriculum is a fundamental factor in providing students with a high-quality education and preparing them for success in an ever-changing world.

EARLY YEARS CURRICULUM

KG1 & KG2

Early years curriculum for children in Kindergarten 1 (KG1) and Kindergarten 2 (KG2) is designed to provide a holistic and developmentally appropriate educational experience for young learners. The primary focus is on fostering their social, emotional, physical, and cognitive development. The curriculum in these early years is often play-based and encourages exploration, curiosity, and creativity. Some key components and aspects of the early years curriculum for KG1 and KG2:

1. Play-Based Learning: Play is at the heart of the early years curriculum. Play-based activities and experiences are used to promote social interaction, problem-solving, and the development of fine and gross motor skills.

2. Social and Emotional Development: The curriculum emphasizes the development of social and emotional skills, such as self-regulation, empathy, and effective communication. Young children learn to interact with their peers and teachers, express their feelings, and develop a sense of self.

3. Language and Communication: Language development is a key focus, and children are exposed to rich oral language experiences. Storytelling, rhymes, and songs are commonly used to enhance language skills.

4. Literacy: Early literacy skills are introduced gradually. This includes recognizing letters and their sounds, basic sight words, and the beginning stages of reading readiness.

5. Numeracy: Basic numeracy skills, such as counting, number recognition, and simple math concepts (e.g., addition and subtraction within small numbers), are introduced.

6. Science and Nature Exploration: Young children are encouraged to explore and observe the natural world through hands-on activities. They might engage in simple experiments and discover basic scientific concepts.

7. Art and Creativity: Art, music, and creative expression are integral to the curriculum. Children have opportunities to paint, draw, sing, dance, and explore their creativity in various ways.

8. Physical Development: Gross and fine motor skills are developed through activities like running, jumping, climbing, and using manipulative materials like building blocks and puzzles.

9. Social Studies: Even at this early stage, children are introduced to basic concepts related to the world around them. They might learn about their own community, families, and cultures.

10. Health and Wellbeing: Basic health and hygiene habits are introduced, including proper handwashing, personal cleanliness, and healthy eating.

11. Play and Socialization: Children learn how to engage in cooperative play, share, take turns, and develop social skills. These skills are essential for building positive relationships.

12. Assessment: Assessment in KG1 and KG2 is often formative and observational. Teachers observe children's progress, take notes, and use these observations to adjust their teaching strategies and provide targeted support.

13. Parental Involvement: Parents are encouraged to be actively involved in their child's learning journey. They may receive regular updates, participate in school events, and support learning at home.

14. Inclusivity: The curriculum aims to be inclusive and adaptable to meet the diverse needs of students, including those with varying abilities and backgrounds.

The overarching goal of KG1 and KG2 curriculum is to create a nurturing, stimulating, and safe environment where young children can explore, learn, and develop a strong foundation for future education.

Arabic Language: Students in the early years are introduced to the Arabic language and verbal lessons delivered by Arabic specialists take place from KG2.

By the end of the KG2, children will be confident and comfortable in the school environment and have basic knowledge of core concepts in order to prepare them to begin the CBSE Curriculum.

THE PRIMARY SCHOOL

The Central Board of Secondary Education (CBSE) curriculum for the primary stage typically covers classes I to V. The CBSE curriculum for primary education is designed to provide a strong foundation in core subjects while fostering the holistic development of students. The primary stage curriculum serves as the foundation for further education and aims to provide students with a strong academic background, critical thinking skills, and a sense of moral and social responsibility. It aligns with national educational goals and standards and is periodically updated to reflect contemporary educational best practices and emerging needs.

The curriculum for **Grade 1 and Grade 2** aims to provide a strong foundation in core subjects while fostering the holistic development of students. It aims to provide students with a strong academic background, critical thinking skills, and a sense of moral and social responsibility. The curriculum aligns with national educational goals and standards and is periodically updated to reflect contemporary educational best practices and emerging needs.

The school focuses on providing a well-rounded and developmentally appropriate education to young learners. The educators aim to build a strong foundation in core subjects, foster holistic development, and introduce students to key concepts and skills.

The curriculum for Grade 3 to Grade 5 builds upon the foundation established in earlier grades and continues to provide a comprehensive and well-rounded education. It focuses on the development of critical thinking skills, a deeper understanding of subjects, and the introduction of more complex concepts. The Grade 3 to Grade 5 serves as a crucial stepping stone for students as they prepare for more advanced education. It aims to equip students with a strong academic foundation, critical thinking skills, and values necessary for their personal and academic growth. The curriculum aligns with national educational goals and standards and is periodically updated to reflect contemporary educational best practices and evolving needs.

The focus of our curriculum is based on rational of students being able to relate all learning to Real-Life and for Student Involvement in their learning. Through the integration of technology, students are given a myriad of learning opportunities to develop their 'skills', which include the ability to apply knowledge, think creatively and problem-solve; the ability to express oneself articulately; the ability to persevere and develop self-confidence; the ability to collaborate with others, and the ability to learn. We aim to improve our students' critical, creative, rigorous thinking to develop higher order thinking skills, improve communication skills and help children learn to co- operate with others.

Children build foundational skills, knowledge, and attitudes that serve as the basis for their future learning and personal development.

Subjects taught at the Primary Level are:

• Islamic Education
• Arabic for Non-Arabs
• English
• Mathematics
• Science
• Moral Science
• Sst (UAE+Indian)
• Computing
• Physical Education (PE)
• Art
• Music/Dance
• Reading
• IInd Lamguage(French /Urdu/Hindi)

• STEM lessons (exploration to add value & experience to learning.

Within the Primary, we aim to foster the holistic development of students. It encompasses not only academic subjects but also physical, social, emotional, and moral development. Play activities promote cognitive, social, and emotional development.

A strong focus on language development helps students develop effective communication skills, literacy, and the ability to express them.

The Primary stage incorporates co-curricular activities such as art, music, physical education, and value-based education to promote creativity, physical fitness, and character development. The Primary School is the stage of enhanced learning, where the students are constantly evolving and growing, intellectually and emotionally.

Students prepare for the UAE International Benchmark assessments as prescribed by the KHDA, which include CAT4 (selected year groups), GL-Progress Tests, NGRT (3 times a year).

THE SECONDARY SCHOOL

Affiliated to the Central Board of Secondary Education (CBSE), New Delhi, , and recognized by the Ministry of Education, Dubai, UAE, THE ELITE ENGLISH SCHOOL adheres to a strict regimen of educational and extracurricular activities that inspire the highest levels of academic excellence among students.

With a teacher-student ratio of 1:26 for Pre-Primary, Primary and the Middle Section and 1:26 for Secondary and Senior Secondary classes, personal attention is guaranteed for each student. This helps in building an excellent rapport between the educators and the ones being educated.

Making an Impression

The critical thinking habit is developed enabling the children to grasp the more difficult aspects of classroom teaching by helping them to think laterally. This also prepares the students to deal with a more international level of education helping them to adapt to foreign universities and the competitive level of excellence. This phase concludes with the All Indian Secondary School Examinations.

The syllabus aims at enabling the pupils to cultivate social, moral, ethical and aesthetic values which exalt and refine the life of an individual and the society. Children learn to appreciate the work of great men and absorb their finest qualities. Value based learning prepares them for a flawless life.

Subjects at this level

• Islamic Education
• Arabic
• English
• Mathematics
• Science
• UAE Social Studies
• Moral Education
• Geography
• History
• Computing
• French / Urdu/Hindi
• Physical Education (PE)
• Art

Enrichment beyond the classroom

Enrichment beyond the classroom refers to activities, programs, and experiences that enhance a student's education and personal development outside the traditional classroom setting. These opportunities provide students with a chance to explore their interests, develop new skills, and gain a broader perspective on the world. Enrichment activities can take various forms and serve multiple purposes.

Sports, Community services, workshops & camps, Competitions and Contests, Educational Travel, Leadership and Personal Development Programs, Talent Development Programs.

Enrichment beyond the classroom plays a pivotal role in a student's overall education and personal development. It complements traditional classroom learning, allowing students to pursue their passions, develop new skills, and gain valuable life experiences that will serve them well in the future.

Higher Secondary

Affiliated to the Central Board of Secondary Education (CBSE), New Delhi, , and recognized by the Ministry of Education, Dubai, UAE, THE ELITE ENGLISH SCHOOL adheres to a strict regimen of educational and extracurricular activities that inspire the highest levels of academic excellence among students.

With a teacher-student ratio of 1:26 for Pre-Primary, Primary and the Middle Section and 1:26 for Secondary and Senior Secondary classes, personal attention is guaranteed for each student. This helps in building an excellent rapport between the educators and the ones being educated.

Transition to a Higher Level of Education

Though these are more intensive years, formative and impressionable, leading to the All India Senior School Certificate Examinations, The school ensures guiding, all its students to the right career. Numerous seminars and workshops help the students to choose the right path.

Core Subjects
• English
• Mathematics
• Computer Science or Information Communication Technology
• Physical Education
• Biology
• Chemistry
• Physics
• Economics
• Business Studies
• Home Science
• Accounting

ACCOUTNS DEPARTMENT

Accounts Department Contact Details

Contact Person: Mr. George

Sebastian Tel No: 04-2688244

Email: accounts@eliteenglishschool.com

Payment Details and Methods:

1. The academic year is from April to March.
2. The school fees must be paid in the said installment plans

Status	Due date
First Installment	April 1st
Second Installment	June 1st
Third Installment	Sept 1st
Fourth Installment	Dec 1st
Re-registration fees(Term Fees)	February 15th
New Admission	March 15th

Please Note:

1. We accept only cash/current dated cheques at school. Electronic payment/ bank transfers also accepted.

2. Fees sent with students must be in cheque form. Please provide student name, Gr number, grade & section of your ward behind the cheque.

3. School is not liable for payment of any penalty accrued as consequence of return or non-payment of cheques.

Transport Services

Transport Department Contact Details

Contact Person: Mr. Selvan

Tel No: 04-2688244

Email: transport@eliteenglishschool.com

Transport is provided to various areas within Dubai.

All the drivers and nannies follow the guidelines laid out by RTA for school buses. They have also taken all the necessary training required to efficiently take care of the students who commute to school by bus. All safety protocols are followed in line with the list of rules and regulations shared bythe RTA / KHDA.

Pick Up & Drop Off

Students will be picked up & dropped off from the same location.
Parents of Kg1 & Kg2, must be present at the bus stop 10 minutes prior to the said time.

Conductors will not personally drop child at the doorstep of their flat or villa

Any change of location must be informed 15 days prior. Transport department will inform the parents about the availability of seats.

School transport fee payment is term wise and must be paid by the 10th of the first month of each term.

TERM 1	April-September
TERM 2	October-December
TERM 3	January-March

School ID Policy

General Guidelines for School Parents

1. Signing in with Security Staff
All Parents/Visitors who intend to access the school premises must have to pass through the security post at the main entrance to provide purpose of his visit and to complete the signing in process.
• Tell him/her who you are
• Tell him/her why you are there
• Show your identification
• Who you are visiting
• Sign the visitor's book (if needed)
• Comply with all necessary requirements for access to a school as informed by the security staff
• Deposit any of the following original valid IDs: (not required if Emirates ID card reader is available at each premises) - Driving license, Emirates ID card (UAE only), Labour card or Any other ID issued by the Government

2. Student I.D Cards
• In order to ensure identification and safeguarding, all students must carry and wear the student ID cards to gain access to the school premise.
• Student have to swipe the ID at the biometric meter to register their clock-in the premises.
• Comply with all necessary requirements for access to a school as informed by the security staff.
• It is expected from students to wear and display your ID at all times.

3. Access to School during Non-Office Hours
• Any visit during the below stated timings will be considered as non-office hours;
• Saturday and Sunday including public holidays (24 hrs.)
• Monday to Thursday (4:00 PM to 7:00 AM) and Friday (11:00 AM onwards).