

Pre-KG & KG Handbook for Parents & Guardians



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WELCOME TO FAIRGREEN

Dear Parents,

In Pre-KG & KG we constantly strive to ensure your child is happy and achieving their full potential across our balanced IB curriculum. The Pre-KG & KG experience is a new, exciting and very special time for your child. They will bond with their teachers, form new friendships, explore their new surroundings and carry out many investigations based around our Units of Inquiry: 'Who We Are', 'Sharing the Planet', 'How the World Works' and 'How We Express Ourselves'.

Your child will be encouraged to develop the attributes of the Learner Profile. The Learner Profile is a set of crucial personal qualities that go beyond academic success. These involve the students striving to become:

- Inquirers
- Communicators
- Caring
- Risk Takers
- Knowledgeable
- Thinkers
- Open-minded
- Balanced
- Principled
- Reflective



The skills identified by the IB are integrated into all aspects of learning and development. To learn more click [here](#).

We hope this guide will help answer some of the questions you may have about your child starting school. It is important to us that we work together to ensure your child gains the most from their education.

We generally follow similar routines in Pre-KG, KG1 and KG2. You will find a few differences between the year groups. This information will be highlighted according to your child's year group in the handbook.

Yours in learning,

The Primary Leadership Team

OUR MISSION AND VISION

OUR MISSION

At Fairgreen International School in Dubai, our mission is to provide an exceptional international education that embraces sustainability in all its forms.

OUR VISION

Our vision is to be an exemplary learning community that promotes purposeful and innovative solutions for a sustainable world.

OUR PILLARS

As a member of the Fairgreen International School educational family, you will have the opportunity to experience and bring alive the central pillars that drive our journey to educational excellence.

1. Academic Growth & Achievement
2. Sustainability
3. Character
4. Wellbeing
5. Innovation
6. International Mindedness
7. Social Responsibility



ACADEMIC GROWTH & ACHIEVEMENT

With individualized learning and inquiry-based teaching methods, Fairgreen students set and achieve their educational goals, guided by dedicated and caring teachers and staff.



SUSTAINABILITY

Students, teachers, parents and the entire Fairgreen community are committed to living a sustainable lifestyle by treading mindfully on our planet, supporting sustainable businesses, and being ambassadors of sustainable living.



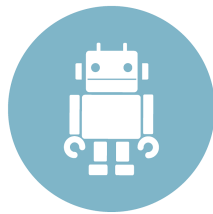
CHARACTER

Fairgreen students learn how to access the psychological, social, cultural and physical resources required to sustain their wellbeing, developing resilience and ethics, building essential life skills, and responding positively to adversity.



WELLBEING

The Fairgreen community takes a happy and healthy approach to physical, social, mental and emotional wellbeing by creating an environment where students feel safe and connected, learn good nutrition, and adopt fitness as a lifelong habit.



INNOVATION

From the early years, curiosity and imaginative thinking are cultivated as the building blocks to innovation, and Fairgreen's project-based approach encourages students to actively pursue creative solutions throughout their learning journey.



INTERNATIONAL MINDEDNESS

With local and global contexts integrated into learning opportunities, Fairgreen students appreciate their position in a global classroom, learning the values of tolerance, open-mindedness, acceptance and respectful dialogue.



SOCIAL RESPONSIBILITY

Fairgreen students are driven by their pledge to make the world a better, more peaceful place. Fairgreen offers a broad range of opportunities to make a meaningful impact, both locally and globally.

COVID-19 PROCEDURES

START AND END TIMES

We stagger the start times of school so that we have fewer students gathering together on entry. Please note these timings as they are different to last year.

The staggered start times are as follows;

- Pre-KGG, KG1 and KG2 - 8:00am
- G1 to G5 - 7:55am
- G6 to G11 - 7:50am

In this way, ALL entrances can be used to increase the speed of entry and decrease physical proximity. Parents with students who span these groups and are not able to make return trips may drop their children together, with children going straight to classrooms from 7:50 a.m. Families should arrange for siblings to be dropped off at the youngest child's arrival time. Older students will be admitted to the classroom early.

Departure times are:

- Pre-KGG and KG1 - 1:30pm
- KG2- G11 - 3:30pm

ARRIVAL AT SCHOOL

Children and parents should wash hands, clean school bags and check their temperature is not above 37.5°C before leaving the house. If it is, they should stay at home. No one with a temperature above 37.5°C is allowed on campus.

Four separate entrances to the campus will be used:

1. The entrance near Sustainable City field
2. Entrance adjacent to equestrian exercise area
3. Entrance to the right-hand side of the front of school from main car park
4. Main entrance

On arrival, any child with a temperature of 37.5°C or above will be directed to the auditorium and will have their temperature checked again. If their temperature is still above 37.5°C, they will be taken to the specified isolation room (swimming pool changing room) and referred to Nurse Jane.

In the event of Covid-19 symptoms a member of school leadership, the school nurse or doctor will phone a parent to arrange immediate pick up of the child with Covid-19 symptoms. The parent will then take their child home, and the nurse will call Reception to log their exit. The child should undergo PCR testing and submit the result to the school before they can return to school.

All staff, all visitors and students from Grade 1 upwards will be required to wear masks at

all times. Masks for children in Pre-KG, KG1 and KG2 are optional.

Parents of Pre-KG, KG1 and KG2 students will be allowed on campus, with masks, but will be asked to drop off their children and not enter the building.

Unfortunately, parents of older students will not be allowed on campus unless there are exceptional circumstances.

Parents are always required to wear their ID badges when on the school premises. A visitor's pass can be obtained from the security staff when a valid EID, or copy of passport / driver's license is presented. Access will not be granted without an ID Badge.

ATTENDANCE & PUNCTUALITY

Expected attendance in the Primary School is five days a week, Sunday to Thursday from morning registration at 8.00am to 1:30pm for Pre-KG and KG1 (8.00am to 3:30pm for KG2).

Unexcused absences are recorded in each student's individual records and reports. Leave requests have to be approved by the phase leader before being marked as an excused absence. The school will carefully consider a parent's request and take into account the child's current educational needs and attendance record.

If your child is sick (absent), please notify the school before 8:00am by sending an email to absence@fairgreen.ae or call 04 875 4999.

Please note if your child is absent for more than three consecutive days, a doctor's note is required and should be submitted to the school Reception.

Students who show any signs of illness must not attend school and in the event of a positive Covid 19 test, school should be contacted immediately to enable contact tracing. If any member of the household has symptoms of Covid-19, please inform us and refrain from sending your child to school. The school strongly advises contacting the school before informing other members of the community or posting to social media. This enables us to ensure the correct information is shared with families and reduces community anxiety.

ID BADGE

How to obtain an ID Badge:

Please send an email to info@fairgreen.ae with the following:

- A clear high-resolution photo (head shot)
- Full name
- Clear copy of your Emirates ID
- Child's full name
- Child's grade
- Relation to the child

Three ID badges are given complementary per family.

For any additional ID badges, a charge of 50 AED per ID badge is levied. In case the ID badge is misplaced or lost, the cost of a new ID badge is 50 AED.

Please update us on info@fairgreen.ae when there has been a change of nanny or driver.

LATE ARRIVAL

If you are late to school, the security guard will provide you with a late pass that needs to be submitted to reception. The receptionist will note your arrival and provide you with a late slip. A member of the school staff will take your child/children to class.

DROP OFF

For children not arriving on the school bus, we kindly ask that only one parent, as per the KHDA mandate, drops off children. To accomplish a successful drop off, please make sure you say your goodbyes and then leave promptly. Previous experience suggests that parents who leave their child without saying goodbye can occasionally panic their child. Therefore, it is very important the child feels safe and secure. Showing your child that you are saying goodbye also shows the child you trust the teachers. Once parents have said their goodbyes, please leave promptly with a smile, again experience has taught us that a clear and definitive goodbye is better for children than a more extended farewell. Please be assured that your children are safe and in an experienced child centred environment.

PRE-KG & KG1

Parents of children in Pre-KG and KG1 children should enter the campus wearing a face covering and sanitise their hands at the entrance. Children will be greeted by their teacher at the external classroom door which will be clearly signposted.

NB alternative arrangements are in place for the first weeks of school.

KG2

KG2 children can be brought onto campus by one parent (following hand sanitization and wearing face covering) and taken to the entrance opposite the auditorium, near to the swimming pools (again, this will be clearly signposted), then KG2 children will go into class from there.

IN SCHOOL

Pre-KG, KG1 and KG2 will move around in their stable groups / bubbles of 10. Students are encouraged to wash their hands frequently throughout the school day and use hand sanitiser when hand washing with soap and water is less practicable.

Staggered playtimes will occur within the play spaces: initially, it will be too hot for outdoor play so the Sports Hall, Multi-Purpose Hall and empty classrooms will be used. Additional cleaning services will take place in between sessions. No large gatherings will take place. Assemblies will be conducted via Zoom on a weekly basis.

Pre-KG, KG1 and KG2 will eat lunch in their classrooms. Parents will be able to order packed lunches from the cafeteria, which will be delivered to the classroom by Swiss

Canonica (our caterers). Alternatively parents may send in a packed lunch. See section on Healthy Eating.

Most lessons will take place in homerooms. Specialist teachers will visit those classrooms. Special considerations will be given to STEM, Art, Music and science lessons for students to visit those rooms. Once a space is used, it will be cleaned / fogged with disinfectant before another class is admitted.

When students are moving around the building, they need to adhere to the following expectations; teachers will instruct children in these and reinforce them in fun ways.

They include:

- o Maintain social distancing using the stickers where applicable.
- o Everyone to wash or sanitise their hands before moving to another section of the school.
- o Keep on the right when moving up and down the stairs and through the hallways.
- o Stay 2 meters apart in the hallways and on the stairs.
- o Children must wash their hands after using the toilet.

Classrooms and use of materials

- o Cleaning staff will maintain the sanitising of the classroom and materials. All toys and learning tools in KG will be washed daily.
- o Soft toys and pillows / cushions / blankets have been removed from classrooms.
- o No playdough / plasticine / clay will be used, unless individually allocated and stored for the sole use of one student.
- o Role play corners will be sanitised if used.
- o Each classroom will have a box / space for materials which need to be sanitised. Early Childhood toys used by one stable group will be sanitized before being used by another stable group.

LEAVING SCHOOL

At the end of the day, students will wash their hands before lining up to be taken outside. Dismissal will be 1:30pm for Pre-KG and KG1, and 3:30pm for KG2.

Pre-KG and KG1 parents should collect their children from the external door of the classrooms- as per drop off in the morning.

KG2 parents should collect their children from the Multi-Purpose Hall entering and exiting through the allocated doors.

EARLY PICK UP

Although we understand emergencies may occur, you will not be able to collect your child from the classroom. A member of staff will pick up your child and bring him or her to the Reception area. If early pick up is necessary then please phone Reception before arrival so that arrangements can be made to collect your child in good time.

SCHOOL BUS

Children departing on the bus will gather in the cafeteria following social distancing protocols. Each bus group will be gathered in different areas.

The school bus provider will test the temperature of all students before they board the bus. They will also require all students to use hand sanitiser before boarding and exiting the bus. Although the schedule is staggered, students arriving by school bus will go straight to their homeroom classes as teachers will be onsite and in their homerooms from 7:50am. Students departing school at 1:30pm (Pre-KG and KG1) and travelling by bus will have a separate bus service.

WHAT TO BRING TO SCHOOL

Children will bring only a clean water bottle, the requested stationery, and their packed lunch if they have not ordered lunch from the cafeteria. Before removing the above items from their bags, children must wash/sanitise their hands again. Additional handwashing stations and sanitizer stations are in place. Once their hands are washed, children will enter the classroom - they are then ready to begin the day.

SETTLING IN

PRE-KG & KG1

Giving children a positive start and ensuring all children feel they are in a warm, safe and secure environment is very important to us as a school. We have created a settling-in program where children can meet their teacher and new friends. Different children need different amounts of time to feel "at home". This process can also be difficult for parents so we request you help us by leaving your child under the supervision of the teacher during the settling-in period; if any significant issues occur, rest assured you will be contacted.

Sometimes the settling-in period can take a little longer. If your child has any difficulties settling in, their teacher will suggest some options that may work best for your child.

KG1 & KG2

The first day for KG1 & KG2 differs from Pre-KG as many KG1 & KG2 children will be familiar with the school environment since this will be their second year in Fairgreen, or school in general. For all children, our early days are designed to be enjoyable, with activities structured around getting to know each other, creating new routines and ensuring the children are happy and comfortable.

We believe the partnership between parents and school is essential for your child's wellbeing and learning, therefore should you have any concerns about your child's first days please do not hesitate to contact the school.

Establishing clear routines is important for children, to this end please ensure you drop off and collect your child promptly at the start and end of each school day.

PARENT SCHOOL COMMUNICATION

We believe good parent-teacher partnership is necessary to maximise student success. We have several ways of communicating with our parents. Talking to teachers for an extended period of time during drop off and pick up is not recommended as we would like to minimize disruption to the start of the day and maximise teachers' attentiveness; giving every child / family a warm welcome. If a meeting is needed, please send an email to the teacher and book an appointment.

There will of course be formal opportunities for communication, such as parent/teacher/student conferences. These are highlighted on the school calendar.

When making inquiries to the school it is vital that we ask all parents to follow the process below. In most instances we have found the best person to speak with first is the class or specialist teacher. Please send your child's class teacher/specialist an email with information regarding any concerns you may have.

If you have any inquiries regarding educational or academic matters, the following process should be followed until a response is received. Because of complex situations and the focus on the betterment of the student body as a whole, we may not be able to take action on every academic or educational matter. All matters will be actioned for the benefit of student(s) or noted for future consideration.

Parent School Communication Procedure regarding Academic/Educational Matters

- First Inquiry: An email communication is sent to the classroom/specialist teacher directly.
- Second Inquiry if unresolved: An email communication is sent to the classroom teacher with the Primary Vice Principal cc'd into the communication.
- Third Inquiry if unresolved: An email communication is sent to the Primary Vice Principal with the classroom/specialist teacher cc'd into the communication.
- Fourth Inquiry if unresolved: An email communication is sent to the Primary Principal with the Primary Vice Principal cc'd into the communication.

Parent School Communication Procedure regarding Operational Matters

If you have other concerns regarding school cafeteria, school buses, uniform etc. then please send an email to info@fairgreen.ae. This will be received and redirected by our Receptionist, who will be the first point of contact.

The following process should be followed when communicating with the school regarding operational matters. Please understand that the health and safety of the school community is our primary responsibility thus any actions that are not directly related to the health and safety of our students/teachers will be priorities by need and budget.

- First Inquiry: An email communication is sent to the receptionist at info@fairgreen.ae.
- Second Inquiry if unresolved: An email communication is sent to the [facilities manager](#).
- Third Inquiry if unresolved: An email communication is sent to the [business manager](#).

EMAIL

Whilst we encourage parents to send emails to our teachers as our preferred method of communication, teachers are not always able to respond to emails immediately, as they are with the children throughout the day. The school also encourages teachers to disconnect from their email and focus on their families from 6pm each weekday evening and throughout the weekend. Parents should not expect email communications during this time.

If you need to convey an urgent message to the teacher, during the school day, please call the school Reception: 04 875 4999

BIWEEKLY NEWSLETTER

You will be receiving a biweekly newsletter containing information about the Unit of Inquiry, language, maths, science and other important information. It is a great way for you to follow your child's learning journey but also to learn more about your child's activities in school. We also use SeeSaw, an online tool to showcase children's learning.

BOOK BAG

For KG1 & KG2 a book bag is used for Library books but also any other papers they may have worked with in school. Please make it a daily habit to check your child's book bag or school bag. If any documents need to be signed, please have them signed and sent back to school the next day.

SCHOOL ROUTINES

We teach routines which help the children regulate themselves. We encourage them to be independent and go to the bathroom by themselves. Routines are what make children feel safe and confident.

BATHROOM POLICY

We understand that occasional bathroom accidents do happen in school for any number of reasons. However, it is expected that your child is fully toilet trained by the time school starts. All children must be able to:

1. Pull up and down their own pants
2. Wipe themselves independently
3. Wash their own hands.

If a child repeatedly has accidents and a health issue has been ruled out, the child may be asked to stay home for some time to master toileting skills.

SPARE CLOTHES

We ask parents to bring in two sets of extra clothes labeled with their child's name. This should include shorts, skirts, t-shirts, underwear, socks. The extra set of clothes does not have to be a school uniform.

BIRTHDAYS

This is a time for your child to feel extra special and celebrate their birthday with classmates. What we do at school:

- Make your child feel extra special on their birthday
- Have a set period of time for your child to enjoy their class celebration
- Sing 'Happy Birthday'

Parents are not permitted to send in anything to be shared with classmates due to Covid-19 protocols.

TOYS

We discourage children from bringing toys to school. It is not uncommon for children to misplace toys, or for their toy to become broken or damaged. We urge parents to help us by asking their children to leave toys at home. We do however, occasionally, ask parents to let their child bring in something for "Show and Tell." These items need to be labeled in order to make sure children can take them home. If children happen to come home with a toy that doesn't belong to them, please encourage them to return it.

LOST PROPERTY

Lost property is currently located next to the Reception on the ground floor and items will be stored there until the end of each term. Lost property is given away to local charities if not claimed. For any valuable items that may have been misplaced whilst at school, please speak to Reception as these items are kept securely until they are claimed.

Please make sure all items are labelled with your child's full name.

UNIFORM

All students are expected to be properly groomed for school and to wear school uniform daily, unless otherwise stated by the class teacher. Girls should tie long hair back off their faces and only small stud earrings are permitted.

Comfortable and flexible shoes should be worn each day for PE, play and active learning.

The School uniform must be purchased from our school store:

- Khaki shorts or skirts
- Fairgreen Polo Shirt
- PE Uniform
- The Fairgreen Cardigan
- The Fairgreen Cap
- The Fairgreen Swimwear

NB: Make sure your child's uniform is labeled including jackets, caps etc.

UNIFORM STORE

The Uniform Store is open Monday and Thursday from 8:00am - 3:00pm and is located on the first floor. It can be accessed via the lift in Reception.

During the first week before school starts the uniform shop will be located in the Multi Purpose Hall. Appointments need to be pre-booked.

HOUSE SYSTEM

Each student is allocated a house color on admission. On PE days the students come to school in either their PE kit or their designated House kit:

IGNIS
FIRE

TERRA
EARTH

AQUA
WATER

CAELI
AIR

HEALTHY EATING

All students will have a daily snack and a lunch break so please make sure plenty of food and drinks are provided. Parents are requested to ensure all foods sent to school are healthy.

Items not permitted in school are sugary snacks, chocolate related foods, fizzy drinks, candy etc. We are a pork free school. Fairgreen International School is a nut free environment, as we have several students with severe nut allergies. Please do not send in nuts, sesame seeds, peanut butter, or any other foods containing nuts. Also note some foods that contain sesame and/or pine nuts include hummus, zaatar and pesto.

Please provide your child with a spoon or fork, if needed, and a lunch box and water bottle that are easy to open and close by the child. Leak-proof food containers are expected.

Make sure all items sent to school are labeled, even cutlery.
Sharing food is not permitted due to allergies, diet restrictions and COVID protocols.
Another safety consideration is around foods that most commonly cause choking. Please cut whole grapes, cherries and cherry tomatoes in half.

A healthy diet for children is so important!

- ❖ It helps to improve their concentration, learning and behaviour.
- ❖ Promotes proper physical growth and development.
- ❖ Builds their strength.
- ❖ Promotes resistance to infection.
- ❖ Gives them plenty of energy.
- ❖ Helps them to establish healthy eating habits for life.

SCHOOL CAFETERIA

School lunch can be provided for children from Pre-KG to Grade 11 if parents wish to purchase meals. Swisscanonica offers a variety of healthy food throughout the week. Students will have their packed purchased meals delivered to their class.

If you wish to purchase meals this is done through Swiss Canonica.

An email will be sent out with a link for parents to be able to order meals every day. If you require assistance, please contact SwissCanonica's team directly at fairgreen@swisscanonica.ae

WHAT WE LEARN

In the Early Years at Fairgreen International School we follow the International Baccalaureate (IB), Primary Years Programme (PYP).

The PYP is a concept-driven curriculum that encourages students to construct meaning through critical thinking and the transfer of knowledge. Students deepen their understanding and learn to approach the concepts from different perspectives.

Pre-KG & KG1 are introduced to four of our Units of Inquiry, whereas KG2 will learn through all five of the normal six of the Units of Inquiry. Inquiry into all 6 units of the PYP begins in Grade 1.

Units of Inquiry:

- Who we are
- How we express ourselves
- Where we are in place and time (added in Grade 1)
- How we organise ourselves (added in KG2)
- Sharing the planet
- How the world works

The Early Years learning experiences acknowledge that children develop quickly at this age. We also celebrate that not all children learn in the same way or at the same pace yet children are born ready, able and eager to learn.

On-going formative assessment is at the heart of effective Early Years practice.

Teachers constantly:

- Observe children as they act and interact in their play, everyday activities and planned activities, and learn from parents about what the child does at home.

- Consider the examples of development based on well researched and appropriate curriculum expectations, observing what children 'can do'; identify where the child may be in their own developmental pathway (assessment).
- Consider ways to support the child to strengthen and deepen their current learning and development
- Where appropriate, use the development statements in the English National Curriculum to identify possible areas in which to challenge and extend the child's current learning and development

Throughout the year the children will be experiencing regular lessons in:

- Maths
- Literacy
- Phonics
- Understanding the World
- Arts
- Languages

To learn more about our IB system please click [here](#).

YEARLY CLASS ORGANISATION

Each year, students moving up to the next class level will be distributed with an even spread of gender, age and nationalities in each class. It also helps to ensure that new students can easily make friends and existing students can connect with others to expand their social network.

A lot of attention is given to making sure each student is placed in the right group according to the requirements mentioned above. Decisions are made in collaboration with both the class teacher and a member of the Senior Leader Team, therefore, parent requests cannot not be entertained.

CONTACT DETAILS

Fairgreen Reception

971 4 875 4999

info@fairgreen.ae

Admission

971 4 875 4999 ext. 3510

admission@fairgreen.ae

Accounts

971 4 875 4999 ext. 3540

accounts@fairgreen.ae