

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.

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 though 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.

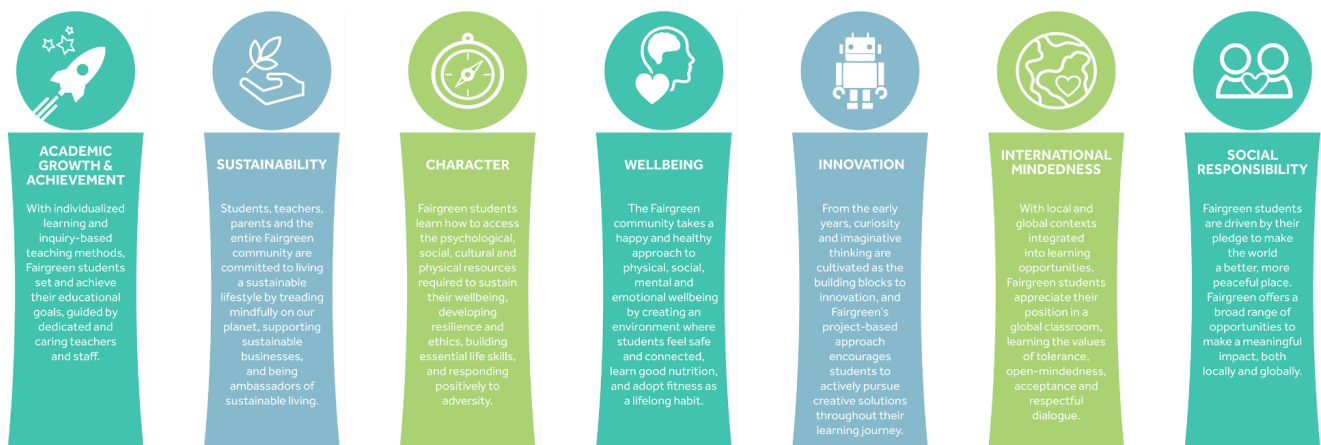
OUR VISION

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



THE FAIRGREEN WAY



an  **Esol Education** school

The Fairgreen Way

At Fairgreen, the relationships we develop with our colleagues, families and students are based on trust, communication, boundaries and respect. These precepts make our school special. Collectively, this way of operating has come to be known as 'The Fairgreen Way.'



- 1** We work in concert together and have equal respect for each staff member and their valued contributions.
- 2** We practice self care, so we can care for others and our planet sustainably
- 3** We listen and learn from each other
- 4** We assume positive intent, and that way we stay always centred on our Fairgreen Pillars to help our students flourish
- 5** We communicate respectfully, openly and honestly
- 6** We seek to collaborate not to control others
- 7** We aim to see the best in each other and encourage others to be at their best
- 8** We are conscious of our words and actions
- 9** We use our 'power' for the common good of our Fairgreen community
- 10** We respect and appreciate our professional working environment

ARRIVAL AND DISMISSAL TIMES

We stagger the arrival times of school to ease congestion. Please note these timings.

The staggered arrival times (Monday to Friday) are as follows:

Pre-KG and KG1 - 7:50 - 8:10 a.m.

KG2 and Grade 1 - 8:10 - 8:20 a.m.

Grade 2 to Grade 5 - 8:00 - 8:20 a.m.

*Students are to follow the "Late Arrivals" section of the handbook if arriving after the registration period above.

In this way, ALL entrances can be used to increase the speed of entry. 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 earliest arrival time.

Departure times are;

Monday to Thursday	Friday
PreK and KG1 - 1:30pm KG2 - 3:10pm G1- G12 - 3:20pm	PreK to G1 - 11:30pm G2 to 5 - 11:50am G6 to G12 - 12:00pm

ATTENDANCE & PUNCTUALITY

Leave requests should always go through info@fairgreen.ae - a Google form will be sent to parents and the requests will be allocated to the appropriate member of staff for approval. 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 **2 days and more, 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, parents should follow the course of action prescribed by the consulting physician.

ID BADGE

All parents and guardians must have their ID badge whilst they are on campus. Three ID badges are given complementary per family. For any additional ID badges, a charge of 50 AED per ID badge is levied. In the event an ID badge is misplaced or lost, the cost of a new ID badge is 50 AED.

To obtain a parent / guardian ID badge, please fill in this [Google form](#) and upload the requested documents which are; a soft copy of each parent's or guardian's ID and a high resolution photo (headshot).

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

LATE ARRIVAL

If you are late to school, after 8.10am, 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 your child with a late slip. A member of the school staff will take your child/children to class.

DROP OFF

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 that 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 an extended farewell. Please be assured that your children are safe and in an experienced child-centered environment.

- Students in Pre-KG and KG1 will enter via the external classroom door which will be clearly signposted.
- KG2 students will say goodbye to parents at the external door opposite the multi-purpose hall. Students will walk to class independently.

LEAVING SCHOOL

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 KG2 central pod area.

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

PreK and KG1 children will be collected by a bus assistant from their classroom. KG2 children departing on the bus will gather in the cafeteria. Each bus group will be gathered in different allocated areas according to the bus number.

Students arriving by school bus will go straight to their homeroom classes as teachers will be onsite and in their homerooms from 7:50 a.m. 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 reusable water bottle, morning snack and packed lunch, if they have not ordered lunch from the cafeteria. KG2 students will also bring an afternoon snack. A comprehensive supply list will be sent out by each classroom teacher and can be found [here](#).

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.

Pre-KG and KG1 children will have a staggered start to their first week in school to allow them to settle in well to their new classroom environment and become familiar with their new teachers. [The Pre - KG and KG1 Orientation schedule for the start of the year can be found here.](#) For all children, the first days of school 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 class teacher in the first instance.

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 partnerships are necessary to ensure 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 minimise 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 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. All matters will be actioned for the benefit of the student(s), the student body as a whole 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 Phase Leader (Cheryl Wood) cc'd into the communication.
- Third Inquiry if unresolved: An email communication is sent to the Primary Vice Principal (David Gerber) with the classroom/specialist teacher cc'd into the communication.
- Fourth Inquiry if unresolved: An email communication is sent to the Primary Principal (Matt Greenwood) 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](#).

COMMUNICATION

Whilst we encourage parents to send email messages to our teachers as our preferred method of communication, teachers are not always able to respond 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 receive 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. These will be shared via email. We also use Toddle, as an online tool, to showcase children's learning.

BOOK BAG

For KG1 & KG2 a book bag is used for home reading books but also any other papers they may have worked on 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.

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 labelled 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.

BEHAVIOUR

Our behaviour policy is based on the principles of restitution.

Restitution - A working definition: Restitution is a process for helping students to become increasingly self-directed. Mistakes are regarded as being an important part of the learning process. Building a safe learning environment for students provides a place for both making mistakes and learning from mistakes.

Fairgreen International School has a very detailed behaviour policy, with clear expectations for students which is available for parents [here](#) on our website. Please find the Guiding Principles below. These principles apply to **all members of our school community**, and should guide our conversations and decisions in relation to student learning and behaviour.

We will:

- Be caring and principled and treat all people fairly and with respect.
- Promote an inclusive, safe and healthy environment for all.
- Be open-minded, encourage student voice, and take their concerns seriously.

We believe:

- In building a compassionate, internationally mindful school where we care for ourselves, care for others, and care for our planet.
- That everyone in the school community should celebrate and model positive behaviour, value each other's strengths and aim to make a difference.
- That being honest and open about mistakes offers opportunities to learn and grow.

We expect:

- All members of the Fairgreen community will uphold high standards of behaviour.
- All members of the Fairgreen community to ensure a safe and healthy environment in all its forms.

- All members of the Fairgreen community to be attentive and caring towards others.

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 can send in individual items which can be given to children separately. For example; popcorn, muffins, fruit or raisin boxes. Muffins can be purchased from the school cafeteria.

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 labelled 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 opposite 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 and class.

UNIFORM

All students are expected to be properly groomed for school and to wear school uniform daily, unless otherwise stated by the class teacher. 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 the Kapes Online Store. There is no physical store located in the school or in Dubai. All items are readily available online and sizing software is available to assist you. Kapes Uniforms are available at <https://www.kapesuniforms.com>. The school code is **2brKG4Fv3S**.

- Khaki shorts or skirts
- Fairgreen Polo Shirt
- PE House Uniform
- The Fairgreen hoody
- The Fairgreen hat
- The Fairgreen Swimwear (KG1 and KG2)

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

HOUSE SYSTEM

On entry students will be assigned a house team. On PE days the students come to school in 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. KG2 students will also require an afternoon snack. 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** and also 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. No glass water bottles are allowed for EYP students for safety reasons. Leak-proof food containers are expected.

Make sure all items sent to school are labelled, including cutlery.

Sharing food is not permitted due to allergies and diet restrictions.

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

Master Catering is Fairgreen's new breakfast and lunch service provider, renowned for creating healthy and delicious meals tailored to the needs and preferences of students to ensure they receive nourishing meals throughout the school day.

The company holds both local and international Health and Safety accreditations, including ISO and HACCP, which demonstrates their dedication to industry best practices. Please [click here](#) for more information.

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.

In EYP students are introduced to four of our 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, as such 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(KG2) and Development Matters Document (Pre-KG - KG1) to identify possible areas in which to challenge and extend the child's current learning and development.

Throughout the year the children will experience regular lessons in:

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

To learn more about our IB framework 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, special needs, language proficiency and nationalities in each class. This process 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 class teachers, Inclusion and Counselling departments, and members of the Senior Leader Team. Parent requests, whilst considered, cannot always be accommodated as changes can negatively impact other children.

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