

# Secondary School Parent Handbook



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## WELCOME TO FAIRGREEN

Dear Parents,

At Fairgreen International School we strive to ensure your child is happy and achieving their full potential. We are pleased to offer the full breadth of IB programmes in the secondary school. In Grades 6 - 10, students take the Middle Years Programme (MYP) which is designed to prepare our students to be lifelong learners who form active and responsible members of local, national and global communities. In Grades 11 and 12, we offer both the IB Diploma Programme (IBDP) and the IB Careers-Related Programme (IBCP) which are designed to ensure that students have the educational foundations and appropriate skills to be successful in university and in their chosen careers. To find out more about these programmes, please see the programme specific handbooks:

MYP Handbook  
CP/DP Handbook

The International Baccalaureate is designed to develop internationally minded young people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. We achieve this by encouraging *all* members of our community to strive to develop the ten attributes of the IB Learner Profile by becoming better:

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



We hope this guide will help answer some of the questions you may have about the logistics of your child's time in Secondary School. It is important to us that we work together to ensure your child gains the most from their education.

Yours in learning,

*The Secondary 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.

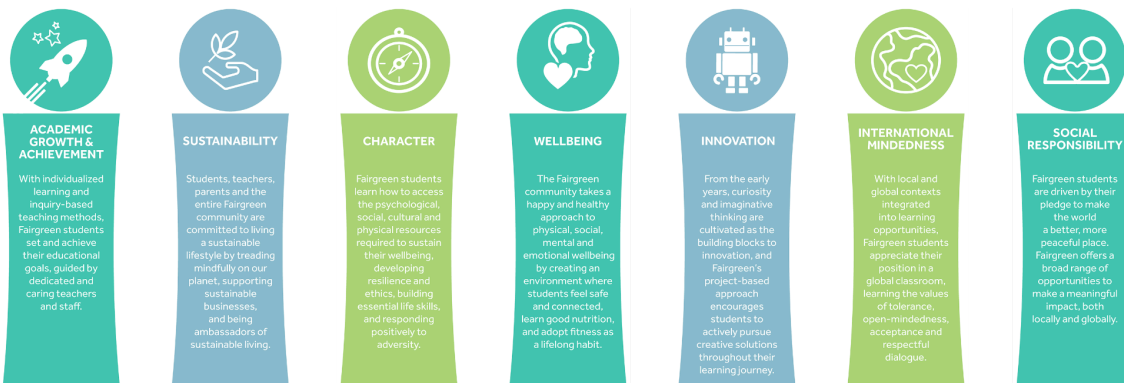
### OUR VISION

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



## Secondary School Code of Conduct

# The **3Rs**

## Secondary School Code of Conduct

### **RESPECT**

We show kindness towards others in our words, actions and intentions.

### **RESPONSIBILITY**

We are accountable for our choices.

### **READINESS**

We are prepared to learn and do our best.

## START AND END TIMES

Start and end times of school are staggered so that we have fewer students gathering together on entry and departure from school.

Parents with students who span these groups may drop their children together. Campus gates will be open at 7:40am and students can go to their classrooms from 7:45 a.m. onwards. Families should arrange for siblings to be dropped off at the earliest arrival time.

Monday to Thursday		
Grade Levels	Start Time	End Time
Pre-KG and KG1	7:50am	1:30pm
KG2 and Grade 1	8:10am	3:10pm
Grade 2 to Grade 12	8:00am	3:20pm
Friday		
Pre-KG and KG1	7:50am	11:30am
KG2 and Grade 1	8:10am	11:50am
Grade 2 to Grade 12	8:00am	12:00pm

## ARRIVAL AT SCHOOL

Four separate entrances to the school grounds 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

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, copy of passport or driver's licence is presented. Access will not be granted without the ID Badge.

## 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](mailto:info@fairgreen.ae) when there has been a change of nanny or driver.

## ATTENDANCE AND PUNCTUALITY

Students are expected to attend school every day and arrive on time to each lesson.

Leave requests should always go through [info@fairgreen.ae](mailto:info@fairgreen.ae) 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. The expectation is that every child will attend for **a minimum of 94%** of the school year - this is the benchmark set by the KHDA for "Good" attendance. This expectation equates to **only 11 whole days of absence** throughout the academic year.

If your child is sick (absent), please notify the school before 8:00am by sending an email to [absence@fairgreen.ae](mailto:absence@fairgreen.ae) or call 04 875 4999. If using email, please also cc the homeroom teacher in the correspondence.

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.

We understand there are times when a student may need to be absent from school. All absences, excused and unexcused, are recorded in each student's individual records and reports. If you wish to request leave for your child, please complete this [form](#). The school will carefully consider a parent's request and take into account the child's current educational needs and attendance record.

Please see the school's [Attendance Policy](#) for further details on attendance.

## LATE ARRIVAL

Students are considered late to school if they arrive after 8:00 a.m. If a student is late to school, they must go to the receptionist who will note the arrival time and issue a late slip which must be submitted to the homeroom or classroom teacher.

## LEAVING SCHOOL

Dismissal will be at 3:20pm for all Secondary students from Monday to Thursday and at 12:00 p.m. on Fridays. Secondary students do not need additional permission to leave school independently at the end of the school day.

## EARLY LEAVE/PICK UP

We understand emergencies may occur, or that students may need to leave early for extenuating circumstances. Should your child need to leave early during the school day, please notify reception 24 hours in advance who will organise the early departure of your child. You will be able to collect your child from reception at the requested time, who will sign them out.

## SCHOOL BUS

Although the schedule is staggered, students arriving by school bus will go straight to their homeroom classes as teachers will be in their homerooms from 7:50 am. If the school bus arrives before 7.50am children will be directed to the school field and directed to their classrooms at 7.50am.

Children departing on the bus will gather in the cafeteria. Each bus group will be gathered in different areas. Once all students have been dismissed from their classes, a bus attendant will escort students to the bus location.

## WHAT TO BRING TO SCHOOL

Students should bring a water bottle and their packed lunch if they have not ordered lunch from the cafeteria. Otherwise, they should bring a means of paying for the other food options we have on campus. The cafeteria and our other vendors can accept card payments, including contactless methods such as Apple Pay.

Students should make sure they bring their device to school fully charged, with a charger if necessary. Device requirements can be found in this handbook.

## SUPPLIES

Students are expected to bring some basic stationery items with them each day:

- Pens for writing (blue or black biro)
- Pencils for drawing
- An eraser
- Coloured pencils
- Highlighters for annotations
- A ruler
- Calculator
  - For MYP students: Casio fc-CG50
  - For CP/DP students: Casio fx-991ES PLUS

There may be some subject specific items that students may need to bring on the days they have those subjects, such as text books or reading books that are given to them during the year; teachers will communicate this with them as necessary.



## 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.

## OTHER FOOD OPTIONS

Other vendors on site are also available to secondary students, including The Phoenix Grill (operated by Meatology). Should students wish to use these options, they should bring a means of payment. The cafeteria and our other vendors can accept card payments, including contactless methods such as Apple Pay.

We also encourage students to make informed decisions about healthy eating. We believe in providing choice for students and for them to have a healthy relationship with food, which includes the choices they make. We encourage parents to be involved in these conversations with students to ensure that they are making good, balanced choices throughout the week when it comes to food.

## HEALTHY EATING

All students will have 2 breaks of 30 minutes each per day; one in the morning and one at lunch time. Please make sure they have plenty of food and drinks provided. Parents are requested to ensure all foods sent to school are healthy. We are also a pork free school.

Items not permitted in school are sugary snacks, chocolate related foods, fizzy drinks, donuts, candy, cakes etc.

**Fairgreen International School is a nut free environment due to severe nut allergies. Please do not send in nuts, peanut butter, or any other foods containing nuts.**

Please note some foods may contain nuts that you may not necessarily be aware of, such as pine nuts in pesto.

Sharing food is not permitted due to allergies and diet restrictions. A healthy diet for students is very important:

- o It helps to improve their concentration, learning and behaviour.
- o Promotes proper physical growth and development.
- o Promotes resistance to infection.
- o Gives plenty of energy.

- o Helps them to establish healthy eating habits for life.

For more information, please see the school's [healthy eating policy](#).

## HOMEROOM CLASSES

Students are allocated to a homeroom class and a homeroom teacher. Students check in with the homeroom teacher daily in the morning from 8:00 - 8:20 a.m. and have an extended homeroom period on Friday from 8:00 - 8:40am. During homeroom, important information is shared on a daily basis and students are kept informed about events happening around the school.

The homeroom teacher is also a first contact point for many enquiries you may have. Over the year, the homeroom teacher will guide students through their academic journey and support them in making decisions about their targets for the year, and in the upper MYP, they will advise them on pathways they may want to take. They will also monitor attendance and behaviour of students alongside the pastoral leads and will have conversations with students and parents where necessary.

Where possible, homeroom teachers stay with their homeroom group from Grade 6 - 8. As students enter Grade 9, they are allocated a new homeroom teacher who stays with them until Grade 12. This helps to foster strong relationships and allows homeroom teachers to become familiar with the needs of students in these distinct cohorts.

## CLASS SECTIONS

We currently have 2 class sections per grade level in most grades, who remain together for most of their classes. Exceptions to this include PHE, Languages, Arabic and Islamic. In Grades 9-10, students will also be grouped into appropriate Maths classes (Standard or Extended). Each year, students moving up to the next grade level will be distributed to ensure diversity in each section. It also helps to ensure that new students can easily make friends and existing students can connect with other students to expand their social network.

A lot of attention is put into making sure each student is placed in the right group taking into account a variety of factors. Decisions are made in collaboration with teachers, pastoral leads and a member of the Senior Leadership Team. A comprehensive explanation of the process can be found in our Class Mixing / Allocation Policy which can be found [here](#) on the website.

## AFTER SCHOOL ACTIVITIES (ASA) & FIELD TRIPS

The secondary school aims to provide a range of extra-curricular opportunities to enrich students' experiences at school. As such, each term we offer both internal (activities provided by classroom teachers free of charge) and external (activities provided by external providers normally incurring a fee) activities. Sign-ups for ASAs will be sent via an online

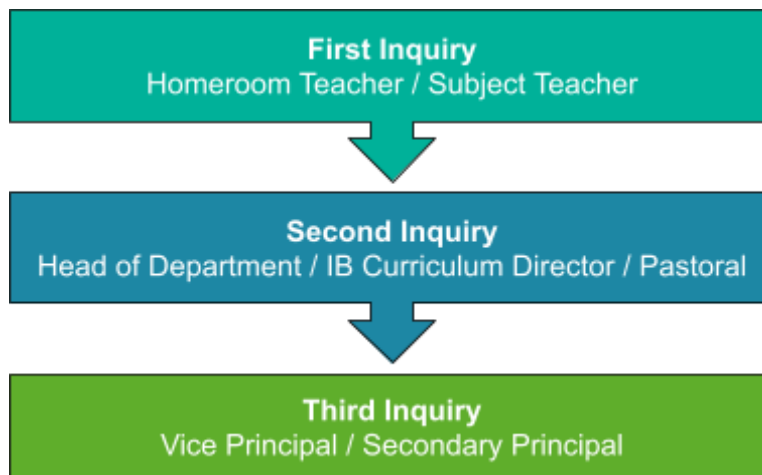
scheduling tool called SchoolsBuddy. There are three terms of ASA provided throughout the year, dates will be communicated by the start of the school year.

For more information about ASAs, [please see the handbook here](#).

## SCHOOL COMMUNICATION

Fairgreen believes that partnerships between the school and home are important in supporting students in reaching their goals. There will also be formal opportunities to meet with your child's teacher such as parent / teacher / student conferences to ensure everyone understands their role in supporting the student.

If you have any inquiries regarding educational or academic matters, the following process should be followed until a response is received:



If you have other concerns regarding school cafeteria, school buses, uniform etc. then please send an email to [info@fairgreen.ae](mailto: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.

- First Inquiry: An email communication is sent to the receptionist at [info@fairgreen.ae](mailto: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

While we encourage parents to send emails to our teachers as the preferred mode 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 own families from 6pm each weekday evening and throughout the weekend. Parents should not expect email communications during this time. Teachers aim to respond to email enquiries within 48 hours of receiving the email. If you need to convey an urgent message to the teacher, please call the school reception at tel: 04 875 4999.

## HOME LEARNING

At Fairgreen, we believe that education should not be restricted to the school. Our approach to home learning is supported by educational research. Research provides strong evidence that, when used appropriately, home learning benefits secondary school student achievement and helps them to foster good study habits. Any home learning that needs to be completed will be managed and communicated by subject teachers through the school's platforms.

## STUDENT TECHNOLOGY REQUIREMENTS

At Fairgreen, we take a balanced approach to the use of technology. We will seek to prepare our children with the skills and attitudes they need in order to flourish in global society. In reality, this will mean periods where we intentionally disconnect from technology and experience the richness of life through our own senses, not through a camera lens and enjoy the social interactions that are as much as ever, the cornerstones to a successful and happy life.

We also stress the importance of young people using technology in an effective and ethical manner. In terms of use of devices, based on best research, student technology requirements as as followed:

### Grades 6 - 8

- iPad 9th or 10th Generation
  - Compatible keyboard and headphones
  - Apple pencil

Or

- MacBook Air/Pro, M1 or M2
  - Storage: 256 GB
  - Memory: 8GB

### Grades 9 - 12

- MacBook Air/Pro, M1 or M2
  - Storage: 256 GB
  - Memory: 8GB

Fairgreen advocates that parents purchase the AppleCare protection package for your child's device. Although we will educate and promote safe and responsible device care, accidents can happen. The AppleCare program will allow you to quickly have damaged iPads repaired, avoiding discord over any damage and preventing surprise repair costs.

We strongly recommend that you purchase your child's device from [this source](#) to avail of two key benefits:

- You will receive educational prices from an authorised source
- The device will be enrolled in the school's Device Enrolment Program (DEP) which will help in the provision of all required content and school provided applications needed for their learning.

All students are required to sign an 'Acceptable Use Policy' to state that they are responsible for the appropriate use of their device, and teachers will support them in doing so.

Any technical questions or concerns can be directed to [ithelpdesk@fairgreen.ae](mailto:ithelpdesk@fairgreen.ae).

## MOBILE PHONES

Mobile phones are **not permitted** during the school day. As such, any phones seen being used without permission will be confiscated and the following procedures will be followed:

1st time confiscated - the student's phone will be given to a member of SLT. The student is required to pick it up from SLT offices at the end of the school day, and an email is sent home to inform parents.

2nd time confiscated - the student's phone will be given to a member of SLT. A parent/guardian will be required to pick the phone up from school. This will be communicated in the letter that is sent home after the first confiscation.

3rd and following times - the student's phone will be given to a member of SLT. A parent/guardian will be required to pick the phone up from school and the behaviour policy will be applied, which may result in formal warnings from the school. In repeated instances, the school will ask that parents keep their child's phone at home.

We understand that students may wish to bring a mobile phone to school for communication purposes after school hours. If this is the case, their phone should remain switched off in their bag until the school day is over.

Parents should only contact their children during the school day in cases of emergency. This allows students to focus on their learning without distractions from home. To do this, parents should call reception who will be able to pass on any messages, or retrieve the student from class if necessary.

## 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 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 and listen to 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 to 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.

Fairgreen's [behaviour policy](#) is aligned with KHDA expectations and takes a staged approach to dealing with misbehaviours which can occur at different levels of severity.

## UNIFORM

All students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise stated by the class teacher. Comfortable and flexible shoes for PE, play and activities is what we expect from our students day to day at Fairgreen.

The School uniform is as follows:

### Grades 6 - 10

Required:

- Khaki shorts, trousers or skirt
- Fairgreen Polo Shirt
- Comfortable footwear

Optional:

- Fairgreen hoodie
- Fairgreen jacket

Students and parents should ensure that they purchase the appropriate size uniform so that the items fit comfortably and appropriately. Shorts and skirts should be an appropriate length, which is no higher than 2" above the knee when standing. Any student who does not adhere to the uniform requirements is held accountable as per the behaviour policy.

The Fairgreen PE uniform should be worn on the day that students have PE only. Students should not mix the PE uniform with the regular uniform.

The School uniform must be purchased from the Kapes Online Store. There is no store located in the school or in Dubai. Items are available to try for sizing on campus at the beginning of the school year. Also, all items are readily available online and sizing software is available to assist you with selecting all adequate items for your child.

Kapes Uniforms are available at <https://www.kapesuniforms.com>. The school code is **2brKG4Fv3S**.

We recommend that your child's uniform is labelled with their name.

### Grades 11 & 12

Our older students in the CP/DP cohort have a separate uniform to distinguish them as upperclassmen:

- Fairgreen varsity jacket.
- Fairgreen white polo shirt.
- Trousers/chinos in beige, black or navy.
- Suitable footwear

Each cohort that enters the CP/DP at Fairgreen are able to decide on the colour of varsity jacket that they will wear for the duration of Grade 11 and 12. The jacket comes with customisable options, such as name and country flags.

The varsity jacket and polo for Grades 11 and 12 are provided by separate suppliers and so the ordering system is different from the other uniforms. The ordering process begins in Term 3 of Grade 10 and is shared with families directly.

### **Jewellery**

- Students are permitted to wear simple earrings. All piercings and jewellery must be removed prior to PHE lessons.

- Watches are permitted but must be removed at times when they may become a health and safety hazard, e.g. during PHE lessons.
- Jewellery items of religious significance may be worn. We ask that Homeroom teachers and Pastoral Leads are informed of such items by parents.

## DRESS DOWN DAYS

There will be times throughout the school year when students will be encouraged to participate in spirit days or designated dress-down days. If students are participating in these events, they should adhere to the theme or colours of the event.

During these occasions, all students should be properly dressed in a manner that respects the values of the UAE. The following rules will apply:

- No tight, short or revealing clothes.
- No vests or cropped tops.
- No offensive logos or expressions on clothing.

Students who do not adhere to the above rules may be sent home to change or have their parents contacted to provide suitable alternative clothing.

## HOUSE SYSTEM

Each student is allocated a house colour:

**IGNIS**



**Fire**

**TERRA**



**Earth**

**AQUA**



**Water**

**CAELI**



**Air**

Throughout the year, students will have the opportunity to participate in a range of events where they represent their house and compete against others. This is designed to help build a sense of belonging, community and healthy competition amongst the students as they identify with their house and others within it.

Students can also earn house points by demonstrating attributes of the IB learner profile and during classroom activities. Students are recognised individually for the house points they earn each term, and a winning house is also recognised termly with an overall winner at the end of the year.



## LOST PROPERTY

Lost property is located opposite reception on the ground floor and will be stored there until the end of each half term. Lost property is given away to local charities if not claimed. Students are reminded to check the lost property in advance. 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 name.

## GRADE 11 AND 12 PRIVILEGES

As the older students in school, those in Grades 11 and 12 are expected to be role models for the younger students and demonstrate exemplary behaviour and study habits. Fairgreen acknowledges the maturity and extra responsibility that our older students have and provides them with additional privileges as a result:

- They have access to a study lounge that is reserved for their use only.
- With parental permission, these students are able to leave the school campus during their breaks to go to The Sustainable City.
- They have more freedom and flexibility in the use of their devices. Students are able to use their mobile phones whilst in the study lounge. Whilst using their mobile phones, students should still be mindful of the Acceptable Use Policy. Students **should not** be using their phones during lessons without permission, and they should not be using them whilst walking around the corridors between classes.

**It is essential that all students and parents are aware that these privileges are afforded to students on the basis that they abide by the guidelines set out, and they demonstrate good behaviour, attendance in line with expectations and positive work habits. The school leadership team reserves the right to revoke any of these privileges on an individual basis at any time for any reason they deem appropriate.**

## CONTACT DETAILS

Reception

Phone: +971 4 875 4999

Email: [info@fairgreen.ae](mailto:info@fairgreen.ae)

Admissions

Phone: +971 4 875 4999

Ext: 3510

Email: [admissions@fairgreen.ae](mailto:admissions@fairgreen.ae)

Accounts

Phone: +971 4 875 4999

Ext: 3540

Email: [accounts@fairgreen.ae](mailto:accounts@fairgreen.ae)