

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 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. These differences will be highlighted 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.

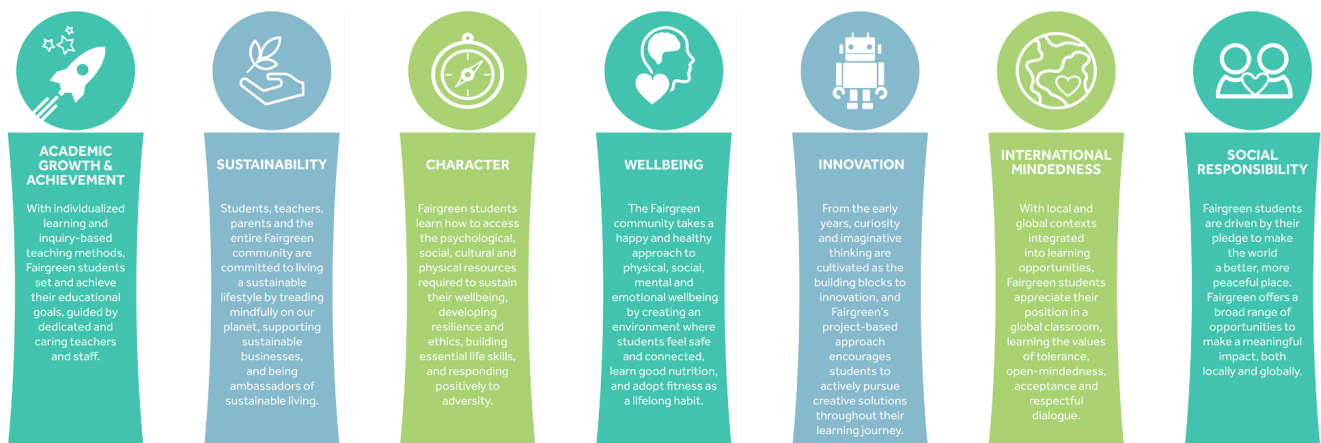
OUR VISION

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 & Grade 1: 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 - 3:30pm	PreK to G1 - 11:30am G2 to 5 - 11:30am G6 to G12 - 11:30am

ATTENDANCE & PUNCTUALITY

Expected attendance in the Primary School is five days a week, Monday to Friday, as per the timings stated above.

Unexcused absences are recorded in each student's individual records and reports.

Leave requests (for non-medical periods of absence) should be submitted via the [Absence Request Form](#). 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 attendance record and educational needs. **The school does not authorise absences for children whose attendance is below 92%.**

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 8:00 am by sending an email to absence@fairgreen.ae or call 04 875 4999. If using email, please also cc the class 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.

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 arrive late to school, (after 8.20am) the security guard will provide you with a late pass that needs to be submitted to reception. The receptionist will log your child's attendance 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. This step is important so that your child feels safe and secure. Showing your child that you are saying goodbye also demonstrates to your child your trust in 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 enter via the external classroom door whenever available- these doors are clearly signposted.
- Students in the Attenborough building say goodbye to parents at the external door opposite the cafeteria.

LEAVING SCHOOL

Parents who drop off at an external door should collect their children from the same door at the end of the day.

Those who drop off at the Attenborough building 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, please report to Reception and a member of staff will bring your child to you. 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 must bring 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](#). Children should have a bag which they can carry and not a wheeled trolley.

“SETTLING IN” -PRE-KG & KG1

Giving children a positive start and ensuring all children understand they are in a warm, safe and secure environment is very important to us as a school. We have created a settling-in program during which 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 your help 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 teachers. 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 they 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

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 (Andrew Parkin) 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.

- 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 own 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

TEACHER ABSENCE

Fairgreen International School is committed to providing a fully qualified teacher to cover when a teacher is absent. We do not, as in some other schools, use Teaching Assistants to cover for long periods.

As a school we have a small number of trusted cover teachers who we draw upon when the need arises. We also use other staff within the school for cover when this is

necessary. We employ a permanent cover teacher so that we can provide as much continuity for our students as possible. Cover teachers are often familiar faces to our students.

Teacher absences are categorised by the school in two different ways;

- a. Planned absences
- b. Unforeseen absence (often due to illness)

Communication with parents when their child's class teacher is absent is different depending upon the type of absence.

For planned absences the homeroom teacher will email the parents of their class notifying them of their absence, the start date, end date and wherever possible the teacher who will be covering for them. All communication in their absence will go through the Reception team at school and should be emailed to info@fairgreen.ae. The Reception team will then relay this information to the cover teacher. The job of the cover teacher requires they give their full attention to delivering high quality lessons to the class and in moments when the class is not present they are planning or providing feedback on work submissions.

In the case of unplanned absence for short periods of time, (e.g. a homeroom teacher notifies the school at 6.30am that morning that they are unfit for work that day but will return the following day) the priority for those who manage cover is making sure that the students have a fully qualified teacher in the class. Parents may not be informed in this instance but can be reassured that a fully qualified teacher who is likely already familiar to the students will be taking the class.

DISTANCE / BLENDED LEARNING

At Fairgreen we use the term "Distance Learning" when all students are online and none are in school. This can include circumstances in which all students are in the UAE, as well as when students are located all around the globe, therefore accessibility is considered if students are in different timezones.

At Fairgreen we use the term "Blended Learning" when we have a mixture of students face to face and some online. Summaries of each can be found below and links to full policies are included.

The [Distance Learning Policy \(Primary\)](#) ensures educational continuity during unforeseen school closures, focusing on progress toward established learning targets and developing essential learning skills like self-management, research, thinking, and communication. The policy outlines staggered daily timings based on UAE local time, because this makes it easier for families who have more than one child on Distance Learning and parents are having to support their children. It also relieves pressure on devices for families where children are sharing. There is a mixture of synchronous and asynchronous learning and all

live sessions are recorded and shared via the school Google Drive to support families in different time zones.

It is important that parents and students are familiar with school expectations during Distance Learning -a summary of these can found in the “Distance Learning Guides” contained in the appendices to the policy linked above.

The [Blended Learning Policy \(Primary\)](#)

To maintain learning continuity for remote students, homeroom teachers share the same learning prepared for the class with those who are working remotely. This is facilitated via the Toddle platform. Teachers may suggest alternatives for physical resources used in class to aid those who are not in school.

In line with KHDA policy, teachers are not to teach students remotely at the same time as those who are face-to-face. However, our teachers will include those who are on Blended Learning in morning “check-ins” and afternoon “check-outs”. In this way those on Blended Learning can engage with their classmates.

EMERGENCY PROTOCOLS

Full details of our emergency procedures can be found on the Parent Essentials section of the Fairgreen website, and linked [here](#).

If the Emergency Alert message is received from official authorities in the UAE then the school sends a whole school message, via our PA system, which directs all those on campus to move to identified “Shelter Areas” within the school, which have been agreed and inspected by KHDA. This is a well rehearsed drill. For students in KG, teachers manage this sympathetically and in a way which keeps all students calm.

Once the “all clear” has been given students return to their normal activities.

Parents are asked not to contact the school directly during these times so that communication channels are left open should they be required. The school will send communication, via text message, to the whole parent body keeping parents informed of the situation at Fairgreen.

In other scenarios in which evacuation of the building may be required the school has well rehearsed protocols for evacuating the building and moving to a “muster point” nearby. The school practices these procedures on a termly basis.

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, 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 underwear
2. Wipe themselves independently
3. Wash their own hands

NB 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 below 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 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.

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.

Please do not send in - doughnuts, high sugar treats, large cakes that require cutting, foods containing nuts or pork, or any other items which don't align with our Healthy Eating Policy. In such instances, the food will be returned.

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, including water bottles, hats and lunch boxes.

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. Please don't send your child with any other type of earrings (long earrings, hooped earrings). We don't want your child to get hurt whilst playing.**

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 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, fizzy drinks, candy etc. We are a **pork free** and also a **nut free** environment. 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 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 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 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

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 learning in:

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

Our KG1 and KG2 classrooms benefit from the presence of an Arabic teacher for $\frac{1}{3}$ of our curriculum time. The Arabic teacher works with the homeroom teacher to supplement our hands-on, play based learning with opportunities for our young learners to acquire more Arabic vocabulary and to be able to practice the Arabic language with a native speaker.

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 languages 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. For classes moving phases, in extraordinary circumstances and when logistics allow we may move students up together as a class but this is rare.

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 Leadership 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