

مدرستنا الثانوية الإنجليزية، الشارقة
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
Main Campus

(Recognized and Approved by the Ministry of Education, Dubai, U.A.E. and
Affiliated to the Central Board of Secondary Education, New Delhi)
Affiliation No. 6630015



Founded in 1982
P.O. Box 2676, Sharjah
United Arab Emirates
Telephone: 06-5386486
Fax: 06-5386657
E-mail: info_oos@gemsedu.com
Website: www.gemsoo-sharjah.com

Name:

Grade:.....**Section:**

House:.....**Date of Birth:**

Admission No.: **P.O. Box:**

Parent's Contact Tel: Res: **Office:**

Mobile:

E-mail ID:

(THIS SCHOOL DIARY MUST BE BROUGHT TO SCHOOL EVERY DAY)

2016

January					February					March					April								
SAT	30	2	9	16	23	SAT		6	13	20	27	SAT		5	12	19	26	SAT	30	2	9	16	23
SUN	31	3	10	17	24	SUN		7	14	21	28	SUN		6	13	20	27	SUN		3	10	17	24
MON		4	11	18	25	MON	1	8	15	22	29	MON		7	14	21	28	MON		4	11	18	25
TUE		5	12	19	26	TUE	2	9	16	23		TUE	1	8	15	22	29	TUE		5	12	19	26
WED		6	13	20	27	WED	3	10	17	24		WED	2	9	16	23	30	WED		6	13	20	27
THU		7	14	21	28	THU	4	11	18	25		THU	3	10	17	24	31	THU		7	14	21	28
FRI	1	8	15	22	29	FRI	5	12	19	26		FRI	4	11	18	25		FRI	1	8	15	22	29
May					June					July					August								
SAT		7	14	21	28	SAT		4	11	18	25	SAT	30	2	9	16	23	SAT		6	13	20	27
SUN	1	8	15	22	29	SUN		5	12	19	26	SUN	31	3	10	17	24	SUN		7	14	21	28
MON	2	9	16	23	30	MON		6	13	20	27	MON		4	11	18	25	MON	1	8	15	22	29
TUE	3	10	17	24	31	TUE		7	14	21	28	TUE		5	12	19	26	TUE	2	9	16	23	30
WED	4	11	18	25		WED	1	8	15	22	29	WED		6	13	20	27	WED	3	10	17	24	31
THU	5	12	19	26		THU	2	9	16	23	30	THU		7	14	21	28	THU	4	11	18	25	
FRI	6	13	20	27		FRI	3	10	17	24		FRI	1	8	15	22	29	FRI	5	12	19	26	
September					October					November					December								
SAT		3	10	17	24	SAT	1	8	15	22	29	SAT		5	12	19	26	SAT	31	3	10	17	24
SUN		4	11	18	25	SUN	2	9	16	23	30	SUN		6	13	20	27	SUN		4	11	18	25
MON		5	12	19	26	MON	3	10	17	24	31	MON		7	14	21	28	MON		5	12	19	26
TUE		6	13	20	27	TUE	4	11	18	25		TUE	1	8	15	22	29	TUE		6	13	20	27
WED		7	14	21	28	WED	5	12	19	26		WED	2	9	16	23	30	WED		7	14	21	28
THU	1	8	15	22	29	THU	6	13	20	27		THU	3	10	17	24		THU	1	8	15	22	29
FRI	2	9	16	23	30	FRI	7	14	21	28		FRI	4	11	18	25		FRI	2	9	16	23	30

2017

January					February					March					April								
SAT		7	14	21	28	SAT		4	11	18	25	SAT		4	11	18	25	SAT	1	8	15	22	29
SUN	1	8	15	22	29	SUN		5	12	19	26	SUN		5	12	19	26	SUN	2	9	16	23	30
MON	2	9	16	23	30	MON		6	13	20	27	MON		6	13	20	27	MON	3	10	17	24	
TUE	3	10	17	24	31	TUE		7	14	21	28	TUE		7	14	21	28	TUE	4	11	18	25	
WED	4	11	18	25		WED	1	8	15	22	29	WED	1	8	15	22	29	WED	5	12	19	26	
THU	5	12	19	26		THU	2	9	16	23	30	THU	2	9	16	23	30	THU	6	13	20	27	
FRI	6	13	20	27		FRI	3	10	17	24		FRI	3	10	17	24	31	FRI	7	14	21	28	
May					June					July					August								
SAT		6	13	20	27	SAT		3	10	17	24	SAT	1	8	15	22	29	SAT		5	12	19	26
SUN		7	14	21	28	SUN		4	11	18	25	SUN	2	9	16	23	30	SUN		6	13	20	27
MON	1	8	15	22	29	MON		5	12	19	26	MON	3	10	17	24	31	MON		7	14	21	28
TUE	2	9	16	23	30	TUE		6	13	20	27	TUE	4	11	18	25		TUE	1	8	15	22	29
WED	3	10	17	24	31	WED		7	14	21	28	WED	5	12	19	26		WED	2	9	16	23	30
THU	4	11	18	25		THU	1	8	15	22	29	THU	6	13	20	27		THU	3	10	17	24	31
FRI	5	12	19	26		FRI	2	9	16	23	30	FRI	7	14	21	28		FRI	4	11	18	25	
September					October					November					December								
SAT	30	2	9	16	23	SAT		7	14	21	28	SAT		4	11	18	25	SAT	30	2	9	16	23
SUN		3	10	17	24	SUN	1	8	15	22	29	SUN		5	12	19	26	SUN	31	3	10	17	24
MON		4	11	18	25	MON	2	9	16	23	30	MON		6	13	20	27	MON		4	11	18	25
TUE		5	12	19	26	TUE	3	10	17	24	31	TUE		7	14	21	28	TUE		5	12	19	26
WED		6	13	20	27	WED	4	11	18	25		WED	1	8	15	22	29	WED		6	13	20	27
THU		7	14	21	28	THU	5	12	19	26		THU	2	9	16	23	30	THU		7	14	21	28
FRI	1	8	15	22	29	FRI	6	13	20	27		FRI	3	10	17	24		FRI	1	8	15	22	29

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WORKING HOURS

SCHOOL

KG 1 & KG 2 : 7:30 a.m. – 11:30 a.m.

Grade (I – XII) : 7:30 a.m. – 1:30 p.m.

OFFICE TIMINGS : 7:30 a.m. – 4:00 p.m.

FEE COUNTER : 7:30 a.m. – 3:00 p.m.

BOOK STORE : 7:30 a.m. – 3:00 p.m.

UNIFORM STORE : 7:30 a.m. – 1:00 p.m.
1:45 p.m. – 3:00 p.m.

RAMADAN TIMINGS

As per instructions received from the Ministry of Education

PARENTAL INTERFACE

Parents may meet the Principal on all working days between 8:00 a.m. and 11:00 a.m. However, it is recommended that parents call the School office to confirm the Principal's availability and fix an appointment before coming to school.

Parents may meet the teachers only by prior appointment and with the permission of the Supervisor concerned during normal working hours, however you are requested to be present for the Open House days to interface with the staff.

PRINCIPAL'S MESSAGE

I take the opportunity to congratulate all students, teachers and parents for the development and progress of the school. The combined efforts of all the stake holders has undeniably yielded best of results in academics, sports, literary and cultural activities.

I feel we are on a journey where we are constantly evolving, learning and progressing as one of the most reputed schools of the twenty first century.

Our curriculum, teaching learning process and school environment ensure that the students are trained in personal and universal life skills. Our students are confident and ever ready to plunge into any new venture – whether academics or co- curricular activities. They continue to shine across UAE and India with their performance and achievements.

I am confident that parents will continue to interact with the school, provide valuable suggestions and repose faith in our dedicated and competent staff.

I hope, this diary will serve its purpose in giving useful information and also serve as an effective means of monitoring performance and progress made by the child.

Here's wishing you a very rewarding and successful 2016-17.

Asma Gilani

Principal

ACADEMIC YEAR 2016 – 2017

ACADEMIC SESSION : April 2016 to March 2017

FIRST TERM : April 2016 to October 2016

SECOND TERM : November 2016 to March 2017

VACATIONS:

SUMMER VACATION : June 26, 2016

SCHOOL REOPENS : August 28, 2016

WINTER VACATION : December 18, 2016

SCHOOL REOPENS : January 03, 2017

DECLARATION FORM

(To be filled in duplicate)
(In Block Letters)

Student's
Photograph

1. Name of the Student
(As in the Passport)
.....
2. Male Female
3. Date of Birth (in figures).....
(in words).....
4. Place of Birth Country.....
5. Nationality..... Religion..... Mother Tongue.....
6. Previous School, Town & Country.....
7. Grade..... Section Admission No.....
8. Date of Admission..... House.....
9. Second Language Taken.....
10. Bus No.....Bus Card No.....
11. Own Transport card: Silver / Gold
12. Pick- up point.....
13. Residence Address.....
.....
Res. Phone No.P.O.Box.....
14. Name of Father/Guardian.....
15. Name of Establishment..... Designation.....
16. E-mail ID: Official.....Personal.....
17. Tel. No: Office..... Mobile
18. Address: Office.....
19. Name of Mother: Occupation:
20. E-mail ID: Official Personal
21. Tel. No.: Office Mobile
22. Parent Username:
23. Student Username:

24. Particulars of siblings (brothers/sisters) studying in the same school:-

Sl.No.	Name	Class	Section
1.
2.
3.
4.
5.

25. PASSPORT DETAILS

First Name.....

Middle Name.....

Last Name.....

Passport No.....

Place of Issue.....

Date of Issue.....

Date of Expiry.....

VISA DETAILS

Visa No

Date of Issue.....

Date of Expiry.....

Type of Visa.....

Emirates ID

26. Specimen signature of:

Guardian / Father Mother.....

I declare that the information given is true to the best of my knowledge. I have read the rules and regulations as mentioned in the school calendar and shall be responsible for the conduct of my ward in accordance with the rules and regulations of the Institution.

Signature of Parent / Guardian.....

DECLARATION FORM

(To be filled in duplicate)
(In Block Letters)

Student's
Photograph

1. Name of the Student
(As in the Passport)
.....
2. Male Female
3. Date of Birth (in figures).....
(in words).....
4. Place of Birth Country.....
5. Nationality..... Religion..... Mother Tongue.....
6. Previous School, Town & Country.....
7. Grade..... Section Admission No.....
8. Date of Admission..... House.....
9. Second Language Taken.....
10. Bus No.....Bus Card No.....
11. Own Transport Card: Silver / Gold
12. Pick- up point.....
.....
13. Residence Address.....
Res. Phone No.P.O.Box.....
14. Name of Father/Guardian.....
15. Name of Establishment..... Designation.....
16. E-mail ID: Official.....Personal.....
17. Tel. No: Office..... Mobile
18. Address: Office.....
19. Name of Mother: Occupation:
20. E-mail ID: Official Personal
21. Tel. No.: Office Mobile
22. Parent Username:
23. Student Username:

24. Particulars of siblings (brothers/sisters) studying in the same school:-

Sl.No.	Name	Class	Section
1.
2.
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25. PASSPORT DETAILS

First Name.....

Middle Name.....

Last Name.....

Passport No.....

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VISA DETAILS

Visa No

Date of Issue.....

Date of Expiry.....

Type of Visa.....

Emirates ID.....

26. Specimen signature of:

Guardian / Father Mother.....

I declare that the information given is true to the best of my knowledge. I have read the rules and regulations as mentioned in the school calendar and shall be responsible for the conduct of my ward in accordance with the rules and regulations of the Institution.

Signature of Parent / Guardian.....

MEDICAL HISTORY

Name: Class/Sec:

Please mention clearly the areas of concern pertaining to your child.
Example : Allergies to food/ medicine/ others.

.....
.....
.....

Please specify if your child suffers from any chronic medical problems.
Example: diabetes/epilepsy/bronchial asthma/weak eyesight/others.

.....
.....

Information to teacher :

.....
.....

Emergency Contact Information

Mother's Mobile No :

Residence No :Office No:

Father's Mobile No :

Office No :

Any other person authorized by parents:

Parents'/ Guardian's consent for emergency treatment

In the event of my child suffering from any emergency, I give consent to the school to administer first aid and transport my child to the nearest government hospital in my absence.

Parent/Guardian signature: Date:

THE NATIONAL ANTHEM OF UAE



عِشِي بِلَادِي عَاشِنِ اِتِّحَادِ اِمَارَاتِنَا عِشْتِ لِشَعْبِ

دِينُهُ الْإِسْلَامُ هَدْيُهُ الْقُرْآنُ

حَصَّنْتُكَ بِاسْمِ اللَّهِ يَا وَطَنَ

بِلَادِي بِلَادِي بِلَادِي بِلَادِي

حَمَاكِ الْإِلَهَ شُرُورَ الزَّمَانِ

أَقْسَمْنَا أَنْ نَبْنِي نَعْمَلِ

نَعْمَلِ نُخْلِصِ نَعْمَلِ نُخْلِصِ مَهْمَا عِشْنَا نُخْلِصِ نُخْلِصِ

دَامَ الْأَمَانُ وَ عَاشَ الْعَلَمُ يَا اِمَارَاتِنَا رَمَزَ الْعُرُوبَةِ

كُلُّنَا نَقْدِيكَ بِالدِّمَا نُرِيكَ

نَقْدِيكَ بِالْأَرْوَاحِ يَا وَطَنَ

Eishi Biladi Asha-tihada Imaratina

Ishti-Li-sha'abin.

Deenohul Islamu had-yo-hul Qura'anu

Hassuntuka bismil-Allah ya watan

Biladi biladi biladi biladi

Hama-Kil-llahu Shurorazza-man

Aqsamna un nab-ni-na'amal.

Naamal Nukh-lis Na-amal nukh-lis mahmaishna

Nukh-lis nukh-lis

Dama-I-amanu wa asha-I-alam ya imaratina

Ramaza-L-Uroobah

Ku-Luna Naf-deeki Bil-dimaa narweeki

Naf-deeka bil-arwah ya watan.

THE NATIONAL ANTHEM OF INDIA



Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata.

Punjab-Sindh-Gujarat-Maratha
Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga.

Tava shubha name jaage,
Tava shubha ashish maage,
Gahe tava jaya gatha,

Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jaya jaye, jaye he!

THE SCHOOL PRAYER

Almighty God,
We thank you, for giving us a new day.
Shower your blessings
On the Ruler of this land and his family,
On our fellowmen, our country and our school.
Enlighten our minds
To do always what is righteous in thy sight.
Strengthen our bodies,
So that we will do our best in the day's work.
Forgive us if we should do wrong
And grant us the courage to begin anew.
Protect us from danger,
And keep us in your loving care today and always.

THE SCHOOL SONG

Our Own English High School
Like a bright shining light
Dispels all the darkness
In our hearts and our minds,
Its blue and white portals
Sure fill us with pride,
With strength and with courage,
The will to do right.
We vow to be honest and loyal and true
In the classroom, the sports field we learn to follow every rule
Our founders, our teachers we honour and cheer,
Their pains for our welfare in the lands have no peer.
Our Own English High School
Stands up for the truth,
Like a city set high
In the service of youth,
Our blue and white banner
An inspiring sight!
Our glorious motto is
"Lead Kindly Light".

VISION OF THE SCHOOL

Striving for excellence, striding towards success and seeking new horizons of personal growth and worth.

MISSION STATEMENT

Our Own English High School- Sharjah is a diverse learning organization comprising of educators, students and parents who share mutual trust and high expectations and together strive to achieve high standards of holistic education and learning for life.

A Diverse Learning Organization

- Excel as a learning organization
- Adapt and learn from change
- Continually improve our quality of service

Shared Expectations

- Foster healthy parental partnerships
- Provide avenues for beneficial parental involvement

An Atmosphere of Mutual Respect and Trust

- Create a climate that assures the total involvement of students in learning
- Foster positive relationships between students, teachers, peers and staff
- Ensure safety and security of students and staff
- Provide opportunities for demonstrating responsibility
- Encourage respect for self, each other and the academic fraternity

The Holistic Education of Every Student

- Physical- healthy body development
- Mental & Intellectual – healthy mind and knowledge development
- Social - healthy relationship development
- Ethical Values – healthy value development
- Emotional – healthy development of emotional intelligence

Empowering Towards Learning for Life

- Adopt the best pedagogical practices
- Promote learning that is deep and lasting.

OVER THREE DECADES OF ACADEMIC EXCELLENCE

OUR IDENTITY

Established in 1982, Our Own English High School, Sharjah, provides high quality education to students from Kindergarten to Grade 12. Over the years, the School has seen a phenomenal leap in terms of size, infrastructure and student enrolment. 35 years of dedicated effort and a passion for excellence, has transformed the School into being one of the largest in the Global Education Management System (GEMS) fraternity. We are affiliated to the Central Board of Secondary Education, New Delhi, India.

Our Own English High School Sharjah (OOEHS) is a vibrant and pulsating campus; with a charged atmosphere that is conducive to every student realising their true potential, as we aim not only to provide students with quality education but also to inculcate a feeling of mutual respect and harmony, by fostering the Core Values of GEMS. The School has consistently secured 100% results at both the Grade X and Grade XII CBSE Examinations from the year 2001 onwards and has a consistent record of toppers to date.

OUR AIM

At OOEHS, excellence has always meant more than just high levels of academic performance, as experimenting with new ideas, developing new skills, exploring different perspectives, and growing in areas of one's natural talents are continually encouraged.

It is this competitive spirit, coupled with its best practices and quality deliverance, that the school and its faculty are committed to preserving and extending the ideals that have defined the institution. Some of these are a healthy teacher-student ratio, high academic and ethical standards, integrity, personal attention to the needs of each child, applying education as a means to social improvement, and being a cradle for civic leadership.

Attention to the personal growth and physical development in the form of sports and extra-curricular activities combined with academic training creates the perfect ground where individuality is honoured, diversities are embraced, and no effort is spared in making its alumni confident and successful citizens of the world.

EXCELLENCE AWARDS

Excellence is a habit that is embedded in the culture of Our Own English High School and the school has received innumerable accolades both in the academic and extra-curricular fields over the years.

Sheikh Hamdan Award for the ‘Most Distinguished Student’, for the academic year 2015-2016. The proud winners are: Jovan Joby (3F), Shagun Sneha Kishan (5I), Megha Jayakumar (6K), Shrikha Sen Gupta (7A), Anagha Rajesh (8D)

Sharjah Excellence Award for Excellence in Education for the year 2015-16 was bagged by Gayatri Krishnamoorthy and Sanjana C Menon.

* Our Own English High School received the prestigious **Green Flag Award for two consecutive years from 2015** from Emirates Wildlife Society-Worldwide Fund for Nature from the Foundation for Environmental Education (FEE), an international NGO that promotes sustainable development through environmental education.

* **Khalifa Award for Education 2012 – 2013 in the Educational & Institution performance category.**

This is an external validation of the dedication and commitment of the team and the drive for excellence that motivates the students of OOEHS.

Sheikh Hamdan Award for the ‘Most Distinguished Student’, for the academic year 2014-2015. Eleven of our students won this prestigious award. The proud winners are: Khyati Saxena (4A), Madhumathi Srinivasan (5A), Hetvi Gandhi (5E), Arshia Jayaram (5I), Evelyn Tessy (5L), Sanjana Menon (8G), Gayatri Janardhan (8L), Aswathy Jayakumar (9B), Vrinda Mohan (9G), Afra Ashique (10E), Nithia Mary (11A).

Sharjah Environmental Awareness Award (SEAA) - OOEHS secured the first prize for Environmental Awareness Campaign Project Category for Grades 7 - 12, held by Be'eah School of Environment, Sharjah.

OOEHS bagged the second prize in the Inter School Recycling Competition (ISRC) held by Be'eah School of Environment, Sharjah

OUR TEAM

Principal	Ms. Asma Gilani	asma.g_00s@gemsedu.com
Headmistress	Ms. Hemlata Thawani	hemlata.t_00s@gemsedu.com
Head Primary	Ms. Shobhana Sripathi	shobhana.s_00s@gemsedu.com
Head KG	Ms. Priya Ramchandran	priya.r_00s@gemsedu.com

SUPERVISORS

KG 1	Ms. Ritu Arora	ritu.a_00s@gemsedu.com
KG 2	Ms. Parveez Fathima	parveez.f_00s@gemsedu.com
Grade I	Ms. Marion Josef Asst. Supervisor	marion.j_00s@gemsedu.com
Grade II	Ms. Samirah Parvez	samirah.p_00s@gemsedu.com
Grades III	Ms. Saraswathi Manda	saraswathi.m_00s@gemsedu.com
Grades IV	Ms. Sharmistha Mazumder	sharmistha.m_00s@gemsedu.com
Grades V & VI	Ms. Malita James	malita.f_00s@gemsedu.com
Grades VII & VIII	Ms. Elizabeth S.George	elizabeth.g_00s@gemsedu.com
Grades IX & X	Ms. Rachel Pereira	rachel.p_00s@gemsedu.com
Grades XI & XII	Ms. Leena George	leena.g_00s@gemsedu.com
Supervisor	Ms. Zita Devadasan	zita.d_00s@gemsedu.com
Arabic Supervisor	Ms. Zakiya Othman Omran	zakiya.o_00s@gemsedu.com

ADMINISTRATION

Manager School Operations	Mr. Mohamed Sameeuddin	sameeuddin.m_oos@gemsedu.com
Accounts Officer	Mr. Easwaramurthy.R	finance_oos@gemsedu.com
Registrar	Ms. Tarannum Ahmed	tarannum.a_oos@gemsedu.com
P.R.O.	Mr. Arif Jamal	arif.a_oos@gemsedu.com
IT Engineer	Mr. Renson Thomas	renson.t_oos@gemsedu.com
Counsellors	Ms. Slomo Susan Ms. Piyali Gupta	slomo.a_oos@gemsedu.com piyali.g_oos@gemsedu.com
Executive Secretary	Ms. Emency Dias	emency.s_oos@gemsedu.com
Government Relations Executive (GRE)	Ms Nuha Sraj	nuha.s2_oos@gemsedu.com
Asst. Manager School Facilities	Mr. Jaffin George	jaffin.g_oos@gemsedu.com
Cash Counter		finance_oos@gemsedu.com

FEES

1. Fee Structure

FEE DETAILS	KG 1 & 2	Grade 1 to 5	Grade 6 to 9	Grade 10 to 12
MEDICAL FEE (At the time of admission & beginning of every academic year)	200	200	200	200
ID card fee	10	10	10	10
TUITION FEES				
April	620	750	900	1,180
May	620	750	900	1,180
June	620	750	900	1,180
July	-	-	-	-
August	-	-	-	-
September	620	750	900	1,180
October	620	750	900	1,180
November	620	750	900	1,180
December	620	750	900	1,180
January	620	750	900	1,180
February	620	750	900	1,180
March	620	750	900	1,180

2. Fee Counter Timings at School

- ❖ Normal working hours Sunday to Thursday- 7:30 a.m.to 3:00 p.m.
- ❖ Summer & Winter breaks - 8:00 a.m. to 1:00 p.m
- ❖ Friday, Saturday and Public holiday – Closed.

3. Modes of Fee Payments

- ❖ Cash
- ❖ Cheque:
 - Only Current Dated Cheques are accepted. Post-dated cheques not accepted.
 - Name, Student ID, Class & Section should be written clearly on the reverse side of the cheque leaf.
 - Cheques should be in favour of “Our Own English High School”.
- ❖ Credit Card
- ❖ Online
 - School has provided each parent with a user name and password for Online Fee payments.
 - We encourage online payment rather than sending cash or cheques through students.

4. Due date for Payment of Fees

- Fee should be paid on or before the 10th of every month.
- Fee defaulters will be sent reminders through class teachers, E-mail and SMS.
- Non-Payment of fees will lead to action at the discretion of the management.
- **Classes 10 & 12:** All fee dues inclusive of fees for the month of March must be paid on 10th February. Admit cards for the Board Examinations will be issued only after all fee & library dues are cleared.

*All fee related queries can be addressed to **finance_oos@gemsedu.com***

5. Fee Refunds

All fee refunds are subject to management approval. Discounts granted if any, will be adjusted accordingly.

Awards and Scholarships

❖ **K.S. Varkey Gold Medal**

The K.S.Varkey Gold Medal is awarded to the top scorer in Grade XII separately for the Science, Commerce and Humanities streams.

❖ **The Sheikha Fatima Bint Mubarak Award for Excellence**

The Sheikha Fatima Bint Mubarak award for Excellence, under the patronage of His Excellency Sheikh Nahyan Mubarak Al Nahyan is presented to GEMS female students across the Middle East.

The award was established by GEMS Education, in 2005, and highlights Her Highness Sheikha Fatima Bint Mubarak's role as mother of the nation, and her vision to celebrate and support women's achievements and self-determination.

The award celebrates female students who have proven themselves as global citizens, exhibited outstanding leadership qualities, exceptional academic achievements and commitment to the communities in which they live. The individual award winners become ambassadors for both their schools and GEMS.

Each year the award winners receive a scholarship for a full year's tuition at their GEMS School, as well as a memento commemorating the event, presented by His Excellency Sheikh Nahyan Mubarak Al Nahyan.

ADMISSION GUIDELINES

In all cases, admission procedures laid down by the Ministry of Private Education have to be adhered to. Admission guidelines are subject to current MOE regulations and are subject to change.

- I. Candidates applying for admission must be on residence visa and have a valid Emirates ID.**
 - a. A student is admitted in KG1 if he/she completes four years of age before the 31st of July of the year in which they have been admitted.
 - b. A student is admitted in KG2 if he/she completes five years of age before the 31st of July of the year in which they have been admitted.

- c. A student is admitted in grade 1 if he/she has completed six years of age and does not exceed the age of eight by the 31st of July of the year in which they have been admitted.
- d. Transfer should take place in the first month of the academic year if the school the student is coming from, follows the same curriculum.
- e. Students transferring from outside the country must be enrolled in his/her current school and cannot have been absent for more than a month.
- f. Students coming from within UAE (except DUBAI and ABU DHABI) have to get the ISIS Number from the current school.
- g. Students coming from non-Indian curriculum can be admitted only in the month of June, subject to availability of seats.

**II. At the time of admission the following documents are required
It is mandatory to submit the following documents for admission**

- a. Pass certificate/Final result of the last grade level (except for KG 1 admission). Admissions for all Grades including KG & Grade 1 will require a duly attested Discontinued / Running TC after 31st of May.
- b. Pass certificate/Final Result of the last two grades for registration in Grade 11 and Grade 12.
- c. Mark sheet / result issued outside UAE must be stamped by the previous school, attested by the Consulate in Dubai and Ministry of Foreign Affairs, Sharjah.
- d. Transfer document for students applying for registration during the academic year. (original)
- e. Applicant's birth certificate in English/Arabic. (2 copies)
- f. Immunization certificate (2 copies)
- g. Applicant's valid passport (minimum 6 months validity). All 3 pages, 1st & last page of the passport and the visa page to be on the same side of a single sheet as per MINISTRY requirement. (3 copies)
- h. Valid residence visa of the applicant (minimum 6 months validity) (3 copies)
- i. Emirates ID card of the applicant (minimum 6 months validity). Both the sides of the card to be copied on the same side of a sheet. (2 copies)
- j. Father's valid passport (1 copy)
- k. Recent student photo (4cm x 6 cm) (4 photos)

All certificates and documents must be formally attested.

III. Grade1 upwards admission can be given on the basis of a promoted T.C, with due attestations as mentioned below:

a. (i) For students coming from India:

Transfer certificate issued abroad (outside UAE) must be attested by the District Education Officer in India, or relevant authority; Indian Consulate in Dubai and the Ministry of Foreign Affairs, Sharjah.

(ii) For students coming from Gulf countries other than the U.A.E. & Oman:

- The Transfer Certificate should be attested by the Ministry of Education of that country

(iii) For students coming from Oman:

- Attested by the Indian Embassy and Ministry of Foreign Affairs in Oman

b. Students coming from within the U.A.E. are required to submit the original Transfer Certificate / School Leaving Certificate (Arabic) of the school last attended, duly attested by the Ministry of Education.

IV. Direct admissions to Grades X & XII will not be given

V. Admissions are subject to availability of seats and the screening conducted in the school.

For complete information pertaining to the school, please refer to the school website: www.gemsoo-sharjah.com

NOTE:

The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.

Withdrawal

The Transfer Certificate (T.C) application form is now online. Parents may log in to GEMS OASIS with the username and password provided to them by the school and apply for T.C.

Parents are requested to collect the Medical Record of their ward from the Medical Room after collecting the T.C.

THE ACADEMIC PROGRAMME

KINDERGARTEN – A SPECIAL LEARNING GROUND

The foundational years of a child are a time of both incidental as well as nurtured cognitive development – all under the context of a warm, fun filled environment. Experiential learning, that helps children cultivate inter-personal skills and a strong educational base, serves as the corner stone of the kindergarten syllabus.

The Kindergarten programme has been specifically designed to provide students with the opportunity to learn and explore through the use of inquiry and discovery, promoting a curriculum that fosters the School Vision, GEMS Philosophy and international mindedness thus making it the ideal curriculum for our students. The children are prepared for the journey of life-long learning through a curriculum designed with units that foster learning and multisensory experiences. The focus of Kindergarten activities is to develop skills that lay a strong foundation for future learning. Apart from being comprehensive, the curriculum is also very practical and stresses the importance of experimenting and experiencing in order to develop the overall personality of the child.

THE PRIMARY SCHOOL

Grades I to IV

The primary years are the formative years when students are initiated in the pursuit of seeking knowledge, thus the goal in Primary School is to nurture children in all dimensions of their life - spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical. The curriculum incorporates child-centered principles that lead to holistic and multidisciplinary learning. The faculty provides a range of learning tasks appropriate for students at different developmental levels. It emphasizes the importance of literacy, numeracy, and language, while at the same time responding to changing needs in science and technology, social, personal, and health education, and citizenship.

Learning stems out of students' natural inclination to question thereby fostering self-directed learning. Children's abilities in oral communication and articulation of one's ideas are enhanced through project based learning, creative expression, dramatics and an inquiry-based classroom. The nurturing environment enables them to collaborate, assume responsibility for independent work and pursue individual interests.

Continuous Assessments are an integral part of our evaluation system and are implemented to ascertain the knowledge, understanding, and skills attained by each child. Continuous Assessments occur at periodic intervals during the school year and are a part of regular classroom interactions. Parents receive regular feedback and updates on their child's development and progress at school. A home-school partnership is encouraged which goes a long way in contributing to the success of each child.

Subjects at the Primary School Level

<i>Curricular</i>	<i>Extra-curricular/ Co-curricular</i>
English	Art and Craft
Second Language: Hindi/Urdu/Malayalam/ French	Music
Arabic	Physical Education
Mathematics	
Environmental Studies	
Computer Science	
Islamic Studies / Moral Instruction	

THE MIDDLE SCHOOL

Grades V to VIII

In the Middle School the curriculum provides a happy and secure environment and the necessary support to every student for holistic development. The curriculum aims in moulding every student into effective communicators, confident speakers, eco-conscious individuals and global citizens. The learning outcome of every lesson is based on the vision and the mission statement of the school.

The curriculum is also planned with the aim of providing a broad, balanced, and relevant course of study for all the students and every lesson is integrated to foster and develop best practices among all students. It is planned to promote collaborative group work and investigative learning. Set within the context of the CBSE Continuous Comprehensive Evaluation, it promotes the spiritual, moral, cultural, social, and physical development of students, thus preparing them for the responsibilities and experiences of adult life.

A wide range of teaching and learning strategies are employed to provide opportunities for students to have real life experiences, take challenges and

responsibilities for the activities within the curriculum and across the curriculum. The school has taken up E-Learning as a pilot project to facilitate learning as befitting the 21st century student community.

Our well thought-out curriculum includes activities such as drama, debate, creative writing, elocution, quizzes, painting and sketching, educational trips and attending workshops conducted by guest speakers. Under the banner of “PULSE” (PERSONAL UNIVERSAL and LIFE SKILLS EDUCATION) students are provided opportunities to learn, to groom and nurture their skills on personality development, value education and leadership. The curriculum also offers extra opportunities to work with parents and the community in order to inculcate the desired values to become responsible individuals of the society.

Subjects at the Middle School Level

<i>Curricular</i>	<i>Extra-curricular/ Co-curricular</i>
English	Physical Education
Second Language: Hindi/Urdu/Malayalam/ French	Art
Arabic	Club Activities
Science	Music (Grades 5 & 6)
Mathematics	
Social Studies	
Computer Science	
Islamic Studies / Moral Instruction	

THE SECONDARY SCHOOL

Grades IX & X

This is the culminating stage of the secondary education wherein students are prepared for Senior School.

Classroom teaching is complemented by laboratory work, audio-visual lessons and student-led research work. GEMS core values and Green values are linked not only while teaching in classrooms but also while engaging in co-scholastic activities. Seminars and workshops by professionals from various academic and

vocational fields are arranged to help students narrow down their choices to the field they would like to pursue.

Students are encouraged to participate in a host of co-curricular activities including elocution, debates, quizzes, essay writing and so on. As a part of the School's thrust towards developing confident and dynamic student leaders, it has evolved a system of selecting student appointments from amongst a large group of bright and responsible students. Besides, students also get opportunities to be part of the school magazine 'Strides'. Student leaders are thus empowered to enforce discipline, assist in organizing school functions and liaise between the student body and the School's administration. By this stage students become independent learners and take the responsibility of setting their targets and achieving them.

Subjects at the Secondary School Level

<i>Curricular</i>	<i>Extra-curricular/ Co-curricular</i>
English	Physical Education
Second Language: Hindi/Urdu/Malayalam/ French	Work Experience
Science	Art Education
Mathematics	
Social Studies	
Arabic	
Islamic Studies	

THE SENIOR SCHOOL

Grades XI & XII

Students in the Senior School become more specialized in their studies with a focus on eventual career choices. Specialist teaching therefore increases to equip students for higher education and the professional world. The curriculum is linked to GEMS core values and Green values so that students come out as successful individuals with global perspectives and are conscious of the environment.

This is the Plus Two Stage in the 10+2 pattern of education leading to the All India Senior School Certificate Examination conducted by the Central Board of

Secondary Education, New Delhi. Students are prepared for the CBSE Grade XII Board Examinations in a comprehensive learning environment.

Subjects at the Senior School Level

<i>Science Stream</i>	<i>Commerce Stream</i>	<i>Humanities Stream</i>
English Core	English Core	English Core
Physics	Economics	History
Chemistry	Accountancy	Sociology
Biology / Computer Science / Economics (Any One)	Business Studies	Political Science
Mathematics / Informatics Practices / Home Science / Psychology (Any One)	Mathematics / Entrepreneurship / Marketing / Informatics Practices / Home Science (Any One)	Psychology
Arabic	Arabic	Arabic
Islamic Studies	Islamic Studies	Islamic Studies
Physical Education	Physical Education	Physical Education
Work Experience	Work Experience	Work Experience
General Studies	General Studies	General Studies

(Subject to CBSE approval & minimum requirement of student numbers)

COUNSELLING

The counselling department at OOEHS, Sharjah strives to enhance the wellbeing of students by facilitating their emotional, interpersonal, and intellectual progress. This is accomplished by providing counselling, advocacy, psycho-education, and referral services to students.

The counsellor assists students in the areas of academic achievement; personal / social development and career development, ensuring that today's students become the productive, well-adjusted adults of tomorrow. To meet the needs of all students today and tomorrow, the department provides a balance of direct and indirect services and activities.

In the Primary school, emphasis is laid on skill development, stressing on concept development and acquisition of social skills needed for interpersonal relationships.

In the Middle school, emphasis is laid on the rapidly changing needs of pre and early adolescents. The areas emphasized in the Primary school are continued, but are adjusted to fit the unique needs of students in the Middle level age group.

In the Secondary and Senior school, students are assisted to become responsible adults who can develop realistic and fulfilling life plans based upon a clear understanding of themselves, their needs, abilities, interests and skills.

Some of the services provided by the department include:

- ❖ Individual or group counselling
- ❖ Parent and peer support
- ❖ Assisting students with academic/career planning
- ❖ Assisting teachers to identify and address learning and behavioural difficulties
- ❖ Facilitating successful communication between and among teachers, parents, and students.
- ❖ Connecting students, parents and staff with specialized referral agencies

The counselling department also runs a life skills program known as PULSE – “Personal & Universal Life Skills Education” to assist students to meet the challenges of life. The different modules of PULSE include personal grooming, table etiquette, handling emotions, Cardiopulmonary Resuscitation (CPR), health nutrition & lifestyle and peer pressure etc.

The aim is to help students in developing healthy, fulfilling relationships and empowering students to navigate their way towards greater self-sufficiency and efficacy.

THE SYSTEM OF EVALUATION

Kindergarten

Kindergarten is an exciting time for a child to explore, learn, interact with other children and have fun while at the same time gain confidence, grow independent, develop cognitive and motor capabilities. This being the foundational stage, the curriculum is theme-based, activity oriented and multi-sensory modes of learning are emphasized to encourage strengthening in language and communication, numeracy, gross and fine motor skills, emotional and social skills as well as creative and rhythmical skills.

A record of individual student progress and performance is maintained through an on-going system of spaced oral and written activities and parents are regularly apprised of the same.

Primary School - Grade I to IV

Primary School Assessments are consistent with the CBSE initiated Continuous and Comprehensive Assessment policy, incorporating standard international practices. Assessment being an integral component of teaching and learning, on-going practice opportunities called 'Assessment of Learning' address and promote key learning areas. These are intended to provide feedback with respect to how well the student is grasping the concepts being taught. There are no summative examinations (or year-end examinations). A certain number of assessment tasks are graded and these scores are maintained for the purposes of term end reports. However, all assessments conducted are shared with parents on an ongoing basis; and formal assessment reports are periodically shared with parents during the Open House.

English, Environment Studies, UAE Social Studies, Mathematics, Second Language, Arabic, Islamic Education/Moral Instruction are the subjects under Part I which cover the scholastic areas, while Art and Craft, Games, Music, Personal and Social Traits, Attitudes and Values and Social Qualities form Part II and cover the co-scholastic areas. Formal assessment reports will cover both these areas using the scale as given below.

PART IA: SCHOLASTIC

Islamic Studies/Arabic (Group A) Subjects		
Grade	Description	Percentage Mark
A*	Outstanding	90% - 100%
A	Excellent	75% - 89%
B	Good	56% - 74%
C	Satisfactory	50% - 55%
D	Scope for improvement	Below 50%

The minimum mark for passing in Arabic and Islamic Studies as per MOE regulations is 50%

UAE Social Studies – Grade 4 (Group A)

Grade	Description	Percentage Mark
A*	Outstanding	90% - 100%
A	Excellent	75% - 89%
B	Good	56% - 74%
C	Satisfactory	40% - 55%
D	Scope for improvement	Below 40%

Core Subjects (Group B)

Grade	Description	Percentage Mark	Subjects
A1	Outstanding	91% - 100%	English, II Language, Mathematics, Science, Environment Studies (for Non Arabs), Moral Instruction (For Non-Muslims)
A2	Excellent	81% - 90%	
B1	Very good	71% - 80%	
B2	Good	61% - 70%	
C1	Satisfactory	51% - 60%	
C2	Scope for improvement	41% - 50%	
D	Below curriculum expectations	Below 40%	

Part IB: CO-SCHOLASTIC

Part I B: (Computer Science/Art/Physical Education) this will assess students for Computer Skills, Art Education, and Physical & Health Education. It is assessed on a 5 point grading scale.

Part II A/B/C: (Personality Development)

II A: Personal Social Traits

II B: Attitudes & Values

II C: Social Qualities

It will be assessed on a 5 point grading scale and the grades will be reflected in the report card once a year.

Co-Scholastic & Personality Development

Grade	Description
A*	Outstanding performance in all aspects
A	Excellent performance in all aspects
B	Very good performance in most aspects
C	Good performance in some aspects
D	Scope for improvement in all/some aspects

WEIGHTAGE & TIME SCHEDULE FOR ASSESSMENTS

TYPE OF TEST	WEIGHTAGE	TIME SCHEDULE
Formative I	30%	By 16 th June 2016
Formative II	30%	By 17 th November 2016
Formative III	40%	By 09 th March 2017
	100%	

Commendation certificates are awarded in order to motivate and encourage children's performance in both scholastic and co-scholastic areas. We believe that all children are capable of progress and achievement. These certificates will not only recognize and reward individual achievement and progress but will also create self-awareness in children as well as celebrate success in all areas.

Commendation certificates in the scholastic areas will be on the basis of two groups of subjects and on the criteria as given below.

Group A : Arabic, Islamic Education/Moral Instruction

Group B : English, II Language, Mathematics, Environment Science and UAE Social Studies

Gold Certificate

A minimum of 1 A1 in Group A subjects followed by an A2 in the second subject and a minimum of 3 A1 in Group B subjects & Grade A2 in rest of the subjects.

Silver Certificate

A minimum of 1 A1/A2 in Group A subjects followed by an A2 in the second subject and a minimum of 3 A1/A2 in Group B subjects & a minimum Grade B1 in rest of the subjects.

Bronze Certificate

A minimum of 1 A2 in Group A subjects, with a minimum Grade B1 in the second subject in Group A and also a minimum of 3 A2 in Group B subjects with a minimum of Grade B1 in rest of the subjects in Group B.

Special commendation certificates will be awarded to students having 100% attendance.

GRADES V - X

The Assessment and Evaluation scheme for Grades V to X as per the CBSE initiative of Continuous and Comprehensive Evaluation (CCE) is spread over Formative and Summative Assessments.

Continuous and Comprehensive Evaluation (CCE) is a holistic assessment of a learner's growth integrated into the teaching and learning process and covers both scholastic and non-scholastic areas. Our school fully subscribes to the CBSE initiated CCE policy which aims at making assessment a regular element in classroom transactions. Assessment and evaluation is spread over two terms and covers both scholastic and non-scholastic areas of education using both formative and summative assessment methods.

FORMATIVE ASSESSMENT

Taken during the process of learning, these assessments are broadly spread out as

- Diagnostic assessment taken at entry level to map level of readiness and prior knowledge.
- Assessment for Learning (AfL) occurs while the learning of concept/lesson is in progress.
- Assessment of Learning (AoL) occurs at definite stages and is based on agreed criteria.

Assessment for Learning (AfL) is an integral part of classroom transactions and conducted while the concept/lesson is in progress and can be through self or peer assessment, oral/written quiz, multiple choice questions and other assessment tests that give ongoing feedback to students for the next steps towards improvement.

Assessment of learning (AoL) is a formally **graded record** of achievement based on agreed criteria through:

- a. Home/Class assignments
- b. Quiz Competition
- c. Self/Peer assessment
- d. Group activity/Presentations/Discussions
- e. Projects/Worksheets
- f. Unit tests/Multiple Choice Questions/Descriptive Tests/Skill Based Tests.
- g. Research/Project

SUMMATIVE ASSESSMENT

Summative Assessments grade students' exit achievement. This includes Term/Final examination and occurs at the end of learning/instructional experience through formal paper/pencil tests and practical examinations (where ever applicable). These are governed by a formal design of question paper that focuses on specific chapters/units/concepts. The types of questions used for this can be multiple choice, very short answer questions, short answer questions, and long answer questions which test knowledge, understanding, application, communication and higher order thinking skills.

Results of formative assessments are shared with parents on an ongoing basis while term end results containing both formative and summative assessment are shared by way of a formal report on the day of Open House at the end of each term. The weightage, time schedule and grading system for these assessments are as given below.

WEIGHTAGE & TIME SCHEDULE FOR ASSESSMENTS (V - X)

TYPE OF TEST	WEIGHTAGE	TIME SCHEDULE
Formative I	10%	By last week of May 2016
Formative II	10%	By second week of September 2016
Summative Examination	30%	By last week of September, 2016 to First week of October 2016
Formative III	10%	By last week of November 2016
Formative IV	10%	By second week of February 2017
Summative Examination	30%	By last week of February, 2017 to second week of March 2017
	100%	

Grade IX & X - Scheme of Examination:

Class	Term	Assessments	Description
IX	1	FA1, FA2	School based internal assessment
		SA1	Question papers (on syllabus of Term I) and marking scheme supplied by the Board and evaluation carried out by the school
IX	II	FA3, FA4	School based internal assessment
		SA2	Question papers (on syllabus of Term II) and marking scheme supplied by the Board and evaluation carried out by the school
X	I	FA1, FA2	School based internal assessment
		SA1	Question papers (on syllabus of Term I) and marking scheme supplied by the Board and evaluation carried out by the school
X	II	FA3, FA4	School based internal assessment
		SA2	Students can opt for any one – i. School conducted SA2 (Scheme-1) Question papers (on syllabus of Term 2) and Marking Scheme are supplied by the Board and evaluation is carried out by the school. ii. Board conducted SA2 (Scheme-2) Question papers (on syllabus of Term 2) are supplied by the Board and evaluation is carried out by the Board through External Examiners.

Note: The formal report of the Continuous and Comprehensive Evaluation Certificate of School Based Assessment (Class X) captures the Grades of Classes IX and X separately.

Given below is the example of the certificate.



कैन्द्रीय माध्यामिक शिक्षा बोर्ड, दिल्ली
CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
SECONDARY SCHOOL EXAMINATION, SESSION: _____
CONTINUOUS AND COMPREHENSIVE EVALUATION
CERTIFICATE OF SCHOOL BASED ASSESSMENT

Registration No. _____ Roll No. _____

Name of Student _____

Date of Birth _____

Mother's name _____

Father's name _____

School name _____

Student's Photo
with Signature

(Attested by the School
Principal along with
School Seal)

Part-1: Scholastic Areas

Subject Codes	Subject Name	Class IX			Class X			Overall Grade (Classes IX&X)		
		FA*	SA*	Overall Grade (FA+SA)	FA*	SA*	Overall Grade (FA+SA)	FA*	SA*	Overall

Result: Qualified/EIOP** _____ **CGPA:** _____

*FA - Formative Assessment (40%), *SA - Summative Assessment (60%)
 CGPA - Cumulative Grade Point Average ** Eligible for improvement of performance

Grades XI and XII – Scheme of Examination:

In Grade XI Examinations are conducted internally. However, the number of papers and duration of examination will be as specified by the CBSE. Formal testing is done through Unit Tests and Examinations. Students will have two Unit Tests, two Term Examinations and the Annual Examination. Unit Tests are for 25 marks each and Examinations are for 60/70/80/90/100 as per CBSE guidelines depending on the subject. The cumulative marks are based on 10% of the Unit Test, 30% of the Term Examinations and 60% of the Annual Examination.

For Grade XII, Final Examinations are held by the CBSE. Formal testing is done through Unit Tests and Examinations. There will be a Model Examination in November / December followed by Common Rehearsal Examination in January.

BREAK - UP OF MARKS FOR GRADE XI

TERMS	TERM I		TERM II			Cumulative Assessment
Tests / Exams	Unit Test 1	First Term Exam	Unit Test 2	Second Term Exam	Annual Exam	
Month	May	June	Oct	Nov / Dec	March	10% (A+C) + 30% (B+D) + 60% (E)
Max. Marks	25	100	25	100	100	
Cumulative (%)	A	B	C	D	E	

BREAK - UP OF MARKS FOR GRADE XII

TERMS	TERM I		TERM II			Board Exams
Tests/ Exams	Unit Test 1	First Term Exam	Unit Test 2	Model Exam	Common Rehearsal Exam	
Month	May	June	Sept	Nov/Dec	January	March
Max. Marks	25	100	25	100	100	

Points to remember:

- A retest as per the MOE guidelines will be given to students who fail to secure the minimum pass percentage in the Annual Cumulative Examination.
- A student who is detained twice in the same class will not be permitted to continue her studies in the school.
- While answer scripts of all other written tests are sent to the parents, those of SA I & II (School- based exam) of Class X and those of Annual examinations are retained as per CBSE and MOE instructions.
- The results of the assessments and examinations are communicated to the parents by means of Progress Reports which are uploaded on the GLG website. Parents are requested to check the website without fail to find out how their wards have performed academically.
- For awarding Grades, the CBSE norms are followed. Achievement in Physical Education, Work Experience, Co-Scholastic areas and activities are indicated in letter grades only.
- Attendance during tests and examinations is compulsory. Students who fail to appear for these will not be eligible for Proficiency Prizes.
- The student who obtains the highest mark in a particular subject will be the winner of the Academic Subject Proficiency Prize. However, if there is more than one student with the same marks, the aggregate of all subjects will be taken to establish the winner. The same will be applicable for class XII CBSE results.
- The minimum pass for all subjects will be 33% for Grades IX-XII. However the minimum mark for passing in Arabic, Islamic Studies is 50% and UAE Social Studies is 40%.

GRADING SYSTEM FOR GRADES V to X

PART I : SCHOLASTIC AREAS

GROUP A				
GRADING SYSTEM (V-X) : (6 POINT SCALE)				
Subjects	Marks	Grade(Name)	Min Mark	Max Mark
ISLAMIC STUDIES, ARABIC	90-100	A+	9.0	10
	80-89	A	8.0	8.9
	70-79	B	7.0	7.9
	60-69	C	6.0	6.9
	50-59	D	5.0	5.9
	40-49	E	0	4.9
Subjects	Marks	Grade(Name)	Min Mark	Max Mark
UAE SOCIAL STUDIES	90-100	A+	9.0	10
	80-89	A	8.0	8.9
	70-79	B	7.0	7.9
	60-69	C	6.0	6.9
	50-59	D	5.0	5.9
	40-49	E1	4.0	4.9
	Less than 40	E2	0	
GROUP B				
GRADING SYSTEM (V-X) : (9 POINT SCALE)				
Subjects	Marks	Grade(Name)	Min Mark	Max Mark
ENGLISH, II LANGUAGE, MATHEMATICS, GENERAL SCIENCE, SOCIAL STUDIES (INDIAN)* MORAL INSTRUCTION (FOR NON MUSLIMS)	91-100	A1	9.1	10
	81-90	A2	8.1	9
	71-80	B1	7.1	8
	61-70	B2	6.1	7
	51-60	C1	5.1	6
	41-50	C2	4.1	5
	33-40	D	3.3	4
	21-32	E1	2.1	3.2
	00-20	E2	0	2
SOCIAL STUDIES (INDIAN)* - APPLICABLE FOR GRADES VI TO X				

GRADING SYSTEM OF GRADES V to X

PART II: CO SCHOLASTIC AREAS

2A	Life Skills (Thinking / Social / Emotional)
2B	Work Education
2C	Visual & Performing Arts
2D	Attitudes & Values (Towards teachers / school mates / environment / value system)
3A	Activities (Any 2) (Literary / Scientific / ICT / Clubs)
3B	Health & Physical Education (Sports and First Aid)

Co Scholastic (2A,2B,2C,2D,3A,3B)					
Grade	A	B	C	D	E
Grade Point	5	4	3	2	1

Co-Scholastic areas that reflect into aspects of personality development will be assessed using 5 point as is applicable as per the CBSE guidelines. The grades will be reflected in the report card.

COMMENDATION CERTIFICATES

Grades V to VIII

Students must secure a minimum of A1 grade in four subjects and A2 in the remaining three subjects. Subject toppers for each grade level are also commended.

Grades IX and X

For Grade IX, students with 4 A1s and 2 A2s are eligible for Commendation Certificates. For Grade X, Commendation Certificates will be awarded to students with a CGPA of 10.

OTHER EXAMINATIONS

CASE

Centre for Advancement of Standards in Examinations (CASE) is a GEMS initiative to raise standards of student performance in Examinations.

CASE is conducted for students of Grades 4, 6, and 8. Students will take the exam in Science, Math, English and Arabic.

Common Rehearsal Examination for Grade XII

A common examination is conducted for students of all GEMS CBSE schools as a pre-final examination. It is an internally driven examination held on the lines of CBSE Board examination to give students a feel of the external examination. Question papers are drawn out of a common pool of papers from across the GEMS CBSE schools in the UAE.

CAT4

The Cognitive Abilities Test (CAT) is a suite of tests that assesses a student's reasoning (thinking) abilities in key areas that support educational development and academic attainment. CAT4 is the fourth edition of the test and comprises the following sections or batteries which assess different aspects of ability:

Verbal Reasoning Battery – thinking with words

Quantitative (or Numerical) Reasoning Battery – thinking with numbers

Non-verbal Reasoning Battery – thinking with shapes

Spatial Ability Battery – thinking with shape and space

PISA

The Program for International Student Assessment (PISA) is an international assessment that measures 15-year-old students' reading, mathematics, and science literacy. PISA emphasizes functional skills that students have acquired as they near the end of compulsory schooling.

BASE

BASE is an assessment developed to assess children's early language, literacy and mathematics development and their personal, social and emotional development (PSED). It assesses children's development at the kindergarten level to provide teachers with information about what each of their pupil knows and can do.

The International Benchmark Test

The International Benchmark Test (IBT) is an internationally administered program of assessments with tests appropriate for grades 3 to 10 in English, Mathematics and Science. Questions are interesting and thought provoking, and encourage students to develop the skills related to problem solving, reasoning and critical

thinking in the global context. The IBT allows schools to benchmark their school's performance against other schools in their region and internationally.

TIMSS

The **Trends in International Mathematics and Science Study (TIMSS)** is an international assessment of the mathematics and science knowledge of students around the world. It measures trends in mathematics and science achievement at the fourth and eighth grade levels and enables comparison of attainment levels of our school with UAE and International average scores.

ENRICHMENT AND CO-CURRICULAR ACTIVITIES

The school curriculum imparts holistic education by providing opportunities for students to explore, work cooperatively and develop in them a sense of self-worth and personal identity. Various activities such as Art, Culture, Science, Literacy, Entrepreneurship and Sports are offered in extra-curricular and co-curricular areas. The aim of these activities is to develop students into successful and confident individuals as well as responsible citizens of the future.

Creative and Performing Arts

The school develops the creativity of students through Creative and performing Arts. Students are encouraged to explore their creative talents and find ways of creative expression to make a difference for the better. The various activities conducted give students an opportunity to become creative, innovative, enterprising and capable individuals. They learn to appreciate and value images and artifacts across times and cultures and understand the contexts in which they were made. Students learn to think and act as artists and crafts people, by stretching their imagination and working intelligently. Students are exposed to:

- Paper Folding
- Glass Painting
- Fabric Painting
- Acrylic Painting
- Calligraphy
- Pencil Sketching
- Clay modeling
- Pot Painting
- Mask Making
- Portraits
- Collages

To help pupils improve on their confidence and self-esteem as well as to understand themselves and change the way, they think, act and feel, the school provides ample opportunities for students in areas such as:

- Music
- Dramatics
- Creative Writing
- Extempore
- Debate
- Musical Concerts
- Entrepreneurship
- First Aid

These activities bring together Personal, Soul and Health Education, work related learning, enterprise and financial capability.

Digital Learning

Digital technologies create new opportunities for accelerating, expanding, and individualizing learning. OOS embraces this new environment and these new technologies to better prepare our students for the 21st century.

OOS believes that the increasing use of technology in classrooms will transform the role of educators allowing the educational process to become ever more student-centered. This latest transformation is not novel, but part of the continuing evolution of our education system.

Digital Learning Mission:

OOS is dedicated to improving the learning process by documenting, disseminating, and advocating innovative, replicable, and evidence-based strategies that prepare students to thrive in their future education, careers, and adult lives.

Digital Learning Vision:

Our vision is of a new world of learning, a place where students and parents, teachers and administrators, policy makers and the people they serve are all empowered to change education for the better; a place where schools provide rigorous project-based learning, social-emotional learning, and access to new technology; a place where innovation is the

rule, not the exception; a place where students become lifelong learners and develop 21st-century skills, especially three fundamental skills:

- how to find information;
- how to assess the quality of information;
- how to creatively and effectively use information to accomplish a goal.

It's a place of inspiration and aspiration based on the urgent belief that improving education is the key to the survival of the human race. We provide not just the vision for this new world of learning but the real-world information and community connections to make it a reality.

Physical Education

The School offers a well-balanced and graded programme of Physical Education, which inculcates team spirit and healthy competition. Special coaching is offered in a variety of games to meet the challenges in Inter-School and Intra-School tournaments.

- Basketball
- Cricket
- Table Tennis
- Track and Field
- Badminton
- Chess
- Football

The Annual Sports Days of the KG, Primary, Middle and Senior levels provide opportunities to students to excel and showcase their skills, learn what healthy competition is and give meaning to team spirit which are essential experiences for life in the real world.

Field Trips

Experiences outside the classroom add great value. In order to complement classroom teaching with real-life experience, students undertake field trips on a regular basis. Visits to museums and wildlife centres form part of a structured programme of tours and trips where students get an opportunity to balance theory with practice. A number of excursions, camps and picnics are a part of the planned curriculum. Students are guided in cultivating critical thinking skills, to reflect and connect to class-room experiences.

Assemblies

The school conducts general and class assemblies that are meaningful and purpose-driven. The assemblies fulfill the curricular needs and enable students to be groomed into effective citizens and active change agents. To create awareness and sensitivity to the needs of the society special assemblies are arranged for specific events, festivals, and national days and on globally recognized important days. Assemblies act as one of the main ways to exhibit creative ideas, make connections to real life situations and promote value based education.

Look Who's Answering Quiz Club

The Look Who's Answering Quiz Club was initiated in 2000, and is one of the unique features of the School. The main objective of the programme is to increase the level of general awareness amongst the student community vis-à-vis Science, Literature, Technology, and Current Affairs outside the realm of the formal syllabus, and to promote their quizzing ability.

Eco Club

To instill among students the values of positive behavior, a sense of responsibility and empower them with sustainable practices, the Eco Club of the school provides opportunities for students to explore and create solutions through various Eco initiatives. The Club is operated by an environmental leadership team who monitor and implement step - by - step guidance in waste management, water and energy consumption as well as biodiversity. The Club studies and compiles the green audit of the school (water, energy and litter), conducts campaigns such as 'Carbon Neutral, Climate Smart', 'March on with the 7 R's', 'Clean Up', 'Cost Cutting', 'Rags to Riches', and many more.

Students' talent is tapped through intra and inter school competitions both local and global. The Eco Team (teachers and students) are provided an opportunity to participate in workshops and seminars organized by various NGO's in the UAE – EWSWWF, Dubai. EEG, Dubai, Bee'ah, Sharjah, EPAA, Sharjah, Green Globe, Sharjah, Student for the Earth, Sharjah, the MOE – Dubai and Sharjah, SEWA and DEWA, TERI, India, UNEP, SAEVUS Tiger Project, India and Rainforest.

Sustainable development is embedded across the curriculum, green values are integrated in the teaching and learning of all subjects. The aim of the Eco Club is to encourage all stakeholders to transform Our Own into an Eco School – a symbol of Foundation for Environmental Education.

Eco Club Vision

To foster a generation of environmentally conscious citizens capable of positive action.

Eco Club Code

A healthy environment and a healthy economy; from takeover to makeover.

PULSE

In the year 2010 a unique programme PULSE (Personal and Universal Life Skills Education) was initiated in the School. Each year, with innovative means and methods PULSE continues to groom students into individuals who can weather challenges and prove their success.

Seminars on – Body Language, Dress to Impress, Interview Skills, CPR, Nutrition and Lifestyle, Stress and Emotions, Peer Pressure Relationships and Table Etiquette – facilitate the all-round development of the students.

It also propels the school counseling movement by providing ways to test students and meet their needs.

SCHOOL EVENTS AND ACTIVITIES

The school hosts a variety of events and activities each year which the students help to organize and in which parents also participate and attend.

- **RUHAANIYAT ISLAMIYAT:** The Annual Inter-School Islamic Cultural Festival initiated in 2015, it is an Inter-School Competition organized in the Gulf that promotes awareness about Islamic culture.
- **OWNEX:** An exhibition which showcases the most exciting inventions of the budding inventors of OOEHS, Sharjah. It is organized every year with a view to encourage and inculcate a scientific temper amongst students. The students showcase their talents in Science, Mathematics, Language, Social Science, Arabic and Islamic Studies.
- **ANNUAL PRIZE DAY:** This annual event highlights and celebrates the achievements of the students in all spheres.

- **CANVASS:** This is a platform for young minds (Girls from Grade 8 and 9) to express and share their opinion / ideas with their parents. It is a student led forum, which is conducted every year and which fosters a very healthy interaction between students and parents.

THE HOUSE SYSTEM

To inculcate a sense of loyalty, team spirit and healthy competition, staff and students are divided into four Houses: Mars (Red), Jupiter (Blue), Saturn (Yellow) and Neptune (Green). Apart from furthering competitiveness through House Games, this system also promotes social integration and a sense of responsibility.

HOUSE	COLOUR	MOTTO
MARS	RED	FOR HONOUR WE STRIVE
JUPITER	BLUE	LABOUR WITH CONSTANCY
SATURN	YELLOW	TO GREATER HEIGHTS
NEPTUNE	GREEN	TRUTH WILL TRIUMPH

Each House is headed by a House Mistress and a House Captain. Several activities are conducted on an Inter House basis.

SCHOOL FACILITIES

The purpose-built campus has separate blocks for the students of the Kindergarten, Primary, Middle and Senior levels. Each block features a number of facilities designed to meet the specific requirements of the students.

Libraries

The school boasts of two well-stocked libraries with an impressive index of titles, covering fiction and non-fiction, periodicals, magazines and newspapers. Students are encouraged to make full use of these facilities in order to inculcate a love for books and the habit of reading from an early age. Internet facilities are available for research and study.

The libraries are managed by highly qualified personnel and have thousands of age appropriate books.

Information and Communication Technology (ICT)

The School has six ICT labs and all computers are equipped with multimedia kits and interconnected nodes with internet facilities. Technology is used to make teaching and learning meaningful and fun. ICT is well integrated into all subject areas and all classrooms are equipped with laptops and overhead projectors. New technology tools like Promethean boards are used for visualizing and modelling, especially in the Sciences. They offer students ways to experiment and observe phenomena, thus empowering them to engage in meaningful, challenging and enlightening tasks.

ICT has brought a whole new level of interactivity to learning and has transformed our classrooms into a dynamic learning environment.

The school has taken up E-learning as a pilot project to facilitate learning as befitting the 21st century student community. This novel approach to learning is sure to endure the test of time and open up a new dimension in the field of education. Availing of this new system will enable the students to work at a suitable time and pace from home.

Science Laboratories

To meet the requirements of our Junior, Middle and Senior School students, excellent equipment and facilities are provided in separate and distinct laboratories for Physics, Chemistry, Biology and Home Science in accordance with the CBSE curriculum.

Audio-Visual Rooms

The Audio-Visual Rooms are equipped with interactive Promethean boards, overhead projectors, as well as TV and DVD players as teaching aids.

Art Room

The School is equipped with an Art Room where the creative surge of the students finds expression in varying forms. It provides a whetstone to hone their budding talents. The students are geared to excel in their

artistic caliber by a team of experts. The Art room boasts of a proud collection of art work from KGI to Grade XII.

Subject Rooms

The school has designated areas for various scholastic and non-scholastic activities which include well-equipped Music rooms, Second Language rooms and Islamic Studies rooms.

Kindergarten Activity Rooms

These well-equipped and spacious rooms provide a wide variety of resources aimed at stimulating the interest of young students during recreation as well as during specific class activities.

Outdoor Kindergarten Play Area

A separate and secure covered play area is used by our younger students during the cooler seasons. Soft play areas and equipment provide a variety of activities and opportunities for exploration.

Kindergarten Learning Centre

Learning centers focus on selected activities that allow students to figure things out through hands-on activities, and open-ended instructions. Activities help to improve thinking processes, core thinking skills necessary for learning, problem solving skills and children have fun learning experiences.

Prayer Rooms

The school has separate prayer rooms in each block for the students and staff.

Sports Facilities

- Indoor Games Area
- Astro Turf
- 200 Meters Race Track
- Synthetic courts for Badminton, Basketball, Volleyball & Throw ball in Block A and Block B.

Auditorium

The multi-purpose auditorium provides an ideal space for School assemblies, events, stage productions and Inter-School activities.

Cafeteria

The School Canteen offers healthy snacks and beverages at affordable prices. Strict hygiene standards are maintained at all times and students are encouraged to develop healthy eating habits.

Books and Uniforms Store

The book store offers textbooks, notebooks, stationery and a range of miscellaneous items at special prices. School uniforms as prescribed in the correct shade of colour and in quality material are available at the supply store for uniforms. Parents are encouraged to use this facility to maintain uniformity.

Medical Room

The School has three well-equipped health units manned by one qualified Paediatrician, a General Physician and eight nurses. Students undergo regular medical check-ups, and a health record is maintained for each student. While routine first aid is administered by the units, any emergency is referred to the nearby Al Qassimi Hospital or Al Kuwaiti Hospital

Block A – Ext 220(Grade 5 to Grade 12)

Block B – Ext 231(Grade KG1 to Grade 1)

Block C – Ext 251 (Grade 2 to Grade 4)

ENRICHMENT OF THE CURRICULUM

OUR OWN ORCHESTRA

In addition to the plethora of co-curricular activities, the school has several additional venues to hone the innate talents of the child. The Our Own Orchestra has captured the minds and hearts of the musically inclined. It was started in April, 2011 with eighty three members and qualified staff and has now swelled its ranks to one hundred and thirty. The accompanying choir has fifty talented youngsters. The orchestra has performed successfully and its doors are open to all interested students.

JUNIOR SCHOOL PARLIAMENT

The workings of a parliament are no longer something our pupils just read about in their textbooks. At Our Own English High School, Sharjah (Girls)

the children get hands-on experience by running a democratically elected school parliament — with a Student Prime Minister at the helm, alongside a student opposition leader and a council of student ministers. Comprising of 64 members, all of whom are elected by students, the school parliament helps ingrain values of democracy in pupils, alongside imparting leadership skills.

The four houses of the schools act like political parties. The two houses from which the candidates get the maximum number of votes form the government, while candidates of the other two houses form the opposition. Any proposal is debated and then voted on before being passed as a bill and presented to the school management.

The foundation of the Parliament lies in a written constitution, which resembles the Indian constitution but with terms rephrased to reflect the needs of the school with an aim to allow children to play an active role in the way the school functions and make relevant decisions.

Varkey GEMS Foundation

The Varkey GEMS Foundation is a non-profit organization, established to impact the lives of underprivileged children, everywhere. The Foundation is the philanthropic arm of GEMS Education, a 52-year old private education business that owns and operates schools globally.

OOEHS, Sharjah Girls Branch, took the initiative to be a part of VGF. We started with creating awareness amongst students and the staff through mails and donation of school uniforms. The school celebrates ‘SEWA WEEK’ and students do civic voluntary service during summer vacations, and engage in a host of other community service initiatives within the school and the local community.

FACE TO FAITH

GEMS Education has become the first education provider in the UAE to join the Tony Blair Faith Foundation’s Face to Faith Schools programme. Face to Faith enables students across the world to learn from each other. Many of the issues we see in communities around the world are based on a lack of knowledge; so improving our understanding of the many positive things that different faiths have to offer will go a long way in resolving these issues.

Face to Faith aims to bring young people together using new technology by breaking down stereotypes, increasing dialogue skills and ensuring the next generation is prepared for global citizenship in the 21st century. Face to Faith allows young people to share perspectives on their own national and cultural identity with others around the world.

PARENTAL ENGAGEMENT

A TRIPARTITE COLLABORATION OF TEACHER-STUDENT-PARENT

Parents have a vital role to play in helping their children achieve their full potential – at school, college or university, in work and in life as a whole.

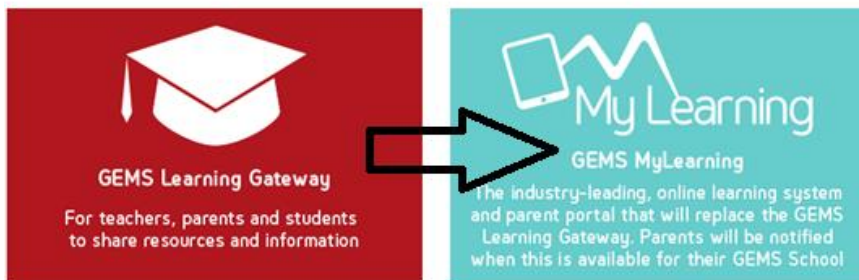
Parents' aspirations, how they spend time at home, and how they support their child's learning and development before and during school or college have a real impact on how well their children succeed. Therefore, Our Own English High School, Sharjah has a Parental Engagement Programme which spans the whole year and culminates in a celebration called "The Parent Engagement Week".

MyLearning

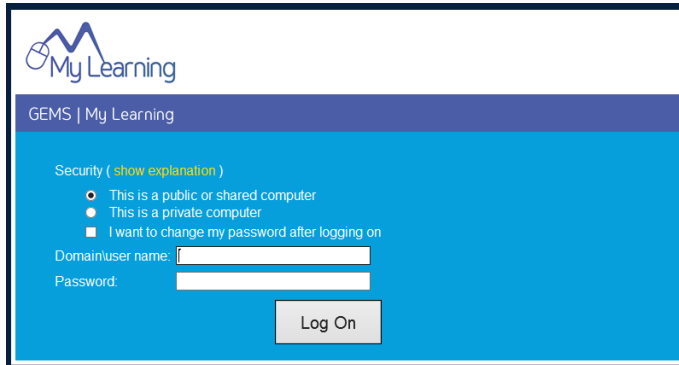
1. MyLearning is the platform where parents and students are able to communicate with the school. Each parent and student has been given a User ID and Password that was communicated to them by the school.
2. To login to MyLearning go to the school website <http://www.gemsoo-sharjah.com/> and click on the MyLearning link available.



Alternatively you can go to www.gems.ae and click on MyLearning Link



3. Enter your username and password provided.



My Learning

GEMS | My Learning

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- I want to change my password after logging on

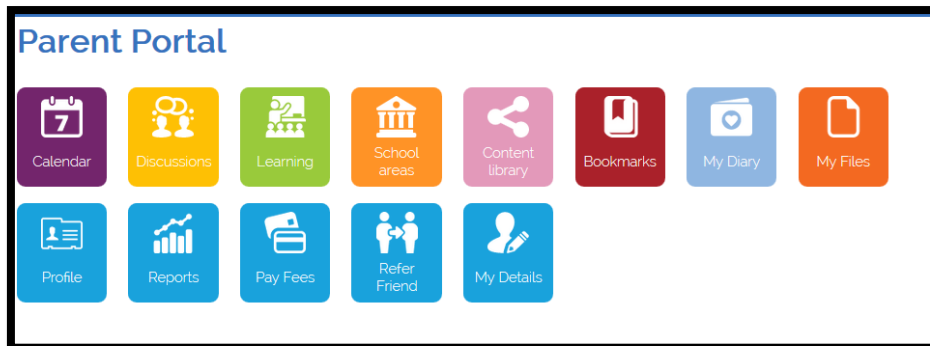
Domain/user name:

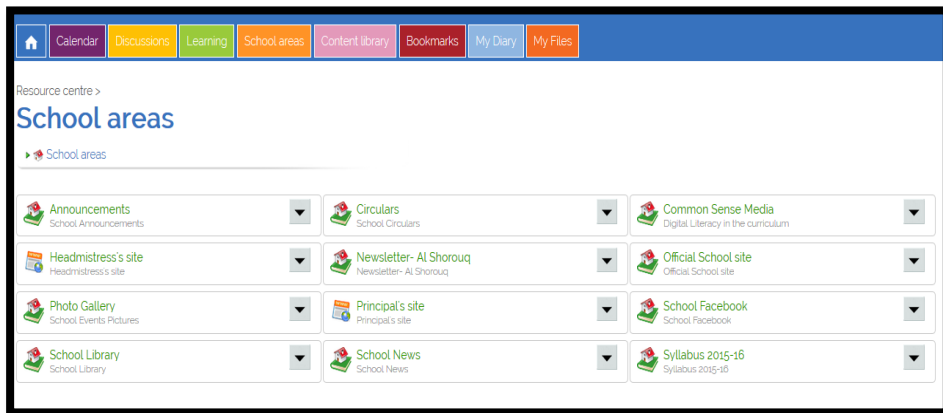
Password:

Log On

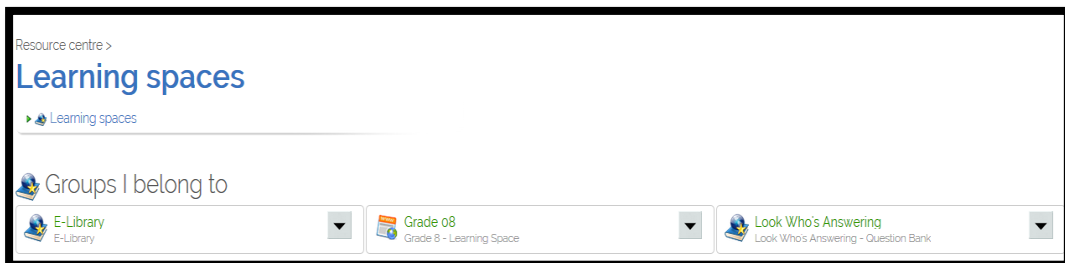
- Student credentials are available from class teacher or IT Department.
- You can use My Learning with any device with a browser – computer, tablet and smartphone.

4. Click on **School spaces** on the Quick links to access the school news, newsletters etc.

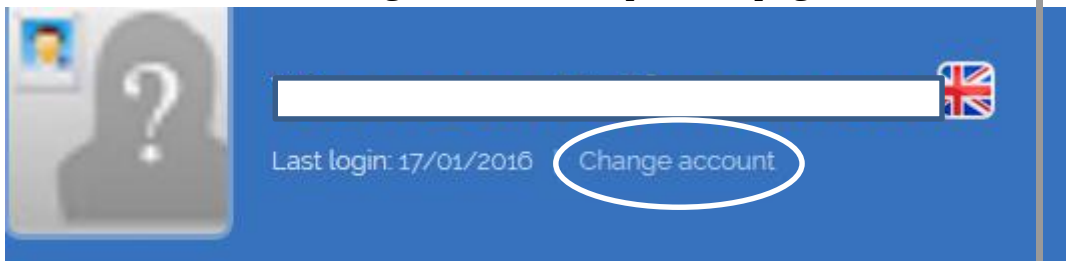




5. Click on **Learning Spaces** to access the Learning resources shared by the Teachers

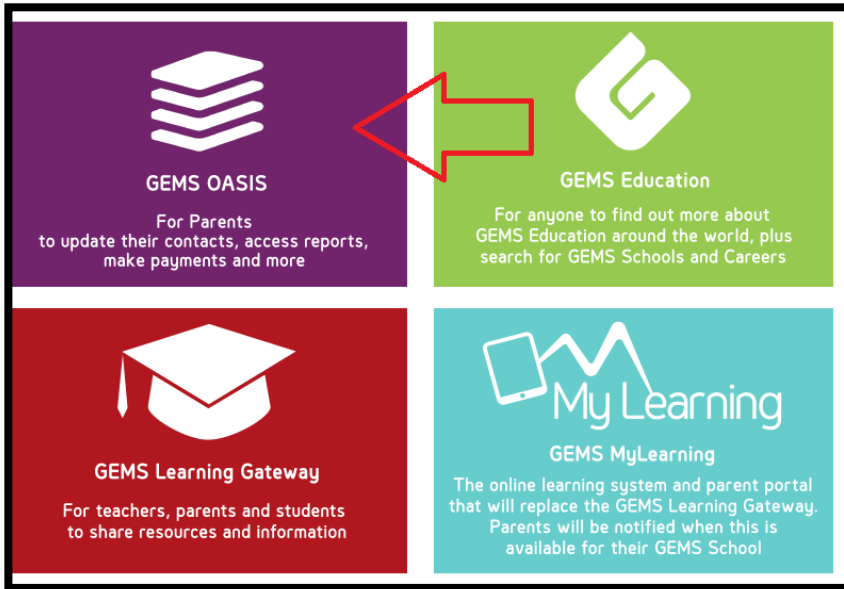


6. To get the sibling account click on **Change account** link under the details of the current login shown at top of the page.



OASIS

1. OASIS is a GEMS portal which facilitates parents to
 - a. **view the report card**
 - b. **pay fees online**
 - c. **update student information**
 - d. **apply TC**
2. To access OASIS visit www.gems.ae and click on GEMS OASIS (for parents)link.



3. Enter your **parent username and password** provided.

The screenshot shows the GEMS OASIS login page. At the top, there are links for 'Home' and 'About Us'. Below that is a 'Home' button. A yellow banner with a person icon says 'Please login to access your child(s) information.' Below the banner is a 'Login' section with two input fields: 'Username' and a password field with six dots. A 'Sign In' button is below the password field. At the bottom left, there is a link for 'Forgot Login Details?'. On the right side, there is a partial image of a person's shoulder.

In case you are logging in for the first time, please complete the following steps.

Step a: Authenticate your information by providing the correct Fee ID and Date of Birth of the Student

Step b: Change the password

(Please note: The password length should be at least 8 characters and should be alpha numeric)

Step c: Fill up your Personal Details. All fields marked with * are mandatory. Kindly update all your personal details in case of any changes so that the school is updated with this information. This will help us to serve you better.



Home

Fees

Curriculum

Child's Profile

Update Information

Requests

Extra School P

4. Click on Fees tab to pay fees online
5. Click on curriculum tab for viewing report cards
6. Use update information tab to update student information

In case you need assistance please contact your child's class teacher or send a mail to mylearning_oos@gemsedu.com

ACCESS CONTROL

The safety and security of our students is of paramount concern to us. Integral to this is the monitoring of movement of parents and visitors within the premises, and the dispersal of students from the campus. Accordingly, all students have been issued identity cards and the movement of parents and visitors within the school has been streamlined.

The Gold Card is issued to students who go home on their own without a guardian. The card must be shown to the security guard at the exit gate.



The Silver Card is issued to students using Own Transport who are accompanied by their parent/guardian. The card must be shown by the parent/guardian to the teacher in charge of the Own Transport room. Students of Grade I-IV are not authorized to collect their younger siblings.



The Bus Card is issued to students availing BBT services. The card must be carried every day.

All parents should sign in and out in the register kept at the entrance of Block B reception area. The Visitor Card is applicable to all visitors who enter the school beyond the Reception Area. It is not applicable to those who have business restricted to the front lobby. Do note that parents may meet the Principal, Headmistress, Head Primary, Supervisor or teacher by prior appointment only.



GUIDELINES FOR ARRIVALS & DISPERSALS

Students must compulsorily be dropped and picked up from the specified gates. This is to ensure smooth flow of traffic and to avoid unnecessary crowding. In case of more than one child studying in the school, the arrival and dispersal will be from the gate of the youngest child.

Arrivals:

KG1, KG 2 & Grade I - Gate 6

Grades II, III & IV - Gate 2

Grades V to XII - Gate 3

Please note that all gates except Gate 1 will be closed at 7:30 am.

The Silver card has to be shown at the gate every day.

Dispersals:

KG1 & KG 2 - Gate 6

Grades I & II - Gate 2

Grades III to XII - Gate 3

Students using Own Transport must be collected from the designated rooms between 1:40pm and 2:00pm.

KG 1 & KG 2 - Block B

Grade I - Block B

Grade II - Block C

Grades III & IV - Block C

Grade V to XII - Block D

Parents who do not wish their ward/s to travel back home in the regular trip should collect their visitor pass from the reception, collect the exit pass from the concerned supervisor and then proceed to the bus parking area between 01:30p.m. to 01:40p.m. only. No requests will be entertained to pick up ward/s after 01:40p.m.

- Parents should collect children from the bus only after informing the concerned supervisor and the bus staff.
- Parents are requested to provide ID (SILVER CARD) at the gate while collecting their ward.
- Parents are requested to collect the students from the Own Transport Room.

EDUCATION PROFESSIONALS

The faculty at Our Own English High School - Sharjah consists of a team of highly qualified and professional staff who, apart from their academic qualifications, are chosen for dedication to their profession and proven abilities to create a motivational atmosphere that helps students achieve their full, all-round potential.

All teachers in the School participate in ongoing Professional Development programmes to ensure that the strategies, methods and resources they use reflect standards of best practice from around the world.

With computers playing a lead role as a tool of learning in the present day educational setup, teachers are trained to incorporate ICT effectively, they use interactive Promethean board and overhead projectors as teaching aids. The goal is to give the teachers new skills and strategies to use their classroom laptop computer and LCD projector with the same ease that they use the interactive white boards, making their lessons dynamic, student friendly and in tune with technological advances.

The Our Own Toastmasters Club Sharjah, affiliated with Toastmasters International, has set its mission to develop the Art of Effective Communication, enhance Leadership potential and foster Human Understanding among the teachers and the parent fraternity.

PARENTS AS PARTNERS

We recognize the importance of parents in the education process of students and strong relations between the School and home are encouraged and developed. A variety of avenues are provided for interaction and partnership with parents, where the academic profile and all-round development of the child is discussed in detail. They are as follows:

- Parent-Teacher Meetings
- Orientation Programmes
- Parent involvement in school activities
- Regular updates through the Mentor system
- Parent involvement in career guidance
- Open House to discuss progress and problem areas
- The Our Own Toastmasters Club
- The Look Who's Answering Parents' Quiz

STUDENT'S CODE OF CONDUCT

All students are expected to conduct themselves in a disciplined manner in all places. The whole hearted co-operation of guardians is expected at all times in the formation of the character of their children. As the student progresses from the lower to the higher classes he/she will be given increasing opportunities to shift from conforming to externally imposed order to self - imposed discipline.

GENERAL

1. Students are expected to greet all visitors and members of the staff with respect and courtesy.
2. Every student should endeavour to keep up the high tone and good name of the school by excelling in fine manners and deportment.
3. When changing rooms for language and other subjects, students are expected to move in an orderly manner and in silence.
4. Students are required to display good manners, be polite and courteous to one another and avoid the use of objectionable language.
5. Money should not be lent or borrowed and articles like CDs, cassettes, lasers, mobile phones, diskettes and any kind of sharp objects should not be brought to school.
6. The school will not shoulder any responsibilities for books, money, clothes and other articles that are lost. Pupils must look after their own possessions. It is not advisable to have money or valuable articles (like jewellery) with them.
7. Students must wear the prescribed uniform only. Students having long hair should neatly put it in a ponytail or keep it plaited. Dyed/coloured hair and painted nails are not allowed.
8. Students must refrain from bringing any objectionable literature into the school premises.

9. The school has devised a special 'Smiley' system as an incentive to encourage good behaviour and to inculcate good values. Smiley badges are presented to students exemplifying positive behaviour patterns in various disciplines.
10. Students are not encouraged to go home by taxi. However, in case of unavoidable circumstances, the request should be given in writing vide a letter from the parent.
11. Any student who wishes to leave the school early should submit a letter from the parent. An Exit Pass signed by the Supervisor will have to be produced at the gate.
12. The school fee is to be paid by the 10th of every month for all the months except July and August. The regulations of the Ministry of Education will be applicable to the defaulters.

CARE FOR SCHOOL PROPERTY

1. It is the responsibility of each and every student to keep the classroom and the school campus clean. All litter should be deposited in the dustbins provided for this purpose, both in the classrooms and in the school campus.
2. All school property should be handled carefully. Students must refrain from defacing or writing on walls, tables or chairs. Utmost care must be taken when handling the air-conditioners.
3. Any damage done, even by accident, must be reported immediately to the Class Teacher or Supervisor. Any damage wilfully committed will have to be compensated for.
4. Care of all classroom property is the responsibility of the students who occupy the room.

ATTENDANCE

1. Students must be present in the school campus before the commencement of the Assembly. Attendance at the Assembly is mandatory.
2. All students have to be present on the first and last working day of each Term.

3. Irregularity in attendance will be viewed seriously and could result in detention. If a student's frequent absence is found to be wilful or is not supported by a note of absence from the parent/guardian this would be reported to the Ministry of Education for the necessary action.
4. To meet the promotion criteria, 85% attendance is compulsory, in accordance with the rules of the Ministry of Education.

LEAVE AND ABSENCE

1. Late comers will not be admitted to the class without the written permission of the Supervisor. The late coming will be recorded in the School Calendar.
2. In all cases of absence, parents/guardians are expected to notify the Class Teacher through the Non-Attendance/ Leave record Section of the School Calendar.
3. Prolonged absence on medical grounds should be supported by a Medical Certificate.
4. Prior sanction must be sought from the Principal / Headmistress / Supervisor through a written application in the prescribed format in cases of absence exceeding three days.
5. Students suffering from contagious or infectious diseases must refrain from attending school until the completion of the quarantine period. They will not be permitted to attend school until they produce a Medical Certificate of clearance.
6. Fees for the current month and the leave period must be paid before proceeding on leave.

Please note the Students Leave Policy as per MOE directives:

Article 18: Absence is considered 'excused' in the following cases:

- ❖ Illness that is documented by a doctor's report certified by official medical authorities
- ❖ Travel outside the UAE for the purpose of accompanying a relative of first degree relation during medical treatment under condition of proof [via an official accredited document] for a period not exceeding one month [30 days] during the academic year. Evidence of being outside the country must be testified by the UAE's embassy in that country.
- ❖ Death of a relative for a maximum period of 3 days

- ❖ Absence for a period of 1 or 2 consecutive days up to a maximum of 5 days during an academic year for reasons accepted by the school administration.

IMPORTANT

THE SCHOOL RESERVES THE SOLE RIGHT TO DISMISS STUDENTS WHOSE PROGRESS IN STUDIES IS CONSISTENTLY UNSATISFACTORY OR WHOSE CONDUCT IS HARMFUL OR INJURIOUS TO OTHER STUDENTS. IMMORALITY, GRAVE INSUBORDINATION, CONTEMPT OF AUTHORITY AND WILFUL DAMAGE TO SCHOOL PROPERTY ARE SOME OTHER REASONS FOR IMMEDIATE DISMISSAL AFTER THE APPROVAL OF THE MINISTRY OF EDUCATION.

RECOMMENDATIONS TO PARENTS/GUARDIANS

1. Your cooperation with the school authorities is absolutely essential to ensure that your ward derives maximum benefit from his/her education. In addition to the School Calendar which serves as a two-way channel of communication between parents and teachers, we also upload / dispatch circulars periodically, to keep you apprised of the programmes of the school. You are requested to check the updates on My Learning website regularly and in case of hard copies, fill in the acknowledgement forms and return them back to the Class Teacher without fail on the next working day.
2. Kindly ensure that the School Calendar is brought to school daily by your ward. You are requested to check and sign your ward's School Calendar for details regarding homework assignments and complaints/remarks communicated by teachers in the best interest of your ward.
3. Your prompt acknowledgement of the teacher's remarks in the calendar is mandatory.
4. Open House is a day on which parents have the opportunity to meet teachers to discuss the progress of their children. Parents should make an earnest effort to attend the Open House. Alternatively, parents are requested to inform the class teacher well in advance of their inability to attend and set a date and time when it will be convenient to do so for both parties. Parent-Teacher meetings are

also organized for classes KG - XII so that regular monitoring of the student's progress is done. Students are expected to be in their school uniform on the Open House days though their attendance is not compulsory.

5. Parents/guardians are not allowed to see the students or teachers during school hours without the prior permission of the respective Supervisors.
6. In case of any legitimate grievances, the parent may meet the Supervisor concerned.
7. In the event of an unexpected holiday during tests/examination, the test/exam scheduled on that date will be held at a later date. The remaining exams will be conducted as scheduled.

If the child is absent for a school assessment, then the retest will be given only within a week of the assessment date subject to the submission of a valid medical certificate.

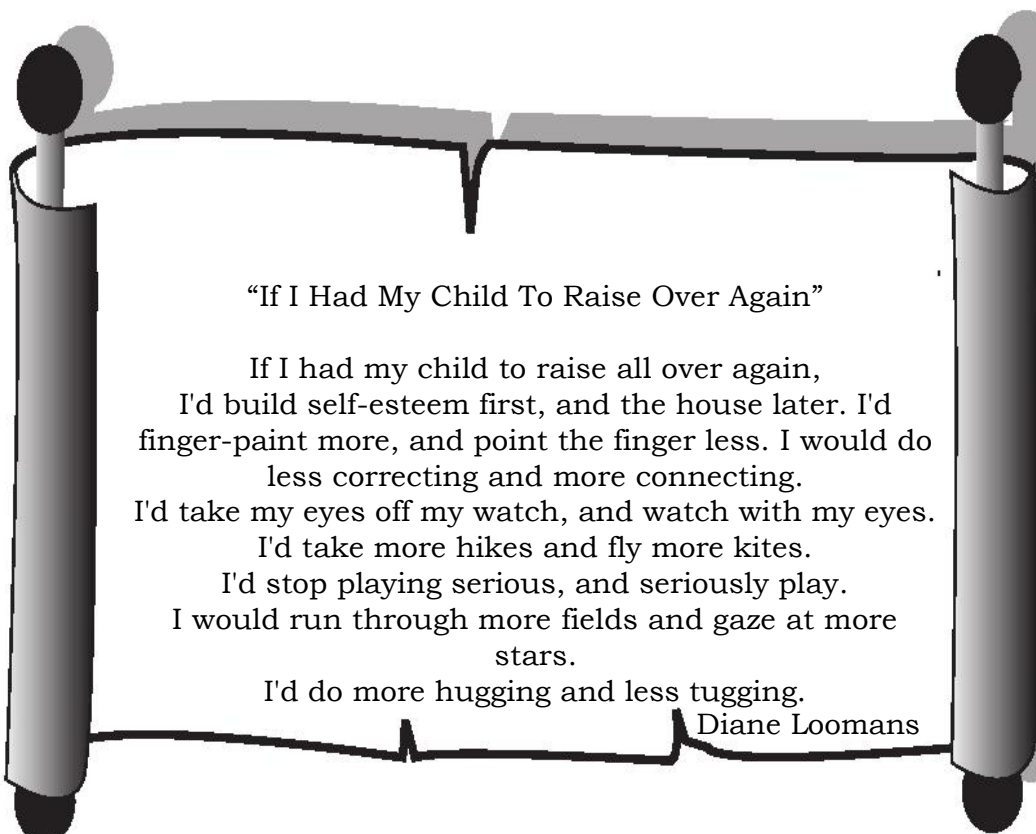
8. The school language policy states that the student has to choose Hindi, Malayalam, Urdu or French as a second language at the time of admission. Up to Grade 4, if the student wishes to change to another language option, he/she can do it ONLY in the next academic session with the request being made to the Supervisor by February.

The child will be required to undertake an eligibility test before being permitted to do the same. The performance of the child will verify the expected level of knowledge in the language opted for.

The test will be based on the syllabus covered till the previous grade to assess the readiness of the child. No student will be allowed to change the second language after Grade IV.

9. You are requested to promptly inform the class teacher in writing whenever there is a change of address, telephone number etc.
10. With the number of working days being 5 days a week, it naturally follows that parental supervision and responsibility with regard to academic improvement will have to increase manifold. Hence, do keep in constant touch with the teachers of your ward to monitor his/her progress.

11. As your ward grows, guide him/her to develop into a resourceful and useful member of home, society and country. Encourage independence in work and study. Teach him/her to keep his/her room tidy, make his/her own bed, polish his/her shoes etc. The formation of such habits early in life will inculcate in children the concept of dignity of labour, a fundamental virtue so necessary for a successful career in life.
12. Kindly pay special attention to the personal cleanliness of your ward.



“If I Had My Child To Raise Over Again”

If I had my child to raise all over again,
I'd build self-esteem first, and the house later. I'd
finger-paint more, and point the finger less. I would do
less correcting and more connecting.
I'd take my eyes off my watch, and watch with my eyes.
I'd take more hikes and fly more kites.
I'd stop playing serious, and seriously play.
I would run through more fields and gaze at more
stars.
I'd do more hugging and less tugging.

Diane Loomans

UNIFORM







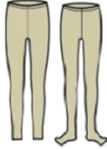


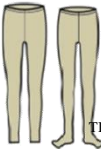








1. All students are expected to come to school smartly dressed wearing the prescribed uniform.
2. House/P.E. uniform must be worn on P.E. days as per timetable.
3. The School tie and belt must be worn at all times. However, school ties need not be worn during the summer months from 1st June to 30th September.
4. On all days proper shoes and socks as per prescribed uniform should be worn, ankle-length socks will not be permitted. On PE days only white PE shoes will be permitted.
5. Students failing to comply with the uniform regulations will be sent home after two warnings are recorded in the School Calendar.
6. All students should refrain from wearing gold ornaments and any other (flashy) jewellery. Double earrings and long earrings are not permitted as a rule.
6. While parents are free to purchase the specified uniform from places of their choice, it is recommended that they patronize the School Store as details such as quality of material and shade of colour have been given importance.
7. Students of Grades IX – XII are expected to wear a lab coat (white) during practicals.

BE WELL DRESSED

The school uniform is the single-most visible element of any school. The uniform of a school is a reflection of discipline and other standards and is important in forming opinions about the individual and school.

















GRADE - KG1 - KG2 (GIRLS)

GRADE - 1 - 12 (GIRLS)

SHORT & LONG SLEEVE BLOUSE	PINAFORE	CROSS OVER TIE	SHORT & LONG SLEEVE BLOUSE	SKIRTS	NECK TIES
				 <p>KNEE SKIRT LONG SKIRT</p>	 <p>GRADES 1-10 11-12</p>
LEGGINGS	SOCKS	BROWN SHOES	LEGGINGS	SOCKS	SHOES
<p>LEGGINGS</p>  <p>TIGHTS</p>	<p>STONE WHITE</p> 		<p>LEGGINGS</p>  <p>TIGHTS</p>	<p>STONE WHITE</p> 	 <p>WHITE LACE SPORTS WHITE VELCRO SPORTS BROWN VELCRO</p>
WHITE SHOES	HAIR BAND & SCRUNCHIES	SCHOOL BAGS WITH LOGO	HAIR BAND / SCRUNCHIE / BELT	HEAD SCARFS	SCHOOL BAGS WITH LOGO
		 <p>12 inches bag</p>		 <p>PAPYRUS WHITE</p>	 <p>16 INCHES 18 INCHES</p>

GRADE - KG1 - 3 (BOYS)

UNISEX PE & WINTER

<p>SHORT SLEEVE SHIRT</p>	<p>LONG SLEEVE SHIRT</p>	<p>TROUSERS</p>	<p>UNISEX KG1-KG2 PE POLO (GIRLS & BOYS)</p>	<p>UNISEX KG1-KG2 PE BOTTOMS (GIRLS & BOYS)</p>	<p>UNISEX GRADE 1 - 12 (RED)</p>
					
<p>NECK TIE</p>	<p>SOCKS</p>	<p>BROWN SHOES</p>	<p>UNISEX GRADE 1 - 12 (GREEN)</p>	<p>UNISEX GRADE 1-12 (BLUE)</p>	<p>UNISEX GRADE 1-12 (YELLOW)</p>
	<p>STONE WHITE</p> 				
<p>WHITE SHOES</p>	<p>BROWN BELT</p>	<p>SCHOOL BAGS WITH LOGO</p>	<p>UNISEX TRACKS GRADE 5 - 12</p>	<p>UNISEX TRACKS GRADE 5 - 12</p>	<p>UNISEX FULL SLEEVE PULLOVER</p>
		<p>16 INCHES</p>  <p>12 INCHES</p>			

TRANSPORT

Transport for students is an outsourced service and provided by Bright Bus Transport (BBT) with an aim to provide quality and safe service and as per the regulations of the local transport authority. Our support staff who man the buses, in the capacity of conductors, will ensure care of students, and also maintain discipline. Please note that in the event of student disciplinary problems in the bus, the school is entitled to take disciplinary action as is necessary.

Please access www.brightbustransport.com for the terms & conditions of service as well as other relevant details.

Online payment of transport fees via the website is a facility that can be availed of; for timely payment. Parents are advised to obtain clearance from BBT prior to collection of results and transfer certificates.

Should you have any feedback on the service, please send your e-mails to cce-osg@bbt.ae or call 06-5386486 – 242/212 to talk to the BBT Customer Care Executive.

SAFETY REGULATIONS TO BE FOLLOWED FOR USE OF TRANSPORT

1. Children must board and alight from the bus at the officially designated points only. Changes in pick-up or drop-off points will be accepted only on prior written permission. Parents are requested to bring their wards to the bus pick-up point in time and to be present at the drop-off time to ensure their ward's safety.
2. At the time of boarding please ensure that your child does not move towards the bus until it comes to a complete stand still.

OWN TRANSPORT

1. Parents of students using their own transport must make provisions to pick up their wards on time. It is not advisable to leave the children unattended for a long period of time. The school will bear no responsibility beyond the school hours.
2. Parents must leave their wards at the school gate. The school will bear no responsibility for any negligence while crossing the road.

C A L E N D A R

PRIORITIZING

- When studying, begin with the most difficult subject or task. You'll be fresh, and have more energy to take them on when you are at your best.

ORGANIZING

- Use your free time wisely. Postpone tasks or routines that can be put off until your school work is finished. Do first things first.

STREAMLINING

- Review your assignments, your notes, your calendar regularly. Streamlining tasks can help you accomplish things that are most important

ECONOMIZING

- It isn't always the amount of time spent studying, but the quality of that time and how well it is utilized. Systematic work is a great help toward economy of time.

DEVELOPING

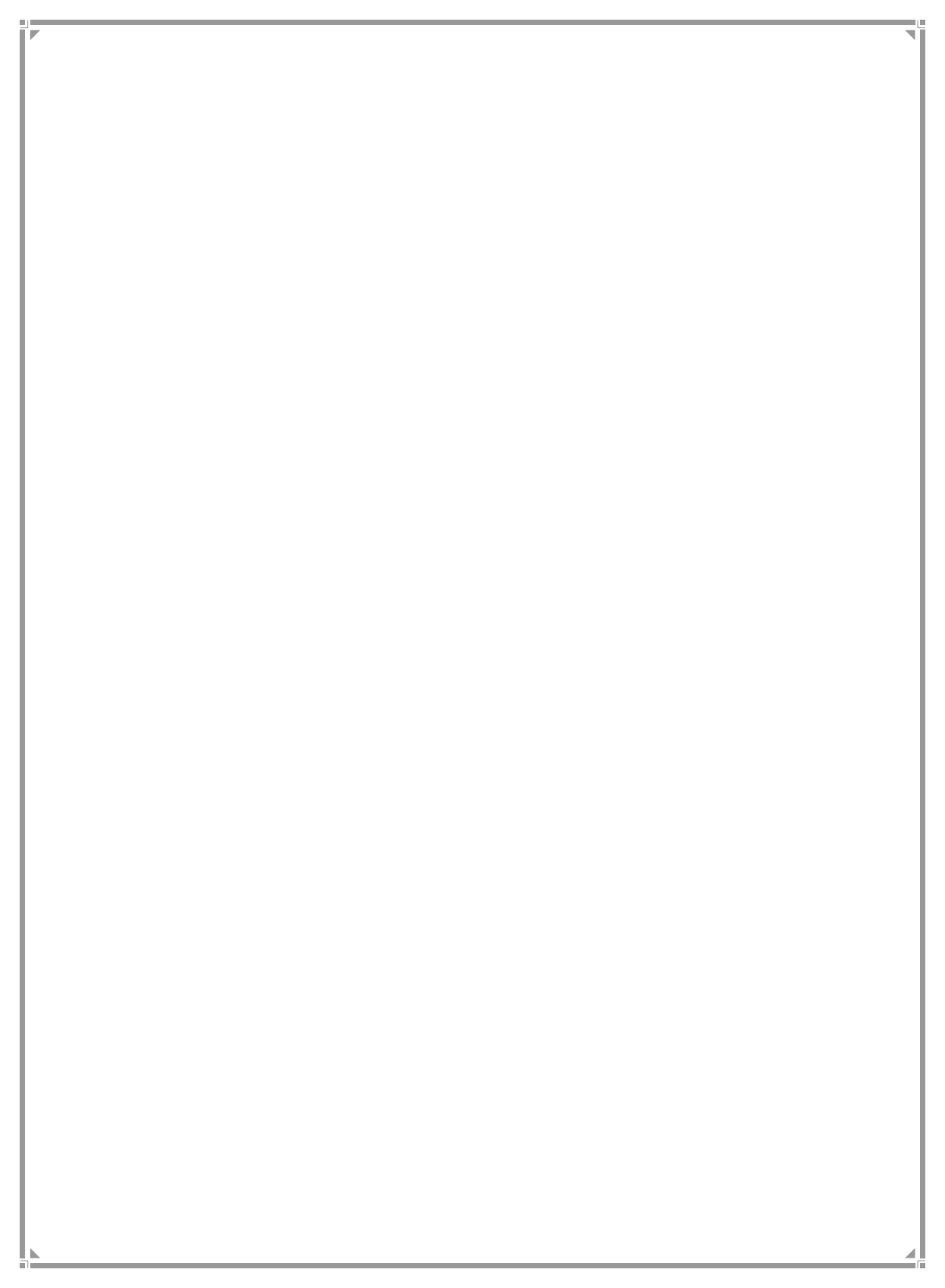
- Self-discipline creates new habits of thought, action, and speech toward improving oneself and reaching goals. Developing self-discipline facilitates positive effort

PRIMARY ACTIVITIES KG – GRADE 4

MONTH	EVENT
APRIL	KG 1- Step In (New Academic year starts)
	KG 2 – Look I’m Back (New Academic year starts) ❖ Parent Orientation
	GRADE 1 - Parent Orientation ❖ On the Spot Colouring
	GRADE 2 - Parent Orientation ❖ On the Spot Colouring
	GRADE 3 – Etiquette Week ❖ Parent Orientation
	GRADE 4 – Etiquette Week ❖ Parent Orientation
MAY	KG 1 – Mummy & me week (Mother’s Day) ❖ Puppet Show
	KG 2 – Mom’s Special (Mother’s Day) ❖ Best Friends (Friendship Day) ❖ Colours and strokes (Environment Week) ❖ Puppet Show
	GRADE 1 – English Week ❖ Talent Week
	GRADE 2 – English Week ❖ Talent Week
	GRADE 3 – English Week ❖ Talent Week
	GRADE 4 – English Week ❖ Talent Week
JUNE	KG 1 – Colour Day ❖ Father’s Day ❖ Friends Forever (Friendship Day)
	KG 2 – Father’s day
	GRADE 1 – Word Matters
	GRADE 2 – Pick and Talk
	GRADE 3 – Environment Week
	Open House – KG TO GRADE 4

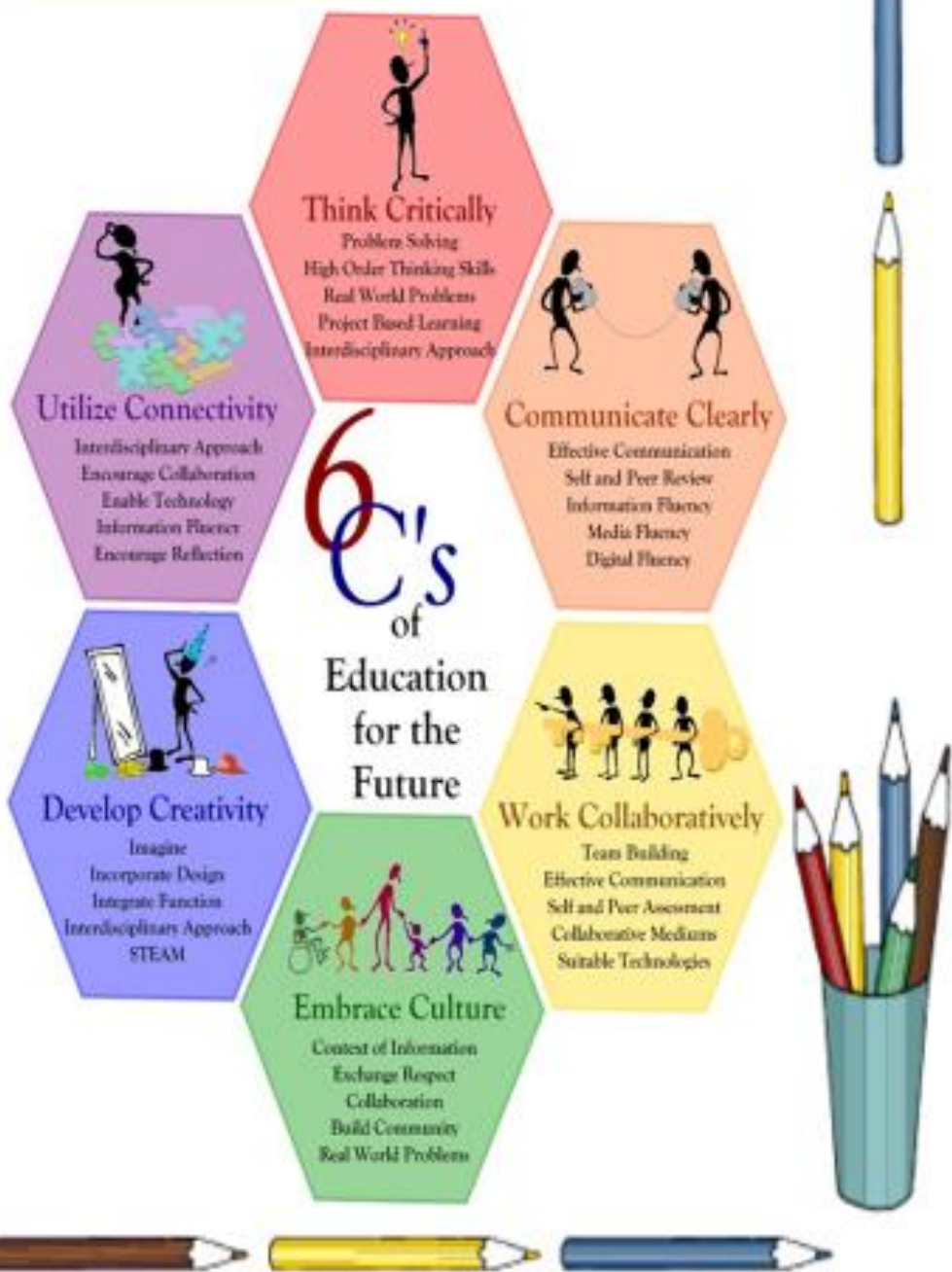
MONTH	EVENT
SEPTEMBER	KG 1- Create your Vegetable Patch ❖ Healthy Food Week
	KG 2 – Step it up (Aerobics)
	GRADE 1 – Math Week
	GRADE 2 – English Group Read Aloud ❖ Dress and Tell a story
	GRADE 3 – Second Language Week
	GRADE 4 – Second Language Week
OCTOBER	KG 1 – Market Day
	KG 2 – Green Fingers (Grow your own vegetable) ❖ Toss the Veggies (Vegetable Salad) ❖ Story Telling (A Musical Extravaganza)
	GRADE 1 – Second Language Week ❖ Qirat Competition
	GRADE 2 – Math Week ❖ Second Language Week
	GRADE 3 – Math Week
	Open House – KG Primary Super Strikers
NOVEMBER	KG 1 – Children’s Day ❖ Sports Day
	KG 2 - Children’s Day ❖ Sports Day ❖ Arabic Recitation ❖ UAE National Day
	GRADE 1 – Arabic Week ❖ UAE National Day
	Grade 2 – Arabic Week ❖ UAE National Day
	GRADE 3 – Arabic Week/UAE National Day
	GRADE 4 – Math Quiz ❖ Arabic Week/UAE National Day
	Open House – Grade 1 to Grade 4

MONTH	EVENT
DECEMBER	KG 1 – Spots and Stripes Day ❖ Wheel day
	KG 2 - Flying Objects (Air transport from recycled materials) ❖ Arabic Week
	GRADE 1 - Group Read Aloud ❖ Food Week
	GRADE 3 & 4 – Forever Friends
JANUARY	KG 1 - Republic Day ❖ Story Dramatization
	KG 2 – Under the Sea (Water Animal Week) ❖ Republic Day of India
	GRADE 1 – Primary Sports
	GRADE 2 – Primary Sports
	GRADE 3 – Globe Trotter’s Week ❖ Primary Sports
GRADE 4 – Primary Sports	
FEBRUARY	KG 1 – Creative Impression ❖ Traa-la-la (choral singing)
	KG 2 – Art Nook ❖ Graduation Ceremony ❖ Science Week
	GRADE 1 – Book Week ❖ LWA Quiz
	GRADE 2 – English Creative Writing Competition ❖ LWA Quiz
	GRADE 3 & 4 – LWA Quiz
	Primary Concert
MARCH	Open House – KG TO GRADE 4





ASSIGNMENT



My Targets for 2016- 2017

Set targets for yourself at the beginning of Term 1/Semester 1 in any three areas/subjects in consultation with your parents and teachers.

Subject	Target	Parent's signature	Teacher's comment on follow up	Teacher's signature to indicate if target has been met

End of Term / Semester:

Area/ Subject	Have you achieved previous target? (Yes/No)	Parent's Signature	Target for next Term	Student's Signature

My Targets for 2016- 2017

Set targets for yourself at the beginning of Term 2/Semester 2 in any three areas/subjects in consultation with your parents and teachers.

Subject	Target	Parent's signature	Teacher's comment on follow up	Teacher's signature to indicate if target has been met

End of Term / Semester:

Area/ Subject	Have you achieved previous target? (Yes/No)	Parent's Signature	Target for next Term	Student's Signature

Date: _____

Day: _____

Subject	Home Assignment

.....
Teacher's Signature

.....
Parent's Signature

Date: _____

Day: _____

Subject	Home Assignment

.....
Teacher's Signature

.....
Parent's Signature

PARENT – TEACHER COMMUNICATION

Liaise

- The child benefits most if parents and teachers work together as partners

Collaborate

- Getting to know the school and the faculty makes communication easier

Participate

- A good way to get to know more about the school is to participate in activities planned at the school.

Communicate

- 3 important points that make Parent – Teacher communication easier
- *How to Communicate*
- *What to Communicate*
- *How often to communicate*

FROM SUPERVISOR TO PARENT

Date	Remarks / Note

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Supervisor's Signature

.....
Parent's Signature

Date	Remarks / Note

.....
Supervisor's Signature

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Parent's Signature

Date	Remarks / Note

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Supervisor's Signature

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Parent's Signature

FROM TEACHER TO PARENT

Date	Remarks / Note

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Supervisor's Signature

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Parent's Signature

Date	Remarks / Note

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Supervisor's Signature

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Parent's Signature

Date	Remarks / Note

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Supervisor's Signature

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Parent's Signature

FROM PARENT TO SUPERVISOR

Date	Remarks / Note

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Parent's Signature

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Supervisor's Signature

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Supervisor's Signature

Date	Remarks / Note

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Parent's Signature

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Supervisor's Signature

FROM PARENT TO SUPERVISOR

Date	Remarks / Note

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Parent's Signature

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Supervisor's Signature

Date	Remarks / Note

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Supervisor's Signature

Date	Remarks / Note

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Parent's Signature

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Supervisor's Signature

