



# **LATIFA SCHOOL FOR GIRLS 2017 - 2018**



**Information  
for  
Parents**



# **CONTENTS**

---

	<b>Page</b>
<b>Introduction</b>	<b>1</b>
<b>Home-School Partnership</b>	<b>2-5</b>
<b>Behaviour Policy</b>	<b>6</b>
<b>Learning Agreement and Code of Conduct</b>	<b>7</b>
<b>School Regulations</b>	<b>8-11</b>
<b>Digital Devices and Internet Access Policy</b>	<b>12</b>
<b>Digital / Internet Devices Agreement</b>	<b>13</b>
<b>Online Safety Guidance for Parents</b>	<b>14</b>
<b>Online Safety Guidance for Students</b>	<b>15</b>
<b>Year 12/13 Students only – Laptop/WiFi Useage</b>	<b>16</b>
<b>Homework Policy</b>	<b>17-20</b>
<b>Immunisation Schedule</b>	<b>21</b>
<b>Contact Details, Agreement Form - Parental Comments and Medical Update Form – Separate booklet enclosed for return to School</b>	

# INTRODUCTION

---

Dear Parents,

At Latifa School for Girls and Rashid School for Boys we are fortunate to enjoy very strong and positive relationships with the parents of our students. This parental support is very important to us, as research has shown that student progress is at its best when links between home and school are strong.

Enclosed is our Home-School Partnership which has three sections:

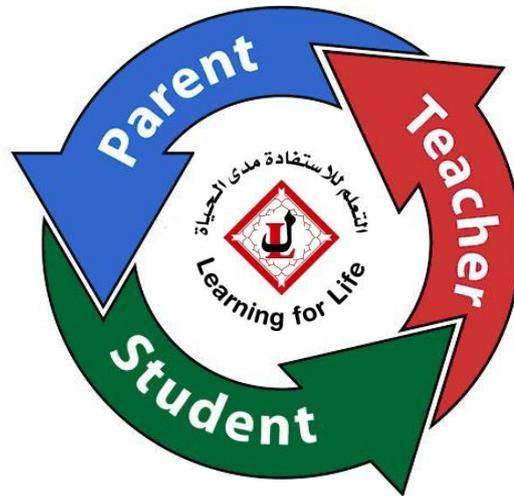
- A commitment from the school explaining what we will do to help your daughter be happy and succeed at school.
- A section outlining what support our students would find most helpful from their parents and family.
- A page summarising what your daughter should aim to do herself to be happy and successful at school.

We will use the Home-School Partnership document in school, with your daughter, to help her set targets and support her in meeting her educational goals. It will also be used as a valuable reference point for parent-teacher meetings to identify what we can each do to help your daughter succeed. We should like to encourage all parents to read the document carefully and identify any areas you may wish to target at home to better support your daughter's learning.

Please keep this booklet for reference. I should be very happy to meet with you, at any point, to discuss our Home-School Partnership document or how we can work together to best support your daughter. We should also be happy to read any comments you may wish to pass on through the **reply slip enclosed at the end of this booklet.**

Yours sincerely

Ms. Debra Forsyth  
Headteacher



### **A partnership between the student, the parent and the school.**

This home-school partnership document explains:

- The school's aims and values
- The responsibilities of the school to its students
- The responsibility of each student
- The responsibility of parents

**At Latifa School for Girls we are respectful,  
we aim to do our best and  
we are proud of our achievements.**

# SCHOOL'S COMMITMENT

<b>Student progress is best when our staff:</b>	
<b>Essential Practice</b>	<ul style="list-style-type: none"> <li>✓ Promote the highest possible levels of attendance</li> <li>✓ Monitor attendance and punctuality and inform parents of any issues</li> <li>✓ Check uniform and equipment are correct, and inform students and parents if we have any concerns</li> </ul>
<b>Attitude, Behaviour and Effort</b>	<ul style="list-style-type: none"> <li>✓ Teach and encourage students to follow the school rules and values</li> <li>✓ Encourage respect, consideration and support for others</li> <li>✓ Encourage students to be organised and independent</li> <li>✓ Ensure safety and do not tolerate bullying</li> <li>✓ Follow the school's behaviour and rewards system in a fair and consistent way</li> <li>✓ Encourage students to reach their full potential</li> <li>✓ Promote the culture and traditions of the UAE and encourage respect for other cultures</li> <li>✓ Ensure students wear seatbelts on school transport and encourage their use at other times</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Plan, prepare and teach effective and creative lessons that develop skills for life</li> <li>✓ Plan differentiated activities that motivate and challenge all students</li> <li>✓ Set, mark and monitor homework following school policies</li> <li>✓ Provide constructive and timely feedback for students</li> <li>✓ Use learning targets to support student learning and motivation</li> <li>✓ Educate and promote the safe use of ICT and the Internet by following school policies</li> </ul>
<b>Communication and Support</b>	<ul style="list-style-type: none"> <li>✓ Encourage students to share concerns and take appropriate action</li> <li>✓ Offer students guidance and support</li> <li>✓ Inform parents/carers about achievements or concerns</li> <li>✓ Communicate professionally and regularly through diaries, reports, phone calls, SMS and newsletters</li> <li>✓ Deal with parent concerns and communications promptly and effectively</li> </ul>
<b>Opportunities and Achievements</b>	<ul style="list-style-type: none"> <li>✓ Help students to reach their full potential and regularly discuss and review how to achieve it</li> <li>✓ Recognise and celebrate student effort, behaviour and achievement</li> </ul>

# PARENTS AND FAMILY COMMITMENT

Our students are most successful when their parents or carers:	
<b>Essential Practice</b>	<ul style="list-style-type: none"> <li>✓ Ensure their daughter attends school every day</li> <li>✓ Drop off and collect their daughter on time</li> <li>✓ Plan family holidays within the school breaks</li> <li>✓ Contact the school as soon as possible about any absences</li> <li>✓ Ensure their daughter has adequate sleep and a healthy breakfast</li> <li>✓ Provide their daughter with the correct uniform and school equipment</li> </ul>
<b>Attitude, Behaviour and Effort</b>	<ul style="list-style-type: none"> <li>✓ Encourage their daughter to follow the school's rules and values</li> <li>✓ Promote positive behaviour and support the school with regard to rules and behaviour policies</li> <li>✓ Encourage their daughter to respect all adults and all students</li> <li>✓ Encourage their daughter to be organised and independent</li> <li>✓ Support the school in promoting the culture and traditions of the UAE and respecting other cultures</li> <li>✓ Ensure their daughter remembers to wear a seat belt</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Show an interest in their daughter's learning</li> <li>✓ Encourage their daughter to do her best at all times</li> <li>✓ Encourage their daughter to follow the homework guidance and complete homework on time</li> <li>✓ Provide a quiet area and, where possible, a computer to complete homework</li> <li>✓ Check homework and sign the homework diary regularly</li> <li>✓ Support the school's ICT e-safety policy and ensure safe ICT use at home</li> </ul>
<b>Communication and Support</b>	<ul style="list-style-type: none"> <li>✓ Keep in regular contact with the school and follow advice regarding academic and social matters</li> <li>✓ Request an appointment to discuss any matter of concern that may be affecting their daughter at school</li> <li>✓ Attend parent meetings and other events</li> <li>✓ Read and respond to phone calls, school letters, SMS and other communication</li> <li>✓ Provide feedback to assist in school improvement</li> </ul>
<b>Opportunities and Achievements</b>	<ul style="list-style-type: none"> <li>✓ Encourage their daughter to make full use of all the opportunities offered at school</li> <li>✓ Attend school events to celebrate their daughter's achievements</li> </ul>

# STUDENT'S COMMITMENT

---

As a student at Latifa School I will do my best to:	
<b>Essential Practice</b>	<ul style="list-style-type: none"> <li>✓ Come to school every day</li> <li>✓ Come to school on time</li> <li>✓ Arrive at lessons on time</li> <li>✓ Make sure I follow the uniform rules</li> <li>✓ Make sure I have the right equipment for my lessons</li> </ul>
<b>Attitude, Behaviour and Effort</b>	<p>Follow the School Rules and values:</p> <ul style="list-style-type: none"> <li>✓ Be thoughtful</li> <li>✓ Be kind and helpful</li> <li>✓ Listen</li> <li>✓ Be honest</li> <li>✓ Work hard and not waste learning time</li> <li>✓ Look after property and take care of the things I use in school</li> <li>✓ Respect everyone</li> <li>✓ Be organised and independent</li> <li>✓ Be responsible and think carefully about my actions</li> <li>✓ Always wear my seatbelt, remember to <i>Buckle Up</i></li> <li>✓ Value my culture and traditions, and respect the culture of others</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Try my best at all times</li> <li>✓ Complete all my homework and hand it in on time</li> <li>✓ Use my filofax to record information and get it signed regularly</li> <li>✓ Use and improve my <i>Learning to Learn</i> skills</li> <li>✓ Safely use ICT and the Internet and follow my teacher's instructions</li> </ul>
<b>Communication and Support</b>	<ul style="list-style-type: none"> <li>✓ Let my teachers know about my achievements or worries</li> <li>✓ Give school letters to my parents/carer and return reply slips promptly</li> <li>✓ Tell a teacher if I feel sad, sick, hurt or bullied</li> <li>✓ Ask a teacher if I have a problem and I need help</li> <li>✓ Be a good friend and help others</li> <li>✓ Share my views with the Student Council to help improve the school</li> </ul>
<b>Opportunities and Achievements</b>	<ul style="list-style-type: none"> <li>✓ Make the best possible use of my learning opportunities at school</li> <li>✓ Be proud of my achievements and recognise the achievements of others</li> <li>✓ Try new experiences e.g. join a new club, try new foods, make new friends</li> <li>✓ Take sensible risks and not be afraid to make mistakes</li> </ul>

# BEHAVIOUR POLICY

---

The aim of the policy is to encourage students to take more personal responsibility for their behaviour and actions whilst providing the help, support and advice they need to improve their behaviour where necessary.

The following pages outline our expectations of students. These fundamental standards allow an optimum learning environment to be established for all students.

Below is a brief outline of the stages through which the behaviour policy works:

1. Undesirable behaviour exhibited by students will initially be addressed by their subject teacher or form tutor, who will mentor the student and work with her on achieving the desired improvement.
2. Should this process not be successful, the Head of Department will be asked to intervene and help with the mentoring process.
3. Continued undesirable behaviour will be followed up by the student's Form Tutor and Head of Year who may contact parents to explain the problem and request their support for our improvement strategies. Students may be given lunchtime detention sessions.
4. In cases of persistent misbehaviour, the student will be further interviewed by the Senior Teacher or Deputy Head. Students will be given a detention after school and parents will be informed. Students may be placed on Lesson Report.
5. In more serious cases, or for the most enduring misbehaviour, the student will be seen by the Headteacher and parents will be called into school to discuss the future of the student. Students and parents may be asked to sign a Home-School contract.

Students have been reminded of the Behaviour Policy and have read the *Home-School Partnership, Learning Agreement* and *Code of Conduct*. We have also reviewed with them the *School Regulations*, so all students clearly understand what is expected of them and what the consequences will be if they do not meet these expectations.

As always, your support as parents is vital if we are to achieve the positive learning environment that all students deserve. We should therefore like you to read carefully through the attached *Learning Agreement, Code of Conduct* and *School Regulations* and discuss them with your daughter to ensure she understands and accepts them.

We should be grateful if you would **sign the agreement page at the end of this booklet**, indicating your acceptance of this policy, and return this to school with your daughter by **Sunday, 1st October 2017**. If you would like to make any comments you should like to make on the Policy, we would be very happy to receive your feedback in the space provided on the reply slip.

We look forward to your continued cooperation and support as we work together to provide the best possible education for your daughter.

# LEARNING AGREEMENT

---

The classroom is a place for teaching and learning, in which both staff and students have rights and responsibilities.

We believe all classroom behaviour should assist the teaching and learning process and be based on mutual respect.

Therefore students and teachers agree to:

- arrive punctually to each lesson
- be prepared for each lesson
- speak when appropriate and listen attentively when someone else is talking
- speak in a language appropriate to the lesson
- take personal responsibility for our work and actions
- make the best possible effort at all times.

## CODE OF CONDUCT

---

**RESPECT:** Do you treat others with respect?

**UNIFORM:** Are you wearing the correct school uniform?

**ATTENDANCE:** Do you attend school every day?

**PUNCTUALITY:** Are you always on time for school?

**PROHIBITED:** Do you have only items that are allowed in school?

**BEHAVIOUR:** Do you always behave in a responsible manner in school?

**You should be able to answer "yes" to all of these questions!**

# SCHOOL REGULATIONS

---

## UNIFORM YEAR 7-11

We believe wearing a correct, smart uniform is important as it helps foster a sense of identity and avoids unnecessary competition. Our uniform for **Years 7 to 11** consists of the following:

- Magrudy's school-issue white blouse, short or long sleeved
- A plain white T-shirt may be worn beneath the school blouse, if desired, but the T-shirt should have no design or logo
- Magrudy's school-issue long navy blue skirt
- Magrudy's school-issue jumper (not to be worn around the waist)
- Magrudy's school-issue jacket, optional
- Sensible black leather shoes; no open-toed sandals or mules; no trainers or trainer type shoes; all shoes may be flat or have a modest heel, not made of canvas
- Plain black, navy or white socks/stockings
- Underwear should be discreet and appropriate for school (e.g. no coloured, patterned or heavily embroidered bras that can be seen through the blouse).

## JEWELLERY AND MAKE-UP YEAR 7-11

- A simple, inexpensive watch with no attachments
- Small ear studs (one in each ear lobe)
- Make-up, nail polish and nail extensions are NOT allowed, including metallic tattoos

## P.E. KIT – YEAR 7-13

- Magrudy's school-issue PE kit must be worn (White T-shirt with LSG logo and black P.E. tracksuit bottoms  $\frac{3}{4}$  or full length)
- P.E. kit must not be worn to any lessons other than P.E.
- P.E. kit may be worn home if you have P.E. lesson 6
- Trainers

## UNIFORM YEAR 12-13

- Magrudy's school-issue white Sixth Form blouse, short or long sleeved (worn long over trousers, shorter over a skirt)
- A plain white T-shirt may be worn beneath the school blouse, if desired, but the T-shirt should have no design or logo
- Magrudy's school-issue black Sixth Form skirt or trousers
- Dark coloured leather shoes or sandals with a substantial ankle strap (enclosed shoes for Science subjects) - no backless sandals, mules or flip flops at any time.
- Approved Year 12 designed jacket or Magrudy's school-issue jumper (not to be worn around the waist).
- Underwear should be discreet and appropriate for school (e.g. no coloured, patterned or heavily embroidered bras that can be seen through the blouse).

## JEWELLERY AND MAKE UP FOR YEAR 12-13 ONLY

In the Sixth Form students are **allowed** to wear:

- Discreet makeup, light colours, applied sparingly
- Natural or light coloured nail varnish
- Discreet jewellery.
- One pair of earrings (one in each ear lobe)

**Tattoos, including metallic designs are not allowed.**

**Hair should be a natural colour**

## **EQUIPMENT**

We would like to ask that your daughter has the following essential items with her each day:

- A4 size lined refill pad with margin
- Black and blue pens
- Pencil
- Eraser (but no Tippex or other correction fluid)
- Pencil sharpener
- Pack of coloured pencils
- Highlighter pens
- Glue stick (not liquid glue)
- 30cm ruler
- Small pair of scissors
- Calculator
- Earphones
- Water bottle
- Maths set (with protractor, set square and compass)
- School approved scientific calculator (Years 9 – 13).

## **GENERAL**

**The following items may not be brought into school:**

- Chewing gum, chocolate, any food or drinks (unless specific permission has been given by the Head of Year)
- Digital devices such as - MP3 players, iPods, radios, CD and iTOUCH players, CDs and iPads, tablets and laptops
- Apple or smart watches
- Cameras, unless permission has been given in advance by the Headteacher
- Books or magazines which are not for school work
- Mobile telephones
- Electronic games (e.g., cyber-pets)
- Correction fluid (Tippex) or liquid glue
- Glass perfume bottles
- Make-up

Should any of the above items be brought into school (entirely at the student's own risk), they will be confiscated for a minimum of one week. However, should a student bring a mobile phone into school, it will be confiscated and parents will be asked to collect it.

Students should bring to school a water bottle, labelled with their name, to allow them to hydrate adequately from the drinking fountains. Students are also required to provide their own small set of earphones for use with computers. These may only be used when requested by the teacher.

## **ATTENDANCE**

We expect students to attend school unless they are genuinely ill. If your daughter is absent from school for any reason, please contact the school before 10.00 a.m. to give the reason for her absence.

Permission to be absent from school will only be given in exceptional circumstances as we believe your daughter will make the most progress if her education is uninterrupted. Should you need to take your daughter out of school for any part of the day, you must write a letter to the School informing us of the time and the reason. All medical appointments should be made outside of the school day; however, if this is unavoidable, your daughter must bring her appointment card to school and show it to her Head of Year first thing in the morning. Where absence is known in advance, permission is needed from the Headteacher. All letters must be signed by a parent/guardian. Letters will be passed on to the school nurse. Family holidays should be planned to fall within the school holiday dates. Should a student's attendance be considered unsatisfactory, she will be asked to repeat the year. Good attendance is also a pre-requisite for High School Diploma.

Should your daughter be unable to do P.E., she should bring a note from home to excuse her. However, a medical note is required if your daughter is to refrain from doing P.E. for more than one week. We would be grateful if you could make us aware of any medical conditions or treatment your daughter is experiencing. Likewise, please keep us informed of any changes at home which might affect your daughter's education.

## **PUNCTUALITY**

Students should arrive in school between 7.20 and 7.30 a.m. Registration starts at 7.35 a.m., (except during the Holy Month of Ramadan). It is important students arrive before this time in order to organise themselves for lessons and hand in homework. Any student who is not in registration at 7.35 a.m. will be marked as late and automatically be placed in detention from 3 p.m. to 3.20 p.m. on that day, where possible parents will be informed via SMS.

In cases of repeated lateness parents will be contacted by the HOY to review family transport arrangements to guarantee prompt arrival. The school day ends at 3.00 p.m. from Sunday to Wednesday and at 2.00 p.m. on Thursday. Please arrange for your daughter to be collected promptly at these times. Good punctuality is also a pre-requisite for High School Diploma.

## **LATE TO LESSONS**

Students are expected to move quickly between lessons. If your daughter fails to meet this expectation, she will attend the late detention from 3 p.m. to 3.20 p.m. to make up lost learning time.

## **RESPECT AND ORGANISATION**

We hope you will encourage your daughter to respect the school and school property. We are proud of our environment and the facilities we are able to offer your daughter. On a similar note, we ask each student to look after any books given to her by the School, enabling us to pass them on to other students in good condition. We also encourage our students to be courteous and polite at all times to each other and to the staff. We expect their behaviour to be exemplary and will inform you of any causes for concern.

We believe good organisation to be a very important life skill and so we expect students to take responsibility for their own organisation. Students are encouraged to pack their school bag carefully each day and will not normally be allowed to call home for forgotten items.

## **TRIPS**

During the school year, we organise many educational trips. These all have their own merits and enhance the education we offer your daughter. We request your support in ensuring her attendance and participation on all planned trips.

## **TRAVELLING TO SCHOOL**

All drivers, dropping off or picking up students, are requested to: drive carefully, be courteous to other drivers, heed staff who are directing the traffic, and to be aware of students and staff at all times.

Students whose parents have requested gate passes may meet their car outside the school grounds. Other students should wait quietly and sensibly in the car park and leave immediately when their car arrives to avoid traffic congestion. Students are expected to show the same level of respect and good manners in the car park as they do in the classroom. Poor behaviour in the car park constitutes a safety hazard and will be dealt with most severely. Students are reminded of the expectation to wear a seat belt at all times when in the car.

These regulations are designed to create a safe, positive and structured learning environment for all. Each student is expected to play their part by adhering to them.

# DIGITAL DEVICES AND INTERNET ACCESS POLICY

---

Digital devices and the Internet are an integral part of everyday life and their capabilities are immeasurable. We therefore believe it is vital that young people learn how to use these digital devices and the Internet in a safe, responsible and intelligent way.

The Internet has many positive educational uses, including:

- learning information-seeking skills,
- providing quality educational software to support learning,
- improving research skills and independent learning,
- accessing local websites to gain a better understanding of U.A.E. and Arab history and culture.

As parents you may be concerned about the kind of information that can be found on the Internet. The School's Internet access is through Etisalat, which has in place effective filters to block sites that are culturally unsuitable. In addition, the School itself has a monitoring system which blocks sites we feel are not appropriate to an educational setting, e.g. chat rooms, and also enables us to see a student's computer screen at any time. The monitoring software also has a keyword alert feature that notifies us immediately if any student's computer shows an inappropriate word. As part of our *Google* and *Microsoft* education packages, all students have been provided with a Google Drive account and gmail account and an Office 365 logon to support their learning.

To ensure students' use of digital devices and the Internet is a positive and successful experience, they are given clear guidelines regarding acceptable use of the technology and are taught how to use it safely and responsibly.

Computer and Internet access is a privilege students will be granted once the attached Digital Devices and Internet Access Agreement has been signed and returned. Students who abuse the privilege or do not follow the policy will have access denied to them. We should be grateful if you would sign the attached *Digital Devices and Internet Access Agreement* and return it to school with your daughter as soon as possible to ensure she has prompt access.

Also attached are Online Safety Guidelines for you and your daughter. Please keep these for your reference throughout the year and encourage your daughter to read this carefully. Should you have any questions about our digital devices or Internet policy at Latifa School, please contact Ms. Debra Forsyth, Headteacher or Ms. Claire Coyle, Head of ICT.

# DIGITAL DEVICE & INTERNET ACCESS AGREEMENT

---

*Latifa School integrates the use of digital devices, such as iPads and has equipped its computer suites across the school with a reliable internet connection to support and enhance teaching and learning. The rules and procedures you will agree to below help to ensure student safety and provide fair access for all.*

## **Access Regulations for Digital Devices**

- I will treat any digital device with the same respect and care as other school property.
- I will not change any of the device settings or download/run any program that can alter and affect the system's configuration and its installed programs or applications.
- USB memory sticks are the only form of data transfer I may use at LSG, and I may use this only to transfer work between school and home. USB memory sticks may be connected only via the specially fitted USB cables and hubs. LSG encourages all students to carry a USB memory stick. CDs may not be used for data transfer.
- Students must not bring any inappropriate digital material to school or content not related to their studies. Contents of any memory stick connected to the school system will be automatically checked/scanned for appropriateness and viruses, and violations will be reported and will be dealt with accordingly.
- Students must obtain their teacher's permission before downloading any music or video files onto the school system, and all files must adhere to copyright laws. Should students need to share their work online, with the use of the online content (images, videos or audio) which are not originally theirs, they are advised to give attribution to the original owner of the online content.
- I understand that my student folder is intended to be used for storing school-related material only and authorised/concerned staff have the right to access my student folder at any time.
- I will be careful when printing, in particular: i) I will limit the number of copies to a minimum, ii) I will only use colour when essential and with approval from a member of staff, iii) I will check I am printing to the correct printer.
- I will treat all e-mail addresses and passwords as confidential and will not attempt to access and change the work of fellow students. I will keep my password confidential and will not share it with others.

## **Internet Access Regulations**

- I must gain permission from a member of staff before using the Internet and ensure a member of staff is present while I access the Internet.
- I will be responsible for all sites I access when using the Internet. I understand that all Internet sites I access are recorded by the School and staff have the right to monitor, examine and if necessary, make inappropriate sites inaccessible to students.
- I will respect the environment in which I live and will not download, print or send any message or picture which may be offensive to others. I understand staff can see all work on my computer and monitoring software will alert staff to any inappropriate material or words.
- I will not take photographs or videos of others, unless authorised by a teacher for school purposes, and I will never access, upload or use photographs or videos containing other students or staff. For authorised picture taking or video recording, I will be responsible for the deletion of these after use.
- I will not pass any personal or confidential information about myself or my fellow students over the Internet and will report to a member of staff if any requests have been made for me to do this.
- I will respect the copyright laws of all information accessed.
- I understand that the Internet is not to be used for personal use, social media, gambling, financial gain, advertising or political matters or to make offensive remarks.

# ONLINE SAFETY – GUIDANCE FOR PARENTS

---

**By taking responsibility for your child's online computer use you, as parents, can greatly minimise any potential risks of being online.**

- **If your child is young consider sitting with your child when he or she is on the Internet.** Young children can become confused or upset if they come across content that they don't understand or that might be inappropriate for them.
- **Warn your child not to give out identifying information or publicly post photographs.** Children should never give out their full name, home address or telephone number, school name, say when they are home alone or give any other personal details in any public area such as chat or social networking sites.
- **Get to know the Internet service your child uses.** If you don't know how to log on, get your child to show you. Find out what types of information the service offers and whether there are ways for parents to block out objectionable material.
- **Remind your children they should never arrange a face-to-face meeting** with another computer user unless they have your permission and you are accompanying them.
- **Remind your children they should never respond to messages that are threatening, or make them feel uncomfortable.** Encourage your children to tell you if they encounter such messages.
- **Remember that everything you read online may not be true.** Any offer that seems "too good to be true" probably is not true and should not be trusted. Be very wary of any offer that requires you to meet someone or have someone come to visit your house.
- **Set reasonable rules and guidelines for computer use by your children.** Discuss and set these rules together and post them near the computer as a reminder. Remember to check they are keeping to the rules, especially the amount of time spent on the computer. Many children are tired at school because they have been on the computer until very late into the night. A child's excessive use of online services or chat rooms, especially late at night, may indicate there is a potential problem.
- **Be sure to make this a family activity.** Consider keeping the computer in a family room instead of the child's bedroom. Get to know their "online friends" just as you get to know all their other friends. Ask them to teach you what they do on the computer.
- **Be reasonable and set reasonable expectations.** Try to understand their needs, interests and curiosity. Try to remember how it felt to be their age.
- **Be open with your children and encourage them to come to you if they encounter any problem online.** If they tell you about someone or something they encountered, your first response should not be to blame them or take away their Internet privileges. Instead, thank them for telling you about it and work with them to help avoid problems in the future. Remember, how you respond will determine whether they confide in you next time they encounter a problem.

# ONLINE SAFETY –GUIDANCE FOR STUDENTS

---

The following guidelines are a good place for all children to start. They will help students become more responsible users of the Internet and help keep them safe.

- I will not give out personal information online, such as my address, telephone number, parents' work address or telephone number, or the name and location of my school without my parents' permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to meet up with someone I have got to know online without first checking with my parents.
- I will never send anyone, or add to a website, my picture or a picture of anyone else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away.
- I will talk with my parents so that we can set up rules for going online. We will decide on the time of day that I am allowed to be online, the length of time I can be online and appropriate areas for me to visit. I will not break these rules or access other areas without their permission.
- I will not give my Internet password to anyone other than my parents (not even my best friends!).
- I will check with my parents before downloading or installing software or doing anything that could possibly harm our computer or risk my family's privacy.
- I will be a good online citizen and not do anything that hurts other people.
- I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

## YEAR 12 & 13 STUDENTS – LAPTOP / WIFI USEAGE

---

As a Year 12 or Year 13 student, your daughter may request permission to bring her personal laptop computer or tablet into school and to access the School's wireless network to aid her studies during the year.

This is allowed as a privilege for Year 12 and 13 students within the following agreement:

- The School accepts no responsibility for any damage, loss or theft which may occur while the device is on school premises. Students are advised not to leave devices unattended at any time.
- All personal devices should be clearly labelled with the student's name.
- To access the wireless network individual laptops/tablets will be registered on the School's system.
- Each student will be held completely responsible for her use of the internet; the School's software will monitor browsing activity performed over the wireless network.
- Laptops/tablets must not be taken to lessons unless the teacher has specifically asked for them to be brought and may only be used in class when directed by the teacher and for the stated purpose.
- This permission is given with the aim of enhancing learning, hence students must not use school time to watch films, access social media, or randomly surf the Internet.

Permission to bring in personal devices and access the school's wireless network is a privilege. If the privilege is misused or the above agreement is broken, permission will be withdrawn immediately.

Should you wish your daughter to be allowed access to the School's wireless network, and agree to these conditions, please complete **the Laptop – WiFi section of the agreement page, at the end of this booklet** and return it to your daughter's Head of Year, Mrs Rooms.

# HOMWORK POLICY

---

We should be very grateful if you would read this document carefully as Latifa School staff greatly value the support parents give us with their daughter's homework. In this policy you will find several suggestions as to how you can assist your daughter to succeed in her studies. If you have any questions, please contact the Headteacher.

Your daughter will be given a homework schedule in September and we would welcome your assistance in ensuring adherence to this. If your daughter encounters any difficulties with her homework, please write a note in her Filofax and ask your daughter to show this to her form tutor or Head of Year, or mention the difficulties to her subject teacher at parents' evening.

---

Useful ideas and information about what we expect from our students and how you can help your daughter get the most out of homework assignments.

---

By giving homework, children will learn to be responsible, solve problems, analyse, manage their time and take on responsibilities. The skills they learn from school are the same skills they will need when they start their independence and be young adults.

This section of the booklet is designed to answer some of the questions you may have about the School's homework policy. It gives you information about what we expect from every student and offers suggestions about the practical ways you can help your daughter get the most out of her homework assignments.

After reading this booklet, should you have any further questions, please call and speak to your daughter's Head of Year.

### How do I know what homework my daughter has?

During the first week of term, she will be given a homework timetable which shows the days on which different subjects set homework. She will also be given a school Filofax containing homework diary sheets on which to record all the homework she is given. You should sign this daily to say if she has completed her homework.

### How much homework does my daughter have each night?

Year 7	20 - 30 mins	per subject per week	Total 1-1½ hrs per night
Year 8	30 - 40 mins	per subject per week	Total 1½-2 hrs per night
Year 9	40 - 45 mins	per subject per week	Total 1½-2 hrs per night
Years 10 & 11	60 - 90 mins	per subject per week	Total 2 hrs per night
Year 12	4 hours	per subject per week	Total 2½-3 hrs per day
Year 13	5 hours	per subject per week	Total 2½-3 hrs per day

### What do I do if she takes a much longer or a much shorter time to finish her homework?

Should this happen regularly, we would like you to write a note in your daughter's homework diary and ask your daughter to make her Form Tutor aware. The Form Tutor will then investigate the problem.

### Does her homework have to be done the same night it is set?

In your daughter's homework diary, there is a box which says 'Date due'. This will tell you whether the homework needs to be done the same night or whether it has to be handed in later in the week.

Students in Years 10 to 13, however, are often set longer pieces of homework for completion over a two or three week period. It is important that your daughter continues to use her weekly time allocation for this kind of homework and avoids a 'last minute dash' just before the work needs to be handed in.

#### Homework Schedule

Date \_\_\_\_\_

SUBJECT	
Date Due	
Time Taken	

SUBJECT	
Date Due	
Time Taken	

### Do students have to use a homework diary?

Yes. We insist students in Years 7 to 11 use the school homework diary. Years 12 and 13 also have a homework schedule and Filofax, but may choose their own method of recording assignments.

The homework diary is an important way of helping your daughter plan her time. It enables her teachers to keep track of any difficulties which she may experience. We also use the homework diary to communicate with you.

Should homework be missing, late or not up to the standard expected of your daughter the issue will be discussed with her during a break or a lunchtime meeting. Your daughter may be asked to do the work again during her lunch break. Persistent problems with homework are considered to be a serious issue and will involve the Head of Department as well as your daughter's Form Tutor and Head of Year. Ultimately your daughter may be placed on a subject report and/or receive a formal School Detention.

### **What should my daughter write in her homework diary?**

For every homework she should listen carefully to the teacher's instructions and:

- write down the homework exactly;
- write down the date the homework should be handed in;
- when she has completed her homework she should write down how long it took to complete.

Should she not understand what she has been asked to do, your daughter needs to ask her teacher to explain well **before** the set piece of homework is due - the teacher will be happy to help.

### **What should I do?**

We would like you to help us by:

- going through your daughter's homework diary every evening and checking she has done the homework;
- signing the homework diary to show that you have both seen the homework and it represents your daughter's best work.

### **Can I help my daughter with her homework?**

Our students learn from their teachers, from each other and from a wide range of books and other resources. It is perfectly reasonable for you to give your daughter ideas but it is, of course, quite wrong for you or anyone else in your home to do the work instead of your daughter.

### **So how can I help?**

- Encourage your daughter to take a short break when she comes home from school and have something to eat and drink.
- Encourage her to take a short break every thirty minutes or so. A five-minute break every thirty minutes will aid concentration.
- Make sure your daughter has a quiet room with a desk or table in which to do her homework.
- Help your daughter organise her time so she has a mixture of free time and study time.
- Talk through any problems she may have with her homework.
- Remind your daughter to check her work when she has finished and encourage her to find mistakes herself.
- Remind your daughter to write as neatly as possible and to give work a title and a date.

- Help your daughter to pack her school bag for the next day by organising her books, papers and other material she needs for the next day of school the night before.
- Ensure your daughter gets enough sleep – late nights will prevent your daughter from doing her best at school.

### **How do I know how well my daughter is doing at Latifa School?**

Apart from attending parents' evenings and receiving school reports, you can find out a lot more about your daughter's progress by looking at her homework. You will know, for example, which subjects she finds easy and which she does not. By looking at the homework once it has been marked, you will find out not only what the mark is but also whether the teacher thought the work was done well. Subject teachers often write helpful comments on homework and classwork - by reading these, you will be able to help your daughter focus on areas of work which need attention. Test results give you a good idea about whether a section of work has been mastered; they also help you see which areas were not understood clearly or revised for thoroughly.

Latifa School also operates a reward system in Years 7, 8 and 9. Each department selects a particular student to be their *Star of the Month*. The award is based upon factors such as hard work, progress, participation and achievement. The aim is to raise pupil motivation, resilience and attainment. Awards will be logged in our school tracking system.

### **Should I have concerns about my daughter's progress can I speak to someone?**

We are always very pleased to see our parents at parents' meetings where all teachers and Heads of Year will be available for consultation. You can also telephone the Head of Year if you have any concerns at all.

We consider our parents to be a vital asset to the school - you spend much more time with your children than we do and play an essential role, as our partners, in your daughter's education.

Thank you for taking the time to read this booklet. If you have any suggestions to make or items you think we should include in this booklet, we would be delighted to hear from you.

### **School contacts**

Headteacher	Ms. Debra Forsyth
Acting Deputy Head	Mrs Joanne Bell
Senior Teacher	Miss Rachael Edgar
Head of Year 7	Mrs Hayley James
Head of Year 8	Ms. Victoria Carr
Head of Year 9	Mrs. Emily Berry
Head of Year 10	Mrs. Farzana Siddiqui
Head of Year 11	Mrs. Alison Kirrage
Head of Year 12 & 13	Mrs. Emma Rooms

# STANDARD IMMUNISATION SCHEDULE

As recommended by the  
**Government of Dubai, Department Health Authority**  
**School Health Section**

For your information and for comparison with your own child's immunisation record

## RECOMMENDED SCHEDULE OF IMMUNISATION

AGE	TYPE OF IMMUNISATION
Birth	BCG (1 only) & Hep. B (1st dose)
2 months	DPT & OPV (1st dose) Hep. B (2nd dose)
4 months	DPT & OPV (2nd dose)
6 months	DPT & OPV (3rd dose) Hep. B (3rd dose)
12 months	MMR (1st dose)
18 months	DPT & OPV (1 <sup>st</sup> booster)
5-6 years school entry	DPT & OPV (2 <sup>nd</sup> booster) MMR (2nd dose)
10 years	Td & OPV (3 <sup>rd</sup> booster)
15 years last childhood vaccination (can be given up to 18yrs )	Td (4 <sup>th</sup> booster)
IMMUNISATION KEY	
Hep B = Hepatitis B	MMR = Measles Mumps & Rubella
DPT = Diphtheria Pertusis Tetanus	OPV = Polio
BCG = TB vaccination	Td = Tetanus Diphtheria

This information is intended as a guide only; please consult with your family Doctor for up to date information on your child's individual vaccination schedule.

Please consult with your family Doctor for information regarding additional vaccines including the annual Influenza vaccine, Rotavirus, PCV and HPV.