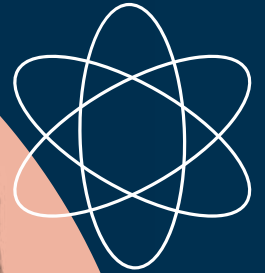
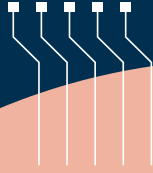




THE BRITISH INTERNATIONAL SCHOOL  
ABU DHABI  
A NORD ANGLIA EDUCATION SCHOOL



Secondary Guide 2024/25

## Our Vision

“Empowering & enriching lives for future success”

## Our Mission

“Our mission is to create world class learning experiences that recognise and nurture empathetic, resilient and talented individuals”

## Our Values

Kindness, Honesty & Respect

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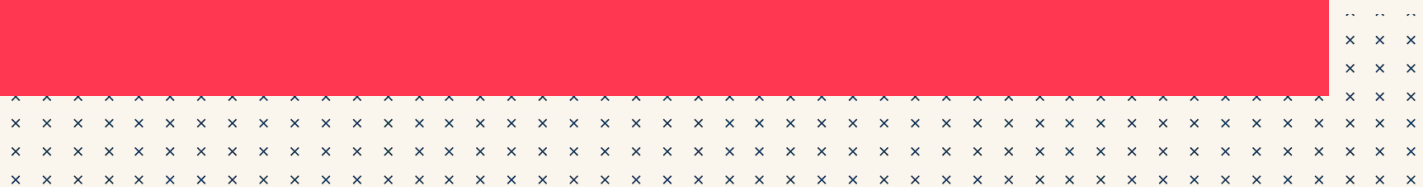
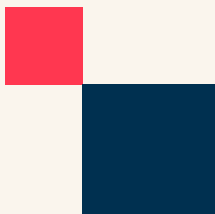
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# WELCOME FROM THE HEAD OF SECONDARY

Dear Parents,

As a community, we are at the start of many new beginnings, presenting the perfect opportunity to step forward with enthusiasm and a commitment to excellence in everything we do.

Together, we will create memorable moments that celebrate achievements and foster a sense of belonging, and connection in our school community.

Parents are a child's first teacher, and when home and school work in true partnership, children thrive. Together, we can guide our students in making thoughtful decisions, considering the needs of others, and understanding that challenges are a natural part of life. By fostering this collaboration, we better prepare our students for the future while instilling the core values of kindness, honesty, and respect—values that are central to everything we do at BIS Abu Dhabi.

As a school, we understand that each student is unique, and we are committed to providing individual curriculum pathways to ensure the right journey for every student. Our comprehensive curriculum, along with a wide range of extracurricular activities, ensures that every student has the opportunity to discover their passions and reach their full potential.



Communication and collaboration between school and home are vital to our students' success. I encourage you to stay engaged and involved in your child's educational journey. Attend school events, participate in parent-teacher meetings, and stay informed about school activities. Your support is truly invaluable.

I am thrilled about the opportunities that lie ahead and confident that, together, we will achieve great things. Thank you for entrusting us with the education and well-being of your children., it is a great privilege. I look forward to meeting each of you and working together to make this a memorable and successful year.

Warm regards,

Aine McGlue  
Head of Secondary  
The British International School  
Abu Dhabi

# PREPARING FOR SECONDARY SCHOOL

## Uniform in Years 7-11

The school uniform is a very simple one, all black 'polishable' shoes, black trousers and a BISAD branded white shirt.

In the cooler months, students may wear the BISAD branded jumper, or cardigan but they must not wear any non-school uniform items inside the building. If students are not in the correct uniform, you will be contacted by their form tutor. We believe in all students being treated fairly, therefore, continued failure to adhere to the uniform policy will result in further sanctions.

Students must not wear excessive jewellery and make up. Jewellery should be restricted to one pair of stud earrings and a watch, for health and safety reasons. Hair must be neat with no extreme hairstyles or colours (natural hair colours only). Overt religious symbols which may cause offence are not permitted and we ask that all students and parents are culturally sensitive at all times.

### School Uniform

- White school shirt/blouse
- Black trousers, or school skirt that covers knees
- Black, polishable school shoes
- House polo shirt (to be worn for House Events)
- BIS Abu Dhabi cardigan or jumper

### PE Kit

- BIS Abu Dhabi PE polo shirt
- BIS Abu Dhabi PE shorts
- Trainers
- Girls: One-piece swimsuit, towel, flip-flops, goggles and swimming hat
- Boys: Swim shorts or trunks, towel, flip-flops, goggles and swimming hat

All our school uniform and accessories can be purchased at the Zak's Uniform Shop located in Al Raha Mall on the second floor.

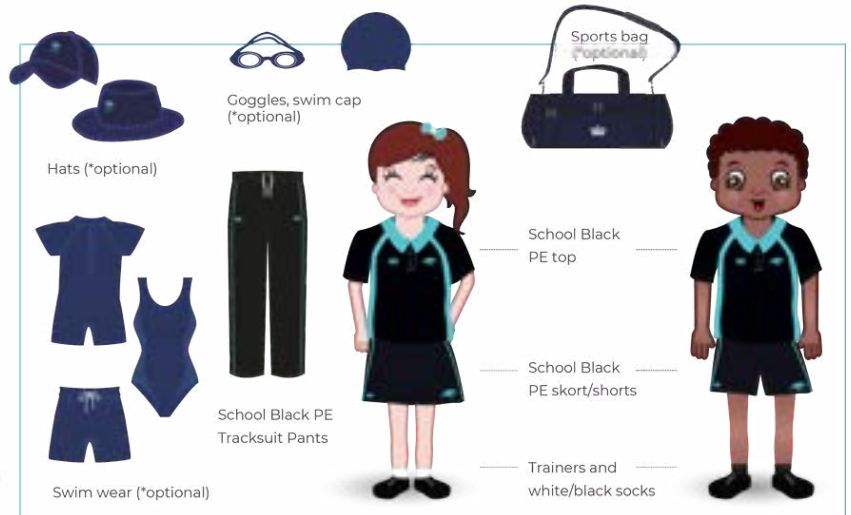
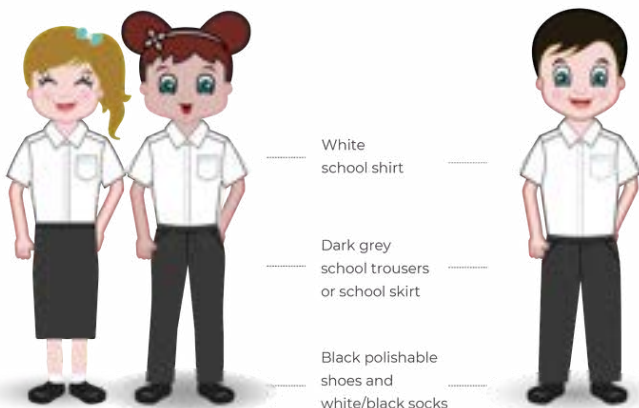
Zak's Order Centre - Al Wahda Mall

Note: The Zak's Order Centre does not have any ready uniforms stored at the location, only size sets for all uniforms which are available to try on and place orders.

The uniform policy for students in our Senior School (Years 12-13) outlining business dress expectations is sent separately.



\* Optional items are required but do not need to be school branded items



# STUDENT CHECKLIST

## Daily Essential Equipment

- School bag
- Laptop (Please refer to the BYOD parent guide)
- Water bottle
- PE Kit
- Pencil case
- 2 black or blue pens
- 2 pencils
- Rubber
- Ruler
- Scientific calculator
- Graphic calculator - Casio CG50 (for Senior School students only)
- Compass (pair of compasses)
- Protractor
- Highlighters



# COMMUNICATION

## The Form Tutor – Your first point of contact

Your child will attend form time every morning with their Form Tutor. The school is open from 7:25am and students must go straight to their form rooms. Tutor time formally begins at 7:40am when the National Anthem is played, and a register is taken.

Students achieve outstanding social and academic outcomes when they are in school connecting with others and accessing learning. Failure to attend tutor time will impact your child's overall attendance as this is reported to ADEK on a daily basis. If you have any questions or concerns about your son / daughter, you should contact the Form Tutor in the first instance.

### Heads of Years



Ms. Kirsty Baker  
Head of Year 7



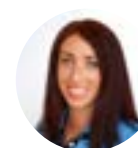
Mr. Sajid Latif  
Head of Year 8



Ms. Katherine Shkurka  
Head of Year 9



Ms. Alicia Goldsbrough  
Head of Year 10



Ms. Katherine Harvey  
Head of Year 11



Ms. Nadia Ezzat  
Head of Year 12



Mr. Michael Mitchell  
Head of Year 13

Concerns about academic matters can be addressed directly to the subject teacher in the first instance or to the following Heads of Department:



Ms. Bhamji  
Head of English



Ms. Buttery  
Head of Maths



Ms. Roughley  
Head of Science



Mr. Depose  
Head of MFL



Ms. Stanier  
Head of Humanities



Mr. Masharfa  
Head of Arabic



Ms. Mahmoud  
Head of Islamic  
and Social  
Studies



Ms. O'Connor  
Head of Creative  
and Performing  
Arts



Ms. Ogan  
Head of Physical  
Education



Mr. Gildroy  
Head of Creative  
Technologies



Ms. Budd  
Head of Social  
Sciences

Whilst the staff in our school will make every effort to speak with you at any time, it is helpful if you arrange an appointment at a specific time with the teacher. All staff email addresses are available on the Parent App. Please always allow 24 hours response time. If the matter is urgent, please contact main reception on 02500100.

# STAYING CONNECTED

There are four core elements to our communication with home:

1. The Parent App
2. Firefly
3. Email, phonecalls and in-person meetings
4. BISAD weekly newsletter and social media updates

## The Parent App

The Parent App has been designed to enable ease of access to key documents, reports and to make easy payment.

Please download the BIS Abu Dhabi Parent App from your app store on Google Play or the Apple Store. Within the app, you will be able to:

- Access academic Reports
- Pay for trips, visits and fees
- Register both planned and unplanned absences

### Instructions for Registering on the App:

1. Click on the 'BISAD Parent Sign up' section.
2. Enter your registered school email address
3. Password will be sent to this email address
4. Login with the email address and password.  
You can change the password if you wish once you have logged in

Once you have logged in, there will be a short tutorial to help you get the most from the app. Please make sure you allow the app to send you notifications, so that you are able to receive important messages from the school that are sent via the app.

As with all apps, there will be ongoing updates, please do let us know your suggestions and feedback by emailing: [comms@bisad.ae](mailto:comms@bisad.ae).





# FIREFLY

## A window into your child's learning experience

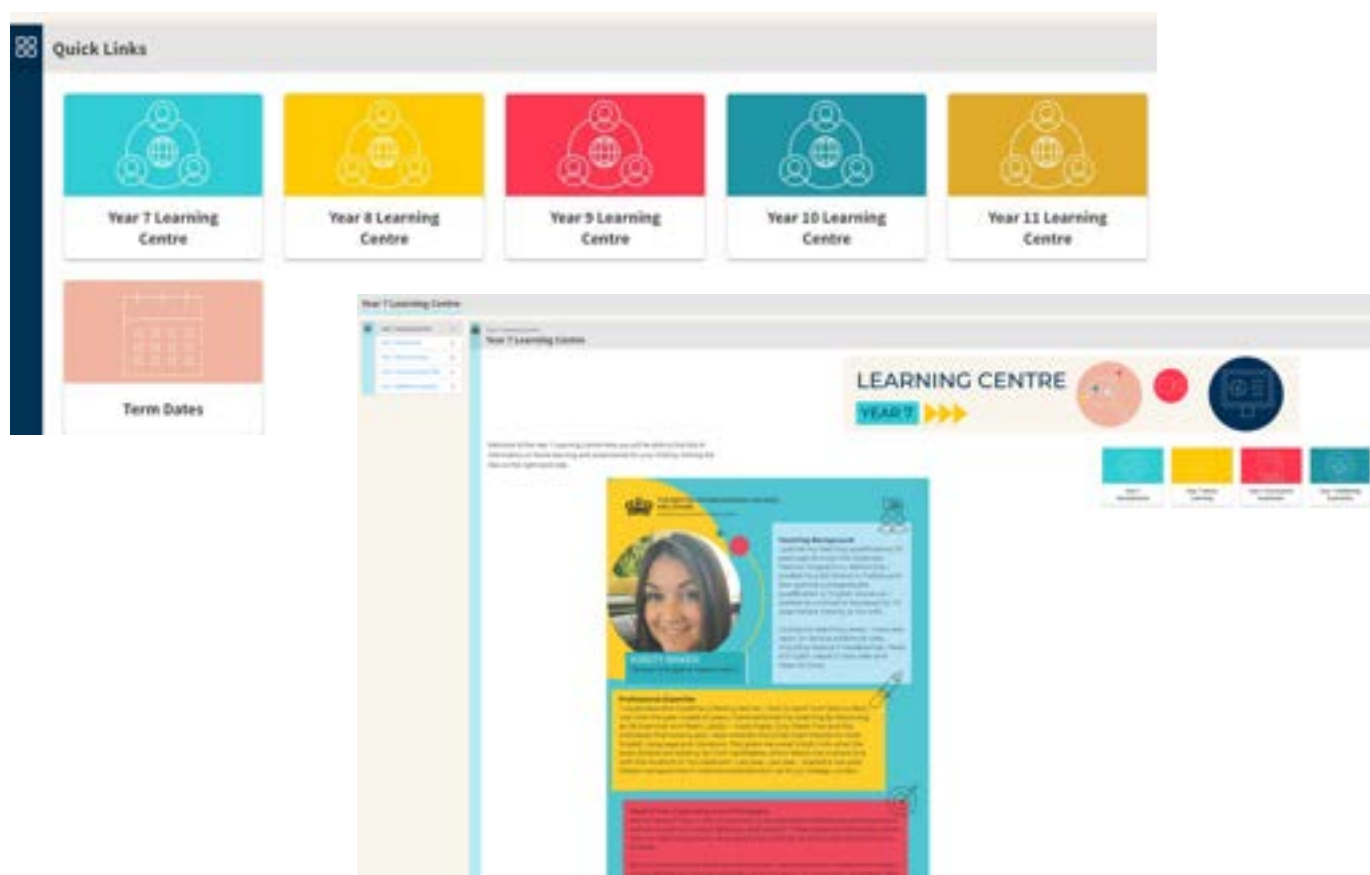
We believe that parent engagement and relationships is integral to your child's success. Firefly is our platform to communicate information, engage parents in the learning journey and support student achievement throughout the year.

On Firefly you will be able to access information about current curriculum content, assessment information and calendar, revision resources and Home Learning. In addition, information on how school and home, can support the well-being of our students.

In short, Firefly ensures that the home-school partnership is a fundamental part of the learning process.

### Instructions for logging into Firefly:

- 1) Visit <https://bisad.fireflycloud.net>
- 2) If registering for the first time click on the link 'new to firefly'
- 3) The email to register is the same email address stored on our school system - the school code is BISAD



## Emails, Phonecalls and In-Person Meetings

We are personally connected to our community and whilst apps are time effective, we strive to individualise communication with families regularly. We do this through Parent Consultation Meetings (PCMs), Coffee Mornings, Open Evenings, Curriculum Events and Parent Workshops throughout the year. Emails and contact with home to recognise success and discuss concerns is a fundamental part of our commitment to working together with families in our school community.

## Weekly Newsletter

Every week an email is circulated which links families to our newsletter where school news is held. There are important reminders on the newsletter for upcoming events.

If for any reason you have any issues receiving electronic communications at the school, please email [comms@bisad.ae](mailto:comms@bisad.ae) and we will assist you.

## Social Media

The school uses social media on a daily basis to update parents with urgent messages or to share good news and stories. If you are interested in receiving notifications, please follow us on the following social media accounts:

YouTube : TheBISAD

X: @bis\_ad

Instagram : bis\_ad

Facebook : British International School Abu Dhabi



# ABSENCE FROM SCHOOL

## Authorised Absence

We have very high expectations in relation to attendance and expect all of our students to achieve at least a 97% attendance record. If your son / daughter is absent for any reason it is essential you inform the school by phoning main reception (02500100), recording it on the parent app or by emailing your child's Form Tutor as soon as possible.

As part of our safeguarding policies and procedures, our dedicated attendance officer works closely with the pastoral team to follow up on any unauthorised absences. This may result in a phone call or email from the attendance team.

If you wish to request a planned leave of absence for your child, please be aware that the school is bound by ADEK guidelines, and we ask for at least one week's notice. All absence requests are reviewed on a case-by-case basis prior to approval.

## Leaving School Early

We understand that from time to time it is necessary for parents to take students out of school early. In these cases, we ask that parents email their child's Form Tutor to inform us of the details. In order to leave early, students must obtain a 'Yellow Slip' from reception to be signed by a member of the senior leadership team. This slip needs to be given to secondary reception in order to leave the building. For safeguarding reasons, it is imperative that we have written or verbal notice in advance.

# THE BISAD STUDENT CODE OF CONDUCT

The BISAD Student Code of Conduct outlines the expectations for all students to create a safe, inclusive, respectful, and positive learning environment for all.

## Respect and Responsibility

- Behave safely and responsibly, considering the welfare of oneself and others.
- Represent the school positively and act as an ambassador of our values: Honesty, Kindness and Respect.

## Engagement with Learning

- Attend school and classes on time and follow absence procedures.
- Behave in a way that does not disrupt the learning of others.
- Engage in class and extracurricular learning opportunities.

## Respect and Civility

- Act responsibly and protect others from bullying by intervening or reporting incidents.
- Consider the impact of words and actions on all students, staff, and parents.
- Be a responsible digital citizen. Use social media and all forms of technology responsibly.

## Personal Presentation and Cultural Respect

- Dress modestly and appropriately, adhering to the uniform policy.
- Respect UAE national identity and cultural values.
- Value the diversity of the school and wider community, and avoid discrimination based on ethnic origin, nationality, culture, language, religion, gender, or ability/disability.

## Positive Behavior Under School Supervision

- Display positive behavior while under the school's supervision, including when traveling to and from school, moving between activities, and participating in school-organized trips and events.
- Understand that the Student Code of Conduct applies even when representing the school indirectly, such as when wearing a school uniform in public settings.



# Behaviour for Learning Basics

## REWARDING BIS ABU DHABI BRILLIANCE

Our students are exceptional, talented, kind and respectful and they need to know and feel it! These are just some of the ways we will reward student success:

- **Teacher Recognition** - Individual phone calls and emails home
- **BIS Abu Dhabi Brilliance Cards** - Handwritten praise cards delivered to students
- **Headteacher Commendation** - Golden B's and Social Media recognition
- **Termly Academic & Sports Awards** - Year Group Celebration Assembly
- **BISAD Diploma** - Bronze, Silver & Gold Awards



## SCHOOL SHOES

We believe that students should be treated fairly. Our uniform is very simple.

All students should wear **all-black polishable school shoes**. This means shoes do not have any coloured soles or logos. Please ensure your child is in the correct footwear by August 30th.



## MOBILE PHONES & HEADPHONES

We believe that students need time to connect without technology. Mobile phones are not permitted to be used during the school day, including during social times. This will protect valuable teaching and learning time and safeguard our community.

If they are seen, the phone will be confiscated.

- First incident: The student collects the phone at the end of the day.
- Second incident: The mobile phone must be collected by an adult.



## DEVICES

We believe that technology is an important part of your child's learning when used safely and effectively. Devices should remain safely inside bags until the teacher states "Please take your device from your bag...".

Devices are not permitted during social times unless within a designated device zone where students are supervised and using appropriate sites/apps. We ask for your support in ensuring collective responsibility by disabling apps such as WhatsApp on your child's device.

# VAPING/SMOKING/CONTRABAND

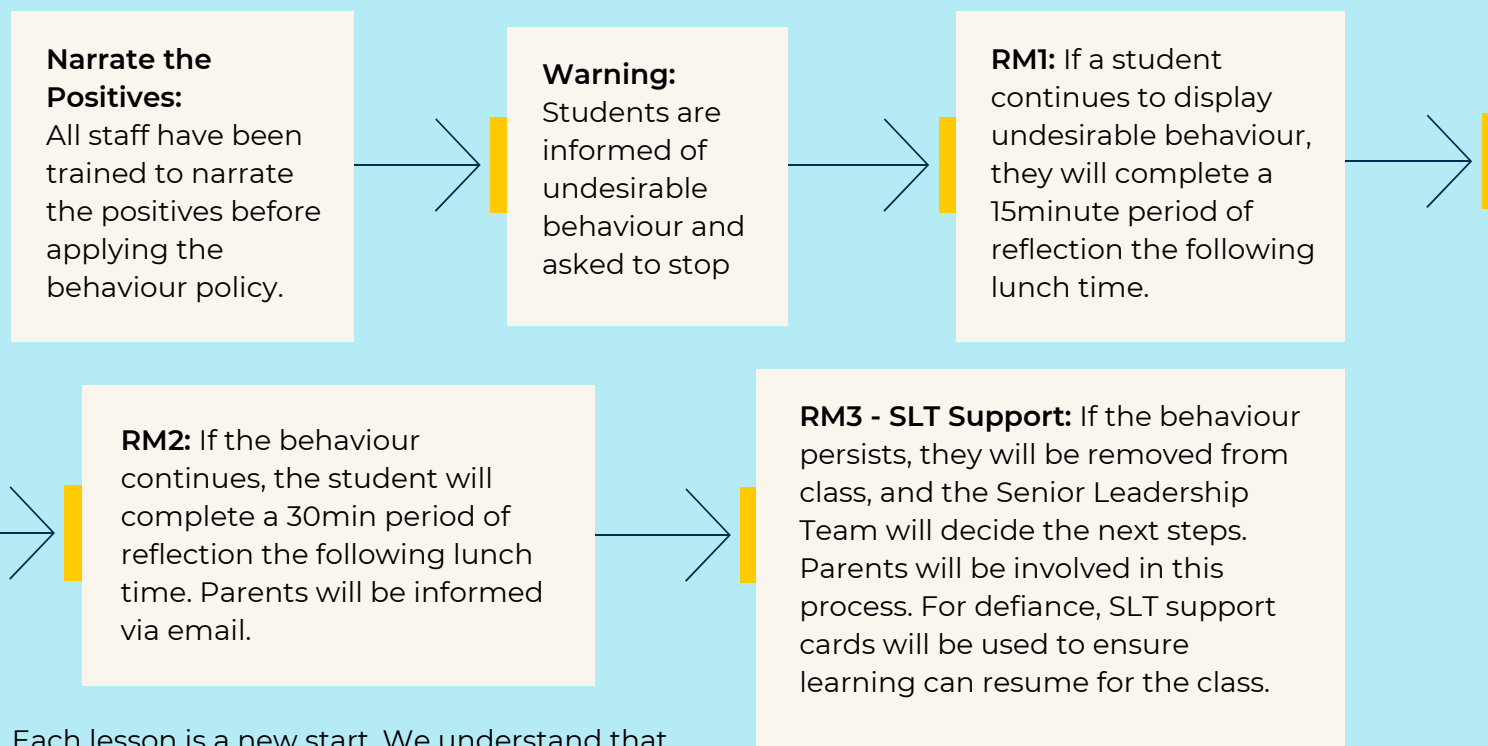
We will not compromise on the safety of our students. If a student is suspected of vaping or bringing vaping devices onto the school premises there will be an investigation. The following sanctions will be applied:

- First occurrence: A minimum of 3-day external suspension.
- Second occurrence: Reported to ADEK to seek permanent exclusion.



## REFLECTION MOMENT POLICY

We believe that clear guidance and boundaries help students to feel safe, secure, and able to maximize their academic and social development. Students who demonstrate behaviours outside of the school values and expectations will be subject to the behaviour policy.



Each lesson is a new start. We understand that students make mistakes, and we want them to know that each new lesson resets the RM system.

## 321 SLANT

We believe that students benefit from consistency of expectations to support positive behaviours and expectations. Staff will now use the **321 SLANT** method to encourage positive and respectful body language and behaviours. This includes sitting up, listening to their teacher and peers, answering and asking questions, never interrupting, and tracking the teacher. Using a common language framework helps to reduce cognitive overload and create a culture of mutual respect.



## Equality, Diversity, Inclusivity and Belonging (EDIB)

BIS Abu Dhabi is committed to maintaining an inclusive school environment for all. Our aim is to create an environment where all students are welcomed and can bring their talents, skills, and experiences to BIS Abu Dhabi. It is a place where students from all backgrounds work together with dignity and respect. To help achieve this, we ensure:

- Students have access to a peer run Inclusivity Club
- Students have access to School Counsellors
- A rigorous approach to behaviour standards that does not tolerate racism or prejudice in any circumstances
- PSME lessons are planned and delivered to educate around EDIB issues.

## Student Voice

Your child's opinion and voice matters to us at BIS Abu Dhabi. We provide opportunities throughout the year for students to drive improvements across the school.

- Leading on interview panels for key leadership positions
- Completing surveys and feeding back on teaching and learning
- Putting ideas forward through Empower Hour for improving school procedures
- Leading school events such as One People, One Planet and BISAD's Got Talent



# The Internet and Social Media Pledge

Internet safety and responsible social media usage is a key focus at the British International School. We deliver education and safety guidance on these matters throughout the year through form tutor guidance, our PSME program, assemblies and guest speakers.

At the beginning of the year, we ask all students and parents to sign the Internet Safety Pledge to ensure the safety of themselves, and others, whilst online. We will follow the BISAD behaviour policy for any student who fails to adhere to this pledge.

- I understand that use of the school internet network and school devices is at the discretion of the Principal of the school and the right to use the network may be taken away should I fail to uphold the standards described in this pledge.
- I will use the school internet networks for educational purposes only.
- I understand that I am responsible for the websites that I visit whilst using the school network.
- I understand that these websites should be age appropriate and relevant to the learning that is taking place.
- I undertake to react responsibly if I accidentally access inappropriate material, by minimising the screen and alerting the teacher without attracting the attention of those around me.
- I will never download images or material which is inappropriate or not relevant to my learning.
- I am aware that my actions on school devices are monitored by the school.
- I undertake to use school hardware responsibly and look after it as if it was my own.
- I will follow class rules for the use of ipads, laptops and PC's to help ensure that all school hardware is looked after properly and available for other students to use fully.
- I undertake to ensure that I do not breach copyright laws and to ensure that I do not use the internet to engage in plagiarism. All the work that I submit to teachers will be my own work and not copied from the internet.

## Mobile Phones

- You will show kindness, honesty and respect when you interact with other members of the school community on social media. UAE law forbids the inappropriate use of mobile phones in public areas. This includes taking photos or videos of other students (even with their permission) or sending insulting messages via any social media. You may also be held responsible for comments or additional media made by other people about your posts.
- I understand that I am allowed to have my mobile phone on the basis that it is used for emergencies only. Should I need to do so, I must speak to a teacher in order to gain permission to make an emergency phone call.
- I understand that should I be seen using my mobile phone without permission, it will be taken from me and the school mobile phone policy applied.

Students will scan the QR code and complete the Microsoft Form to acknowledge and agree to the Internet and Social Media pledge.





# OPPORTUNITIES BEYOND THE CLASSROOM



## House

All students, families and teachers belong to one of our four houses – Ash (red house polo shirt), Elm (yellow), Oak (green), or Willow (blue). Students should have a coloured House polo shirt to wear on House occasions.

In addition, throughout the school day students can earn House Points with excellent class work or home learning, positive attitudes around school or in CCAs, or through leadership or service to others. These House Points are collected and counted towards individual and House totals which can earn bronze, silver, and gold certificates.

## Co-Curricular Activities

We have a comprehensive after school CCA program available to all students in Secondary. Details of these opportunities are published at the beginning of each term and parents can sign their children up online. CCAs are a fantastic opportunity to try new things, develop new skills and make new friends.

If students are not involved in CCAs they should leave the school building at the end of the school day as normal – they are not permitted to be on the school site unsupervised.

## BISAD Diploma

The BISAD Diploma creates a unique opportunity for BIS Abu Dhabi students to develop the personal attributes and characteristics for future leadership and success. Students start their journey from their first steps in Primary School and continue all the way through to the IB Diploma Programme.

### Why is the BISAD Diploma so important?

As students' progress through the school, these essential life skills become second nature, and when writing their first CV or applying for their first job, they will have an extensive record of what really makes them truly exceptional, beyond their academic achievements.

### Diploma Categories

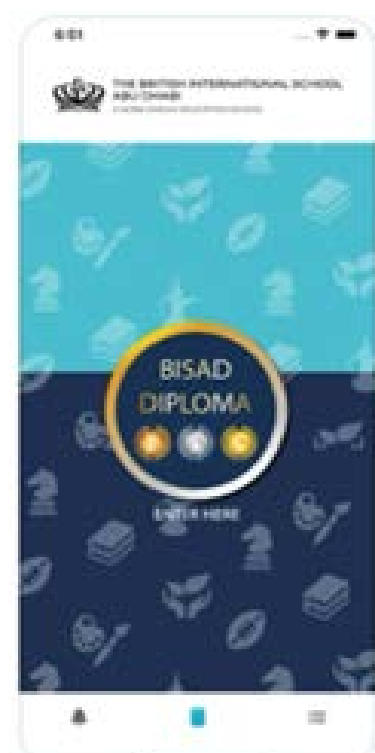
As part of the Diploma, you are expected to record your achievements in each of the 9 categories in a Diploma Portfolio. This is a way of documenting while also working towards this prestigious award:

1. Service
2. Leadership
3. House
4. CCAs
5. Academics
6. Cultural
7. Sport
8. Arts
9. Environmental Awareness

## Personal Characteristics

Personal characteristics are also being developed, and students record their application of these too. For Secondary students, the characteristics mirror the IB Learning Profile: Thinker, Risk-taker, Reflective, Principled, Open-Minded, Knowledgeable, Inquirer Communicator, Caring, Balanced.

The BISAD Diploma is fully online and, as a result, becomes much more accessible for all our students in the form of our new BISAD Diploma App. It is now available across multiple digital platforms, enabling students to upload their wonderful achievements at home, in school or on the go at the touch of a button! Download the App on the Apple App Store, Google Play, or through the BIS Abu Dhabi Parent App.



# Global Campus

At BIS Abu Dhabi, curriculum initiatives create valuable opportunities for students to work locally and globally across our family of schools with peers from other schools through Global Campus, our digital learning platform. Our global collaboration with UNICEF is at the heart of our schools' programmes, challenging students to tackle inequality and promote diversity and inclusion throughout their young and adult lives.



The Nord Anglia Global Campus is a unique internet community of learners of which students in all Nord Anglia schools are a part of. Your son / daughter will have access to forums, debates, competitions, and articles on the Global Campus throughout the academic year and we hope that families will take advantage of the site to extend learning and thinking at home. Log in details will be provided to students. [www.globalcampus.nae.school/](http://www.globalcampus.nae.school/)





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