



Sheikh Zayed Private Academy for Boys

Secondary School

Parent Handbook

2016/2017



Welcome from the Head of Middle School

I am delighted to welcome you to Sheikh Zayed Private Academy for Boys and hope the information contained within this handbook gives you greater clarity of the expectations and structures we have in the Secondary phase at SZPAB.

Contained within the handbook you will find information relating to:

- Secondary Staff list and contact details
- The tutor team
- Equipment and uniform requirements
- Behavior and rewards systems
- Assessment and Reporting

Our philosophy is that a combination of high standards and expectations, combined with aspirational targets, brings the maximum levels of performance and success. We are proud of the high quality teaching and learning which creates enthusiastic and motivated children. This enjoyment and thirst for learning permeates the school on a daily basis by both staff and students. Our students are proud to contribute to our school community, adopting positions of leadership and responsibility across the Academy, and representing the very best of what SZPAB Academy has to offer.

As Head of Secondary, I believe passionately in the importance of the individual. Every child at Sheikh Zayed Private Academy for Boys is valued for his own sake, encouraged to develop his talents to the full and where every achievement, however small, is noticed.

I very much look forward to meeting you all in the coming months. Please feel free to introduce yourself and do not hesitate to contact me should you have any questions.

Mr. Paul Dallyn
Head of Secondary
Sheikh Zayed Private Academy for Boys



Staff List

Head of Secondary: Mr. Paul Dallyn

Middle School Faculty

<u>Staff Name</u>	<u>Position and Subject</u>
Andrew Marsh	Grade Leader (6-8) and Teacher of Physical Education
Mona Al Saleh	Head of Arabic
Tammam Al Homsy	Head of Middle School Arabic
Vanessa Hamilton	Head of Middle School English
Steve Mattice	Head of Middle School Maths
Phil Berry	Head of Middle School Science
Joshua Woodman	Head of Physical Education
Ahmad Kamal	Teacher of Islamic Studies
Ali Abdullah	Teacher of Arabic Social Studies
Badi Alhabashneh	Teacher of Non Native Arabic Speakers
Brittney Miller	Teacher of English
Christina Schweitzer	Teacher of Art
Kevin Beasley	Teacher of Social Studies
Liam Lavery	Teacher of Drama
Mary Alice Robinson	Teacher of Science
Michael McCauley	Teacher of Maths
Mahmoud Abdelaziz	Teacher of Arabic
Shane Maher	Teacher of French
Taiye Fadojutimi	Teacher of Music



Pastoral Support and Personal Organization

The school day

Arrival to School	7:15 – 7:40 am
School Begins	7:45 am
School Ends	3:00 pm
Regular Pick-up	3:00 - 3:15 pm
ECA Hour	3:00 – 4:00 pm
ECA Pick-up	4:00 – 4:10 pm
Thursday Early Release	12:45 pm
Thursday Pick-up	12:45 – 1:00 pm

Absence

If your child is absent from school, it is the parents' responsibility to telephone the school. A doctors' certificate will be required for extended absence due to illness.

Punctuality

Being on time to the Academy and to lessons is core to developing and preparing young people for the requirements of future life. A student is marked late if they arrive after 7.45 am.

A student who is repeatedly late to lessons or truants lessons will be placed on an Attendance Report Card.

Uniform

Students are expected to wear the SZPAB uniform to and from school on all days except those designated as uniform free days. The Head of Middle School's judgment in regards to appropriate dress will be final and he may request that either the parents or guardian bring appropriate uniform to school or for the student to return home to change clothing if he is out of correct uniform.

Daily uniform requirements:

1. Regulation shirt and trousers. Uniforms must not be altered
2. No colored undergarments e.g. Non white T-shirts should not be worn under the shirt
3. Black or white shoes are preferable (trainers without logos are acceptable)
4. Regulation cotton sweatshirt with school logo
5. Regulation cotton fleece with school logo
6. Trolley bags are not allowed at SZPAB

Physical Education (PE) uniform requirements:



1. Regulation Sheikh Zayed Private Academy athletic shirt
2. Regulation green sweatpants/shorts
3. Laced athletic shoes. Slip on shoes are not appropriate
4. White socks
5. Navy blue swimming shorts or trunks
6. A parental note and/or doctor's note must be presented to the teacher to excuse a student from PE due to sickness or injury. Failure to provide a parental note will impact their grade percentage.

Equipment Expectations

To ensure students maximize their learning time and are fully prepared for lessons I would like to draw your attention to the equipment lists detailed below. All 'Essential' equipment is required in all lessons every day. We would welcome your support to ensure students are fully prepared for their learning. To support this process, homeroom teachers will be checking equipment every morning and rewarding students who have all 'Essential Equipment'.

Equipment packs, containing all equipment detailed below are available to purchase from the Head of Secondary office.

Essential Equipment		
Pencil case	Maths Set	Glue
30 cm ruler	3 x blue or black pens	Pencil sharpener
Highlighters	Agenda	Eraser
Calculator (Casio FX-85GT Plus)	Colored pencils	3 x HB pencils

Tutor Groups

Morning Tutor time is crucial in preparing students for the day ahead. During morning registration students will complete a variety of tasks including:

- Personal organization
- Silent reading
- Maths activities
- General knowledge quizzes
- Spelling test

Middle School Tutors List

Tutor Group	Teacher
6a	Vanessa Hamilton
6b	Shane Maher
6c	Michael McCauley



7a	Steve Mattice
7b	Joshua Woodman
7c	Phillip Berry
7d	Kevin Beasley
8a	Liam Lavery
8b	Ray Cunningham

Reading books

A key focus for the academy is to enhance reading and literacy levels for all students. To support this, we request all students have access to a reading at all times. Students will have the opportunity to visit the library at least once a fortnight and we would encourage all students in the middle school to be reading a minimum of 15 minutes per day.

Nurse

The Health Office responsibilities include, administering first aid, treating minor ailments, health education, maintaining health records, updating vaccinations and medical information, and liaising with the Health Authority Abu Dhabi (HADD). **The school should be informed immediately of any change in telephone numbers** to enable us to contact a parent or guardian in the event of sickness or accident. In the event of both parents being out of the country an alternative contact number **must** be left with the Health Office and with the Registrar.

Councilor/Social Worker

The School Councilors assist Middle School students in the developmental process of intellectual, social, and personal growth. The goals of the School Councilor are to create an environment that will help students:

- Develop self-insight and self-understanding as they progress through school,
- Develop an understanding of the worth and dignity of others,
- Develop interpersonal relationships and communication skills,
- Participate in meaningful opportunities within the school.

They serve as a valuable resource to teachers and leaders as they provide insight and understanding about the students whom we serve. Students are welcome to make an appointment with the councilor at break or lunch time.

Behavior and Rewards

Behavior

At SZPAB we have effective and straight forward behavior management procedures and protocols. Any form of disruptive behavior, either in or out of lessons, is not tolerated by the Academy. We can not accept any behavior which disrupts the learning of others.

If a student misbehaves in a lesson all teachers will follow a 5 step procedure:



Step 1 – Verbal warning

Step 2 – 2nd Verbal warning

Step 3 - Time Out Table

Step 4 – Yellow Card warning at the Time Out Table

Step 5 – Yellow Card

Verbal Warnings and Time Out Table

A verbal warning is given to a student for low level disruption and students will be redirected to positive behaviors and attitudes. A Time Out is a table within the classroom where students will have the opportunity to refocus their learning before returning to their original seat.

Yellow Card

If behavior does not improve a student could be removed from the class due to persistent disruptive behavior. In this instance students will continue their learning in isolation and return to lessons as soon as possible. Parents will be emailed within 24 hours if a Yellow Card is received.

Red Cards

A red card is given for extreme behavior. In all circumstances a meeting will take place with the parents, teacher and Grade Leader/Head of Behavior Management.

Accumulated Points

In addition to isolated incidents, behavior is also monitored on a month by month basis. Once a threshold is met parents will be notified via email. Please note the following thresholds and examples of resulting actions:

- 10 Points per calendar month = Email to parents, yellow Tutor Report Card + sanction
- 20 Points per calendar month = Meeting with parents, orange Grade Leader Report Card + sanction
- 30 Points per calendar month = Meeting with Phase Leader, red Head of Phase Report Card + sanction

N.B. Continued, consistent negative behavior will then pass to the ADEC behavior management protocols.

Examples of behavior points are detailed below (please note, these are subject to change without prior notification):

- 1 Point = Late to lesson, Time Out Table, Missed Detention, failure to complete homework
- 2 Points = Yellow card, Missed Grade Leader Detention
- 3 Points = Red Card, Persistent verbal bullying

Behavior/Attendance Report Card



Once a student has reached a points threshold they will be placed on a Behavior Report Card. This is carried by the student and is completed every lesson by the appropriate subject teacher who comments on their behavior in each lesson using a score from 1 to 4. Students are set weekly/daily points targets to reach. If a points target is met for the week a student can be moved down a stage or removed from report completely. Reports cards are emailed home to parents at the end of each week. If a student fails to improve behavior having been placed on a red behavior Report Card the school will could proceed with formal ADEC Behavior Policy procedures.

Report Card Stages

Yellow = Tutor Report Card = 10 Points
Orange = Grade Leader Report Card = 20 Points
Red = Phase Leader Report Card = 30 Points

Mobile phones, cameras and all other electronic devices

Mobile phones, smart watches, cameras and all other electronic devices except the school authorized iPads, are strictly prohibited from school grounds. These items distract from the learning environment and could potentially violate the privacy of other students. The device will be immediately confiscated and brought to the office and placed in the school safe until collection from parents. Students will not be allowed to retrieve the device themselves

Rewards

Our rewards system is effective in promoting excellence in all aspects of Academy life. We use merits to reward positive behaviors and attitude. It is used consistently by staff to inspire and motivate students to learn and behave well.

The merit system mirrors the current ADEC Student Competency Framework. Everyday rewards are awarded inline with the competencies, as follows:

Communication	Problem Solving
Leadership	Entrepreneurship
Initiative	Digital Competence
Teamwork	Independent Learning
Creativity	Environmental Awareness
Confidence	Critical Thinking
Citizenship	

Rewards, certificates and other awards

Students will receive a reward when they achieve the following number of merits:

- 100 Merits = certificate
- 200 Merits = certificate
- 300 Merits = certificate + bronze badge
- 400 Merits = certificate + silver badge
- 500 Merits = certificate + gold badge



Throughout the year the Academy will organize reward trips/events based on the accumulation of merits. These will be published to students in advance.

Additional recognition

Staff are also encouraged to recognize outstanding achievement, effort, behavior and good citizenship by emails and making telephone calls home. Student success in any area should be celebrated at every opportunity.

Rewards Assemblies

Rewards assemblies will take place at the end of each semester and will celebrate the academic achievement of students. Students will receive awards under the following categories:

- MAP Score – Best Progress in English, Maths, Science
- MAP Score – Most Progress in English, Maths, Science
- MAP Score – Highest overall attainment
- MAP Score – Highest overall progress
- Highest Attendance
- Highest General knowledge scores
- Highest Spelling test scores

Assessment and Reporting

The aim of assessment at SZPAB is to provide a positive, continuous, and supportive mechanism that promotes and improves student learning and achievement, guides instruction and practice, and evaluates programs as well as instructional effectiveness.

Measure of Academic Progress Testing

Measure of Academic Progress (MAP) is a standardized, international measurement of academic progress in English Language Usage, English Reading, Mathematics and Science. It will measure the growth of every student over time regardless of on, above, or below grade level performance. Computer adaptive MAP



assessments are grade independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RIT scale. MAP testing is completed by all students in grade 6 – 8, once per term in October, March, May

Semester Percentage

At the end of each semester students will receive a percentage grade based upon their academic performance. Percentages are calculated through the following method:

- 50% - Formative assessment e.g. Tests, essay, quizzes, any other **ongoing** assessment
- 35% - Summative Assessment E.g. End of unit assessment (essay, artefact, performance, exam)
- 15% - End of Semester Exam – Completed in Exam Week (Please note, Art, PE, Music and Drama will be assessed continually throughout the semester)

Target Setting

At the beginning of each semester students will receive a Target Setting Sheet which provides the opportunity to:

- Receive advanced knowledge of the units of the work to be studied
- Set academic targets for grades and areas they wish to focus upon
- Record their progress in each summative assessment
- Review their targets set

At the end of semester students will reflect on their academic progress and attainment and review the targets set.

Homework

Homework is an essential part of learning at SZPAB. Not only does it reinforce learning that has already taken place in the classroom, but it also offers many opportunities for students to extend their learning and develop independent study skills.

Homework is set regularly as detailed below:



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Honoring the past. Educating for the future.

Grade Level	Maths, English, Science, Arabic	Social Studies, PE, Art, Music, Drama, Arabic SS, Islamic, French, Music	Total Hours Per Week
Grade 6	30 mins	30 mins	6 ½ hours
Grade 7	30 mins	30 mins	6 ½ hours
Grade 8	1 hour	30 mins	8 ½ hours

Learning Support

At SZPAB we have an extensive Learning Support Department who will support students who require additional guidance and intervention. Additional support can occur in the following methods:

- In class group support
- In class 1 to 1 support
- Withdrawn group support
- Out of class 1 to 1 support
- Breakfast club intervention
- Academic ECA support and intervention

Parents' Evenings

Parent Conferences/Parents' Evenings provide an opportunity to meet with individual teachers and discuss student progress over a period of time. Students are encouraged to attend conferences where they may share samples of their academic work with parents. If additional time is needed, parents are invited to arrange another appointment with their daughter's teacher(s).