



# SOUTH VIEW SCHOOL



## PARENT HANDBOOK

SECONDARY PHASE

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2023 - 2024

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**SOUTH VIEW SCHOOL**  
*Imagine Greatness*  
*"Summum Costemplan"*

# WELCOME

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The South View experience reflects the innovative, pioneering spirit of Dubai and the UAE. Coupled with this are the values and inclusive nature of the UAE. We aim to provide inspiring and useful academic and pastoral programmes, delivered by skilled and experienced teaching staff that are closely linked with the National Curriculum for England.

Our school events champion internationalism and the diverse nature of our student body with our calendar populated with a variety of community events for all.

The essence of South View is a clear and strong aspiration for all in our community to **“Be Kind. Be Great. Be You”** as traits of a positive and sustainable ethos for life. At the heart of SVS are our students and their enthusiasm, curiosity and abilities drive our desire to enable them to be caring, responsible citizens, confident individuals, and successful learners.

If you have any further questions, please contact us via [reception@southview.ae](mailto:reception@southview.ae) and we will direct your enquiry to the appropriate place. We are delighted you are joining us this year at South View School.

**David Flint**  
Principal



# CURRICULUM

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Students at South View School follow a broad and rich curriculum, which maintains a significant degree of consistency with other British Curriculum schools around the world. This enables us to ensure a continuity of study for all of our students.

The academic programme is based on the National Curriculum for England, delivered in English, and adapted to take into account our international context and local circumstances. Arabic is an important language for all of our students to learn and Islamic Studies is delivered to our Muslim students, as directed by the Ministry of Education.

South View School is committed to ensuring that the 'whole child' progresses, and so we do not focus only on the academics. Our student-centered approach nurtures the individual abilities of our students; students are taught to utilise their own initiative and innovation and to actively participate in the learning process in a reflective and evaluative way.

Our Year 7 to 12 students are taught by a range of British Curriculum specialists, using various assessment methods, both summative and formative to ensure solid progress. The school recognises the importance of KS3 as the preparation for IGCSE and A Level programmes that will follow for SVS Students.

# OUR VISION AND MISSION

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## Our Vision

To be a leading British curriculum school in Dubai offering the highest quality education for students of all nationalities and abilities, at a competitive price in a unique, innovative, and inclusive learning community.

## Our Mission

To:

- Deliver challenging, stimulating, and relevant learning experiences for our pupils that are engaging, fun and add value to individual character and skills.
- Foster and grow the spirit of internationalism, perseverance, integrity, tolerance, empathy, kindness, ambition, and happiness in our students.
- Develop strong social vision and responsibility in our pupils enabling them to positively impact their current and future communities.
- Embrace local values and the UAE National Agenda to develop a sense of pride in the UAE as our home or second home.
- Encourage and develop confidence, curiosity, creativity, innovation, independent thought, and entrepreneurship in the pursuit of learning excellence.
- Engage with and excel in utilizing current pedagogies and global, quality educational practices.
- Create and develop a holistic, robust, nurturing pastoral framework focusing on positive mental health and a healthy, balanced lifestyle.
- Recruit the highest quality staff who are able, innovative, energetic and who champion each child in their care.
- Promote close working relationships with pupils, parents, and stakeholders as a matter of routine.
- Obsess about the details!

# ACADEMIC CALENDAR

## WINTER TERM (TERM 1) 2023

<b>First Day of Term</b>	Monday, 28th August
<b>Prophet's Birthday</b>	Friday, 29th September
<b>Half Term</b>	Monday, 16th October - Friday 20th October
<b>Commemoration Day</b>	Friday, 1st December
<b>National Day Weekend</b>	Saturday, 2nd December - Sunday 3rd December
<b>Last Day of Term</b>	Friday, 8th December

## SPRING TERM (TERM 2) 2024

<b>First Day of Term</b>	Tuesday, 2nd January
<b>Half Term</b>	Wednesday, 14th February - Friday, 16th February
<b>Ramadan Begins*</b>	Sunday, 10th March (evening)
<b>Last Day of Term</b>	Friday, 22nd March

## SUMMER TERM (TERM 3) 2024

<b>First Day of Term</b>	Monday, 8th April
<b>Eid-Al-Fitr*</b>	Tuesday, 9th April - Friday, 12th April
<b>Arafat Day</b>	Saturday, 15th June
<b>Eid-Al-Adha</b>	Saturday, 16th June - Tuesday 18th June
<b>Last Day of Term</b>	Thursday, 4th July (Last day of academic year)

## **Class Timings**

Classes for Term 1 of Academic Year 2023-2024 will begin Monday 28th August. We have many new families joining us this year, and our teaching staff are well prepared to support your child as they transition into their new environment and return to a new year group. Registration Period is from 07:50 AM - 08:10 AM. The class timings for each year group are:

**Year 7 - 12      08:00 AM - 03:35 PM**

## **Daily Drop-off**

Each group of students has a specific timing for the morning drop-off. The below information is subject to change and any updates will be communicated swiftly.

**Gate 3              will open at 7:20 AM**

**Year 7 - 12        will proceed to their form room**



# STATIONERY LIST

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All children should bring the below items into school from their first day.

## Year 7 - 12

Re-usable water bottle clearly labelled with your child's name.

Lunch box clearly labelled with your child's name if they are not using the school canteen. Packed lunch children also need their own cutlery.

## Desired Equipment

Your child should also bring the following equipment:

- ◆ Planner
- ◆ A pencil case
- ◆ Pens
- ◆ HB pencils, sharpener, eraser
- ◆ Ruler
- ◆ Colouring pencils
- ◆ Highlighter pack
- ◆ Glue stick
- ◆ Pack of black pens for writing
- ◆ An advanced calculator, such as the Casio Fx-MS
- ◆ Geometry set, including protractor, set square, and compass.
- ◆ Device and charger

Please note, a mobile phone is not classified as a device and we are a mobile-free school between the hours of 07:30 am and 3:35 pm.

- ◆ Headphones



# LAPTOP REQUIREMENTS

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SVS is a BYOD (Bring Your Own Device) school. These are used regularly in class alongside school technology resources. The focus of this initiative is digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

## Year 7 - 12

You can go for any educational Windows or Mac laptop.

The following specification is the minimum requirement:

- Processor - i7 or i5
- Ram - 8GB or more
- Screen size - 11" / 12" / 14"
- Hard disk - SSD card (256 GB or above)
- Operating System - Windows 10 Home / Pro (Window S mode is not allowed)



This is the minimum requirement for the laptop and parents can alter it for a higher configuration if desired. Students will not be permitted to bring other devices like iPads into school, however iPad Pros that meet or exceed this specification are permitted, providing a connecting keyboard is also accompany the device. Laptops must be fully charged each day prior to arriving to school. Headphones are also required for class sessions. The school has multiple systems in place to ensure safety of devices and accessible content, including firewalls, blocked sites, and digital safeguarding measures. We do request that parents ensure there is no active or installed VPN on the student device.

If you have any questions, please contact [itsupport@southview.ae](mailto:itsupport@southview.ae)

# COMMUNICATIONS AND MARKETING

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The school's **Engage** system is used to send out all administrative information, including information on holidays, and school trips etc.

## Social Media

At South View School we have a very successful social media following on Facebook, Instagram, Twitter, LinkedIn and YouTube. You may follow us to get daily updates and happenings at SVS.



[South View School Dubai](#)



[South View School Dubai](#)



[South View School Dubai](#)



[South View School Dubai](#)



[South View School Dubai](#)

Social Media is a big part of South View School. We request all our parents adhere to all UAE social media networking laws. Parents are highly encouraged to read and/or participate in school social media activities. Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

We use social media to connect and communicate with the South View School Community to provide up to date information about current and upcoming events, share stories, current events, news, and achievements with our school community and to engage with community members, prospective parents and other stakeholders.

South View School acknowledges and recognises the emergence and influence of social media, as well as the rights of individuals to actively participate in the undertaking of such activities. South View School encourages parents to set and maintain high ethical standards in their use of social networking. We ask that you be respectful of the opinions of others. Your posts and comments should help build and support our positive school community and uphold the high standard of our school's public image.

## General Guidelines in Social Media Usage:

1. By following the South View School Facebook page, you agree to abide by the South View School Facebook Code of Conduct.
2. Only the Principal is permitted to introduce the use of new social media sites on behalf of South View School.
3. South View School parents are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and NOT those of South View School.
4. Media permissions relating to the use of students' images will be gained on enrolment and updated when required.
5. Information will be updated regularly.
6. All comments will be monitored.
7. Inappropriate comments will be removed.
8. Online comments are NOT private. Information, internal school discussions, or specific information about students, staff or other parents should not be shared. When interacting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. South View School encourages parents to set and maintain high ethical standards in their use of social networking. Staff, parents and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts and comments. Under no circumstances should offensive comments be made about students, parents, or staff nor the school in general. Posts and comments should help build and support the school community.
9. Consider carefully what you post through the comments. Ethnic slurs, innuendos, profane or threatening language is not acceptable.
10. Facebook users who have 'liked' our page are able to comment on the school's posts and on comments posted by other users.
11. Users are not able to author a post of their own.
12. Users are not permitted to load media such as videos or photos as comments.
13. South View School does not endorse students under the Facebook age threshold of 13 creating their own Facebook accounts. The school encourages parents to share our page with students through their accounts and use this to model appropriate communication through social media.
14. The school encourages users to provide positive and constructive feedback and comments. Concerns can be addressed by contacting the school directly. This will ensure they are dealt with in a timely and appropriate manner. Please contact the office, email [reception@southview.ae](mailto:reception@southview.ae) or speak to your child's teacher.

15. Identifying photographs of students are not to be posted / shared.
16. You may use the names of adults in posts and the first name of students only to acknowledge someone's great work or achievements.
17. South View School wishes our Facebook page to be used to build school spirit and a positive school and community.
18. South View School reserves the right to remove any content it deems to be in breach of the South View School Code of Conduct. This includes discriminatory, illegal, obscene, or misleading / fraudulent comments, spam or any content which may break intellectual property laws.
19. Failure to comply with Item 18 above may lead to your account being blocked from the South View Facebook page.

### Photography & Videography Consent

Unless a parent opts out of their child's photograph or image being taken, South View School will assume there is a consent for using the child's photographs in school advertisement, website, social media, and other school publications. Parents can choose to opt out by contacting the reception via [media@southview.ae](mailto:media@southview.ae).

## CONTACT DETAILS

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### Your Contact Details

Please ensure we have the correct and up to date contact details for you at all times. If your email address, phone number, or location address changes at any time please email [reception@southview.ae](mailto:reception@southview.ae) with your new details.

**Accounts** For all accounting queries please contact [accounts@southview.ae](mailto:accounts@southview.ae)

**Admissions** For all admission enquires please contact [admissions@southview.ae](mailto:admissions@southview.ae)

For any queries, questions, messages of thanks or concerns, parents should contact the class or specialist teachers in the first instance, as they are often best placed to address these. If required, class teachers will escalate some aspects to the Head of Year or Senior Leadership Team.

# KHDA REGISTRATION

Students can only attend school in the new academic year if they are registered in the KHDA (Knowledge and Human Development Authority) School System and parents have signed the Parent-School Contract. The school will conduct this on your behalf once the relevant documents are provided.

We will need the required documents at least 3 weeks before the start of the school. This includes:

- ◆ Copy of the Birth Certificate of the child
- ◆ Copy of passport for student and parents
- ◆ Copy of the Residence Visa for student and parents
- ◆ Copy of the Emirates ID for student and parents
- ◆ School Transfer Certificate

Transfer Certificate/Letter – Students enrolled in UAE schools should have a transfer certificate from their previous school. This is a mandatory requirement for students in all grades.

New students from outside Dubai and entering Grade 2/ Year 3 and above must have a transfer certificate from their last Grade/Year of enrolment. If this certificate is from another country, endorsements, and ratifications must be provided according to the table below:

<b>STUDENT TRANSFERRING FROM</b>	<b>ATTESTATION REQUIREMENT</b>
<b>Another school within Dubai</b>	<ul style="list-style-type: none"><li>◆ A KHDA Student Transfer Certificate from your current school. No further attestation is required. (120 AED)</li></ul>
<b>Another emirate within the UAE</b>	<ul style="list-style-type: none"><li>◆ School Principal's signature and school stamp.</li><li>◆ Attestation by Educational Authority in that Emirate.</li></ul>
<b>GCC Countries</b>	<ul style="list-style-type: none"><li>◆ School Principal's signature and school stamp.</li><li>◆ Attestation by the Ministry of Education in the GCC Country.</li></ul>
<b>North America, Western Europe, and America</b>	<ul style="list-style-type: none"><li>◆ School Principal's signature and school stamp.</li></ul>

<p><b>Middle East (excluding the UAE), South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa, and New Zealand</b></p>	<ul style="list-style-type: none"><li>◆ School Principal's signature and school stamp.</li><li>◆ Attestation by the Ministry of Education in the country of origin.</li><li>◆ Attestation by UAE Consulate or Embassy in the origin country OR by the Ministry of Foreign Affairs in the UAE.</li></ul>
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If the documents are not complete, we may accept the student on condition of an undertaking letter being signed by the parent to provide the missing documents within 1 month.

Failing to provide the necessary documents will hinder your access to your child's report card and/or any other official documents related to your child's enrollment/registration at school.

If you have any queries regarding any of the documents mentioned above, please contact **[admissions@southview.ae](mailto:admissions@southview.ae)**

# SCHOOL CAFETERIA: THE CONSERVATORY

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South View School's cafeteria will provide healthy school meal options to students at an additional cost. Menus will be available to parents throughout the school year. We request that all students bring a water bottle to school each day regardless of whether they are purchasing from the canteen or bringing food from home. South View School promotes healthy eating, and we encourage parents to help us in our aim. When providing a packed lunch, please include only healthy food choices.

Our cafeteria is open from **7:00 AM to 4:00 PM**.

## Coffee in the Conservatory

We encourage our community to share and enjoy our facilities as often as possible. Parents are welcome to use the school canteen at the below times:

**08:00 AM - 08:45 AM** Parents wishing to socialise after drop-off can use the school canteen at these times. We politely ask that they arrive just before 08:00 AM, to ensure parking outside the school is maximised for school drop-offs.

**02:45 PM - 03:30 PM** Parents that have students in Primary and Secondary may wish to collect their Primary child at 02:45 PM and then wait with them in the Canteen for the 03:30 PM Secondary Pick- Up time.

fresh  
TASTES  
healthy food at school





# HEALTHY EATING POLICY

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A balanced diet is important for good health. It is recognised that there is an important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. South View School recognises the value of promoting healthy eating habits and the important role this plays in the prevention of illnesses therefore enabling students to achieve their full potential at school.

The Healthy Eating Policy at SVS reflects the medical, ethical, allergenic, and religious requirements of pupils and staff. South View School has a strict NO NUT and no pork policy this must always be adhered to.



# MEDICAL POLICY

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South View School is committed to providing the very best health care for our pupils. We have full-time DHA licensed Nurses and Doctor with a school clinic located by the side of the administration block.

## School Clinic

When a child visits the clinic, they will be registered and assessed by the medical team and appropriate treatment and advise will be administered. You are welcome to contact our medical team to discuss any health concerns you may have regarding your child by visiting the clinic or emailing on [clinicgroup@southview.ae](mailto:clinicgroup@southview.ae)

Should your child visit the clinic the parents will be contacted by phone when necessary and a daybook log will be issued on Engage advising the parents of the assessment, treatment, and outcome as appropriate. As the phone is the primary mode of communication for the medical team it is important you inform the school of any changes in your contact details. Where a child is required to go home due to illness or injury the parents must collect their child as a matter of priority. Please note we cannot put a child that is ill or in distress on a school bus.

### **Infection and Illness Policy**

South View School aims to prevent the spread of infection and illness among students. Students must feel well enough to participate in school in order to learn effectively to gain the most out of the school day. Students recover more quickly at home with adequate rest, nutrition, and hydration. A child returning to school who has not fully recovered not only exposes other students to the illness, but it also delays their own recovery time. If a child is diagnosed with a communicable infection, the medical team must be notified at the earliest.

### **General exclusion Period**

- ◆ A fever is considered a temperature greater than 37.5C, a child with a fever will be sent home.
- ◆ A child may return to school after they have been free from fever for 24 hours without the use of antipyretics such paracetamol.
- ◆ A child who has diarrhea or vomited in the previous 24 hours must stay at home.

# SCHOOL TRANSPORTATION

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We currently have School Transportation running to most areas across Dubai. If you wish your child to ride on the school transportation, please contact [transport@southview.ae](mailto:transport@southview.ae) for further details. Applications are on a first come first serve basis and are subject to seat availability. Once the forms have been processed you will receive your preliminary bus timings. If you agree to these timings, you will then be sent an invoice for the agreed service.

It is very important that you do not submit payment until you have received the proposed timings and invoice as this is a non-refundable payment. If your child is sick and will not be attending school on that day, we request you to SMS or call the bus guardian a minimum of 30 mins prior to designated pick up time.

## Change of Address

If there is any change of address, please email [transport@southview.ae](mailto:transport@southview.ae) and inform us of the exact location. Our transport team will then advise new pick up and drop off times. If the change of timings impacts any of our other students, we will require 5 working days to amend pick up and drop off if possible.

# SCHOOL UNIFORM

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School uniform is compulsory for all students at South View School. The uniform changes as students progress through school and are designed to be comfortable and durable for our youngest students whilst looking smart.

Please contact reception through email at [reception@southview.ae](mailto:reception@southview.ae) or through phone at **(04) 589 7904** for further information or clarification. SVS Uniform and accessories can be purchased from **Sumeru Uniforms** (J3 Mall Level 1, 983, Al Wasl Road, Umm Suqeim, Dubai) or can be purchased online at: [www.shopatsumeru.com](http://www.shopatsumeru.com)



### Uniforms For Secondary



### P.E. Uniforms For Secondary



### Secondary Uniform Accessories



# GENERAL APPEARANCE

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## Uniforms

- ◆ Students are only allowed to wear their PE kit to and from school on assigned days.
- ◆ Unless PE, a white shirt (SVS or plain) and either grey/black trousers or shorts/skirt (knee length) are to be worn.
- ◆ Shirts should be tucked in, and the tie worn correctly at all times.
- ◆ Students can wear SVS fleeces/jumpers. If a substitute is needed for any reason, it must be plain grey or black (no logos or design). These must also be removed when in class, so ties are always on display.

## Jewellery

- ◆ No loose jewellery should be worn, girls are allowed to wear one small plain pair of simple studs, worn in the conventional position in the ear lobe. Friendship bands, bracelets, ankle chains, rings and necklaces should not be worn.
- ◆ Plasters covering earrings for PE for example are not permissible.
- ◆ Items of religious significance may be worn, but the school accepts no responsibility for damage, injury, or loss.








## Hair

- ◆ Students should have smart, conventional haircuts.
- ◆ Hair should be neat and tidy, and fringes should not obscure the eyes.
- ◆ Tram lines or other shave patterns are not acceptable.
- ◆ Students may be asked to tie their hair back if the staff feel it is in the way. All long hair must be tidied back for practical lessons.
- ◆ Dyed hair is not acceptable for school.
- ◆ Hair ornaments should be plain and functional.
- ◆ Body adornment, nail varnish, transfers and tattoos are not allowed.
- ◆ Facial make up such as lipstick and eyeliner are not permitted. Students will be asked to remove them.

## Shoes

- ◆ Suitable footwear to be worn at all times.
- ◆ Traditional school shoes recommended however black or white trainers allowed, no other colours especially fluorescent.

# SCHOOL LANYARDS AND THEIR MEANINGS

	<p><b>Staffs</b></p>
	<p><b>Parents</b></p>
	<p><b>Students</b></p>
	<p><b>Home Alone Students</b></p>
	<p><b>Contractors</b></p>
	<p><b>Visitors</b></p>
	<p><b>Visiting Inclusion Professionals</b></p>

# LOST PROPERTY

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Any item that is lost will be placed in the 'lost property' box generally situated in the reception area. Students and parents are encouraged to check the Lost Property Box if they realise any of their items have been misplaced. Periodically (end of each term) the Lost Property Box is emptied, and items will be discarded, or clothing will be washed and kept in the clinic for emergencies. Any food items, lunch boxes or water bottles found will be thrown away at the end of each week should they not be claimed. The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school cannot assume responsibility for loss or damage to personal property brought to school.

# ATTENDANCE AND PUNCTUALITY

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South View School believes regular attendance is crucial in raising standards of education ensuring that every child can have full access to the school curriculum. Student absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

South View School will endeavour to promote a culture and ethos which encourages very good attendance in which each student feels valued, safe, and secure. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the best time at our school.

South View Schools Aims of Attendance are:

- ◆ To encourage swift and prompt arrival to school
- ◆ To encourage regular attendance
- ◆ To ensure that routines are in place for monitoring attendance for early indication of any difficulties.
- ◆ To provide support, advice and guidance to parents/guardians and pupils
- ◆ To improve/maintain the overall attendance at South View School

## Absence

To report an absence, you will need to either:

Call **045897904**: provide the child's name, class, and reason for absence.

Email **absence@southview.ae**: provide child's name, class, and reason for absence.

If your child is absent from school without the parent informing the school, the school will call the parents to find out why the child is absent on the first morning they are registered as absent. Please see the medical policy for advice from the nurse regarding sickness and absence expectations.

# STUDENT SUPPORT

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## Inclusion Department

At South View School we welcome students with different academic backgrounds and abilities. We aim to provide a fully inclusive learning environment, where all students are treated as valued members of the school community. Our Inclusion Department is positioned in the heart of the school to reflect our inclusive philosophy and approach.

For students with an identified need or a barrier to learning, an Individual Education Plan (IEP) is created, identifying key targets that are reviewed on a termly basis. Parents play an integral role in the target setting process and are fully involved in all areas of their child's learning.

Appropriate provision is determined on an individual needs basis. We are committed to ensuring provision is accurately matched to a child's needs through regular review and assessment. Provision may include class support, targeted group interventions or one-to-one intervention with a member of the Inclusion Department.

South View School prioritises students having excellent educational experiences. In addition to quality first teaching and academic support, the school has a full-time counsellor to provide social-emotional support for students in a more confidential and intimate setting. The school-parent relationship is an important aspect of students accessing consultations with the school counsellor.

If you have any questions about the Inclusion Department, please contact:  
**studentsupport@southview.ae**.



# STUDENT VOICE

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At South View School, we give our students the opportunity to develop their leadership skills by planning and delivering exciting initiatives through our Student Voice. The aim is to give pupils a voice which can be used to communicate their views, contribute to the school culture, and promote pupil wellbeing. Previous initiatives have included odd socks day, anti-bullying awareness, battery in a box, friendship day and promoting healthy eating.

All classes will be represented with the application process to be shared with students during their first week of school.

If you have any questions about the student voice, please contact Stuart Macpherson at [stuart.macpherson@southview.ae](mailto:stuart.macpherson@southview.ae)

# STUDENT BEHAVIOR

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At South View School we like to provide a learning environment which encourages our students to be responsible for their own actions. We promote core values, mutual respect, honesty, politeness, and the ability to distinguish between right and wrong. In partnership with our parents, we aim to develop self-worth in every child, and operate a positive behaviour policy at all levels. Details regarding our rewards and behaviour policy will follow.

<b>LEVEL</b>	<b>EXPECTATIONS, STUDENTS SHOULD</b>	<b>OUTCOMES</b>
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Display a positive attitude towards learning and be on time for lessons.</li> <li>• Be respectful towards students and staff.</li> <li>• Be in the correct school uniform with all equipment required for that day.</li> <li>• Follow teacher instructions (First time, every time).</li> <li>• Have mobile phones switched off in bags or lockers.</li> <li>• Hand homework in on time and meet deadlines.</li> <li>• Refrain from eating out with break and lunch times.</li> <li>• Refrain from chewing gum.</li> <li>• Move quietly and safely in the corridors. Clean up after yourself and not drop litter.</li> </ul>	1 Behaviour Point on Engage
<b>Level 1 Accumulation</b>	3 x behaviour points in a half term	20-minute lunchtime reflection with class teacher or Head of Department. Parents/guardians will be informed.
<b>Level 2</b>	<p>(6 x level 1 behaviour points in a half term)</p> <ul style="list-style-type: none"> <li>• Behave in a non-threatening way (verbal, cyber or physical) towards fellow students and staff (Could be level 3 depending on the situation).</li> <li>• Respect all cultures and races</li> <li>• Respect the school's computers and email access.</li> <li>• Respect school property.</li> <li>• Respect other students' and staff's property.</li> <li>• Always attend lessons when in school.</li> <li>• Only submit their own work (plagiarism).</li> <li>• Refrain from smoking and vaping.</li> <li>• Refrain from carrying a weapon.</li> <li>• Avoid substance misuse.</li> </ul>	25-minute Lunch time reflection with Head of Year or Head of Department. Parental meeting. Department report. Head of Year Report
<b>Level 2 Accumulation</b>	<p>(9 x level 1 behaviour points in a half term)</p> <ul style="list-style-type: none"> <li>• Change their behaviour after Level 2 sanctions.</li> <li>• Submit their own work (GCSE Plagiarism)</li> <li>• Persistent bullying / intimidating behaviour</li> <li>• Truancy from school</li> </ul>	After school reflection with Head of Pastoral. Parental meeting. Head of Pastoral report. Internal exclusion. Fixed day external exclusion.
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Persistent bullying / intimidating behaviour despite level 2 intervention</li> <li>• Possession and use of prohibited / illegal substances.</li> <li>• No or unacceptable effort to change behaviour from previous sanctions</li> </ul>	Parental meeting with Head of Secondary and Head of Pastoral. Longer fixed day external exclusion. Permanent exclusion.

Form teacher actions to address morning punctuality, uniform and general organization.

Head of Year 7	<b>Mr. Cook</b>
Head of Year 8	<b>Ms. Rahilly</b>
Head of Year 9	<b>Mr. Wood</b>
Head of Year 10	<b>Ms. Quick</b>
Head of Year 11	<b>Mr. Gavin</b>
Head of Sixth Form	<b>Mr. Sanderson</b>



- Be explicit and share expectations in relation to time keeping, uniform, behaviour and organisation.
- Carry out weekly spot checks to ensure students have their ID lanyard, a pen, pencil, ruler calculator, planner reading book, device (please check % charged), and charger.
- Explain the importance of developing routines and habits and how beneficial these are for success.



- Keep track of students' attendance, specifically late coming. The school day starts at 7:50 a, 3 lates within a week leads to a 20-minute lunchtime reflection with form teacher.
- Consecutive weeks within 3 or more lates leads to a 25-minute reflection with form teacher and parents are contacted.
- Uniform should be checked every morning, please refer to 2023 – 24 SVS uniform.
- No tie or incorrect uniform should be tracked.



- If a student is consistently coming in late, wearing the wrong uniform or not wearing it in the correct manner, the Head of Year should be notified.
- Parents should be invited in to discuss our concerns.
- Students may be placed on a form teacher report.

# EXTRA-CURRICULAR ACTIVITY PROGRAMME

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The programme is made up of a combination of activities offered by South View Staff and external providers catering for all students in the Primary Phase. There is a wide variety of activities to choose from including sport, student service, arts, hobbies, pastoral and educational clubs. Each term, a new selection of activities to choose from will be offered to broaden the experience of the pupils.

## Duke Awards

Senior Duke is an award scheme aimed at Year 7 and 8 students that encourages the development of valuable life skills in preparation for the Duke of Edinburgh Award from Year 9 onwards. By taking part, students will: develop their independence and confidence with new challenges; become more resilient with increased perseverance; consider a more holistic approach to the environment and community. Further information will be shared with parents at the start of the academic year.

## Trips and Events

The school offers a wide range of local educational and residential trips, as well as visiting production companies, inspirational guest speakers, and community events. We aim to communicate most of these before the end of Summer Break, to avoid any hidden costs.

This academic year's trips are:

**Cambodia:** Years 3, 4, 5 and 6

**Georgia Ski Trip:** Years 7, 8 and 9

**Residential Camp:** Years 7, 8 and 9



# SECONDARY SCHOOL STRUCTURE

2023 - 2024

