

WESGREEN INTERNATIONAL SCHOOL



PARENT-STUDENT HANDBOOK

Office of the Headmaster

Dear Parents,

Educational institutions have a duty and then corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for their students. The primary purpose for the imposition of discipline in the school setting is to maintain order, to protect the campus and its community, and to ensure conditions in which learning flourishes.

It has been noticed that without discipline in a caring fashion, students will suffer academically. At Wesgreen International School, we try to instill a strong sense of pride and belonging to Wesgreen in our students. As Wesgreen International School is one of the most highly regarded schools in Sharjah, we have a certain obligation in maintaining our position in the vanguard in the educational arena for generations to come.

We hope to work with parents and the community and are optimistic that together we will accomplish much; we make every effort to inculcate our students with proper values and respect for others, consideration towards classmates, and care for the environment, to prevent the waste of water, electricity and food, to keep the environment clean and healthy, to care for living things, and to be proud of their country.

Children that are exposed to violence, adult content in movies or on the Internet and generally negative influences in media and elsewhere, should be protected from such sources. Our primary goal is to enhance not only academic excellence, but also social skills and awareness.

As parents, please continue to monitor your child's time on the computer and in front of the television, and to be informed of the company they keep and their social activities. Frequent parties and parties that are unsupervised should be discouraged.

Above all, remember that students should remain students. They are expected to behave in a manner that does not bring disrepute to the school. Students should feel proud to wear the Wesgreen uniform, both in and, when necessary, outside of school. Students are expected to actively participate in their own learning process through appropriate classroom behaviour, diligence in homework, attending to the teacher's advice and accepting responsibility for their action.

Please note that any activity that is held at the campus will be communicated through the School Communicator, indicating the date, time and other specific requirements of the activity. We wish your child a happy and meaningful stay at Wesgreen International School, and stress that this can only be accomplished through sincere cooperation between school, home and student.

Finally, I would like to assure you that our students have always been our top priority. And we will do our very best to ensure that your child receives the best education possible, and that he/she grows up to be a confident, intelligent and contributing member of society.

This book has been compiled to help you familiarize yourself with the rules and regulations of Wesgreen International School, and should be studied carefully since it contains information that will be crucial to ensuring that your child receives the best experience at Wesgreen.

Sincerely,

J. Calafato

VISION

Work Insures Success

MISSION

Distinguished by its emphasis on individual attention to student success, commitment to diversity, and responsiveness to the evolving needs of our community, Wesgreen International School provides a solid base leading up to the Cambridge University external examinations and a well-rounded co-curricular education.

VALUES

Wesgreen International School is committed to creating opportunities for intellectual and personal growth in an inclusive environment. We value excellence, curiosity, respect, responsibility, humility and integrity. We enhance leadership skills through hard work, and the confidence to face uncertainty in a global society.

“To embrace the cultural values and aspirations of the Emirates”

INDEX

TOPICS	Page
ACADEMIC	5
ACADEMIC INTEGRITY	5
ACTIVITIES	5
ADMISSIONS	6
AFFILIATIONS	6
AFTERNOON GAMES	6
APPOINTMENTS	6
ATTENDANCE / ABSENTEEISM	6
BOOKS	7
CLASS ORGANISATION	7
COMMUNICATION BETWEEN SCHOOL AND HOME	7
COUNSELLOR	8
DETENTION	8
EXAMINATIONS	8
EXTRA HELP	8
FEES	8
FIRE DRILLS	8
FOOD	9
HEALTH	9
HOMEWORK	9
HOUSES	9
JEWELLERY, MOBILE TELEPHONES AND VALUABLES	10
LIBRARY	10
LOCKERS	10
LOST PROPERTY	10
MONEY	10
NEWSLETTER	10
PARENT INFORMATION DAY	11
PARENT – TEACHER MEETINGS	11
PRAYER ROOMS	11
PHONE CALLS	11
POSITIONS OF RESPONSIBILITY	11
PRIVATE TUTORING	12
PRODUCTIONS	12
PROGRESS REPORT	12
RAMADAN	12
RELIGIOUS INSTRUCTION	12
REQUEST FOR LEAVING EARLY	12
SECURITY	12
SETTLING IN	13
SPEAKERS PROGRAM	13
SWIMMING	13
TIMINGS OF SCHOOL	13
TRANSPORTATION	14
TRIPS	15
UNIFORM	15
VANDALISM	15

ACADEMIC

The academic year is divided into three terms:

1 st Term	:	September to December
2 nd Term	:	January to March
3 rd Term	:	April to June

The Grading Scheme has been reproduced below. The scheme below is meant to serve only as a guide. The actual grading may vary from one subject to another.

- A – 90 – 100%
- B – 80 - 89%
- C – 70 - 79%
- D – 60 - 69%
- E – 50 - 59%



Term marks are awarded for test assignments and project work. This helps to increase a student's daily efforts and stresses the importance of working regularly and thereby developing good study habits.

The Term Report is based on the results from work done during the term, and end of term examinations.

Students may be given two Exams/Tests/Quizzes a day, but up to Grade 9 no more than a total of three per week. Students in Grade 10 can have four tests per week and students in Grade 11 five per week.

There are no make-up tests/quizzes; we only allow an average in such cases, subtracting 10% from the score of the 1st of any one of the above during an academic term. EXAMS ARE NOT RE-TESTED. However, missing more than one of the above in a particular subject will result in a zero.

ACADEMIC INTEGRITY

All instruction takes place with the understanding that students will present their own original work.

Any student, who receives an unfair advantage on any graded work, test, exam, or quiz, will be considered to have cheated.

Plagiarism includes, but is not limited to: copying answers; taking articles directly from the Internet and copying the work of others.

Any student caught using unfair means will receive a zero for the particular work in question, and it will be noted in their report book. However, if the offence becomes habitual, dismissal from the school may be considered.

ACTIVITIES



Activities are an essential part of a student's schooling and Wesgreen International School offers a wide variety of extra curricular activities throughout the year. These take place during the school week at different times in different sections.

Students choose their activity during the first two weeks of school. At the start of the second term students may change their activity but again once chosen they remain in the activity for the remainder of the year. Proper attire for certain activities, like Karate, Swimming and Sports, is mandatory.

The types of clubs offered during activity periods include:

Art and Craft
Photography Club
Drama and Debate Club
Helpers' Society
Languages Club
Life Skills
Literary Club
Science/Einstein Club
Sports

Extra sporting activities, for example, soccer are offered during the weekend. For these students are charged a nominal fee.

ADMISSIONS

Wesgreen is open to students who satisfactorily pass the school's entrance exams. The school does not cater for students who have serious diagnosed specific difficulties as it does not have the resources available to do full justice to the child concerned.

The Counsellor is the first point of contact for potential parents who will hand out the school's admission process.

AFFILIATIONS

Wesgreen is an accredited member of the Council of International School (CIS), Cambridge International Examinations (CIE) and the Ministry of Education.

AFTERNOON GAMES

For afternoon games both boys and girls will be dressed in their Games period attire. A programme of events will be given to the students as the term progresses. Games include Cricket, Hockey, Tennis, Basketball, Volleyball, Badminton, Swimming, Track and Field, and Soccer. Generally all students will have an opportunity to try out for house teams, and those who are not selected will have a chance to participate in a junior team.



APPOINTMENTS

If you wish to see the Headmaster, Team Leaders or Teachers, please call or e-mail us so that a mutually convenient time may be arranged. Parents must seek ***an appointment*** before approaching any teacher, as this enables us to keep in touch with individual students and their parents. When you come for an appointment, please meet with the ***Receptionist*** so that the teacher may be informed of your arrival. In an emergency please do not hesitate to come in without an appointment.

ATTENDANCE / ABSENTEEISM



All students must be in school when school is in session, unless otherwise announced. Every student who is absent is required, upon their return to school, to bring a written, signed excuse from a parent/guardian in order to gain entrance back into class. If your child is sick for three or more days, a medical certificate must be submitted to the school nurse, prior to returning to class. If no written excuse is delivered, it will be considered a disciplinary offence.

If, on the second day during registration, there is still no written excuse, the student will be given "ISS" (In School Suspension) until an acceptable excuse is received by the school administration.

A student is only allowed to be absent for a legitimate sickness or injury, or a valid immediate family emergency. In all other cases absence is not excused and will result in either disciplinary action and/or making up the lost school time. Non-emergency doctor and dentist appointments must be scheduled outside normal school hours. Only non-routine medical/dental appointments will support absences from school. If indeed these circumstances encroach upon school time, then the student is required to bring a written request from parent/guardian 24-hours in advance, explaining the circumstances and outlining the minimum time necessary for the appointment. Only the School Head can authorise permission of absence. Failure to abide by these rules will result in making up for lost time or further penalties.

Parents must ensure that their children attend school regularly. Please make a conscious effort to see that your child is present on the first day of school, whether it is the beginning of a new term or after a holiday break; as per school policy, if a child is not present, we may remove them from the school registry.

No request for absence will be considered if the reason is for attending a wedding or a similar function. Such absences will be treated as unexcused and a zero given for any marked assignments and tests taken during this period; there will not be any exceptions.

Attendance until the last day of school of each term is essential. Kindly refrain from making any holiday programmes without taking school dates into consideration.

Reports are handed out to students at the end of the last day of school. Only students who are in attendance on this day may receive their report. For those who are absent on that day reports can only be collected **two days after** the end of the term or year.

BOOKS

All books necessary for the curriculum are supplied by school. The school makes every effort by ordering textbooks from suppliers well in advance but inevitably delays may arise on overseas orders. Should this happen students are given photocopies until the shipment arrives. Care must be taken with all textbooks, and this care must be reinforced at home. Any lost books must be replaced at the cost of the book and freight fees, to the student.

CLASS ORGANISATION

Students are not screened by age or by intelligence – each section contains a cross-section of students with diverse abilities. Minimum standards must be attained by each student, or they will have to repeat the class.

If after a year's retention, it is found that a student has been unable to achieve the absolute minimum requirements, then, in the interest of the student, we will request his or her withdrawal from the school.

No double promotions are awarded.

COMMUNICATION BETWEEN SCHOOL AND HOME

In general, the school encourages dialogue between parents and itself, and believes that being pre-emptive in solving problems is better for the student than waiting for the problem to disappear or become inflated.

The student's homework planner can be used as a communication tool between school and parent. The school website provides links to useful information as well as official contact details of all the position holders.

In addition, the D6 School Communicator is used regularly to communicate information to parents concerning delivery of curriculum and all school events.



COUNSELLOR

The school counsellor deals with all new admissions to the school and provides student support as appropriate.

In addition Heads of Years and Heads of Schools are available to give any support to students who may have problems.

DETENTION

Detentions are given for any breach of school discipline which may include any of the following:

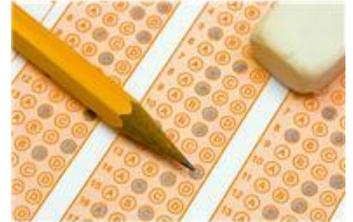


- Failure to attend class
- Poor quality of work
- Unsatisfactory conduct
- Repeated late arrival at school
- Poor attitude to work or conduct

Detentions are held at break times, during Activity times, after school or, when a student repeatedly offends, on Saturday. Three in-school detentions will result in an after-school detention and three after-school detentions will result in a Saturday detention. When necessary a student may receive an in-school suspension. A written notification will be sent home detailing the problem and the date that the student is expected to be in school. The notification must be signed by the parents, and then it is placed in the student's file.

EXAMINATIONS

Formal examinations/assessments are held twice-yearly for Kg1 to Grade 12, with full reports issued mid-year and at the end of the full academic year. These examinations generally take place during December and June. In some cases the dates of the statutory holidays may cause some changes to the mid-year examinations.



The school is an official centre for the external Cambridge Examinations and Grade 11, 12 and 13 students take Cambridge IGCSE, AS and A level examinations in May and June. The results of these exams are given in August on the dates published as per the school calendar.

Other tests take place on a regular basis throughout the school year. If a student is sick on the day of the test he/she must remain at home. A sick student must not be brought into school for the sole purpose of taking a test and then taken home afterwards. Any student coming in for this purpose will be sent home immediately.

EXTRA HELP

Assistance is provided by our teachers after school hours in Maths, English and Arabic, if required. The parents of students involved will be notified by letter and will sign to give permission. Students must be collected promptly after the classes.

FEES

Fees are payable in advance in May, September and December and a schedule of payment dates is issued from the accounts' office. The school's accounts' office deals with all questions relating to fees.

FIRE DRILLS

School fire drills are practised every term. The school is equipped with smoke detectors and a full fire alarm system warning panel is situated in the reception of each school.

In the event of a fire alarm sounding, everybody in the school at that time walks out to the designated areas where they are checked off by the school staff. This includes visitors who may be in the school.

FOOD

We encourage those students who bring their own lunch to bring a wholesome snack/lunch; drinking water is provided by the school. The school also has a canteen (main campus) run by an external catering company. They provide reasonably priced snacks and hot meals which are available to the school community. Lunch boxes and drinking bottles brought to school should be clearly marked with the student's name.

HEALTH

Wesgreen International School has a full-time nurse in each of the sections who is responsible for giving basic First Aid to students, and dealing with medical emergencies.

It has been observed that some students with minor ailments come to school having received medication at home, and are allowed to take the medication in school should symptoms occur. This can lead to a potentially dangerous situation and parents are asked to refrain from doing this. If it is absolutely necessary for a student to bring medication to school, then it is required of the parents to come and deliver the medication to the school nurse in charge of sick-bay.



The school reserves the right, under the advice of the nurse, to send a student home if s/he is not considered well enough to be in school, or if the condition is contagious or infectious. In this case the parent will be telephoned to collect the child.

Parents are asked not to send students to school if they have a high temperature or any other obvious ailment. The nurse's function is to deal with medical problems arising during school hours and not those imported from home.

Any student suffering from an infectious disease is not permitted to re-enter school without submitting a medical certificate that proves that the disease has been cured. Students returning after such an absence must report to the Nurse's Office before going to their classes. Furthermore, any student who is absent for three days or more because of a disease or other medical ailment must submit a medical certificate to the school nurse prior to proceeding to class. School rules regarding common infectious diseases and their quarantine periods must be adhered to by all. Please follow quarantine rules strictly.

Part of the registration procedure requires that the parents complete a medical form, which includes the types and dates of all vaccinations which their children have received.

HOMEWORK

Homework is regularly assigned to ensure that work taught in class is reinforced and built upon at home. From Grade 1, homework is ongoing and is used to complement instruction in class, provide enrichment exercises, and to develop research and study skills. Students are expected to organise their schedule accordingly.

Students are required to regularly note down homework in their school diaries; these diaries must be reviewed and signed by the parents every week. A regular review will provide you with an understanding of what your child is studying. Class or Form teachers check the diaries regularly and sign them once a week. Students must bring books according to the timetable, unless otherwise stated.

HOUSES

Each student at Wesgreen International School is placed in a 'house' when they are admitted to school. The houses comprise groups of students organised vertically through the full age-range and therefore allows for mixing of year groups. The names and colours of the houses are:

Vipers	White
Scorpions	Black
Leopards	Red
Falcons	Green

The house provides a focus for healthy competition in the school. House membership does, therefore, provide the student with extra motivation to try his/her hardest, and also gives the student a sense of belonging to a group larger than his/her own class or form.

Points are given for academic and co-curricular activities. This helps to create a healthy competitive team spirit. The house points are collected by the class monitor every week and then given to the House Captains who keep a running total of the points throughout the year.

JEWELLERY, MOBILE TELEPHONES AND VALUABLES

Jewellery, mobile telephones and other valuable items should not be brought to school. One reason for this is that such items are occasionally lost. On these occasions we go through a good deal of trouble to recover what is missing, but are not always successful in doing so. The school cannot be held responsible for any items brought into school and then lost.

If, for reasons of necessity or by accident, mobiles or anything of value is brought to school, the student should take it, on arrival at school, to the designated person in each section who is responsible for collection, and reclaim it at home time. If items are not turned in and found in a student's possession during the day, they will be confiscated and returned only at the end of the school year.

LIBRARY

Students are encouraged to read as much as possible and for this reason the Library is open before school and during the breaks allowing students as much access as possible. Books must be returned to the library after one week. If a student wishes to keep a book for another week, he/she should have it renewed. We appreciate donations of books in good condition. The library is open Sunday to Thursday during school hours. If your child wishes to use library resources for reference, he /she is encouraged to do so.



LOCKERS

Students in the senior sections of the school are allocated lockers, to accommodate their books and bags, at the start of the school year. Students need to purchase a lock – combination or key. One spare key or the combination code must be given to the form tutor for emergency use. If keys are left at home and no spare key is available then the lock will be broken and it is then the student's responsibility to provide a replacement.

LOST PROPERTY

It is vitally important that all items of clothing, PE uniform and all equipment are clearly marked with the student's name. Should anything go missing there is a Lost and Found section in each school. Students need to check in this section if they are missing some items. In most cases items are found within a few days. After one month any items still in lost property will be donated to charity.

The school does not accept any responsibility for lost items, other than ensuring that a thorough search is carried out.

MONEY

No student is allowed to bring large amounts of money to school.

NEWSLETTER

Every month the school publishes a newsletter. This contains work from students in all four sections. The newsletter provides an ideal opportunity for us to celebrate students' exceptional work.

PARENT INFORMATION DAY

Parent Information Day is held ***as indicated on our Academic Calendar***, to familiarize parents with our staff and systems.

PARENT – TEACHER MEETINGS



Parent Teacher meetings are scheduled for each Term on the academic calendar. In the secondary schools these meetings with subject teachers should not extend beyond 5 minutes. However, we realize that it may not be possible to address all of your concerns at the meeting, so we encourage you to call and make an appointment, as you may have some concerns, from time to time, about general school policies or the work of an individual teacher, and these are better addressed during a separate appointment.

Please refrain from meeting with teachers after school hours, unless you have made an appointment, since this type of meeting is usually not productive.

PRAYER ROOMS

There are prayer rooms in all sections of the school. Students and teachers may use the prayer rooms at break times for daily prayers. Visitors to school are welcome to use them should they wish.

PHONE CALLS

Students are not allowed to use the school phones except in the case of an emergency. Using the phone disrupts the receptionists' work and also prevents incoming phone calls.

POSITIONS OF RESPONSIBILITY

Heads and Deputy Heads are chosen from the Primary and Secondary Schools soon after the start of the school year. Similarly, House Captains and Prefects are also chosen. They provide a supportive role to the Head Boys/Head Girls, and these positions are seen to help promote personal and social development, as well as provide leadership.

In the secondary schools early in the first term, the students elect the club chairs and vice chairs. Aspiring leaders from Grade 10/11/12 have the opportunity to speak to the student body and drum up support during their election campaign week. Voting for these positions takes place one week after the speeches.

Parents of the chosen leaders are invited to school for special assemblies when all the student positions of leadership are announced.

Student Council is a student-based civic organization designed to help promote school spirit and leadership among students. Students participating in all levels of the Council maintain a high standard of personal conduct. Council members demonstrate leadership qualities by serving as good examples of behavior through their words and actions. All Council members are expected to participate in approved activities, which serves to enhance the quality of both the physical and behavior environment of the school.

The purpose of student council is:

1. To develop positive attitudes and to practice good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve student/faculty relationships.
4. To improve school morale and general welfare.
5. To provide a forum for student expression- Public Speaking skills; setting goal target; time management.

6. To plan special events or projects.

Benefits of being involved in student council include: opportunity to improve reading and writing skills, gain experience in public speaking, and learn how to make a positive impact on school and community environment. In addition, student council serves as a chance to meet new friends and work with a wide variety of people.

PRIVATE TUTORING

In normal circumstances, students should not need private tutoring, and we ask you not to send your child for private tutoring. Any difficulty should be resolved in school with teachers. Private tutoring for students is not advisable unless the student has serious difficulties. In addition, the school provides extra classes for specific subjects as and when the need arises.

No parent is allowed to send a student for tutoring except through the Headmaster. If subsequently, it is brought to our notice that a student is receiving private tutoring without our knowledge, it could result in serious consequences.

PRODUCTIONS

Primary School holds productions in the second term of the year. Parents are invited to attend, although we do ask that younger siblings are not brought as they can cause a disturbance which is very off-putting for the young performers. The school employs a photographer to take photos and make a professional video. These can be purchased from school within a couple of weeks after the performance.



PROGRESS REPORT

Progress Reports are sent home every six weeks or twice a term. In addition, special reports may also be sent home at any time during the Semester. These reports will identify students who are not progressing satisfactorily. These reports should be reviewed by parents and kept as a record of a student's progress. It might be necessary to have parents/guardians come to school to discuss a possible course of action in some cases.

RAMADAN

During the holy month of Ramadan the school day is shortened. The students follow the same timetable but each lesson period is less. A copy of Ramadan timings will be sent to parents well before the month starts. Those students who are not fasting may eat and drink only in the school canteen.

RELIGIOUS INSTRUCTION

All Muslim students are required to take Islamic Studies while other religious groups follow a timetable monitored by the librarian and respective Heads of Years.

REQUEST FOR LEAVING EARLY

A written request is necessary if a student needs to leave school early for a medical appointment or for any other but extremely important reason. This must be brought when the student comes to school. No student is permitted to leave with any other person without written notification from parents.

SECURITY

The school does all that it can to provide a safe and secure environment for its students and staff. Each section of the school has gates which are controlled by a security guard. No student is allowed out of school unaccompanied.



For safe arrivals and departure, it is essential that school and parents work closely and consistently together. The school appreciates the support that it receives from parents in this regard.

SETTLING IN

Being part of the school will undoubtedly be a new experience for each and every student. It may take some a few days to settle in, others might take longer. If we feel your child is having any acute difficulties, we will get in touch with you. If you still feel he/she is distressed after the first few days, please do not hesitate to get in touch with us. It is absolutely imperative that any problem is resolved immediately.

SPEAKERS PROGRAM

Every year in the first term there is a University Fair when representatives from universities both locally and from outside the country present seminars providing information about the courses they offer. This career session is attended by all students from Grade 10 upwards.

Seminars on TOEFL and SATs examinations are conducted during the second term of the school calendar. The students are sent to Centres for preparation of these courses on discounted rates as and when approved by those Centres.

At different times throughout the year speakers will be invited on needs basis to discuss topics such as social skills, personal hygiene, morals, values, careers and subjects options.

SWIMMING

Students in Primary will be allowed to use the swimming pool at the Primary Campus. The schedule for swimming lessons is given to parents at the beginning of the year. Proper swimming attire is mandatory.

TIMINGS OF SCHOOL

Sunday to Thursday

Al Qarain Section

All students at Al Qarain begin their day at 8:20 am and are dismissed at the following intervals.

Nursery may be collected at 1:00 pm
Kg 1 may be collected at 1:20 pm
Kg 2 may be collected at 1:30 pm
Grade 1 may be collected at 1:40 pm

Parents are permitted to enter the school after 7:30 am to take their children to class; students should then proceed to their respective playgrounds for line up. Children arriving after 8:20 am should go straight to their classrooms. Parents and students arriving before 7:30 am are not permitted to enter the corridors and must remain in reception.

Students are not permitted to be fetched early

Students not collected at dismissal time will remain in their classrooms until 2:00 pm at which time they will be taken to their respective grade's late rooms. Late rooms for the week will be posted in the reception area. At 2:30 pm all remaining students will be brought down to reception. Parents should try their best to pick up their children as soon as possible as they already have a very long day.

Primary School

All students begin their day at Primary School at 7:45am and are dismissed at 2:30pm.

Morning Drop off:

Students on the Bus:

Students travelling by Bus are dropped off in the Bus Car Park and they proceed directly to their classrooms.



Students using private transport:

Students using private transport are dropped off at the Drop Off point in the Car Park and they proceed directly to their classrooms. The Security Guards monitor traffic in the Car Park to ensure students' safety. Parents who park their cars, escort their children to the main entrance of the school. The Head of School and Heads of Years monitor all students arriving on the campus.

Pick up after school:

Students on the Bus:

Students travelling by Bus are lined up by Teachers and escorted to the Bus Car Park. Bus maids receive the students and ensure they are on the appropriate Bus.

Students using private transport:

Students using private transport are lined up by Teachers and escorted to the **Grade Two Playground**. The Students are collected by Parents/Drivers from the Playground Gate. The Students at Primary cannot be collected by their siblings unless they are in Grade 5 and above and are recognized by the teacher/management. Our dedicated teachers remain on duty to ensure the safety of the students. The Auxiliary Staff, Security Guards and Head of School monitor the Car Park and Grade 2 Playground.

At 2:45pm teachers escort students who have not been collected to the Students' Canteen where a member of staff supervises them.

Secondary School

All students begin their day at Secondary School at 7:45am and are dismissed at 2:30pm.

Students arriving after 7:45am walk into the building from the main gate and proceed to the main reception for attendance as **the main gates are shut for any cars at 8:00am sharp**. Any students arriving after 8:15am should return home, making sure that they arrive on time the following day.

All students enter through the side gate into Playground A in the morning between 7:00am and 7:45am. The procedure is for students to keep their bags in the lockers and head towards the Playground for morning line-up. A teacher will be on duty in playground from 7:30 am onwards. If you drop your child to school before that time please be aware that the school will not be held responsible for their welfare.

All students exit from the side gate to the bus area where there are staff members on duty accompanied by a team of janitors for 20 minutes after home time. The main car park is divided into three lanes and most students will line up to be collected from the first lane nearest to the building. There are designated parking spots and collection points to ensure that traffic is moving without obstruction. Students are not allowed to walk home out of the school premises. In exceptional cases where students are allowed to walk and take taxis, a request by Parents is made to the Head of School in writing and permission obtained. For the Girls School, in no circumstances are the students allowed outside the school premises and take taxis.

Students are not allowed to enter and exit through the main reception. Senior staff and Student Leadership Team are on duty to assist with the implementation with the above procedures. All parents and visitors are requested to cooperate with the staff directing traffic and supervising students and refrain from hooting.

You are expected to collect your child by 3:00pm at the latest, after which we are not responsible for supervision of your child. However, there is always a security guard and usually someone in the offices. Please ensure that this provision is not abused by being regularly late. **Please make sure your child is collected promptly each day as late collection often causes distress to the child, and unnecessary problems for the school staff.**

TRANSPORTATION

The school outsources the transport of students to and from school. The transport manager is situated in the Administration Department and is available to answer any transport queries. The start of the school year is

always a difficult time for transportation with many new and returning students needing buses. We ask parents to please be patient during this time as it does take time for problems to be sorted.

TRIPS

The school organises trips both locally and abroad. On admission parents will sign a permission slip allowing students to be taken on local educational trips. Sometimes these trips require a charge and when this is the case parents will be informed ahead of time so that money can be sent to school.

Trips abroad are planned much earlier giving sufficient time for parents to arrange passports and visas if necessary.

All local and/or international trips are an added privilege approved by the school management depending on several important factors including but limited to a student's attendance, punctuality, curricular as well as co-curricular attainment level, overall discipline, and a timely signed consent submitted by his/her parents. The school reserves the right to withhold this privilege should a student fail to meet the standards of the school and fulfill any of these requirements.

UNIFORM

Neatness in personal dress and grooming is a must. The pride associated with a clean, tidy appearance should be apparent to anyone who meets a Wesgreen Student, whether in school, to and from school or at a school-sponsored event. Any student not fulfilling the goal of the Wesgreen International School Dress Code will face disciplinary action. Repeated violations can result in dismissal.



Students must wear the school uniform throughout the school day and on such occasions as shall be announced. All students must wear the full school uniform for official functions or field trips and we expect them to look smart and ask parents for their co-operation in this matter.

VANDALISM

Vandalism of school property will not be tolerated at Wesgreen International School, especially that of items that are issued to students. They will be liable for any damage they do to books, desks, tables, school property or the personal property of others. Students who vandalise are subject to In School Suspension and restitution.

