CBS

CREATIVE BRITISH SCHOOL



PARENT HANDBOOK 2026-27

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1. Welcome

Creative British School (CBS) is located in Mussafah East, Abu Dhabi. It has been a beacon of educational excellence since its inception in September 2014. Our vision is to provide an exceptional education rooted in the British Curriculum, with an unwavering commitment to nurturing global citizens and independent thinkers. Offering a comprehensive academic journey from FS2 - Year 13, we are dedicated to empowering students with the knowledge, skills, and values needed to excel in an ever-evolving world.

At CBS, we pride ourselves on fostering a culture of academic excellence and a passion for lifelong learning. Our highly experienced and dedicated staff consistently work to deliver a rigorous curriculum that encourages critical thinking, creativity, and a global perspective. We are not just shaping scholars; we are shaping leaders, innovators, and compassionate individuals ready to thrive in a fast-paced, interconnected world.

Technology is seamlessly integrated into our classrooms, with smart learning systems such as interactive whiteboards and mobile projectors that enhance engagement and accessibility. We are committed to using technology to inspire and engage students in meaningful ways, preparing them for the digital future.

Student safety is of paramount importance at CBS. Our campus is equipped with advanced CCTV surveillance and a dedicated security team, ensuring a safe and secure environment for all.

We believe that education should extend far beyond the classroom. By encouraging participation in inter school and international competitions, CBS supports the development of not only academic skills but also emotional intelligence, leadership qualities, and confidence. These experiences help our students build resilience and prepare them to take on challenges both in and out of the classroom.

At Creative British School, we are more than just an institution – we are a thriving, supportive community where every student is encouraged to explore their potential, pursue their passions, and reach new heights of achievement. We believe in nurturing the whole child, ensuring they leave CBS not only with a strong academic foundation but also as well-rounded individuals ready to make a positive impact on the world.

Ms Julia Flavin
Principal
CBS, Abu Dhabi

2. CBS Leadership Team

Board of Governors

DESIGNATION	NAME
Chairman	Mr. Salman Ibrahim
Chief Financial Advisor, PACE Schools	Mr. Aseef Mohammed
Director	Mr. Abdulla Ibrahim
Director	Mr. Zubair Ibrahim

Senior Leadership Team

DESIGNATION	NAME	Email
Principal	Ms Julia Flavin	principal@cbsabudhabi.com
Vice Principal and the Head of Secondary	Mr. Vincent Walters	viceprincipal@cbsabudhabi.com
Head of Primary	Ms. Joanne Camp	hop@cbsabudhabi.com
Deputy Head of Primary	Ms. Nisila Nizamudeen	deputyhop@cbsabudhabi.com

Students Welfare Team

DESIGNATION	NAME	Email
Head of Inclusion	Mr. Ebow Sam-Brew	inclusion@cbsabudhabi.com
Social Worker	Ms. Jiji Joseph	socialworker@cbsabudhabi.com

Support Team

DESIGNATION	NAME	Email
Receptionist	Ms. Mariam Assad	reception@cbsabudhabi.com
Registrar	Mr. Kamil Sherif	admission@cbsabudhabi.com
Chief Accountant	Mr Fizal PP	accounts@cbsabudhabi.com
IT Officer	Mr Jasil	it@cbsabudhabi.com
Cashier & Uniforms In-charge	Mr. Musafar	cashier@cbsabudhabi.com
Exam Officer	Ms.Nisila	examofficer@cbsabudhabi.com
Administration Manager	Mr. Ahamed Junaid	adminmanager@cbsabudhabi.com
Secretary	Ms. Khadeeja Kamal	khadija@cbsabudhabi.com
HR Officer	Ms. Ayisha Fijas	hr@cbsabudhabi.com
PRO	Mr. Fijas K.V	pro@cbsabudhabi.com
Arabic Secretary	Ms. Somia Fehidja	somia@cbsabudhabi.com

3. Vision and Mission Statement

Mission & Vision

Our vision is to provide educational excellence, creating responsible, successful global citizens prepared for the future with moral, ethical and spiritual world values. We aim to in-still in our students the idea that learning is a lifelong process. We understand that modern educational institutes, if they are to be effective, are required to provide students with the 21st century skills essential to develop as individuals and succeed as part of a demanding global workforce.

We will encourage, support and provide all students with the opportunity to achieve their greatest overall growth potential through the concept of realistic expectations and delivery of a differentiated and inclusive curriculum. We will provide our students with access to the latest internet communication technology, information necessary to allow students to be competitive in the current academic race. The school will provide a safe and nurturing environment, where students, parents and staff members are motivated towards a mutual love of learning and satisfaction with their achievements.

Values

Commitment
Commitment refers to our unwavering dedication and loyalty towards all stakeholders, within the Creative British School community. It emphasizes the importance of staying true to one's responsibilities and goals, fostering a sense of reliability and perseverance.

Innovation
Innovation highlights the school's commitment to creative thinking, adaptability, and the pursuit of new ideas. It encourages a culture of continuous improvement, pushing boundaries to find novel solutions and approaches to education.

Global Leadership
Global Leadership signifies the school's aspiration to nurture future leaders with a global perspective. It promotes qualities such as cultural awareness, collaboration on an international scale, and the development of skills necessary for students to become leaders in a rapidly changing global environment.

Respect
Respect is a core value that underscores the importance of treating everyone within the school community with dignity and consideration. It fosters an inclusive environment where diversity is celebrated, and individuals are valued for their unique perspectives and contributions.

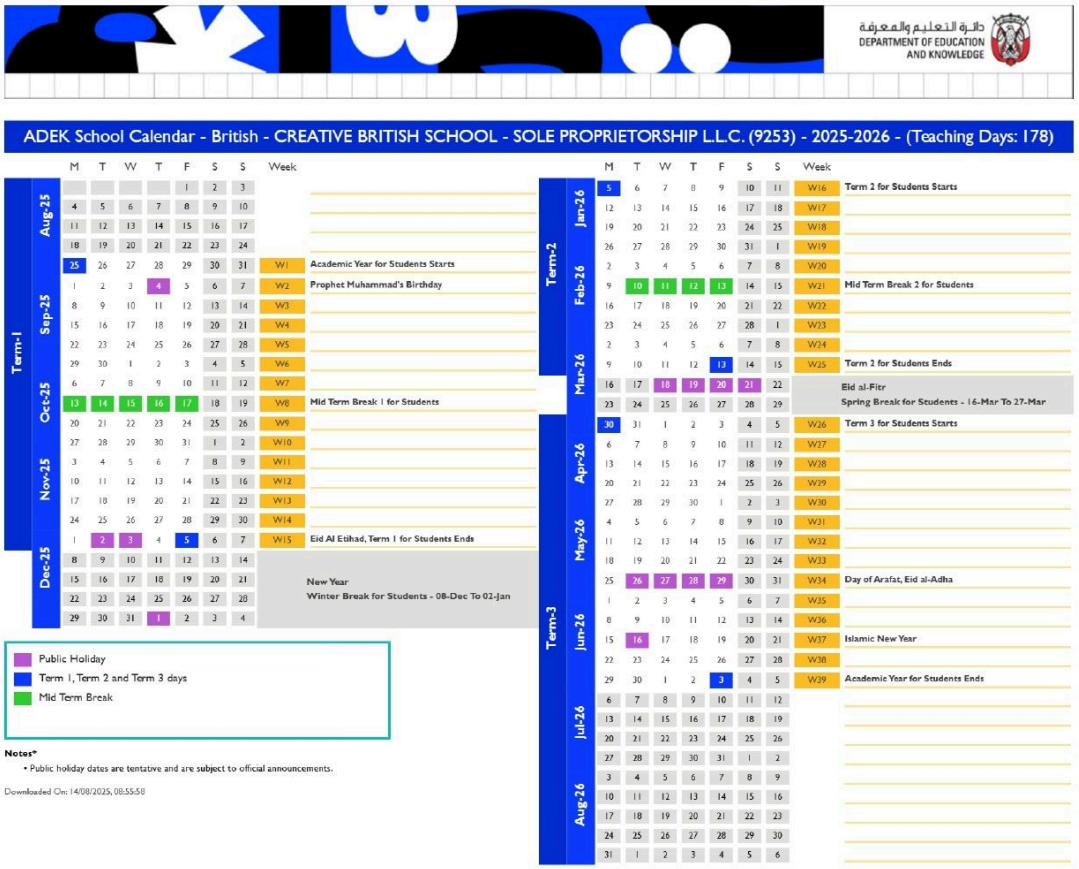
Responsibility
Responsibility emphasizes the school's commitment to instilling a sense of accountability in its members. It encourages students, staff, and the broader community to take ownership of their actions and contribute positively to the learning environment and the wider world.

4. Curriculum

Creative British School follows the Cambridge curriculum, closely aligned with the UK National Curriculum, to provide a strong foundation for primary education from FS2 to Year 6. This internationally recognised curriculum ensures that students receive a well-rounded, rigorous education that supports their academic growth and development. To further enhance this learning experience, the school incorporates the Ministry of Education's programmes for Arabic language, Islamic studies, and UAE social studies, creating a balanced and enriching curriculum. This approach ensures that students not only gain essential academic skills but also develop a deep understanding and respect for the cultural heritage and values of our community.

At Creative British School, our secondary curriculum builds on the strong foundation established in the primary years. From Year 7 to Year 9, we follow the Pearson curriculum, which provides a comprehensive and engaging approach to developing key knowledge and skills across a range of subjects. For iGCSEs and A Levels, we adopt the Pearson Edexcel system, renowned for its academic rigour and international recognition. This ensures our students are well-prepared for further education or the workforce, with a curriculum that is both challenging and rewarding. In addition, students continue to study the UAE Ministry of Education's programmes, including Arabic language, Islamic studies, and UAE social studies, ensuring that they maintain a strong connection to their cultural heritage and the values of the UAE. Our focus is on developing independent learners, critical thinkers, and confident individuals who are ready to succeed in a global society, underpinned by a curriculum that aligns with the highest UK standards.

5. School Academic Calendar 2025-26



6. School Timings

Students can be dropped at school from 7:15am and will be supervised by school staff from this time. All students must arrive before 7:30 when the national anthem plays. Arrival after this time will be considered late.

Creative British School Hours 2025-2026

FS	
Period	Time
Registration	7.30-8.00
Period 1	8.00-8.30
Period 2	8.30-9.00
Break 1	9.00-9.30
Period 3	9.30-10.00
Period 4	10.00-10.30
Break 2	10.30-11.00
Period 5	11.00-11.30
Period 6	11.30-12.00
Period 7	12.00-12.15

Year 1-6	
Period	Time
Registration	7.30-8.00
Period 1	8.00-8.50
Period 2	8.50-9.40
Break 1	9.40-10.00
Period 3	10.00-10.50
Period 4	10.50-11.40
Break 2	11.40-12.00
Period 5	12.00-12.50
Period 6	12.50-1.40
Period 7	1.40-2.30

Year 7-13	
Period	Time
Registration	7.30-8.00
Period 1	8.00-8.50
Period 2	8.50-9.40
Period 3	9.40-10.30
Break 1	10.30-10.50
Period 4	10.50-11.40
Period 5	11.40-12.30
Break 2	12.30-12.50
Period 6	12.50-1.40
Period 7	1.40-2.30

7. Punctuality and Attendance

- Punctuality and Attendance at school are essential for all students.
- All students are required to be in their assigned seats when the teacher is ready to start the lesson.
- Be on time for school and assembly/registration.
- CBS students are expected to report to their respective classes by 7:30 am.
- Students coming after 7:40 am will register their name and time of arrival at the school gate
- and will be recorded as late in the CBS ERP system.
- Before the dispersal bell, all students shall make sure that the classroom is free from litter and tables and chairs are neatly arranged before leaving the classroom.
- Students travelling by school bus and their own transport shall disperse in an orderly manner and
- strictly follow the dispersal procedures as per the instructions of SLT.
- Attendance will be recorded on the report card.

Authorised Absences

For this policy, authorised absence refers to a request from Parents/Guardians for:

- Illness.
- Death of a first or second-degree relative.
- Scheduled doctor appointments.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

Unauthorised Absences

The following types of absences are to be regarded as unauthorised:

- Shopping trips.
- Unnecessary travel.
- Other types of absences are not included in the authorised absences list.

- **Lateness**
  - ✔ Students coming after 7:40 am will register their name and time of arrival at the school gate and will be recorded as late in the CBS ERP system.
  - ✔ Students using the School bus should report directly to their Class / Homeroom Teacher.

8. Communication

- **Weekly:**
  - ✔ Weekly newsletter with the week ahead learning shared via ClassDojo and Google classrooms
  - ✔ Events and Celebrations shared on ClassDojo

- **Activities**:
  - ✔ Each month the calendar of events will be shared with parents via email

9. Academic Placement

Criterion for acceptance into classes is a combination of age and academic attainment, with age acting as a limiting factor. An assessment placement test is administered to determine the student's standard in English and Mathematics. If more information is required by the school, then a further, more specific examination may be sat and/or a formal interview with the Principal or Head of Key Stage.

There are no academic requirements for acceptance into the Foundation Stage, however students undergo a basic placement test to ensure they have the skills needed to enter full time education. Readiness for formal education is a must and parents may be asked to work with their child in preparation for FS2, particularly where they have not attended nursery school.

10. School Rules

Teachers have a right to teach and students have a right to learn. All students are capable of behaving appropriately. We intend to achieve our aims by establishing clear and consistent boundaries within a balanced framework. We have established a code of conduct, which will be displayed throughout the school, in the form of school rules. Our School Rules are in effect at all times and should be followed by everyone in the school community. All members of staff have a responsibility to ensure that the students follow the school rules at all times. If they meet a student behaving inappropriately, they should address the incident.

Arrival and Dispersal:-

- Be on time for school and assembly / registration.
- CBS students are expected to report to their respective classes by 7:30 am.
- Students coming after 7:40 am will register their name and time of arrival at the school gate and will be recorded as late into the CBS ERP system.
- Before the dispersal bell, all students shall make sure that the classroom is free from litter and tables and chairs are neatly arranged before leaving the classroom.
- Students travelling by school bus and own transport shall disperse in an orderly manner and strictly follow the dispersal procedures as per the instructions of SLT.

Uniform:-

- Wear the school uniform with pride, in a clean and tidy manner.(eg: no shirts out)
- The school ID card must be visible all the time.
- CBS students shall neatly be dressed in proper school uniform at all times.
- PE uniform to be worn during timetabled P.E days from the home itself.
- Plain white PE shoes with white socks must be worn on PE days for all Year Groups.
- Plain black shoes with white socks must be worn everyday other than PE days.
- CBS students shall not be seen wearing coloured jackets other than school uniform jackets.
- Make-up, nail polish, and any kind of jewelry is not allowed.
- Girls are permitted to wear one pair of small earrings or studs.

Boys:

- He shall not wear pants below the waist.
- The shirt shall be long enough to be tucked in properly.
- He shall not be seen wearing colored sweater/cardigan other than school uniform sweater/ cardigan.
- He shall not let his hair remain in any other form other than what is instructed by the school discipline committee. No fashion style is permitted inside the school campus.
- He shall not wear accessories such as fancy wrist bands, rings, chains etc.
- He shall trim his hair that is appropriate for a school going boy.
- He shall not colour any part of his hair.
- The school ID card must be visible at all times.

Girls:

- She shall wear tights, strictly black or white, either knee length or ankle length underneath her skirt and shall wear socks of decent length.
- She shall abstain from rolling down the socks or rolling up the tights.
- She shall not wear any accessories in the form of gold chain, multi colored wrist band, long earrings or otherwise to school.
- She shall refrain from using or carrying cosmetic products like eyeliner, lipstick, lip liner, face powder etc. to school.
- She shall tie her hair properly as per the school dress code - members of the discipline committee reserve the right to do so for the student in case it is found not to be in proper order.
- She shall not colour any part of her hair.
- The school ID card must be visible at all times.

General Classroom Behaviour:

- All students shall not leave their classroom without the prior permission of the teacher and without the permit card, except during the break time.
- No movement of students should be seen in the corridors during the transition time.
- All students shall conduct himself/herself in a manner that is respectful of teachers, peers, visitors, bus drivers, bus conductors, janitors and the physical property of CBS.
- During the lesson follow the instructions of the teacher.
- When you require attention, raise your hand and await the direction from the teacher.
- Come prepared for the lesson, bringing all necessary equipment with you.
- Bring your school diary to school every day.
- Do not eat or drink in lessons.
- English to be spoken all-round the school, and in all classes except Islamic, Arabic and French classes.
- Take care of school property in classes, library, labs and the playground.
- Respect and care for the school building, property and the property of others.
- Cheating or plagiarism is a punishable offence and is not tolerated.
- Toilet card, Nurse card and Office card must be used during class time if you wish to be excused from class. Being found outside of the classroom without the appropriate permission is

punishable.
- No chewing gum on the school premises is permitted.
- Respecting one another, offensive or disrespectful language is not acceptable.
- Behave in a responsible, polite and courteous manner without harassing, bullying, intimidating, discriminating or threatening any member of the school community, in any way.
- Avoid dropping litter in the classroom; always use a litter/ recycling bin. If you see litter, please pick it up.

Playground/Gym Area

The purpose of these rules is to highlight the proper conduct of students when using the playground/gym area.
- Play safely.
- Keep hands and feet to yourself.
- Follow directions of any school staff on duty.. Talking back, rudeness and a disrespectful tone of voice will not be tolerated and will result in appropriate disciplinary action.
- Play only in designated areas. Stay within boundaries and avoid disruptful or loud behaviour.
- Play games that are not dangerous. Refrain from chasing, pulling and tugging at clothing, fighting (even “play fighting”).
- When the bell rings, stop playing immediately and walk to your line or next class quietly.
- Do not bring personal items from home unless requested by the teacher.
- Littering trash in the playground is forbidden.

Social Media

- CBS students shall not post any digital content related to students or school on social media sites without permission.
- CBS students shall not involve themselves in threatening, abusing, photographing others, transferring, posting, copying or saving electronic photos.
- The school reserves the right to check students for any item on school premises/property that may contain any images/videos of students, school teachers or any school property. The school will check bags frequently for any disallowed items.

Assembly Behaviour

- CBS students shall enter the assembly area quietly and as a class.
- CBS students shall stay with their respective teachers and sit in their assigned area.
- CBS students shall be respectful of the speakers and performers by paying attention, not talking or whistling, and applauding only when appropriate.
- All students shall remain seated until dismissed by their teacher.

Break Time

- CBS students shall go in their assigned break areas and have snack/food during break time only.
- CBS students shall follow table etiquettes while having food in the classroom.
- CBS students shall refrain from eating chewing gum, junk food and having aerated drinks
- Student leaders shall be on duty to monitor the movement of students on those designated areas to avoid any untoward incidents.
- CBS students shall walk and not be seen running on the corridors and staircase during break time arrival or dispersal

Washroom

- CBS students shall not scrawl or doodle on the doors and walls of the washroom.
- CBS students shall not misuse the toiletries kept in the washroom
- CBS students shall flush the toilet before and after use.
- CBS students shall use hand wash to prevent the spread of cold and flu.
- CBS students shall use water and paper towels conservatively.

- CBS students shall make use of the dustbin to throw paper towels and other sanitary items.

Bullying & Cyberbullying

- Bullying and cyberbullying in any form will not be tolerated.
- Any student who uses a device to threaten an illegal or immoral act, to use vulgar language, to intimidate or harass another person, who creates fear, causes disruption in school, or interferes with the rights of another person in the school community will be subject to disciplinary consequences.

Addressing Bullying Behaviour:

- Disciplinary Actions: Disciplinary procedures will be in line with the school's Misconduct Policy and Procedure. Actions may range from verbal warnings and written reprimands to temporary or permanent exclusion, depending on the severity and frequency of the bullying.
- Consistency and Fairness: All disciplinary actions will be applied consistently and fairly, ensuring that both victims and perpetrators are treated with respect and their rights upheld.

Vandalism

- Students are forbidden from damaging school property (i.e., desks, bulletin boards, and white boards) or others' property.
- Students are prohibited from drawing and writing on school property or others' property.
- The school may request that the students/parents reimburse the school the cost of the item damaged by their child.

Prohibited Articles and Electronic Devices

- Students are prohibited from carrying personal items disruptive to the educational process. These include but are not limited to cell phones, cameras, and toys. All confiscated items will be returned according to the rules for confiscated mobile phones.
- Students may be permitted to bring certain articles for specific educational activities.

Prohibited Substances

- Students are prohibited from possessing or using tobacco, medwakh, and other substances on school premises, at school-sponsored events, and outside the school when wearing the school uniform.

Dangerous Items

- Students are prohibited from possessing or using dangerous items on school premises, at school- sponsored events, and outside the school when wearing the school uniform.

Technology Use

- Students should use the school's technology appropriately and comply with the rules and regulations of the school.

11. Additional Learning Needs and Inclusion

Additional Support Services: An Inclusive School

Creative British School is a non-selective school and we pride ourselves on our inclusive approach to the educational provision we offer. We welcome students of any race, nationality or cultural background and see the diversity of our student and staff population as one of our greatest assets. We make every attempt to give every student full access to our learning programmes.

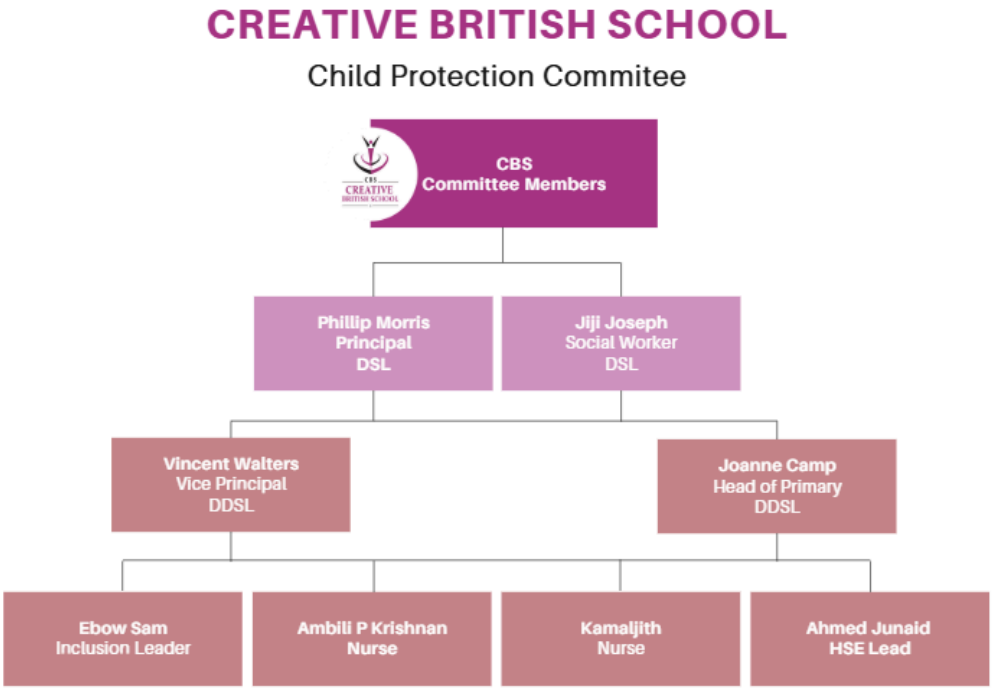
The wellbeing of our students is our first concern. Each student has a classroom / homeroom teacher and coordinators who take care of their academic, social and emotional needs. The school has a full-time Head of Inclusion, one inclusion teacher and a Social Worker on hand to support students. When registering a child with Admissions, parents are required to disclose all needs a student may have and all medications a student is taking. At this point recommendations can be made whether a child needs extra help with their class work, short term support with learning support, or a longer-term approach may be appropriate.

As stipulated by ADEK's Admission Information, Documents, and Records "Documents pertaining to students with additional educational needs such as previous individual education plans and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions (if needed) **must be disclosed**." Failure on behalf of parents to disclose any vital information (e.g. psychologist / occupational therapy/ speech therapy/ behavioural reports) provides the school with the right to remove the student.

Teachers are assisted by specialist staff, such as our Inclusion teacher, Head of Inclusion and Social Worker ,in the identification of and provision for an individual student's specific or exceptional learning needs. Our determination to cultivate and maintain an inclusive ethos of the highest quality is fundamental to the way in which our school evolves. We will give careful thought to the definition, implementation and review of policies to promote inclusion, including policies to curb abusive behaviour such as racism and bullying. We will ensure that students themselves have a prominent voice in all matters that affect them and we will act fairly and decisively in dealing with any behaviour that is contrary to our inclusive ethos. At all times, we will seek to provide exemplary leadership as role models ourselves.

12. Student Protection, Care, guidance and Support

Student safety is the school's absolute priority and we take maximum care in ensuring that our welfare system supports and monitors students academically, personally and socially. It establishes and reflects the quality of care students receive from the adults in school. All students receive helpful and objective advice about the choices they make. We keep close track of attendance and punctuality, academic and personal progress, medical care, happiness, well-being and development. We also help students to settle into school, make friends and form good relationships with peers and staff.



13. Academic Monitoring & Promotion

- Assessment takes place throughout the year by a series of formative assessments including projects, quizzes and summative exams at the end of the term.
- At the end of the year, feedback from the summative exams and formative assessment is used to determine whether a student is to be promoted to the next class.
- If a student is on an IEP, his/her progress will be measured by goals and objectives met.

14. The School's Year Groups / Stages / UK equivalence

- A child must be 4 years old by 30th December in order to be accepted into FS2
- A child must be 5 years old by 30th December in order to be accepted into Year 1.
- A child must be 6 years old by 30th December to be accepted into Year 2.

Year Group	MOE Stages	UK equivalency	Curriculum
Foundation Stage 2	Kindergarten	Foundation Stage	Cambridge
Year 1	Kindergarten	Key Stage 1 (KS1)	Cambridge
Year 2	Cycle 1	Key Stage 1 (KS1)	Cambridge
Year 3	Cycle 1	Key Stage 2 (KS2)	Cambridge
Year 4	Cycle 1	Key Stage 2 (KS2)	Cambridge
Year 5	Cycle 1	Key Stage 2 (KS2)	Cambridge
Year 6	Cycle 1	Key Stage 2 (KS2)	Cambridge
Year 7	Cycle 2	Key Stage 3 (KS3)	Pearson
Year 8	Cycle 2	Key Stage 3 (KS3)	Pearson
Year 9	Cycle 2	Key Stage 3 (KS3)	Pearson
Year 10	Cycle 3	Key Stage 4 (KS4) iGCSE	Pearson Edexcel
Year 11	Cycle 3	Key Stage 4 (KS4) iGCSE	Pearson Edexcel*
Year 12	Cycle 3	Key Stage 5 (KS5) AS level	Pearson Edexcel
Year 13	Cycle 3	Key Stage 5 (KS5) A level	Pearson Edexcel*

*from academic year 2026-27

15. Parent Involvement

- Our main communication method with parents is via ClassDojo. Here we share celebrations and upcoming events. Parents can also communicate directly with teachers via the platform. The app will also translate the messages into the desired language for the parent.

- Parents are urged to contact the school to discuss their child's progress, celebrate successes, or to discuss any other matter.
- Regular contact with parents is essential and important. We are committed to celebrating the success of our students and/or addressing parental concerns. Parents are requested to make an appointment through the Administration Office (Room 3).
- In the interests of ensuring excellent teaching practices, it is important that parents do not interrupt teachers while they are teaching, before school or during dismissal.
- Our Parent Representative Group has voluntary membership to assist the school in project led initiatives. If interested please contact the Principal.

16. Homework

At CBS Primary, we believe that purposeful, well-structured learning tasks beyond the classroom help reinforce classroom learning, build essential skills, and foster student independence and responsibility. Homework is not intended to overload students, but to encourage regular revision, consolidation of key concepts, and collaboration with families in the learning process.

Guidelines

- Students will be informed when the homework assignment is due.
- Homework will be based on classroom learning
- Homework assignments may focus on skill/strategy/ recall & reinforcement.
- Teachers will communicate to parents about missing or incomplete homework.

Homework will not be assigned on designated religious holidays when students are absent because of religious observances

The Role of Parents

- Be interested, not just in the completion of homework but in what your child is learning
- Encourage a reading session with/for your child every night.
  - This can be with a book in English
  - Or, alternatively, it could be in a book in your mother tongue (if different to English)
  - The development of strong language and literacy skills in a student's mother tongue is fundamental to their academic success in English
- Provide a study area that is quiet, comfortable and free from major disturbances.
- Remove distractions and temptations such as mobile devices, laptops, PCs – social media, etc.
- Provide a definite time for study or other home activities.
- Assist pupils with mastery of specific skills (i.e. math facts, spellings) and try to make that fun!
- Monitor your child's daily and/or weekly assignment sheets/books/electronic diary assignments and long-term assignments.
- Arrange with the school to secure assignments during a period of excused absence. (Teachers are not responsible for providing homework for extended vacations or unauthorised absences)
- Encourage your child to complete homework on their own as much as possible and assist only as needed.

Foundation Stage 2 (FS2)

In FS2, formal homework is not required. Teachers may occasionally suggest home learning tasks to promote early literacy, numeracy, creativity, and motor skills, encouraging positive home-school learning partnerships. These activities will be communicated through Class Dojo.

Examples of suggested activities include:
- Storytime and picture book discussions
- Rhymes and phonics games
- Number recognition activities
- Creative play and drawing
- Simple observation tasks

Excluded activities:
- Formal written worksheets
- Rigid academic assignments
- Prolonged digital screen tasks

Homework Allocation by Year Group

Years 1 and 2:
- Daily time allocation: 20–30 minutes
- Maximum of 2 subjects per day
- Focus Areas: Reading, spelling, basic numeracy and Arabic
- Teachers may also assign digital reading tasks through approved platforms
- Homework tasks and their due dates must be clearly mentioned in the Student Planner/ Google Classroom/Class Dojo

Years 3 and 4:
- Daily time allocation: 30–40 minutes
- Maximum of 2 subjects per day
- Focus Areas: Reading comprehension, numeracy, spelling, grammar, Arabic, Islamic Studies
- Integration of digital learning tools (e.g., interactive reading platforms, mental math tools like Times Tables Rock Stars) as guided through Class Dojo or Google Classroom
- Homework due dates must be specified in the Student Planner/ Google Classroom/Class Dojo

Years 5 and 6:
- Daily time allocation: 30–60 minutes
- Maximum of 3 subjects per day
- Focus Areas: Literacy, numeracy, Arabic, Islamic Studies, and occasional assignments in Science, Social
Studies, or other subjects
- Use of digital tools like mental math platforms, online reading platforms, or project-related tasks will be guided via Class Dojo or Google Classroom
- All homework tasks must include clear due dates, recorded in the Student Planner/ Google Classroom/Class Dojo

Inclusive and Differentiated Support

For students with specific learning needs, differentiated homework will be planned collaboratively by the class teacher and the Inclusion Team, in consultation with parents. Tasks will be tailored to be manageable, purposeful, and supportive of the child's development.

Years 7 - 9:

30 mins – 1 hour per week per subject. Some subjects might offer extended projects over a longer period of time.

Year 10 & 11:

1 – 2 hours per week per Subject. 1 – 2 hours per week per examination subject

Year 12 & 13:

Students spend an average of 2 hours per day to complete their homework.

17. Assessment, Exams and Reports

At Creative British School, our assessment practices are designed to align with the developmental stages of our students and reflect the expectations of the EYFS and the UK National Curriculum. Our approach ensures a balanced understanding of each child's academic and personal progress.

Foundation Stage (FS2)

In line with the **Early Years Foundation Stage (EYFS) Framework**, no formal assessments or exams are conducted in FS. Instead, teachers engage in continuous, observation-based assessment to monitor each child's progress across the seven areas of learning. These formative observations inform learning and development and are communicated to parents through regular updates and end-of-term reports. Additionally, students in FS may participate in **international benchmarking assessments as required by ADEK**, which provide valuable insights into school-wide early years development and ensure alignment with national expectations.

Key Stage 1 (Years 1&2)

For students in Years 1 & 2, **no summative (formal) exams** will be administered. Teachers will conduct **ongoing formative assessments** throughout the year, which inform teaching and reflect each child's progress in their end-of-term reports. These assessments help tailor instruction to meet individual learning needs and support a solid foundation in core subjects.

Key Stage 2 (Years 3 – 6)

From Years 3 to 6, students will participate in both **formative and summative assessments**:

- **Formative assessments** are conducted continuously and provide insight into daily learning.
- **Summative assessments** are held at the end of each academic term to evaluate overall understanding and retention of content taught.

All assessment outcomes are reflected in students' **termly progress reports**, ensuring parents have a clear understanding of their child's development.

Additional Standardised Assessments (Years 3 – 10)

To further support our understanding of student learning and potential:

- **CAT4 (Cognitive Abilities Test)** is administered at the beginning of the academic year for **Years 3 to 10** to identify students' strengths and areas for support.
- **GL Progress Tests** are conducted at the **end of the academic year** for **Years 4 to 10** in core subjects, offering a comprehensive view of attainment and progress.
- **ABT (Assessment-Based Testing)** for **Arabic, Islamic, and Social Studies** is conducted annually for students in **Years 4 to 10**, in accordance with Ministry of Education guidelines.

Key Stage 3 - 5

Formative assessments:

These are conducted continuously and provide insight into daily learning. Assessment for learning is used to support:

- **Clear Learning Objectives** – Students know what they are expected to learn and why.
- **Effective Questioning** – Teachers use questions to gauge understanding and guide learning.
- **Ongoing Feedback** – Students receive regular, constructive feedback to help them improve.
- **Student Involvement** – Learners reflect on their own progress and set learning goals.
- **Peer and Self-Assessment** – Students assess each other's work and their own, promoting ownership and deeper understanding.

Summative assessments

- Termly assessments
- International Benchmark test (BASELINE, PTE, PTM, PTS)
- CAT4 – cognitive assessment tests (Year 7 to 10)
- IGCSE mock examinations (Year 11)
- AS and A Level mock examinations (Year 12 and 13)
- Regular phonic assessments
- End of year examinations, mock examinations and formal external examinations

Nationally standardised summative assessments include:

- GL Progress tests in English, Maths and Science. Years 7-10 complete tests in English and Maths with Years 8, 9, 10 completing an additional test in Science.
- **ABT (Assessment-Based Testing)** for **Arabic, Islamic, and Social Studies** is conducted annually for students in **Years 7 to 10**, in accordance with Ministry of Education guidelines.
- IGCSE examinations (Year 11)
- AS examinations (Year 12)
- A Level examinations (Year 13)

These assessments provide valuable data to support teaching, personalise learning, and report accurately on student achievement.

18. Accountability and Quality Assurance

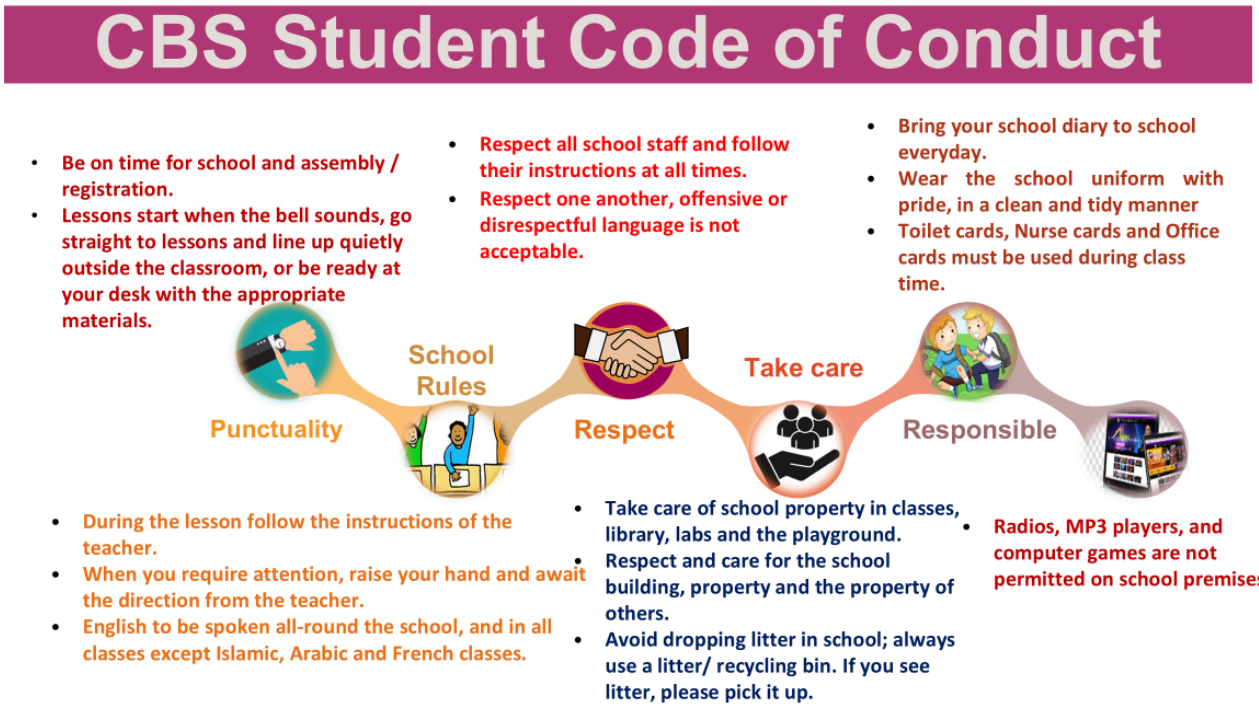
- Academic administrators are responsible for setting, achieving, and maintaining high standards for all staff and students. The administration measures the attainment of outcomes and objectives through appropriate assessment procedures. This ensures that teachers are also held accountable.
- Teachers are responsible for production of clear planning. This is made up of long term programming, short term planning, daily lesson planning and written assessments (including authentic assessments based on observations and comments). Planning and assessment is viewed by the Administration as central components of the school's Staff Performance

Management Appraisal Process which is directly linked to student outcomes.

- Students are likewise accountable. Their academic achievement is monitored frequently and checked for understanding.

19. Student Code of Conduct

The Student Code of Conduct applies while students are at school, using the school bus to and from school, and while participating in activities organized by the school. It is imperative that the process of behavior management promotes behaviors viewed as positive while inhibiting negative behaviors, within a fair, equitable and caring environment. Discipline contributes to ensuring a safe and comfortable learning environment that is beneficial to all stakeholders; students, parents and staff.



Misconduct Policy and Procedures

Creative British School (CBS) is committed to maintaining a positive learning environment through a balanced approach to student misconduct. Our Misconduct Policy focuses on applying positive behaviour management techniques, encouraging accountability, and providing support before resorting to disciplinary actions. This policy aligns with the ADEK
Student Behaviour Policy and the Ministerial Resolution No. (851) of 2018.
CBS aims to create a culture where:

- Students are given opportunities to explain and take ownership of their actions.
- Root causes of behaviour are explored to understand underlying issues.
- Students are engaged in developing their own behaviour management strategies.
- Support is provided in the form of social, emotional, and educational resources to foster positive behaviour.

Levels of Misconduct
CBS distinguishes between different levels of misconduct as follows:

Level One Offenses
Minor Infractions that disrupt daily school routines:
1. Repeated Tardiness: Being late to the morning assembly or failing to participate without a valid excuse.
2. Late Arrival to Class: Failing to attend classes on time repeatedly without a valid excuse.
3. Non-Compliance with Uniform: Not adhering to the school uniform policy without a valid excuse.
4. Rule Violation: Not following school rules as outlined in the Student Code of Conduct.
5. Neglecting School Materials: Not bringing necessary books or resources for school without a valid excuse.
6. Eating or Sleeping in Class: Eating or sleeping during class time or the morning assembly without permission.
7. Incomplete Homework: Not completing homework or assignments in a timely manner, if applicable.
8. Misuse of Digital Devices: Using digital devices inappropriately (e.g., playing games, social media, messaging) without permission.
9. Other Similar Misconduct: Any other minor misconduct as determined by the Behavioural Management Committee.

Level Two Offenses
Moderate Infractions that have a greater impact on the school environment:
1. Unexcused Absences: Failing to attend school without a valid excuse.
2. Unauthorized Movement: Leaving or entering the classroom without permission.
3. Skipping Mandatory Activities: Not attending mandatory school activities or events without a valid excuse.
4. Inciting Conflict: Provoking, threatening, or intimidating peers.
5. Cultural Insensitivity: Acting in a manner that contradicts ADEK Cultural Consideration Policy.
6. Minor Property Damage: Causing minor damage to school property or bus furniture.
7. Unauthorized Mobile Phone Use: Using mobile phones or communication devices without permission.
8. Verbal Abuse: Insulting or verbally abusing members of the school community.
9. Substance Use: Possessing or using tobacco or related products.
10. Refusal to Comply: Refusing to follow inspection instructions or surrender banned items.
11. Other Similar Misconduct: Any other moderate misconduct as determined by the Behavioural Management Committee.

Level Three Offenses
Serious Infractions that significantly impact the safety and integrity of the school environment:
1. Bullying and Harassment: Engaging in bullying, harassment, or abuse, including online defamation.
2. Academic Dishonesty: Committing plagiarism or other forms of academic dishonesty.
3. Unauthorized Departure: Leaving school premises without permission.
4. Property Vandalism: Destroying or vandalizing school property.
5. Bus Vandalism: Damaging the school bus or harming its occupants.
6. Assault: Physical assault without causing serious injury.
7. Reckless Driving: Driving recklessly on or around school premises.
8. Unauthorized Media Distribution: Capturing or distributing media of staff or students without consent.
9. Other Similar Misconduct: Any other serious misconduct as determined by the Behavioural Management Committee.

Level Four Offenses
Severe Infractions that involve illegal or extremely harmful behaviour:
1. Unlawful Communication: Using digital communication for illegal or immoral purposes,discrediting the school.
2. Possession of Weapons: Having weapons or items used as weapons on school premises.
3. Sexual Assault: Engaging in sexual assault or harassment.
4. Severe Assault: Assault causing injury to others.
5. Premeditated Theft: Committing theft or attempting to cover it up.
6. Illegal Content: Possessing or distributing illegal or inappropriate content.
7. Exam Integrity Violation: Leaking exam questions or related activities.
8. Arson: Setting fire to school property.
9. Political Insult: Insulting political, religious, or social figures in the UAE.
10. Drug and Alcohol Use: Possessing or using alcohol, narcotics, or other substances.
11. Cultural Inappropriateness: Promoting culturally inappropriate ideas or beliefs.
12. Digital Misconduct: Engaging in illegal digital activities such as hacking.

13. Trespassing: Entering school premises after hours without permission.
14. Other Similar Misconduct: Any other severe misconduct as determined by the Behavioural Management Committee.

Behaviour Committee

The School has a 'School Behaviour Committee' to review and discuss student behavioural issues. The remit of this committee is to ensure that:
- All disciplinary actions are fair and equitable to all students without exception.
- All disciplinary actions are appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy.

Disciplinary Procedures

This table helps clarify the process for addressing misconduct based on the frequency and severity of the behaviour, ensuring a structured and fair approach to discipline. This table outlines the actions to be taken for each level of misconduct, depending on whether it's the first, second, third, or repeated instance:

Level of Misconduct	First Time	Second Time	Third Time	More than Three Times
Level 1	change in behaviour with the student.	writing about the student's misconduct.	writing and hold meeting(s) to agree on a reasonable joint home-and-school strategy. The parent signs an undertaking to support the agreed strategy.	writing and summoning the parent together with the Behavioural Management Committee to agree on how to implement strategies to reduce the negative behaviour.
Level 2	**Written Warning** Instruct the student to sign an undertaking not to repeat the offense. Summon the parent, who signs an agreement to support their child in reforming their behaviour.	**Onsite Suspension:** Temporarily suspend the student up to 2 days and assign supervised study assignments inside the school. Notify both the student and the parent of a second written warning. Notify the Behavioural Management Committee to agree on strategies for reforming behaviour. The parent signs an undertaking to support the agreed strategy.	**Onsite Suspension:** Temporarily suspend the student up to 3 days and assign supervised study assignments inside the school. Issue a final warning in writing to the student and the parent. Notify the Behavioural Management Committee to agree on a final set of actions for reforming behaviour. The parent signs an undertaking to support the agreed strategy.	**Expulsion:** Immediately suspend the student offsite until the end of the investigation, with a notification to the parent. The Behavioural Management Committee evaluates the evidence and agrees on final disciplinary actions, which may include expulsion. If the student repeats the offense, the school can apply to ADEK for expulsion, including evidence of prior steps and support provided.

Level 3	**Onsite Suspension** Immediately suspends the student inside the school. The Behavioural Management Committee evaluates the evidence and determines disciplinary actions. Summon	**Offsite Suspension:** Immediately suspend the student offsite until the end of the investigation with notification to the parent. The Behavioural Management Committee evaluates the evidence and	**Expulsion:** Immediately suspend the student offsite until the end of the investigation with notification to the parent. The Behavioural Management Committee evaluates the evidence and	The Behavioural Management Committee evaluates the evidence and agrees on final disciplinary actions, which may include expulsion. If the student continues to repeat the offense, the school can apply to ADEK for expulsion,
	the parent to inform them of the disciplinary action and the requirement to sign an undertaking to support the agreed strategy.	agrees on final disciplinary actions. Provide the student and parent with a final written warning. Summon the student and parent to present the Committee's decision.	agrees on final disciplinary actions, which may include expulsion. If the student repeats the offense, the school can apply to ADEK for expulsion, including evidence of prior steps and support provided.	including evidence of prior steps and sufficient support provided.
Level 4	**Offsite Suspension** Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioural Management Committee evaluates the evidence and agrees on disciplinary actions and a corrective plan.			

20. Mobile Phone Policy

Mobile phones are not allowed in school or on school property. Our aim is to ensure all students get a quality education, uninterrupted by the distraction mobile phones cause.

Responsibilities for Principal and Senior Leaders

- Ensure there is a system in place to deal with mobile phones found on the school property.
- Ensure that any confiscated mobile phones are locked away in a secure place.
- Be aware of the actions to be taken if a mobile phone is confiscated.
- Develop a parental awareness program.

Responsibilities for Teaching and Support Staff

- Ensure students are aware and are constantly reminded that they are not to bring mobile phones to school.
- Confiscate any mobile phones seen during class, in the playground or on school property.
- Report to the principal any students who will not hand over their mobile phone when asked to do so.
- Maintain a professional level of conduct when dealing with students who have a mobile phone in their possession.
- Use their own mobile phone in a responsible manner and never use it when they are charge of students.

Responsibilities for Students

- Understand that mobile phones are not allowed on school property.
- Understand that students **must not** use mobile phones or any MED for external communication during the school day.
- Understand that the school **will not** accept responsibility for students who lose their mobile phone or MED, have them stolen or damaged whilst on the school premises or on school sponsored trips.
- Understand that any phone that is seen for any reason will be confiscated.
- Have a good understanding of the consequences of having their mobile phone confiscated.
- Hand over their phone when asked to by a member of staff.

Responsibilities for Parents

- Support the school in endorsing good work ethics; discuss the benefits of having an uninterrupted learning environment and insist their children leave their phones at home.
- Support the school when asked to collect and sign for a confiscated phone, or when on the third occasion the phone will be kept until the end of the year.
- Do not contact their child via their mobile phone or MED during school hours. For any emergencies contact the school receptionist.

Consequences

1st confiscation

When a phone is confiscated for the first time it is passed to the Principal and kept under lock and key until **the end of the following school day.** At this time the student will be reminded of the consequences of bringing a mobile phone to school by the Principal. The phone will then be returned when the First Warning Letter is signed.

2nd confiscation

When a phone is confiscated from a student for the second time, it is passed to the Principal and kept under lock and key for one week. At this time the parent or guardian will sign the Second Warning Letter. The consequences of bringing a phone to school will again be explained and the phone will be returned.

3rd confiscation
When a phone is confiscated from a student for the third time, it is passed to the Principal and kept under lock and key for the remainder of the academic year. At this time the parent will sign the Third Warning Letter informing them that the student's place in the school for the next academic year is under jeopardy. The phone will be returned on the last day of the academic year.

Any students caught cyber-bullying, using obscene language or taking photos to upload on social websites in school will be subject to the 3rd consequence, with possible sanction of suspension. They will also have their phone / MED confiscated; the parent/guardian signs the Third Warning Letter and the phone is returned on the last day of the academic year.

21. The School Library

- At the heart of our educational community, the library provides access to a variety of types of information, activities, for students and staff.
- The Creative British School library is open weekdays from 7:40 am to 2:30pm to check out books. There is a wide-variety of children's books plus professional and study books. Students may also use computers/other resources available.
- Parents will be notified when books are overdue. Students may not check out new books before overdue books have been returned. Parents will be asked to compensate for lost or damaged books.







22. Medical

- In accordance with Ministry of Education and Ministry of Health regulations, Creative British School houses a well-equipped Medical Clinic.
- **T**wo school nurses are on site full time, with one attending Field Trips when necessary.
- Please refrain from sending your child to school if they are sick or have had a fever within 24 hours. Please telephone the school when your child will be absent.

The School Nurses:

1. Provide first aid and emergency care to sick or injured students.
2. Maintain the supplies of the Clinic.
3. Assist visiting Medical Officer/s in conducting medical examinations / immunizations of the students.
4. Assess students to detect early signs and symptoms of health problems.
5. Monitor and maintain records of growth and development of students.

- Parents are requested to inform the school nurse in person about any health problems that their child may have in addition to information given on the School's health record.
- Students, who get sick during the school day, will be taken care of by a school nurse. Parents will be contacted to pick up the student if required**.** The nurses report students who appear to become sick too frequently to the administration.
- Should a student require hospitalization, parents will be notified immediately. In the event that a parent is not contactable the student will be taken to the nearest hospital licensed by the Ministry of Health.

Please notify the school at once if there is a change in your address, telephone number, or person to contact in an emergency. This information is vital in case your child becomes ill or injured.

23. The Student Dress Code

A high standard of personal appearance is expected of all students at the Creative British School. The school's uniform underpins this and the correct uniform should be worn at all times. If a student arrives at school incorrectly dressed they will face disciplinary consequences. Students may also be sent to the administration for corrective measures. If additional measures need to be taken, parents will be contacted. We believe that wearing a uniform reduces the incidence of bullying relating to appearance and prepares students for later life, where in the world of work, a particular dress code may be a requirement.

Boys regular	Girls regular	Boys PE	Girls PE
Lime-white half sleeve school shirt with school logo tucked into the black pinstriped shorts. Black closed-in shoes. ID card.	Lime-white half sleeve school shirt with school logo tucked into the black pinstriped skort. Black closed-in shoes. ID card.	Schoolhouse coloured half sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes. Black school tracksuit jacket with white and purple stripes and school logo. Predominantly white sports shoes. ID card.	School house coloured full sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes. Black school tracksuit jacket with white and purple stripes and school logo. Predominantly white sports shoes. ID card.

Primary and Secondary Boys

Boys regular	Boys PE
Lime White half sleeve School shirt with school logo tucked into the black pinstriped trousers. Black closed-in shoes. ID card.	Schoolhouse coloured half sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes and black school tracksuit jacket with white and purple stripes and school logo. Black sports shoes. ID card.

Primary and Secondary Girls

Girls regular	Girls PE
Lime-white full sleeve school shirt with black pinstriped full length pinafore. Black closed-in shoes. ID card.	School house coloured full sleeve jersey with school logo. Black school tracksuit bottoms with white and purple stripes and black tracksuit school jacket with white and purple stripes and school logo. Black sports shoes. ID card.

Additional Rules for Girls

- Only one pair of stud earrings to be worn in the ear lobe only. No other body piercings are permitted.
- Jewelry, of any type, should not be worn in school.
- Long hair must be tied back neatly and held with a simple clip or tie. Hair should not be brightly streaked. No excessive hair ornaments should be worn.
- No coloured nail polish is to be worn.
- Girls may not wear make-up to school.

Additional Rules for Boys

- No rings, necklaces, bracelets or earrings to be worn to school.
- Boys should have a short classical/conservative haircut. Hair should not be brightly streaked or have shaved patterns.
- Boys must only wear a white t-shirt under their school shirt. Other colors are not acceptable.

Students may not come to school or attend classes wearing PE clothes unless they have a timetabled PE Lesson on the day.

24. Identification Cards

All students, new and returning, will be issued a school ID card at the beginning of each new academic year. This forms part of the school uniform and as such should be worn each and every day of the academic year.

- Students are required to wear their ID cards with the corresponding school lanyard when entering or leaving the school premises and during morning assembly starting the first day of school.
- Lanyard colours are as follows:
  - Black – Students walk home alone or with older siblings.
  - Red – Parents walk into the courtyard/classroom to collect their child..
  - Yellow – Students use the school bus service.
- Students must wear their ID card during all exams.
- Students who do not have their ID cards will not be allowed to enter class and exam halls or use the school bus services.
- ID cards must only be used by the student to whom they are issued. If used by anyone other than the cardholder, the card will be confiscated and appropriate action will be taken.
- Lost ID cards should be reported immediately to the administration. The lost ID card will be replaced for a fee of 10 AED, and the lanyard is 2 AED.
- For security reasons, if a student is found wearing the wrong lanyard, it will be replaced immediately. Parents will be required to meet with the Principal to clarify the issue..

25. School Transportation Service



Creative British School is committed to providing a safe, reliable, and efficient school transport service in compliance with ADEK and Department of Transport (DOT) guidelines. All school buses are equipped with seat belts, CCTV, GPS tracking, and safety equipment.

Key Responsibilities:

- Parents must ensure children are ready at the designated pick-up points and reinforce behaviour and safety rules. Pupils under 11 will not be dropped off without an authorized adult.
- Students are expected to behave respectfully, remain seated with seat belts fastened, and follow all bus safety rules. Misconduct may lead to removal from the bus service without a refund.
- Bus Escorts and Drivers ensure student safety, maintain order, and follow safety protocols during transportation.
- Transport In-Charge oversees route planning, scheduling, and coordination of the daily bus operations.

Transport Rules:

- Fees must be paid before each term (due 15th August, 15th December, 15th March).
- No temporary cancellation or one-way concessions allowed.
- Changes to location or discontinuation of service require formal notice (minimum one week for location change subject to availability of the seat; one month for discontinuation).
- Students 15+ may walk home or pick up younger siblings with signed parental consent.

For full details, please refer to the School Transport Policy available from the school administration or website.

26. Field Trips and Excursions

- Abu Dhabi and the surrounding area provide wonderful opportunities for our students to enrich their learning beyond the traditional school boundaries. Our students participate in field trips that are closely linked as an extension to classroom learning.
- On field trips students gain first-hand experiences that relate to concepts they study in school. For your child to participate in the field trip program, you need to sign a field trip permission form at the time of the excursion. All students can expect three educational trips throughout the year.
- Field trip expenses are additional to tuition fees and will be covered by parents. Attendance at all School Field Trips is compulsory given they are considered an integral component of the students' educational program of study. Parents will be informed in advance of all field trips organized by the school.



27. Clubs

- The Clubs Programme offers a wide range of activities including football, gymnastics, basketball, dance and music.
- This program is held during school hours.
- The clubs are offered as unpaid complementary activities.
- Activities are designed to help students develop individual interests and talents as well as develop their social skills.
- Year 1 and 2 students attend a club on a rotation basis with the other classes in the year group.
- For Years 3-6 parents are informed of the clubs available each term and may help their child choose 3 they would be interested in attending, one of which they will be allocated to for the term.
- In Secondary, students choose 3 clubs they would be interested in attending, one of which they will be allocated to for the term. Their home room teacher may help them with their decision.
- Parents who do not wish for their child to participate must complete the non-participation form and return it to the school two weeks prior to clubs commencing. This will be for the duration of the term and cannot be changed on a weekly basis. A card for early dispersal will be issued and must be presented each week to collect your child if they are not attending.