



**HORIZON INTERNATIONAL SCHOOL**

*Everyone counts, everyone contributes, everyone succeeds*

**FOUNDATION STAGE HANDBOOK**

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# WELCOME TO OUR SCHOOL

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In the Foundation Stage at Horizon International School, our vision is to ensure our children reach their full potential through play-based activities, enabling our children the time to learn, play, become self-assured risk takers and develop positive relationships. Using an adaptable and inspiring curriculum, our children will lead their own learning to foster their natural curiosity and inquisitive skills. We want our children to be happy, confident, well rounded individuals with a love for learning. We believe in providing all children with a safe and stimulating environment that builds on each individual's wants, needs and interests.

***Learning should be fun, engaging and suitably challenging.***



“ I would like to welcome you and your family to the Foundation department at Horizon International School. The first week of school can be a very exciting and daunting time for many families and children. There will be lots of new experiences and many questions that you may want to ask. The aim of this booklet is to provide you with useful information about school procedures to ensure your child transitions smoothly into his/her new class.

As our youngest learners enter school on their very first day, they may find separating from parents and carers difficult. Preparing your child in advance by talking to them about their new school and visiting during 'moving in' day can ease matters for you all. During your child's first few weeks at school we suggest a consistent approach to drop-off without prolonged goodbyes. A big hug and a kiss for reassurance will help your child adjust to their new environment more quickly. It is unusual for a child to be upset for much longer than a few minutes once his/her parent has left and with time your child will become more familiar and settled with the school routines.

We are truly excited to be welcoming your child to school, we know your child will have a wonderful, fun-filled and exciting time with us. Your child will develop and make great progress in all areas of his/her little lives. You will be kept up to date with your child's progress from the class teachers.

We value our partnership with parents, and communication between home life and school life is very important to us. Should you have any questions please do not hesitate to contact the school reception or myself directly.

Enjoy these memories that will be made during your child's Early Years' experience with us.

**Mrs Cregan**  
*Assistant Principal / Head of Foundation*







## THE EARLY YEARS FOUNDATION STAGE CURRICULUM

Your child's first years at school lay the foundations for his/her life-long learning. We encourage children to form positive relationships and develop emotional intelligence through a range of different learning styles. We allow children to make mistakes and build resilience to have another go, enabling them to become independent learners. All children arrive at school with different experiences and needs; therefore, personalised learning is at the heart of our provision. Teachers are continuously observing their children in the school environment and building on what they already know. We provide our children with the tools to develop their learning styles, which will lay the foundations for the skills they will need in the future.

Our school is a community nurtured by the quality of the relationship and communication between home and school. This is encouraged at both informal and formal levels. The informal can be as simple as the dropping off and collection from the classroom, at the beginning and end of the day, when the class teacher is available for the passing on of messages. If a longer discussion is necessary, then a meeting appointment should be arranged. The most regular examples of these are the parent-teacher meetings offered following the distribution of children's progress reports. Parents are always invited to meet with the teacher to discuss the contents of the report so that families and the school can work together to support a child's next steps in learning. In the Foundation Stage, formal Parent-Teacher Meetings (PTM) take place in October and March, with an optional PTM in June. Written feedback in the form of a report is shared in October, February and June. However, there is no need to wait for these meetings if there are concerns that arise in between.

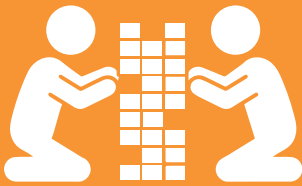
The curriculum at Horizon International School is based on the UK Early Years Foundation Stage. We teach our children a range of life skills and deepen their knowledge by questioning how and what the children are learning. Our main priority is to ensure that every child reaches his/her full potential through play-based activities, enabling our children the time to learn, play and make friends.

The EYFS curriculum is based around the characteristics of effective teaching and learning and the seven areas of learning.



# CHARACTERISTICS OF EFFECTIVE TEACHING AND LEARNING

1



## Playing & Exploring

Children investigate and experience things and 'have a go.'

2



## Active Learning

Children concentrate and keep on trying if they encounter difficulties and enjoy achievements.

3



## Creating & Thinking Creatively

Children have and develop their own ideas, make links between ideas and develop strategies for doing things.

The characteristics of effective teaching and learning weave through the seven areas of the curriculum. The characteristics develop as our children learn to do new things, acquire new skills, develop socially and emotionally and become better communicators.





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# SEVEN AREAS OF THE EYFS CURRICULUM

Each area of learning is equally important and is planned for by our children and the teachers and learning assistants, ensuring we have our children's interests and life skills throughout the year.

## THREE PRIME AREAS OF LEARNING

1



### Personal, Social & Emotional Development

Children will learn to play co-operatively, taking turns with others, showing sensitivity to others' needs and feelings, and form positive relationships with adults and other children.

2



### Communication & Language

Children will learn to listen attentively in a range of situations, giving their attention to what others say and respond appropriately. Children will also learn to follow instructions and answer 'how' and 'why' questions about their experiences and in response to stories or events.

3



### Physical Development

Children will learn to develop co-ordination, control and movement, to understand the importance of physical activity and to make healthy choices in relation to food.

## FOUR SPECIFIC AREAS OF LEARNING

1



### Literacy

Children will learn to link sounds and letters and begin to read and write.

2



### Maths

Children will learn to develop skills in counting, recognizing, ordering and writing numbers. They will learn what numbers are and how to use them, calculating simple addition and subtraction problems and to describe shape, space and measures.

3



### Understanding the World

Children will learn to make sense of the world, communities and people. They will also learn how to use ICT.

4



### Expressive Arts & Design

Children will learn to move to music, create music and songs. Children will also learn skills to enable them to become mini artists and use language to express their thoughts, ideas and feelings about their creativity.

## HOW WILL YOUR CHILD LEARN?

In the Foundation Stage the focus is on children learning through play. They are encouraged to join in all activities, to be independent and to be risk-takers. We offer a rich and varied curriculum, rated outstanding by the DSIB, in a safe and inviting learning environment. Our shared learning areas and classrooms are planned to give our children the opportunity to lead their own learning, with teachers extending their ideas through questioning, allowing our children to enhance and develop their thinking and learning across all areas of the curriculum. The shared areas are set up by our children and staff, enabling children to consolidate and apply their learning through themes and topics that interest them.

There are daily opportunities for:

### ■ Adult-led learning

e.g. whole class teaching, group work

### ■ Adult-supported learning

This is either planned in advance or provided on an individual or group basis

### ■ Child-initiated learning

Learning takes place throughout the FS department both indoors and outdoors. The outdoor learning zones are the best place for the children to practise and master gross motor physical skills. Our children will have climbing frames, trikes and bikes, water stations, sand areas and mud kitchens available on a daily basis. The EYFS environment is regularly risk assessed by all staff in the EYFS school.



## RECORD KEEPING AND ASSESSMENT

On-going observations and assessments by teaching staff occur throughout different experiences and this leads the direction of learning for our children, ensuring children have individual targets and learning. We use an online app, that collects evidence such as videos, photos and voice notes. These individual recordings will be accessible to you as a parent online - via the app. This evidence will track your child's progress as he/she works towards achieving the Early Learning Goals at the end of FS2.

## SPECIALISED SUBJECTS

In FS1 our children have 55 minutes of PE and 55 minutes of Arabic per week with specialists/teachers. Our children also receive 30 minutes a week in our FS library with our librarian, Ms Elvie. In FS2 our children have 1 hour of PE and 1 hour of Arabic per week with specialists. Our children also receive 30 minutes a week in our FS library with our librarian, Ms Elvie.





# NORMAL SCHOOL DAY ROUTINE

## FS1

On a typical day at school parents/carers should:

**Arrive between 7:30 and 8 am where your child will be welcomed by the class teacher and learning assistant.** You may enter the classrooms from the exterior door of the classroom.

**Your child's learning and routines start at 8 am, so it is essential that you are on time to be able to drop your child off at his/her classroom door.** Any parents who are late dropping off will have to go straight to Gate Two and drop their child off there. Your child will then be brought to class by a member of staff. This can be unsettling for some children.

**At 1:15 pm children will be collected from their classes, using the exterior doors.** Any child who is late being picked up will be sent to Star Club, our after-school club, where you will be charged for their services.

**Specialist subjects** such as PE and Arabic will begin in Week 3 for FS1. You will receive an introduction message from our specialists before the lessons begin.

## FS2

On a typical day at school parents/carers should:

**Arrive between 7:30 and 8 am where your child will be welcomed by the class teacher and learning assistant.** You may enter the classrooms from the exterior door of the classroom.

**Your child's learning and routines start at 8 am, so it is essential that you are on time to be able to drop your child off at his/her classroom door.** Any parents who are late dropping off will have to go straight to Gate Two and drop their child off there. Your child will then be brought to class by a member of staff. This can be unsettling for some children.

**At 1:30 pm children will be collected from their classes, using the exterior doors.** Any child who is late being picked up will be sent to Star Club, our after-school club, where you will be charged for their services.

**Specialist subjects** such as PE and Arabic will begin in Week 2 for FS2. You will receive an introduction message from our specialists before the lessons begin.

If you will be unavoidably late picking up, please telephone the Reception with an explanation and a time so we can explain this to your child. If someone other than yourself is picking up, then you must call the school or send a note or e-mail to school.

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## TYPICAL TIMETABLE

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Time	Activity
7:30-8:00	Arrival / Registration / Welcome
8:00-8:45	E.g. Phonics / C&L / Literacy / Library
8:45-9:40	<b>Experience 2</b> - E.g. Maths / UTW
9:40-10:00	Snack and a Story
10:00-10:55	<b>Experience 3</b> - E.g. PSED, Specialist
10:55-11:50	<b>Experience 4</b> - E.g. PD / Art
11:50-12:30	<b>Experience 5</b> - E.g. Curriculum based / Specialists
12:30-1:00	Lunch together in classes
1:00-1:15 / 1:30	<b>Reflection</b> – Proud Moments / Circle Time / Songs and Stories

\*An **Experience** is a chance for the children to learn something new through teacher input, followed by continuous provision and activities.

\*\*Class to Class timetables will vary



# COMMUNICATION AT HORIZON INTERNATIONAL SCHOOL

There are several ways in which we communicate important information at school:

01

**ISAMS** Parent Portal / iParent app- Please see the whole school handbook for more details.

02

**Face-to-face:**

Pick up and drop-off is a busy time for teachers, ensuring your child settles well and is safe in school. Please ensure you write important information/notes by e-mailing the class teacher rather than relying on teaching staff to remember. Please arrange a meeting time after school with the teacher to discuss any concerns/issues that exceed a general message.

03

**Online App (Seesaw):**

For individual children's learning journals.

04

**Formal Parent-Teacher Consultations:**

October / November - Settling in Parent-Teacher Consultation.

March - Parent-teacher consultation to discuss progress and attainment and any next steps.

05

**Reports:**

October - Settling-in report

February - Mid-year progress report

June - Full end-of-year report

06

**Class Link:**

For reminders / organising get togethers outside the scope of school.

07

**E-mail:**

Your teacher's e-mail address will be shared with you, should you require to send through individualised messages about your own child.

# UNIFORM



Blue polo t-shirt



Navy blue cargo shorts



Navy blue skirt

for FS2 only



PE t-shirt



PE shorts



PE skirt



School hat or cap



Black trainers with white socks  
(Velcro fastenings)



School book bag OR  
black or navy backpack **without wheels**



School winter fleece  
(Optional. However, if your child requires  
an extra layer for warmth,  
then it must be the school winter fleece)



Swimming/PE bag (FS2 Only) -  
This will contain a one-piece swimming  
costume for girls, shorts/trunks for boys,  
goggles, swimming hat, towel,  
crocs/flip flops

All school uniform is stocked and sold via

**Sumeru Trading, School Uniform Shop,**  
located on 1st floor, J3 Mall,  
Al Wasl Road

**Online Shop:**

[www.shopatsumeru.com](http://www.shopatsumeru.com)  
[info@shopatsumeru.com](mailto:info@shopatsumeru.com)





## ILLNESS AND SAFETY AT HIS

- Please provide the school nurses with a medical record.
- Please ensure the school nurses are informed of any ongoing health concerns and updated on any changes.
- Hats are to be kept in school and will be worn if the children are outside in full sun.
- Please provide a change of clothes to keep at school in the event of an 'accident'.
- Please note that, following a fever, your child must be fever free without medication for 24 hours before returning to school.
- Vomiting and diarrhoea – no return for 24 hours after the last episode.
- A doctor's note is required if your child is absent from school for two or more days.

## SAFETY AND SECURITY

- A security system operates in our EYFS; please help us maintain a safe and secure environment.
- All parents must wear their badge when entering and walking around school.
- All visitors are asked to report to Reception to sign in and wear a visitor's badge.
- Please ask a member of staff to let you out of the EYFS building. This is to ensure that children are not let out of the building by mistake.
- If anyone different is picking your child up from school please inform his/her teacher or relevant member of staff.



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## LUNCH AND SNACK TIME



All children should bring a healthy snack to school that they can access throughout the morning. Children will be monitored and assisted to ensure that they eat before 10 am so that everyone has had a morning snack. Please send in sensible amounts of food for your child to eat. We ask that chocolate biscuits and flavoured milk do not get packed as part of their snack.

Please provide

- A small snack provided in a plastic box – 1 piece of fruit, yoghurt, snack bar
- Packed lunch provided in a separate lunch box – 1 sandwich/wrap, vegetable sticks, juice, yoghurt, pasta
- Water bottle

Please show your child his/her snack and lunch box so she/he knows what they look like. Ensure containers are easy for the children to open and close independently. Please **clearly label** your child's boxes as 'snack' and 'lunch' and please do not send in glass ware. **HIS is a nut-free school.**

Do not include snacks containing tree nuts, peanuts, sesame seeds, nutella spread, etc.

**Please ensure that any small fruits & vegetables, e.g grapes, blueberries, cherry tomatoes, olives, etc are cut in half (longways) to minimise choking.**

## TRIPS AND EXTRA CURRICULAR ACTIVITIES

All children in FS1 and FS2 have the chance to sign up to one internal extra-curricular activity in Term 2 and Term 3. These are taster sessions that last for 45 minutes, FS1 clubs run from 1:20 - 2:05 pm and FS2 clubs run from 1:35 - 2:20 pm. These may include art club, story telling, music movement, cooking, tinker box, etc.

FS1 and FS2 are able to sign up to external extra-curricular activities available from outside agencies at HIS. These include football, karate, gymnastics, tennis and ballet. The ECA availability may change from each academic year. At HIS we work closely with a number of providers who are experts in their fields. Many of our providers offer activities tailored for Early Years children. Scheduling is at the discretion of the providers and may vary depending on when their staff is available.

The Foundation Stage teachers will be organising school trips that leave the premises using our bus service, for example, Oli Oli museum, Ski Dubai and the Dubai Mall Aquarium.

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# SCHOOL TRANSPORT

We work very closely with a reputable bus company called Shanawaz Buses Rental, to provide a first-class transportation service for children that opt to take the bus. With getting to school, safety is our utmost concern and as such we ensure that our buses meet and exceed KHDA and RTA requirements through the following:

- State of the art real-time GPS tracking
- Personalized parent login to a mobile application
- CCTV monitoring

Additionally, a dedicated Support Assistant will always be on the bus with your children to make sure they are seated with their seatbelts fastened. The Support Assistant will also make sure students move to their classrooms on time and arrive home safely from the bus.

All families who wish to use the bus service are kindly asked to complete the School Bus Service Registration Form.

You will then be contacted to be advised of the routes, timings, and service.

## OUR BUSES OPERATE THE FOLLOWING ROUTES

It is important that parents ensure that the school office has up-to-date emergency contact details. It is also essential that the school is provided with at least one emergency contact other than the child's parents in the event that neither parent is reachable.

ZONE	Residential Areas Serviced
 Route 1	Al Badaa, Al Wasl, Al Safa, Jumeirah 1, Jumeirah 2, The Greens, Umm Suqeim, Tecom, Al Hudaiba
 Route 2	Dubai Hills, The Gardens, Jumeirah Park, Al Sufouh, Business Bay, Discovery Gardens, Downtown, Dubai Marina, Emirates Hills, Flamingo Villas, Internet City, Jumeirah Beach Residence, Jumeirah Islands, Jumeirah Lakes Towers, Knowledge Village, Meadows, Motor City, Palm Jumeirah, Satwa, The Springs, The lakes, Trade Centre, Sheikh Zayed Road, Al Qouz, Media City
 Route 3	Oud Metha, Jumeirah Golf Estate, Jumeirah Village Triangle, Bur Dubai, Jebal Ali Village, Jumeirah Village Circle, Karama, Sports City, Town Square, Mudon, Remraam, Mira Community, Mira Oasis, Damac Hills, Serena Community, BurJuman, Production City/IMPZ



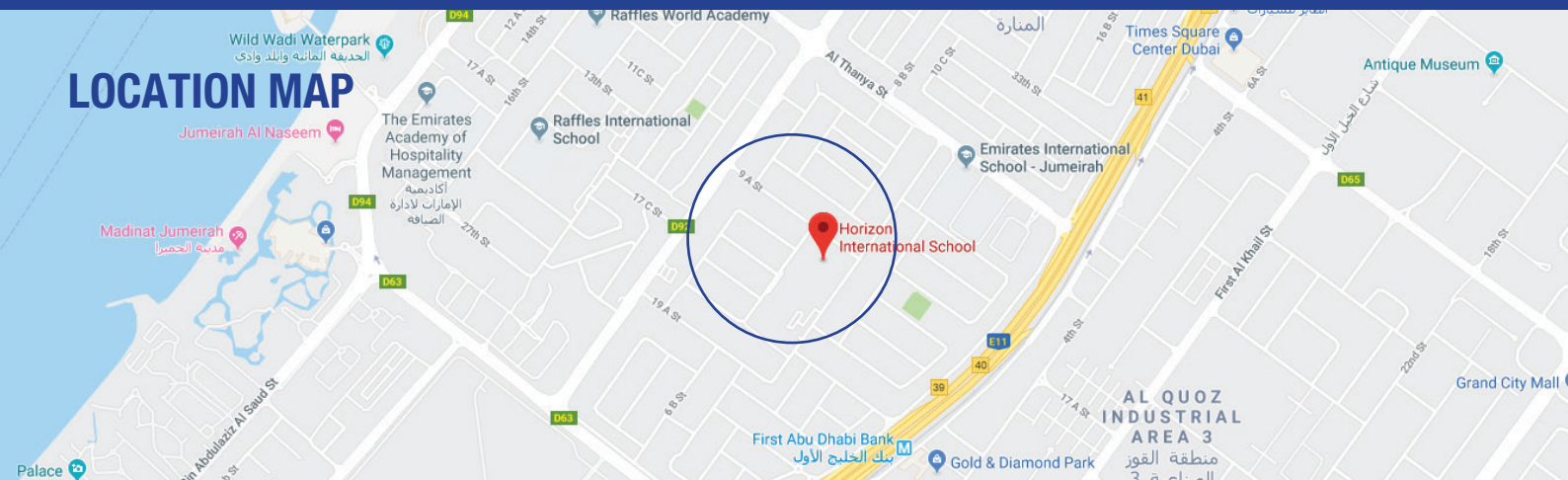
For more information on registering your child for our Transport Service, please contact:

[hisbus@shanawazgroup.com](mailto:hisbus@shanawazgroup.com)



**Principal  
Mr Gale**

**Head of Foundation Stage  
Mrs Cregan**



**HORIZON INTERNATIONAL SCHOOL**

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