



# HORIZON INTERNATIONAL SCHOOL

## POST 16 HANDBOOK

# GENERAL INFORMATION

Welcome to Post 16 at Horizon International School. This Handbook aims to provide you with all the necessary information you need to make your time in the Post 16 productive and enjoyable.

## PERSONNEL

Exams Officer	Mrs. S Fernandes	examsofficer@hisdubai.ae
Y12 Form Tutor	Mr. C Donnelly	ciaran.donnelly@hisdubai.ae
Y13 Form Tutor	Ms. D Young	donna.young@hisdubai.ae
Head of Post 16	Mrs. N Peacock	nicola.peacock@hisdubai.ae
Principal	Mr. D Gale	principal@hisdubai.ae

We welcome contact from parents/carers and consider a mutually supportive relationship crucial to a student's academic and personal development. Please use the e-mail addresses above to direct your query.

For general queries, please email [receptionist1@hisdubai.ae](mailto:receptionist1@hisdubai.ae)

For student attendance and progress queries, please email Mrs. Peacock [nicola.peacock@hisdubai.ae](mailto:nicola.peacock@hisdubai.ae)

## SUPPORT AND GUIDANCE

The Head of Post 16 or Form Tutor are usually our students' first point of contact. The Head of Post 16 and Form Tutor are an essential resource in developing students' general study skills/habits and in monitoring progress.



# GENERAL INFORMATION

## THE ACADEMIC DAY

Period	Time
Registration	7:30 – 7:50
P1	7:50 – 8:45
P2	8:45 – 9:40
Break	9:40 – 10:00
P3	10:00 – 10:55
P4	10:55 – 11:50
Lunch	11:50 – 12:30
Form / SS / ME	12:30 – 1:10
P5	1:10 – 2:05
P6	2:05 – 3:00

If you leave school early or arrive late, you must sign in/out with Reception.



# VISION

To become a world-class Post 16 in which standards of achievement are outstanding for all students and in which all individuals benefit from being part of a tailored, inspiring, supportive and dynamic learning community that achieves excellence for all.

## Vision:

HIS is a supportive, student-focused, international community school. We strive to challenge and inspire all learners to develop their skills and nurture values through a love of learning so that they can responsibly embrace the diverse challenges of tomorrow.

## Values:

Month	Value
September	Ambition
October	Happiness
November / December	Respect
January	Positivity
February	Kindness
March	Diversity
April / May	Resilience
June	Honesty

## OUR EXPECTATIONS – PARENTS

- Support learning at home
- Post 16 Expectations
- Ensure students come to Post 16 every day, on time, ready for learning
- Approach the Form Tutor early with problems and work with staff to resolve them
- Support Post 16 through participation in events and attend Parent Consultation Events
- To support good communication between home and Post 16

**“However difficult life may seem,  
there is always something you can do to succeed at.”**

**Stephen Hawking**  
Theoretical Physicist

# BEHAVIOURS

## Successful Horizon International School Post 16 Students:

Show each other respect.	Complete revision notes, glossaries of key terms, flash cards etc. throughout the year.
Focus on success and enjoy doing well.	Take an active part in lessons
Work well with others both in lessons and in outside study.	Take an active part in lessons
Understand and use school support mechanisms when necessary.	Seek advice and support.
Have positive relationships with staff.	Constantly review learning.
Enjoy school and have a sense of shared values with the school.	Subscribe to subject journals and actively use resources e.g. revision guides.
Adhere to school expectations.	Use the media (papers, internet etc.) to keep abreast of current affairs related to the courses.
Have a home study environment that is comfortable and free from distraction.	Complete work to deadlines, including internal deadlines.
Use practice exercises, mock exams etc to test learning and develop performance.	Have a clear idea of future pathways.
Plan learning programmes, revision etc.	Arrive to school and to lessons on time.
Make good use of study time and facilities.	Have a very high attendance rate, attend all lessons and have no unauthorised absences.
Make careful use of marking and feedback to improve their performance.	Take an active part in wider school life; sport, drama, roles of responsibilities etc.
Have a clear idea of their current level of performance and how to reach the next level.	Are careful to achieve a lifestyle balance of study and other activities.
Take part in out of school academic activities e.g. conferences, lectures and debates.	Keep themselves healthy.

# POST 16 EXPECTATIONS

## STUDENT & PARENT/CARER ACKNOWLEDGEMENT OF STUDENT LEARNING AGREEMENT

As published below in this Handbook, the Post 16 Agreement identifies our duties and the expectations of you as a member of the Post 16. We require confirmation that you have read and agreed to the conditions outlined below by signing with your parent/carer and returning a copy of the Post 16 Agreement, which is distributed with this Handbook.

You will also be required to complete an electronic version of the School's Expectation Policy via the new eplanner during induction in the first term.

## POST 16 AGREEMENT

At Horizon International School we believe that at the heart of a successful Post 16 there must be clarity, responsibility and a desire to learn. Students must be clear about what is required of them and what they have a right to receive from the School. Similarly, with privileges come responsibilities. To this end, we have devised a written agreement which makes clear the parameters within which we operate.

## WHAT IS EXPECTED OF THE STUDENT

### 01 To fulfil the responsibilities and requirements with regard to the academic demands of the courses you undertake.

- Be fully equipped and prepared for work for every lesson
- To undertake 3 - 4 A levels in the majority of cases
- Work with your tutor to be responsible for personal target setting and forward action planning and fulfilling the outcomes of these
- Meet deadlines. Use your organiser and plan your work commitments
- Use private study time appropriately. Our expectation is that you will work for about four hours per week per subject over and above all timetabled lessons
- Avoid plagiarism in any course work or assessed work and meet specified internal deadlines for these
- Arrive 30 minutes before all examinations and notify the school immediately if you are delayed or ill. Be responsible for knowing when and where your examinations will take place.

### 02 To fulfil the responsibilities and requirements with regard to membership of the school.

- Set an example to younger students
- Maintain good standards of behaviour: no smoking, drinking alcohol, substance abuse, dangerous driving or other actions likely to reflect badly on you or the School

- Liaise with the appropriate school offices. If you see bullying or antisocial behaviour of any kind speak in confidence to a member of staff
- Become involved in extra-curricular activities and offer help to the School when and where appropriate
- Protect and respect the school environment, including the Hub
- Use mobile phones only in the Hub
- Respect the quiet study spaces and the students who will be working in those spaces
- Students should arrive to lessons promptly and purposefully

## WHAT IS EXPECTED OF THE STUDENT (Cont)

### 03 To attend all lessons and arrive punctually to Post 16

- Attend Post 16 daily and all of your lessons every day. All absences should be covered by notes and handed to your form tutor. Planned absence must be negotiated through leave approval form and no term time holidays will be authorised
- Arrive to Post 16 promptly for a 7.50am start to lessons. If you are late to registration, (for no valid reason), then you will be issued with 30 minutes community service on the day you are late. Your parents will be contacted on the day. Students should arrive to lessons promptly and purposefully

### 04 To adhere to our Post 16 uniform policy

Set high standards in terms of school uniform. Post 16 uniform sends the right message to younger students, teachers, the community and each other. If your uniform is incorrect, your parents will be informed and you will be asked to rectify it within 2 days. You will be offered spare uniform during this period and if there is no suitable spare uniform available, you may be sent home. Uniform expectations for this year are outlined in the Post 16 Uniform Policy.

### 05 To use social media appropriately

- Operate social media with caution and do not put yourself in danger or a compromising position by posting personal material that may harm you or someone else
- Avoid activities which cause distress or discomfort to others
- Conduct yourself to reflect credit on the school
- Do not write or engage with posts regarding a member of staff, the school or another student which may cause offence.

# WHAT THE STUDENT MAY EXPECT

## To receive support for learning.

- High quality tuition, guidance and resources throughout the course of study
- Progress information and periodic attainment grades, effort grades and full reports
- Guidance as to your academic standards and potential from subject teachers to help you set targets for improvement in regular RAT (Record of Achievements and Targets) interviews with your tutor on a termly basis
- A staged programme of academic support if you are under-achieving:

### Stage 1

Target card. Your tutor will issue you with a target card, where you will derive SMART targets with your subject teachers. You will have two weeks to meet your targets. You will review your progress in tutor time once a week. If you do not meet your targets you will be moved to Stage 2 of support.

### Stage 2

Support Sessions. You will attend four weeks of extra after-school supervised study. The amount of hours you will be expected to attend will be determined by the level of support required. Should you fail to attend a study session you will automatically be placed onto the next stage of support.

### Stage 3

Parental meeting and Written Agreement. A meeting with your parents will be arranged and your position in Post 16 will be discussed. You will sign an agreement outlining your commitment to your studies. You will attend six weeks of extra after-school supervised study as well as supervised private study in the school day. The amount of hours you will be expected to attend will be determined by the level of support required.

### Stage 4

Failure to adhere to the Post 16 agreement may jeopardise your position in the Post 16.

## To receive support for personal development.

- Individual interviews with your tutor
- Careers education and guidance, including Higher Education preparation
- Access to the full Pastoral Programme, which is delivered weekly
- Full support for any Higher Education, employment or apprenticeship application, including references
- Three days leave of absence, applied for by yellow form, for visiting universities on open days
- Pastoral support should you need it from the staff at school
- Continued support through references after you have left.

The privilege of joining the Post 16 at Horizon International School brings with it both rights and responsibilities. You will become influential role models within the school community which will bring with it constraints as well as benefits. You must accept this as part of the package of being a Post 16 student and remember that support and understanding does not conflict with the application and enforcement of rules. Where a student fails to meet the terms of this agreement there will be a range of responses including verbal and written warnings, Student Support Stages, community service tasks and ultimately, a review of the right of the student to remain in Post 16.



# ACADEMIC SUPPORT LADDER

## POST 16 Academic Support



### Stage 1: 2Weeks

SMART targets set in subject

### Stage 2: 4Weeks

After school study sessions- one hour per subject.

### Stage 3: 6Weeks

Meeting with parents  
Learning contract  
Private study removed  
After school study sessions

### Stage 4

Supported to look for alternative provision

**NB..** If a student is removed from a point on the ladder but is subsequently put back on, they start at the same point at which they were removed



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## USE OF AEROSOLS

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Aerosols sprays are not permitted in school due to health issues, for example, asthma.

## CYBER BULLYING

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We operate ZERO TOLERANCE of misuse of public networking sites that cause distress, exclusion or upset to others.

## POST 16 COMPUTING CODE OF CONDUCT

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Students must not:

- Reveal their passwords to others.
- Engage in any act of plagiarism.
- Retrieve or send material which would be in breach of copyright law.
- Send inappropriate messages using or across school systems.
- Use disrespectful language about any other member of the school community.
- Download or use a VPN in school.
- Attempt to download or install any software on the school computers.
- Tamper with any computer hardware or software, or attempt to access unauthorised areas of the system.
- Use school systems or resources for profit-making activities.
- Consume food or drink in computing areas.

## GOOD PRACTICE:

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Make sure all coursework is 'backed up' on a network drive, or stored in the cloud. Any infringements of this code could lead to students being asked to pay for damage and being banned from the facilities.

## PLAGIARISM

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Plagiarism is copying other people's work and passing it off as your own, this includes downloading and submitting work taken from the Internet. Other common forms of plagiarism would be using quotations without attributing their source or passing off the ideas of others as if they are your own. Plagiarism does not have to be word for word theft of material but a "close imitation" of another's work. Plagiarism within externally assessed coursework, controlled tasks, portfolios or exams may result in automatic disqualification.

The use of A.I including Chat GPT

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Students are required to be in the school building throughout the school day, including at break and lunchtimes or for organised activities e.g. sporting activities and field trips.

## ROUTINES & PROCEDURES

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You will be allocated a Form Tutor.

- If any lessons are missed you will be expected to catch up on any work missed as advised by your teachers. This may require you to attend further sessions after school.
- Emails are sent to parents on a daily basis if lessons are missed.
- An attendance check will be made half termly and any student whose attendance falls below 95% will result in their parent being contacted.
- If a student has a genuine reason for absence parents must email Form Tutor or the Head of Post 16 between 7.00am - 7.30am, or telephone reception for each day of absence. Any unexplained absence will generate an email home.
- If a student needs to leave school for any reason, they must see the Head of Post 16 and sign out.
- Students may be asked to provide medical evidence in certain circumstances.
- Non emergency dental/doctors appointments and driving lessons **SHOULD NOT** be arranged during the school day.
- Students who have been absent must ensure that all missed work is followed up in liaison with subject teachers.
- Research shows that attendance below 85% equates to a drop in achievement by at least 1 grade

## HOLIDAYS

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Students **MUST NOT** arrange holidays during term time. Such absences will be treated as Unauthorised and, depending on the degree of subject content missed, may call into question the student's entry for examinations and jeopardise his/her place on courses. The Post 16 follow the principles set out in the school attendance policy.

It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon requests for a reference from an employer.

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## UNIVERSITY OPEN DAY VISITS

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Students are permitted to attend 4 university open day visits in the Summer term at the end of Year 12 and in the Autumn term of Year 13. Permission must be requested by your parent by email to the Head of Post 16

[nicolap@hisdubai.ae](mailto:nicolap@hisdubai.ae)

## DRESS CODE

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Post 16 Students are required to dress smartly, and our expectations reflect those that employers have of their staff in most business environments. As the most senior students in the school, we insist on high standards of appearance and for students to be easily recognised within, and beyond, our school community.

## KEY STAGE 5: BUSINESS ATTIRE

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Male Students are required to wear long, tailored, and not 'skin tight' fit trousers, long sleeved shirts, post 16 tie (NOTE: This can only be purchased at the school shop), closed footwear and a suit jacket for formal occasions

Female Students are required to wear trousers, skirts & blouses and dresses as appropriate with closed formal footwear.

- Clothing should cover the shoulders to the top of the arm. Sleeveless tops are allowed as long as the top of the shoulders are covered. Tops with thin straps are not permitted.
- Clothing should fully cover any sign of cleavage or midriff, including the back.
- Leggings can ONLY be worn under a dress / skirt of the appropriate length (minimum knee). They are not to be worn as the sole item of clothing on the lower part of the body.

## THE POST 16 LANYARD MUST BE WORN AT ALL TIMES.

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**For clarification the following items are not allowed:**

- Hoodies, leather, P.U, chinos or denim including jean-style trousers, see-through linen trousers, leggings, shorts, cut-off trousers, playsuits, skater skirts, skorts, leather, P.U skirts, polo shirts, polo-necked jumpers, designer logos, trainers, casual 'deck' shoes, flip flops and "Ugg-style" boots.
- Visible tattoos, lip, nose and tongue piercings.
- Hair must be of a natural hair colour.
- One piercing per ear is allowed and no 'stretchers.
- Outdoor coats, jackets and scarves should not be worn in the school building.

**If a student's appearance is not acceptable the student will:**

- 1. Receive a warning.**
- 2. Contact made with home.**
- 3. Given the option to change into spare business dress or to go home to change.**

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## SAFEGUARDING

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It is a safeguarding requirement for all Post 16 students to visibly wear their student lanyard. This is essential as Post 16 students do not wear a school uniform and need to be recognisable to main school students and staff.

**Post 16 Students can only enter and exit the school through the Secondary Entrance their lanyards visible.**

All students will be issued with their own student lanyard and will be responsible for its safe keeping.

Replacement lanyard will incur a small fee. For safeguarding and security reasons, students must not bring external visitors onto the school site.

## MOBILE TELEPHONES/PERSONAL BELONGINGS

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The use of mobile phones is not permitted within lessons and in any part of the main school. Mobile phones may be used to play music, using headphones, in the Post 16 Area ONLY (not in the quiet study area) as long as noise does not disturb others. Horizon International School will not be responsible for the loss or damage to any personal equipment.

## DEVICES FOR LEARNING

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All students are required to have a device ready to use in all lessons. It is the students responsibility to ensure that the device is fully charged and has the recommended applications available for use. All students must comply with the whole school Devices Policy.

## VEHICLES

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The car park to the rear of the school is for staff members only and the school cannot allow student vehicles on the site. Students can however park their cars at the front of the school. Students who break this rule will receive a parking sticker on their windscreen and be expected to payback wasted staff time to the school community. We also expect students who are learning to drive to arrange lessons to start at home and not school. Students who choose to drive to school must submit their vehicle details to the Head of Post 16, Mrs Peacock

## SMOKING

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The school buildings, grounds, and all nearby residential streets are strictly no smoking (including vaping) areas for all students at all times. Any student who is caught smoking in close vicinity of the school, will be sanctioned appropriately.



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## POST 16 HUB

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We are very fortunate to have a new Post 16 Hub. We MUST look after it which means that rubbish, plates, books, files etc. are cleared away. Taking responsibility for our own space will ensure we have a great place to work and relax in!

## INAPPROPRIATE LANGUAGE

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Swearing and offensive language is not acceptable in any working environment. Students who are caught using offensive language will be directed to certain tasks that support the wider HIS community.

## MONITORING PROGRESS

### THE POST 16 HUB & QUIET STUDY

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High standards of behaviour are expected in the Post 16 Hub and Quiet Study area at all times. Students should use all facilities sensibly and respect other users.

## WORKING AS A TEAM

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We encourage every student to work to the best of his/her ability and aim high academically. We also emphasise the importance of building key skills to support progression to Higher Education, training or a chosen career. Close liaison between Faculties, the Post 16 Team, student and home can trigger tailored support. Intervention managed by the Post 16 Team will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email. Please contact the Head of Post 16 with any queries straight away, however small, so that we can prevent small issues becoming bigger problems.

Student progress will be monitored very carefully in the Post 16 to ensure all students achieve their very best.

Monitoring will be ongoing with students, subject teachers, tutors and the Post 16 Team all fully involved and informed. Students will discuss their progress with Teachers on a regular basis, in addition to interviews with either the Form Tutor or the Head of Post 16. We expect students to take responsibility for reflecting on their own performance, evaluation and setting targets for improvement.

Furthermore, there are student reports in Year 12 and in Year 13, published to parents/carers throughout the academic year where overall performance will be assessed.

If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be a subject teacher, or a member of the Post 16 Team.

Students will be issued with an electronic version of a school planner which ALL students are required to use. The new eplanner will have copies of School Policies, timetables, day-to-day planning and much more. This will become a central means of keeping organised, motivated and keeping up-to-date with important information.

If a student's attitude to learning or progress is unsatisfactory in any subject, the student will be placed on the Academic Support Ladder.

High levels of effort and an excellent work ethic will be rewarded according to the whole school behavior policy.

Maintaining high levels of academic productivity throughout the two years in Post 16 is essential to maintaining progress in line with statistical targets.

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## SOCIAL MEDIA

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Research tells us that the use of social media when studying can significantly lower your academic productivity. Apps are available that can be used to avoid the distraction of social media.

## LIFE AS A POST 16 STUDENT

### CHANGES OF COURSE

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It is strongly recommended that changes of course are discussed and implemented prior to the start of term in September. Changes after this will only be considered in weeks 2 and 3 of the term. Students wishing to change must first discuss this with the staff whose subject they intend to change from and to. Agreement must be made with these staff, and a form collected from the Head of Post 16. This must be signed by the relevant staff and parent/carer, then returned as soon as possible for a re-issued timetable. Any change is subject to the completion of bridging materials, subject blocking and class size.

## COMMUNICATION

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The Post 16 Team will convey information such as examination dates, school trips etc. to students via the following:

- Student Eplanner: all students are expected to use the Teams platform on a daily basis in case of important notices, dates, changes, opportunities or messages.
- Email correspondence. Students are responsible for checking their email on a daily basis.  
Students will be issued with a school email address and are expected to use this.
- Regular assemblies.
- Notice boards in the Post 16 Area
- Email correspondence and letters to parents/carers.

The school website also has up-to-date information regarding important dates throughout the academic year.

## PRIVATE STUDY

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Private Study is silent, supervised study in the Post 16 Area or the Quiet Study Hub **that is pre-allocated on your timetable**. Outside of school we expect you to complete 16 hours of independent work or 1 hour for every lesson taught in school. Students may use the Post 16 Area or Quiet Study Hub beyond 3.30pm, but no later than 4pm as long as a member of staff is present in the Post 16 Area.

## PART-TIME WORK

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This should be kept to a minimum, and should never exceed 7 hours per week. If students exceed this limit they are likely to put their results in jeopardy. The Post 16 programme is very busy and students will soon find themselves fully occupied and struggling with deadlines should they fail to devote the appropriate time to their studies.

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## EXAMINATIONS AND STUDY LEAVE

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All students will be issued with guidance regarding examination procedures and an individual candidate timetable will be provided to each student. Any query relating to examinations should be directed to the Examinations Officer, who may be emailed on [examsofficer@hisdubai.ae](mailto:examsofficer@hisdubai.ae).

## SUPPORTING STUDENTS IN THE WIDER WORLD

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Students will follow a pastoral programme that encompasses PHSE & Moral Education. Throughout the year, activities will include career guidance, work related learning, university applications and health & well-being guidance.

Ms Young will extend Career/University Guidance to all students in Post 16.

## LEADERSHIP OPPORTUNITIES

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HIS ethos and culture is rich in leadership opportunities for students across the year groups. Post-16 will continue this opportunity further embedding the strong belief in the next generation of young leaders. For example, organising charity events, student mentoring programme, community service, volunteering, guest speakers, working with local companies and much more.

## RECOGNITION OF ACHIEVEMENT

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Staff will recognise the achievement of individual students in terms of their personal success and through the contributions students make to the life of the school and the wider community. This can be done in a range of ways: verbal or written praise, awards, 'Best Version of Me', special events and much more.

### Praise can be awarded for :

- Deep thinking: analysis, evaluation and application.
- Independent learning.
- Progress and effort.
- 100% attendance.
- Outstanding work.
- Contribution to extra-curricular activities and events.
- Contribution to charities.
- Working with students in the main secondary school.
- Taking on additional responsibilities.
- Helpfulness and goodwill.

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## EXAMINATIONS

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Serious issues of behaviour and misdemeanour will require the involvement of the parent/carer. A meeting will be arranged with the Post 16 Team and student before the student can continue with the programme of subjects being followed. Further misdemeanours will jeopardise a student's ability to continue with a particular subject, or to remain in the Post 16.

## EXTRA CURRICULAR ACTIVITIES

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A wide range of activities will be available to Post 16 students.

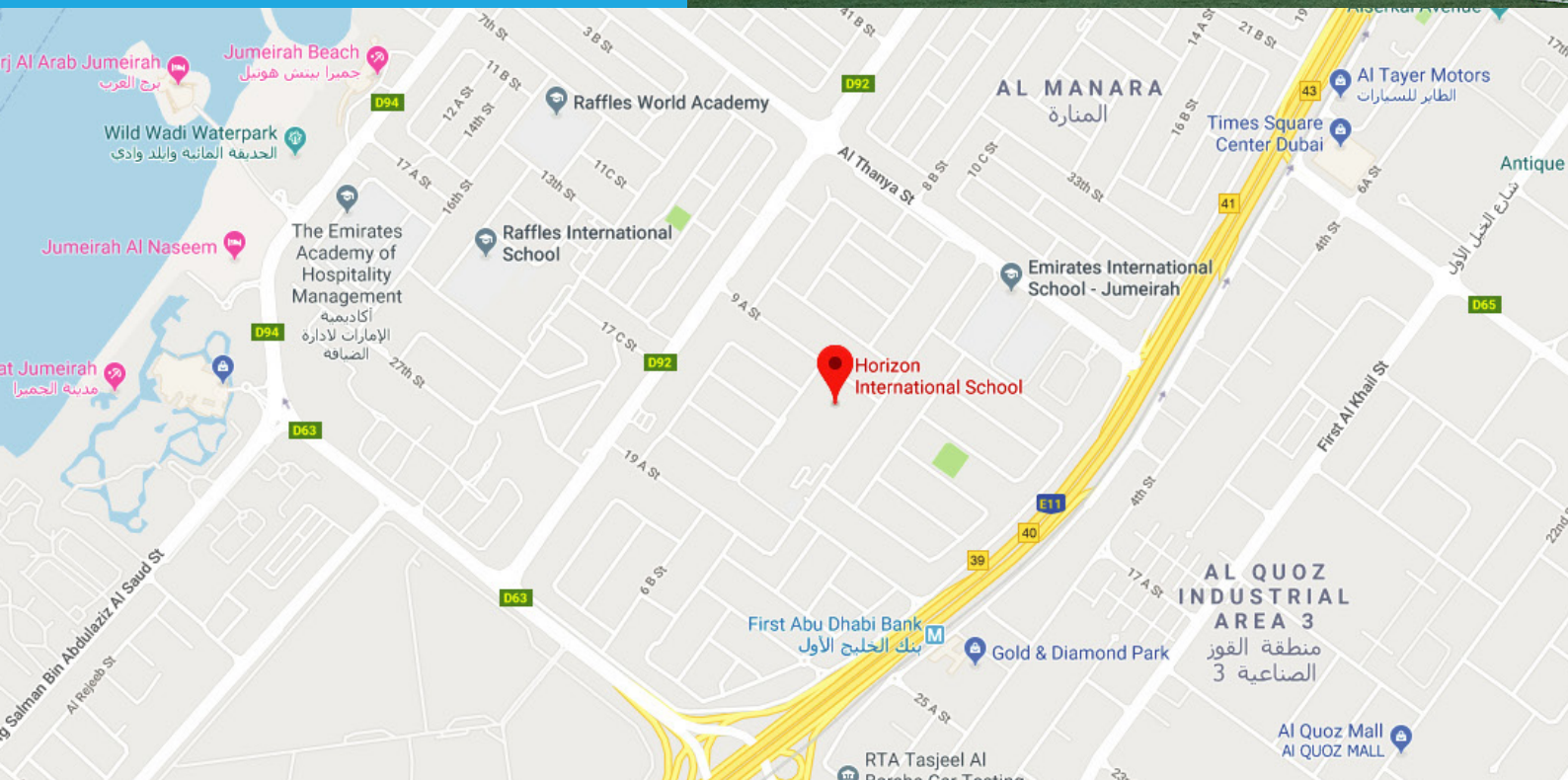






**Principal**  
**Mr Darren Gale**

**Assistant Principal and  
Head of Post 16**  
**Mrs Nicola Peacock**



**HORIZON INTERNATIONAL SCHOOL**

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