



DIS Newly-appointed STAFF INDUCTION Programme, August 2016 (version 22.6.16)

MPH	Monday 15 th August	Tuesday 16 th August	Wednesday 17 th August	Thursday 18 th August
9:00 – 10:00	<p style="text-align: center;">Meet and Greet Jeff Smith (Director) & SLTs:</p> <ul style="list-style-type: none"> ▪ Welcome ▪ School calendar ▪ Induction Prog ▪ Documentation 	<p style="text-align: center;">HR session</p> <p>Jeff Smith & Business Office team: Wajeed, Desmond, Fatima, Basith, Suneetha</p> <ul style="list-style-type: none"> - Banking forms/Visa issues - Passports needed - Emirates ID documentation - Medical Insurance 	<p style="text-align: center;">UAE Employee Requirements</p> <p>Suneetha, Fatima.</p> <ul style="list-style-type: none"> ▪ Emirates ID Cards ▪ Medicals & blood test <p>Accompanied by Neil Visser-Kate Williams</p> <p style="text-align: center;"><i>UAE 'modest dress' code* required.</i></p> <p style="text-align: center;"><i>*(Males: Shorts and sleeveless wear not permitted; trousers/jeans and shirts/t-shirts permitted).</i></p> <p style="text-align: center;"><i>*(Females: Sleeveless tops and short/medium length skirts not permitted; upper arms must be covered; long skirts and trousers/jeans permitted)</i></p>	<p style="text-align: center;">Sheikh Mohammed Centre for Cultural Understanding Bur Dubai</p> <p style="text-align: center;">Colin Bibby & Elise Furr</p> <p style="text-align: center;"><i>UAE 'modest dress' code* required.</i></p> <p>7:15 Pick-up from Mirdif 7:30 Pick-up from school</p> <p>8:00-9:30 Cultural Breakfast and Talk</p> <ul style="list-style-type: none"> ▪ UAE History ▪ Modern UAE ▪ Culture ▪ Etiquette <p>9:30-10.30 Bastakiya Mosque Tour</p> <p>11:00 am Depart for school</p>
10:00 – 11:00	<p style="text-align: center;">Tour of school with SMT members</p> <p style="text-align: center;">Primary & Secondary SLTs</p> <p style="text-align: center;">Roles and Preliminary information</p>	<p style="text-align: center;">Child Protection & Pastoral Issues</p> <p>Secondary - Elise Furr</p> <p>Primary - Nigel Ludlam</p>		
11:00 – 12:00	<p style="text-align: center;">IT set up</p> <p>Session A: Jeff Smith & IT team - PowerPoint, Logon & Passwords, Email, iPads, Mirroring - SM10</p> <p>Session B: Bassel Deiry & IT team - Logon & Passwords, Email, School TREE, Network, Printing – SU9</p>	<p>Individual photo session for staff ID cards.</p> <p style="text-align: center;"><i>Professional dress for photos</i></p>		
12:00 – 13:00	Lunch (provided by school)	Lunch (provided by school)	Lunch (provided by school)	Lunch (provided by school)
13:00 – 14:00	<p style="text-align: center;">IT set up</p> <p>Session B: Jeff Smith & IT team - PowerPoint, Logon & Passwords, Email, iPads, Mirroring - SM10</p> <p>Session A: Bassel Deiry & IT team - Logon & Passwords, Email, School TREE, Network, Printing – SU9</p> <p>13.45 Shopping! Bus to Dubai Festival City (DFC) for HyperPanda supermarket & IKEA.</p>	<p style="text-align: center;">CPD at DIS Colin Bibby</p> <ul style="list-style-type: none"> * CPD at DIS * Term1: ongoing Induction * INSET week with whole staff * Internal CPD workshops 	<p style="text-align: center;">Director's Slot Jeff Smith</p> <ul style="list-style-type: none"> ▪ History of DIS ▪ Teaching & Learning ▪ Professional expectations <p style="text-align: center;">13:30 – 14:15 PS/SS VLE Training in SM10</p> <p style="text-align: center;">Bassel Deiry & IT Team</p>	<p style="text-align: center;">Round-up Session Colin Bibby & Suneetha</p> <ul style="list-style-type: none"> ▪ Any remaining info ▪ Open Q & A discussion ▪ Feedback on Induction
Evening 7:00	Director's BBQ , Al Areesh Club, Al Badia			<i>COB, 22.6.16</i>

Daily Transport: Morning school bus pick up at 8:30am from your school accommodation.
Bus from school back to accommodation as confirmed each day from outside the main admin block.

