

REGISTRATION PROCESS – WELLINGTON ACADEMY, SILICON OASIS

Step 1 – Online Application

Complete the online application through the school website.

www.gemswellingtonacademy-dso.com

Click on the “Admissions” Tab → Select “Enroll Online”

Step 2 - Documentation

An acknowledgement email containing the next steps will be sent to the registered email address.

You will be provided with a link to pay your 525AED (AED 500 + 5% VAT) application fee and prompted to upload documents to the student profile.

Documents can either be uploaded online or emailed to the admissions team on

admissions_wso@gemsedu.com

Documents required:

- Passport of the student
- Student Birth Certificate
- Student Immunization record (From Birth)
- Photo of the student
- Most updated School Report + Recommendation letter from current teacher.

(Recommendation letter note: Teachers’ Email address can be sent to us via Email or WhatsApp Chat. We will contact them on behalf of your family)

- Student visa
- Parent Passport and Visa (both parents)
- Emirates ID card (student and both parents)
- Original Transfer Certificate (TC) – see guide (next page)
- (students cannot attend school without the TC document)

Please disclose full details of **Special Education Needs** or **English Language Learning Needs** and Specialist Doctor's referrals if applicable

Step 3 – Registration Deposit

Once the file has been reviewed we will process the application. If successful you will receive an offer letter to join the academy or be invited in for assessment. This offer is valid for 3-7 days (depending on availability). To secure the admission parents would need to pay a 10% registration deposit (calculated on the yearly fees). This fee is nonrefundable however is adjustable against the first term fees.

Office hours: Monday to Thursday (08:00-16:00) and Friday (08:00-12:00)

* Shortened hours during Ramadan and School Holidays

* Closed Public Holidays

Primary Registrar: Shella (Michelle) Repsold

Phone : +971 4 515 9000

WhatsApp: +971 52 289 4735 (Chat Only)

Email: registrar_wso@gemsedu.com

Secondary Registrar: Mateja Peklar

Phone: +971 4 515 9000

WhatsApp: +971 52 135 3207

Email: registrar_wso@gemsedu.com

Transfer Certificate

Every student is required by UAE Ministry of Education Law to produce a Transfer Certificate (TC) from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn. Please discuss your child's transfer certificate requirements with the Registrar, as your country of origin and last school is taken into consideration.

- 1.The Transfer Certificate (TC) must be on an official school letterhead
- 2.Must have wording that confirms the student has been
- 3.It must be signed by the Principal and show an official school stamp
- 4.The original certificate must be presented prior to the first day of school.
- 5.The certificate must be in either English or Arabic

The original Transfer Certificate (TC) must contain the following information:

- 1.Full Name of Child
- 2.Date of Birth
- 3.Commencement Date at School
- 4.Grade/Class on Leaving
- 5.Leaving Date at School
- 6.Curriculum Used

Important instructions to parents - Attestation

Children coming from countries **other than** America, Australia, Canada, Europe should have the original Transfer Certificate (TC) attested by:

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand must have their original Transfer Certificate (TC) :

School principal's signature and school stamp included

Attestation by the Ministry of Education in the country of origin.

Attestation by UAE Consulate or Embassy in the origin country **OR** by the Ministry of Foreign Affairs in the UAE.

Eastern Europe includes :- [Belarus](#), [Bulgaria](#), [Czech Republic](#), [Hungary](#), [Poland](#), [Moldova](#), [Romania](#), [Russia](#), [Slovakia](#), and [Ukraine](#).

Children coming from Saudi Arabia, Kuwait, Bahrain, Qatar and Oman must have their **original** certificates attested **only** by the Ministry of Education (from country of TC origin).

For students transferring from schools within the UAE, a Ministry of Education approved Transfer Certificate is issued.

NB: The corresponding year group is of vital importance and the Ministry of Education may refuse the child entry if the year group does not correspond with that of the new school. Children from overseas will be placed as per age only in FS1 to Year 2 as per KHDA guidelines.

Application Fee

AED 500 + 5% VAT Application Fee (**AED 525**)

Sibling Discount

Available from the 4th Child only

Registration Deposit

10% **Registration** deposit is non-refundable, but adjustable against first term fees. Balance of the tuition fee for the term will be due prior to starting.

School Tuition Fees Schedule for *AY2023-2024

Year Group	Annual Fee (AED)	Sept (Winter)	Jan (Spring)	April (Summer)
FS 1	38,415	15,375	11,520	11,520
FS 2 to Year 6	47,709	19,089	14,310	14,310
Year 7	72,106	28,846	21,630	21,630
Year 8 to 9	75,273	30,113	22,580	22,580
Year 10 to 11	77,702	31,082	23,310	23,310
Year 12 to 13	84,987	33,987	25,500	25,500

Note: Bus Transportation, Uniform, Occasional School trips and Lunch are paid separately by parents

- Balance of the school fees for your first term is due prior to the first day.
- The school reserves the right to reconsider a child's place should school fees remain unpaid.
- Fees for *2024-2025 Academic year will be subject to KHDA confirmation.

Grade Level Placement

The Academy places students in age-appropriate grade levels in accordance with the Ministry of Education/KHDA regulations.

Families are encouraged to use the country comparison chart below to ensure that they are applying to the correct grade level, taking into account the differences that exist in the naming of “grades” around the world.

Age before August 31 st of each school year	The Academy	North America	Australia/ NZ	South Africa
	"Year"	"Grade"	"Year"	"Year"
1 Year old	Pre - Nursery	--	--	--
2 years old	Nursery	--	--	--
3 years old (Toilet trained)	FS1 (Nursery)	PreK or Nursery	--	--
4 years old (Toilet trained)	FS2 (Reception)	PreK	Kg	--
5 years old	1	Kg	Prep	Reception
6 years old	2	1	1	1
7 years old	3	2	2	2
8 years old	4	3	3	3
9 years old	5	4	4	4
10 years old	6	5	5	5
11 years old	7	6	6	6
12 years old	8	7	7	7
13 years old	9	8	8	8
14 years old	10	9	9	9
15 years old	11	10	10	10
16 years old	12	11	11	11
17 years old	13	12	12	12



- Apply for your GEMS card with FAB and avail amazing discount and instalment plan on your child's school fee.
- Avail up to 4.25% discount on advanced payment on GEMS school fee.
- Convert school fees into Easy Payment Plan for up to 12 months.
- EPP 1st 3 months with zero charges no processing fee & no interest, 6 months 1% , 9 months 2% and 12 months 3% processing fee.

For Fee discount structure please review the table below.

Note: Your first year is free of charge. The following year will be waived if the card holder will spend AED 24000 or more. If not then the annual Fee of AED 399 per year will be charged.

Fee Cycle	Payment due Date	Payment Period	Fixed Rate %	No. of Months Fees in advance
Term 1 Sep to Dec	On or Before 28 th August	Full Year Fees	4.25%	10 Months
	On or before 28 th August	1 st and 2 nd Term Fees	3.00 %	7 Months
	On or before 28 th August	1 st Term Fees	1.50%	4 Months
Term 2 Jan to March	On or before 28 th December	2 nd and 3 rd Term Fees	2.50%	6 Months
	On or before 28 th December	2 nd Term Fees	1.25%	3 Months
Term 3 April to June	On or before 28 th March	3 rd Term Fees	1.25%	3 Months

For any clarifications on tuition fee discounts, please contact the FAB Agents directly - details below:

Apply Now: Contact Amjad or Srinivas

Name: Amjad Malik
Senior Sales Officer
Mobile: +971 56 401 0406
Email: Amjad.nazir@bankfab.com

Name: Srinivas Janumpally
Senior Sales Officer
Mobile: +971 55 801 0197
Email: srinivas.janumpally@bankfab.com





أكاديمية جيمس ويلينغتون واحة السيليكون
GEMS Wellington Academy
SILICON OASIS

ADMISSIONS OPEN
FS 1 to Year 13

GEMS AMBASSADOR PROGRAMME



REFER & SAVE

Refer family and friends
to our school to
**SAVE ON YOUR CHILD'S
TUITION FEES!***

EARN TODAY

Introduce a new family or friend to GEMS Wellington Academy, Silicon Oasis and earn back 4% of the referred child's annual tuition fee in the form of GEMS Points, which can be redeemed against your child's tuition fees or transport fees.

**Simply login to the parent portal/GEMS Connect app
or the GEMS Rewards app to refer now!**

Receive from AED 1,491 up to AED 3,300 for referring just one child.
**Terms & Conditions apply, we have updated the list of participating schools.*

For more information, visit gemseducation.com/ambassador-programme



EDUCATION

We see **genius** in every child

SCHOOL TRANSPORT OVERVIEW



**SCHOOL
TRANSPORT
SERVICES**

SCHOOL TRANSPORT FOR GEMS IS MANAGED BY SCHOOL TRANSPORT SERVICES LLC (STS), WHICH HAS BUILT ITS REPUTATION ON COMMITMENT AND RELIABILITY.

A message from STS...

The safety of the young people on board our vehicles is our first and foremost concern, and this drives everything that we do. From the painstaking care that we take in selecting and training our drivers, to the state-of-the-art technologies that we use on board and in maintaining our fleet, safety is built into the foundations of all our operations. We continually review and seek to improve our safety standards to ensure that we deliver industry-leading best practices.



Sr. No	Area / Route	Annual Bus Fee 2023-2024 (AED)	Bus Fee Per Term (AED)		
			Term 1 (Sept - Dec)	Term 2 (Jan - Mar)	Term 3 (Apr - Jun)
1	Dubai Silicon Oasis, Liwan, Sky Courts	6,300 (4,760) *	2,520 (1,904) *	1,890 (1,428) *	1,890 (1,428) *
2	Al Barari, Al Garhoud, Al Jaddaf, Al Mizhar, Al Warqa'a 1, Al Warqa'a 2, Al Warqa'a 3, Al Warqa'a 4, Falcon City, Festival City, International City, Mirdif, Mohammed Bin Rashid City, Nad Al Hammar, Nad Al Sheba, Ras Al Khor, Rashidiya, The Villa	7,850 (5,860) *	3,140 (2,344) *	2,355 (1,758) *	2,355 (1,758) *
3	Al Bada, Al Quoz, Al Qusais, Al Safa, Al Waha, Arabian Ranches, Bur Dubai, Business Bay, Casa, Deira, Downtown, Karama, Layan Community, Motor City, Mudon, Remraam, Satwa, Sports City, Studio City, Trade Centre	9,000 (6,660) *	3,600 (2,664) *	2,700 (1,998) *	2,700 (1,998) *
4	Akoya, Al Barsha 1, Al Barsha 2, Al Barsha 3, Al Barsha South, Al Mira, Al Sufouh, Damac Hills, Discovery Gardens, Dubai Hills, Dubai Marina, Green Community, IMPZ, Jebel Ali, Jebel Ali Gardens, Jumeirah1, Jumeirah 2, Jumeirah 3, Jumeirah Beach Residence, Jumeirah Islands, Jumeirah Lake Towers, Jumeirah Park, Jumeirah Village Circle, Jumeirah Village Triangle, Meadows, Media City, Palm Jumeirah, Springs, Tecom, The Gardens, The Greens, The Lakes, Town Square, Umm Suqeim 1, Umm Suqeim 2, Umm Suqeim 3	10,100 (7,460) *	4,040 (2,984) *	3,030 (2,238) *	3,030 (2,238) *

* one-way bus fee

- Transport fee is charged for ten months in an academic year, divided in three terms and the fee should be paid before the beginning of a term. Full payment for each term should be done irrespective of the number of working days. If the transport fee is not paid by the 5th of the first month of the term service will not be available from the next day.

- Transport use can be discontinued only at the end of a term. No refund shall be made for the unexpired portion of the term, in case of withdrawal from transport facility. A 'service charge' of AED 100/- will be applicable to those who discontinue transport service for any reason other than discontinuation at the end of the academic year.

Mobile: Subeer +971556028691 E-mail: sde-wso@sts-group.com

School Bus Timings

Please see the end of day bus timings:

Monday - Thursday

- FS1/FS2 students will travel on the 1:30pm bus
- Y1/2/3/Y4 students will finish at 2:50pm and stay in bus club and will travel on the 3:30pm bus
- Y5 – Y13 Students will finish at 3:20pm and travel on the 3:30pm bus.

Friday – All year groups travel on the same bus at 11:50am

Year	Start Time	Finish Time
FS1	Drop off to the Classroom from 07:35am and registration will take place at 08:00am	Monday to Thursday Collection from the Classroom at 1:30pm and 11:15am on a Friday
FS2	Drop off to the Classroom from 07:35am and registration will take place at 08:00am	Monday to Thursday Collection from the Classroom at 1:30pm and 11:15am on a Friday
Year 1	Drop off to the Classroom from 07:35am and registration will take place at 08:00am	Monday to Thursday Collection from the Classroom at 2:50pm and 11:30am on a Friday
Year 2	Students must be in their Classroom at 07:35am for registration.	Monday to Thursday Collection from Classroom at 2:50pm and 11:45am on a Friday.
Year 3 & 4	Students must be in their Classroom at 07:40am for registration	Monday – Thursday Finish at 2:50pm and 11:50am on Friday. Collection from Classroom or meeting point.
Year 5 & 6	Students must be in their Classroom at 07:45am for registration	Monday to Thursday Finish at 3:20pm and 11:50am on a Friday. Students are dismissed straight from class so do agree a place to meet your child.
Year 7 and above	Students must be in their Classroom at 07:45am for registration	Monday to Thursday Finish at 3:20pm and 11:50am on a Friday. Students are dismissed straight from class so do agree a place to meet your child.

Monday to Thursday

Departure	Year Group	Time
1	FS1 & FS2	1:30pm
2	Y2 – Y13	3:30pm

Friday

Departure	Year Group	Time
1	All Year groups (Same bus as drop off in the morning)	11:50am

*Please contact the bus company directly for any questions relating to bus transportation **prior** to securing the admission.

Mobile: +971556028691

E-mail: sde-wso@sts-group.com

E-mail: subeer.alankandy@sts-group.com



Basic Equipment Requirements

FS1 & FS2

- Book Bag
- Change of underwear in the event of an accident!
- Each Class will have a spare Uniform, if used, it MUST be returned WASHED and DRIED to Class Teacher.

YR1 & YR2

- Water bottle
- Named pencil case
- Pencils, erasers and sharpener
- Ruler (30cm), coloured pencils
- Small glue stick
- Dry whiteboard marker
- Highlighter pens

KS2 Years 3 – Year 6

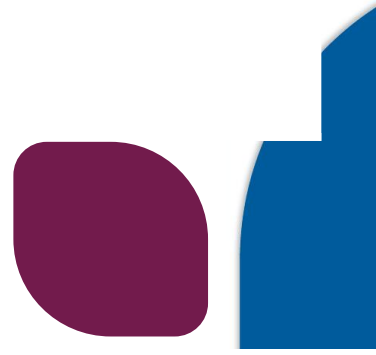
Will require the following items:

- Black and blue ball point pens
- Pencils
- Pencil eraser
- Pencil sharpener
- Highlighter pens
- Ruler 30cm
- Coloured pencils
- A small pair of scissors
- Small glue stick (named)
- Dry white board marker
- Calculator
- Protective Clothing for Art Activities (e.g. Oversized t-shirt)
- **Also from Year 5&6**
 - Pair of compasses and a Maths Set (Set Square, Protractor etc)

KS3/KS4/KS5 Years 7 – Year 13 Will require the following items:

- Black and blue ball point pens
- Pencils
- Coloured pencils
- Pencil eraser
- Pencil sharpener
- Highlighter pens
- Ruler 30cm + 15cm
- Scientific calculator
- Pair of Compasses
- Glue stick/ Sellotape (named)
- Scissors (named)
- Lever Arch Binder
- Subject Dividers
- Protective Clothing for Art Activities – Apron
- Maths Set (Set Square, Protractor etc)

Note: All workbooks and any textbooks will be provided by the school





Digital Literacy in Education

BYOD (Bring Your Own Device)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, GEMS Wellington Academy – Silicon Oasis requests that students in Years 1 through to 13 bring their own device. The purpose of this is to enable students to use technology to enrich learning, whilst ensuring that they are educated on how to do so safely. From consultation and trials with our teachers and students, we recommend the following devices for our primary and secondary students.

Primary (Year 1 – Year 6) BYOI (Bring Your Own iPad)

Students in years 1 to 6 are required to bring an iPad into school as part of our long-term vision to ensure consistency across the primary.

Device Criteria & Device Requirements:

1. It must operate on iOS 14
2. iPad/iPad Air 8th Gen or iPad Pro 128gb
3. iPad cover
4. Apple Pencil/Logitech Crayon for digital inking

Device Criteria & Device Recommendations:

1. It must be the latest operating system
2. WiFi enabled with access to the internet and relative APPs store
3. Digital inking with stylus (if tablet)
4. Protective cover/case
5. Students in year 5 and 6 may wish to have an attachable keyboard to support their typing.

Device Recommendations:

iPad/iPad Air 8th Gen or iPad Pro 128gb



Current School Timings

Year Group	Mon – Thurs Start	Mon – Thurs Finish	Friday Start	Friday Finish
Nursery	7:15	As agreed with parents	7:15	Between 11:15-11:30
FS1	07:30	13:30	07:30	11:15
FS2	07:30	13:30	07:30	11:15
Year 1	07:30	14:50	07:30	11:30
Year 2	07:30	14:50	07:30	11:30
Year 3 & 4	07:30	14:50	07:30	11:50
Year 5	07:30	15:20	07:30	11:50
Year 6	07:30	15:15	07:30	11:50
Year 7-13	07:30	15:20	07:30	11:50

Note:

- Nursery and FS students will be required to complete a staggered start / induction period before they join full time. This is normally for 3 days from 8am-10am.
- If the student is signed up for bus transportation parents are still expected to be onsite on the first day.



August 2023							September 2023							October 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November 2023							December 2023							January 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2024							March 2024							April 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					

May 2024							June 2024							July 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- Staggered start 28th August 2023- 01st September 2023 - Further information will be shared for these days
- All students onsite Monday 04th September
- School Term Breaks
- Public Holiday
- Teacher Training Day - Academy closed to students
- Student end of Academic Year 2023-2024