



THE ENGLISH COLLEGE  
DUBAI

# Parent Information 2023/24



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## CORE PURPOSE

To inspire confident and passionate learners who will thrive and make a difference.



## VISION

At The English College, we encourage students to always try their best and aspire to excellence. We strive to develop lifelong learners who flourish in all they do and embrace, with passion and confidence, their responsibility to support others and make a difference both locally and globally.



## VALUES

### Aspiration

We have high expectations and strive to achieve excellence.

### Gratitude

We are kind and appreciative in all that we do.

### Integrity

We have a strong moral compass choosing courage over comfort.

### Resilience

We face challenges with tenacity - we adapt, respond and grow.

### Respect

We respect ourselves, others and our environment.

# SUMMARY OF TERM DATES

## Term 1: Winter 2023

**25** Friday 25th August | Orientation: New students & All Yr7 & Yr12 Students

**28** Monday 28th August | First Day of Term

**29** Friday 29th September | Prophet's Birthday\*

**16** Monday 16th October | Staff PD Day  
Students in school\*\*

**17** Tuesday 17th – Friday 20th October | Half Term

**1** Friday 1st December | Commemoration Day\*

**8** Friday 8th December | Last Day of Term

**11** Monday 11th December – Monday 1st January | Winter Break

## Term 2: Spring 2024

**2** Tuesday 2nd January | First Day of Term

**12** Monday 12th – Friday 16th February | Half Term

**10** Sunday 10th March | Start of Ramadan\*

**22** Friday 22nd March | Last Day of Term

**25** Monday 25th March – Friday 5th April | Spring Break

## Term 3: Summer 2024

**8** Monday 8th April | First Day of Term | Staff PD Day  
Students in school\*\*

**9** Tuesday 9th - Friday 12th April | Eid Al Fitr\*

**29** Wednesday 29th May | Staff PD Day  
Students in school\*\*

**17** Monday 17th - Tuesday 18th June | Eid Al Adha\*

**9** Friday 5th July | Last Day of Academic Year

\*\*NOTE - On CPD Days students will be required to attend school however they will be released early. Further information will be shared in advance of planned CPD Days.

\*Islamic holidays and the start of Ramadan are subject to change.

# PRIMARY

	Monday	Tuesday	Wednesday	Thursday	Friday
7.45-8.00	Student Arrival				
8.00-8.15	Registration	Registration	Registration	Registration	8.00-8.30 Registration / Assembly
8.15 -9.15	Lesson 1	Lesson 1	Lesson 1	Lesson 1	8.30 -9.15 Lesson 1
9.15 -10.15	Lesson 2	Lesson 2	Lesson 2	Lesson 2	9.15 -10.00 Lesson 2
10.15 -10.35	Break Time				10.00 -10.30 Break Time
10.35 -11.35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.30 -11.15 Lesson 3
11.35 - 12.35	Lesson 4	Lesson 4	Lesson 4	Lesson 4	11.15 - 11.45 Lesson 4
12.35 - 13.20	Lunch Time				
13.20 - 14.20	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
14.20 - 15.00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
15.00	End of School Day   Extra Curricular Activities				

# SCHOOL TIMINGS

FS1 and FS2 children will start their day at 8:00 and should arrive at school from 7.45 to 7.55. They will finish at 13.00 from Monday to Thursday and 11.45 on Friday.

Year 1 - 6 will start their day at 8.00 and should arrive at school from 7.45 to 7.55. They will finish at 15.00 from Monday to Thursday and 11.45 on Friday.

# SECONDARY

	Monday	Tuesday	Wednesday	Thursday	Friday
7.45-8.15	Registration	Registration	Registration	Registration	7.45-8.30 Reg / PSHCE
8.15 -9.15	Lesson 1	Lesson 1	Lesson 1	Lesson 1	8.30 -9.15 Lesson 1
9.15 -10.15	Lesson 2	Lesson 2	Lesson 2	Lesson 2	9.15 -10.00 Lesson 2
10.15 -10.35	Break Time				10.00 -10.30 Break Time
10.35 -11.35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.30 -11.15 Lesson 3
11.35 - 12.35	Lesson 4	Lesson 4	Lesson 4	Lesson 4	11.15 - 12.00 Lesson 4
12.35 - 13.20	Lunch Time				
13.20 - 14.20	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
14.20 - 15.20	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
15.20	End of School Day   Extra Curricular Activities				

All new students must be registered with the KHDA and parents are required to sign the KHDA Parent-School contract before joining the school. Below is a list of required documents and procedures to complete your child's registration.

## Students coming from abroad

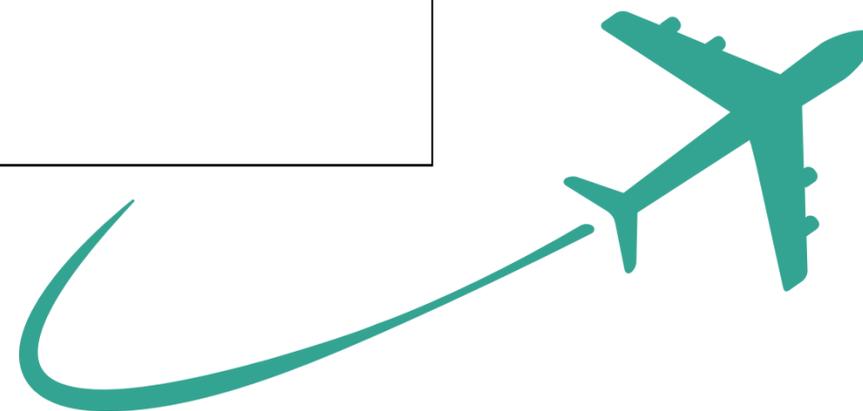
1	Transfer Certificate* and school report from leaving school (only required from Year 3 and upwards)
2	Passport copy of the student and the sponsor (if student's visa and Emirates ID are still in process)
3	Copy of residence visa (to be produced within 45 days of starting date)
4	Original Emirates ID of Main Sponsor and Student (to be produced within 45 days of starting date)**
5	Sign the KHDA Parent-School Contract before your child's first day in school. <i>Instructions will be sent to you by the school.</i>
6	Secondary students who are transferring from Grade 9 (Year 10) or above, from a non-British curriculum, must apply for an Equivalency Certificate from the UAE Ministry of Education and submit it to the school before joining. Please see the link below to apply: <a href="https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransferOutsideUAE">https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransferOutsideUAE</a>

\* Children transferring from any GCC country (**Saudi Arabia, Kuwait, Bahrain, Qatar and Oman**), must have the original Transfer Certificate attested by the Ministry of Education located in the country of their leaving school.

\* Children coming from **Middle East, South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand** should have the original Transfer Certificate attested by the Educational Authorities, Ministry of Foreign Affairs and the UAE Embassy in the leaving country.

\* Children coming from **North America, Western Europe and Australia** should provide the original transfer certificate with the school principal's signature and school stamp.

\*\* Should you be unable to produce yours/your child's Emirates ID card or attested transfer certificate before your child's joining date, you would need to sign an undertaking letter to be submitted to the KHDA (a template will be provided by the school). We strongly suggest that you try and arrange a fast track visa, Emirates ID card or attested documents to avoid having to report to the KHDA.



# KHDA PARENT - SCHOOL CONTRACT



## Students coming from another Emirate within the UAE - from FS upwards

1	Transfer Certificate from leaving school attested by Educational Zone
2	Student's passport
3	Copy of Emirates ID of Main Sponsor and Student**
4	Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school
5	Secondary students who are transferring from Grade 9 (Year 10) or above, from a non-British curriculum, must apply for an Equivalency Certificate from the UAE Ministry of Education and submit it to the school before joining. Please see the link below to apply: <a href="https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransfer">https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransfer</a>

## Dubai inter-school transfer - from FS upwards

1	KHDA Leaving Certificate and school report from leaving school
2	Student's passport
3	Copy of Emirates ID of Main Sponsor and Student**
4	Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school
5	Secondary students who are transferring from Grade 9 (Year 10) or above, from a non-British curriculum, must apply for an Equivalency Certificate from the UAE Ministry of Education and submit it to the school before joining. Please see the link below to apply: <a href="https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransfer">https://usp.moe.gov.ae/en/service-catalog/service/EquivalencyTransfer</a>

\*\* Should you be unable to produce yours/ your child's Emirates ID card or attested transfer certificate before your child's joining date, you would need to sign an undertaking letter to be submitted to the KHDA (a template will be provided by the school). We strongly suggest that you try and arrange a fast track visa, Emirates ID card or attested documents to avoid having to report to the KHDA.

## STUDENT DRESS CODE

We believe that our school uniform and dress code should reflect the standards and ethos of The English College. We have clear uniform and dress code guidelines, which all students are expected to conform to. Students need to be aware of our expectations and we ask parents to insist that their child meets these expectations when they are wearing their uniform, both at school and outside of school. We will challenge any student whose uniform does not meet our expectations and we reserve the right to ask a student to leave school premises to correct their uniform and/or learn from home until they are able to return to school in the correct uniform.

Please note that hairstyles and nails also fall under the remit of uniform.

Online - Go to [www.trutex.ae](http://www.trutex.ae), register your details and enter The English College school code TEC- 0018 to begin shopping.

In-Store - Our on site school store is located in the PE block between the Primary and Secondary buildings. Normal opening hours are Monday, Wednesday & Friday 7.30am-4pm, with extended opening hours from 9am-6pm Monday-Saturday between 31st July-28th August. To book an appointment at the store, please go to [www.trutex.ae](http://www.trutex.ae) and click on 'book an appointment'. Simply select your preferred date and time from the options available, enter your personal details and the appointment will be confirmed.

We strongly advise all parents to make an appointment to visit the store to ensure the right sizes are purchased. You cannot visit the store without having a confirmed appointment.

For further information please visit [EnglishCollegeDubai.com/uniform](http://EnglishCollegeDubai.com/uniform). If you have any questions regarding TEC school uniform you can contact the Trutex team directly by email at [EC@trutex.com](mailto:EC@trutex.com) or call +971 (0)54 443 0473.

We also work in partnership with SurrIDGE Sport Middle East to provide our competitive PE kit, swimwear and other PE items. These items can be purchased from the [SurrIDGE Online Shop](#).



# STUDENT DRESS CODE: PRIMARY

Item	FS 1 - Year 4	Year 5 - 6
Red polo T-shirt	✓	✓
Grey skorts (girls)/shorts (boys)	✓	✓
Grey trousers		✓
Grey skirt (girls)		Optional instead of 
Grey winter sweater	✓	✓
PE T-shirt (house colour)	✓	✓
PE shorts	✓	✓
Cap or Bucket Hat	✓	✓
Swimwear	✓	✓

FS1 - Year 2  
Book Bag



FS1 - Year 4

Girls

Boys



Accessories



Year 5 - Year 6

Girls

Boys



## PE KIT

- ✓ If your child is committing to a team, the official English College kit for that sport is required and can be purchased from the [Surridge Online Shop](#).
- ✓ KS2 (Year 3 - 6) students representing the school in Football or Rugby/Touch Rugby games must wear football/rugby boots, socks and shin pads (for football). TEC football socks are available from the [Surridge Online Shop](#).
- ✓ Football / Rugby boots must have rubber moulded studs only.
- ✓ Trainers can be any colour but must have non floor marking soles for general PE lessons.
- ✓ For any students requiring additional layers to cover arms or legs, TEC leggings can be purchased from Trutex. Alternatively plain black leggings or base layers can be purchased to wear underneath your existing PE kit.
- ✗ In cooler weather, school jumpers or hooded tops cannot be worn during PE. Students can wear an additional layer under their PE kit or purchase the PE top from Trutex.

## TEC SWIM KIT

- ✓ TEC Swim Kit is available at [Surridge Online Shop](#) for curriculum and team swimming. As an alternative, students can wear their own swimsuit, however, it must be black.
- The swim squad is required to wear the official red TEC Swim Kit

Sportswear - Girls and Boys



Sportswear - Girls



# STUDENT DRESS CODE: PRIMARY

## SCHOOL BAG

- ✓ Students can choose their own school bags.

## FOOTWEAR

- ✓ Black shoes only.
- ✓ Plain white socks for girls.
- ✓ Plain black socks for boys.

## HAIR

- ✓ All students are expected to keep their hair tidy and tied back for Health and Safety reasons in PE and Science practical lessons.
- ✓ Girls are permitted to have their hair down.
- ✓ Hair bands (plain colours only: black, white, grey or red).
- ✗ No extreme hair cuts or colours are allowed, this includes logos or designs shaved into the head.

## JEWELLERY

- ✗ No jewellery with the exception of items that have cultural significance.
- ✗ During PE lessons all jewellery and watches must be removed.
- ✗ Makeup and nail polish are not permitted.

## WINTER WEAR

- ✗ No other jumper or cardigan should be worn other than the official grey sweater. Hooded tops of any kind are not permitted.



**All items of clothing should be clearly marked with the student's name**

# STUDENT DRESS CODE: SECONDARY

Item	Year 7 - 11
White shirt/blouse	✓
Grey trousers	✓
Grey skirt (Girls)	Optional instead of 
Red winter sweater	✓
PE T-shirt (house colour)	✓
PE shorts	✓
Football Socks	✓
Swimwear	Year 7, 8, 9 & swim squad

Boys' shirts must be worn tucked in at all times

## 6th Form

Girls

Boys



## Year 7 - Year 11

Girls

Boys



Item

Year 12 - 13

Sixth Form shirt/blouse



Black trousers



Black skirt (Girls)

Optional instead of 

Black winter sweater



Swimwear

Swim squad only

Boys' shirts must be worn tucked in at all times

# STUDENT DRESS CODE: SECONDARY

## PE KIT YEAR 7 - 11

- ✓ For PE lessons and sporting ECAs, students wear TEC red PE short and TEC red PE top.
- ✓ For any students requiring additional layers to cover arms or legs, TEC leggings can be purchased from Trutex. Alternatively plain black leggings or base layers can be purchased to wear underneath the existing PE kit. Please note, wearing just a pair of leggings and no shorts over the top is not permitted.
- ✗ In cooler weather, school jumpers or hooded tops cannot be worn during PE. Students can wear an additional layer under their PE kit or purchase the PE top from Trutex.

## PE KIT REQUIREMENTS FOR ALL SECONDARY SCHOOL YEAR GROUPS

- ✓ If your child is committing to a team, the official English College kit for that sport is required and can be purchased from the [Surridge Online Shop](#).
- ✓ During football sessions students should wear football boots, socks and shin pads. TEC football socks are available from the [Surridge Online Shop](#).
- ✓ While representing the school in football/rugby sessions, students should wear football/rugby boots & socks.
- ✓ Rugby boots must have rubber moulded studs only. During competitive games metal studs can be worn.
- ✗ Trainers must be non-floor marking and white in colour for general PE lessons.

## SIXTH FORM PE KIT

- ✓ Students can wear their own sports clothes for Sixth Form PE lessons. However, these must be culturally sensitive in terms of modesty and appropriateness. Sports clothes must cover the stomach, chest and upper leg. The Assistant Headteacher for Key Stage 5 will make the final decision on whether sports clothes are appropriate or not.

## TEC SWIM KIT

- ✓ TEC Swim Kit is available at [Surridge Online Shop](#) for curriculum and team swimming. As an alternative, students can wear their own swimsuit, however, it must be black.
- ✓ The swim squad is required to wear the official red TEC Swim Kit

Sportswear - Girls and Boys



Sportswear - Girls



# STUDENT DRESS CODE: SECONDARY

## SCHOOL BAG

- ✔ Students can choose their own school bags. However, please note that trolley bags are not permitted.

## FOOTWEAR

- ✔ Black leather shoes only (no trainer style, no other material, no sports brands or sports logos allowed). Please check with the Assistant Head of School before purchase if uncertain.
- ✔ If your child has a medical note to state they need alternative footwear, these shoes must be all black. All alternative footwear must be authorised by the Assistant Head of School for the Key Stage.
- ✔ Plain white or black socks.

## HAIR

- ✔ Girls are permitted to have their hair down or in different styles e.g. plaits. However, long hair must be tied up in scenarios that carry a health and safety risk e.g. PE lessons and Science practicals.
- ✔ Boys are permitted to have their hair down or in different styles e.g. pony tail. However, long hair must be tied up in scenarios that carry a health and safety risk e.g. PE lessons and Science practicals. Hair should be no shorter than a number 2 cut.
- ✘ Extreme haircuts are not permitted such as shaving all or part of the head or extreme colours. Hair colour should look natural.
- ✘ If students have an inappropriate haircut/ colour, they will be referred to the Assistant Head of School for their Key Stage - they are likely to be sent home for it to be changed before they return to school.
- ✔ Boys with facial hair must keep it neat at all times.

## JEWELLERY

- Girls are permitted to wear **one** watch and **one** pair of stud earrings in the lobes of their ears. No other jewellery will be permitted.
- Boys are permitted to wear **one** watch and **one** stud earring.
- During PE lessons all jewellery and watches must be removed.
- The PE department and The English College cannot be held responsible for losses of jewellery.
- If jewellery other than that stipulated is worn, then a student will be reminded of the school rules and asked to remove it.
- The only exception here is with jewellery that is worn for a religious/cultural/ spiritual reason. Parents need to email the relevant Assistant Head of School to alert the school of this reason.
- If the student continues to wear the article of jewellery, which has not been approved as stated above, it will be confiscated until the end of that term.
- Facial piercings are not permitted.
- Children are requested not to get piercings during term time or towards the end of the school holidays as all earrings must be removed for PE lessons.
- Belts worn by boys must be black leather. Belts (black leather) are not a requirement but are suggested as they look smart.
- Makeup, coloured nail polish and nail extensions are not permitted in Years 1 to 11.

## WINTER WEAR

- No jumper or cardigan should be worn other than the official school sweater. Hooded tops of any kind are not permitted.
- Hooded tops of any kind are not permitted, apart from the Year 13 leavers hoodie/jacket as approved by SLT.



## EXTRA-CURRICULAR ACTIVITIES

We support the philosophy that education is not limited to the classroom environment. Consequently, a varied and exciting range of extra-curricular activities (ECAs) are available to all students, supported by well qualified staff and excellent facilities. Activities are scheduled for before school, lunchtime and after school with new activities appearing on a regular basis. The programme goes hand-in-hand with our sports and PE provision, often giving students the extra training or impetus they need in a sport to make the squad and represent the school in Years 2 - 13. Therefore, our intention is to help our students to grow as individuals and to develop a range of skills and interests that will set them up for life.

When students sign up to one of our ECAs, they are expected to commit to it and attend every session. They will work on developing competencies during the term/season which they will showcase at the end of the club in a range of mediums, such as; competitions, displays or performances. The ECA program is designed to be inclusive and where possible we try to accommodate all students who sign up for activities. On the rare occasions that a club has a limit on numbers due to health and safety, those who sign up after the cut off will be informed that they are on a waiting list and will have the opportunity to choose something else on that day.

Activities such as golf, skiing and beach rescue make use of the excellent facilities available locally to enhance the quality of the activity. The majority of information about our ECA programme is disseminated through notices in form time or meetings held during the school day with the teacher in charge. We will be posting all generic information about ECAs on our iSAMS iParent App. We will continue to survey our students to ensure we are providing ECAs based on student demand.

Sports teams' fixture information can be found on our sport website [www.englishcollegesport.com](http://www.englishcollegesport.com) and will follow the DASSA seasonal calendar in line with all other Dubai Schools. Communication is also shared via google classrooms for each team and also the pastoral bulletin and school sports notice boards. We hope your child enjoys the ECA Programme here at The English College and embraces the many activities on offer.

### **Please note:**

Only children involved in ECAs will be allowed on site before 7.15 am or after 3.30 pm. Siblings of children involved in ECAs will not be permitted on site unsupervised during the time of the ECA. If this causes a significant issue, parents should contact Mr Price, Head of PE, directly to discuss the matter.



# EQUIPMENT CHECKLIST

## FS1, FS2 and Year 1

- All classroom equipment is provided

## Year 2 - 6 students

- Pens (blue for written work)
- Pens (purple for marking/feedback)
- Pencil sharpener
- Pair of scissors
- Highlighter pens

## Year 7 - 13 students

- Pens (black or blue ink)
- Pencils
- Pencil sharpener
- Eraser
- Ruler
- Glue stick
- Colouring pencils
- Pair of scissors
- Highlighter pens
- 2B drawing pencil
- Mathematical instrument set including protractor and compass
- A3 Hardback Artist's Sketchbook

## Year 10-13 students

- Some subjects may request that your child purchases an A4 ring file and separators for their subject.
- Specialist art materials and sketchbooks as specified by the class teacher at the start of the year.
- Calculator/Scientific calculator (Casio fx-83ES recommended).

## Other

- Headphones
- English reading book
- Arabic reading book

## Art and Design Students (Options)

- Access to a camera
- Large frame canvas board (at certain times during the course)
- Drawing pencils
- Colouring pencils
- Oil pastels
- Eraser
- Ink pen
- A3 Handback Artist's Sketchbook

### Bring Your Own Device: Year 3 - 13 students

Students are expected to bring a device and charger to school (Tablet, laptop, Macbook, Chromebook etc...) No expensive model is required, it just needs to be able to connect to the school Wifi

For Year 3 - 6, a chromebook is preferred. Students moving from Year 2 - 3 will use Chromebooks. Tablets are not recommended for students in Year 9 and above.

The personal device cannot be a mobile phone. This will be used in lessons under the instruction of the teacher.





## **PRIMARY (FS 1 - Year 6)**

Primary students do not have any home learning set, however, both reading, spelling and maths digital platforms are available to use for home study. There is also an expectation that students will read each day, using the daily readers that are sent home for younger students or library books for older students.

## **SECONDARY (Year 7 - 13)**

At The English College, homework is regarded as 'own learning' and is an important extension of the learning process that takes place during lessons.

Homework is there to review, reinforce or extend learning beyond the classroom and plays a vital role in ensuring that students achieve their potential. It also encourages good study habits that will be essential to students as they progress through the school. Consequently, we have high expectations with regard to the standard of completion of homework and we expect it to be submitted on time. We are sure you understand the essential role that homework plays and so ask you to support your child in his/her efforts to complete the tasks set and help him/her appreciate the importance of handing homework in on time.

The type and nature of homework set by teachers will vary widely based on age group and ability and it will not necessarily always involve written work. The tasks set should give your child a range of opportunities to enrich learning independently. Your child can expect feedback from teachers on many of their homeworks, identifying the strengths of his or her work and giving clear guidance on how to improve and continue to make progress. A student who does not complete homework or who fails to submit it on time without a valid reason should expect to be sanctioned. The positive behaviour policy will be used to guide any sanctions that are given.

Students in Year 10 - 13 are expected to further support their studies with independent revision. Students can ask their classroom teacher for support if they are unsure what this looks like in their subject.

Homework for all subjects will be set via Google Classroom and training and support is available for students and parents and should be requested through the Assistant Head of the Key Stage.

Parents should refer to the Attendance and Punctuality Policy for full details on student attendance and punctuality.

Parents must notify the school if a student is absent due to illness; please email the school reception at [absence@englishcollege.ac.ae](mailto:absence@englishcollege.ac.ae) before 7:40 am on the first day of absence. A telephone call is acceptable if it is not possible to email. Please note, that it is not acceptable for the child to communicate with their school about their own absence.

The school will follow up on absences that have not been communicated to us. Any absence still not accounted for by the end of a school day will result in the student's absence being recorded as 'unauthorised'. Please note it is the parents' responsibility to inform the school if their child is absent. Absence letters will be sent home to parents to inform them of their child's accrued absence during the course of the academic year, if it begins to cause concern. If a student is absent through illness for a long period of time, it may be suitable for work to be set by the teaching staff. Please contact the Class Teacher (Primary)/Form Tutor (Secondary) if work is needed.

As far as possible, it is preferred that any doctor, dentist and optician appointments is arranged out of school time. If this is not possible, the Class Teacher (Primary)/Form Tutor (Secondary) should be informed in writing prior to the day of the appointment and the student collected from reception, signing out as the student leaves.

Please do not arrange for a taxi or driving service to collect your child as they must be signed out by a parent or guardian.

Students are responsible for collecting and completing any academic work missed due to illness or absence.

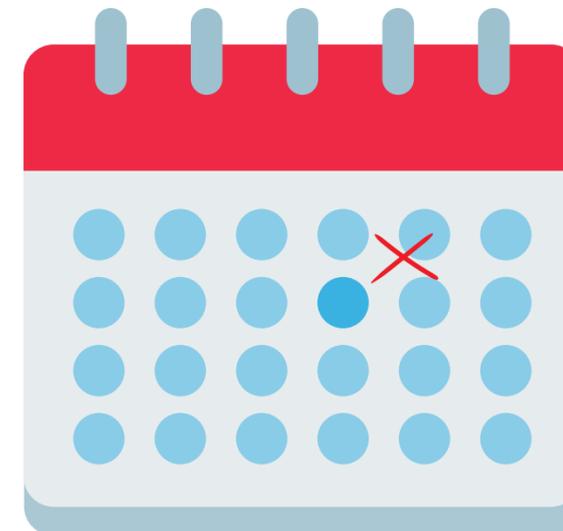
Parents are requested to seek permission in writing from the Head of School if they wish to take their child out of the school during term time. Such absence may count as 'unauthorised' depending upon the given reason for the absence.

### General Concerns

If a member of staff is concerned about a student either academically or pastorally, the Class Teacher (Primary)/Form Tutor (Secondary) or Primary Year Leader / Head of Year will contact the parents by telephone to arrange an appointment.

Likewise, if parents have any concerns, or need to pass on information, they should contact the Class Teacher (Primary)/Form Tutor (Secondary) in the first instance, and then the Primary Year Leader / Head of Year via the school reception or the member of staff's email. In line with the school's email protocol, we request that parents do not send emails after 6pm in the evening or before 6am in the morning. Please note that responses may take 24 hours and that walk-in meetings can only take place in extreme circumstances.

The Attendance and Punctuality Policy can be viewed [here](#) or under Info Hub School Policies on the TEC website.





King's College Hospital operates the school clinic under the management of The English College. KCH is a well-established healthcare facility with hospital branches across the UK and the UAE. Our medical team consists of a full-time doctor and two school nurses. The team is available in the school clinic from 7.30am-17.30pm Monday to Thursday and until 3:30pm on Friday. First aid treatment for illness/injury occurring in school during school hours will be provided and where further investigation is needed, the Clinic Team will make contact with parents for referrals.

Please do not send your children to school if they are unwell. The Stay Home Policy is in the Document and Files section in the ISAMS iParent App.

**Medication** should not be carried by students, except inhalers for asthma. EpiPens should be kept inside the clinic. Please inform us if your child has any medical condition and/or is taking prescribed medication. Any student who requires medication administration during school hours should have a doctor's prescription detailing the medication's name, dose and times to be administered, plus a written and signed note from parents. This should then be given to the Clinic Team on arrival at the school.

**Student Medical Forms:** It is mandated by the Dubai Health Authority that all medical forms are completed and returned prior to students starting at the school. The school Clinic Team cannot treat a student without this form. You must notify the Clinic Team of any changes to your child's health condition throughout the year by submitting an updated student medical form.

**PE:** When there is a valid reason for a student not to take part in PE, it is important that parents provide a doctor's note explaining the circumstances. All such notes should be attached to the student's medical file and the Clinic Team will inform the relevant teacher/form tutor. If a valid note is not presented, students are expected to take part in physical activities, including swimming.

**School Medical Examination:** All new students receive a school medical examination as required by the Dubai Health Authority. Medicals are also required for students entering FS1, Year 2, Year 6, Year 10, Year 13 and school leavers. The school doctor will undertake the medicals with the nurse in attendance.

**Immunisations** are now offered at the school. As part of the School Health Medical Consent Form, parents will be requested to share a copy of their child's original vaccination record with the Clinic Team. As and when vaccinations are due the Clinic Team will notify parents and seek consent.

The UAE vaccination schedule is in the Document and Files section on the ISAMS iParent App for your reference. Please ensure that a copy of the student's immunisation records are sent to the Clinic Team

**If a student is unwell during the school day,** the Clinic Team will assess him/her and call parents to collect the child where necessary. Students may not call their parents directly to collect them from school. Please contact the school nurse immediately if you receive such a call from your child. Parents are expected to collect their child within 45 minutes of being called.

**Emergencies:** In the unlikely event of an emergency, the policy of The English College is to call an ambulance to take an injured student to KCH preferred facility. In this event every attempt will be made to contact parents, therefore please ensure that the school has your current contact details. If you have any queries or concerns regarding health matters in the school, please do not hesitate to speak to our school Clinic Team at [nurse@englishcollege.ac.ae](mailto:nurse@englishcollege.ac.ae)/ [doctor@englishcollege.ac.ae](mailto:doctor@englishcollege.ac.ae)

## Morning Drop-off

Parents can use the drop off zone from 7.30-8.00 am to drop off children or alternatively park in the large sand area outside of the school. Parking availability on the road outside the school main gate is very limited.

If you are using the drop off zone please do not leave your car; staff will be present to assist Primary children out of cars, whilst Secondary students are expected to leave the car independently and enter the school.

If parking outside the school, Primary parents can walk children to Gate 2 & 3 whilst it is expected Secondary students will walk to school independently from the car park. Parents, including Primary parents, are not permitted on school grounds to drop off children via Gate 1 or 5.

Parents must display a parent lanyard around the neck at all times whilst on school premises, you will be denied entry without it.

Students are expected to travel to and from the school in full school uniform.



## School Transport

Our school transport provider is Maverick Passenger Transport LLC. If you wish to register for their services, you can do so via their [Online Registration App](#). Alternatively, you can download their Parent App via the Google Play Store or App Store.

For further information on TEC school transport please visit [EnglishCollegeDubai.com/school-transport](https://EnglishCollegeDubai.com/school-transport).

## Students travelling to The English College by bus should:

- Follow the Code of Conduct displayed on each bus.
- Board the bus sensibly and place their bags in a safe position that does not cause obstruction to those disembarking at the designated drop off points.
- Behave in a sensible, courteous and safe manner at all times, remaining seated for the duration of their journey.
- Wear their seat belts at all times and obey any instructions given to them by the driver.
- Not request to disembark at any point other than the designated drop off point unless permission from the school has been granted in advance.
- Not assume that their friends can use the service when visiting unless the school has been notified and permission has been granted.
- Not leave the bus by the rear door except in an emergency or at the direction of the driver.

Misbehaviour and failure to comply with reasonable instructions could result in a student forfeiting their place on the bus and further potential sanctions in school.

## Late Payment

Late payment of bus fees may result in your child not being able to access the bus service.

## Morning Drop-off

Each year group has a specific meeting point for the morning drop-off: FS to Y6 children will be dropped off outside their entrance point into the school building.

Year 7 - 13 students will be dropped off outside the main Secondary gate.



# BREAK AND LUNCHTIME: FOOD AND DRINK

### Catering Services

SwissCanonica is our catering provider. Established in 1948, they offer high-quality products and consider sustainability when developing their diverse and nutritional 12 week rotational menus. Catering is available for all our students and meals provided by SwissCanonica range from AED20 to 32 per day.

SwissCanonica offers a range of purchasing options including:

- Termly Plan
  - Monthly Plan
  - Voucher Booklet
  - Grab n' Go
- Secondary Students Only

Students are welcome to bring their own food from home or purchase food from school. Parents should ensure that food brought from home is healthy and nutritious in line with the school's Healthy Eating Policy. Note that NO milk drinks, energy drinks, juices or fizzy drinks are permitted. Students should bring only water to school.

We are a **nut free school** and therefore request that parents do not provide nut related products in lunch boxes.

Students are not allowed to order any food deliveries to school, before, during or after the school day

More info  
[EnglishCollegedubai.com/canteen](http://EnglishCollegedubai.com/canteen)



## BREAK AND LUNCHTIME: SOCIALISING

During break and lunchtime, students are welcome to play ball games outside on the field or for Primary students in designated playground areas. It is advised that they wear trainers, which they can change into during these break times. Students are not allowed to play in their socks or barefoot as this is a health and safety concern. The field is usually closed during the hottest months.

If students do not wish to play ball games during their breaks, we have a lot of shaded and comfortable areas for students to socialise and eat their lunch. We additionally have the libraries which can be used under supervision and inside spaces will be opened up during the hotter months.

Students are not allowed to use devices during their break times and instead are encouraged to socialise and interact with one other. Phones cannot be used at any time (except by Sixth Form students in designated areas) during the school day.



# PHOTO CONSENT AND PARENT ACCESS



## Photo consent

During the school year students are photographed and video recorded as they participate in routine academic, artistic, or athletic activities. The photos and videos are used in school-related promotional and advertising materials shared with the public through newspapers, magazines, admission materials, our website, social media, and other channels deemed appropriate and safe by The English College.

The English College is permitted to use, edit, reproduce, and publish photographs, video, and audio. This authorisation permits the use of photographs, video, and audio, in any medium or form of distribution at the discretion of The English College.

Parental photo consent at The English College is an opt-out process, should you wish to withdraw consent to the above you must notify us in writing by emailing [info@englishcollege.ac.ae](mailto:info@englishcollege.ac.ae) or [primaryreception@englishcollege.ac.ae](mailto:primaryreception@englishcollege.ac.ae) including your child's name and year group.

## Parent Access

In the interests of safeguarding, when visiting the school all parents must display around the neck The English College Parent ID lanyard. Parents will not be granted access to the school premises without it.

New joining families will receive 2 ID lanyards at the start of the academic year 2023/24. Requests for replacement or additional lanyards will be charged.



# COMMUNICATION CHANNELS

## iSAMS iParent Application

All official communication to parents is relayed via iSAMS. Prior to joining the school, parents will receive an email, advising how to activate the iSAMS Parent Portal. Parents receive notification of new posts but are advised to check iSAMS on a daily basis for important information updates.

We recommend parents also install the iSAMS iParent Application on your mobile phone. There are specific Apps available for iPhone and Android. All you need to do is search for 'iParent' in the [Android and iOS App stores](#). You can install the iParent App on as many devices as you like, allowing both parents and students access to all the school communications.

Larger documents, such as school reports and policies, are best viewed on the Parent Portal on a tablet or laptop.

Day to day news and information is accessed easiest via the iParent App.

## ClassCharts

Students in the Secondary School receive positive and negative points from their teachers relating to behaviour, effort in class, and achievements inside and outside of the classroom. This is recorded and displayed on ClassCharts (portal & app).

## ClassDojo

Primary parents are required to download the [free app 'ClassDojo'](#). We will provide all parents with an access code. Students in the Primary School receive positive and negative points on ClassDojo from their teachers, relating to behaviour, effort in class, and achievements inside and outside of the classroom. Parents will also receive notification emails to keep them informed on the points their child is collecting.



**Facebook**

[Facebook.com/infoECDubai](https://www.facebook.com/infoECDubai)



**Instagram**

[Instagram.com/englishcollege\\_dubai](https://www.instagram.com/englishcollege_dubai)

**FS Instagram**

[Instagram.com/curiouscubs\\_dubai](https://www.instagram.com/curiouscubs_dubai)



**Twitter**

[Twitter.com/InfoECDubai](https://twitter.com/InfoECDubai)



**YouTube**

[Youtube.com/c/TheEnglishCollegeDubai](https://www.youtube.com/c/TheEnglishCollegeDubai)



**LinkedIn**

[Linkedin.com/company/The-English-College-Dubai](https://www.linkedin.com/company/The-English-College-Dubai)



**Website**

[EnglishCollegedubai.com](https://www.EnglishCollegedubai.com)



# WSLT CONTACTS



Mr Mark Ford  
School Principal

To book an appointment with the Principal, please contact  
Head of Operations Ms. Lisa Denham [ldenham@englishcollege.ac.ae](mailto:ldenham@englishcollege.ac.ae)



Mrs Carmella Jodrell  
Head of Primary (FS1 - Year 6)  
[cjodrell@englishcollege.ac.ae](mailto:cjodrell@englishcollege.ac.ae)



Mr Mathew Budd  
Deputy Head of Primary  
[mbudd@englishcollege.ac.ae](mailto:mbudd@englishcollege.ac.ae)



Ms Lisa Denham  
Head of Operations (Whole School)  
[ldenham@englishcollege.ac.ae](mailto:ldenham@englishcollege.ac.ae)



Mrs Emily Hopkinson  
Head of Secondary (Year 7 - 13)  
[ehopkinson@englishcollege.ac.ae](mailto:ehopkinson@englishcollege.ac.ae)



Ms Nicola Hamer  
Deputy Head of Secondary  
[nhamer@englishcollege.ac.ae](mailto:nhamer@englishcollege.ac.ae)



Mr Daryl Sims  
Deputy Head of Secondary  
[dsims@englishcollege.ac.ae](mailto:dsims@englishcollege.ac.ae)

# IMPORTANT CONTACTS



Mr Tom Cash  
Head of Inclusion/SENDCO  
[tcash@englishcollege.ac.ae](mailto:tcash@englishcollege.ac.ae)



Ms Jodie Williams  
Examinations Officer  
[exams@englishcollege.ac.ae](mailto:exams@englishcollege.ac.ae)



Mr Thomas Cannon  
Careers Advisor  
[tcannon@englishcollege.ac.ae](mailto:tcannon@englishcollege.ac.ae)



Mrs Cheryl Beekhuijsen  
Registrar & Student Admissions  
[admissions@englishcollege.ac.ae](mailto:admissions@englishcollege.ac.ae)



Ms Whitney Tasariroona  
Admissions Assistant  
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Mr Jittu Philip  
Finance Manager  
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The KCH School Clinic Team  
[doctor@englishcollege.ac.ae](mailto:doctor@englishcollege.ac.ae)  
[nurse@englishcollege.ac.ae](mailto:nurse@englishcollege.ac.ae)