



# Parent Information

## 2021/22



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# GUIDING STATEMENT

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Our **Mission** is to deliver an excellent education where every student will develop the skills, attitudes and academic qualifications needed to succeed in life.



Our **Vision** is to develop all our students as academic, characterful and happy young people equipped with the knowledge, attitude and skills necessary to succeed in life. We view academic excellence as a right for all our students that will be underpinned through our work on developing excellence in character.



**Our Values**  
**C**ollaboration  
**A**spiration  
**R**espect  
**E**xcellence  
**R**esponsibility

# SUMMARY OF TERM DATES

## Term 1: Winter 2021

Orientation: New Students (plus all Year 7 & Year 12)	Thursday 26 August
First Day of Term	Sunday 29 August 2021
Staff INSET: School Closed	Thursday 14 October
<b>Half Term</b>	<b>Sunday 17 – Thursday 21 October</b>
Prophet's Birthday*	Thursday 21 October
Commemoration Day*	Wednesday 1 December
UAE National Day – 50 Years	Thursday 2 – Friday 3 December
Last Day of Term	Thursday 9 December
<b>Winter Break</b>	<b>Sunday 12 – Thursday 30 December</b>

## Term 2: Spring 2022

New Year's Day	Saturday 1 January
First Day of Term	Sunday 2 January 2022
Staff INSET: School Closed	Thursday 10 February
<b>Half Term</b>	<b>Sunday 13 – Thursday 17 February</b>
Last Day of Term	Thursday 24 March
<b>Spring Break</b>	<b>Sunday 27 March – Thursday 7 April</b>

## Term 3: Summer 2022

Start of Ramadan*	Saturday 2 April
First Day of Term	Sunday 10 April
Eid Al Fitr*	Sunday 1 May - Wednesday 4 May
Last Day of Academic Year	Thursday 7 July

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

# SCHOOL TIMINGS

## Secondary School Timings | 2021/22

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TIMINGS	THURSDAY
07:45-08:15	Reg / PSHCE	Reg / PSHCE	Reg / PSHCE	Reg / PSHCE	07:45-07:50 07:50-08:30	Reg Moral/Arabic
08:15-09:15	Lesson 1	Lesson 1	Lesson 1	Lesson 1	08:30-09:30	Lesson 1
09:15-10:15	Lesson 2	Lesson 2	Lesson 2	Lesson 2	09:30-10:30	Lesson 2
10:15-10:35	Break Time				10:30-11:00	Break
10:35-11:35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	11:00-12:00	Lesson 3
11:35-12:35	Lesson 4	Lesson 4	Lesson 4	Lesson 4	12:00-13:00	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					

## Primary School Timings | 2021/22

FS1 and FS2 children will start their day at 8am and should arrive at school from 7.45am to 7.55am. They will finish at 13.00pm, Sunday to Thursday.

Year 1 to Year 6 will start their day at 8am and should arrive at school from 7.45am to 7.55am. They will finish at 15.05pm from Sunday to Wednesday and at 13.00pm on Thursday.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TIMINGS	THURSDAY
07:45-08:00	Student Arrival					
08:00-08:15	Registration	Registration	Registration	Registration	08:00-08:30	Registration
08:15-09:15	Lesson 1	Lesson 1	Lesson 1	Lesson 1	08:30-09:30	Lesson 1
09:15-10:15	Lesson 2	Lesson 2	Lesson 2	Lesson 2	09:30-10:30	Lesson 2
10:15-10:35	Break Time				10:30-11:00	Break
10:35-11:35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	11:00-12:00	Lesson 3
11:35-12:35	Lesson 4	Lesson 4	Lesson 4	Lesson 4	12:00-13:00	Lesson 4
12:35-13:20	Lunch Time					
13:20-14:20	Lesson 5	Lesson 5	Lesson 5	Lesson 5		
14:20-15:05	Lesson 6	Lesson 6	Lesson 6	Lesson 6		
15:05	End of School Day   Extra-curricular Activities					

# PARENT-SCHOOL CONTRACT

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 2 and upwards)
2	Copy of sponsor's passport (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. Instructions will be sent to you by the school.

\* Children transferring from a school within the GCC Countries (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 other countries should have the original Transfer Certificate attested by the Educational Authorities, Ministry of Foreign Affairs and the UAE Embassy, all located in the country of their leaving school. Exempted are Canada, USA, Western Europe, Japan, Australia and New Zealand.

\*\* Should you be unable to produce yours and your child's Emirates ID card by the 45-day grace period, you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to the KHDA.

## Students coming from another Emirate within the UAE

1	Transfer Certificate from leaving school attested by Educational Zone
2	Copy of Emirates ID of Main Sponsor and Student**
3	Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school.

\*\* Should you be unable to produce yours and your child's Emirates ID card by the 45-day grace period, you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to the KHDA.

## Dubai inter-school transfer - from FS1 upwards

1	KHDA Leaving Certificate and school report from leaving school
2	Copy of parent's and student's Emirates ID
3	Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school.

# 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 would 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. Note: hairstyles and nails also fall under the banner of uniform.

The school uniform is available from **Zaks** (Jumeirah Beach Centre, Jumeirah 1, T 04 344 5637, E [info@zaksstore.com](mailto:info@zaksstore.com) )

**If you are new to the school, we strongly suggest you visit the store so your child can try on items in order to ensure the correct size.**

Online orders can be made via: [www.zaks.me](http://www.zaks.me)

We have developed a partnership with Surridge Sport Middle East. Surridge will be working with us to provide our new competitive PE kit. Swimwear and other PE items. These items can be purchased from the [Surridge Online Shop](#). All students from FS1 to Year 9 require the school swimwear from Surridge. Only students in Year 10 and above and who are in the swim squad will need this kit. Other kit from Surridge will be required if your child is chosen to represent The English College in that particular sport.

Below are the uniform requirements and dress guidelines for each phase of our school.

## FS1 to Year 6 – Primary School

Uniform items that should be purchased from Zaks and Surridge Sport are as follows:

Item	GIRLS			
	FS1 and FS2	Years 1 and 2	Years 3 and 4	Year 5 and 6
Red polo T-shirt	√	√		
Grey skort	√	√	√	
Grey trousers				√
Grey skirt				Optional instead of trousers
Red and white blouse			√	√
Grey winter sweater	√	√	√	√
PE T-shirt	√	√	√	√
PE skorts or shorts	√	√	√	√
House T-Shirt	√	√	√	√
Cap or Bucket Hat	√	√	√	√
Bookbag	√			
Swimwear	EC Swim Kit should be purchased from the <a href="#">Surridge Online Shop</a> for curriculum and team swimming. For students requiring a culturally sensitive alternative, this can be purchased at your place of choice, however, it must be all black colour.			

Item	BOYS			
	FS1 and FS2	Years 1 and 2	Years 3 and 4	Year 5 and 6
Red polo T-shirt	√	√		
Grey shorts	√	√	√	
Grey trousers				√
Red and white shirt			√	√
Grey winter sweater	√	√	√	√
House T-shirt	√	√	√	√
PE shorts	√	√	√	√
PE T-shirt	√	√	√	√
Cap or Bucket Hat	√	√	√	√
Bookbag	√			
Swimwear	EC Swim Kit should be purchased from the <a href="#">Surridge Online Shop</a> for curriculum and team swimming. For students requiring a culturally sensitive alternative, this can be purchased at your place of choice, however, it must be all black colour.			

In addition to the uniform items stipulated above, students are expected to adhere to the following dress guidelines:

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

### PE Kit

- KS2 (Years 3-6) students representing the school in Football or Rugby/Touch Rugby games must wear football/rugby boots, socks and shin pads (for football). EC football socks are available from the [Surridge Online Shop](#).
- Football / Rugby boots must have rubber moulded studs only. During competitive games metal studs can be worn
- Trainers must have non floor marking soles and white in colour for general PE lessons.

### Footwear

- Black leather 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).
- Boys' hair should be no longer than shoulder length.



## Jewellery

- No jewellery with the exception of items that have cultural significance.
- During PE lessons all jewellery and watches must be removed.

## Winter Wear

- In cooler weather, the grey school sweater can be worn. No other jumper or cardigan should be worn, with the exception of Year 6 graduation hoodies.

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

### Years 7 to 11 – Secondary School

Uniform items that should be purchased from Zaks and SurrIDGE Sport are as follows:

Item	GIRLS	BOYS
	Years 7 to 11	Years 7 to 11
White shirt/blouse	√	√
Grey trousers	√	√
Grey skirt	Optional instead of trousers	
Red winter sweater	√	√
PE T-shirt	√	√
PE skorts	√	
PE shorts	Optional instead of skorts	√
House T-shirt	√	√
Football Socks	√	√
Swimwear	EC Swim Kit should be purchased from the <a href="#">SurrIDGE Online Shop</a> for curriculum and team swimming. For students requiring a culturally sensitive alternative, this can be purchased at your place of choice however it must be all black.	

- Boys shirts **must** be worn tucked in at all times.
- For religious sensitivity, plain black leggings and a long sleeve under layer may be worn **under** the existing PE kit. Girls may also wear shorts in place of the skort or plain black joggers/tracksuit trousers in these circumstances.  
Please note, wearing just a pair of leggings and no shorts/skort over the top is not permitted.
- Students can choose their own school bags. However, please note that trolley bags are not permitted.

## PE Kit

- During football sessions students should wear football boots, socks and shin pads. EC football socks are available from the [SurrIDGE Online Shop](#).
- During Rugby/Touch Rugby sessions students should wear football/rugby boots and socks.
- Football / 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.

## Footwear

- Black leather shoes only (**no trainer style allowed**).
- 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 hair should be no longer than shoulder length and 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 Headteacher 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/Accessories

- 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.
- 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 Headteacher 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

- Makeup, coloured nail polish or nail extensions are not permitted in Years 1 to 11.

## Winter Wear

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

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

## Sixth Form

Uniform items that should be purchased from Zaks and Surridge Sport are as follows:

Item	GIRLS	BOYS
	Years 12 and 13	Years 12 and 13
Sixth Form shirt/blouse	√	√
Black trousers	√	√
Black skirt	Optional instead of trousers	
Black winter sweater	√	√
Swimwear	Swim Squad only. EC Swim Kit should be purchased from the <a href="#">Surridge Online Shop</a> for team swimming. For students requiring a culturally sensitive alternative, this can be purchased at your place of choice however it must be all black.	

- Boys shirts **must** be worn tucked in at all times.
- Students can choose their own school bags. **However, trolley bags are not permitted.**

### 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.
- During football sessions students should wear football boots, socks and shin pads. EC football socks are available from the [Surridge Online Shop](#).
- During Rugby/Touch Rugby sessions students should wear football/rugby boots & socks.
- Football / 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.

### Footwear

- Black leather shoes (**no trainer style allowed**).
- 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 hair should be no longer than shoulder length and no shorter than a number 2 cut.
- **Extreme haircuts are not permitted** such as shaving of 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 Headteacher 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.

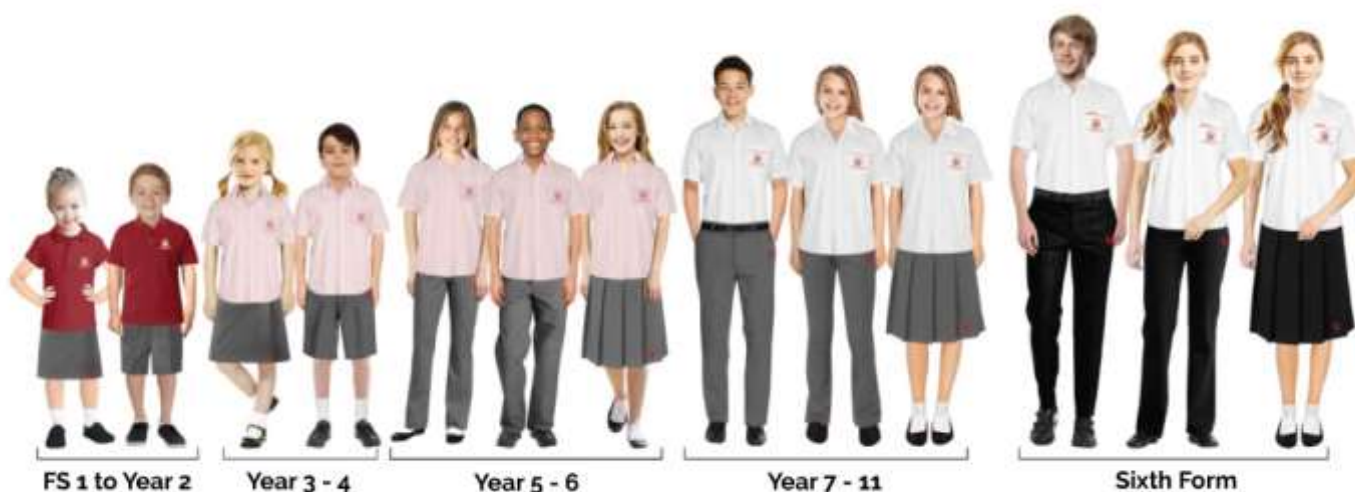
## Jewellery/Accessories

- Girls are permitted to wear **one** watch and **one** pair of stud earrings in the lobes of their ears.
- 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.
- 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 Headteacher to alert the school on this reason.
- If the student continues to wear the article of jewellery, it will be confiscated until the end of that term.
- **Facial piercings are not permitted.**
- Students 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.

## Winter Wear

- No jumper or cardigan should be worn other than the official black school sweater.
- Hooded tops of any kind are not permitted other than any official school leaver's tops. This will be at the discretion of the Assistant Headteacher for Key Stage 5.

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



## House Polo Shirt:



## PE Uniform



## Competitive Kit



## 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 key 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.

Some examples of activities that have run in the past 3 years are:

Football	Softball	Netball	Swim Squad
Chess Club	European Culture Appreciation	Scholar's Cup	Film Club
Senior EC Choir	Drama Production	Sustainability Club	Debate and MUN
Scuba Diving	Lego Club	Basketball	Ultimate Frisbee
Rounders	Badminton Club	Secondary EC Band	Skiing/Snowboarding
Young Programmers	Aerobics/Pilates	Spelling Bee Club	Senior Vocal Group
Cricket/ Tape ball	History's Mysteries	Arabic Culture Club	Athletics/ Cross Country
DofE Award	Photography Club	Volleyball	Rugby
Gardening	Games and puzzles	Experimental Science	Touch Rugby
LAMDA	Ukulele Club	Samba Club	Climbing/Bouldering
Pony Club	Cooking Club	Drone Dome	Eco Warriors
Cartoon Drawing Club	Life Drawing	T-shirt Printing Club	Production Art Team

Activities such as golf, skiing and scuba diving 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 have surveyed our current students towards the end of 2020/21 school year 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. We hope your child enjoys the ECA Programme here at The English College and embraces the many activities on offer.

**Please note:** Unless your child is involved in a school activity after school, please make arrangements for him or her to be picked up promptly after school:

- FS1 and FS2 pickup time is 13.00pm Sunday to Thursday.
- Years 1 to 6 pickup time is 15.05pm Sunday to Wednesday and 13.00pm on Thursday.
- Year 7 to 13 pickup time is 15.20pm Sunday to Wednesday and 13.00pm on Thursday.
- Students may only be on site after 15.20pm if they are participating in an activity.

Older students wishing to complete homework may use the library after school.



# EQUIPMENT LIST

All classroom equipment is provided for FS1, FS2 and Year 1

## **Year 2 to 6 students:**

Pens (blue for written work)  
Pencil sharpener  
Pair of scissors  
Highlighter pens  
2B drawing pencils

## **Year 7 to 13 students:**

Pens  
Pencils  
sharpener  
Eraser  
Ruler  
Glue stick  
Colouring pencils  
Pair of scissors  
Highlighter pens  
2B drawing pencils

## **Year 10 and 11 students:**

All subjects - A4 ring file  
Calculator/Scientific calculator  
(Casio fx-83ES recommended)

## **Year 12 and 13 students:**

GCE Mathematics calculator  
(Casio fx-83ES recommended)  
Art materials (as stated for GCSE Art and Design)  
Other materials as required (A2, A3, A4 sketchbooks)

## **Other**

Headphones  
English reading book  
Arabic reading book

## **Bring Your Own Device: Year 3 to 13 students:**

Students are expected to bring to school a device. This can be a tablet, laptop, Macbook, Chromebook etc. This will be used in lessons under the instruction of the teacher. The device does not need to be an expensive model; the only requirement is that the device can connect to the school's Wi-Fi. **The personal device cannot be a mobile phone.**

## **BTEC students:**

Laptop with Microsoft Word/Apple Pages  
A4 folder

## **Mathematics: Year 7 to 13 students:**

Calculator/Scientific calculator (Casio FX-991ES Plus recommended)  
Mathematical instrument set including protractor and compass

## **Art: Year 7-9 (purchase once):**

A3 Hardback Artist's Sketchbook

## **Students who choose GCSE Art and Design:**

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



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

Primary students do not have any home learning set, however they do have both reading and maths digital platforms to use for home study, as well as daily readers.

## **SECONDARY (Years 7 to 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.

Following consultation with parents and staff, a decision has been made not to use student planners. Students will be expected to use available online platforms, such as the Google Suite, to organise their work. Training and support for such platforms 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 7.40am on the first day of absence. A telephone call is acceptable if it is not possible to email.

The school will follow up on absences that have not been communicated to us. Any absence still 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 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 Form Tutor if work is needed.

As far as possible, it is preferred that any doctor, dentist and optician appointments are arranged out of school time. If this is not possible, the Form Tutor 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 Form Tutor or Assistant Headteacher for the Key Stage 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 Form Tutor in the first instance, and then the Assistant Headteacher for the Key Stage 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.

King's College Hospital London operates the school clinic under the management of The English College. King's College Hospital 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 Sunday to Thursday. First aid treatment for illness/injury occurring in school during school hours will be provided and where further investigation is needed, clinic staff will make contact with parents for referrals.

Please do not send your children to school if they are unwell. The Infection Control 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 nurse on arrival at the school. 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 medical staff may not treat a student without this form.**

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 clinic staff to inform concerned staff/form tutor. If a genuine note is not presented, students are expected to take part in physical activities, including swimming.

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 full time 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 school nurse.

**If a student is unwell during the school day**, the clinic staff 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 King's College Hospital London's preferred hospital. 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 medical staff; [nurse@englishcollege.ac.ae](mailto:nurse@englishcollege.ac.ae) / [doctor@englishcollege.ac.ae](mailto:doctor@englishcollege.ac.ae)

# TRAVELLING TO SCHOOL

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Parents are asked to park their cars in a suitable place and not to drop off or collect their child at the gate or on the road as this creates a hazard for students. Please do not stop in the road, even with hazard lights on, as this blocks traffic and causes students to walk on the road.

Please do not park in the area designated for buses or on the opposite side of the slip road. Parking on the road outside the school main gate is very limited. Parents are asked to park around the side of the school to minimise congestion at busy times.

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**. Please note that Maverick will no longer accept paper-based application forms as they are a paperless organisation.

Alternatively, you can download their Parent App via the Google Play Store or App Store.

Here is a [video](#) showing how the registration process works.

### **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.

## Alternative Bus Services

Some parents arrange their own bus service. If you intend to do this, or join an existing one, it will be your responsibility to ensure that safe practices exist.

Maverick is the only bus service that we have a contractual arrangement with, therefore, disputes with other services will be the parents' responsibility.

## 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:

### Primary students

- FS1, FS2 and Year 1 can be taken by their parents to their entrance gate.
- Years 2 to 6 are to be dropped off at the main gate for Primary (Gate 1).

### Secondary students

- Years 7 to 13 students can be dropped off outside the main secondary gate. If COVID protocols still apply, parents will be informed of gate entries for each year group.

**Please note:** In the interests of safeguarding, all parents must wear The English College ID lanyard at all times on the school premises.

# BREAK AND LUNCHTIME: FOOD AND SOCIALISING

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## Catering Services

SwissCanonica is our new 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.

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. 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.

## Socialising

During break and lunchtime students are welcome to play ball games outside on the field. 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

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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 authorization 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.

# COMMUNICATION CHANNELS

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## ISAMs iParent Application

Communication to parents is primarily relayed via the ISAMs iParent App. Parents are advised to check iParent on a regular basis for important information updates.

Once installed please do not forget to refresh your information feed to ensure that you receive only the information that you require. While downloading, click save and thereafter run. You may install the iParent App on as many devices as you like, allowing both parents and students access to all the school communications.

We recommend you 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.

## CLASSCHARTS

All parents are asked to download the free app 'Class Charts', We will provide all parents with an access code. Students in the Secondary School receive positive and negative points on Class charts 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 you informed on the points your child is collecting.

Primary School students only receive positives on Class Charts (FS-Year 6); any behaviour issues are dealt with on a face to face basis in line with the school's Positive Behaviour Policy.

Follow/like our various **Social Media** channels:

### Facebook

<https://www.facebook.com/infoECDubai>

### Instagram

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

### Twitter

<https://twitter.com/InfoECDubai>

### Youtube (The English College, Dubai)

<https://www.youtube.com/channel/UCwX8wxchjuslFGOMz8yRZQg>

### LinkedIn

<https://www.linkedin.com/in/the-english-college-dubai-a06650149/>

**Our website contains lots of useful information: [englishcollegedubai.com](http://englishcollegedubai.com)**



## IMPORTANT CONTACTS

<b>Principal</b>	Mark Ford is the Principal. To book an appointment with the Principal, please email: Ms. Lisa Denham, Operations Manager: <a href="mailto:ldenham@englishcollege.ac.ae">ldenham@englishcollege.ac.ae</a>
<b>Head of Learning</b>	Mr Daryl Sims is the Head of Learning (FS1 - Year 13): <a href="mailto:dsims@englishcollege.ac.ae">dsims@englishcollege.ac.ae</a>
<b>Head of Primary Phase</b>	Mr David Wilcock is the Head of Primary Phase (FS1 - Year 6): <a href="mailto:dwilcock@englishcollege.ac.ae">dwilcock@englishcollege.ac.ae</a>
<b>Head of Secondary Phase</b>	Mrs Emily Hopkinson is the Head of Secondary Phase (Year 7 - 13): <a href="mailto:ehopkinson@englishcollege.ac.ae">ehopkinson@englishcollege.ac.ae</a>
<b>Examination &amp; Data Officer</b>	Mrs Farah Hannah is the Examination & Data Officer, responsible for external examinations (GCSE, BTEC or GCE) including certification: <a href="mailto:exams@englishcollege.ac.ae">exams@englishcollege.ac.ae</a>
<b>Head of Inclusion/SEND/CO</b>	Mrs Rabia Ahmed is the Head of Inclusion/SEND/CO: <a href="mailto:rahmed@englishcollege.ac.ae">rahmed@englishcollege.ac.ae</a>
<b>Careers Advisor</b>	Ms Laura Murphy is the Careers Advisor: <a href="mailto:lmurphy@englishcollege.ac.ae">lmurphy@englishcollege.ac.ae</a>
<b>Registrar</b>	Mrs Cheryl Beekhujisen is the Registrar and responsible for student admissions: <a href="mailto:admissions@englishcollege.ac.ae">admissions@englishcollege.ac.ae</a>
<b>Admissions &amp; Parent Liaison</b>	Mrs Caroline MacDonald supports Admissions and also serves as Parent Liaison: <a href="mailto:cmacdonald@englishcollege.ac.ae">cmacdonald@englishcollege.ac.ae</a>
<b>Finance / Accounts</b>	Ms Hazel Flores is the Chief Accountant: <a href="mailto:chiefaccountant@englishcollege.ac.ae">chiefaccountant@englishcollege.ac.ae</a>
<b>School Nurse</b>	School Nurses are available during the school day: <a href="mailto:nurse@englishcollege.ac.ae">nurse@englishcollege.ac.ae</a>
<b>School Doctor</b>	School Doctor is available during the school day: <a href="mailto:doctor@englishcollege.ac.ae">doctor@englishcollege.ac.ae</a>