

Parent Handbook 2024-25



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INTERNATIONAL SCHOOLS PARTNERSHIP



Dear family,

On behalf of International Schools Partnership in the Middle East (ISP), I would like to welcome you to The English College and our global education community.

As a member of The English College and ISP, you have joined the thousands of families around the world, who have chosen to be part of a community of schools connected by the purpose to grow the world's most curious, confident minds.

What this means for our students:

We believe that curiosity is not pre-determined, but cultivated. This is why at ISP we offer a different kind of learning. A journey that sparks curiosity and fosters inner confidence. Where lessons are not just explained, but experienced. Where minds are broadened, and life skills are developed. Where we set students up for success, now and for the future.



What this means for our schools and educators:

At ISP we invest in our schools, teachers and leaders to ensure they are continuously getting better. Alongside the ongoing inspections carried out by the local education authorities and global accrediting bodies, each of our schools follow a continuous improvement process that is set out through our bespoke ISP Framework.

We welcome your feedback to get better

During the year you will have multiple opportunities to take part in regular surveys. The feedback you provide supports us in our plans to make our schools even better. The English College is part of a global community of over 80 international schools, across 22 countries. Each ISP school is different but connected by the shared aim of igniting our students' curiosity and growing their self-confidence so they can shape a better world for tomorrow.

Welcome to ISP. Where confidence grows.

Sincerely,

Kam Bhamra

Regional Managing Director

International Schools Partnership – Middle East

Where confidence grows

OUR BOARD OF GOVERNORS



Mr Kam Bhamra

Regional Managing Director, Middle East
International Schools Partnership
Board member with responsibility for Safeguarding



Mr Bilbo Perrot

Managing Director, Hasheem Group
Board member



Mr Rory Galvin

Regional Director of Learning, Middle East
International Schools Partnership
Board member with responsibility for Inclusion



Mr Martin Murdoch

Managing Director for MEAI
Board member



Mr Rob Hamilton

Regional Finance Director, Middle East
International Schools Partnership
Board member



Mrs Emily Hopkinson

Principal, The English College
Chair of the Board



Mr Tom Cash

Deputy Headteacher - Whole School
The English College
Board member - Staff representative



Mr Mark Ford

Retired Principal, The English College
Board member



Mr Zak Marar

Head of MENA
Board member - ECPC Representative

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 2024

26 Monday 26th August | Orientation: New students & All Yr7 & Yr12 Students

27 Tuesday 27th August | First Day of Term

15 Sunday 15th September | Prophet's Birthday*

14 Monday 14th – Friday 18th October | Half Term

1 Sunday 1st December | Commemoration Day*

3 Monday 2nd – Tuesday 3rd December | UAE National Day

13 Friday 13th December | Last Day of Term

16 Monday 16th December – Friday 3rd January | Winter Break

Term 2: Spring 2025

6 Monday 6th January | First Day of Term

10 Monday 10th – Friday 14th February | Half Term

28 Friday 28th February | Start of Ramadan*

21 Friday 21st March | Last Day of Term

24 Monday 24th March – Friday 4th March | Spring Break

29 Saturday 29th March – Tuesday 1st April | Eid Al Fitr*

Term 3: Summer 2025

7 Monday 7th April | First Day of Term

5 Thursday 5th – Sunday 8th June | Eid Al Adha*

26 Thursday 26th June | Islamic New Year*

1 Tuesday 1st July | Last Day of Academic Year

*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 13.30 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: https://www.moe.gov.ae/en/EServices/ServiceCard/pages/CertEquivalentMove.aspx |

* 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.

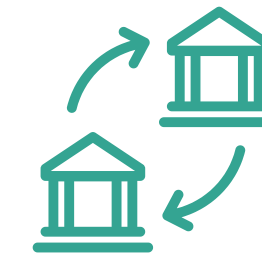
* Children coming from Middle East, South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand should have the original Transfer Certificate attested by the Educational Authorities, Ministry of Foreign Affairs and the UAE Embassy in the leaving country.

* 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: https://www.moe.gov.ae/en/EServices/ServiceCard/pages/CertEquivalentMove.aspx |

Dubai inter-school transfer - from FS upwards

| | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | KHDA Leaving Certificate and school report from leaving school |
| 2 | Copy of the passport of Main Sponsor and Student |
| 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: https://www.moe.gov.ae/en/EServices/ServiceCard/pages/CertEquivalentMove.aspx |

** 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, 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 29th July to 6th September. To book an appointment at the store, please go to 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. If you have any questions regarding TEC school uniform you can contact the Trutex team directly by email at EC@trutex.com or call +971 (0)54 443 0473.

From August 2024 Trutex will also be supplying The English College with our competitive kit, the full range can be viewed at EnglishCollegeDubai.com/uniform.



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.
- ✓ 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).
- ✓ 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, EC 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.

EC SWIM KIT

- ✓ EC Swim Kit is available for curriculum and team swimming. As an alternative, students can wear their own swimsuits. However, it must be black or red.

The swim squad is required to wear the official red EC Swim Kit.

NEW

From August 2024 Trutex will also be supplying The English College with our competitive kit, the full range can be viewed at EnglishCollegeDubai.com/uniform

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

6th Form

Girls

Boys



| 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

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

- ✔ For PE lessons and sporting ECAs, students wear EC red PE short and EC red PE top.
- ✔ Students are required to change into white tennis socks, which can be purchased from any sports shop.
- ✔ For any students requiring additional layers to cover arms or legs, EC 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 YEAR GROUPS

- ✔ If your child is committing to a team, the official English College kit for that sport.
- ✔ During football sessions students should wear football boots, socks and shin pads.
- ✔ 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.
- ✘ At no point are students allowed to wear studded boots inside the school
- ✘ Trainers must be non-floor marking and white in colour for general PE lessons.

STUDENT DRESS CODE: SECONDARY

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

- ✔ EC Swim Kit is available for curriculum and team swimming. As an alternative, students can wear their own swimsuit, however, it must be black or red
- ✔ The swim squad is required to wear the official red EC Swim Kit

NEW

From August 2024 Trutex will also be supplying The English College with our competitive kit, the full range can be viewed at EnglishCollegeDubai.com/uniform

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 which was issued by a doctor in that calendar year, which states 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, 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 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 3 - 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.

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 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 Handbook 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...)

The device does not have to be an expensive model, just able to connect to the school WiFi. A mobile phone is not an acceptable device.

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.

STUDENT BEHAVIOUR

At The English College we always have the highest expectations of your students and are committed to not only teach academics, but to guide our students to grow as individuals within our community. Therefore, The English College puts a lot time and effort into the behaviour of our students.

PRIMARY (FS 1 - Year 6)

Primary School Behaviour: We have 3 rules in primary - be ready, be safe, be respectful. We adopt a very positive approach to the management of behaviour and should children need reminding of the rules, we are happy to do so, gently and with respect. If the rules are not followed, we work restoratively, to guide children to better outcomes and ensure they take responsibility for their behaviour and mend any broken friendships. We work closely with parents in the support of behaviour management and have very high expectations of all pupils at EC.

SECONDARY (Year 7 - 13)

Students are expected to always meet 'The EC Standards', as we are a proud and successful community. To meet 'The EC Standards' students are expected to always try their best, be respectful, polite, honest, have perfect uniform, attendance and punctuality while being a positive role model in our community. 'The EC Standard' is a very high standard, but as a community, by all meeting it we create a happy and vibrant school.

ISP HAS ZERO TOLERANCE TO WEAPONS AND NO PERSON WHILE ON ISP PREMISES SHALL STORE OR CARRY A WEAPON THAT COULD ENDANGER THOSE AROUND THEM.

PRIMARY BEHAVIOUR

SCHOOL RULES

- Be Ready
- Be Respectful
- Be Safe

ROUTINES

- Wonderful Walking
- Tremendous Transitions
- Marvellous Manners





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.

Additionally, some homework will be assigned to year six students to prepare them for secondary school, ensuring it's kept to a minimum.

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 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 EC website.





Vesta Care operates the school clinic under the management of The English College. Vesta Care is a well-established healthcare facility. 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/ doctor@englishcollege.ac.ae

Morning Drop-off

Parents can enter the main car park through gate 5 and use the drop-off zone from 7.30-8.00 am to drop off children if they wish. Alternatively, they can park in the large sand area outside the school. Parking availability on the road outside the school's main gate is very limited.

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.

If you are using the drop-off zone through the main car park, 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 that Secondary students will enter through gate 5.

Students who do not utilise school bus services should refrain from entering the school through Gate No. 4 in the morning. Gate No. 4 is exclusively allocated for the school bus transport users.

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 BusCo. If you wish to register for their services, please contact our Parent Rep using these details:

Parent Rep: Janeth (BusCo)
Telephone: 052 109 5790
Email: tec@busco.ae

For further information on EC school transport, please visit englishcollegedubai.com/info-hub

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.
- Students are required to occupy their designated seats on the bus; changing seats is not permitted. Seat assignments adhere to the RTA policy.
- 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 Maverick has been granted in advance.
- All students aboard the school bus must be registered as school bus riders. Do not assume that their friends can use the bus service when visiting unless the school and Maverick have been notified and permission has been granted.
- Only leave the bus by the rear door in an emergency or the driver's direction.
- Parents or Authorised persons must be on time to pick up a child from the bus at the scheduled drop-off time and location.

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.



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.

SwissCanonica offers a range of purchasing options including:

Termly Plan

Monthly Plan

Grab n' Go

Voucher Booklet

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



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.



EC LATE PICK-UP POLICY AND STAR CLUB

Children up to and including Year 6 cannot be left unsupervised, so need to be collected by a parent or by a secondary sibling. Children who are not collected from school by the correct pick-up time will be taken to Star Club as standard. This enables the Teachers to continue with their job of preparing your child's lessons for the next day.

FS1/FS2 – Pick up no later than 1:40pm

Primary – Pick up no later than 3.15pm

Star Club are an after-school club for children from FS1 up to Year 6. They provide fun engaging activities in a safe and supervised environment to keep your children entertained after a busy day at school.

Late Pick-Up Fees & Timings - Star Club is open from 1:30pm to 5pm, Monday to Thursday.

TIME

Up to 30 minutes

Up to 1 hour

Over 1 hour

After 5pm (After closing time)

First visit to Star Club

PRICE

35 aed

65 aed

Regular session fees apply as per our Registration Form

An additional amount of 50aed per every 10 minutes will apply (starting 5PM)

FREE – The policy will be explained to the parent, and any further visits will incur the above fees as per EC policy.

Cash payments should be made to Star Club staff or to Primary Reception.



PHOTO CONSENT AND PARENT ACCESS



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 2024/25 to be collected from the reception of your eldest child. Requests for replacement or additional lanyards will be charged.

Media & Photo Consent

At The English College, we are updating our media and photo consent process for the academic year 2024-2025 to protect student privacy and ensure clarity regarding parental preferences.

Previously, consent was managed through an opt-out process. We will introduced a new Media & Photo Consent Form to streamline procedures and ensure clarity.

The form will be shared with parents during the first term of the academic year 2024-2025

It is imperative that all parents/guardians fill out one form per child to indicate their consent preferences.

Please note that failure to submit this form will be seen as withholding consent for the use of your child's media in school-related materials and social media.

For any questions or concerns, please contact us at info@englishcollege.ac.ae.



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)

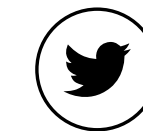


Instagram

[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

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



WSLT CONTACTS



Mrs Emily Hopkinson
School Principal

To book an appointment with the Principal, please contact
principal@englishcollege.ac.ae



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



Mr Andrew Stenhouse
Deputy Head of Primary
astenhouse@englishcollege.ac.ae



Mr Tom Cash
Deputy Head (Inclusion)
tcash@englishcollege.ac.ae



Ms Nicola Hamer
Head of Secondary (Year 7 - 13)
nhamer@englishcollege.ac.ae



Mr Barry Chaters
Deputy Head of Secondary (Academic)
bchaters@englishcollege.ac.ae



Mr Daryl Sims
Deputy Head of Secondary (Pastoral)
dsims@englishcollege.ac.ae



Ms Jodie Williams
Examinations Officer
exams@englishcollege.ac.ae



Data Manager / iSAMS
data@englishcollege.ac.ae



Careers Advisor
careers@englishcollege.ac.ae



Admissions
ecadmissions@englishcollege.ac.ae



Finance Department
finance@englishcollege.ac.ae



The Vesta Care School Clinic Team - Tel Ext. 616
doctor@englishcollege.ac.ae
nurse@englishcollege.ac.ae

Wishing you and your child/children a fantastic year
at The English College