



# **KINGS' SCHOOL AL BARSHA**

PRIMARY

Parent Handbook

2022 - 2023

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## DEAR FAMILIES

Here at Kings' School Al Barsha we are delighted to be able to offer a first class, purpose built school to the highest specification. Your child will learn in an environment which promotes and stimulates learning and teaching of the highest quality. Superb facilities offer a once in a lifetime opportunity for children to build their foundation for future success.

At Kings' School Al Barsha, you can expect to ...

- ✓ Receive a warm and friendly welcome from our staff
- ✓ See children actively engaged in learning with interest and enthusiasm
- ✓ See an exciting, creative curriculum in place which offers a variety of relevant and stimulating contexts for achievement
- ✓ See classrooms and learning spaces which have stimulating display areas that reflect and promote the high standards of learning

At Kings', we see your child's care and learning as a 3-way partnership between your child, their teacher and you as parents. We know we can only get the best for every child by forming a respectful partnership and by working collaboratively. If you have any queries about your child's learning, please make an appointment to see their teacher.

This handbook provides information about procedures and routines and will answer many of your questions about the school. If you have any further worries, queries or concerns please do not hesitate to get in touch via [info@kingsalbarsha.com](mailto:info@kingsalbarsha.com).

We look forward to welcoming you and your children to Kings' School Al Barsha.



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## INTRODUCTION

### 1.1 OUR MISSION STATEMENT, AIMS AND VALUES

#### Our Mission Statement

Kings' schools are prestigious schools with a British heritage and an international perspective where children become effective, enthusiastic and independent life-long learners who are able to adapt to the changes and challenges of a fast-moving, modern world.

#### Our Aims and Values

- ✓ Every child will enjoy success, whilst feeling included, secure and valued
- ✓ Learning and teaching is adapted to the potential and needs of each individual
- ✓ There is a culture of respect for others and their learning
- ✓ Adults are role models in developing a culture of ambition and high expectations
- ✓ Our bespoke curriculum enables children to develop learning skills and competences
- ✓ Opportunities are used wherever possible both within and beyond the school to help children develop their personal qualities, emotional intelligence and social skills
- ✓ Children develop an understanding of and respect for their local context: Islam, Dubai and the UAE
- ✓ There is a culture of parental engagement
- ✓ Children will become active and responsible citizens

**"The best by every child, results the right way"**

### 1.2 SCHOOL CONTACT DETAILS

#### Postal address

Kings' School, PO Box 38199, Dubai, UAE

#### School's physical address

Kings' School Al Barsha, Umm Suqeim Street, Al Barsha South, Dubai, UAE

#### Telephone

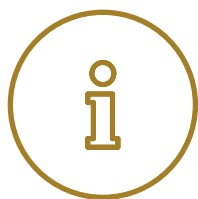
+971 4 356 6900

#### Website

[www.kings-edu.com/albarsha](http://www.kings-edu.com/albarsha)

#### Email

reception-fs@kingsalbarsha.com  
reception-pri@kingsalbarsha.com  
reception-sec@kingsalbarsha.com



## GENERAL INFORMATION

### 2.1 ORGANISATION OF THE SCHOOL DAY

	Start of day			End of day	
	School Gates Open From	Classroom doors open from	Registration time	End of day Mon-Thu	End of day Fri
<b>FS1</b>	7.25am	7.25am	7.50am	1.15pm	11.15am
<b>FS2</b>	7.25am	7.25am	7.50am	2.15pm	11.15am
<b>Year 1</b>	7.25am	7.25am	7.50am	3.10pm	11.30am
<b>Year 2</b>	7.25am	7.25am	7.50am	3.10pm	11.30am
<b>Year 3</b>	7.25am	7.25am	7.50am	3.10pm	11.30am
<b>Year 4</b>	7.25am	7.25am	7.50am	3.10pm	11.30am
<b>Year 5</b>	7.25am	7.25am	7.50am	3.10pm	11.30am
<b>Year 6</b>	7.25am	7.25am	7.50am	3.10pm	11.30am

#### School opening times

The gates are open from 7.00am for Secondary students only to enter the school ground. For FS and Primary students the school gates are open from 7.25am and the doors to classrooms open at 7.25am.

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## **DROP OFF IN THE MORNING**

For parents who prefer to 'drop off' rather than park in the car park, there are two options:

1. Parents can drive into the car park and go straight to the drop off zone outside the school entrances (next to the white school gates). Here, children from Year 1 upwards can be dropped off. The children then come into school independently. Children go directly to their classroom. This system is encouraged as it promotes children's independence and also eases congestion with parking. Please do not park and leave your car in the allocated drop-off space.
2. There is also a drop off zone outside the perimeter of the school.

## **ENTERING THE SCHOOL BUILDINGS IN THE MORNING**

### **Foundation Stage 1 and Foundation Stage 2**

FS1 and FS2 are on the ground floor of the Foundation Stage building. Please enter via the external classroom doors. Parents should walk children to their classrooms and say goodbye at the door. Parents should support children to be independent in unpacking their belongings.

### **Years 1 and 2**

The Year 1 and 2 classrooms are on the ground floor of the Primary building, please enter via the outside doors on either playground and head straight into classrooms. Parents should allow children to start their day as independently as possible by saying goodbye at the door and allowing the child to unpack their bag themselves.

### **Years 3 and 4**

The Year 3 and 4 classrooms are on the first floor of the Primary building. Children are expected to find their way to their classrooms independently.

### **Years 5 and 6**

The Year 5 classrooms are on the ground floor of the Secondary building and the Year 6 classrooms are on the first floor of the Secondary building. Children are expected to find their way to their classroom independently via the Secondary building.

## **WEEKEND**

Our weekend is Saturday and Sunday, in common with all other schools in the UAE.



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## **COLLECTION FROM SCHOOL**

You are requested to wait in the following areas for your child to come out of school. We ask that Parents leave the site as quickly as possible once the children have been collected.

### **Foundation Stage 1**

Please wait in the relevant playground outside classroom doors. Teachers will hand over the children at the classroom door once the children have put away their belongings. Please be aware that learning is still taking place throughout both school buildings until 2.15pm and that noise needs to be kept to a minimum.

### **Foundation Stage 2**

Please wait quietly in the relevant playground outside the classrooms doors. Teachers will hand over the children at the classroom door once the children have put away their belongings.

### **Years 1 and 2**

Please wait in the outdoor area next to your child's classroom. Teachers will hand over the children at the outer classroom door once the children have collected their belongings.

### **Years 3, 4, 5 and 6**

Please wait outside the building. The children will be accompanied by a teacher. Children must inform the teacher before leaving once they recognise the adult collecting them.

The end of day is very busy. To avoid congestion please do not approach the classrooms unless asked, please wait in the designated areas and avoid entering the school building to collect children. Years 3 and 4 are collected at the front of school and Years 5 and 6 are collected by the interlock by the primary pool.

If your child is attending an after school activity, please check for the pickup arrangements on the communication sent home regarding clubs.

### **Kids Club**

Children from Foundation Stage 1 through to Year 6 can attend Kids Club as part of an externally provided after school provision. Bookings are made directly through Kids Club. For more information, contact [info@gulfstarsports.com](mailto:info@gulfstarsports.com)

The provision is available from 1.15pm to 5.00pm for children from Foundation Stage 1 to Year 6.

There is a nominal fee for this service with limited spaces so early booking is advised. For more information, view the [resource centre](#).

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## 2.2 LUNCH & SNACK BREAKS

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### Foundation Stage 1 and Foundation Stage 2

FS1 and FS2 parents are asked to provide a small snack for children to have mid-morning. This must be a healthy food which is easy to eat e.g. a piece of fruit, cereal bar or small biscuit. This should be kept separate from their lunch box and will be placed in a labelled tray in the morning. Lunch break will be taken at 12.00pm for Foundation Stage 1 in classrooms and 12.00pm until 1.00pm for Foundation Stage 2 in the FS Shared space, including a play time outside.

The food supplied should be easy to consume and healthy e.g. small sandwiches, fruit cut into small pieces etc. Please make sure the food packaging can be opened easily by your child. Food should be stored in a small insulated lunch box.

Hot lunch is provided through a third party vendor for all children on payment basis. All details relating to the provider, costs and the payment terms will be communicated with parents at the beginning of the term in a separate letter. You can find more details at the [resource centre](#).

### Years 1 to 6

Children have a snack break mid-morning where they can go outside and play. At this time they are encouraged to have a drink and something to eat. Drinks should be brought in an appropriate container e.g. drinks flask which your child can use independently and is clearly marked with your child's name. A snack for this time should be something nutritious which can be eaten easily. We recommend a piece of fruit or vegetables.

From 12.30pm the children have a staggered 40 minute lunch break. Lunch is eaten across two sittings. During this time children are expected to use good table manners and behave appropriately. Lunch can either be brought from home or provided by our external catering company, for a small charge. If a packed lunch is brought from home, this must be contained in a small cool box and clearly labelled with your child's name. Please label all containers within the lunch box e.g. Tupperware boxes. Children will also have time to play outside during this 40 minute lunch time. Please provide the correct utensils required to eat the food supplied.

Hot lunch is provided through a third party vendor for all children on payment basis. All details relating to the provider, costs and the payment terms will be communicated with parents at the beginning of the term in a separate letter. For more details, visit the [resource centre](#).

**Nut products and peanut butter are not permitted in school as a number of our children have severe allergies. Children are not permitted to share or swap any part of their lunch with friends. As part of our healthy schools initiative and student allergies, we ask families not to bring sweets and cakes in to celebrate birthdays or other celebrations and look for healthy alternatives.**

**Please be aware that we operate a strict no hat no play policy.**

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## 2.3 WATER BOTTLES

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Every child should have a labelled water bottle in school. This can be in addition to the drink supplied with their packed lunch. Water bottles are kept in a central location in the classrooms and children are encouraged to drink water regularly throughout the day. Glass bottles are not recommended. Water fountains are situated close to classrooms.

## 2.4 WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

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### Children in Foundation Stage 1 and 2

- ☒ School book bag
- ☒ Cold drink
- ☒ Insulated lunch cool box, if providing packed lunch
- ☒ Water bottle
- ☒ Kings' hat
- ☒ PE/swim kits in Kings' drawstring PE bag

Please only purchase the Kings' book bag and the Kings' PE bag. The Kings' rucksack is for children in Years 1 to 6.

### Children in Years 1 to 6

- ☒ School book bag (optional)
- ☒ Insulated lunch cool box if providing packed lunch
- ☒ Water bottle
- ☒ Kings' hat
- ☒ PE/swim kits in Kings' drawstring PE bag
- ☒ A fully charged iPad for children in Years 2 to 6
- ☒ All other classroom equipment is provided by the school
- ☒ Any items brought from home must be clearly labelled with your child's name

Please only purchase the Kings' rucksack or book bag. Bags with wheels are not permitted in school.

### Pens

The school will provide handwriting pens for all children as and when each child is ready to use them. At this point, your child will be awarded their Pen Licence. Handwriting pens will be provided for the children once they have their licence. Children in receipt of their licence may purchase their own handwriting pen but this must be black ink and of a good quality with flowing ink e.g. fibre tip or fine liner. We do not use gel pens, biro or felt tipped pens.

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## PE Kit

Your child will be advised during the first week of term on which days they will be doing PE and swimming activities. Please ensure that your child has appropriate kit in school on these days. Please see uniform section for information about the PE kit.

## 2.5 COMMUNICATION

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### Social Media

We have a range of platforms which we use to share events at the school and snapshots of daily school life.

Facebook: @KingsSchoolAlBarsha  
Twitter: @KingsAlBarsha  
Instagram: @kings\_education

Important school notices from the school and information about home learning, will be sent through email, letters, Seesaw or D6 Communicator.

### Kings' School D6 Communicator



School news and communication is posted on the D6 Communicator. This is a small application that will run on your computer or mobile device to keep you up to date with the latest news and events visit the [resource centre](#), or [www.d6-me.com](http://www.d6-me.com) and follow the instructions to download the Communicator onto your home computer, mobile phone and/or tablet. The application is also available to download for free on the iTunes store. Search for 'D6 School Communicator'.

### Email

Occasionally we send emails from school, so please ensure your email address is kept up to date on the school records.

### Seesaw



All parents will receive a login to Seesaw. This is an app through which we can share learning experiences and communicate with parents and students.

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### **Parent Portal**

Each parent will be provided with a username and password to access the parent portal. This will enable them to preview and sign up for termly internal ECAs. Visit the [resource centre](#) for more details.

Should you require assistance with our parent portal application, please email [parentportalsupport@kingsalbarsha.com](mailto:parentportalsupport@kingsalbarsha.com) and access student termly reports.

### **Parent Admissions/Finance Portal**

Each parent will be given a login to our finance portal where you complete the enrollment process, make payment of school fees or school trips and re-enrol your child for the following academic year.

<https://kings-edu-parentportal.secure.force.com/parentportalloginpage>

### **Telephone**

A member of the Leadership Team or class teacher will telephone you if any issue arises during the school day.

## 2.6 SCHOOL CONTACT DETAILS

General Enquiries	<b>info@kingsalbarsha.com</b>
Registrar Primary	<b>primaryregistrar@kingsalbarsha.com</b>
School Nurse	<b>nurse1@kingsalbarsha.com or nurse2@kingsalbarsha.com</b>
Pato Headteacher	<b>patoleadership@kingsalbarsha.com</b>
Foundation Reception	<b>reception-fs@kingsalbarsha.com</b>
Primary Reception	<b>reception-pri@kingsalbarsha.com</b>
Parent Relations Executive	<b>parentrelations@kingsalbarsha.com</b>
Accounts	<b>accounts@kingsalbarsha.com</b>

It is always better to talk to somebody early on to avoid the prospect of a minor problem becoming a larger issue. Where more than one contact is given under each heading in the table below they are often listed in order of priority. Email contact is encouraged but if you prefer a meeting with a member of staff, please contact them in advance to arrange an appointment. Please do not try to contact members of the academic/teaching staff directly by telephone except for matters of urgency when a message will be taken for a teacher to telephone back. Our teachers' prime concern is the education and welfare of our children during the school day. Please state your child's name and class on the top of all notes, letters and emails.

REASON FOR CONTACT	WHO TO CONTACT
Absence due to illness	For children in FS1 and FS2: reception-fs@kingsalbarsha.com For children in Years 1 to 6: reception-pri@kingsalbarsha.com Class Teacher
Message/General Information	For children in FS1 and FS2: reception-fs@kingsalbarsha.com For children in Years 1 to 6: reception-pri@kingsalbarsha.com Telephone: +971 4 356 6900 Class Teacher
Day to day concerns	Class teacher
Taking pupils out of school	Class teacher if less than a whole day. Phase Assistant Headteacher (in writing) if longer.
Issues with progress in a particular subject	Class teacher if less than a whole day. instance Year Group Leader Assistant Headteacher
Issues relating to an activity	<a href="mailto:clubs@kingsalbarsha.com">clubs@kingsalbarsha.com</a>

Early Pick-Up	A medical note/confirmation of appointment to be provided to the class teacher and respective school receptionist.
Pastoral/emotional issues	Class teacher Year Group Leader Assistant Headteacher
Parent Relations Executive	<a href="mailto:parentrelations@kingsalbarsha.com">parentrelations@kingsalbarsha.com</a>
Financial issues/fees	Admin office
Issues with progress in a particular subject	Class teacher if less than a whole day. instance Year Group Leader Assistant Headteacher
School transport/buses	Shanawaz Transportation Company

## 2.7 THE ADMINISTRATION TEAM

The Kings' School Al Barsha administration team can be contacted via Reception in Foundation Stage and Primary buildings and are available to help from 7.00am – 4.45pm from Monday to Thursday and 7.00am - 12.00pm on a Friday.

### Administration Manager

The Administration Manager is responsible for coordinating all non-academic areas across all three schools and is happy to guide/resolve your enquiries.

### School Registrar

The School Registrar is responsible for overseeing all pupil admissions and entry procedures.

### Personal Assistant to Headteacher

The Headteacher's Personal Assistant is also responsible for general communication and administration duties within the school. Appointments for the Headteacher should be made through the P.A. (email address: [patoleadership@kingsalbarsha.com](mailto:patoleadership@kingsalbarsha.com))

### Receptionists

The school receptionists work on the front reception desks from 7.00am to 4.45pm from Monday to Thursday and until 12.00pm on Fridays, and are happy to help with general enquiries and information about the school

### School Medical Team

The School has three nurses and one doctor, located in the nurses office the Foundation Stage building to the left of the reception desk. The nurses are on site throughout the school day and deal with any incidents that may arise. They also communicate with parents about Ministry regulations regarding medical and immunisation procedures.









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## CURRICULUM

### 3.1 LEARNING

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At Kings' schools, we set high standards for all children in every aspect of their education and aim to develop the whole child. Teachers have high expectations of each child and constantly strive to facilitate each child's potential in all areas. Children learn to develop individual motivation, sustain concentration and work cooperatively with others.

Regular home learning is set to encourage children to apply their learning in a different context or prepare for learning that may take place. This is made available weekly.

The school follows the National Curriculum for England, but with adaptations where appropriate to reflect the distinctive nature of Dubai. In addition to this, other wider curriculum areas are incorporated to ensure children are taught about aspects of their personal and social health and about environmental and moral issues.

Specialist teachers support the teaching of Drama, PE, Music, Art, French, Spanish, Swimming, Islamic Education and Arabic. To ensure a thorough understanding, children will be taught where possible through cross curricular themes and will be encouraged to engage in first hand learning and experiences linked to key concepts.

Pride is integral to the Kings' School Al Barsha ethos and children are expected to take great care and pay attention to the presentation of themselves and their work. High standards and values are mirrored in every aspect of Kings' School Al Barsha; from the stimulating learning environment and building to the conduct and behaviour of all staff and children, as well as in the high standard of attainment and achievement.

### 3.2 IPAD PROGRAMME

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As part of our vision to embed technology throughout the curriculum, we have implemented a 1:1 iPad Programme for students in Years 2, 3, 4, 5 and 6. Students are required to bring their own personal iPad to school each day equipped with school recommended apps to facilitate their learning. An Essential App List is provided for children in Years 4 to 6 and these apps are required on all iPads. To support classroom practice, the iPad should be fully charged each day. Please visit the [resource centre](#) for more details.

Having a personal iPad empowers pupils to learn using technology and enables pupils to collaborate and compete in a global society where they are technologically astute. In addition, students become engaged, independent and reflective learners. The benefit of having a personal learning device that students use within school and at home to support their learning extends the classroom walls beyond the school day.

### 3.3 SOCIAL, MORAL & CULTURAL STUDIES

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At Kings' schools, we recognise the role that Citizenship and Moral Education plays in the education of children. Citizenship and Moral Education is part of the whole school curriculum and is taught alongside and through other curriculum subjects.

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### 3.4 SPECIALIST TEACHING

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#### **Arabic**

Arabic as an additional language is a compulsory element of the curriculum in the UAE from Year 2, however, here at Kings' School Al Barsha we teach Arabic Foundation Stage.

'Arabic B' refers to Arabic teaching to children who do not speak Arabic as a home language. It is taught by specialist teachers and aims to develop awareness and understanding of the origin of the culture in which the children live and also equip them with basic Arabic language skills.

'Arabic A' refers to the curriculum delivered to Arab nationals, who are taught the Arabic A curriculum as prescribed by the Ministry.

Arabic A is compulsory for all students registered in school with a passport of one of the Arab nationalities\* even if Arabic is not the language spoken at home. Upon parents' request, a child not registered with an Arabic passport may attend lessons of Arabic as a first language only after passing an evaluation assessment in the 4 skills even though Arabic is the spoken language at home.

\*Arab countries (Algeria, Bahrain, the Comoros Islands, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Mauritania, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, the United Arab Emirates, and Yemen)

#### **Computing**

Computing is incorporated into all curriculum areas. The school is equipped with cutting edge technology and regards Computing as an invaluable tool for children to learn. All classrooms have Smartboard technology and access to laptops, tablets and iPads.

#### **French and Spanish**

French and Spanish are taught to students in KS2.

#### **Music**

Kings' schools place a strong emphasis on the importance of Music and the Performing Arts as a means of self-expression for children. Music is integrated into other curriculum areas but will also be taught by a specialist teacher. The school will hold concerts and performances at various times throughout the year, to share and celebrate the achievements in this area. Children are able to receive peripatetic music lessons if they wish to learn to play an instrument through Kings' partnership with CMA (external provider).

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## Art

Students will have an opportunity to learn with our specialist throughout the year.

## Physical Education (PE)

We have a range of excellent provision for the teaching of Physical Education.

The school has a 25 metre swimming pool and a learner pool as well as grass and astroturf pitches. Pupils have access to specialist teachers in all aspects of Physical Education. Competitive sports are encouraged and the school regularly enters tournaments and competitions with other schools.

As a player I will:

- ☒ Play the game for the purpose of my enjoyment whilst competing to the best of my ability
- ☒ Demonstrate respect for the rules of the game and play in a manner that shows pride in my actions.
- ☒ Maintain my school's reputation for fair play.
- ☒ Refrain from boastful or arrogant behaviour and always applaud good play from both my own team and the opposition.
- ☒ Treat all match officials and coaches with respect.
- ☒ Accept the decision of the team selection of my coach with grace.
- ☒ Be positive in making any comments to my team mates and be encouraging at all times.
- ☒ Wear the correct team uniform as dictated by the school and travel in appropriate school uniform.
- ☒ Attend all practices and matches unless I have an acceptable excuse.
- ☒ Any injured players should attend and remain at practices in order to assist the coach.
- ☒ Arrive punctually for all practices/transportation and matches.
- ☒ Be prepared to take responsibility for helping with all kit, any extra duties and should treat all equipment and playing kit that is issued to me in the correct manner.
- ☒ Learn the laws of the games and abide by them.

As a coach I will:

- ☒ Be honest in my assessment of players and team selection.
- ☒ Inform players of weaknesses in their game and offer ideas for improvement.
- ☒ Instil the correct attitude towards training and representing the school and team.
- ☒ Be positive throughout the game/practice in my comments and conduct.
- ☒ Ensure practices start on time with the correct equipment and a goal for each session.
- ☒ Encourage parental support at matches that is appropriate.

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- ✓ Inform players of the arrangements for the fixtures including team selection.
  - ✓ Never ridicule or yell at players for making mistakes or losing a game.
  - ✓ Develop the players' respect for their own team members, for opponents, as well as for the referees, umpires and opposition coaches.
  - ✓ Be generous with praise and provide constructive and positive criticism.
  - ✓ Insist on fair play, and never tolerate gloating, foul play, fighting, or foul language.
  - ✓ Ensure that all team results are publicised and celebrated.

As parents and supporters we will:

- ✓ Understand and appreciate that school sport is not about "winning at all cost", and recognise the values instilled by the student's participation and the opportunities it provides for social interaction, fun and competition.
- ✓ Remember that the students are involved in the sport of their choice for their enjoyment.
- ✓ Encourage the students to learn the rules/laws of the sport.
- ✓ Teach the students the value of sportsmanship and fair play.
- ✓ Never ridicule or berate students in the team for making a mistake or losing a game.
- ✓ Lead by example, applaud good play and reserve judgement on poor play.
- ✓ Never publicly question a coach's, referee's or umpire's judgement or honesty.
- ✓ Never use offensive language, or threaten players, coaches, referees, umpires or other spectators.
- ✓ Respect the role of the coach or match official and recognise their authority on the field.
- ✓ Respect the coach's decision in making team selection decisions. These are final.
- ✓ Understand that it is the coach's right to select whom he/she believes to be the most appropriate team in the circumstances.
- ✓ Respect the opposition players and coaches.
- ✓ Communicate any concerns or issues through the correct channels in an appropriate manner at an appropriate time.

### 3.5 SCHOOL SPORTS PROGRAMME

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Sport is a very important element of school life at Kings' School Al Barsha. It is participated in and enjoyed by large numbers of children of all ages and abilities throughout the school. The aim of the Essential Agreements is to provide a set of guiding principles for all stakeholders involved in sport. It is applicable to both match and practice situations and aims to help us ensure that enjoyment and participation remain at the heart of all we do. Our aim is to make sport attractive, safe and enjoyable for everyone.

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### 3.6 SWIMMING

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Swimming is part of the PE curriculum and is taught by qualified instructors. Students must wear the school swimming costume and the school house colour swimming cap, which are part of the swimming uniform. These items are available from Surridge to be purchased online at [www.surridgesports.ae](http://www.surridgesports.ae). Jewellery must not be worn for swimming at any time. If your child has a verruca he/she must wear a verruca sock until the condition has cleared.

Swimming is part of the school curriculum so if your child is well enough to come to school they are expected to take part in swimming lessons, unless a doctor's note is provided. If your child has any medical issues that may affect their ability to take part in swimming lessons, this information must be shared with the school Medical Team.

### 3.7 ASSEMBLIES

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Assemblies are held during the week. Themes are of a non-religious nature and include topics and issues that reflect life skills or moral issues e.g. kindness, friendship etc.

Individual year groups hold a weekly assembly and individual children are acknowledged for their achievements through the 'Star of the Week' awards. Each class will present an assembly relating to their learning during the year.

### 3.8 HOME LEARNING

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At Kings' schools, home learning is seen as a partnership between parents, teachers and children. It is an important part of your child's learning, which aims to enhance standards of achievement and maximise educational opportunity. Home learning is set regularly throughout the school, gradually increasing in quantity and complexity as pupils get older.

Home learning is set to reinforce and apply knowledge and skills already introduced in school. Sometimes, home learning will be 'flipped' as an introduction to some work which is yet to be undertaken.

From Foundation Stage 1, your child should expect to receive home learning in an appropriate way. This might be of different amounts and will be linked to the work being done in school. Home learning details are published weekly to parents. Home learning is set weekly with an expected due date.

A crucial part of home learning is daily reading. It supports children's fluency, comprehension, spoken language and of course develops their written vocabulary and creativity. Reading to an adult is important at all stages, right through to when your child is a confident reader. On a regular basis, your child will bring home a reading book from one of our reading schemes in addition to a library book. Please encourage your child to read these throughout the week.

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### 3.9 EXTRA-CURRICULAR ACTIVITIES (ECAS)

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A wide variety of ECAs are provided at Kings' School Al Barsha. The aim of these activities is to develop children's individual talents and skills whilst also providing an outlet for a child to pursue individual interests and enjoy a range of non-academic pursuits. Most ECAs take place at the end of the school day. The children register for an after school activity on a termly basis. More specific details for individual activities will be given each term and can be accessed via the parent portal.

#### **ECAs are classified as:**

- ☒ Internal, i.e. run by a member of the school's staff
- ☒ External, i.e. provided by external contractors and paid for separately by parents

Please note that clubs run both internally and externally and are available to Years 1 to 6. Internal clubs are not available to Foundation Stage children. Foundation Stage students will have access to external clubs only.

If the school needs to cancel clubs for any reason you will be notified. Clubs are rarely cancelled.

Please note that the array of ECAs available varies from year to year based upon current staff expertise and interest, and upon staff responsibilities and wider duties. Some clubs may run all year and some may change term to term. Depending on the activity, external ECAs run throughout the year and are year group dependant.

### 3.10 EDUCATIONAL VISITS

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We believe that children learn best when they are engaged in first-hand experiences. Where there is an opportunity to make an educational visit to support learning, teachers will arrange to take the students. All visits will be related to the curriculum topic being studied. Written permission will be sought and parents will be asked to contribute to the cost of transport and/or entrance fees to places of interest.




Children in Years 4 to 6 are invited to take part in a residential activity during the school year. These are progressive and cover a range of skills that complement learning in the classroom, whilst giving children a range of experiences outside of the classroom.



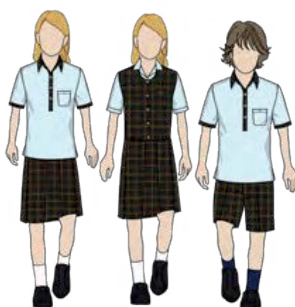
## SCHOOL UNIFORM

### 4.1 THE UNIFORM

School uniform is compulsory throughout the school. The uniform, P.E kit, and accessories are available to purchase from Threads uniform stores in Times Square Mall and Cityland Mall. They are also available to order online from [www.threadsme.com](http://www.threadsme.com).

BOYS	Foundation 1 and 2	Years 1 and 2	Years 3 to 6
<b>Uniform</b> 	<ul style="list-style-type: none"> <li>• Pale blue top with Kings' logo and trim</li> <li>• Kings' tartan bermuda shorts</li> <li>• Navy ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>• Pale blue top with Kings' logo and trim</li> <li>• Kings' tartan bermuda shorts</li> <li>• Navy ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>• Pale blue top with Kings' logo and trim</li> <li>• Kings' tartan bermuda shorts</li> <li>• Navy ankle socks</li> </ul>
<b>Shoes</b> 	<ul style="list-style-type: none"> <li>• Black leather shoes with either lace or velcro fastening</li> </ul>	<ul style="list-style-type: none"> <li>• Black leather shoes with either lace or velcro fastening</li> </ul>	<ul style="list-style-type: none"> <li>• Black leather shoes with either lace or velcro fastening</li> </ul>
<b>Winter</b> 	<ul style="list-style-type: none"> <li>• Navy blue v-neck sweater with red trim and Kings' logo</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue v-neck sweater with red trim and Kings' logo</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue v-neck sweater with red trim and Kings' logo</li> <li>• Optional: Single breasted two button blazer with Kings' logo</li> </ul>

#### FS1 - Year 2



#### Year 3 - Year 6



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**GIRLS****Foundation  
1 and 2****Years 1 and 2****Years 3 to 6****Uniform**

- Skort and pale blue blouse with Kings' logo
- Kings' tartan dress
- White ankle socks

- Skort and pale blue blouse with Kings' logo
- Kings' tartan dress
- White ankle socks

- Skort and pale blue blouse with Kings' logo
- Kings' tartan dress
- Navy blue tie with Kings' logo
- White ankle socks (not sports socks)

**Shoes**

- Black leather shoes with T-bar or strap fastening. Lace up shoes or shoes with platform soles or high heels are not permitted

- Black leather shoes with T-bar or strap fastening. Lace up shoes or shoes with platform soles or high heels are not permitted

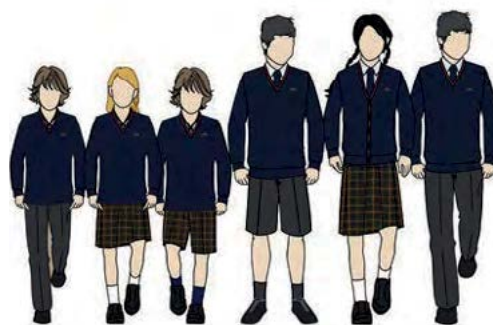
- Black leather shoes with T-bar or strap fastening. Shoes with platform soles or high heels are not permitted

**Winter**

- Navy blue v-neck sweater with red trim and Kings' logo

- Navy blue v-neck sweater with red trim and Kings' logo

- Navy blue v-neck sweater with red trim and Kings' logo
- Optional: Single breasted two button blazer with Kings' logo

**Winter wear**

FS1 - Year 2

Year 3 - Year 6



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## Foundation 1 and 2

## Years 1 and 2

## Years 3 to 6

Purchase from Threads Uniform Store or [www.threadsme.com](http://www.threadsme.com)

### House T-Shirts



- Tudor - Red
- Windsor - Yellow
- Hanover - Green
- Stuart - Blue

- Tudor - Red
- Windsor - Yellow
- Hanover - Green
- Stuart - Blue

- Tudor - Red
- Windsor - Yellow
- Hanover - Green
- Stuart - Blue

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Purchase from Threads Uniform Store or [www.threadsme.com](http://www.threadsme.com)

### Shoes



- Blue Kings' PE shirt
- Blue Kings' shorts
- White trainers  
(no black soles)
- Extra socks are not  
required for PE

- Blue Kings' PE shirt
- Blue Kings' shorts
- White trainers  
(no black soles)
- Extra socks are not  
required for PE

- Blue Kings' PE shirt
- Blue Kings' shorts
- White trainers  
(no black soles)
- Extra socks are not  
required for PE

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Purchase online from Surridge at [www.surridgesport.ae](http://www.surridgesport.ae)

### Swimming Kit



- Boys swimming jammers
- Girls one piece costume
- School swimming cap in house colour
- A plain navy UV top may be worn during the summer months

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Purchase from Threads Uniform Store or [www.threadsme.com](http://www.threadsme.com)

### Accessories



- Navy hat with logo
- Book bag with Kings' logo
- Swimming/PE bag with Kings' logo
- Girls may wear a headband, scrunchie or bobble in either the school tartan or navy blue
- Navy blue tights may be worn for the Winter uniform
- Small backpack with Kings' logo

## Accessories



## P. E. Uniform



## Swimming Core



## House T-shirts



\*Please ensure you purchase the House t-shirt and swimming cap according to which house your child has been placed into. See Section 8.2

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It is essential for the appearance of all pupils to be compatible with their attendance at a uniformed school which has high expectations of good behaviour. The uniform regulations above constitute part of the conditions signed by parents when they accept a place for their child at the school.

In order to maintain the standards of the school required, the Headteacher's ruling is final in any matters concerning dress, appearance, kits and bags, although responsibility for the day to day implementation of these regulations is delegated to members of staff.

All pupils must wear the school uniform correctly to and from school and normally for all occasions when they are representing the school including school visits and sports fixtures whether or not these are in school hours. Exceptions to this will be notified by the member of staff in charge of the duty. If you require any clarification of the regulations you must discuss these with the Year Group Leader or Phase Leader at your earliest convenience.

#### 4.2 JEWELLERY

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For reasons of safety and hygiene, girls are permitted to only wear one pair of small stud earrings which must be removed for all PE and swimming lessons.

Watches may be worn (except for PE and swimming lessons) provided they are clearly named and a simple design. Children should not wear any other form of jewellery to school. The school cannot be responsible for loss or damage to watches or personal possessions.

#### 4.3 HAIR STYLES

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Hair must be kept tidy at all times. Children with long hair must wear it tied back for school. Girls are required to tie hair with a navy or tartan bobble, scrunchie or hairband. Plain hair clips may also be worn. Boys' hair should be kept to a neat and tidy style.

#### 4.4 NAIL VARNISH & TEMPORARY TATTOOS

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Nail varnish and temporary tattoos are not permitted in school. Children who arrive in school with nail varnish or temporary tattoos will be asked to remove it/them.







## REPORTING PROGRESS TO PARENTS

### 5.1 WRITTEN REPORTS

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Written reports are provided three times a year to inform you of your child's academic and personal achievements.

### 5.2 PARENT TEACHER CONSULTATIONS (PTC)

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This is an opportunity for you to meet with the teachers and discuss any aspect of your child's education and progress. The meetings will run on an appointment system and details will be sent home in advance. There will also be opportunities for you to meet with the specialist teachers.

It is always better to talk to somebody early on to avoid the prospect of a minor problem becoming a larger issue. We encourage parents to communicate with the class teacher throughout the year by making appointments as required.

### 5.3 LEARNING JOURNALS/LEARNING JOURNEYS

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Learning Journeys are used in FS1. FS2 have writing and maths books. Reading records are sent home for parents and teachers to record a child's reading progress.

### 5.4 STUDENT LED CONFERENCES

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Student Led Conferences (SLCs) are an opportunity for parents to meet with their child and class teacher to discuss learning and reflect on their achievements and next steps. This is an opportunity for children to talk about their learning, their progress and for parents to engage in a discussion about learning. These conferences will be aided by the class teacher.

### 5.5 PARENTAL ENGAGEMENT

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Parents are invited in on a regular basis to share "Let's Learn". This is an opportunity for parents to observe a session in English, Maths, Science, Arabic, or PE along with their children.

### 5.6 PUPIL RECORDS

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Confidential records are kept about each child and will be updated regularly. It is important that at all times the Registrar is updated about emergency contact details for your child. It is also important that the school is notified of any medical conditions or family circumstances that may affect your child in school.

Parents should note that the school will share information held on the School's Management Information System with the KHDA, law enforcement agencies and emergency services, should the need arise.

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## 5.7 ASSESSMENT

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Your child's achievement is under constant review in all areas of the curriculum. This may be done through observation, providing feedback on learning, discussion with children, observations and through monitoring targets. The information gained is used to inform teachers when planning their next lessons, to ensure they are relevant and pitched at the appropriate level for your child.

More formal assessments also take place at different intervals throughout your child's school career. The test results along with the on-going teacher assessments will determine a level for your child in different subjects. Regular assessments help to track the progress of our children and thereby maintain and improve standards within the school.

Formal assessments include:

- ✓ Year 1 Phonics Screening Check
- ✓ National Curriculum Assessments (Year 2 and Year 6)
- ✓ Progress tests for English, Maths and Science (in line with KHDA requirements)
- ✓ CAT4 Assessments (Year 4 to 6)

Self-assessments take place where pupils are encouraged to assess their own work and reflect upon their progress. They will be encouraged to keep a portfolio of work which reflects their progress. Children regularly engage in a one-to-one conference with their class teacher where individual targets are set and reviewed.





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## HOME AND SCHOOL LIAISON

### 6.1 PARENTS

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You are welcome to visit the school and must always wear your yellow parent lanyard where possible, (issued on or before your child's first day of school). If you forget your lanyard, report to security to sign in as a visitor. You will be required to provide ID which will be returned to you when you exit. Please do not be surprised or offended if you are challenged by a member of staff if you are not wearing your lanyard.

On entry into the school building, visitors must report to the main reception desk. The start of the school day is a very busy time for teachers and staff. Please bear this in mind and try to only see the teacher at pre-arranged times. If you need to see the teacher urgently please make an appointment or speak to a member of staff in the reception area.

### 6.2 PARTNERSHIP AGREEMENT BETWEEN HOME AND SCHOOL

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Kings' School Al Barsha is committed to providing excellent teaching and resources to enable all children to reach their maximum potential and experience a fulfilling and rich education. To do this we need your support. The KHDA requires all parents to sign a parent contract.







## SCHOOL HOUSES AND STUDENT LEADERSHIP

### 7.1 SCHOOL HOUSES

Kings' schools have four Houses:

<b>Tudor:</b>	Red
<b>Stuart:</b>	Blue
<b>Hanover:</b>	Green
<b>Windsor:</b>	Yellow

Children are placed into a house when they first join the school. They will remain in this house until they leave the school.

Children participate in various sporting and academic events throughout the year and represent their house.

The purpose of the House system is to promote a sense of cooperation and competition within the student body. It also provides vertical links between younger and older students. All siblings are placed within the same House. Students represent their House in numerous sporting, academic and arts events throughout the year and have the opportunity to collect House points via the epraise rewards system.

### 7.2 HOUSE CAPTAINS

Children have the opportunity to apply for the prestigious role of House Captains by sharing their vision for the role in a presentation.

The responsibilities of the House Captains include the following:

- ☒ Representing their House at different events and functions including assemblies, sports events, etc.
- ☒ To lead by example
- ☒ To motivate their team
- ☒ To wear a badge indicating their status

### 7.3 JUNIOR LEADERSHIP TEAM

Two students from Year 6 are selected each year to represent Kings' School Al Barsha Primary as Head Boy and Head Girl. Children apply for this prestigious role by letter and share their vision for the role in a presentation.

The responsibilities of the Head Boy and Girl include the following:

- ☒ To lead the School Council
- ☒ To represent the school and/or student body at appropriate functions and events
- ☒ To liaise between the Headteacher, teachers and children
- ☒ To lead by example
- ☒ To wear a badge indicating their status

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## 7.4 ROYAL COUNCIL

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Kings' School Al Barsha is very proud of our Royal Council and values children's opinions. Members of the Primary Leadership Team regularly meet with children from across the school to gather opinions and feelings about learning and key issues in school. Discussion points may include learning, attitudes to school and progress, or whole school development priorities, e.g. charity work and making our school eco-friendly.

## 7.5 ECO COUNCIL

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The Eco Council meets every Sunday to discuss, plan and generate wonderful ideas in order to create an environmentally friendly school here at KSAB. So far, we have created a KSAB Eco Council logo and lanyard, designed and implemented a 'Switch off' weekly competition within the primary school, created a 'Switch off' video for all to see, and are currently in the process of completing our Eco Council display board which will be full of photos, posters, competition winners, and much more! Watch this space for even more to come.

## 7.6 HAPPINESS AMBASSADORS

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We have a fully-trained team of Happiness Ambassadors, from Years 2 to 6 at Kings' School Al Barsha, their focus in school comprises of three key priorities:

1. To provide support and a friendly face to ensure that all have happy playtimes.
2. To ensure that all children know how to keep themselves safe and happy online.
3. To encourage all children to ensure their classrooms are happy places for all to succeed and grow

They are easily spotted with their yellow baseball caps at playtimes, and they are a great peer-resource for the children in their class and beyond!

Our Happiness Ambassadors participate in a wide range of activities throughout the year, for example in the playground, they meet with the Deputy Headteacher each week to talk about new ideas for playtime equipment and team building games.

In class, they deliver 'Autism Awareness' training to their classmates, help to deliver 'Online Safety' workshops for parents, and promote positive communication through our 'Makaton May' campaign, encouraging signing as a method of communication for all children.



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## ATTENDANCE

### 8.1 ABSENCE

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The role of the parent in ensuring the high levels of attendance is critical. At Kings' schools we hope to maintain close, effective and positive links with parents and ensure that effective communication links avoid any unexplained absences of our students. If for any reason your child is absent from school, it is important that you contact the school to let them know. Where possible, all appointments e.g. dentist, doctors should be made outside of school hours. In the event that time does need to be taken during school hours, a letter should be sent to the class teacher notifying them of the details.

If your child is absent from school due to illness, the school should be notified as soon as possible on the first day by email to:

- ✓ The school nurse on [nurse@kingsalbarsha.com](mailto:nurse@kingsalbarsha.com)
- ✓ [reception-fs@kingsalbarsha.com](mailto:reception-fs@kingsalbarsha.com) for FS children or [reception-pri@kingsalbarsha.com](mailto:reception-pri@kingsalbarsha.com) for Primary children

Please also copy the class teacher into this email. A member of our reception team will ring home to check on a child's well-being if the school has not been notified.

In line with the UAE Inspection Framework, we deem outstanding attendance to be 98%+.

### 8.2 UNAUTHORISED ABSENCE

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Unauthorised absence is allocated when days are taken off when children are not ill, not receiving treatment or travelling without gaining prior approval from the Leadership Team. Unauthorised absence also includes having days off for birthdays and taking whole days off for medical/dental appointments unless this is necessary. Unauthorised absences can be avoided by communicating with school and being careful about keeping your child away from school unnecessarily. The KHDNMinistry of Education have regulations about the number of days absence permitted within the year. Substantial unauthorised absences can result in your child not being allowed to progress into the next academic year.

Requests for non-educational absence during term time (including holidays) will normally be 'non-approved'. This is because:

- ✓ Our primary responsibility must be as advocates for children's education, and therefore not to support absence from the classroom which will delay or impair individual and group progress. We have a clearly published annual calendar to enable parents to plan around agreed holidays.
- ✓ We are judged strictly by KHDA for our attendance. 'Outstanding attendance' is judged as being 98%. Parents share responsibility with us for hitting this goal.

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### 8.3 LATE ARRIVALS

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If your child is late arriving at school for any reason, he/she must report to the relevant reception desk before going along to the classroom. This is essential in case of fire or other emergency. Children are given a slip so that class teachers know that the receptionist has logged the late arrival on the School's Management Information System. This will ensure records are up to date in case of an emergency and will also ensure your child is awarded his/her attendance mark for that session.

### 8.4 LEAVE OF ABSENCE

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Any planned time of absence for your child should be applied for in writing to the Leadership Team. Any authorised absence is at the discretion of the Leadership Team. Absence during term time is strongly discouraged and holidays in term time will not routinely be authorised.



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## HEALTH AND MEDICAL

### 9.1 COMMUNICATION

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The school medical team is available in school and can be contacted directly by telephone or email on [nurse@kingsalbarsha.com](mailto:nurse@kingsalbarsha.com) or [doctor@kingsalbarsha.com](mailto:doctor@kingsalbarsha.com). Please do not hesitate to contact them with any medical enquiries you may have regarding your child. The nurse should be contacted if your child is absent from school. They will also be involved in delivering health education to the students in school.

### 9.2 REGULAR MEDICATION

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If your child is required to take regular medication e.g. inhalers, epipen, etc., the medication should be clearly labelled with your child's name and taken directly to the nurse. A letter with precise instructions detailing the dosage and time to be taken should also be given. A consent form giving parental authorisation should be signed prior to this.

### 9.3 MEDICAL EXAMINATION

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The Dubai Health Authority requires that all children receive regular medical examinations at varying stages during their school life. The examination includes the measurement of height and weight together with an examination of ears, throat, heart, lungs, abdomen and the skeletal system. Vision will be checked in Year 1 and above.

These checks are required by the Health Authority in Foundation Stage, Year 1, Year 5, Year 9 and Year 13. Any new joiners who arrive from outside the UAE will be required to have an initial medical assessment and then continue with the scheduled plan of examinations along with their classmates.

You may arrange this examination with your own paediatrician or Kings' has a visiting paediatrician who, along with the School Nurse, carries out these medical examinations.

### 9.4 IF YOUR CHILD IS UNWELL AT SCHOOL

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If your child becomes unwell in class, he/she will be taken to the nurse who will assess the situation. If your child is well enough to stay in school, he/she will be cared for by the nurse. The nurse will contact you if your child needs to be collected from school. If your child becomes unwell before school starts, on the first day of absence school should be notified of the reason for the child's non-attendance. Please be prompt to inform the school.

### 9.5 ACCIDENTS AND EMERGENCIES

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In the unlikely event of an accident, your child will be taken to the nearest appropriate hospital. A consent form must be signed when your child begins school to give your permission for this to happen. Slips to say your child has received treatment from the nurse are sent home for your information or a telephone call will be made if the nurses feel this is more appropriate.

## 9.6 CONTAGIOUS ILLNESSES

If your child has been absent from school due to a contagious disease, a letter of discharge from your doctor is required, before your child will be allowed to return to school. Please submit this to the school nurse. Information sheets for common ailments can be found on our School Communicator.

Please inform the school if your child contracts an infectious disease, including head lice infection (which can spread rapidly), chicken pox or rubella (German Measles), which can have serious implications for female staff.

<b>Illness</b>	<b>Period to be kept away from school to prevent spread of infection</b>
Diarrhoea and/or Vomiting	48 hours from last episode of diarrhoea or vomiting.
Chicken Pox	5 days from onset of rash.
Conjunctivitis	24 hours minimum after treatment begins and no discharge.
German Measles	6 days from onset of rash.
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment. Antibiotic treatment speeds healing and reduces infectious period.
Measles	4 days from onset of rash.
Mumps	5 days after the onset of swelling.
Whooping Cough	5 days from commencing antibiotics, or 21 days from onset of illness if no antibiotic treatment.
Scabies	May return after first treatment.
Scarlet Fever	May return 24 hours after commencing appropriate antibiotic treatment.
COVID-19	May return at completion of 10 day quarantine (or whatever the current guidelines are) and a DHA clearance certificate
Fever	

<b>Illness</b>	<b>Period to be kept away from school to prevent spread of infection</b>
Shingles	Exclusion only if rash is weeping and cannot be covered. Can cause chickenpox in those who are not immune. It is spread by very close contact and touch.
Flu	Until recovered.

### 9.7 HEAD LICE

Should your child be found to have a live louse they will be asked to remain absent from school until the condition is treated. If eggs are found, parents will be informed and asked to treat their child with medication.

### 9.8 DOCUMENTATION

The medical history form is required before your child starts school. This must be signed and given to the School Nurse. The documentation is a legal requirement giving permission for the school to act in the best interests for your child. The prompt return of the above form is a requirement by the Ministry. Children without adequate immunisations may be asked to be withdrawn from school. In some cases it may be necessary to seek records from previous clinics in home country prior to a child commencing school. The form can be downloaded from the [resource centre](#).

### 9.9 PROCEDURES FOR PUPILS EXCUSED FROM PHYSICAL EDUCATION

Any request to be excused from PE must be explained in a note from the parents.

A member of staff may use their discretion when a pupil requests to be excused from a lesson, but who does not have a parental note. Ordinarily, a pupil who has become ill during the day should have reported to the nurse.

A pupil who requests a longer term absence, i.e. more than 2 weeks, must produce a formal letter from his/her doctor. This serves to verify the illness/injury and prevent self-determined absence from physical education, whilst enabling the school to understand and assist with the child's recovery. If appropriate, a member of teaching staff will call parents to establish the nature and extent of injury and in some cases request a case conference with the child and/or their parent.

In most cases, a child who is excused from a lesson will be required to attend and watch the lesson with the rest of the class. Parents are expected to support this policy. This policy allows pupils to observe the work they are missing and recognises the limits of their illness but allows pupils to assist in a way that is inclusive.

It is our policy that any child considered to be well enough to attend school is well enough to take part in outdoor playtime.









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## MISCELLANEOUS

### 10.1 LOST PROPERTY

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All schools accumulate a lot of lost property during a term. If your child has lost something, please check in the lost property boxes at the front of the school. Of course much of the lost property can be avoided if all items of clothing and possessions are clearly labelled with your child's name. Any lost property not claimed, is disposed of at the end of each term.

### 10.2 PERSONAL SAFETY

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Kings' schools do not arrange personal accident insurance for their pupils.

### 10.3 ITEMS NOT PERMITTED

Primary children are not permitted to bring mobile phones, iPods, electronic games, toys, equipment (with the exception of iPads in Year 2, Years 3, 4, 5 and 6) and any items which could be considered dangerous in school. Pokémon or similar trading cards are also not allowed in school.

### 10.4 COMPLAINTS PROCEDURE

We are more than happy to share with you any concerns you may have regarding your child's progress or personal development in school. Please bring any concerns to our attention early before they grow and become more difficult to resolve. If you need to see your child's class teacher, please request an after school appointment. If there is something urgent you need to let your child's teacher know, please inform the receptionist or administration staff before school.

If you have a problem that needs urgent attention, please contact the Year Leader, Assistant Headteachers or Deputy Headteacher. Where concerns cannot be resolved, the Primary Headteacher or Principal will deal with concerns.

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## 10.5 SCHOOL BUSES

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The school utilises the services of Shanawaz Transportation Company to provide school buses from Foundation Stage 1 upwards. Full details of routes can be obtained from Shanawaz Transportation Company. A decision to use the school buses is a contract between the parent and Shanawaz Transportation Company and is not a contract with Kings'. Visit the [resource centre](#) for more details.

Pupils who travel on the buses are supervised after school before leaving with the bus escort to board the bus. They are directed to the appropriate bus by the bus escort.

A high standard of behaviour is expected from all pupils on all occasions within and outside the school.

In the interests of safety and courtesy, the following rules apply to conduct of travel on all buses.

Children are expected to:

- ☒ Queue in an orderly way
- ☒ Sit properly and remain in the seat throughout the whole of the journey
- ☒ Stow any bags in the proper place and not in the aisle
- ☒ Use language that is civilised in tone and volume
- ☒ Wear a seat belt
- ☒ Obey the instructions of the driver and/or escort at all times. The driver has the authority to stop the bus if instructions are not followed.

Bus escorts have the authority to deal with anyone who infringes the code and responsibility to report to a member of staff anyone who does so seriously and persistently.

Pupils are expected to behave at all times with consideration for other people - their persons, their property and their feelings.

For transport queries, please contact [ksabbus@shanawazgroup.com](mailto:ksabbus@shanawazgroup.com).



## Kings' Education

PO Box 38199, Dubai, United Arab Emirates

General enquiries:	<a href="mailto:info@kings-edu.com">info@kings-edu.com</a>
Admissions:	<a href="mailto:admissions@kings-edu.com">admissions@kings-edu.com</a>
Marketing & PR:	<a href="mailto:l.trevethan@kings-edu.com">l.trevethan@kings-edu.com</a>

