



KINGS' SCHOOL AL BARSHA

SECONDARY

Parent Handbook

2022 - 2023



MISSION STATEMENT, VALUES AND BELIEFS

OUR MISSION STATEMENT, VALUES AND BELIEFS

Our Mission

Kings' is a prestigious group of schools with a British heritage and an international perspective. At Kings' we want our children to be inspired, effective and independent learners, who are able to readily adapt to the opportunities and challenges of a diverse and dynamic world.

Our Values and Beliefs

- ✓ We expect every child to experience success and happiness because they feel included, valued and secure
- ✓ Our values driven culture promotes kindness, tolerance, social responsibility and respect for others
- ✓ A bespoke, challenging, and innovative curriculum enables children to take risks in their learning and think critically within meaningful real-life contexts
- ✓ Inspirational learning and teaching evolves and responds to meet the needs of each individual helping them to achieve more than they ever thought possible
- ✓ A culture of ambition, reflection and high expectation ensures children take ownership of their learning and achieve results 'the right way'
- ✓ A rich and varied range of opportunities enable children to express their personality, broaden their interests and unlock their potential allowing them to express their individuality and expertise
- ✓ Our international perspective encourages children to embrace and respect the diverse community around them resulting in an appreciation, tolerance and genuine understanding of world cultures

"The best by every child"



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HEADTEACHER'S WELCOME

Kings' School Al Barsha's academic results speak for themselves and we are proud of our position as a leading school in Dubai.

With our broad and inclusive curriculum, we are constantly able to help our pupils to fulfil, if not exceed, their academic potential. Whether it be pupils with aspirations for the most competitive universities or those needing expert care from our LInK team, Kings' School Al Barsha is equipped to help each individual child succeed. Just as important, however, are the ambitions, skills, and personal attributes that are developed through a Kings' School Al Barsha education. Whether it be music, sport, drama or the Duke of Edinburgh Award scheme, pupils learn how to succeed as individuals and as teams. As adults, we know that those characteristics are, in the end, as important as exam qualifications in determining our success in the real world.

A Kings' School Al Barsha education opens doors for its pupils, giving them the tools and skills they need to approach the next stage of their careers with confidence and enthusiasm. Our committed and expert staff inspire our pupils to gain a love of learning, an inquisitive mind, the confidence to try new things and the resilience to pick themselves up if at first, they don't succeed.

Kings' School Al Barsha is a forward-thinking, exciting and eye-catching environment. We look forward to welcoming you to our very special school.

Paul Taylor
Head of Secondary





CONTACT INFORMATION

2.1 SCHOOL ADDRESS AND EMAIL CONTACT DETAILS

The school's postal address is:

Kings' School Al Barsha
PO Box 38199
Dubai
UAE

The school's physical address is:

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

Telephone: +971 4 356 6900

Website: <http://kings-edu.com/albarsha/>

Reception reception-sec@kingsalbarsha.com

Registrar secondaryregistrar@kingsalbarsha.com

Parent Relations Executive parentrelations@kingsalbarsha.com

School Doctor doctor@kingsalbarsha.com

School Nurse nurse@kingsalbarsha.com and
nurse1@kingsalbarsha.com

School Counsellor a.giddins@kingsalbarsha.com

Secondary Librarian secondarylibrarian@kingsalbarsha.com

2.2 THE ADMINISTRATION TEAM

The Kings' School Al Barsha administration team can be contacted via reception in the Secondary building.

Email: reception-sec@kingsalbarsha.com

School Registrar

The School Registrar is responsible for overseeing all student admissions and entrance procedures. The Registrar's office is on the left as you enter the Secondary Reception.

Email: secondaryregistrar@kingsalbarsha.com

Receptionists

The school receptionists work on the front reception desks and are happy to help with general enquiries and information about the school.

FS Reception email: reception-fs@kingsalbarsha.com

Primary Reception email: reception-pri@kingsalbarsha.com

Secondary Reception email: reception-sec@kingsalbarsha.com

2.3 PASTORAL TEAM

Faculty Head of LInK, Bronwyne Van Zyl
b-vanzyl@kingsalbarsha.com

Year 7 Leader, Amy Jones
a.jones@kingsalbarsha.com

Assistant Year 7 Leader, Emma Haig
e.haig@kingsalbarsha.com

Year 8 Leader, Jen Caines
j.caines@kingsalbarsha.com

Assistant Year 8 Leader, Rachel Richards
r.richards@kingsalbarsha.com

Year 9 Leader, Jess Ross
j.ross@kingsalbarsha.com

Assistant Year 9 Leader, Ellie Smith
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Year 10 Leader, Emily Godby
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Year 11 Leader, Aoife Breen
a.breen@kingsalbarsha.com

Year 12 Leader, Cecillia Brittain
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Year 13 Leader, Reena Bal
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Director of PE, James Bedford
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Director of Arabic, Hany Selem
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Head of Islamic Education, Maha Abdullhamid
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Head of English, Hollie Gretton
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Head of Mathematics, Rachel Coulson
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Head of Science, Lizzie Penn
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Headteacher, Paul Taylor
secondaryheadteacher@kingsalbarsha.com

Deputy Headteacher/Safe Guarding Lead, Louise Rolf
l.rolf@kingsalbarsha.com

Deputy Headteacher, Premvati Patel
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Assistant Headteacher KS3, Robyn Adams
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Assistant Headteacher KS4, Holly Brown
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Assistant Headteacher KS5, Natasha Ringshaw
n.ringshaw@kingsalbarsha.com

Head of Futures, Tabusum Saul
futures@kingsalbarsha.com

Senior Teacher Student Achievement, Iain Stewart
i.stewart@kingsalbarsha.com

Senior Lead - Professional Development, Olivia Sanders
o.sanders@kingsalbarsha.com



CURRICULUM

3.1 KEY STAGE OVERVIEW

Key Stage 3:

We offer a curriculum which is balanced and broadly based to ensure our students in Years 7, 8, and 9 are provided with essential knowledge, understanding and skills, essential to be highly educated global citizens.

All subjects are taught weekly over the academic year. Furthermore, we prioritise the application of cross-curricular learning, promoting literacy, numeracy, innovation, enterprise, entrepreneurialism and cultural awareness across disciplines. Regular provisions are also made for Moral Education and Social Studies which include, personal, social, cultural, health and economic education (PSCHE), drawing on best practices from the Moral Education Framework, IB Programme and the National Curriculum for England to prepare students for the opportunities, responsibilities and experiences of later life.

For the KS3 Curriculum Overview, visit our [Resource Centre](#)

Key Stage 4:

In Years 10 and 11, students take a number of compulsory and optional subjects that are studied in greater depth and will lead to (I)GCSE qualifications. In addition to this, some compulsory non-examined subjects will also be taken as part of our Key Stage 4 programme of study. For further details, please refer to Kings' GCSE Option Booklet. We also offer BTEC Business within our option choices adding an alternative pathway to our (I)GCSE options.

For the KS4 Curriculum Overview, visit our [Resource Centre](#).

Key Stage 5:

In Years 12 and 13, students can study a wide range of A-Level subjects as part of our Sixth Form Programme. Alongside A-Level options, we offer BTEC Business and BTEC Music Technology adding further options to our student pathways in senior school. We are also looking to expand these options in the future. Please contact the Head of Sixth Form for more details.

In addition to A-Level and BTEC study, students complete our bespoke Kings' Diploma; a suite of additional programmes that include the Extended Project Qualification (EPQ), Duke of Edinburgh's International Award (Gold) and other community leadership opportunities. For further details, please refer to Kings' Sixth Form Prospectus. University preparation also begins at the start of Year 12 and students are encouraged to participate in our seminars and university workshops in order to prepare themselves for higher education.

3.2 ASSESSMENT

A variety of assessments are used to identify a child's achievements and learning experiences:

- Formative Assessment identifies future goals
- Summative Assessment measures current level of attainment
- Diagnostic Assessment measures specific areas of development

Our curriculum is built to provide a rich learning experience that blends knowledge and skills across key stages. Our GCSE's are assessed on a 9-1 scale and we have designed progression frameworks within KS3 that are also assessed on this scale. This consistent approach to tracking progress across KS3 and into KS4 supports transition and student understanding around their current and future potential performance.

We use CAT4 testing to ascertain a 'most likely' and an 'if challenged' grade from the test results. The grades produced by no means represent a ceiling or terminal target for our students. We use them as a guide to ensure we are always challenging and supporting students adequately to reach their full potential. The CAT4 batteries provide us with key learning preferences and deficits which allows us to design bespoke learning experiences for our students.

Teachers use a range of assessment tools throughout the year to observe the learning of your child, and at each key assessment point make a judgment of how the student is progressing against our curriculum progression framework. We expect the majority of our students to track alongside the 'if challenged' grades from the CAT4 tests and this would represent 'making better than expected' progress.

It is important to note that learning does not follow a straight line as learning is a gradual, developmental process. Our expert teachers use the full range of data which they have gathered to judge the student's attainment at the current point in time. Students who fall below the 'most likely' grade from CAT4 will receive support and intervention where appropriate to accelerate progress.

ALIS Test

ALIS is an adaptive baseline assessment for students aged 16 to 18, that provides information which helps to identify students' strengths and weaknesses and see how they are likely to perform at A-Level. ALIS value-added data helps schools to understand the progress students are making and shows the impact the teaching is having. At Kings' School Al Barsha Secondary, the ALIS test is used to create attainment targets for students at the beginning of Year 12. These targets are used to allow teachers to ensure that students are on track for their end of Year 13 examinations.

3.3 REPORTING PROGRESS

KS5 Students

KS5 students are assessed via a range of formative and summative methods. Mock examinations occur within Year 12 and 13 to ensure the students become well practiced at working under timed examination conditions, and also to allow teachers to gain a better understanding of current progress.

Reports are sent to parents on a regular basis, with a combination of short, data-based reports following assessment points, supported by longer, in-depth reports at less frequent intervals.

Information contained within the reports may include:

- **Current Progress** (This is the BTEC/A-Level grade that the student is currently working at, relative to their flightpath, e.g. in line with, working above, or working below)
- **Predicted Grade** (This is the BTEC/A-Level grade that the teacher feels is the most likely outcome for that student in the terminal examinations at the end of Year 13)
- **Learning Targets** (This is a learning target which will facilitate improved attainment or greater progress in that subject area)

KS4 Students

All GCSE students will from now on be graded using the new 9-1 system. These students may be given the following information on their report;

- **Current Progress** (This is the BTEC/GCSE level that the student is currently working at, relative to their flightpath, e.g. in line with, working above, or working below)
- **Predicted Grade** (This is the BTEC/GCSE grade that the teacher feels is the most likely outcome for that student in the terminal examinations at the end of Year 11)
- **Learning Targets** (This is a learning target which will facilitate improved attainment or greater progress in that subject area)

KS3 students

Year 7, 8 and 9 may receive the following information on their report;

- **Current Progress** (This is the flightpath that the student is currently working at, relative to their flightpath, e.g. in line with, working above, or working below)
- **Learning Targets** (This is a learning target or comment which will enable the student to continue to make progress along their target flight path, or facilitate the student moving beyond their current flightpath if appropriate)

3.4 BRING YOUR OWN DEVICE (BYOD)

Secondary students are expected to bring a device of their own choosing, whether it be a Windows or Mac operating system, to support their learning. We recommend a laptop rather than a tablet as these offer superior functionality and allow the students greater opportunity to be creative. We do not stipulate that students purchase or install specific software; we use free online technologies designed for education. Prior to accessing the school WiFi network, they will be required to sign an acceptable use form to confirm that they agree to abide by school expectations and policies with regard to using their own devices in school. Visit the [resource centre](#) for more details.

3.5 PHYSICAL EDUCATION (PE)

Physical Education plays an integral part of life at Kings' School Al Barsha Secondary. PE is delivered to all year groups and utilises the fantastic facilities available. The PE team consists of a range of specialists including a Director of Sport, Head of Secondary PE, and team of teachers in charge of particular sports.

Sport Facilities at KSAB

- Full size Hockey Astro Pitch
- Grass Football Pitch
- Multi-Purpose Sports Hall
- 7 Netball Courts
- 4 Tennis Courts
- Competition Pool
- Grass Rugby Pitch
- 2 x 25m Pools
- Equipped Fitness Suite
- Dance Studio
- Cricket Nets

All students are expected to take part in PE, wearing the correct PE uniform and cap if the lessons are outdoors. If any student is not able to take part in PE, they must provide a note from their doctor or parent explaining their exclusion. Students not taking part will be assigned non-active roles within lessons which may include refereeing or peer coaching.

3.6 SWIMMING

Swimming is part of the PE curriculum and will be taught by fully qualified instructors. There is always a lifeguard present.

Students must wear dark blue swimming trunks or one-piece costumes available from Surridge. The school house colour swimming cap is part of the swimming uniform and these are available from Surridge. Jewellery must not be worn for swimming at any time.

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 Nurse.

3.7 ASSEMBLIES

Assemblies are held during the week. Themes are of a non-religious nature and include topics and issues that reflect our Kings' Learning Behaviours, life skills or moral issues e.g. kindness, friendship etc. They are also occasions to celebrate student achievement and rewards. We cover our Kings' Learning Behaviours through interesting presentations and follow these up through the House reward system.

3.8 HOME LEARNING POLICY

The purpose of home learning is to extend learning beyond the classroom and to develop the skills of pupils as independent learners.

Home learning is:

- set weekly in each core subject and fortnightly in foundation subjects
- relevant and purposeful
- clearly explained to students in terms of expected outcomes
- always recorded on M365 – Microsoft Teams
- completed for the date set, otherwise appropriate sanctions will be enforced
- assessed effectively, with feedback given, either verbal or written

For more information on home learning, click [here](#)

3.9 EXTRA-CURRICULAR ACTIVITIES

A wide variety of extra-curricular (& co-curricular) activities are provided at Kings' School Al Barsha. Some are free, and some have an additional cost. The aim of these activities is to develop children's individual talents and skills, while providing an outlet for a student to pursue individual interests and enjoy a range of non-academic pursuits. Extra-curricular activities take place before and after the school day from sports ECAs. Students sign up for an extra-curricular activity on a termly basis. More specific details for individual activities will be given once the term begins.

3.10 OFF-SITE EDUCATION

We believe that children learn best when they are engaged in first-hand experiences or processes. Where there is an opportunity to make an educational visit to support learning, educational visits will be arranged. 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.

At Kings' we implement an outdoor education programme in conjunction with the recommendations of the English Outdoor Council, the requirements of the Duke of Edinburgh Award, and in line with Learning Outside The Classroom standards and the Kings' Learning Behaviours. This involves optional day and residential trips, and at the apex of our progressive outdoor education programme, is the Duke of Edinburgh's International Award (Gold), an award that is highly sought after by both universities and employers. Students have an opportunity to join the Duke of Edinburgh programme in Year 9 and continue until Year 13 (See www.intaward.org).

As part of our commitment to outdoor learning and social responsibility, from Year 8 students have the opportunity to join one of our expeditions to explore another culture, but more importantly to commit to a service by taking part in community projects improving the lives of people across the world. In the past our students have travelled to Nepal, Kenya, Borneo and Cambodia, developing community projects such as teaching English, helping build classrooms, a library and an elephant-proof fence to protect villagers and elephants from each other. Our students have opportunities to conduct field studies at locations around the UAE using real world data collection and field skills alongside their academic studies in the classroom.

There are many opportunities for students to complement their outstanding education at Kings' with opportunities to learn outside the classroom, developing a well-rounded individual prepared to be highly successful in all aspects of his/her life.

3.11 LInK

Kings' Education has a strong commitment to the inclusion and pastoral support of all our families and students; this includes students who are identified with Special Educational Needs and Disabilities, English as a Second Language, English Language Learners, High Achievers and Gifted and Talented Students.

Kings' Education works in line with the Dubai Inclusive Education Policy Framework (2017) and incorporates good working practice in line with legislation such as the:

- UN Convention on the Rights of Persons with Disabilities
- Optional Protocol, Federal Law No. (29) of 2006 concerning the Rights of People of Determination
- Law No. (2) of 2014 concerning Protection of the Rights of Persons with Disabilities in the Emirate of Dubai
- Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai
- General Rules for the Provision of Special Education Programs and Services (Public & Private Schools)
- SEND Code of Practice (UK, 2015)

Support for students begins at admissions, with a thorough identification process to ensure appropriate support is available; and continues with ongoing identification and support through the pastoral and student support networks.

At Kings', we offer inclusive provision with additional support, intervention, differentiation and personalisation, where appropriate.

The whole school community is encouraged to ensure inclusion and the best possible social, emotional, behavioural and academic progress for all of our students. This is provided through innovative learning and teaching, dissemination of information, training and access to SEND specialists at all levels.

Kings' Education has comprehensive pastoral and learning support teams comprising of experienced and highly educated staff. Across all our schools we operate as a team under the Learning Inclusively at Kings' (LiNK) umbrella.

Our students have access to support from in-house:

- Qualified Special Education Needs Coordinators (including NASENDCo)
- Highly qualified and experienced teachers and leaders
- Speech and Language Therapist
- Dyslexia Intervention Specialists
- Diagnostic Assessment and Identification
- JCQ Experienced Exam Access Arrangement Team
- Autism Teacher
- Wellbeing Counsellor
- Literacy and English as an Additional Language Teachers
- Learning Support Teachers
- Intervention Staff and In-class Learning Support Assistants
- Tutors, Teachers, Heads of Year, Phase Leaders, Well-Being Coordinator, Counsellor and Senior Leaders with Pastoral responsibility

Inclusion is important to us at Kings'. All our students need to feel they belong and their happiness and progress in learning is vital to our value system. The commitment to being an inclusive school is both a passion and a commitment of every member in the organisation stemming from the Chairman, through the Principals, to the teaching and non-teaching staff. It is a cohesive part of all student learning; which is disseminated through the teaching of 'Emotional Intelligence', a competency within our Kings' Learner Behaviours.

3.12 REPORTING

We are committed to providing parents with quality information about their child's progress. This is achieved by the use of the following methods:

- Termly Progress Reports
- SEN Reports / IEPs (Individual Education Plans) where appropriate
- Parents Information Meeting (PIM)
- Parent Teacher Conferences

3.13 REPORTS

At Kings' School Al Barsha, we believe in clear and regular communication of individual student progress to parents. At the start of each year, a schedule is sent to every parent to outline when they can expect to receive progress data and next steps advice. This will include detail of extra-curricular participation and character growth as well as academic achievement.

These reports are supplemented by a series of Parent Information Meetings and Parent-Teacher/Tutor Conferences - please see below.

However, strong relationships between parents and the students' Form Tutors mean that less formal but equally important communication channels are always open.

3.14 PARENT - TEACHER CONFERENCES

Parents will have the opportunity to meet all their child's teachers. We strongly advise that the student attends too. An online appointment system will be communicated to you in advance of the evening. Parent - teacher conferences may happen in the evening, afternoon or during the day throughout the year at times relevant to each year group.

3.15 SCHOOL HOUSES

Kings' has four Houses, recognised by different colours:

Tudor	Red
Stuart	Blue
Hanover	Green
Windsor	Yellow

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. Students are placed into a House when they first join the school and remain with their House until they leave. 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.

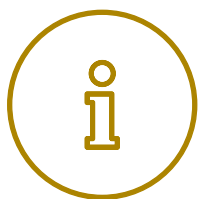
These will take place in the form of one-to-one sessions with all teachers and others will be academic seminars focussed on self-regulated progress.

3.16 STUDENT LEADERSHIP

At Kings', we believe that students should be given a wide range of opportunities to develop and practice leadership skills in preparation for life beyond school. Therefore, the main aim with our Student Leadership Team is to give the student body ownership over key decisions of our school; to create a team of student leaders who take action to improve our school and community. The Student Leadership Team is composed of students from Years 7 to 12, ensuring that we have a school culture in which the student voice has a place and is heard. In addition to this, they also contribute to leading whole-school charity events, International Day and sporting events.

To ensure that we have authentic student-led initiatives, the Student Leadership Team is divided into four separate councils. The overall leadership is conducted by the Head Boy and Head Girl, and then each council is led by a team of presidents and vice-presidents. By dividing the school council into four councils, we ensure that each is action focused as each works on different projects to support school improvement, e.g. charity work, teaching and learning, behaviour and making our school eco-friendly, thereby resulting in greater and faster change.





E-SERVICES

4.1 CORRESPONDENCE/COMMUNICATION

We have a range of communication methods, and a selection of e-services with which parents must become familiar. At the commencement of the school year, new students will be issued with login details to allow them to access all of the following applications. Students will be taught to access these programmes via tutor time and within subjects.

4.2 KINGS' SCHOOL COMMUNICATOR

All school news and communication is posted on the Kings' School Communicator. This is a small application that will run on your computer or mobile device to keep you up to date daily with what is happening. It updates automatically and brings you all the latest news and calendar events as well as a photo gallery, contact list and a range of useful links and documents. As this is our main method of sharing information, it is essential that you visit www.d6-me.com or the [resource centre](#) 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'.

4.3 EMAIL & TELEPHONE

Emails are often sent from school. Please ensure your email address is kept up to date on the school records.

A member of the Leadership Team, Year Leader or Form Tutor will telephone you if any issue arises during the school day. Please ensure all contact details including phone numbers are kept up to date.

4.4 PARENTS' PORTAL

The termly reports will be sent to you via our Parent Portal. Access information will be sent to you early in the school year. Sign-up for parent - teacher conferences and ECAs also take place via the parent portal, it is an essential link between home and school. Parents can access additional information such as timetables, attendance and previous reports via the portal. More details can be found at the [resource centre](#).

4.5 M365 – MICROSOFT TEAMS

To further support our students' organisational skills, we use Microsoft Teams. Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting educators create vibrant learning environments, build collaborative classrooms, connect in professional learning communities, and connect with colleagues – all from a single experience.

Our philosophy around homework is that it should be purposeful and designed to develop learning further. The quality of homework must not be judged by how much is issued but by how it has been designed and its impact on consolidating and challenging learning from the classroom. Every piece of homework should matter and develop further depth in understanding, not just be a time filler.



CAR PARK AND SECURITY

5.1 LANYARDS AND SECURITY

You are welcome to visit the school and must always wear your yellow parent lanyard (issued on or before your child's first day of school). If you have forgotten your lanyard please 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.

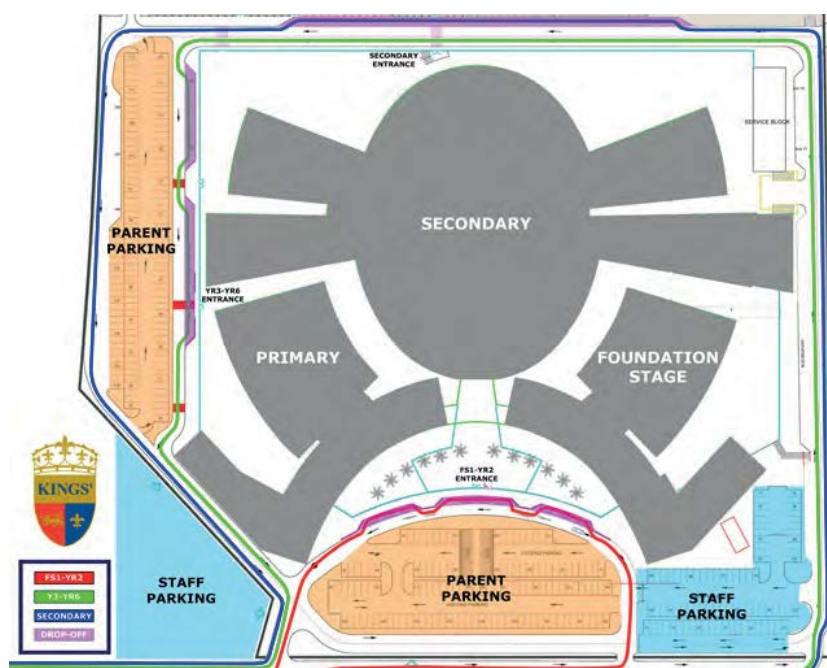
The following lanyard colours identify all adults present in school:

Yellow	approved adult
Blue	staff
Green	regular contractor, e.g. lunch provider
Red	visitor

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 only to see the teacher at previously 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.**

5.2 CAR PARK

Drop off and pick times can be extremely busy. To help ease congestion we advise the following routes when driving in to the school grounds at the start and end of the school day.





ORGANISATION OF THE SCHOOL DAY AND KINGS' ACADEMIC CALENDAR

6.1 SCHOOL TIMINGS

Monday to Friday the school day starts at 7.45am for all students. They should arrive at the school no earlier than 7.00am. Students will be registered at 7.45am. Monday to Thursday the school day ends at 3.30pm and Friday the school day ends at 12.00 midday

	Start of Day	End of Day	After School Activities
Mon-Thurs	7.45am	3.30pm	3.30pm - 4.45pm (Sport) 3.30pm - 4.30pm (Non-Sport)
Fri	7.45am	12 midday	

6.2 WEEKEND

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

6.3 COLLECTION FROM SCHOOL

You are requested to collect your child from the rear of the Secondary building. If you have a child in Primary and Secondary you are requested to wait at the front of the Secondary building. 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.

If your child is attending an extra-curricular activity, please check for the pickup arrangements on the communication sent home regarding extracurricular activities.



SCHOOL ATTENDANCE

7.1 STUDENT ABSENCE (INCLUDING PLANNED OR UNPLANNED MEDICAL ABSENCE)

If for any reason your child is absent from school, it is important that you notify the **Secondary School Reception: reception-sec@kingsalbarsha.com or 04 356 6900 ext. 650**. If possible, all appointments, e.g. dentist, doctor should be made outside of school hours. In the event that an appointment does need to be scheduled during school hours, an email should be sent to the Secondary Receptionist (copying in the Form Tutor) notifying them of the details. Please note medical absences of three days or more require a medical note.

7.2 UNAUTHORISED ABSENCE

Unauthorised absence is allocated when days are taken off when children are not ill, not receiving treatment or on holiday. Unauthorised absence also includes having days off for birthdays and taking whole days off for medical appointments (unless this is necessary). Unauthorised absences can be avoided by communicating with school and not keeping your child absent from school unnecessarily. **The Ministry of Education has strict regulations about the number of days' absence permitted within the year. Substantial unauthorised absences may result in your child not being allowed to progress into the next academic year.**

7.3 LATE ARRIVALS

If your child is late arriving for any reason, he/she must report to Secondary Reception before going to class. Students are given a slip to hand to their teacher. These slips inform the teacher that the student's attendance will be recorded on the register by the receptionist. This is essential for health and safety reasons and will ensure that records are up to date in case of an emergency and that your child is awarded his/her attendance mark for that session.

If your child is late to school more twice or more in a week, sanctions will be put in place to allow missed time to be caught up on.

7.4 EARLY DISMISSAL

If for any reason your child needs to leave school before the end of the day (i.e. before 3:30pm Monday-Thursday or before 12 midday Friday) the following procedure needs to be followed in order to ensure the safety of your child as well as ensuring our records are up to date in case of an emergency.

1. Email Secondary Reception: reception-sec@kingsalbarsha.com as well as the Deputy Headteacher Pastoral - to request permission for your child to leave early. Please state the reason why this early dismissal is needed.
2. If you wish someone other than yourself/your driver to collect your child, we require prior written approval from you as legal guardian. All such approvals need to be sent to Secondary Reception.
3. On leaving, your child must report to Secondary Reception and will be asked to sign out. They will then be handed an 'Early Dismissal Card' which they must give to the security guard at the school gate. They will not be permitted to exit through the gate without presenting this card and will be escorted back to Secondary Reception by the guard.





UNIFORM AND EQUIPMENT

8.1 SCHOOL UNIFORM

School uniform is compulsory throughout the school. The uniform 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.

BOYS Year 7 - Year 11

Uniform



- Dark grey trousers
- White shirt with Kings' crest (must be tucked in)
- Navy blue blazer with Kings' logo
- Navy blue and red tie with Kings' logo
- Grey ankle socks (not sports socks)

Shoes

- Smart black leather shoes with lace or velcro fastening (no sports shoes)



GIRLS Year 7 - Year 11

Uniform



- Red tartan trousers
- Navy trousers
- Red tartan skirt knee length or full length
- White shirt with Kings' crest (must be tucked in)
- Navy blue blazer with Kings' logo
- White ankle socks (not sports socks)

Shoes

- Smart black leather shoes (no sports shoes)



Year 7 - Year 11

Purchase from Threads Uniform Store or www.threadsme.com

House T-Shirts



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

Purchase from Threads Uniform Store or www.threadsme.com

PE Kit



- Blue t-shirt with Kings' logo
- Blue cotton shorts with Kings' logo
- White trainers (no black shoes)
- Extra socks are not required for PE

Purchase online from surridge at 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
- Pair of named 'flip-flop' sandals

BOYS Year 12 - Year 13

Uniform



- Smart tailored trousers
- Smart tailored jacket (with lapels)
- Shirt with a collar
- Tie
- Jumper/ plain cardigan
- Smart leather office shoes (no trainers)

GIRLS Year 12 - Year 13

Uniform



- Smart tailored skirt (knee length or below) or trousers
- Smart tailored jacket
- Blouse/ shirt - smart with no revealing necklines
- Jumper/ plain cardigan
- Dresses - tailored/ smart
- Smart leather shoes and/or boots (no trainers)

Purchase online from Surridge at www.surridgesport.ae

PE Kit



- Blue t-shirt with Kings' logo
- Blue cotton shorts with Kings' logo
- White trainers (no black shoes)
- Extra socks are not required for PE

PE KIT

Year 7 - Year 13



Swimming Core



Swimming costume



Swimming jammer



House Swimming Cap

House t-shirts



*Please ensure that you purchase the House t-shirt and swimming cap according to which house your child has been placed into. See Section 6.1.



POLICIES

9. POLICIES

Available to view on the D6 School Communicator and in our [resource center](#)



STUDENT SERVICES

10.1 EXAMINATIONS (EXAM BOARDS AND FEES)

Kings' is in its 5th year of accreditation with British School Middle East (BSME). Kings' selected BSME as its preferred accreditation body because it provides a quality-assured network of schools, helping Heads and teachers share best practice and keep abreast of the latest educational developments.

Kings' is accredited with the main exam bodies in the UK, including Pearson, Cambridge, and Oxford AQA. We are also affiliated with a number of organisations which enhance the opportunities for our students and the development of the school.

Accreditations:

British Schools Overseas
British School Middle East (BSME)
Pearson
Oxford AQA
Cambridge
Historical Association
Duke of Edinburgh Award

Further information about examinations is available on the school website.

10.2 LIBRARY

The Secondary Library is a student focused high quality well-resourced modern school library. It is a learning environment that empowers and encourages students to be independent learners and enquirers, critical thinkers, skilful researchers and readers for life. The library has an excellent collection of fiction and non-fiction books, e-resources and journals. In addition, students have access to online subscription databases to support their research and learning. The library provides a quiet zone for research, study and reflection as well as an area for group work and collaboration. Technology is integral to the library. It also participates in and supports the teaching programme through weekly library lessons and the librarian runs a dedicated Information and Digital Literacy Programme. The library is open Monday to Thursday from 4.45am to 4.00pm and Friday from 7.30am to 12.00 midday; at break and lunchtimes.

10.3 COUNSELLING

The school has an on-site counsellor for students who need the opportunity to talk about things that concern them, in confidence. What is spoken about depends on the individual, but common themes are stress, change, loss and distressing events.

Referrals for counselling are made through the pastoral system and parental approval is sought before sessions begin. Usually counselling within the school will be for 3 to 4 sessions, after which further professional support from an outside agency might be recommended.

10.4 CAREERS

All students follow a careers curriculum relevant to their year group. This includes access to careers software, guest speakers and higher education events. In addition, students have access to our Head of Post 16 Studies and careers counsellor for bespoke advice and support. This is particularly useful around key transition points (i.e. GCSE options, A-Level subject choices and university progression).

Head of Futures email: futures@kingsalbarsha.com

10.5 CANTEEN

The school canteen provides students with a range of hot meals, pastries, sandwiches, salads, drinks and snacks and is managed by a third party vendor. School meals are paid for in cash or card by the student and menus can be found on the Communicator.

Kings' promotes healthy eating, and we encourage parents to help us in our aim. When providing a packed lunch, please include only healthy food choices. Please note we are a nut free school.

10.6 SCHOOL MEDICAL TEAM

The school has a doctor and a nurse, located in the Nurses' Office in the Secondary building to the right as you walk in the main entrance. 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. Please do not hesitate to contact them with any medical enquiries you may have regarding your child. The School Nurses should be notified of any allergies or medical conditions. They will be involved in delivering health education to the students in school.

School Doctor email: doctor@kingsalbarsha.com

School Nurse email: nurse@kingsalbarsha.com

Regular medication

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 School Nurses. 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.

Medical examination

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.

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 Nurses, carries out these medical examinations.

If your child is unwell at school

If your child becomes unwell in class, he/she should go to the School Nurses who will assess the situation. If your child is well enough to stay in school, he/she will be cared for by the Nurses. They 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 via Secondary Reception.

Accidents and emergencies

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 Nurses are sent home for your information or a telephone call will be made if they feel this is more appropriate.

Contagious diseases

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 Nurses. Information sheets for common ailments can be found on our Communicator.

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.

Documentation

The Medical History Form is required before your child starts school. This must be signed and given to the School Nurses. 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](#).

10.7 BUS TRANSPORTATION

Shanawaz Group is the school's bus transport provider. For further information regarding routes and fees visit the [resource centre](#) or contact Shanawaz Group directly:

Email: ksabbus@shanawazgroup.com



MISCELLANEOUS

11.1 PARTNERSHIP AGREEMENT BETWEEN HOME AND SCHOOL

Kings' 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. Just as you should have high expectations of us, so we have high expectations of you. Please get involved with your child's learning. Since September 2016, the KHDA has required all Dubai parents to sign electronically a Parent-School Contract which is designed to promote clarity and details some rights and responsibilities on both sides.

11.2 KINGS' EVENTS (KE)

KE is run by a core team of dedicated parents with a focus on a fun calendar of activities that bring together parents, staff and children to enhance the community feel of the school. Any money raised along the way is a bonus for either the school itself or the school's chosen charities. Past Kings' events have included the Kings' Ball, Car Boot Sale and Family Movie Nights. The Kings' Events Team plays an important role in celebrating key cultural events with our students throughout the year too. The group organises a fantastic National Day celebration, International Day festivities and a wonderful Iftar during Ramadan. The Kings' Events Team is always looking for new members and some more secondary parents would be a welcome addition to the team. All charity events are now under the very strict guidelines of the Islamic Affairs and Charitable Activities Department.

11.3 LOST PROPERTY

All schools accumulate a lot of lost property during a term. If your child has lost something, please come into school either at the start or the end of the day to look for the missing item. Any lost property will be collected and stored near the reception areas. Please ask the receptionist for assistance in this matter. 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.

11.4 PERSONAL SAFETY

Kings' do not arrange personal accident insurance for its pupils.

11.5 COMPLAINTS PROCEDURE

We are more than happy to discuss 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 Form Tutor or subject teacher, please request an after-school appointment. If there is something urgent you need to let your child's Form Tutor know, please inform Reception before school.

If you have a problem that needs urgent attention, please contact the Year Leader



Kings' Education

PO Box 38199, Dubai, United Arab Emirates

General enquiries:	info@kings-edu.com
Admissions:	admissions@kings-edu.com
Marketing & PR:	l.trevethan@kings-edu.com

