



# KINGS' SCHOOL AL BARSHA

SECONDARY

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PARENT HANDBOOK  
2023 / 2024



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## WELCOME

### HEADTEACHER'S WELCOME

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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. A massive part of our success has been determined by the way in which we work together as teachers and parents to help our children become the very best versions of themselves.

**Paul Taylor**  
Secondary Headteacher





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## CONTENTS

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### **01. OUR MISSION, VALUES AND BELIEFS** **6**

- 1.1 Our mission
- 1.2 Our values and beliefs

---

### **02. GENERAL INFORMATION** **8**

- 2.1 Working together
- 2.2 Key points of contact
- 2.3 Secondary leadership team
- 2.4 Heads of year
- 2.5 How we will communicate with you
- 2.6 Daily routines

---

### **03. ACADEMICS** **12**

- 3.1 Student expectations
- 3.2 British curriculum overview
- 3.3 Careers
- 3.4 Assessments
- 3.5 Reporting
- 3.6 Satchel
- 3.7 Microsoft teams
- 3.8 Mobile phones
- 3.9 Bring your own device
- 3.10 Learning inclusively at kings' (Link)

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### **04. EXTRA-CURRICULAR COMMITMENTS** **20**

- 4.1 Extra-curricular commitments
- 4.2 Physical education (PE)
- 4.3 Swimming
- 4.4 Student leadership

---

### **05. ATTENDANCE** **22**

- 5.1 Student absence
- 5.2 Unauthorised absence
- 5.3 Late arrivals
- 5.4 Early dismissal

---

## **06. SCHOOL UNIFORM** **24**

---

- 6.1 Uniform and equipment
- 6.2 Jewellery
- 6.3 Hair styles
- 6.4 Nail varnish & temporary tattoos

## **07. SECURITY** **30**

---

- 7.1 Lanyards and security

## **08. HEALTH AND MEDICAL** **32**

---

- 8.1 Medical team
- 8.2 Regular medication
- 8.3 Medical examination
- 8.4 If your child is unwell at school
- 8.5 Accidents and emergencies
- 8.6 Contagious diseases
- 8.7 Head lice
- 8.8 Documentation



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## OUR MISSION, VALUES AND BELIEFS

### 1.1 OUR MISSION

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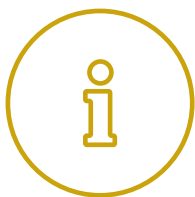
Kings' is a prestigious group of schools with a British heritage and an international perspective. At Kings' we want our children to be inspired, effective and independent learners, who are able to readily adapt to the opportunities and challenges of a diverse and dynamic world.

### 1.2 OUR VALUES AND BELIEFS

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- ✓ 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.





## GENERAL INFORMATION

### 2.1 WORKING TOGETHER

It is inevitable that at some stage over the next 7 years you will need to communicate a concern to us. Please don't wait for the next scheduled Parent-Teacher Conference. Experience shows us that the sooner we are able to grasp a concern, the sooner it can be solved.

In the vast majority of cases, the first point of contact at school is your child's FORM TUTOR. The form tutor will see your child each morning and form a relationship based on an all-round view of your child. The form tutor is responsible for monitoring the academic progress, well-being and extra-curricular commitments of the students.

If you are worried about your child or need to share important information from home, please do email the form tutor in the first instance in order to set up a telephone call or face-to-face meeting. Form tutors also teach during the day so may not be available if you arrive at school without an appointment.

It is expected, however, that form tutors respond to parental messages within 24 hours. Sometimes that will be a holding email as they investigate concerns and gather information before a full response or meeting. The form tutor will also be able to direct you to a subject teacher or Head of Department if the concern relates to a particular subject.

On occasions, the form tutor may not be able to field your concern or you may feel that a more senior member of staff should be aware of your concerns. If this is the case, please contact the Head of Year (listed below) who will be happy to help you.

On rare occasions, the Head of Year or Head of Department will share your concerns with the appropriate member of the Secondary Leadership Team (as listed below).

If your concern is around logistics rather than education, please contact our Parent Relations Executive at [parentrelations@kingsalbarsha.com](mailto:parentrelations@kingsalbarsha.com)

### 2.2 KEY POINTS OF CONTACT

**Postal address:**

Kings' School Al Barsha  
PO Box 38199  
Dubai UAE

**Physical address:**

Kings' School Al Barsha  
Umm Sugeim Street  
Al Barsha South, Dubai, UAE  
Telephone: +971 4 356 6900

**Website:**

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

**Reception**

[reception-sec@kingsalbarsha.com](mailto:reception-sec@kingsalbarsha.com)

**Admissions**

[secondaryregistrar@kingsalbarsha.com](mailto:secondaryregistrar@kingsalbarsha.com)

**Parent Relations Executive**

[parentrelations@kingsalbarsha.com](mailto:parentrelations@kingsalbarsha.com)



## 2.3 SECONDARY LEADERSHIP TEAM

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### Secondary Headteacher

Paul Taylor: [secondaryheadteacher@kingsalbarsha.com](mailto:secondaryheadteacher@kingsalbarsha.com)

### Deputy Head

Prem Patel: [premvatipatel@kingsalbarsha.com](mailto:premvatipatel@kingsalbarsha.com)

### Assistant Head / Head of Lower School – Year 7 & 8

Iain Stewart: [i.stewart@kingsalbarsha.com](mailto:i.stewart@kingsalbarsha.com)

### Assistant Head / Head of Middle School – Year 9, 10 & 11

Holly Brown: [hollybrown@kingsalbarsha.com](mailto:hollybrown@kingsalbarsha.com)

### Assistant Head / Head of Sixth Form – Year 12 & 13

Natasha Ringshaw: [n.ringshaw@kingsalbarsha.com](mailto:n.ringshaw@kingsalbarsha.com)

### Assistant Head / Curriculum

Jonathan Puxty: [j.puxty@kingsalbarsha.com](mailto:j.puxty@kingsalbarsha.com)

### Assistant Head / Head of Futures

Tabu Saul: [futures@kingsalbarsha.com](mailto:futures@kingsalbarsha.com)

### Head of LInK / SENDCo

Bronwyne Van Zyl: [b-vanzyl@kingsalbarsha.com](mailto:b-vanzyl@kingsalbarsha.com)

### Assistant Head / Leader of Learning

Robyn Adams: [robynadams@kingsalbarsha.com](mailto:robynadams@kingsalbarsha.com)

### Assistant Head / Leader of Learning

Hollie Gretton: [h.gretton@kingsalbarsha.com](mailto:h.gretton@kingsalbarsha.com)

### Assistant Head / Leader of Learning

Olivia Sanders: [o.sanders@kingsalbarsha.com](mailto:o.sanders@kingsalbarsha.com)

### Designated Safeguarding Lead / Vice Principal

Lisa Passante: [l.passante@kingsalbarsha.com](mailto:l.passante@kingsalbarsha.com)

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## 2.4 HEADS OF YEAR

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### Secondary Headteacher

Paul Taylor: [secondaryheadteacher@kingsalbarsha.com](mailto:secondaryheadteacher@kingsalbarsha.com)

### Head of Year 7

Chloe Salmon: [c.salmon@kingsalbarsha.com](mailto:c.salmon@kingsalbarsha.com)

### Head of Year 8

Sam Baldwin: [s.baldwin@kingsalbarsha.com](mailto:s.baldwin@kingsalbarsha.com)

### Head of Year 9

Jennifer Caines: [j.caines@kingsalbarsha.com](mailto:j.caines@kingsalbarsha.com)

### Head of Year 10

Jessica Ross: [j.ross@kingsalbarsha.com](mailto:j.ross@kingsalbarsha.com)

### Head of Year 11

Katie White: [k.white@kingsalbarsha.com](mailto:k.white@kingsalbarsha.com)

### Head of Year 12

Dominic Shread: [d.shread@kingsalbarsha.com](mailto:d.shread@kingsalbarsha.com)

### Head of Year 13

Cecilia Brittain: [c.brittain@kingsalbarsha.com](mailto:c.brittain@kingsalbarsha.com)

All other staff email addresses can be found in the Important Documents section on your child's year group Sway.

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## 2.5 HOW WE WILL COMMUNICATE WITH YOU

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Every Friday, you will receive by email a link to the weekly Sway updates. As well as important letters and notices, this page contains documents such as staff biographies and email addresses, key events for the year, powerpoints from parents' meetings and this handbook.

The key events for the year document will show you all the touchpoints we have, from Parent-Teacher Conference dates to Report publication dates and Parent Information Webinars.

Extra-curricular options are selected each term via the SOCS app. We also use this software for communicating information about sports fixtures.

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Staff will email you on occasions. Please make sure that the school is aware of any changes to your email addresses.

Most Parent-Teacher Conferences (PTCs) will take place on-line. Prior to these meetings, you will be able to sign up for slots at times in the evening that are convenient for you. Our pastoral support team will be available should you have any difficulties with the system.

Other Parent Information Meetings (PIMS) will take place in person or as webinars. The programme is outlined at the start of the year in the Key Events document.

## 2.6 DAILY ROUTINES

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### School timings

- ✓ Period 1 starts at 7.45am from Monday to Friday. All students should be in school and fully prepared for work so that this lesson starts on time every day.
- ✓ Timetabled lessons end at 3.30pm Monday to Thursday and 12pm on a Friday.
- ✓ Before school sports training begins at 6.30am. Fixtures are usually played after school and arrangements are communicated via SOCS.

### Drop-off and pick-up arrangements

If Secondary students have younger siblings in the Primary school, parents may park in the original front car park.

Year 7 parents should drop their child/ren off and pick up at the side of school by the Maths Department/Competition Pool/Tennis Courts so that the students can make their way to and from the Year 7 base in the Maths block.

All other Secondary parents should park at the back or side entrances to the school so that students can make their way into our new wing.

### Bus service

Shanawaz Group is the school's bus transport provider. For further information regarding routes and fees, contact Shanawaz Group directly on [ksabbus@shanawazgroup.com](mailto:ksabbus@shanawazgroup.com)

### 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.



## ACADEMICS

### 3.1 STUDENT EXPECTATIONS

#### “Work Hard, Be Kind.”

Kings' School Al Barsha expects its community to come in every day and try their hardest whilst being a good friend to everyone around them. We badge these expectations within our KSAB values and characteristics of Kindness, Skills, Ambition and Bravery.

In your early days with us, we will explain in full our Expectations Policy which outlines for students what we value, what we reward and what we will not accept.

#### This policy aims:

- ✓ To support our students and staff to consider how their actions contribute to their overall success.
- ✓ To build confidence in our learners so they can strive beyond their potential and exceed their own expectations.
- ✓ To support our students and staff to make the right choices by carefully employing our 'Expectations Policy'.
- ✓ To become skilful in coaching and reflective conversations to resolve the root cause of issues, leading to the students and staff affecting change.
- ✓ To celebrate the successes of our students and staff. Learning is hard work and progress should be acknowledged and celebrated.
- ✓ To enable our learners to have a clear vision of what they are capable of achieving by having high expectations of them and creating rich experiences for them.

The Expectations Policy fosters our four Rs of Respect, Resilience, Readiness and Risk-taking, four qualities we believe to be crucial in achieving success at school and way beyond.

## 3.2 BRITISH CURRICULUM 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.

### 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 BTECs in Sport and Business within our option choices adding an alternative pathway to our (I)GCSE options.

### 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 BTECs in Business, Hospitality and Sport 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 enrichment opportunities that include the Extended Project Qualification (EPQ), Duke of Edinburgh's International Award (Gold) and other community leadership opportunities.

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.

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### 3.3 CAREERS

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All students follow a careers curriculum relevant to their year group. This includes access to personal profile building exercises, careers software, guest speakers and higher education events. In addition, students have access to our Head of Sixth Form, Ms Ringshaw, and Head of Futures, Mrs Saul, for bespoke advice and support. This is particularly useful around key transition points (i.e. GCSE options, A Level subject choices and university progression).

Our Head of Futures is always happy to meet with you to discuss careers information.

#### Head of Futures

Mrs Saul: [futures@kingsalbarsha.com](mailto:futures@kingsalbarsha.com)

### 3.4 ASSESSMENTS

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Unlike educational systems in many other countries, the British curriculum has only two formal assessment points: the end of Year 11 (GCSE exams) and the end of Year 13 (A Level exams and final BTEC assignments).

A rigorous process has been put in place to ensure that our students are able to store and then retrieve information under the pressure of exam conditions at the end of these two year courses.

Mock exams take place at the end of Year 10, November of Year 11 and February of Year 11 for our GCSE students, in each case replicating the conditions that students will face in the May/June of their Year 11. This includes the setting of past paper questions and the use of examiners' mark schemes and grade boundaries. The same then happens at the end of Year 12 and the November and February of Year 13 with our A Level students.

Although these mock exams take place in formal conditions, it is worth remembering that they are just part of the process of getting students ready for their final exams. The results of these mock exams do not count towards anything.

At the end of years 7 to 10, it is mandated by KHDA that students take GLs to measure their attainment and progress during the year. We prepare students for these tests, but students do not receive individual results. The overall cohort results are used by KHDA as part of the inspection process.

We also get asked occasionally for our students to participate in international tests. The results of these tests allow the standards in the UAE to be measured against other countries. The most famous of these tests is PISA. Students are advised that there is no need to revise for this kind of test.

Teachers are, of course, assessing students all the time, whether that be through questioning in class, homework assignments, low stakes quizzes or end of topic tests. Teachers use all these forms of assessment to inform the planning of future lessons to ensure that all student needs are met as well as to form judgements that you will find on the reports (see below).

## 3.5 REPORTING

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Please don't wait for formal reports or Parent-Teacher Conferences if you have any concerns. As advised above, please do get in touch with your child's tutor.

However, we do have reporting points throughout the year when you will formally receive information on your child's performance in each subject. You will receive a more detailed explanation of our reporting system at the time of publication.

### **In brief, however, it will contain:**

#### **CAT4 baseline test indicators**

At the beginning of the year, students take a CAT4 test. There is nothing that students can or need to do to prepare for this test. The results give teachers information about individual strengths and weaknesses in areas such as literacy and numeracy that then help them to plan lessons accordingly.

CAT4 results also give us an indication of what grades students of similar ability go on to achieve on average in their GCSE and A Level exams. However, we believe that our students should aim to achieve way beyond the average and therefore add challenge to the grades indicated by CAT4.

This information is used to set aspirational targets from years 7 to 11 and as part of our target-setting process at the start of Year 12. Year 12s sit a second similar test called Alis which helps us to measure their performance against children in UK independent schools.

#### **Reporting Period (RP) grades**

At various points across the year, we ask teachers to give an indication of the current attainment level of the students. They will form this grade taking into account all we know about a child. It will not be on the basis of one test, but rather on the basis of all information gathered in class, in tests and in homework across the year to date.

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### 3.6 SACHEL

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We are thrilled to announce the introduction of Satchel to our Secondary school community. It is an innovative platform that aims to streamline and improve various aspects of student learning, homework tracking, and behaviour communication. With Satchel, we are committed to fostering a stronger partnership between teachers, students and parents, enabling everyone to stay connected and engaged in their child's school journey.

Satchel's first feature, "Show My Homework," revolutionizes the way homework is assigned, completed, and monitored. Teachers will now be able to efficiently set and communicate homework assignments, while students can easily access and submit their work online. We believe that this streamlined process will enhance organization and time management skills, ultimately benefiting your child's academic progress.

Satchel provides an intuitive and user-friendly interface that is accessible through both web and mobile platforms. This ensures that you can conveniently access the platform whenever and wherever it is most convenient for you. We believe that this accessibility will contribute to fostering a stronger connection between the school and your family, as we work together to support your child's development and success.

### 3.7 MICROSOFT TEAMS

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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. All students are given their log in details on arrival.

### 3.8 MOBILE PHONES

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We completely understand that students will bring mobile phones into school as they can be important for communicating with home if, for example, you are running late for pick up.

During school hours, all students in years 7 to 11 must have their phones switched off. We believe that many students spend a lot of time on their phones during their spare time. When they are at school, we want our students to enjoy each other's company. If a student has a phone out during the day, it will be confiscated until the end of the day.

### 3.9 BRING YOUR OWN DEVICE

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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.



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### 3.10 LEARNING INCLUSIVELY AT KINGS' (LINK)

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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' (LIInK) umbrella.

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## **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 Counsellors
- ✔ Literacy and English as an Additional Language Teachers
- ✔ Learning Support Teachers
- ✔ Intervention Staff and In-class Learning Support Assistants

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.





## EXTRA-CURRICULAR COMMITMENTS

### 4.1 EXTRA-CURRICULAR COMMITMENTS

Kings' School Al Barsha offers its students a vast array of extra-curricular options through which to grow their skillsets and personalities each term. Sport, music, drama, dance, cooking, robotics, technology, the Duke of Edinburgh Award and student-led academic societies is just a small taste of what is to come for your child.

Students choose their options through the SOCS app. Some options are limited by the size of facilities, for example, our kitchens, and other activities will be selected through ability, for example, sports teams. The programme is organised by:

**Assistant Head** / Head of Lower School  
Iain Stewart: [i.stewart@kingsalbarsha.com](mailto:i.stewart@kingsalbarsha.com)

**Extra-curricular activities co-ordinator**  
Lydia Ashurst: [eca-sports@kingsalbarsha.com](mailto:eca-sports@kingsalbarsha.com)

### 4.2 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.

#### Sport Facilities at KSAB:

- ✓ Two Full size Football Astro Pitches
- ✓ Grass Rugby Pitch
- ✓ Grass Football Pitch
- ✓ 2 x 25m Pools
- ✓ Multi-Purpose Sports Hall
- ✓ Equipped Fitness Suite
- ✓ 5 Netball Courts
- ✓ Dance Studio
- ✓ 4 Tennis Courts
- ✓ Padel Tennis courts
- ✓ Cricket Nets and grass wicket

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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 nonactive roles within lessons which may include refereeing or peer coaching.

### 4.3 SWIMMING

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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.

#### **Director of Sport**

James Bedford: [j-bedford@kingsalbarsha.com](mailto:j-bedford@kingsalbarsha.com)

### 4.4 STUDENT LEADERSHIP

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At Kings', we believe that students should be given a wide range of opportunities to develop and practise leadership skills in preparation for life beyond school. Therefore, the main aims with our Student Leadership Team are to give the student body ownership over key decisions of our school and to create a team of student leaders who take action to improve our school and community.

The team is led by our Head Girl and Head Boy who are elected each year by the whole school community.



## ATTENDANCE

### 5.1 STUDENT ABSENCE

( Including planned or unplanned medical absence )

If for any reason your child is absent from school, it is important that you notify

**Secondary School Reception:** [reception-sec@kingsalbarsha.com](mailto: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.

### 5.2 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.

### 5.3 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.

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## 5.4 EARLY DISMISSAL

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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.

- ✔ Email Secondary Reception [reception-sec@kingsalbarsha.com](mailto:reception-sec@kingsalbarsha.com) as well as the relevant Assistant Head (Lower School, Middle School or Sixth Form) to request permission for your child to leave early. Please state the reason why this early dismissal is needed.
- ✔ 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.
- ✔ 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.



## SCHOOL UNIFORM

### 6.1 UNIFORM AND EQUIPMENT

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](http://www.threadsme.com).

#### SCHOOL UNIFORM - BOYS

	YEARS 7 - 11	YEARS 12 - 13
<b>UNIFORM</b>	<ul style="list-style-type: none"> <li>• Dark grey trousers</li> <li>• White shirt with Kings' crest (Must be tucked in with top button fastened)</li> <li>• Navy blue sweater with Kings' logo or navy blue blazer with Kings' logo</li> <li>• Navy blue and red tie with Kings' logo</li> </ul>	<ul style="list-style-type: none"> <li>• Smart tailored trousers</li> <li>• Shirt with a collar</li> <li>• Smart tailored jacket (with lapels)</li> <li>• Tie</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• Smart black leather formal office shoes with lace or velcro fastening (Not sports shoes or boots)</li> <li>• Grey ankle socks (Not sports socks)</li> </ul>	<ul style="list-style-type: none"> <li>• Smart black leather formal office shoes</li> </ul>
<b>WINTER</b>	<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>	<ul style="list-style-type: none"> <li>• Smart tailored jacket (with lapels) or sweater</li> </ul>

#### Year 7 - 11





## SCHOOL UNIFORM - GIRLS

	YEARS 7 - 11	YEARS 12 - 13
<b>UNIFORM</b>	<ul style="list-style-type: none"> <li>• Red tartan culotte trousers or Navy trousers or</li> <li>• Red tartan skirt (knee length or full length)</li> <li>• White shirt with Kings' crest (Must be tucked in)</li> </ul>	<ul style="list-style-type: none"> <li>• Smart tailored skirt (knee length or below) or trousers</li> <li>• Smart tailored jacket</li> <li>• Blouse/ shirt - smart with no exposed shoulders or necklines</li> <li>• Dresses - tailored/ smart (knee length or below)</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• Smart black leather formal office shoes with lace or velcro fastening (Not sports shoes or boots)</li> <li>• White ankle socks (Not sports socks)</li> </ul>	<ul style="list-style-type: none"> <li>• Smart black leather formal office shoes</li> </ul>
<b>WINTER</b>	<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>	<ul style="list-style-type: none"> <li>• Smart tailored jacket or sweater</li> </ul>

### Winter wear



## P.E. UNIFORM - GIRLS & BOYS

	YEARS 7 - 11	YEARS 12 - 13
Purchase from Threads Uniform Store or <a href="http://www.threadsme.com">www.threadsme.com</a>		
<b>HOUSE T-SHIRTS</b>	<ul style="list-style-type: none"> <li>• Tudor - Red</li> <li>• Windsor - Yellow</li> <li>• Hanover - Green</li> <li>• Stuart - Blue</li> </ul>	<ul style="list-style-type: none"> <li>• Tudor - Red</li> <li>• Windsor - Yellow</li> <li>• Hanover - Green</li> <li>• Stuart - Blue</li> </ul>
Purchase from Threads Uniform Store or <a href="http://www.threadsme.com">www.threadsme.com</a>		
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• Blue Kings' PE shirt</li> <li>• Blue Kings' shorts</li> <li>• White trainers (no black soles)</li> <li>• Extra socks are not required for PE</li> </ul>	<ul style="list-style-type: none"> <li>• Blue Kings' PE shirt</li> <li>• Blue Kings' shorts</li> <li>• White trainers (no black soles)</li> <li>• Extra socks are not required for PE</li> </ul>
Purchase online from Surridge at <a href="http://www.surridgesport.ae">www.surridgesport.ae</a>		
<b>SWIMMING KIT</b>	<ul style="list-style-type: none"> <li>• Boys swimming jammers</li> <li>• Girls one piece costume ( Modest swimwear available )</li> <li>• School swimming cap in house colour</li> <li>• A plain navy UV top may be worn during the summer months</li> </ul>	
Purchase from Threads Uniform Store or <a href="http://www.threadsme.com">www.threadsme.com</a>		
<b>ACCESSORIES</b>	<ul style="list-style-type: none"> <li>• Navy hat with logo</li> <li>• Book bag with Kings' logo</li> <li>• Swimming / PE bag with Kings' logo</li> <li>• Girls may wear a headband, scrunchie or bobble in either the school tartan or navy blue</li> <li>• Navy blue tights may be worn for the Winter uniform</li> <li>• Small backpack with Kings' logo</li> </ul>	

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## Accessories



## P. E. Uniform



## Swimming Core



Swim Jammers & Swimsuit  
Primary

Swim Jammers & Swimsuit  
Secondary

## House T-shirts



Stuart House

Hanover House



Modesty Swimsuit  
Primary & Secondary



Tudor House

Windsor House



House Swimming Cap  
Stuart | Hanover | Tudor | Windsor

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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.

## **6.2 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.

## **6.3 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.

## **6.4 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.





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## SECURITY

### 7.1 LANYARDS AND SECURITY

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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.





## HEALTH AND MEDICAL

### 8.1 MEDICAL TEAM

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The school has a doctor and a nurse, located in the Nurses' Office in the new Secondary building as you walk into the Reception area. 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**      [doctor@kingsalbarsha.com](mailto:doctor@kingsalbarsha.com)

**School Nurse**      [nurse@kingsalbarsha.com](mailto:nurse@kingsalbarsha.com)  
[nurse1@kingsalbarsha.com](mailto:nurse1@kingsalbarsha.com)

### 8.2 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 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.

### 8.3 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.

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.

### 8.4 IF YOUR CHILD IS UNWELL AT SCHOOL

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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.



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

## 8.6 CONTAGIOUS DISEASES

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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.

## 8.7 HEAD LICE

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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.

## 8.8 DOCUMENTATION

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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.



**Kings' Education**

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**General enquiries  
Admissions**

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