



KINGS' SCHOOL DUBAI

Parent Handbook

2022 - 2023

DEAR FAMILIES

At Kings' School Dubai we are delighted to provide you with the best possible education for your child. Our proven track record of success ensures families come to us feeling confident that they have given their child the best possible start to their educational journey. Your child will learn in an environment which promotes and stimulates learning, independence and inquiry, through challenging and inspiring teaching. Our campus and facilities provide opportunities for children to build the foundations for their future success.

At Kings' School Dubai, you can expect to:

- ✓ Receive a warm and friendly welcome from our staff;
- ✓ See happy, safe and secure children actively engaged in exciting learning opportunities;
- ✓ Have your child engage with our stimulating, concept based curriculum which offers a variety of relevant, meaningful and purposeful contexts for learning;
- ✓ See engaging environments with display areas that celebrate your child's learning and achievement, and reflect the pride and high standards that we expect from all children.

This handbook provides information about procedures and routines and will answer many of your questions about the school. If you have any further queries or concerns, please do not hesitate to contact us at ksd-patoleadership@kingsdubai.com.

It is with great pleasure that we welcome you to Kings' School Dubai.

Mr Bede Higgins
Principal



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INTRODUCTION

1.1 OUR MISSION STATEMENT, AIMS AND VALUES

Our Mission Statement

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

Our Aims and Values

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

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





PREPARING YOUR CHILD FOR FOUNDATION STAGE

2.1 PREPARING YOUR CHILD FOR SCHOOL

Starting school can be much easier and happier if your child is independent and can do many things for themselves.

Can he/she:

- ☒ Use the bathroom independently?
- ☒ Dress and undress themselves for school and particularly PE (without adult support)?
- ☒ Recognise their own clothing? (please clearly label all equipment and clothing)
- ☒ Recognise their own name and be able to tell the teacher if it is abbreviated in any way?
- ☒ Feed themselves?
- ☒ Share toys and equipment with others?
- ☒ Listen and take turns?

2.2 BEFORE STARTING SCHOOL

What you can do:

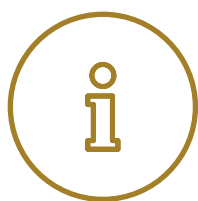
- ☒ Encourage your child to be as independent as possible even if it takes longer to get ready
- ☒ Allow your child to become accustomed to leaving you or being left with another adult (practise with friends)
- ☒ Talk to your child, naming familiar things and discussing what they see around them
- ☒ Give your child as many varied experiences as possible. These are particularly important for children not attending playgroup or nursery:
 - Drawing
 - Making models
 - Painting
 - Singing
 - Cooking
 - Puzzles
 - Reading
 - Playing games
 - Encourage your child to clear up independently
- ☒ Encourage your child to become familiar with using:
 - Pencils
 - Crayons
 - Chalks
 - Water
 - Paints
 - Plasticine
 - Sand
 - Play dough
- ☒ Even if it takes twice as long, encourage your child to clear away after themselves e.g. clothes, toys and after meals etc.

Most important of all, get your child used to a routine - reasonably early to bed and up early enough for the family to have a stress- free time to get ready for school.



2.3 ONCE YOUR CHILD STARTS SCHOOL

Always arrive at school on time. Routines are important in order to give a child a sense of security. Coming to school on time every day provides the security that facilitates learning. A sensitive child will be embarrassed to have to walk in late. They will also be very worried if you are late coming to collect them. Always telephone the school if you are unavoidably delayed.



GENERAL INFORMATION

3.1 ORGANISATION OF THE SCHOOL DAY

Drop off, pick up and school timings

Students will be designated one of six entry gates to enter the campus grounds, based on their age, their proximity to their learning area, and whether they are being escorted to an external handover point by parent/carer (FS1 to Year 2).

All children from FS1 to Y2 will be escorted by a single parent/carer to their drop off point which is their external classroom door. Collection point at pick up will also be the external classroom door.

Children in Years 3 to 6 will enter through the designated gates unaccompanied by an adult. Pick up for children in Years 3 to 6 will be an allocated area in the internal school car park, external to the school building. This is a gated safe zone with no traffic movement. Children will be escorted to this pick up area by their classroom teacher and handed over to the parent/carer.

To ease congestion, we suggest that parents with siblings hand over older children first and then proceed to the Foundation Stage area.

Drive through drop off option

A drive through drop off option operates in the mornings for children from Year 3 upwards, allowing parents to pull up at the school gates and drop their children off. The children then come into school independently and proceed directly to their classroom. Security guards monitor safety in the car park and staff are on duty at all gates. This system is encouraged as it promotes children's independence and also eases congestion with parking.

Entering the school buildings in the morning

All year groups enter the school building from the front gates of the school.

Gate 1 Sandringham	Year 1	Accompanied by parent/carer
Gate 2 Sandringham	Year 3	Unaccompanied by parent/carer
Gate 3 Sandringham	Year 2	Accompanied by parent/carer
Gate 4 Balmoral	FS1	Accompanied by parent/carer
Gate 5 Balmoral	Years 4, 5 and 6	Unaccompanied by parent/carer
Gate 6 Balmoral	FS2	Accompanied by parent/carer

Drop off, pick up and school timings

	Start of Day	End of Day	Fridays
Foundation 1	7.15am - 7.45am	12.40pm	*11.30pm
Foundation 2	7.15am - 7.45am	1.40pm	*11.30pm
Years 1 – 2	7.15am - 7.45am	2.25pm	*11.30pm
Years 3 – 6	7.15am - 7.45am	2.40pm	*11.45pm

*Please note the different finishing time on Fridays

Weekend

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

Kings' After School Care (KASC) - when COVID-19 restrictions are removed

Children in Foundation Stage 2 with older siblings in school have the option to stay in school until 2.25pm for siblings in year 1, 2 and 2.40pm for siblings in years 3 to 6 (when COVID-19 restrictions are removed).

During this time the children will be supervised and encouraged to play independently. This will not be a taught session. Parents are asked to collect children in Foundation Stage 2 before going to collect older children in school. This provision is only available to those children who have older siblings at Kings' School Dubai. There is a fee for this session.

3.2 SNACK BREAKS

Foundation Stage 1 and 2

FS1 and FS2 parents are asked to provide a small snack for children to have midmorning. This must be a healthy food which is easy to eat e.g. a piece of fruit or cereal bar. This should be kept separate from their lunch box and will be placed in a labelled tray in the morning.

Food supplied for lunch should also be easy to consume and healthy e.g. small sandwiches, fruit cut into small pieces etc.(no nuts). Please make sure the food packaging can be opened easily by your child. Food should be stored in a small insulated lunchbox.

Years 1 - 6

Children have a snack break midmorning where they can go outside and play. At this time they are encouraged to have a drink and something to eat. Drinks should be brought in an appropriate container e.g. drinks flask which your child can use independently and is clearly marked with your child's name. A snack for this time should be something nutritious which can be eaten easily. We recommend a piece of fruit or vegetables. We do not allow crisps, sweets or chocolate as a midmorning snack or in lunch boxes.

The children have a staggered 45 minute lunch break. Lunch is eaten in the classrooms. During this time, children are expected to use good table manners and behave appropriately. Lunch can either be brought from home or provided by our external catering company for a small charge. You can view more details about our catering provider at the [resource centre](#). If a packed lunch is brought from home, this must be contained in a small cool box and clearly labelled with your child's name. Please label all containers within the lunch box e.g. Tupperware boxes.

Please provide the correct utensils required to eat the food supplied. If you would like to sign up to our externally provided hot meal programme, a representative will be happy to help you in the Parent Café.



Nut products and peanut butter are not permitted in school as a number of our children have severe allergies. Children are not permitted to share or swap any part of their lunch with friends.

Hot lunch is provided through a third party vendor for all children on payment basis. All details relating to the provider, costs and the payment terms will be communicated with parents at the beginning of the term in a separate letter. Please note that this service is subject to COVID-19 guidelines. Please see our healthy eating policy on the Communicator for more information.

3.3 WATER BOTTLES

Every child should have a labelled water bottle in school. This can be in addition to the drink supplied with their packed lunch. Water bottles are kept in a central location in the classrooms and children are encouraged to drink water regularly throughout the day.

Water fountains are situated close to classrooms. Please ensure water bottles are labelled clearly with your child's name.

3.4 WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

Children in Foundation Stage 1 and 2

- ☒ School book bag
- ☒ Cold drink (please see 3.2 – 3.3)
- ☒ Insulated lunch cool box, if providing packed lunch (please see 3.2)
- ☒ Water bottle (please see 3.3)
- ☒ PE/swim kits in Kings' drawstring PE bag

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

Children in Years 1 - 6

- ☒ School book bag (optional)
- ☒ Cold drink (please see 3.2 – 3.3)
- ☒ Insulated lunch cool box if providing packed lunch (please see 3.2)
- ☒ Water bottle (please see 3.3)
- ☒ PE/swim kits in Kings' drawstring PE bag
- ☒ A fully charged iPad for children in Years 1 to 6
- ☒ All other classroom equipment is provided by the school
- ☒ Any items brought from home must be clearly labelled with your child's name

School bags for children in Years 1 to 6

- ☒ Please only purchase the Kings' rucksack. Other bags and bags with wheels cannot be stored in class.

Pens

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

PE kit

Your child will be advised during the first week of term on which days they are timetabled for PE and swimming activities. This will also be communicated to you via their Home School Communication Book. Please ensure that your child has appropriate kit in school on these days. Please see the uniform section for information about the PE kit.

3.5 CORRESPONDENCE/COMMUNICATION

We have a range of ways in which we communicate:

D6 School Communicator

All school news and communication is posted on the D6 School Communicator. This app runs 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 contact list and a range of useful links and corresponding documents.

As this is our primary 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'.

Home School Communication Book

Children in Foundation Stage 2 and Years 1 to 6 have a Home School Communication Book which is sent home each night. This is the main vehicle of communication between the class teacher and the parents for individual and specific comments about your child.

Email

Occasionally we send emails from school, so please ensure your email address is kept up to date on the school records. This can be updated anytime with the Registrar.

Parent Portal

Each parent will be provided with a username and password to access the parent portal. This will enable them to preview and sign up for termly Student Led Conferences and internal after school activities.

Class Links/Emergency Contact Pyramid

Each class has a parent class link, appointed at the beginning of the academic year. This person is responsible for creating an emergency contact pyramid, for use when urgent information needs to be cascaded through the parent community. Please make your mobile number available to your class link. Often, class links distribute a class list with the children's names and parents' contact details to the rest of the class. This is only done with parents' permission. If you do not wish your details to be shared, please let your teacher/class link know.

Telephone

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

3.6 SCHOOL ADDRESS AND EMAIL

The school postal address is:

Kings' School Dubai, Al Yazzi Street, Umm Suqeim 3, PO Box 38199, Dubai, UAE

Telephone +971 4 348 3939
Website www.kings-edu.com/dubai

Email

Registrar	registrar@kingsdubai.com
School Nurse	nurse@kingsdubai.com
General Enquiries	ksd-patoleadership@kingsdubai.com
Reception	receptionsand@kingsdubai.com reception@kingsdubai.com

3.7 THE ADMINISTRATION TEAM

The Kings' School Dubai Administration Team can be contacted via Reception in the Balmoral and Sandringham buildings and are available to help from 7.00am - 4.30pm daily.

School Registrar

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

Personal Assistant to the Leadership Team

The Leadership PA is also responsible for general communication and administration duties within the school. Appointments for the Principal should be made through the PA.

Email address: ksd-patoleadership@kingsdubai.com

Receptionists

The school receptionists work on the front reception desks from 7.00am - 4.30pm and are happy to help with general enquiries and information about the school.

School Nurse

The school has two nurses, located in the nurses' office in the Sandringham building to the right of the reception desk. The nurses are on site throughout the school day to manage with any incidents that may arise. They also communicate with parents about Ministry regulations regarding medical and immunisation procedures.

3.8 THE STAFFING STRUCTURE

Leadership Team

The Leadership Team is responsible for all aspects of the academic and pastoral work of the school. The Leadership Team consists of the following roles:

- ✓ Principal
- ✓ Deputy Headteacher
- ✓ Assistant Headteacher Phase 1 (FS1, FS2)
- ✓ Assistant Headteacher Phase 2 (Year 1, Year 2)
- ✓ Assistant Headteacher Phase 3 (Year 3, Year 4)
- ✓ Assistant Headteacher Phase 4 (Year 5, Year 6)
- ✓ Inclusion Leader
- ✓ Wellbeing and Pastoral Leader and Arabic Leader

Each year group also has a Year Group Leader.

Specialist teachers

- ✓ Music (FS1 to YR 6) PE (FS1 - YR 6)
- ✓ Swimming (FS1 to YR 6) Arabic (FS1 - YR 6)
- ✓ Islamic Education (YR 1 - Yr 6 Muslim students only) French (YR 2 to 6)
- ✓ Spanish (YR 5 and YR 6 only)

Year Group Organisation

Foundation Stage 1 to 7 Classes of 20 children

Foundation Stage 2 - 6 Classes of 24 children

Year 1 - 6 Classes of 24 children

Year 2 - 6 Classes of 24 children

Year 3 - 6 Classes of 24 children

Year 4 - 6 Classes of 24 children

Year 5 - 5 Classes of 24 children

Year 6 - 5 Classes of 24 children

All Foundation Stage and Year 1 and 2 classes have a dedicated Learning Assistant. Key Stage 2 classes (Years 3 to 6) have a Learning Assistant shared between two classes.





CURRICULUM

4.1 LEARNING

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

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

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

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

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

4.2 IPAD PROGRAMME

As part of our vision to embed technology throughout the curriculum we have implemented a 1:1 iPad Programme for students in Years 1 to 6. Students are required to bring their own personal iPad to school each day equipped with school recommended apps to facilitate their learning.

Having a personal iPad empowers pupils to learn using 21st century technology and enables them to collaborate and compete in a global society where they are technologically astute. In addition, students become engaged, independent and reflective learners. The benefit of having a personal learning device that students use within school and at home to support their learning extends the classroom walls beyond the school day.

You can find more about the BYOD programme at the [resource centre](#).

4.3 CITIZENSHIP AND MORAL EDUCATION

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

4.4 SPECIALIST TEACHING

Arabic

Arabic as an additional language (compulsory in the UAE from Year 2). Children receive 4 lessons of Arabic per week (160 minutes in total). This is taught by specialist Arabic teachers and aims to develop an awareness and understanding of the origin of the culture in which the children live and also equip them with basic Arabic language skills. Arabic and GCC passport holders are taught the Arabic A curriculum as prescribed by the Ministry of Education and they receive a further 1 or 2 sessions per week.

Computing

Computing is incorporated into all curriculum areas. The school regards computing as an invaluable tool for children to learn. All classrooms have interactive screen technology and access to laptops and iPads.

French

French is taught from Year 2 where children receive one 30-45 minute session per week.

Spanish

Spanish is taught to Year 5 and Year 6 for 45 minutes per week.

Music

Kings' School Dubai places a strong emphasis on the importance of Music and the Performing Arts as a means of self-expression for children. Music is integrated into other curriculum areas but will also be taught by a specialist teacher.

From entering the school in Foundation Stage 1, children will have regular access to specialist Music teaching, where they will experience aspects of composition, listening and evaluating, expression and performance. The school will hold concerts and performances at various times throughout the year to share and celebrate the achievements in this area. Children are also able to receive peripatetic music lessons if they wish to learn to play an instrument through Kings' partnership with CMA (more details will be provided at the beginning of the school year).

Physical Education (PE)

We have a range of excellent provision for the teaching of Physical Education. The school has; 2 x multi-purpose astro playing fields, 1 indoor sports hall, 1 dance studio, 1 x multi-purpose ball court, a running track and a 25 metre swimming pool. Pupils have access to specialist teachers in all aspects of their physical education. Competitive sports are encouraged and the school regularly enters tournaments and competitions with other schools.

4.5 SWIMMING

Swimming is part of the PE curriculum and is taught by fully qualified swimming teachers.

Students must wear the school swimming kit and cap, which can be purchased from our uniform store. Jewellery must not be worn for swimming at any time. If your child has a verruca they must wear a verruca sock until the condition has cleared.

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

4.6 ASSEMBLIES

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

Individual phases hold a weekly assembly and individual children are acknowledged for their achievements through various awards and celebrations. Each class will present an assembly relating to their learning during the year. Parents are invited to watch this. Dates for assemblies can be found on the D6 Communicator and reminders will be sent home via Home School Communication Books and Newsletters. In addition, all children have a singing assembly once a week.

4.7 HOME LEARNING

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

From Year 1 your child should expect to receive home learning regularly. This might be of different amounts and will be linked to work in school. Home learning is set at the beginning of the week and handed in at the start of the next. The completion date is made clear when the task is set.

You are requested to read the notes of guidance given in your child's Home School Communication Book.

4.8 EXTRACURRICULAR ACTIVITIES FOR YEAR 1 UPWARDS

A wide variety of extracurricular activities are provided at Kings' School Dubai. The aim of these activities is to develop children's individual talents and skills whilst also providing an outlet for a child to pursue individual interests and enjoy a range of non-academic pursuits. Most extracurricular activities take place either before, or at the end of the school day. The children register for an after school activity on a termly basis. Most activities are teacher led internal activities while some are externally led paid activities. More specific details for individual activities will be given once the term begins.

Please note that some externally led paid clubs are also available to the Foundation Stage.

4.9 EDUCATIONAL VISITS




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



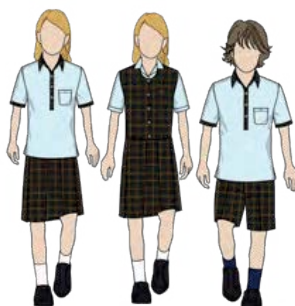
SCHOOL UNIFORM

5.1 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	Foundation 1 and 2	Years 1 and 2	Years 3 to 6
Uniform 	<ul style="list-style-type: none"> • Pale blue t-shirt style top with Kings' logo and trim • Kings' tartan bermuda shorts • Navy ankle socks 	<ul style="list-style-type: none"> • Pale blue t-shirt style top with Kings' logo and trim • Kings' tartan bermuda shorts • Navy ankle socks 	<ul style="list-style-type: none"> • Pale blue collar shirt with Kings' logo on pocket • Dark grey trousers or grey shorts • Navy blue tie with Kings' logo • Dark grey ankle socks
Shoes 	<ul style="list-style-type: none"> • Black leather shoes with either lace or velcro fastening 	<ul style="list-style-type: none"> • Black leather shoes with either lace or velcro fastening 	<ul style="list-style-type: none"> • Black leather shoes with either lace or velcro fastening
Winter 	<ul style="list-style-type: none"> • Navy blue v-neck sweater with red trim and Kings' logo 	<ul style="list-style-type: none"> • Navy blue v-neck sweater with red trim and Kings' logo 	<ul style="list-style-type: none"> • Navy blue v-neck sweater with red trim and Kings' logo • Optional: single breasted two button blazer with Kings' logo

FS1 - Year 2



Year 3 - Year 6



GIRLS

Foundation 1 and 2

Years 1 and 2

Years 3 to 6

Uniform



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

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

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

Shoes



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

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

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

Winter

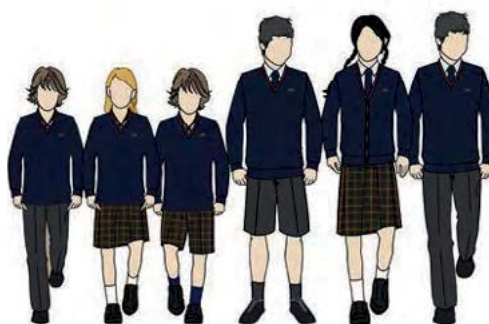


- Navy blue v-neck sweater with red trim and Kings' logo

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


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

Winter wear



FS1 - Year 2

Year 3 - Year 6

	Foundation 1 and 2	Years 1 and 2	Years 3 to 6
PE Kit 	<ul style="list-style-type: none"> • Blue t shirt with Kings' logo • Navy blue cotton shorts with Kings' Dubai logo • White trainers (no black soles) • Extra socks are not required for PE • House t-shirt* 	<ul style="list-style-type: none"> • Blue t-shirt with Kings' logo • Navy blue cotton shorts with Kings' Dubai logo • Plain trainers (no black soles) • Extra socks are not required for PE • House t-shirt* 	<ul style="list-style-type: none"> • White t-shirt with Kings' logo • Navy blue cotton shorts with Kings' Dubai logo • Plain trainers (no black soles) • Extra socks are not required for PE • House t-shirt*

Purchase online from surridge Uniform Store at www.surridgesport.ae

Swimming Kit



- Boys navy blue swimming shorts with Kings' logo
- Girls one piece navy blue costume with Kings' logo
- School swimming cap in house colour
- A plain navy UV top may be worn during the summer months

Purchase from Threads Uniform Store or www.threadsme.com

Accessories



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

Accessories



Legionnaire Cap navy



Cap navy



Backpack



Book bag



P.E. Swim bag

PE Uniform





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

5.2 JEWELLERY

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.

5.3 HAIR STYLES

Hair must be kept tidy at all times. Children with shoulder length/long hair must wear it tied back for school with a navy or tartan bobble, scrunchie or hairband. Plain hair clips may also be worn.

5.4 NAIL VARNISH & TEMPORARY TATTOOS

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



REPORTING PROGRESS TO PARENTS

6.1 WRITTEN REPORTS

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

6.2 PARENT CONSULTATIONS

Parents consultation meetings are held three times a year. This is an opportunity for you to meet with the teachers and discuss any aspect of your child's education and progress. The meetings will run on an appointment system and details will be sent home in advance. There will also be opportunities for you to meet with the specialist teachers and your child's mathematics teacher if they are different from their class teacher.

6.3 PARENT TIME AND STUDENT LED CONFERENCES

At different points throughout the term, parents will be invited to come and discuss their child's learning with their child in school and in a formal Student Led Conference (SLC). This is when the child has an opportunity to reflect on their learning with their parents and share their successes and challenges in the term so far.

6.4 STUDENT RECORDS

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

6.5 ASSESSMENT

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

More formal assessments also take place at different intervals throughout your child's journey. Test results along with ongoing formative teacher assessments will establish an attainment picture for your child which is reported against age related expectations. Regular assessments help to track the progress of our students and thereby maintain and improve standards within the school. They also help to identify where additional support can be given to ensure an individual student can reach their potential.

Self-assessments also take place where children are encouraged to assess their own work and reflect upon their progress. Students regularly engage in a one-to-one conference with their class teacher where individual targets are set and reviewed.



HOME AND SCHOOL LIAISON

7.1 PARENTS

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, 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.

On entry into the school building, visitors must report to the main reception desk. The start of the school day is a very busy time for teachers and staff. Please bear this in mind and try to only see the teacher at 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.

7.2 OPEN DAY

All new children and their parents are warmly invited to view the school and meet the staff on school open days held intermittently throughout the year. Details will be advertised nearer the time.

7.3 PARTNERSHIP AGREEMENT BETWEEN HOME AND SCHOOL

Kings' School Dubai is committed to providing excellent teaching and resources to enable all children to reach their potential and experience a fulfilling and rich education. To do this we need your support. We will be providing you with a partnership agreement which outlines required commitments from the school and parents.





SCHOOL HOUSES AND STUDENT LEADERSHIP

8.1 HEAD BOY AND HEAD GIRL

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

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

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

8.2 SCHOOL HOUSES

Kings' schools have four Houses:

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

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

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

8.3 HOUSE CAPTAINS

Children are elected as House Captains. The elected captains remain in their role throughout the entire academic year. To be elected as House Captain, students nominate themselves as candidates. They are then asked to give a short presentation to their peers and teachers, following which an election takes place. Captains are voted for by children and staff.

The responsibilities of the House Captains include the following:

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

8.4 STUDENT COUNCIL

Kings' School Dubai is very proud of the 'Student Council' and values children's opinions. The council consists of two children per year group from Year 1 to Year 6. They are elected by peers in their class and year group.

The Student Council debates many current issues in school and will put forward and present possible ideas for change or action to members of staff. They are also responsible for bringing forward the student voice.

The Student Council operates in teams working on different projects to support school improvement e.g. charity work and making our school more eco-friendly.



ATTENDANCE

9.1 ABSENCE

The role of the parent in ensuring the high levels of attendance is critical. At Kings' School Dubai we hope to maintain close, effective and positive links with parents and ensure that effective communication avoids any unexplained absences of our students.

If for any reason your child is absent from school it is important that you contact the school to let them know. If possible, all appointments e.g. dentist, doctors should be made outside of school hours. In the event that time does need to be taken during school hours, a letter should be sent to the class teacher notifying them of the details. If your child is absent from school due to illness, the school should be notified as soon as possible on the first day by email to the school nurse on nurse@kingsdubai.com and also reception@kingsdubai.com for FS children and receptionsand@kingsdubai.com for Primary children.

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

9.2 UNAUTHORISED ABSENCE

Unauthorised absence is allocated when days are taken off when children are not ill, not receiving treatment or on holiday without gaining prior approval from the Principal. Unauthorised absence also includes having days off for birthdays and taking whole days off for medical/dental appointments unless this is necessary. Unauthorised absences can be avoided by communicating with school and being careful about keeping your child away from school unnecessarily. The Ministry of Education has 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.

9.3 LATE ARRIVALS

If your child is late arriving at school for any reason, they must sign in at the relevant reception desk before going along to their classroom. This is essential for health and safety. Children are given a late slip so that class teachers know that the receptionist has logged the late arrival on the system. This will ensure records are up to date in case of an emergency and will also ensure your child is awarded their attendance mark for that session.

9.4 LEAVE OF ABSENCE

Any planned time of absence for your child should be applied for in writing to the Principal. Any authorised absence is at the discretion of the Principal. Absence during term time is strongly discouraged.





THE SCHOOL NURSE

10.1 COMMUNICATION

The School Nurses are available in school from 6.30am–3.30pm and can be contacted directly by telephone or email (nurse@kingsdubai.com or nurse1@kingsdubai.com). Please do not hesitate to contact them with any medical enquiries you may have regarding your child. The Nurse should be contacted if your child is absent from school. They will also be involved in delivering health education to the students in school.

10.2 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 class and taken directly to the nurse. An action plan from the treating doctor and a Kings' consent form giving parental authorisation should be signed prior to this. This needs to include precise instructions detailing the dosage and time of administration.

10.3 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. Vision will be checked in Year 1 and above.

These checks are required by the Health Authority in Foundation Stage 1, Year 1 and Year 5. 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' School Dubai has a visiting paediatrician who, along with the School Nurse, carries out these medical examinations.

10.4 IF YOUR CHILD IS UNWELL AT SCHOOL

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

10.6 COMMUNICABLE DISEASES

If your child has been absent from school due to a communicable (infectious) disease, a doctor's certificate is required before your child will be allowed to return to school. Please submit this to the school nurse. Information sheets for common ailments can be found on the D6 Communicator.

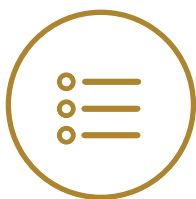
10.7 HEAD LICE

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

10.8 DOCUMENTATION

The medical history form is required before your child starts school. This must be signed and given to the School Nurse. The documentation is a legal requirement giving permission for the School to act in the best interests for your child. The prompt return of the above form is a requirement by the Ministry. A copy of the child's vaccination record is also required as per Dubai Health Authority (DHA). Children without adequate immunizations may be asked to be withdrawn from school. In some cases it may be necessary to seek records from previous clinics in your home country prior to a child commencing school.

You can download the medical history form at the [resource centre](#).



MISCELLANEOUS

11.1 LOST PROPERTY

All schools accumulate 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 passed to local charities at the end of each term.

11.2 PERSONAL SAFETY

Kings' School Dubai does not arrange personal accident insurance for its students.

11.3 ITEMS NOT PERMITTED

Children are not permitted to bring mobile phones, iPods, electronic games, toys, equipment (with the exception of iPads in Years 4, 5 and 6) and any items which could be considered dangerous in school.

11.4 COMPLAINTS PROCEDURE

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

This is a very busy time for teachers. If you have a problem that needs urgent attention, please contact the Year Leader, Assistant Headteacher, Deputy Headteacher or Principal.

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

Bede Higgins
Principal





Kings' Education

PO Box 38199, Dubai, United Arab Emirates

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

