



KINGS' SCHOOL DUBAI

PARENT HANDBOOK
2023 / 2024



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

Our Aims and Values

- ✓ 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 with 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 potential allowing them to express their individuality and expertise
- ✓ Our international perspective encourages children to embrace and respect the diverse community around them resulting in an appreciation, tolerance and genuine understanding of world cultures

“THE BEST BY EVERY CHILD, 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 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 (practice 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

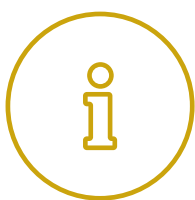
- Even if it takes twice as long, encourage your child to clear away after themselves e.g. clothes, toys and after meals etc.

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 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 – Year 2).

All children from FS1 – 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 3-6 will enter through the designated gates unaccompanied by an adult. Pick up for children in Years 3-6 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.

Class	START OF DAY	END OF DAY	
	Drop off	Pick up Monday-Thursday	Pick up Friday
FS1	7.15 am - 7.45 am	12.40 pm	11.30 am
FS2	7.15 am - 7.45 am	1.40 pm	11.30 am
YEAR 1	7.15 am - 7.45 am	2.25 pm	11.30 am
YEAR 2	7.15 am - 7.45 am	2.25 pm	11.30 am
YEAR 3	7.15 am - 7.45 am	2.40 pm	11.45 am
YEAR 4	7.15 am - 7.45 am	2.40 pm	11.45 am
YEAR 5	7.15 am - 7.45 am	2.40 pm	11.45 am
YEAR 6	7.15 am - 7.45 am	2.40 pm	11.45 am

To ease congestion, we suggest that parents with siblings hand over the older children first 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 parking. Parents and children entering and exiting the school campus must use the pedestrian crossings and follow the directions of our security team.

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

Weekend

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

Kings' After School Care (KASC)

Students in Foundation Stage 2 with older siblings in school have the option to stay in school until 2.25pm. 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 at 2.25pm before going to collect older children in school at 2.30pm. This provision is only available to those children who have older siblings at Kings' School Dubai. There is a fee for the 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 mid-morning. 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 and 6

Students have a snack break mid-morning when 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 that 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 chocolates as a mid-morning snack in lunch boxes.

The students 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 in the resource centre. If a packed lunch is brought from home, this must be contained in a small cool box and clearly labelled with the child's name. Please label all containers within the lunchbox.

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 students in Years 1 to 6 on payment basis. All details relating to the provider, costs and payment terms will be communicated with parents at the beginning of term in a separate letter.

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

- ✓ Small Kings' rucksack (optional)
- ✓ 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 bag

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

Children in Years 1- 6

- ✓ School bookbag (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 bag
- ✓ A fully charged iPad for children in Years 1 to 6
- ✓ All other classroom equipment is provided by the school
- ✓ Any other items brought from home must be clearly labelled with your child's name

School bags for children in Years 1 – 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. 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:

Home School Communication Book

Children in Foundation 2 and Years 1 – 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 school records. This can be updated anytime with the registrar or class teacher.

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 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 sure your mobile number is 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

Address	Kings' School Dubai Al Yazzi Street, Umm Suqeim 3 PO Box 38199, Dubai, UAE
Telephone	+971 4 348 3939
Website	kings-edu.com/dubai
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 7.30 am to 3.30 pm 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 7.30 am to 4.00 pm and are happy to help with general enquiries and information about the school.

School Doctor

The school has two nurses and a school doctor, 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
- ✓ Primary Headteacher
- ✓ 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

Each year group also has a Year Group Leader

Specialist Teachers

- ✓ Music (FS1 – Year 6)
- ✓ PE (FS1 – Year 6)
- ✓ Swimming (FS1 – Year 6)
- ✓ Arabic (FS1 – Year 6)
- ✓ Islamic Education (Year 1 – Year 6 Muslim students only)
- ✓ French (Year 2 – Year 6)
- ✓ Spanish (Year 5 – Year 6)

Year Group Organisation

- ✓ Foundation Stage 1 – 7 Classes of 20 students
- ✓ Foundation Stage 2 – 6 Classes of 24 students
- ✓ Year 1 – 6 Classes of 24 students
- ✓ Year 2 – 6 Classes of 24 students
- ✓ Year 3 – 6 Classes of 24 students
- ✓ Year 4 – 6 Classes of 24 students
- ✓ Year 5 – 6 Classes of 24 students
- ✓ Year 6 – 5 Classes of 24 students

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



CURRICULUM

4.1 LEARNING

At Kings' School Dubai, we set high standards for all students in every aspect of their education and aim to develop the whole child. Teachers have high expectations of each student 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 different context or prepare for learning that takes 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 students 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, students 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 students 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 behavior 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 students 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', we recognise the role that Citizenship and Moral Education and Positive Education plays in education of children. These are part of the whole school curriculum and are taught through other curriculum subjects.

4.4 SPECIALIST TEACHING

Arabic

Arabic as an additional language (compulsory in the UAE from Year 2). Students receive 4 lessons of Arabic per week. 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 Arabic A curriculum 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 to 45 minute session per week.

Spanish

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

Music

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

From entering the school in Foundation Stage 1, students 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. Students 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 from the teaching of Physical Education. The school has; 2 multi-purpose Astro playing fields, 1 indoor sports hall, 1 dance studio, 1 multi-purpose ball court, a running track, and a 25 metre swimming pool. Pupils have access to the 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. Jewelry 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 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. Topics are based on 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 will be sent home via Home School Communication books and Newsletters. In addition, all students 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 students. 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.

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 Foundation Stage 2.



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 THE UNIFORM

School uniform is compulsory throughout the school. The uniform, PE kit, and accessories are available to purchase from Threads uniform stores in Times Square Mall and Cityland Mall. They are also available to order online from www.threadsme.com.

SCHOOL UNIFORM - BOYS

	FS1 & FS2	YEARS 1 & 2	YEARS 3 - 6
UNIFORM	<ul style="list-style-type: none"> Pale blue t-shirt style top with Kings' logo and trim Kings' tartan Bermuda shorts 	<ul style="list-style-type: none"> Pale blue t-shirt style top with Kings' logo and trim Kings' tartan Bermuda shorts 	<ul style="list-style-type: none"> Pale blue t-shirt style top with Kings' logo with pocket Dark grey trousers or grey shorts Navy blue tie with Kings' logo
SHOES	<ul style="list-style-type: none"> Black leather shoes with either lace or velcro fastening Navy ankle socks 	<ul style="list-style-type: none"> Black leather shoes with either lace or velcro fastening Navy ankle socks 	<ul style="list-style-type: none"> Black leather shoes with either lace or velcro fastening Dark grey ankle socks
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



SCHOOL UNIFORM - GIRLS

	FS1 & FS2	YEARS 1 & 2	YEARS 3 - 6
UNIFORM	<ul style="list-style-type: none"> Pale blue t-shirt style top with Kings' logo and trim Kings' tartan dress 	<ul style="list-style-type: none"> Pale blue t-shirt style top with Kings' logo and trim Kings' tartan dress 	<ul style="list-style-type: none"> Skort and pale blue blouse with Kings' logo Kings' tartan dress Navy blue tie with Kings' logo
SHOES	<ul style="list-style-type: none"> Black leather shoes with T-bar or strap fastening. Lace up shoes or shoes with platform soles or heels are not permitted White ankle socks 	<ul style="list-style-type: none"> Black leather shoes with T-bar or strap fastening. Lace up shoes or shoes with platform soles or heels are not permitted Navy ankle socks 	<ul style="list-style-type: none"> Black leather shoes with T-bar or strap fastening. Shoes with platform soles or high heels are not permitted Navy ankle socks (not sports socks)
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

Winter wear



P.E. UNIFORM - GIRLS & BOYS

	FS1 & FS2	YEARS 1 & 2	YEARS 3 - 6
Purchase from Threads Uniform Store or www.threadsme.com			
HOUSE T-SHIRTS	<ul style="list-style-type: none"> • Tudor - Red • Windsor - Yellow • Hanover - Green • Stuart - Blue 	<ul style="list-style-type: none"> • Tudor - Red • Windsor - Yellow • Hanover - Green • Stuart - Blue 	<ul style="list-style-type: none"> • Tudor - Red • Windsor - Yellow • Hanover - Green • Stuart - Blue
Purchase from Threads Uniform Store or www.threadsme.com			
PE KIT	<ul style="list-style-type: none"> • Blue Kings' PE shirt • Blue Kings' shorts • White trainers (no black soles) • Extra socks are not required for PE 	<ul style="list-style-type: none"> • Blue Kings' PE shirt • Blue Kings' shorts • White trainers (no black soles) • Extra socks are not required for PE 	<ul style="list-style-type: none"> • White Kings' PE shirt • Blue Kings' shorts • White trainers (no black soles) • Extra socks are not required for PE
Purchase online from Surridge at www.surridgesport.ae			
SWIMMING KIT	<ul style="list-style-type: none"> • Boys swimming jammers • Girls one piece costume (Modest swimwear available) • 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	<ul style="list-style-type: none"> • Navy hat with logo • Book bag with Kings' logo • Swimming / PE bag with Kings' logo • Girls may wear a headband, scrunchie or bobble in either the school tartan or navy blue • Navy blue tights may be worn for the Winter uniform • Small backpack with Kings' logo 		

*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

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

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.

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 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.

5.4 NAIL VARNISH & TEMPORARY TATTOOS

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





REPORTING PROGRESS TO PARENTS

6.1 WRITTEN REPORTS

Written reports are provided twice per year from Years 1 to 6 to inform you of your child's education and progress. In Foundation Stage, children receive two online spotlight meetings and one end of year report.

6.2 PARENT CONSULTATIONS

Parent Consultation Meetings are held twice 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 the Registrar is updated about any change in 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 of 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 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.



... a bat.

"The bats like bats," said Freddie.





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 near the time.

7.3 PARTNERSHIP AGREEMENT BETWEEN HOME AND SCHOOL

Kings' School Dubai is committed to providing excellent teaching and resources to enable all students 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 the 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 students
- ✓ 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:



Blue



Green



Red



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 selected as House Captains. The elected captains remain in their role throughout the entire academic year. To be elected 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 students 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 students' 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 by 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 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 us 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 students and receptionsand@kingsdubai.com for Primary students.

Please also copy the class teacher into the email. A member of our reception team will ring home to check on the 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 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 arrives after 7:45 to 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.





SCHOOL DOCTOR AND NURSES

10.1 COMMUNICATION

The school nurses are available in school from 6.30am to 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. The medical team 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., inhaler, 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 their regular medical examinations at varying stages during their school life. The non-invasive 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 Doctor, 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 school Doctor who assesses the situation. If your child is well enough to stay in school, they will be cared for by the doctor. 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 reasons of the child's non-attendance. Please be prompt to inform the school, by email.

10.5 ACCIDENTS AND EMERGENCIES

Depending on the treatment your child received within the clinic, an email or telephone call will be made if the nurses feel this is necessary. In the unlikely event of an emergency, 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.

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 by email.

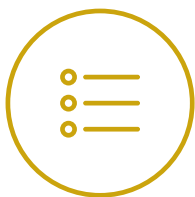
10.7 HEAD LICE

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 Doctor. The documentation is a legal requirement giving permission for the school to act in the best interests of your child. The prompt return of the above form is a requirement of the Ministry. A copy of the child's vaccination record is also required as per Dubai Health Authority (DHA). Children without adequate immunisations may be asked to withdraw 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 at the start of the day to look for the missing item. Any lost property will be collected and stored in the blue bins in the outdoor shaded area. 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 1 to 6) and any items that 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, Primary Headteacher or Principal. We look forward to welcoming you and your children to Kings' School Dubai.





Kings' Education

PO BOX 38199
Dubai, United Arab Emirates

**General enquiries
Admissions**

ksd-patoleadership@kingsdubai.com
admissionssupport@kings-edu.com