



KINGS' SCHOOL AL BARSHA

SECONDARY

**PARENT HANDBOOK
2025 / 2026**



WELCOME

HEADTEACHER'S WELCOME

Welcome to our vibrant school community! It is with great pleasure and immense pride that I extend a warm greeting to all of you. As the Secondary Headteacher of our outstanding school, I am excited to embark on this journey with you and your children. Our school is not just an institution of learning; it is a place where every child is celebrated, nurtured, and inspired to reach their full potential.

At our school, we believe that every child needs a champion, someone who believes in their unique abilities, supports their personal growth, and celebrates their achievements. We are committed to providing an environment where every student feels successful and part of our Kings' family. Here, your children will find a sense of belonging, where they are valued and respected as individuals.

Our mission is to foster academic excellence while also nurturing the creative, emotional, and social development of our students. We offer a dynamic and creative curriculum designed to develop lifelong learners and critical thinkers. Our goal is to equip students with the confidence and skills they need to navigate an ever-changing world. By encouraging curiosity and innovation, we help our students become well-rounded individuals who are ready to face future challenges.

We recognise the importance of a close partnership between parents and teachers. This collaboration is vital to ensuring that every child receives the best possible education and support. Together, we can create a positive and enriching experience for your children, helping them to thrive both academically and personally.

This handbook has been carefully compiled to provide you with all the relevant information you need throughout the academic year. Inside, you will find essential details about school policies and procedures, as well as useful contacts and resources. We hope you find it a valuable reference as you navigate the school year.

We are excited to welcome you and your children into our community and look forward to working together to make this year a remarkable one filled with growth, success, and joy.

Prem Patel
Secondary Headteacher







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OUR MISSION, VALUES AND BELIEFS

1.1 OUR MISSION

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

1.2 OUR VALUES AND BELIEFS

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





GENERAL INFORMATION

2.1 WORKING TOGETHER

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

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

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

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

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

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

If your concern is around logistics rather than education, please contact our Parent Relations Executive at parentrelations@kingsalbarsha.com

2.2 KEY POINTS OF CONTACT

Postal address:

Kings' School Al Barsha
PO Box 38199
Dubai UAE

Physical address:

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

Website:

kings-edu.com/albarsha

Reception

reception-sec@kingsalbarsha.com

Admissions

secondaryregistrar@kingsalbarsha.com

Parent Relations Executive

parentrelations@kingsalbarsha.com

2.3 SECONDARY LEADERSHIP TEAM

Principal

Sajid Gulzar: s.gulzar@kingsalbarsha.com

Headteacher

Prem Patel: premvatipatel@kingsalbarsha.com

Deputy Headteacher / Pastoral (Designated Safeguarding Lead)

Holly Brown: hollybrown@kingsalbarsha.com

Deputy Headteacher / Academics

Robyn Adams: robynadams@kingsalbarsha.com

Assistant Head Teacher / Leader of Learning

Mishal Rahim: m.rahim@kingsalbarsha.com

Assistant Head Teacher / Leader of Learning

Hollie Gretton: h.gretton@kingsalbarsha.com

Assistant Head Teacher / Leader of Learning

Katie White: k.white@kingsalbarsha.com

Assistant Head Teacher / Curriculum

Jonathan Puxty: j.puxty@kingsalbarsha.com

Assistant Head Teacher / Head of Lower School (Y7, Y8)

Iain Stewart: i.stewart@kingsalbarsha.com

Assistant Head Teacher / Head of Middle School (Y9, Y10, Y11)

Sanval Mumtaz: s.mumtaz@kingsalbarsha.com

Assistant Head Teacher / Head of Sixth Form

Natasha Ringshaw: n.ringshaw@kingsalbarsha.com

Secondary SENDCO

Bronwyne Van Zyl: b-vanzyl@kingsalbarsha.com

2.4 HEADS OF YEAR

Deputy Headteacher / Pastoral (Designated Safeguarding Lead)

Holly Brown: hollybrown@kingsalbarsha.com

Head of Year 7

Chloe Salmon: c.salmon@kingsalbarsha.com

Head of Year 8

Seema Dal: s.dal@kingsalbarsha.com

Head of Year 9

Oliver Staten: o.staten@kingsalbarsha.com

Head of Year 10

Sam Baldwin: s.baldwin@kingsalbarsha.com

Head of Year 11

Roseanna Conway: r.conway@kingsalbarsha.com

Head of Year 12

Amy McArdle: a.mcardle@kingsalbarsha.com

Head of Year 13

Jessica Ross: j.ross@kingsalbarsha.com

All other staff email addresses can be found on the parent app.

2.5 HOW WE WILL COMMUNICATE WITH YOU

A link to the bi-weekly newsletter will be emailed to the parents every fortnight on a Friday. Important letters and notices will be shared via SWAY. This page also contains documents such as staff biographies and email addresses, key events for the year, powerpoints from parents' meetings and this handbook.

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

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

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

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

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

'We do encourage parents not to wait for a PTC or a PIMS to get in touch directly with their child's form tutor or subject teachers if they have a query or concern. Our staff are more than happy to meet at a mutually agreeable time to discuss your child's progress'.

Form tutors and your Head of Year would be your first point of contact. For subject specific queries you would directly contact your child's teacher. Should you need to escalate your communication further then please reach out to the Assistant Headteacher for your phase.

Parent App:

All key information is found here in one place, including links to the payment systems, calendars, SWAY and teacher information.

You can find Kings' Education app on the app store.

2.6 DAILY ROUTINES

School timings

- ✓ Period 1 starts at 7.45am from Monday to Friday. All students should be in school and fully prepared for work so that this lesson starts on time every day.
- ✓ Timetabled lessons end at 3.30pm Monday to Thursday and 12pm on a Friday. Students who have not brought a phone into school may leave immediately at 3.30pm. Those with a phone in the locker will have until 3.40pm to collect it from their form room.
- ✓ Before school sports training begins at 6.30am. Fixtures are usually played after school and arrangements are communicated via SOCS.

Drop-off and pick-up arrangements

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

All secondary parents should drop off at the back of the school so that students can make their way into the Secondary building.

Bus service

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

Canteen

The school canteen provides students with a range of hot meals, pastries, sandwiches, salads, drinks and snacks and is managed by a third party vendor. School meals are paid for by prepaid card by the student. Kings' promotes healthy eating, in accordance with KHDA regulations and we encourage parents to help us in our aim. When providing a packed lunch, please include only healthy food choices. Please note we are a nut free school.



ACADEMICS

3.1 STUDENT EXPECTATIONS

“Our job is not to prepare students for something – our job is to help students prepare themselves for anything!”

At Kings' School Al Barsha, we expect our students to be invested in their learning and their future lives. We want all of our students to lead with the clear values of Kindness, Skills, Ambition and Bravery (KSAB Values).

Our KSAB Values are coupled with our 'Responsibilities' of Respect, Resilience, Readiness and Risk-taking; four areas we believe to be crucial in achieving success at school and beyond.

This policy aims:

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



3.2 BRITISH CURRICULUM OVERVIEW

Key Stage 3

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

All subjects are taught weekly over the academic year. Furthermore, we prioritise the application of cross-curricular learning, promoting literacy, numeracy, innovation, enterprise, entrepreneurialism and cultural awareness across disciplines.

Key Stage 4

In Years 9, 10 and 11, students take a number of compulsory and optional subjects that are studied in greater depth and will lead to (I)GCSE qualifications. In addition to this, some compulsory non-examined subjects will also be taken as part of our Key Stage 4 programme of study. For further details, please refer to the Kings' GCSE Option Booklet. We also offer BTECs in Sport, Hospitality and Business, within our option choices adding an alternative pathway to our (I)GCSE options.

Key Stage 5

In Years 12 and 13, students can study a wide range of A Level subjects as part of our Sixth Form Programme. Alongside A-Level options, we offer BTECs in Business, Hospitality and Sport adding further options to our student pathways in senior school. We are also looking to expand these options in the future.

Please contact the Head of Sixth Form for more details. In addition to A Level and BTEC study, students complete our bespoke Kings' Diploma, a suite of enrichment opportunities that include the Extended Project Qualification (EPQ), Duke of Edinburgh's International Award (Gold) and other community leadership opportunities.

University preparation also begins at the start of Year 12 and students are encouraged to participate in our seminars and university workshops in order to prepare themselves for higher education.

Form Time, Moral Education and Social Studies

All students attend form time with their tutor, during which we prepare students for the opportunities, responsibilities and experiences of later life. Each year group has a bespoke pastoral curriculum appropriate to their age group, which is personalised each term to allow students to grow their skills and confidence. Students also participate in Moral, Education and Social Studies lessons according to the guidance from the KHDA framework, to facilitate our students to flourish into confident global citizens.

3.3 CAREERS

All students follow a career guidance programme relevant to their year group. In Key stage 3, this links to forming a vision for the future. In Key Stage 4, this becomes more prescriptive with access to personal profile building exercises, careers software, guest speakers, careers workshops, work experience and events with our partners in higher education.

In addition, students have access to our in-house careers counsellors, for bespoke advice and support. This is particularly useful around key transition points (GCSE options, A Level subject choices and university progression).

3.4 ASSESSMENTS

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

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

Mock exams take place at the end of Year 10, Term 1 of Year 11 and Term 2 of Year 11 for our GCSE students, in each case replicating the conditions that students will face in the May/June of their Year 11. This includes the setting of past paper questions and the use of examiners' mark schemes and grade boundaries. The same then happens at the end of Year 12 and the Term 1 and Term 2 of Year 13 with our A Level students.

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

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

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

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

3.5 REPORTING

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

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

In brief, however, it will contain:

CAT4 baseline test indicators

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

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

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

Reporting Period (RP) grades

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

3.6 SACHEL

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

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

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

3.7 MICROSOFT TEAMS

To further support our students' organisational skills, we use Microsoft Teams. Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place. All students are given their log in details on arrival.

3.8 MOBILE PHONES

We have a zero-tolerance policy for mobile phone use on our campus during school hours and we would appreciate parental support in ensuring your child does not bring one to school. If phones are used they will be confiscated until the end of the school day and parents will be required to collect them at the end of the school day. Apart from this, phones need to be switched off and placed into lockers in form rooms at the start of the day. Students can then return to collect them at the end of the school day.

3.9 BRING YOUR OWN DEVICE

All students will be expected to bring their own, fully charged laptop device to school daily. Should students fail to bring their laptop or it is continually not charged, the school behaviour policy regarding organisation or missing equipment will be applied.

The school requires the following minimum specifications for Secondary students:

- Windows Laptop personal computer with 12" screen
- Intel/AMD i5 processor (or above)
- 8GB memory
- 256GB solid state hard drive
- Onboard Wi-Fi 802.11 a/b/g/n/ac compatible
- Windows 10 or above (Home or Professional)
- Physical keyboard, not a virtual keyboard

iPads are not permitted to be used for classroom work in Secondary.

If students already have a laptop and it does not meet the specifications above, they should not feel obliged to purchase a new device. If it is currently performing well then we will do everything we can to ensure it can connect to our wireless network and operate within the classroom.

We will not, however, be able to accommodate mobile phone devices of any make or model.

Note: If your child is studying ICT at GCSE or A levels, you will need to consider a Windows-based device as the ICT exam is designed around a Windows OS (Operating System). The same applies for Computer Science A levels, as some of the applications used in the course are only compatible with Windows devices.

3.10 LEARNING INCLUSIVELY AT KINGS' (LINK)

Kings' Education has a strong commitment to the inclusion and pastoral support of all our families and students; this includes students who are identified with Special Educational Needs and Disabilities, English as a Second Language, English Language Learners, High Achievers and Gifted and Talented Students. Kings' Education works in line with the Dubai Inclusive Education Policy Framework (2017) and incorporates good working practice in line with legislation such as the:

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

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

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

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

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

Our students have access to support

- ✓ Qualified Special Education Needs Coordinators (including NASENDCo)
- ✓ Highly qualified and experienced teachers and leaders
- ✓ Speech and Language Therapist
- ✓ Dyslexia Intervention Specialists
- ✓ Diagnostic Assessment and Identification
- ✓ JCQ Experienced Exam Access Arrangement Team
- ✓ Autism Teacher
- ✓ Wellbeing Counsellors
- ✓ Literacy and English as an Additional Language Teachers
- ✓ Learning Support Teachers
- ✓ Intervention Staff and In-class Learning Support Assistants

Inclusion is important to us at Kings'. All our students need to feel they belong and their happiness and progress in learning is vital to our value system. The commitment to being an inclusive school is both a passion and a commitment of every member in the organisation stemming from the Chairman, through the Principals, to the teaching and non-teaching staff.





EXTRA-CURRICULAR COMMITMENTS

4.1 EXTRA-CURRICULAR COMMITMENTS

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

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

Assistant Head Teacher / Head of Lower School
Iain Stewart: i.stewart@kingsalbarsha.com

Extra-curricular activities co-ordinator
Lydia Ashurst: eca-sports@kingsalbarsha.com

4.2 PHYSICAL EDUCATION (PE)

Physical Education plays an integral part of life at Kings' School Al Barsha Secondary. PE is delivered to all year groups and utilises the fantastic facilities available.

Sport Facilities at KSAB:

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

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

4.3 SWIMMING

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

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

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

Director of Sport

Amy Auton: a.auton@kingsdubai.com

4.4 STUDENT LEADERSHIP

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

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

4.5 TRIPS

School trips offer a wealth of benefits that extend far beyond the classroom, enriching students' academic, social, and personal development. By engaging directly with real-world environments; whether exploring historical landmarks, hitting the sports fields, participating in scientific experiments, or immersing themselves in different cultures, students gain hands-on experiences that deepen their understanding and retention of personal experiences.

Importantly, the shared experiences of school trips create lasting memories and strengthen bonds among peers and teachers, contributing to a more cohesive and supportive school community.

All information regarding our international trips will be released prior to the start of the academic year, and will be awarded on a first-come, first-served basis. All paid school trips organised by Kings' Education require a non-refundable deposit of 15% of the total cost of the trip. This policy is in place to secure bookings and manage logistical arrangements effectively.

Additionally, please be aware that participation in school trips is contingent upon students adhering to our established expectations and behaviour policies. We reserve the right to decline participation to any student who does not meet these standards.



ATTENDANCE

5.1 STUDENT ABSENCE (Including planned or unplanned medical absence)

If for any reason your child is absent from school, it is important that you log this on the parent app.

If possible, all appointments (e.g. dentist, doctor) should be made outside of school hours. Please note medical absences require a medical note, where possible. This is essential for absences for 3 days or more.

5.2 UNAUTHORISED ABSENCE

Unauthorised absence is allocated when your child is absent, but they are not unwell. These can be avoided by communicating with school and by not keeping your child off school unnecessarily. The Ministry of Education has strict regulations surrounding the numbers of days' absence permitted within the year. Substantial unauthorised absences not only impact your child's progress, but could result in them not being allowed to progress into the next academic year. We will insist on students repeating the year if attendance is too low.

5.3 LATE ARRIVALS




If your child is arriving late to school for any reason, he/she must report to Secondary Reception before going to class. Students are given a slip to hand to their teacher. These slips inform the teacher that the student's attendance will be recorded on the register by the receptionist.

This is essential for health and safety reasons and will ensure that records are up to date in case of an emergency and that your child is awarded his/her attendance mark for that session.

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

5.4 EARLY DISMISSAL

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

-  Log this on the parent app. Please state the reason why this early dismissal is needed.
-  If you wish someone other than yourself/your driver to collect your child, we require prior written approval from you as legal guardian. All such approvals need to be sent to Secondary Reception or included on the app details.
-  On leaving, your child must report to Secondary Reception and will be asked to sign out. They will then be handed an 'Early Dismissal Card' which they must give to the security guard at the school gate. They will not be permitted to exit through the gate without presenting this card and will be escorted back to Secondary Reception by the guard.



SCHOOL UNIFORM

6.1 UNIFORM AND EQUIPMENT

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

SCHOOL UNIFORM - BOYS

	YEARS 7 - 11	YEARS 12 - 13
UNIFORM	<ul style="list-style-type: none"> • Dark grey trousers • White shirt with Kings' crest (must be tucked in with top button fastened) • Navy blue sweater with Kings' logo or Navy blue blazer with Kings' logo • Navy blue and red tie with Kings' logo 	<p>Sixth Form Business Attire</p> <ul style="list-style-type: none"> • Smart tailored trousers (Not jeans) • Shirt with a collar • Smart tailored jacket (with lapels) • Tie
SHOES	<ul style="list-style-type: none"> • Smart black leather formal shoes with lace or velcro fastening (no sports shoes or boots – see the images below for guidance) • Black ankle socks (not sports socks) 	<ul style="list-style-type: none"> • Smart black leather formal office shoes
WINTER	<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 	<ul style="list-style-type: none"> • Smart tailored jacket (with lapels) or sweater

Year 7 - 11



SCHOOL UNIFORM - GIRLS

	YEARS 7 - 11	YEARS 12 - 13
UNIFORM	<ul style="list-style-type: none"> • Red tartan culotte trousers or Navy trousers • or Red tartan skirt (must reach below the knee – knee should not be visible) • White shirt with Kings' crest (must be tucked in) • Navy blue sweater with Kings' logo or Navy blue blazer with Kings' logo 	<p>Sixth Form Business Attire</p> <ul style="list-style-type: none"> • Smart tailored skirt (knee length or below) or trousers • Smart tailored jacket • Blouse/ shirt - smart with no exposed shoulders or necklines • Dresses - tailored/ smart (knee length or below) • Smart Trousers (Not Jeans or leggings)
SHOES	<ul style="list-style-type: none"> • Smart black leather formal office shoes (no sports shoes or boots) • Black ankle socks (not sports socks) 	<ul style="list-style-type: none"> • Smart black leather formal office shoes
WINTER	<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 	<ul style="list-style-type: none"> • Smart tailored jacket or sweater

Winter wear



SHOES

Shoes - Acceptable:

Shoes should be leather or faux leather formal shoes. Shoes may be slip-on/ loafers or lace up style, and should be considered appropriate for 'business wear'. The following images are examples only.



This is the minimum expectation, it is leather, lace-up with a minimal logo. Shoes such as Clarks, Geox and other common brand shoes fit into this category. Be wary of this style as if it is too 'casual', you will then need to purchase an additional pair which meet the requirements.

Shoes should be black, leather only. Not canvas.

SHOES

Purchase Guidelines	
	<p>Before purchasing your child's shoes, please ask yourself the following:</p> <ol style="list-style-type: none"> 1. Could these shoes be worn with a suit if I worked in a professional environment? 2. Are these shoes made of leather or faux leather? 3. Are they lace up/ slip on/velcro? If yes, they are suitable. 4. Do they have any obvious/ overt branding or mixed colour? 5. Could these shoes be worn for physical education or to play sports? If the answer is yes to 4 & 5, they are not appropriate.
Shoes - Not acceptable	
	
Sports trainer: canvas not leather. Not formal.	Trainer: shoes should have no logos or alternative colours
	
Trainer/ Plimsoll - not leather	Trainer: shoes should have no logos or alternative colours
	
Sports trainer	Plimsoll/ Not leather

P.E. UNIFORM - GIRLS & BOYS

	YEARS 7 - 11	YEARS 12 - 13
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
Purchase from Threads Uniform Store or www.threadsme.com		
P.E. UNIFORM	<ul style="list-style-type: none">• Blue Kings' PE shirt• Blue Kings' shorts• White trainers (no black soles)• Navy leggings (only) can be worn under Kings' P.E. shorts.	<ul style="list-style-type: none">• Blue Kings' PE shirt• Blue Kings' shorts (must reach mid-thigh and not skin tight)• White trainers (no black soles)• Navy leggings (only) can be worn under Kings' P.E. shorts.
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	

PE Kit

Must only be worn on PE days. A Kings' hoodie is permitted to be worn over kit.

Accessories



P. E. Uniform



Swimming Core



Swim Jammers & Swimsuit
Secondary



Modesty Swimsuit
Primary & Secondary

House T-shirts



Stuart House



Hanover House



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.

6.2 JEWELLERY

Only small, stud earrings are permitted. Hair should be worn neatly. During Science and PE lessons, longer hair must be tied up for safety reasons.

6.3 HAIR STYLES

Hair must be kept tidy at all times, and tied up for practical lessons such as Science, PE and DT. Girls must therefore bring a plain hair tie or clip with them to school. Hair should be of a natural colour.

6.4 NAIL VARNISH, MAKE UP AND TEMPORARY TATTOOS

Nail varnish, excessive/obvious make up and temporary tattoos are not permitted. If a student arrives to school with any of the above, they will be asked to remove it or will not be permitted to attend lessons.

Makeup must be extremely minimal and not obvious (no lipstick, dark eyeliner or shadow, fake eyelashes – students will be asked to wash it off if not compliant).

Nails can be painted a neutral/natural colour – no fake nails or extensions





SECURITY

7.1 LANYARDS AND SECURITY

You are welcome to visit the school and must always wear your yellow parent lanyard (issued on or before your child's first day of school). If you have forgotten your lanyard please report to security to sign in as a visitor. You will be required to provide ID which will be returned to you when you exit.

The following lanyard colours identify all adults present in school:

- ✓ Yellow - Approved adult
- ✓ Blue - Staff
- ✓ Green - Regular contractor, e.g. lunch provider
- ✓ Red - Visitor
- ✓ Sixth Form students must wear maroon coloured lanyards at all times.

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





HEALTH AND MEDICAL

8.1 MEDICAL TEAM

The school has a doctor and a nurse, located in the Nurses' Office in the new Secondary building as you walk into the Reception area. The nurses are on site throughout the school day and deal with any incidents that may arise. They also communicate with parents about Ministry regulations regarding medical and immunisation procedures.

Please do not hesitate to contact them with any medical enquiries you may have regarding your child. The School Nurses should be notified of any allergies or medical conditions. They will be involved in delivering health education to the students in school.

School Doctor doctor@kingsalbarsha.com

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

8.2 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 taken directly to the School Nurses. A letter with precise instructions detailing the dosage and time to be taken should also be given. A consent form giving parental authorisation should be signed prior to this.

8.3 MEDICAL EXAMINATION

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

Any new joiners who arrive from outside the UAE will be required to have an initial medical assessment and then continue with the scheduled plan of examinations along with their classmates. You may arrange this examination with your own paediatrician or Kings' has a visiting paediatrician who, along with the School Nurses, carries out these medical examinations.

8.4 IF YOUR CHILD IS UNWELL AT SCHOOL

If your child becomes unwell in class, he/she should go to the School Nurses who will assess the situation. If your child is well enough to stay in school, he/she will be cared for by the Nurses. They will contact you if your child needs to be collected from school. If your child becomes unwell before school starts, on the first day of absence, school should be notified of the reason for the child's non-attendance. Please be prompt to inform the school via Secondary Reception. Students will not be permitted to leave the school site without being assessed by our medical team. They should not be contacting you directly – all communication will come via our medical team in school.

8.5 ACCIDENTS AND EMERGENCIES

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

8.6 CONTAGIOUS DISEASES

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

8.7 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.

8.8 DOCUMENTATION

The Medical History Form is required before your child starts school. This must be signed and given to the School Nurses. The documentation is a legal requirement giving permission for the school to act in the best interests for your child. The prompt return of the above form is a requirement by the Ministry.

Children without adequate immunisations may be asked to be withdrawn from school. In some cases, it may be necessary to seek records from previous clinics in home country prior to a child commencing school.



Kings' Education

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