



THE ENGLISH COLLEGE

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Parents Handbook 2018/2019



"Our vision
is to
develop
our students
as
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and happy
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A message from the Headteacher



Dear parents,

The English College is a much admired school with a long history of an outstanding and broad educational offering.

I'm very excited and honoured to be the headteacher of such a school and I'm looking forward to working with you, your children and staff next academic year.

This is an exciting time in the long history of The English College. The board are investing substantial amounts to rebuild and refurbish the school such is their commitment to The English College.


The handbook has been upgraded to reflect the new challenges and new opportunities ahead, so please do read it carefully.

I am very sure, by working as team, we will provide a fantastic educational opportunity for your child, in a safe and engaging environment.

Yours sincerely,

A handwritten signature in black ink that reads "G.M.G. Martin".

Greg Martin
Headteacher



“Our mission is
to deliver
an excellent
education where every
student
will develop the
skills,
attitudes
and academic qualifications needed to
succeed
in life”

Excellence in everything we do

We demand the highest standards from students and staff, deliver high quality teaching and ensure all students exceed their potential.

We make a promise to give students every support in reaching their true potential. We support and guide students in their pathways to further education or workplace opportunities.

We encourage all our learners to develop their aspirations through a culture of no excuses. We seek to forge close links with further and tertiary institutions, including Russell Group universities, as well as leading employers local, national and international, in order to ensure the future success of all our students. Our preparation for a university education or employment includes teaching character strengths to ensure that our students are equipped with life skills as well as academic and critical thinking skills to take into their adult lives. This ethos pervades the curriculum through a combination of discrete academic subjects, qualifications and our extra-curricular programme.

Our curriculum addresses learners' academic and personal character development. Alongside the core curriculum all learners participate in a programme of personal development and enrichment including sport, cultural, creative, enterprise, charitable and intervention activities.



Our Values

RESPECT • ASPIRATION • EXCELLENCE • COLLABORATION • RESPONSIBILITY

VISION STATEMENT

Our vision is to develop all our students as academic, characterful and happy young people equipped with the knowledge, attitude and skills necessary to succeed in life. We view academic excellence as a right for all of our students that will be underpinned through our work on developing excellence in character.

We will achieve our vision through five pillars to maximise the success of every child:

High Expectations

We provide a high quality education that provides every child with a full range of opportunities to succeed. We have high expectations for academic achievement, we seek solutions and we make no excuses.



VISION STATEMENT

Quality Teaching

We recruit outstanding, innovative and committed staff who inspire and motivate students to learn through excellent teaching. The college focuses relentlessly on students, so they achieve to the highest level and we celebrate this success as one community.

Students First

All children reach their potential. No child is left behind and all are treated equally. We will be willing to change what we do in order to achieve excellence for our children.

Power to Lead

We employ great leaders, whose sole focus is to ensure all children are given every opportunity to learn and succeed; they work with all staff to ensure that they have the skills to reach every child.

Character Counts

Students, parents, teachers, and staff create and reinforce a culture of achievement and respect through a range of formal and informal rewards for academic performance and behaviour.



SUMMARY OF TERM DATES

Winter Term 2018

| | |
|---|--------------------------------------|
| Admin and SLT Staff Return (students not in school) | Tuesday 14th August |
| New Staff Induction (students not in school) | Sunday 26th August |
| Teaching Staff Return (students not in school) | Monday 27th August |
| Term Starts | Sunday 2nd September |
| Islamic New Year* (school closed) | Tuesday 11th September* |
| Half Term (school closed) | Sunday 21st to Thursday 25th October |
| Staff INSET Day (students not in school) | Sunday 4th November |
| UAE National Day* (school closed) | Sunday 2nd December* |
| End of Term | Thursday 13th December |

Spring Term 2019

| | |
|--|---------------------------------------|
| Term Starts | Sunday 6th January |
| Staff INSET Day (students not in school) | Sunday 27th January |
| Half Term (school closed) | Sunday 17th to Thursday 21st February |
| End of Term | Thursday 28th March |

Summer Term 2019

| | |
|--|------------------------------------|
| Term Starts | Sunday 14th April |
| Ramadan starts* | Tuesday 7th May* |
| Eid Al Fitr* (school closed) | Wednesday 5th to Thursday 6th June |
| Staff INSET Day (students not in school) | Sunday 9th June |
| End of Term | Thursday 4th July |
| Last day of Term for staff | Thursday 11th July |

*Islamic observances: actual dates to be confirmed.

SCHOOL DAY

We have made subtle changes to the school day to encourage additional learning time, which is a requirement to ensure our students achieve excellence both academically and socially.

| Sunday to Wednesday | | | Thursday | | |
|---------------------|--------------|--------|-----------------|--------------|--------|
| 7:40am | Registration | 20 min | 7:40am | Registration | 30 min |
| 8am-8:50am | Period 1 | 50 min | 8:10am-9am | Period 1 | 50 min |
| 8:55am- 9:45am | Period 2 | 50 min | 9:05am-9:55am | Period 2 | 50 min |
| 9:45am-10:05am | Break | 20 min | 9:55am-10:20am | Break | 25 min |
| 10:05am-10:55am | Period 3 | 50 min | 10:20am-11:10am | Period 3 | 50 min |
| 11am-11:50am | Period 4 | 50 min | 11:15am-12:05am | Period 4 | 50 min |
| 11:55am-12:45pm | Period 5 | 50 min | 12:10pm-1pm | Period 5 | 50 min |
| 12:45pm-1:30pm | Lunch | 45 min | 1:10pm-2pm | STAFF CPD | 50 min |
| 1:30pm-2:20pm | Period 6 | 50 min | | | |
| 2:25pm-3:15pm | Period 7 | 50 min | | | |

Arrival Time:

Students should be in college by 7.40am. Please do not drop your child off at college excessively early.

Please Note:

Unless your child is involved in a school activity after school, please make arrangements for him or her to be picked up promptly at 3:15pm Sunday to Wednesday and at 1pm on Thursday.



PARENT-SCHOOL CONTRACT

Student coming from abroad (overseas)

| | |
|---|--|
| 1 | Transfer Certificate* and report card from leaving school |
| 2 | Emirates Visa (to be produced within 45 days of starting date) |
| 3 | Emirates ID of Main Sponsor and Child** |
| 4 | Sign the Parent-School Contract once your child is registered with the KHDA either manually at The English College or online |

> Children transferring from a school within the GCC Countries (Saudi Arabia, Kuwait, Bahrain, Qatar, and Oman), must have the original Transfer Certificate attested by the Ministry of Education located in the country of their leaving school.

> Children coming other countries should have the original Transfer Certificate attested by the Educational Authorities, Ministry of Foreign Affairs, and the UAE Embassy, all located in the country of their leaving school. Exempted are: Canada, USA, Western Europe, Japan, Australia, and New Zealand.

Student coming from another Emirate within UAE

| | |
|---|--|
| 1 | Transfer Certificate* and report card from leaving school |
| 2 | Emirates Visa (to be produced within 45 days of starting date) |
| 3 | Emirates ID of Main Sponsor and Child** |
| 4 | Sign the Parent-School Contract once your child is registered with the KHDA either manually at The English College or online |

* You may need to attest the transfer certificate. Please check with KHDA for the latest information.

** Should you be unable to produce your and your child's visa and ID card by the 45-day grace period you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to KHDA.

Dubai inter-school Transfer

| | |
|---|---|
| 1 | Notify your current/leaving school as per their notice policy: clear outstanding fees, return any books and equipment |
| 2 | The English College will request a KHDA online transfer from the leaving school |
| 3 | Once you are notified that the transfer has been completed please present ID cards of the Main Sponsor and Child if requested |
| 4 | Please sign the KHDA Parent-School Contract either electronically or manually as directed |

COMMUNICATION CHANNELS

Website

<http://www.englishcollege.ac.ae>

Facebook

<https://www.facebook.com/infoECDubai>

D6 School Communicator

Communication to parents is primarily relayed via the **D6 School Communicator**. Parents are advised to check the Communicator on a regular basis for important information updates.

Installing the School Communicator is very simple. For your computer download the installer from the D6 School Communicator website: <https://d6.co.za/education/downloads/> Once installed please do not forget to refresh your information feed to ensure that you receive only the information that you require. While downloading, click save and thereafter run. You may install the D6 School Communicator on as many computers as you like, allowing both parents and students access to all the school communications.

You can also install the D6 School Communicator on your mobile phone. There are specific Apps available for iPhone and Android. All you need to do is search for '**D6 School Communicator**' in the Android and iOS App stores. For Windows and Blackberry please visit www.school-communicator.mobi in your phone's browser. Select '**The English College**', and then bookmark this page for future use. Please note that the mobile version does not support active alerts or personalisation.



GOVERNANCE AND LEADERSHIP

The English College operates as a profit-making entity in accordance with the laws of the UAE and the constitution of the school. The board of governors forms the governing body of the school and its role is a strategic one. The board of governors is ultimately responsible for the conduct and operations of The English College. In addition to providing the long-term strategy for the school, the board of governors also appoints and holds the Headteacher to account for the management and performance of the school. The board of governors consists of individuals appointed on a voluntary basis, who are willing to contribute their time in improving the standards of the college and driving the college forward.

The chair of the Board is **Mr. Bilbo Perrot** who can be contacted through the Headteacher's Personal Assistant: headsec@englishcollege.ac.ae



Sir Greg Martin
Head Teacher

headteacher@englishcollege.ac.ae



Mr Fahd Kahlaoui
Deputy Headteacher
Raising Achievement

fkahlaoui@englishcollege.ac.ae



Mrs Joanne Hicks
Deputy Headteacher
KS5 Students & Outcomes

jhicks@englishcollege.ac.ae



Mr Osman Idris
Assistant Headteacher
National Agenda, Expo, Morality

oidris@englishcollege.ac.ae



Miss Julia Douglas
Assistant Headteacher
KS3 & KS4 Students & Outcomes

jdouglas@englishcollege.ac.ae



Mr Daryl Sims
Assistant Headteacher
Teaching & Learning

dsims@englishcollege.ac.ae

IMPORTANT CONTACTS

Headteacher's Personal Assistant

Please email the Headteacher's Personal Assistant to book an appointment to meet with the Headteacher.

headsec@englishcollege.ac.ae

Registrar

Mrs Cheryl Beekhuijsen is the Registrar and responsible for student admissions. If you are planning on taking your child out of The English College, you need to notify Registrar and give one-month notice.

admissions@englishcollege.ac.ae

College Nurse

Mrs Jessy George is the full-time nurse and available during the college day.

nurse@englishcollege.ac.ae

Examinations Officer

Ms Ailsa Campbell is the Examination Officer and responsible for external examinations (GCSE, BTEC or GCE) including certification.

exams@englishcollege.ac.ae

Accounts

Ms Josephine Ursua is the accountant who can assist you with any accounts issues, including college fees.

chiefaccountant@englishcollege.ac.ae

Pastoral Support

Mr Drew Owen is the Head of Years 7 and 8
dowen@englishcollege.ac.ae

Mrs Louise Marsden is the Head of Years 9 and 10
lmarsden@englishcollege.ac.ae

Miss Gemma Robinson is the Head of Year 11
grobinson@englishcollege.ac.ae

Mrs Rashida Tribak is the Head of Year 12
rtribak@englishcollege.ac.ae

Mrs Rachel O'Reilly is the Head of Year 13
roreilly@englishcollege.ac.ae

Mrs Rabia Ahmed is the Head of SENDCO (Special Educational Needs and Disability Coordinator)
rahmed@englishcollege.ac.ae

Mr James Blochsidge is the More Able, Gifted and Talented Coordinator
jblochsidge@englishcollege.ac.ae

Ms Laura Murphy is the careers advisor
lmurphy@englishcollege.ac.ae

Ms Julia Douglas has overall responsibility for student welfare in Key Stages 3 and Key Stages 4
jdouglas@englishcollege.ac.ae

Mrs Joanne Hicks has overall responsibility for student welfare in Key Stage 5
jhicks@englishcollege.ac.ae

TEACHING & LEARNING

At The English College we are committed to deliver the highest quality lessons to our students at all times. All members of staff are fully trained and most have UK education experience. The English College has numerous systems in place to evaluate and review the standards of Teaching and Learning. Staff are given on-going training to ensure we all stay up-to-date with the best teaching practices, to further benefit your child.

All members of staff are regularly observed teaching, and the quality of teaching and learning is assessed based on the KHDA criteria for Outstanding teaching. Additionally, each department goes through an annual departmental review. During this process, a student survey is conducted to reflect on whether the students' needs are being fully addressed and if there are any areas we need to refine.

A weekly training session is held for all staff after school on a Thursday. In these sessions staff will share their best practices, learn new teaching techniques, and keep

up-to-date on educational academic research. Teaching is a profession that is constantly evolving as new methodologies and pedagogies are introduced. The English College is committed to further improving the excellent quality of teaching.

Homework is closely monitored to ensure our students are being challenged outside normal lessons. As a rule of thumb, students in Years 7 to 11 should receive about nine pieces of homework a week. For our Sixth Form students, the level of homework is expected to be higher.

Mr

The quality of marking and feedback is also an important part of the teaching and learning provision provided to our students. Student books/folders will be marked regularly, assessing their current level of attainment. The feedback they receive consists of a WWW (what went well), where the teacher informs the student what is good about their work and the feedback will offer an EBI (even better if), helping students to aspire towards a higher grade.



TEACHING & LEARNING

At The English College our pastoral care is strengthened through our house system. Our four houses are: Hawk, Eagle, Kestrel and Falcon. Our house names have been chosen carefully to reflect the high-flying birds seen around the UAE. Each house consists of students from all year groups, from Year 7 through to Year 13.

Our house system is an integral and vibrant part of the college culture. Students wear coloured lanyards belonging to their house thus strengthening a house community within The English College.

House points are awarded to students for a variety of reasons:

- For class or homework that is of a standard higher than the student normally produces.
- For helpfulness, for example, helping a new student settle in.
- Participation and achievement in sporting activities, team sports, galas, and inter-house matches.
- By demonstrating their musical, artistic, or creative ability.
- By contributing to the happiness of The English College community.

Ms Ellen Thorne
Head of Kestrel

Ms Fiona Davidson
Head of Eagle

Mr Peter Haagensen
Head of Hawk

Ms Rachel Baalham
Head of Falcon

CARE AND GUIDANCE

An area of the college of which we are particularly proud is the high standard of pastoral care offered to all our students. Indeed, The English College is renowned for care and support.

Student attitudes and behaviour are exemplary with very few instances of disrespect shown in any way. There are clear policies and procedures in place for lateness and attendance. We reward our students for success, and we monitor their progress and attendance closely so students understand its importance.

Students value and celebrate their differences and diversity, working well in teams and groups in every subject. Assemblies, and a key number of events throughout the year, show student commitment to global diversity and respect for the UAE and Islam.

Events and systems encourage social responsibility, as well as the range of leadership and community roles. Students can take on roles as leaders within a club or sports team, as a Form Representative on the Student Council or as Year Leaders. The college runs the Duke of Edinburgh International Award at Bronze, Silver and Gold levels. We also encourage our students to participate in the full range of activities available outside of college time, and teachers will often attend these in support of students; further evidence that we value the holistic development of the whole student and not just academic excellence.

How does the pastoral system work at The English College?

Every child in the college attends form once a day, during which time their form tutor gets to know them as a learner. Tutors don't just take the attendance register, they conduct the social monitoring of the year group and report any concerns to parents and the relevant Head of Year, as well as ensuring students' physical and mental well-being, participation in clubs and activities, and helping with organisation and personal learning skills. The Form Tutors also deliver our Social Studies, Moral Education and Personal Development curriculum.

Expect to be in regular contact with your child's Form Tutor through the Student Planner, emails, phone calls and parent meetings. Each week, for students in Years 7 to 11, the Student Planner must be signed; and every term, target setting meetings occur. Students who are below target are offered Intervention in order to get them on track and we encourage students to use the expertise of their Form Tutors and Head of Year to assist them in this development.

The library is a centre for reading, research and study and is there to be enjoyed by everyone. Students are expected to behave sensibly and quietly and allow others to concentrate and enjoy the facilities available in the library. The collection includes fiction, non-fiction, multi-media, magazines and newspapers.

Finding Books

There are guidelines posted in the library to help the student, and a subject index for more detailed searches. The Librarian is always willing to help the student find a book on a particular topic. The more students use the library, the more comfortable they will become with the system. With practice, they will find that their research becomes easier and more efficient.

Fiction (story) books have their own section in the library. They are arranged alphabetically by the first three letters of the author's surname. For example, the novel 'Witches' by Roald Dahl would be found under 'Dah'.

Non-fiction (factual) books are arranged by the Dewey Decimal Classification system. This means that every subject has its own number, from 0 to 999. Each book has this number displayed on the spine and is arranged numerically on the shelves. For example, all the books about pets are together at 636.

Borrowing Books

All students may borrow two books at a time. When borrowing books, students should make sure that they bring their Student Planner and lanyard, and have their books stamped by the Librarian.

Returning Books

Books must always be returned to the Librarian. Students must return the books on or before the date stamped inside. If a student needs to keep a book for longer, he or she should take it to the Librarian to have the date stamp renewed. All books must be returned in the week before school finishes for the holidays.

Overdue Books

If a book is not returned on time, a reminder is given. Failure to return a book on time may result in a penalty. If a student has an overdue book, he or she will not be able to borrow any more books until the overdue book is returned.

Special Rules

Special rules apply for borrowing certain books, careers information, and multi-media materials. Students should see the Librarian for details if they need these items.

Lost Books

If the book is damaged or lost, the student must replace it or contribute the book price so a replacement can be bought.

EXTRA-CURRICULAR ACTIVITIES

The English College supports the philosophy that education is not limited to the classroom environment. Consequently, a varied and exciting range of extra-curricular activities are available to all students, supported by well qualified staff and excellent facilities. Activities are scheduled for lunch-time and after school with new activities appearing on a regular basis. The programme goes

hand-in-hand with our sports and PE provision, often giving students the extra training or impetus they need to make the squad and represent the college. Therefore, the college's intention is to help the student grow as an individual and develop a range of interests, but also to become responsible and committed students with skills that will be of value after college life.

Some examples of activities that have run in the past 3 years are:

| | | | |
|-----------------------|--------------------------------------|-----------------------------|----------------------------|
| Football | Softball | Netball | Swim Squad |
| Chess Club | European Culture Appreciation | Scholar's Cup | Film Club |
| Rock Choir | Drama Production | Eco Club | Debate and MUN |
| Scuba Diving | Lego Club | Basketball | Superhero Club |
| Rounders | Badminton Club | Orchestra | Skiing/Snowboarding |
| Logic Club | Aerobics | Spelling Club | Senior Vocal Group |
| Cricket | History's Mysteries | Arabic Culture Club | Running Club |
| Extra Revision | Photography Club | Volleyball | Rugby |
| Gardening | Games and puzzles | Experimental Science | Girls Rugby |
| Disney Club | Ukulele Club | Dance Club | Dr Who Club |

Activities such as golf, skiing and scuba diving make use of the excellent facilities available locally to enhance the quality of the activity.



EXTRA-CURRICULAR ACTIVITIES

We encourage students to take full responsibility for their organisation and participation in extra-curricular clubs so the majority of information is disseminated through notices in form time or meetings held during the school day with the teacher in charge. There is a Facebook page 'Extra-curricular Activities at The English College, Dubai' that has generic information posted on it as well as all details being posted on the D6 School Communicator.

We hope your child enjoys the Extra-Curricular Programme here at The English College and fully participates in the many activities on offer.

Please Note: Unless your child is involved in a school activity after school, please make arrangements for him or her to be picked up promptly at 3.15pm Sunday to Wednesday and 1pm on Thursday. Students may only be on-site after 3:15pm if they are participating in an activity. Those wishing to complete homework must go directly to the library after school.



New York Trip 2018

The **College Nurse Jessy George** is available in the school clinic 7:30am-5:00pm Sunday to Wednesday and 7:30am-2:30pm on Thursday. First aid treatment for illness occurring in school during school hours will be provided by the college nurse, but it is expected that for all other medical needs the students will consult their own doctor. Please do not send your children to school if they are ill. The Infection Control Policy is in the Medical Resources section on the D6 School Communicator for your reference.

Medication should not be carried by students (except inhalers for asthma). Please inform the school if your child has any medical condition and/or is taking regular medication. Any student who requires administration of medication during school hours should have a doctor's prescription detailing the medication's name, dose, and times to be administered, plus a written and signed note from parents. This should then be given to the nurse on arrival at the college. It is mandated by the Dubai Health Authority that all medical forms are completed and returned prior to student starting at the college. The school medical staff may not treat a student without this form.

When there is a valid reason for a student not to take part in PE, it is important that a parent note is sent explaining the circumstances. If this is over a prolonged period, a doctor's certificate will be required. If a genuine note is not presented, students are expected to take part in physical activities, including swimming.

All new students receive a school medical as required by the Dubai Health Authority. Medicals are also required for students entering Years 9 and 11. The college doctor comes in twice a week to carry out the medicals with the nurse in attendance.

Immunisations are not offered at the college. It is the parents' responsibility to ensure that their child's vaccinations are all up to date. The UAE vaccination schedule is in the Medical Resources section on the D6 School Communicator for your reference. Please ensure that a copy of the student's immunisation records are sent to the college nurse.

If a student is unwell, the college nurse (or a member of staff) will assess him or her and call the parents to collect the child. Students may not call their parents directly to collect them from school for illness. Please contact the college nurse immediately if you receive such a call from your child. Parents are expected to collect their child within 45 minutes of being called to do so.

Emergencies: In the unlikely event of an emergency, the policy of The English College is to call an ambulance to take an injured student to hospital. In this event every attempt will be made to contact parents. Please ensure that the college has your current contact details.

If you have any queries or concerns regarding health matters in the college, please do not hesitate to speak to the college nurse.

ABSENCE

If a student is absent due to illness, then notification by email to the college reception at info@englishcollege.ac.ae before 8:40am is requested. A telephone call is acceptable if it is not possible to email.

A system is in place whereby any absence not notified by the parent will be followed up by the college. Any absence still not notified by the end of the college day will result in the student's absence being counted as 'unauthorised'. If a student is absent through illness for a long period of time, it may be suitable for work to be set by the staff. Please contact the Form Tutor if work is needed.

As far as possible, it is preferred that any doctor, dentist and optician appointments are arranged out of school time. If this is not possible, the Form Tutor should be informed in writing prior to day of the appointment, and the student collected from reception, signing out as the student leaves. Please do not arrange for a taxi or driving service to collect your child as they must be signed out by a parent or guardian.

Students are responsible for collecting and completing any academic work missed due to illness or absence.

Parents are requested to seek permission in writing from the Headteacher if they wish to take their child out of the college during term time. Such absence may count as unauthorised depending upon the given reason for the absence.

General Concerns

If a member of staff is concerned about a student either academically or pastorally, the Form Tutor or Head of Year will contact the parents by telephone to arrange an appointment.

Likewise, if parents have any concerns, or need to pass on information, they should contact the Form Tutor in the first instance, or Head of Year via the college reception to arrange an appointment for a meeting.



TRAVELLING TO COLLEGE

Parents are asked to park their cars in a suitable place and not to drop off or collect their child at the gate or on the road as this can result in dangerous situations being created.

Please do not park in the area designated for the buses or on the opposite side of the slip road.

Parking on the road outside the college main gate is very limited. Parents are asked to park around the side of the college to minimise congestion at busy times.

Students are expected to travel to and from the college in full school uniform, without chewing gum.

The English College Bus Service

Maverick have recently been awarded the bus transportation contract at the college. Parents should book places on the buses directly with Maverick.

Maverick 04-338 8043
Muhammad 052-761 2896
transportEC@maverickrental.com
Muhammad@maverickrental.com

Students travelling to The English College by bus should:

- Follow the Code of Conduct displayed on each bus.
- Board the bus sensibly and place their bags in a safe position that does not cause obstruction to those disembarking at the designated drop off points.



TRAVELLING TO COLLEGE

- Behave in a sensible, courteous and safe manner at all times, remaining seated for the duration of their journey.
- Wear their seat belts at all times and obey any instructions given to them by the driver.
- Not request to disembark at any point other than the designated drop off point unless permission from the college has been granted in advance.
- Not assume that their friends can use the service when visiting unless the college has been notified and permission has been granted.
- Not leave the bus by the rear door except in an emergency or on the direction of the driver.

Misbehaviour and failure to comply with reasonable instructions could result in a student forfeiting their place on the bus.

Alternative Bus Services

Some parents arrange their own bus service. If you intend to do this, or join an existing one, it will be your responsibility to ensure that safe practices exist.

Maverick is the only bus service that we have a contractual arrangement with, therefore, disputes with other services will be the parents', not the college's, responsibility.

Late Payment

Late payment of bus fees may result in your child not being able to access the bus service.



COLLEGE EXPECTATIONS

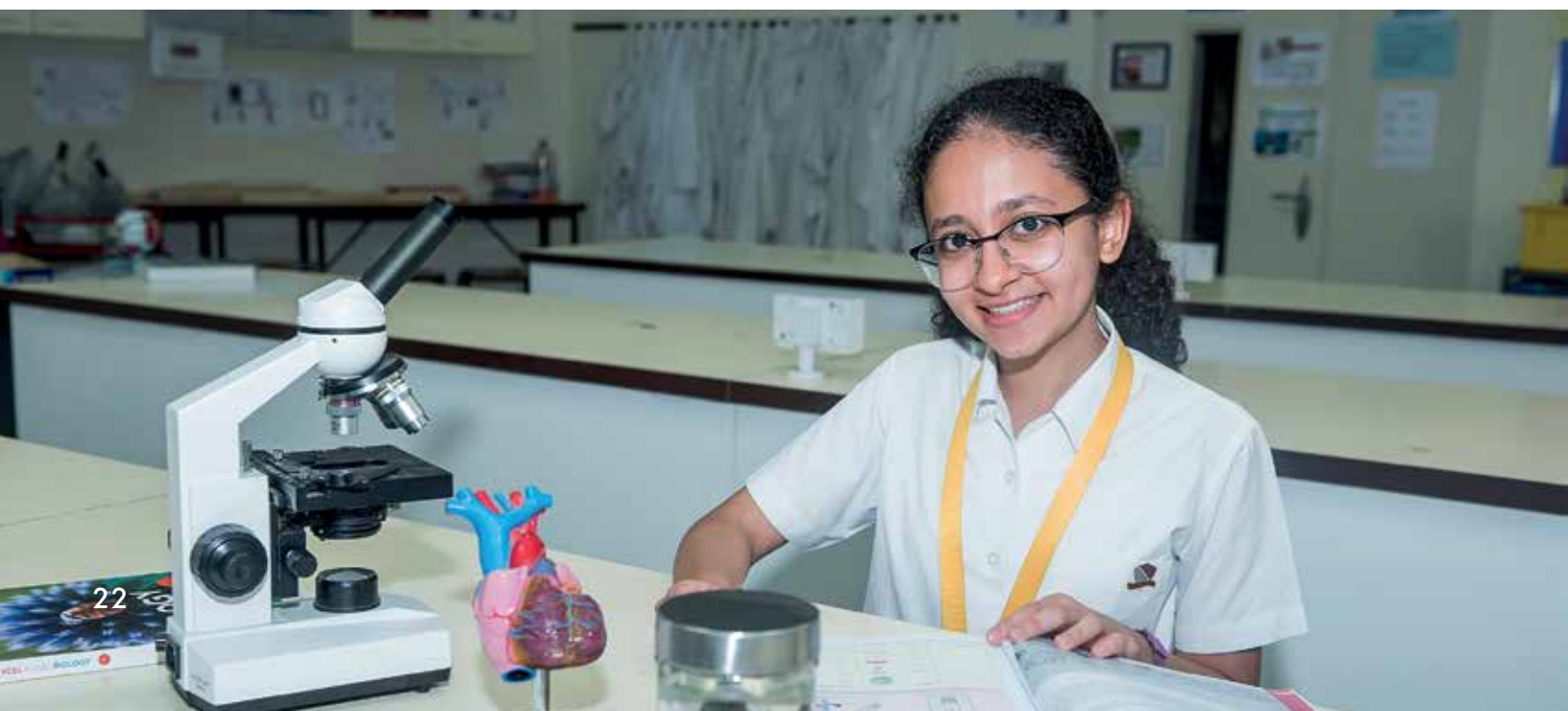
Students are expected to conduct themselves in a manner that shows respect for all members of the college community, for the students' own personal property, that of others and for the property of the college. The standard of behaviour must be socially acceptable, both inside and outside the college. We expect students to uphold the college values of respect, aspiration, excellence, collaboration, and responsibility at all times.

General expectations of students:

- Mobile phones are to be switched off and out of sight at all times during the school day, including break and lunch times.
- Students are not permitted to leave the campus during the college day unless permission has been requested from, or given by, the parents. Slightly different rules are in place for Year 13.
- Any form of brawling, bullying, racism and bad language is unacceptable, and will be dealt with in a serious manner.
- Chewing gum, smoking and stimulants are prohibited anywhere on the college campus. All visitors to the college are asked to respect our no chewing gum rule at all times.

Students are expected to:

- Behave in a polite and courteous manner at all times.
- Behave in a responsible and safe manner at all times. Please ensure your child has the correct uniform and their student ID lanyard with them.
- Show respect towards their fellow students, teachers and support staff.
- Show respect for their property, that of the college and that of their fellow students. Vandals will pay for their damage, and theft will be dealt with in a very serious manner.
- Wear their uniform when attending Parents Evening.
- Sign a Student Contract outlining the College Expectation and Code of Conduct.



CODE OF CONDUCT

On arrival (no earlier than 7:00am):

- Visit lockers and prepare books for Periods 1 and 2.
- Wait outside until the bell rings.
- Visit the library for silent study.
- Once in school, students must not leave the premises unless collected by a parent.
- Tutor rooms are out of bounds until the bell rings.
- Students should wait outside the tutor rooms in a quiet and orderly manner, with their Student Planner out of their bags, until given permission to enter.

When going to lessons:

- Students should wait outside the classroom until given permission to enter the room by the subject teacher.
- They should enter the lesson with their Student Planner and their student ID lanyard both clearly visible to the teaching staff.
- Once inside the classroom they should begin preparation to learn quickly and quietly and stow their bags and belongings safely.
- At the end of a lesson they should wait for the teacher to dismiss them, leaving the room tidy with chairs and stools placed under the desk/table.

At break times:

- Visit lockers at the beginning or end of break.
- All students should be outside within 5 minutes of the bell ringing.
- All food and drink (except for water) is to be consumed outside.
- Treat the bathrooms and all school facilities with care and take pride in keeping them tidy.

At lunch times:

- Visit lockers at the beginning or end of lunch time.
- Students are allowed in the school buildings to attend published activities or to sit in allocated 'chat rooms' or work rooms; otherwise they should be in the playground or on the school field, unless it is declared a 'wet break' where all students will be allowed into their own form rooms only.
- All food and drink (except for water) is to be consumed outside.
- Students should not wander about inside the college.

At the end of the day:

- Students, except for the Sixth Form, are not permitted to leave the college by the main entrance but should use the two exits near the computer room and the toilets.
- Students should leave the grounds taking extra care and cross only at the crossing with the Security Guard.
- Students should not remain on college grounds unless they have an activity to attend.
- Parents are asked to arrange pick-up at 3:15pm as students will not be supervised after this time.
- Students should not be routinely left waiting for collection after 3:30pm.

REWARDS POLICY

The highest standards of respect for peers and staff are expected of all students at The English College. Where students meet or exceed these standards, there are rewards in place. The rewards ladder is as follows:

| Reward Level | Example | Likely Reward |
|-----------------------------------|--|---|
| Low level behaviour | <ul style="list-style-type: none"> . Outstanding effort in lesson . Kindness to another student . Taking initiative . Zest for learning . Repeated resilience | <ul style="list-style-type: none"> . Positive comment to form Tutor . 1 house point |
| Year reward | <ul style="list-style-type: none"> . Contributing to the happiness of another student . Significant effort in repeated lessons . Extra work or assignments undertaken . Repeated class rewards | <ul style="list-style-type: none"> . Positive comment from the Head of Year . 3 house points . Commendation letter |
| The English College reward | <ul style="list-style-type: none"> . 100 % attendance . 100+ House Points . Commitment to Extra-Curricular activity . Outstanding efforts as Form Representative | <ul style="list-style-type: none"> . Certificates . Badges . House Points |
| Special recognition | <ul style="list-style-type: none"> . Taking on a whole school event . Effort above and beyond that expected in Extra-Curricular activities . Sustained academic excellence | <ul style="list-style-type: none"> . Letter on permanent record . Prefect nominations |



SANCTIONS POLICY

If the college standards are not met, a proportionate sanction is issued to encourage an attitudinal change. The sanctions policy allows for individual student circumstances and appeals may be made directly to the Head of Year. The sanctions ladder is as follows:

| Behaviour Level | Example | Likely Sanctions |
|---|---|--|
| Low-level behaviour | <ul style="list-style-type: none"> . Missed deadline . Failure to attend to verbal warning . Name calling . Lateness to lesson . Littering . Repeated instances of forgotten equipment . Uniform infractions such as missing lanyard | <ul style="list-style-type: none"> . 20-minute detention with form tutor or class teacher at break or lunch . Call home from class teacher or form tutor |
| Mid-level behaviour Disruption to learning | <ul style="list-style-type: none"> . Defacing college property . Failure to attend to warning from teacher or prefect . Repetition of a sanctioned Low-Level Behaviour | <ul style="list-style-type: none"> . 30-minute lunch time detention with Head of Department or Head of Year . Meeting with Form Tutor Academic Report |
| Severe or persistent-behaviour | <ul style="list-style-type: none"> . Rudeness to a peer or staff member . Repetition of a sanctioned Mid-Level Behaviour . Foul language . Disrespect | <ul style="list-style-type: none"> . 1 hour after school detention with Head of Faculty or Head of Year . Note on permanent record . Internal suspension from 1 lessons for 1 day |
| Extreme-level behaviour | <ul style="list-style-type: none"> . Racism . Bullying | <ul style="list-style-type: none"> . Letter on permanent record . Meeting with Assistant Headteacher . Internal suspension from lessons for 2 days . External suspension for 1 day |

Please note that expulsion from The English College is subject to extreme circumstances. We aim to provide an inclusive education for all students.

STUDENT DRESS

The English College has a stated uniform, which is purchased through Magrudy's. All students are expected to conform to the college uniform, including PE kit. If the uniform is incorrect and the Form Tutor has not been advised of the reason for this, the parents will be contacted by the Form Tutor initially through a note in the Student Planner. If the uniform is continuously worn in an untidy manner, the student will be brought to the attention of the Head of Year, who will contact the parents to discuss the matter.

Students need to be aware that our expectations are the same when they are wearing The English College uniform outside the college. Parents are asked to insist that their child meets these expectations.

The Sixth Form are permitted modest amounts of makeup. Students should not chew gum when in uniform or representing the college; this includes events such as the Parents Evening.

The English College Uniform:

- College shirt for boys.
- College blouse for girls.
- College trousers for boys and girls.
- College skirts (knee length or longer).

The above items must be purchased from Magrudy's in Jumeirah.

- Black leather shoes (no trainer style allowed).
- Plain white socks for girls.
- Plain black socks for boys.
- Hair bands (plain colours only: black, white, grey or burgundy).
- College jumper (optional but no jumper nor cardigan should be worn other than proper college ones).
- Sixth Form jumpers are black.
- Hooded tops of any kind are not permitted.
- Black leather belt for boys only.

Magrudy's, Beach Road, Jumeirah is the official uniform supplier for all students.
Tel: 04-344 4192, 04-344 4009, email: uniforms@magrudy.com

Compulsory Sportswear:

| Girls | Boys |
|---|--|
| House polo shirt | House polo shirt |
| Plain white ankle socks | Football socks |
| Maroon cycling shorts (optional) | Maroon PE shorts |
| Maroon PE short | White polo shirt with college logo |
| White polo shirt with college logo | Plain black swimming shorts/jammers (optional) |
| Plain black swimming costume (optional) | College baseball cap (optional) |
| College baseball cap (optional) | Football boots |
| College Kit Bag | College Kit Bag |

STUDENT DRESS

House polo shirt:

| | |
|-----------------------------|--------------------------|
| Falcon Yellow | Eagle Blue |
| Kestrel Green | Hawk Red |

All items of clothing should be clearly marked with the student's name. If items are lost, it will not be possible to return them if they cannot be identified.

All students are asked to wear only white under garments under their shirts/ blouses. White T-shirts should not bear logos or designs.

Sixth Form Sportswear

The above list does not apply to Sixth Form students. However, during PE lessons and extra curriculum clubs, students should wear sports clothing appropriate for the activity. All students should have a House T-shirt.

Hair

- All students are expected to keep their hair tidy.
- Girls with shoulder length or longer hair must keep it fully tied back during PE and science lessons.
- Boys hair should be no longer than shoulder length and no shorter than a number 2 cut.
- Extreme haircuts are not permitted such as shaving of all or part of the head or extreme colours.
- If students have such a cut, they will be referred to their Head of Year and are likely to be sent home by the Headteacher.

Jewellery

- Girls in Years 7-13 are permitted to wear one watch and one pair of stud earrings in the lobes of their ears. Boys are permitted to wear one stud earring.
- Watches should not be excessively expensive and should be put into lockers for PE lessons.
- The PE department cannot be held responsible for losses.
- If jewellery other than that stipulated is worn, then a student will be reminded of the college rules and asked to remove it. If the student continues to wear the article of jewellery, it will be confiscated until the end of that term.
- Facial piercing is not permitted.
- Children are requested not to get piercings during term time or towards the end of the school holidays as all earrings must be removed for PE lessons.

Shaving

Boys facial hair is to be neat at all times.

Makeup

Makeup and coloured nail polish are not permitted in Years 7-11.

Students are discouraged from bringing valuables into the college, but if there is a need to bring valuable items or large sums of money into the college, such items should be handed in to Reception for safekeeping. The college will not accept responsibility for items that have not been handed in for safekeeping.

Bags and files should not be left on the top of lockers or around the corridors and the college will not accept responsibility if any items left go missing. Dangerous items such as knives, catapults, cigarette lighters, matches and skateboards are banned on campus.

Parents should ensure that all personal items are clearly labelled and encourage their child to use his or her locker fully and responsibly.

Learning is at the heart of all we do at The English College and students need to be fully equipped and ready to learn by having the correct equipment for their lessons. Learning to be properly equipped and thinking in advance about what is needed for lessons each day is part of learning for life. Students must take responsibility for being fully prepared for their lessons and must not expect staff or other students to provide equipment for them.

Bring Your Own Device Policy

The English College will always strive to move with the world and therefore greater incorporate the use of technologies. The English College has WiFi throughout the site and therefore we look to utilise technologies such as personal devices to aid teaching and learning. Therefore, all students are invited to bring a personal device such as a laptop/iPad/tablet into the college on a day-to-day basis. Students and parents will receive The English College 'Bring Your Own Device Policy' which outlines the rules and regulations with regards to this.

Typically, teachers make use of the student's personal devices in lessons by using online teaching tools such as Kahoot, allowing students to research using the internet, and create videos for presentations.

Please note it is not a requirement that each student has a device such as a laptop/iPad/tablet. However, it is very much advised, and ideally a laptop/iPad/tablet will become part of your child's daily equipment similar to their ruler.

However the use of mobile phones in school is different. Students in Years 7-13 are allowed to bring a phone to school, but it must not be heard or seen throughout the school day. Our Sixth Form students are welcome to use their phones in the common room.

EQUIPMENT LIST

Pencil case:

Pens (blue or black for written work)
Pencils
Pencil sharpener
Eraser
Ruler
Pair of scissors
Glue stick
Highlighter pens
Coloured pencils
2B drawing pencils

Year 10 and 11 students:

All subjects - A4 ring file
Calculator/Scientific Calculator (Casio fx-83ES recommended)

Year 12 and 13 students:

GCE Mathematics calculator (Casio fx-83ES recommended)
Art materials (as stated for GCSE Art and Design)
Other materials as required (A2, A3, A4 sketchbooks)

Other:

Headphones
English Reading Book
Arabic Reading Book

BTEC students:

Laptop with Microsoft Word/Apple Pages
A4 Folders

Mathematics:

Calculator/Scientific Calculator (Casio FX-991ES Plus recommended)
Mathematical instrument set including protractor and compass

Art (Year 7 students):

A3 Hardback Artist's Sketchbook

Students who choose GCSE Art and Design will require:

Access to a camera
Large frame canvas board (at certain times during the course)
Drawing Pencils
Colouring Pencils
Oil Pastels
Eraser
Ink Pen
A3 Hardback Artist's Sketchbook



HOMework

At The English College, homework is regarded as 'own learning' and is an important extension of the learning process that takes place during lessons.

We have high expectations with regard to the standard of completion of homework and we expect it to be submitted on time. We ask you to support your child in his or her efforts to complete the tasks set and help him or her appreciate the importance of handing homework in on time.

The type and nature of homework set by teachers will vary widely and it will not necessarily always involve written work. The tasks set should give your child a range of opportunities to enrich learning independently. Your child can expect feedback from teachers on the homework, valuing the strengths of his or her work and giving clear guidance on how to improve and continue to make progress.

We recognise the efforts students make with homework tasks and your child can expect to receive verbal and/or written praise where outstanding effort has clearly been made.

A student who does not complete homework or who fails to submit it on time without a reasonable excuse may expect to be sanctioned, typically with a 30-minute detention during lunch-time. A repeat occurrence may result in an after-school detention. If, after that, there continues to be a problem with homework, there will be a further detention with a member of the Senior Leadership Team.

In the case of after-school and Senior Leadership Team detentions, at least forty-eight hours' notice will be given in writing. At this stage, the student must be under no illusion that failing to comply with homework requirements can have an impact upon future choices within The English College. A lack of commitment to learning and a failure to respond to sanctions can have important consequences.

Student Planner:

Students should get into good homework habits right from the start and, to help them organise themselves and keep a record of homework, they must use their Student Planner. This is more than just a homework diary and has been designed to help students manage their time effectively. Students complete the Student Planner on a daily basis to keep an ongoing and up to date record of homework, house points, and targets.

The Student Planner is also a major means of communication between parents, the Form Tutor and subject teachers to help monitor performance. Please write in the Student Planner any concerns or comments that you wish to pass on. The comment section for use by parents and teachers should be signed weekly by the Form Tutor, the parent and the student.

SPORTING EVENTS

Code of Conduct for Parents and Spectators

SHOW appreciation for all performance by any athlete or team member in an appropriate and encouraging manner.

RESPECT all participants in the sport competition and treat them courteously. This includes fellow spectators, athletes, umpires, coaches, staff and officials.

ACCEPT without question the decisions of umpires and coaches.

LEARN THE RULES, laws and regulations of the sport to gain a better understanding of what you are looking at and commenting on.

RESPECT and adhere to the rules and regulations.

BE POLITE do not use profane language or harass, physically or verbally, players, managers, coaches, referees, officials or spectators. Children learn best by following a good example.

COMMENT from the sideline and be unbiased and positive

CONDEMN the use of violence, profane language and any form of abuse.

OBSERVE the highest standard of sportsmanship and conduct at all times.

BE SUPPORTIVE of your child and the team he or she is involved in.

PRAISE your child's efforts whether he or she wins or loses.

BEHAVE WELL as inappropriate behaviour is not acceptable. It reflects badly on your child and the team, and is likely to tarnish the college's reputation.

RESPECT the traditions and rules of the schools and sporting venues which they visit and act accordingly.

CONTACT the teacher in charge of the sport or the Head of Physical Education if you have any issues regarding your child's team.

WE VALUE your support and look forward to seeing you on the side-lines.

Fees for 2018-2019

| Year Groups | Term 1 | Term 2 | Term 3 | Full Year |
|----------------|------------|------------|------------|------------|
| Year 7 to 9 | AED 17,186 | AED 17,185 | AED 17,185 | AED 51,556 |
| Year 10 and 11 | AED 18,644 | AED 18,644 | AED 18,643 | AED 55,931 |
| Year 12 and 13 | AED 20,589 | AED 20,588 | AED 20,588 | AED 61,765 |

Please check with Accounts regarding the Application Fee and Tuition Deposit.

Bank Details

Please find The English College bank details below:

| | |
|--------------|---------------------------|
| Bank | Emirates NBD, Dubai, UAE |
| Account Name | The English College Dubai |
| Account No. | 1015369717201 |
| Swift Code | EBILAEAD |
| IBAN | AE580260001015369717201 |

Cheques payable to The English College Dubai

Please take into account any bank charges when you are making your payment.

Book Deposit

A book deposit of AED 1,000 must be paid by all students. This deposit is refundable when a student leaves the college, less any outstanding debts which might include the cost of lost text or library books. However, this deposit will not be refunded if parents fail to give one month's notice (30 days) of a student leaving the college (holidays not included).





THE ENGLISH COLLEGE

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