

THE ENGLISH COLLEGE
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دبي



Parent Information

2019-2020

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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 maximize 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 ensure learning is personalised to each student.

Quality Teaching

We recruit outstanding, innovative and committed staff who inspire and motivate students to learn through excellent teaching. The school 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

Admin and SLT Staff Return (students not in school)	Sunday 18 th August
New Staff Induction (students not in school)	Wednesday 21 st August
Teaching Staff Return (students not in school)	Sunday 25 th August
Sixth Form Enrolment Day	Wednesday 28 th August
Term Starts - FS1, FS2, Years 1, 2, 3, 4, 5, 7, 12 and New students	Monday 2 nd September
Term Starts – Years 6, 8, 9, 10, 11 and 13	Tuesday 3 rd September
Staff INSET Day (students not in school)	Thursday 17 th October
Half Term (school closed)	Sunday 20 th to Thursday 24 th October
Staff INSET Day (students not in school)	Thursday 24 th October
Prophet Mohammad's (PBUH) Birthday	Saturday 9 th November*
UAE National Day* (school closed)	Sunday 2 nd December
End of Term	Thursday 12 th December

Spring Term

Term Starts	Sunday 5 th January
Staff INSET (students not in school)	Sunday 16 th February to 20 th February
Al Isra'a Wal Mi'raj	Sunday 22 nd March*
End of Term	Thursday 26 th March

Summer term

Term Starts	Sunday 12 th April
Ramadan Starts*	Friday 24 th April*
Eid Al Fitr* (school closed)	Monday 25 th May to Tuesday 26 th May*
Staff INSET Day (students not in school)	Sunday 7 th June
End of Term	Thursday 2 nd July

*Islamic observances: actual dates to be confirmed

SCHOOL TIMINGS

2019/20 School Timings

TIMINGS	DURATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
07:45-08:00	15 Min	Registration	Registration	Registration	Registration	Registration
08:00-09:00	60 Min	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
5 minutes travel time						
09:05-10:05	60 Min	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:05-10.25	20 Min	Break Time				
10.25-11.25	60 Min	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
5 minutes travel time						
11.30-12:30	60 Min	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12.30-13.15	45 Min	Lunch Time				12.30-13.00 (30 min) Tutor Time
13.15-14.15	60 Min	Lesson 5	Lesson 5	Lesson 5	Lesson 5	13:00 Students may leave
5 minutes travel time						
14.20-15.20	60 Min	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
End of school Day – Extra Curricular Activities						

Please note that FS1 and FS2 children will finish at 1:30pm Sunday to Wednesday, however on Thursday they will finish at 1:00pm.

PARENT-SCHOOL CONTRACT

All new students must be registered with the KHDA and parents are required to sign the KHDA parent-school contract upon joining the school. Below is a list of required documents and procedures to complete your child's registration.

Student coming from abroad (overseas)

1	Transfer Certificate* and report card from leaving school (only required from Year 2 and upwards)
2	Emirates Visa (to be produced within 45 days of starting date)
3	Original 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 from 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	Original 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- From FS2 upwards

The KHDA recently announced that they have changed the process of transferring students between schools in Dubai. This will no longer be done electronically and the documents below are required:

1	Leaving Certificate and report card from leaving school
2	Original Emirates ID of Main Sponsor and Child**
3	Please sign the KHDA Parent-School Contract either electronically or manually as directed

** 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.

STUDENT DRESS

As a school we feel strongly that our school uniform and dress code should reflect the standards and the ethos of The English College. The school has a stated uniform and dress guideline which all students are expected to conform to. Students need to be aware of our expectations and we would ask parents to insist that their child meets these expectations when they are wearing their uniform both at school and outside the school. The school uniform will be available from Zak's uniforms from August 2019. The address is as follows:

Zak's, 1st Floor, Jumeirah Beach Centre, Jumeirah 1
Tel: 04-344 5637, email: info@zaksstore.com, www.zaks.me

Below are the uniform requirements and dress guidelines for each phase of the school.

FS1 TO YEAR 5

Uniform items that should be purchased from Zaks are as follows:

Item	GIRLS			
	FS1 and FS2	Years 1 and 2	Years 3 and 4	Year 5
Red polo T-shirt	✓	✓		
Grey skort	✓	✓	✓	
Grey trousers				✓
Grey skirt				Optional instead of trousers
Red and white blouse			✓	✓
Grey winter sweater	✓	✓	✓	✓
PE T-shirt	✓	✓	✓	✓
PE skort	✓	✓	✓	✓
House T-Shirt	✓	✓	✓	✓
Swimwear	✓	✓	✓	✓
Bookbag	✓			
Cap or Bucket Hat	✓	✓	✓	✓
Rucksack (when available)		Optional	Optional	Optional

Item	BOYS			
	FS1 and FS2	Years 1 and 2	Years 3 and 4	Year 5
Red polo T-shirt	✓	✓		
Grey shorts	✓	✓	✓	
Grey trousers				✓
Red and white shirt			✓	✓
Grey winter sweater	✓	✓	✓	✓
PE shorts and House T-shirt	✓	✓	✓	✓
PE T-shirt	✓	✓	✓	✓
Swimwear	✓	✓	✓	✓
Bookbag	✓			
Cap or Bucket Hat	✓	✓	✓	✓
Rucksack (when available)		Optional	Optional	Optional

In addition to the uniform items stipulated above, students are expected to adhere to the following dress guidelines:

- Year 3 to 5 boys shirts should be worn tucked in at all times.
- Rucksacks for Years 1 to 5 are currently not available from Zaks therefore students can choose their own school bags. However, please note that trolley bags are not permitted.

Footwear

- Black leather shoes only (no trainer style allowed).
- Plain white socks for girls.
- Plain black socks for boys.
- White sports shoes with non-marking soles.

Hair

- All students are expected to keep their hair tidy and tied back for Health and Safety reasons.
- Girls with hair longer than shoulder length must keep it fully tied back at all times.
- Hair bands (plain colours only: black, white, grey or red).
- Boys hair should be no longer than shoulder length and no shorter than a number 2 cut.

Jewellery

- No jewellery should be worn.

Winter Wear

- In cooler weather, the grey school sweater can be worn. No other jumper or cardigan should be worn.

ID Lanyards

- Must be worn at all times and be visible. These will be issued to all new students in September.

All items of clothing should be clearly marked with the student's name.

YEARS 6 TO 11

Uniform items that should be purchased from Zaks are as follows:

Item	GIRLS	BOYS
	Years 6 to 11	Years 6 to 11
White shirt/blouse	✓	✓
Grey trousers	✓	✓
Grey skirt	Optional instead of trousers	
Red winter sweater	✓	✓
PE T-shirt	✓	✓
PE skort red	✓	
PE shorts red		✓
House T-shirt	✓	✓
Cap or Bucket Hat	Year 6 only	
Swimwear	Year 6 and Swim Squad only	

- Boys shirts should be worn tucked in at all times
- Students can choose their own school bags. However, please note that trolley bags are not permitted

Footwear

- Black leather shoes only (no trainer style allowed).
- Plain white or black socks.
- Any suitable sports shoes for PE.

Hair

- All students are expected to keep their hair tidy and tied back for Health and Safety reasons.
- Girls with hair longer than shoulder length must keep it fully tied back at all times.
- 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**. Hair should look **natural**.
- If students have such a cut, they will be referred to their Assistant Head of Phase and are likely to be sent home by the Head of Pastoral.
- Boys with facial hair must keep it neat at all times.

Jewellery/Accessories

- Girls are permitted to wear **one** watch and **one** pair of stud earrings in the lobes of their ears. No other jewellery will be permitted.
- 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 school 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.
- Belts worn by boys must be black leather.

Makeup

- Makeup and coloured nail polish are not permitted in Years 6 to 11.

Winter Wear

- No jumper or cardigan should be worn other than the official red school sweater.
- Hooded tops of any kind are not permitted.

ID Lanyards

- Must be worn at all times and be visible. These will be issued to all new students in September.

All items of clothing should be clearly marked with the student's name.

SIXTH FORM

Uniform items that should be purchased from Zaks are as follows:

Item	GIRLS	BOYS
	Years 12 and 13	Years 12 and 13
Sixth Form shirt/blouse	✓	✓
Black trousers	✓	✓
Black skirt	Optional instead of trousers	
Black winter sweater	✓	✓
PE T-shirt	For team sports only	For team sports only
PE skort red*	✓	
PE shorts red*		✓
House T-shirt	✓	✓
Swimwear	Swim Squad only	

* Required for Team sports and House days

- Boys shirts should be worn tucked in at all times.
- Students can choose their own school bags. **However, please note that trolley bags are not permitted.**

Footwear

- Black leather shoes **(no trainer style allowed).**
- Plain white or black socks.
- Any suitable sports shoes for PE.

Hair

- Girls with shoulder length or longer hair must keep it fully tied back during PE and practical 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.** Hair should look **natural.**
- If students have such a cut, they will be referred to their Assistant Head of Phase and are likely to be sent home by the Head of Pastoral.
- Boys with facial hair should keep it neat at all times.

Jewellery/Accessories

- Girls 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 school 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.
- Belts worn by boys must be black leather.

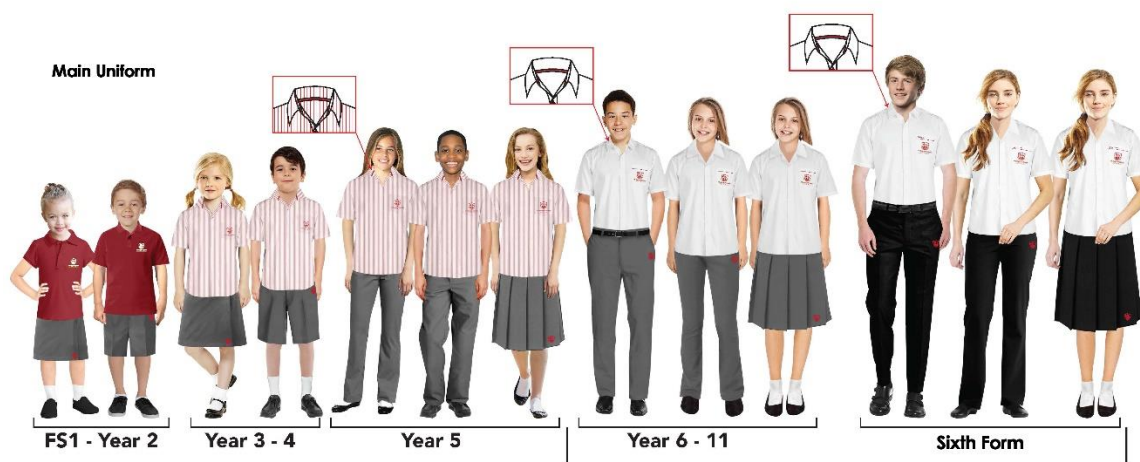
Winter Wear

- No jumper nor cardigan should be worn other than the official black school sweater.
- Hooded tops of any kind are not permitted.

ID Lanyards

- Must be worn at all times and be visible. These will be issued to all new students in September.

All items of clothing should be clearly marked with the student's name.



The grey fabric used for Skorts, Shorts and Trousers as per AAM.

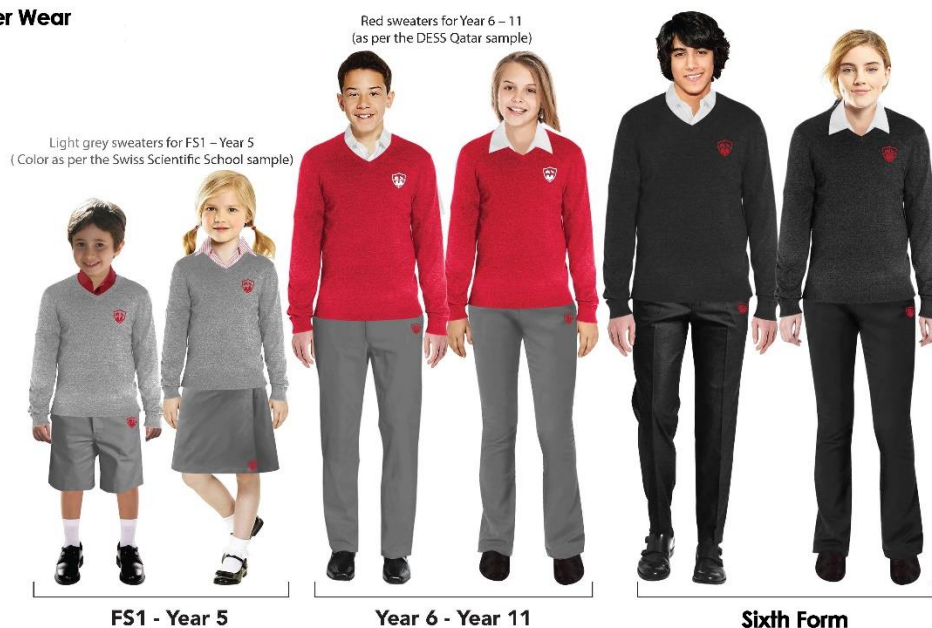


800 ZAKS (9257)

@info@zaksstore.com

www.zaksstore.com

Winter Wear



800 ZAKS (9257)

@info@zaksstore.com

www.zaksstore.com



House polo shirt:

Falcon	Yellow	Hawk	Red
Eagle	Blue	Kestrel	Green



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 before school, lunchtime 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 school. Therefore, the school'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 school 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. 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. The English College will be posting all generic information on **D6 School Communicator**. This year we are going to ask the students what activities they would like to see offered.

Sports teams fixture information can be found on the sport website www.englishcollegesport.com. 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 after school:

- FS1 and FS2 pickup time is 1.30pm.
- Years 1 to 13 pickup time is 3.20pm Sunday to Wednesday and 1pm on Thursday.
- Students may only be on site after 3:20pm if they are participating in an activity. Older students wishing to complete homework may use the library after school.

EQUIPMENT LIST

All classroom equipment is provided for FS1, FS2 and Year 1

Year 2 to 5 students

Pens (blue for written work)
Pencil sharpener
Pair of scissors
Highlighter pens
2B drawing pencils

Year 6 to 13 students

Pens
Pencils
Pencil sharpener
Eraser
Ruler
Glue stick
Colouring pencils
Pair of scissors
Highlighter pens
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

Bring Your Own Device: Year 6 to 13 students

Students are expected to bring to school a tablet device, this will be used in lessons under the instruction of the teacher. The tablet device does not need to be an expensive model, the only requirement is that it can connect to the school's Wi-Fi. The personal device cannot be a mobile phone.

BTEC students

Laptop with Microsoft Word/Apple Pages
A4 folder

Mathematics: Year 7 to 13 students

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

Access to a camera
Large frame canvas board (at certain times during the course)
Drawing pencils
Colouring pencils
Oil pastels
Eraser
Ink pen
A3 Handbook 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 upon age group and ability 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. A repeat occurrence may result in an after-school detention. If, after that, there continues to be a problem with homework, there will be parental meeting to discuss the area of concern.

In the case of after-school and Senior Leadership Team detentions, at least twenty- four 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,, targets and reading.

The Student Planner is also a major means of communication between parents, the class teacher, 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.**

If a student is absent due to illness, then notification by email to the school reception at absence@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 school. Any absence still not notified by the end of the school 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 Principal if they wish to take their child out of the school 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 Assistant Head of Phase 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 Assistant Head of Phase via the school reception to arrange an appointment for a meeting.

Mrs Remya Sajesh and **Mrs Jessy George** are the full-time school nurses and are 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 school nurses, 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 school. It is mandated by the Dubai Health Authority that all medical forms are completed and returned prior to student starting at the school. 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 school doctor comes in twice a week to carry out the medicals with the nurse in attendance.

Immunisations are not offered at the school. 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 school nurse.

If a student is unwell, the school 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 school 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 school has your current contact details.

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

TRAVELLING TO SCHOOL

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 school main gate is very limited. Parents are asked to park around the side of the school to minimise congestion at busy times.

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

Bus Service

The English College's bus provider is Maverick. We kindly ask parents to book places on the buses directly with them. You can contact them at:

Maverick 04 338 8043

Muhammad 052 761 2896

transportEC@maverickrental.com

muhammad@maverickrental.com

To Register, parents can:

- Click on this link to download [The English College-Maverick Bus Registration Form](#) (the prices are listed in there) and email it to: transportEC@maverickrental.com
- Download MAVERICK PARENT APP from these links: [googleplay store](#) or [Appstore](#)
- Register online through www.maverickrental.com/app

For more information, please visit their website: <http://www.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.
- 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 school has been granted in advance.
- Not assume that their friends can use the service when visiting unless the school 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 school's, responsibility.

Late Payment

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

Morning Drop-off

Each year group has a specific meeting point for the morning drop-off.

- **Primary students**

- FS1 and FS2 go directly to their classroom.
- Years 1 to 4 are to be dropped off by an adult in the Primary playground, ready to be collected by their class teacher.
- Year 5 can be dropped at the Primary building gate and walk to the Primary playground where they will be collected by their class teacher.

- **Middle students**

- Year 6 can be dropped at the Primary building gate and walk to the Primary playground where they will be collected by their class teacher.
- Years 7 to 9 students can be dropped at the Secondary reception.

- **Senior students**

- Years 10 to 13 students can be dropped at the Secondary reception.

Please note: Parent IDs must be worn at all time in order to access school premises and please take into consideration the Primary entrance gate and security building when parking during dropping off and picking up.

COMMUNICATION CHANNELS

Website

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

Facebook

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

Twitter

<https://twitter.com/InfoECDubai>

Instagram

https://www.instagram.com/englishcollege_dubai

D6 School Communicator

Communication to parents is primarily relayed via the D6 School Communicator. Parents are advised to check the D6 School Communicator on a regular basis for important information updates. Installing the D6 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 <http://www.school-communicator.mobi> in your phone's browser. Select country '**UAE**' and school '**English College, Dubai**', then bookmark this page for future use. Please note that the mobile version does not support active alerts or personalisation.

You can select which news and calendar information you would like to receive. Click on the '**Personalise**' tab and select the relevant channels i.e. your child's year group from the list provided.

If you experience any problems running the D6 School Communicator, please contact their support team directly on **+971 50 55 31 365** or support@school-communicator.com.

IMPORTANT CONTACTS

Principal

Mark Ford is the Principal. To book an appointment to meet with the Principal, please email Mrs Caroline MacDonald, Executive Assistant.

cmacdonald@englishcollege.ac.ae

Vice Principal - Head of Pastoral

Mrs Joanne Hicks is in charge of the pastoral care of all students. Please contact her regards any concerns or issues regards your child's wellbeing and welfare.

jhicks@englishcollege.ac.ae

Vice Principal - Head of Academic Studies

Mr Fahd Kahlaoui is in charge of the academic studies for all the students. Please contact him regards any concerns or issues regards your child's progress in academics.

fkahlaoui@englishcollege.ac.ae

Head of Primary Phase

Mr David Wilcock is the Head of Primary Phase (FS1, FS2, Years 1, 2, 3, 4 and 5).

dwilcock@englishcollege.ac.ae

Head of Middle Phase

Mr Daryl Sims is the Head of Middle Phase (Years 6, 7, 8 and 9).

dsims@englishcollege.ac.ae

Head of Senior Phase

Mr Osman Idris is the Head of Senior Phase (Years 10, 11, 12 and 13).

oidris@englishcollege.ac.ae

Registrar

Mrs Cherryl 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 a one-month notice.

admissions@englishcollege.ac.ae

School Nurses

Mrs Remya Sajesh and Mrs Jessy George are the full-time school nurses and are available during the school 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 school fees.

chiefaccountant@englishcollege.ac.ae

Head of SEND

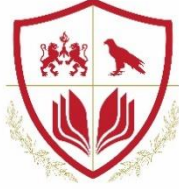
Mrs Rabia Ahmed is the Head of SEND (Special Educational Needs and Disability).

rahmed@englishcollege.ac.ae

Careers Advisor

Ms Laura Murphy is the Careers Advisor.

lmurphy@englishcollege.ac.ae



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