



THE ENGLISH COLLEGE

D U B A I

PARENT HANDBOOK

2020/21

Accredited by



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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 maximise the success of every child:

High Expectations

We provide a high-quality education that ensures every child enjoys a wide range of learning opportunities. We have high expectations for academic achievement for all of our students and we ensure learning is personalised to meet their own individual needs

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 meet the needs of 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

Term 1: WINTER 2020

Teaching Staff Return	Sunday 23 August 2020
Induction all New Students, Year 7 and 12	Thursday 27 August 2020
First Day of Term	Sunday 30 August
Half Term	Sunday 18 – Thursday 22 October
<i>Prophet's Birthday*</i>	<i>Thursday 29 October</i>
<i>Commemoration Day*</i>	<i>Tuesday 1 December</i>
<i>National Day – 49 years*</i>	<i>Wednesday 2 – Thursday 3 December</i>
Last Day of Term	Thursday 10 December
Winter Break	Sunday 13 – Thursday 31 December

Term 2: SPRING 2021

First Day of Term	Sunday 3 January 2021
Half Term	Sunday 14 - Monday 15 February 2021
Isra and Miraj Holiday	Thursday 11 March
Last Day of Term	Thursday 25 March
Spring Break	Sunday 28 March – Thursday 8 April

Term 3: SUMMER 2021

First Day of Term	Sunday 11 April
<i>Start of Ramadan*</i>	<i>Tuesday 13 April</i>
<i>Eid Al Fitr*</i>	<i>Thursday 13 – Saturday 15 May</i>
Last Day of Academic Year	Thursday 1 July

*Islamic holidays and the start of Ramadan are subject to change.

SCHOOL TIMINGS

Middle and Senior 2020/21 School Timings

TIMINGS	DURATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
07:45-08:15	30 Min	Reg/PSHCE	Reg/PSHCE	Reg/PSHCE	Reg/PSHE	Registration
08:15-09:15	60 Min	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:15-10:15	60 Min	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:15-10:35	20 Min	Break Time				
10:35-11:35	60 Min	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:35-12:35	60 Min	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:35-13:20	45 Min	Lunch Time				12:35-13:00 (25 min) Tutor Time
13:20-14:20	60 Min	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
14:20-15:20	60 Min	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
	End of School Day Extra-curricular Activities					

Primary School Timings

Please note that FS1 and FS2 children will finish at 1:00pm, Sunday to Thursday, starting their day from 7.45.

Year 1 and Year 2 will have the option to finish the school day at 2.20pm Sunday to Wednesday and will finish at 1pm on Thursday in line with the rest of the school.

Students arrive in Primary Playground at 7.45am for an 8.00am entry into classes. FS Students can enter the FS building from 7.45am

TIMINGS	DURATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
07:45-08:00	15 Min	Students can arrive at school	Students can arrive at school	Students can arrive at school	Students can arrive at school	Students can arrive at school
08:00 - 08:15	15 Min	Registration	Registration	Registration	Registration	Registration
08:15-09:15	60 Min	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:15-10:15	60 Min	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:15-10:35	20 Min	Break Time				
10:35-11:35	60 Min	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:35-12:35	60 Min	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:35-13:20	45 Min	Lunch Time				Assembly 12:30pm to 1.00pm
13:20-14:20	60 Min	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
14:20-15:20	60 Min	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
	End of School Day Extra-curricular Activities					

PARENT-SCHOOL CONTRACT

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

Students coming from abroad

1	Transfer Certificate* and school report from leaving school (only required from Year 2 and upwards)
2	Copy of sponsor's passport (if student's visa and Emirates ID are still in process)
3	Copy of residence visa (to be produced within 45 days of starting date)
4	Original Emirates ID of Main Sponsor and Student (to be produced within 45 days of starting date)**
5	Sign the KHDA Parent-School Contract before your child's first day in school. <i>Instructions will be sent to you by the school.</i>

* 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.

** Should you be unable to produce your and your child's Emirates 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 the KHDA.

Students coming from another Emirate within the UAE

1	Transfer Certificate from leaving school attested by Educational Zone
2.	Copy of Emirates ID of Main Sponsor and Student**
3.	Sign the KHDA Parent-School Contract before your child's first day in school. <i>Instructions will be sent to you by the school.</i>

** Should you be unable to produce your and your child's Emirates 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 the KHDA.

Dubai inter-school transfer - From FS2 upwards

1	KHDA Leaving Certificate and school report from leaving school
2	Copy of both parent's and student's Emirates ID **
3	Sign the KHDA Parent-School Contract before your child's first day in school. <i>Instructions will be sent to you by the school.</i>

** 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 CODE

As a school we believe that our school uniform and dress code should reflect the standards and the ethos of The English College. The school has clear uniform and dress code guidelines 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 is available from **Zaks** (Jumeirah Beach Centre, Jumeirah 1, T 04 344 5637, E info@zaksstore.com) Online orders can be done via: 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	√	√	√	√
Cap or Bucket Hat	√	√	√	√
Bookbag	√			
Swimwear	Please purchase plain black swimwear from any sports store.			

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	√	√	√	√
House T-shirt	√	√	√	√
PE shorts	√	√	√	√
PE T-shirt	√	√	√	√
Cap or Bucket Hat	√	√	√	√
Bookbag	√			
Swimwear	Please purchase plain black swimwear from any sports store.			

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

- 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.
- Sports shoes with non-marking soles for use in Physical Education.

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 with the exception of jewellery that has cultural significance.

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. This is for safeguarding reasons so that we can be sure that all people onsite are members of our school community. Lanyards will be issued to all returning students in September and to any new students starting with the school during the year, at the time of joining.

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	Year 6 only	
Swimwear	Year 6 and Swim Squad only. Please purchase plain black swimwear from any sports store	

- Boys shirts **must** be worn tucked in at all times.
- For religious sensitivity, plain black leggings and a long sleeve under layer may be worn under the existing PE kit. Girls may also wear shorts in place of the skort or plain black joggers/tracksuit trousers in these circumstances.
- 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 colour should look **natural**.
- If students have an inappropriate haircut/colour, they will be referred to their Deputy Head of Phase and are likely to be sent home for it to be changed before they return to school.
- 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** watch and **one** stud earring.
- Watches should not be excessively expensive and should be put into lockers for PE lessons.
- The PE department and The English College 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.
- The only exception here is with jewellery that is worn for a religious/cultural/spiritual reason. Parents need to email the relevant Deputy Head of Phase to alert the school on this reason.
- If the student continues to wear the article of jewellery, which has not been approved as stated above, 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. Belts (black leather) are not a requirement but are suggested as they look smart

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. This is for safeguarding reasons so that we can be sure that all people onsite are members of our school community. Lanyards will be issued to all returning students in September and to any new students starting with the school during the year, at the time of joining.

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 sports teams only	For sports teams only
PE skort red	✓	
PE shorts red		✓
House T-shirt	✓	✓
Swimwear	Swim Squad only. Please purchase plain black swimwear from any sports store.	

- Boys shirts **must** be worn tucked in at all times.
- For religious sensitivity, plain black leggings and a long sleeve under layer may be worn under the existing PE kit. Girls may also wear shorts in place of the skort or plain black joggers/tracksuit trousers in these circumstances.
- 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 and sporting events.

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 colour should look **natural**.
- If students have an inappropriate haircut/colour, they will be referred to their Deputy Head of Phase and are likely to be sent home for it to be changed before they return to school.
- 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** watch and **one** stud earring.
- Watches should not be excessively expensive and should be put into lockers for PE lessons.
- The PE department and The English College 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.
- The only exception here is with jewellery that is worn for a religious/cultural/spiritual reason. Parents need to email the relevant Deputy Head of phase to alert the school on this reason.
- 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.**
- Students 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. Belts (black leather) are not a requirement but are suggested as they look smart.

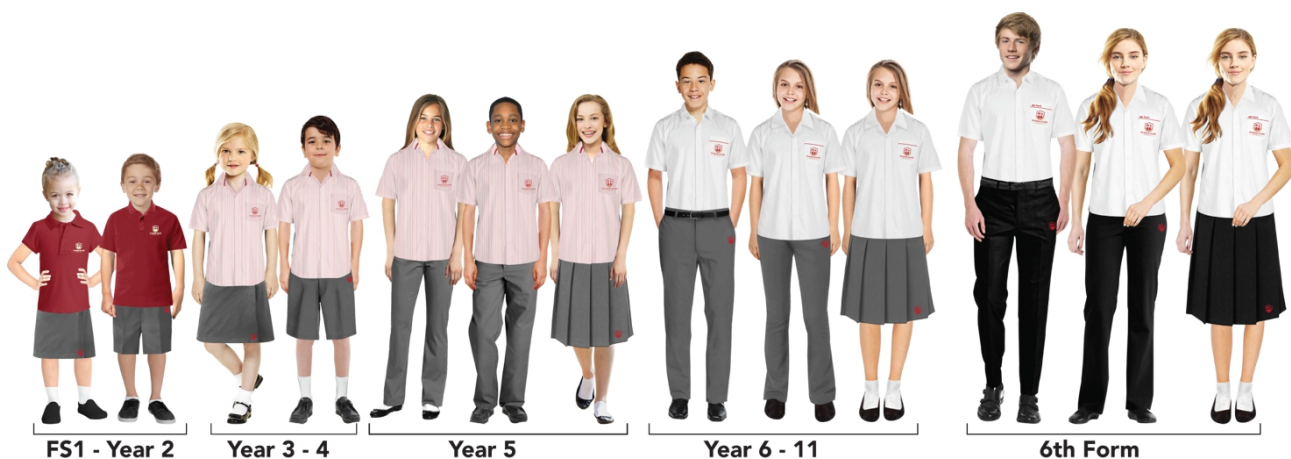
Winter Wear

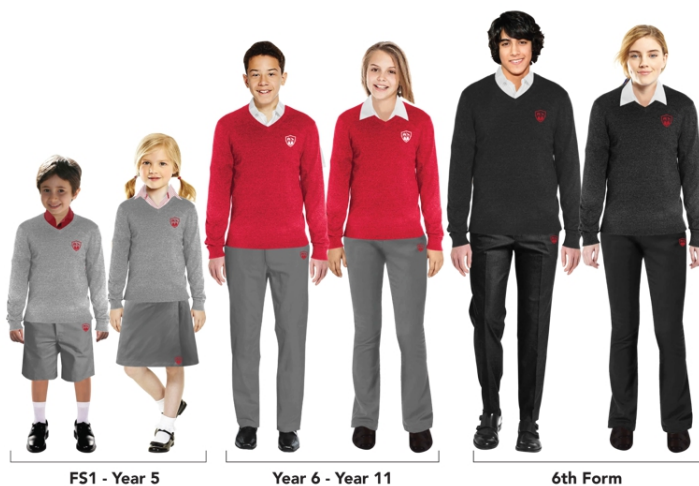
- No jumper or cardigan should be worn other than the official black school sweater.
- Hooded tops of any kind are not permitted.

ID Lanyards

- Must be worn at all times and be visible. This is for safeguarding reasons so that we can be sure that all people onsite are members of our school community. Lanyards will be issued to all returning students in September and to any new students starting with the school during the year, at the time of joining.

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

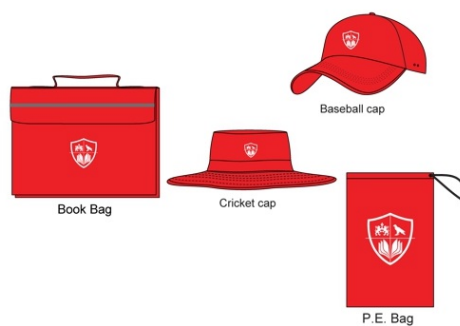




House polo shirt:

Falcon	Yellow	Hawk	Red
Eagle	Blue	Kestrel	Green

PE Uniform



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 (ECAs) 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 in a sport to make the squad and represent the school. Therefore, the school's intention is to help our students to grow as individuals and to develop a range of skills and interests that will set them up for life.

When students sign up to an ECA, they are expected to commit to it and attend every session.

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. The majority of information about our ECA programme is disseminated through notices in form time or meetings held during the school day with the teacher in charge. We will be posting all generic information about ECAs on our **D6 School Communicator**. We have surveyed our current students towards the end of 2019/20 school year to ensure we are providing ECAs based on student demand.

Sports teams' fixture information can be found on our sport website www.englishcollegesport.com. We hope your child enjoys the ECA 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 1.00pm Sunday to Thursday.
- Years 1 to 13 pickup time is 3.20pm Sunday to Wednesday and 1pm on Thursday. However, Year 1 and Year 2 do have the option for a 2.20pm pick up time. If parents select this option they need to fill in and sign a letter from the school and commit to this timing each half term. At the end of the half term, parents can either renew this option or revert to 3.20pm finish timings.
- 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
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 3 to 13 students

Students are expected to bring to school a device. This can be a tablet, laptop, Macbook, Chromebook etc. BUT not a mobile phone. This will be used in lessons under the instruction of the teacher. The 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 6 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 Years 6 - 13 (Middle and Senior School ONLY)

At The English College, homework is regarded as 'own learning' and is an important extension of the learning process that takes place during lessons. Primary students do not have any home learning set, however they do have both reading and maths digital platforms to use for home study, as well as daily readers.

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/her efforts to complete the tasks set and help him/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 their homework, identifying the strengths of his or her work and giving clear guidance on how to improve and continue to make progress. A student who does not complete homework or who fails to submit it on time without a valid reason should 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 or 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 Years 6 – 11 (Middle and Senior School ONLY)

Students should get into good homework habits right from Year 6. To help them organise themselves and keep a record of homework, they must use their Student Planner. All students have a student planner, up to and including those in year 11. 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 means of communication between parents, the class teacher, the Form Tutor and subject teachers. Please write in the Student Planner any concerns or comments that you wish to pass on to the school. The comment section for use by parents and teachers **should be signed weekly by the Form Tutor, the parent and the student.**

Student Planners are not provided for students in the Sixth Form as it is expected that they will be able to manage their time effectively using whatever means they choose, for example an online calendar.

Parents must notify the school if a student is absent due to illness; please email the school reception at absence@englishcollege.ac.ae before 8:00am on the first day of absence. A telephone call is acceptable if it is not possible to email.

The school will follow up on absences that have not been communicated to us. Any absence still accounted for by the end of a school day will result in the student's absence being recorded 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 the 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 Deputy 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 Deputy Head of Phase via the school reception to arrange an appointment for a meeting.

The full-time school nurse 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 school nurse, all other medical needs the students should 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**.

Medication should not be carried by students, except inhalers for asthma and epipens. Please inform us if your child has any medical condition and/or is taking regular medication. Any student who requires medication administration 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 students 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 parents provide a note explaining the circumstances. All such notes should be written in the student's planner and signed. 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 during the school day, the school nurse (or a member of staff) will assess him/her and call the parents to collect the child. Students may not call their parents directly to collect them from school. 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 our 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 creates a danger for students. Please do not stop in the road, even with hazard lights on, as this blocks traffic and causes students to walk in the road.

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.

School Transport

Our school transport provider is Maverick Passenger Transport LLC. If you wish to register for their services, you can do so via their **Online Registration App**. Please note that Maverick will not accept paper-based application forms anymore as they are going paperless.

Alternatively, you can download their Parent App via the Google Play Store or App Store.

Here is a **video** showing how the registration process works.

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 and further potential sanctions in school.

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' 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: In the interests of safeguarding, all parents must wear The English College ID lanyard at all times on the school premises.

Break and Lunchtime: Food and Socializing

Primary

Students bring their own food from home and families are advised to ensure healthy food is provided. Please note we are a nut free school. As we have a child with a severe fish allergy, we also request parents in the Primary not to provide fish related products in lunch boxes. We do not offer food preparation resources e.g. microwaves to students. It is also not allowed for students to order any food deliveries to school, before, during or after the school day.

During break and lunchtime students are welcome to play ball games on the playground area. However, they must wear trainers/sports shoes, which they can change into during these break times. They are not allowed to play in their socks, barefoot or with their school shoes on. Additionally, the field is closed during the hottest months and the Primary Hall is used on a rota system for indoor play.

If students do not wish to play ball games during their breaks, we have a lot of shaded and comfortable areas for students to socialise and eat their lunch. We additionally have the library which can be used under supervision. Additional inside spaces will be opened up during the hotter months.

Students are not allowed to use devices during their break times. We want the students to socialise, face to face and not spend their time on a device.

Middle and Senior School

Students are welcome to bring their own food from home or purchase food from our canteen. The provider is Tuck Shop, who are well known around Dubai for their high quality, healthy and fresh food. A meal will cost just less than 20 AED usually. Please note that if students bring their own food, we are a nut free school. Students are not allowed to order any food deliveries to school, before, during or after the school day.

During break and lunchtime students are welcome to play ball games on the field. However, they must wear trainers/sports shoes, which they can change into during these break times. They are not allowed to play in their socks, barefoot or with their school shoes on. Additionally, the field is closed during the hottest months.

If students do not wish to play ball games during their breaks, we have a lot of shaded and comfortable areas for students to socialise and eat their lunch. We additionally have the library which can be used under supervision. Additional inside spaces will be opened up during the hotter months.

Students are not allowed to use devices during their break times. We want the students to socialise, interact face to face and not spend their time on a device. Phones can not be used at any time (except sixth form in designated areas) during the school day.

COMMUNICATION CHANNELS

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. The D6 School Communicator can be easily installed on desktops, smart phones etc via their 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 devices 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

CLASSCHARTS.

All parents are asked to download the free app 'ClassCharts'. The school will provide all parents with an access code. Students in the Middle and Senior School receive positive and negative points on Classcharts from their teachers, relating to behaviour, effort in class, and achievements inside and outside of the classroom. Parents will also receive notification emails to keep you informed on the points your child is collecting.

Primary School students only receive positives on ClassCharts (FS-Year 5), any behaviour issues are dealt with on a face to face basis in line with the school's Positive Behaviour Policy.

We are active on various **Social Media** channels to showcase all the great things that are happening at The English College. We encourage you to visit them regularly for updates and more:

Facebook

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

Instagram

https://www.instagram.com/englishcollege_dubai

Twitter

<https://twitter.com/InfoECDubai>

Youtube (The English College, Dubai)

<https://www.youtube.com/channel/UCwX8wxchjustFGOM28yRZQg>

Our website contains lots of useful information and downloads and is updated regularly:

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

IMPORTANT CONTACTS

Principal

Mark Ford is the Principal. To book an appointment to meet with the Principal, please email Ms Lisa Denham, Operations Manager
ldenham@englishcollege.ac.ae

Vice Principal - Head of Academic Studies

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

Mrs Emily Hopkinson is the Head of Senior Phase (Years 10, 11, 12 and 13).
ehopkinson@englishcollege.ac.ae

Registrar

Mrs Cheryl Beekhuijsen is the Registrar and responsible for student admissions:
admissions@englishcollege.ac.ae

Admissions & Parent Liaison

Mrs Caroline MacDonald supports Admissions and also serves as Parent Liaison:
cmacdonald@englishcollege.ac.ae

School Nurse

Mrs Jessie George is the full-time school nurse and is available during the school day.
nurse@englishcollege.ac.ae

Examination & Data Officer

Mrs Debbie Kane is the Examination & Data 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 Inclusion

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