



KENT COLLEGE

DUBAI

Junior School
Parent and Pupil Handbook
2023-2024

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Aims and Values

Kent College Dubai shares the same aims and values as its founding school, Kent College Canterbury. The school's location, next to the development at Meydan South, means that we have a close connection with Emirates Airlines, and our relationship with the local community is an important element of our distinctive identity.

The Aims of Kent College Dubai

- Maintain high educational standards in all academic, cultural and sporting activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child.
- Uphold human values in practice as well as in theory, in a spirit of openness and tolerance.
- Encourage pupils in a critical examination of the standards and values current in society.
- Allow pupils to have an excellent understanding of how Islamic values influence contemporary society.
- Encourage pupils to respect and appreciate the heritage and culture of the UAE that underpin and influence contemporary life in Dubai.
- Develop in pupils an excellent awareness and appreciation of their own culture and other cultures from around the world.

The Values of Kent College Dubai

- An understanding of human values and a nurturing of moral responsibilities and behaviour regardless of age or background.
- Close cooperation between parents, pupils and staff.
- Enthusiasm, endeavour and self discipline in all that we do.
- Academic rigour at all levels of ability, curiosity, critical awareness and responsibility.
- Fairness, trust and confidence in our dealings with one another.
- Initiative, creativity and tenacity in the search for personal growth.
- Qualities of loyalty, leadership and support.
- Tolerance and respect for others no matter what the differences are.

The school's aims and values are embodied in a practical way in the school's Learner Profile, which comprises of characteristics and attributes that we aim to bring out and build up in each pupil so that they are grounded and prepared for the next stage of life when they move on from Kent College. Please see the separate section on the Learner Profile for more information.

Senior Leadership Team

Tim Hollis – thollis@kentcollege.ae Acting Principal

Junior School

Muireann Carroll – mcarroll@kentcollege.ae Acting Head of Junior School

Cassie Crisp - ccrisp@kentcollege.ae Assistant Head of Junior School

Kirsty Heard - kheard@kentcollege.ae Assistant Head of Junior School

Absence

We kindly request all parents to follow the school's designated holiday schedule in order to ensure that students can actively participate in both academic and community activities without unnecessary interruptions. We urge parents to make flight and other arrangements well in advance, aligning them with the term dates. If circumstances require, families will be granted up to 10 days of authorised absence for family holidays during the term. Any extra days of absence beyond this will be recorded as unauthorised.

It's important to note that all absences, regardless of authorization status, will be recorded as absences on your child's attendance record. For any anticipated absences, parents are advised to obtain and complete a Leave of Absence form from the Reception desks. These completed forms should then be submitted to the Head of Junior School for approval.

If you would like clarification, please refer to the **absence policy** which can be found on the parent portal.

When a pupil returns to school after an absence for medical reasons a note must be written in the pupil's Personal Academic Diary (PAD) or a separate note handed to the pupil's tutor or via email.

Acceptable Use Policy

The use of information technology at Kent College Dubai is encouraged so as to enhance the pupils' learning experiences. Each learner in the Junior school is expected to comply with the school's guidelines on the correct use of computers and other telecommunications devices.

Accidents and Sickness

The KCD Health Centre serves as the location for our school nurses who are available throughout the entire school day. In instances of significant incidents, the Health Centre staff will promptly communicate with the parent or guardian before the student arrives home. Should the incident occur towards the close of the school day, and if reaching parents proves challenging or unfeasible, a written note to the parent may serve the purpose.

When a child sustains a serious injury or is involved in an accident, particularly concerning the head, while at the KCD Health Centre during break time, an incident report form will be completed to outline the details. In certain cases, a child's condition might warrant them staying in the Health Centre, unable to return to class, until the parent arrives to collect them.

It's important to emphasise that all regulations and policies established by the Dubai Department of Health (DHA) will be strictly followed.

Arabic and Islamic Studies

All pupils study Arabic either as a first or second language (from Term 2 in FS1.) Pupils follow the KHDA's syllabus for either A (Arabic as a first language) or B stream (Arabic as an additional language). B stream pupils do not have to continue to study Arabic beyond Year 9, but may choose to do so. Pupils in the A stream and Muslims also follow the Islamic Studies course until the completion of Year 12.

Assemblies

Assemblies are held in the auditorium each week. Assemblies foster a sense of belonging and solidarity among students, helps them establish group cohesion, and builds character. This time will be used to support children's global wellbeing and celebrate all the learning and growing the children are doing.

Assessment

The school recognises that assessment is of central importance to the learning process and seeks to develop a policy to build a strong partnership between pupils, teachers and parents to help maximise the motivation and achievement of all learners.

The procedures used, aim to provide a coherent framework for monitoring the progress of pupils on a whole school basis involving a partnership between pupils, parents and teachers. There are various elements to this procedure which include on-going observations of pupils' effort, performance and progress in class, daily marking, end of term assessments, and target setting and reviews.

Attendance Registers

Class teachers will register their pupils electronically at the start of the day during registration time at 8:00am, directly after the National Anthem. If the electronic attendance system is inaccessible for any reason the tutor will record attendance on the hard copy register and then put it in the receptionist's office as soon as possible after the registration period has taken place.

Any pupils arriving late for school should go directly to the Junior School receptionist to be entered into the school registration system.

Behaviour Expectations and Rewards

Kent College Dubai is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. We adhere to the core rules of: ***'Be Ready, Be Respectful, and Be Safe.'***

Recognition and Rewards for Effort

We recognise and reward pupils who go **'above and beyond'** our expectations. Everyone at Kent College Dubai recognises that the use of praise in developing a positive atmosphere in the classroom cannot be underestimated and a quiet word of personal praise can be as effective as a larger, more public reward. It is the key to developing positive relationships, including with those pupils who are hardest to reach.

Positive rewards include positive messages home for behaviour that is **'above and beyond'**. This may take the form of a Marvellous Moment email, a positive note home, a phone call or a face to face chat. Other rewards and recognition for going **'above and beyond'** may include stickers, visits to Senior Leadership or other key members of the school, Senior Leadership Awards, leadership roles, certificates and stickers – all of which will earn **'above and beyond'** pupils 1 house point.

Celebration Times

Our celebration times are during school assemblies where pupils who have consistently gone **'above and beyond'** will be identified by staff and celebrated in front of their peers. Equally, pupils who have gone **'above and beyond'** outside of school will be identified and celebrated during this time. These pupils will receive a house point for their associated house and a round of applause from the school. In addition to celebratory assemblies, outstanding pupils from each year group who have consistently gone **'above and beyond'** the school's expectations that week will be chosen as **'pupils of the week'**. These pupils will attend **"Hot Chocolate Friday"** which is sharing a hot chocolate and a chat in the staff with a member of the Senior Leadership team.

Managing Behaviour

Engagement with learning is always our primary aim at Kent College Dubai. For the vast majority of our pupils a gentle reminder is all that is required. Although there are some occasions when it is necessary for a pupil to leave their classroom for a short period of time, steps should always be worked through with care and consideration, taking individual needs and circumstances into account where necessary.

Positive reinforcement and focusing on your child's good behaviour is the best way to guide your child's behaviour. Setting rules and being consistent with age-appropriate consequences is important.

Positive engagement with children is always our primary aim at Kent College Dubai. All children are given gentle reminders to use their 'kind words' and 'gentle hands'

We also understand that for some children following our behaviour expectations is beyond their developmental level. In this case, these children will have bespoke positive behaviour plans which may include rewards to reinforce positive behaviour. These plans would be shared with parents.

Sanctions

All behaviour infringements are recorded using CPOMS (an online system) if poor behaviour persists, staff will follow the behaviour policy in school and parents will be contacted.

All negative behaviour is dealt with in a restorative way. The key aspects of this include:

- Involving all those responsible for and those affected by the behaviour in solving the problem
- Providing high levels of support for all parties
- Addressing the needs of all those involved in harmful incidents
- Providing strong messages and reminders about what behaviours are acceptable and unacceptable

There are times when it may be appropriate to keep a child in for part of their break time in order to achieve the above mentioned points through a reflective conversation.

Bicycles

Pupils may ride bicycles to school and must wear a helmet. All bicycles and scooters should be parked in the designated areas. Pupils should store their helmets in their lockers to avoid them deteriorating in the heat.

Birthdays

At Kent Nursery, we acknowledge the importance of birthdays as a significant celebration. Our class teachers will strive to make a portion of the typical school day special for the children. Individually packaged cupcakes or a small nut-free treat can be brought into school and will be sent home at the end of the day. Parents can then decide if they would like their child to partake in these treats.

Break Times

Junior school pupils will have a range of spaces to visit during break times, all of which are supervised by staff members. Pupils are expected to wear a hat when outside. During the hotter months, when the outdoor temperature reaches 40 degrees, we initiate a "RED" break rule, at this point pupils stay inside. During this time pupils can play board games, read or chat to friends. Pupils are NOT permitted to use electronic devices during this time unless they are engaging in learning. Sand and dust storms are common in Dubai, should they occur then the same procedures for "RED" breaks are put into effect. The "RED" break procedures are also put into practise should the temperature or air quality prevent pupils from taking part in outdoor PE lessons.

Bullying

Bullying is not tolerated at Kent College. Bullying is the hurting, humiliating, threatening or frightening of another person on repeated occasions. This may be physical or verbal abuse of the person, or abuse of his or her property. To identify actions as bullying rather than isolated incidents we use the acronym STOP – Several Times On Purpose.

Any pupil who is being bullied or who knows of someone being bullied should be confident that the information will

be treated confidentially and sympathetically.

All forms of bullying will be dealt with in the first instance by the class teacher, followed by the Head of Year, the Deputy Head or the Head of Juniors, in accordance with the school's anti-bullying policy. All bullying is recorded on CPOMS and will be treated extremely seriously.

Catering

The school's catering provider offers a school lunch service. Pupils may register and purchase lunches and a snack in advance at a cost and menus are shared with parents accordingly. Lunch is served in the dining room for those choosing to purchase in school. Any EYFS children that use the catering service will have their lunch delivered to their classrooms.

If pupils do not wish to use the school's catering provider they must ensure that they bring a healthy packed lunch. Please be reminded that Kent College is a pork and nut free school; some of our children suffer with allergies and a few have life threatening nut allergies.

Child Protection

Kent College Dubai offers a nurturing, engaging, amicable, and safeguarded setting where students experience safety, trust, respect, and appreciation. This environment actively fosters the social, physical, moral, and emotional growth of each child.

The school's Child Protection Policy is widely disseminated and serves as a paramount guideline to ensure the welfare of students against any form of mistreatment, whether within or beyond the school premises, involving fellow students or external parties.

Our Designated Safeguarding Leads in Junior School are:

Muireann Carroll: Acting Head of Junior School

Cassie Crisp: Assistant Head of Junior School

Chromebooks

Every classroom is equipped with Interactive Flat Panel Display. This will ensure maximum interaction between pupils and their teacher.

Pupils in Years 1 and 2 will have use of school owned iPads to support learning in the classroom. Pupils in Years 3-6 are expected to have purchased a Google Chromebook or similar device as part of their school kit. Pupils must ensure that they charge their device sufficiently at home and that they bring it to school every day. This device has been selected to allow all pupils to access the educational resources and the internet in an actively managed, safe and controlled way.

Pupils are responsible for looking after their own Chromebook and should not leave it unattended. They should carry it around in a proper case and ensure it is secure when being transported between classrooms. The charging of their Chromebook is the pupil's responsibility as too is the protection from computer viruses. Pupils should ensure that their name is clearly displayed somewhere on the device to help them identify it.

Junior School Laptop Policy (Year 3 to Year 6 only):

The Junior School operates a **Chromebook** policy for Years 3, 4, 5 and 6. From April 2024, and in order to prepare them for online work from Year 3 onwards, we are recommending that Year 2 pupils purchase their own Chromebooks for the start of Term 3.

Parents should buy their own Chromebook as per the specifications below and any devices not purchased through school providers will also need to purchase a Google user licence. All students must have this in order to access the

school's Google Domain. This is a once-off fee and the licence can be paid for and issued when your child starts school.

We highly recommend purchasing a Chromebook that has a UAE based service centre so that the device may be fixed here in the UAE in the event that repairs are necessary.

Recommended Chromebook Specification

Any specification of Chromebook is acceptable, however, the recommended device is the **Acer Chromebook Spin 511**.

- Operating system: Chrome OS
- Screen: 11.6" HD LCD screen
- Graphics controller: HD Graphics 500
- Battery: up to 12 hours
- Storage: 32GB
- Memory 4 GB memory

Communication

Parents may wish to make contact with the school to ask questions or discuss concerns. In the first instance, it is important that parents communicate directly with the *class* or *specialist teacher*. If there are further concerns, it may be necessary to contact the Year Leader or Head of Department - all the contact details for staff are on pages 4 & 5 of this document. Please email the teacher you would like to meet in order to make an appointment with them, as it is unlikely that they will be free to speak to you if you drop into school on the off chance that they can meet.

Please do not request a meeting with any of our senior staff *unless* you have followed the above procedures first. The people who are most likely to be able to answer your questions are teachers who spend the most time with your children.

So, in brief:

1. Speak to the **class or specialist teacher**.
2. If needed, speak to the **Year leader or head of department**.
3. In special cases, you may request a meeting with a **member of the leadership team**, however you must have followed the above protocols first.

Curriculum

The curriculum at Kent College Dubai is based on the English National Curriculum with the medium of instruction being English. Our local and international context is also very important and the academic programme includes the study of Arabic for our pupils as well as Islamic Studies for our Muslim pupils.

From the Early Years Foundation Stage, pupils will have specialist lessons each week in PE and Performing Arts. Pupils will begin learning Arabic in formal weekly lessons from Year 1, EYFS will be introduced to Arabic in the Second Term. In Years 1-6, this extends to Islamic Studies or Cultural Studies. In Year 6 we also have Modern Foreign Language (MFL) as a specialist lesson which is a combination of French and Spanish.

Equipment

Pupils in EYFS are not expected to bring any equipment to school. In Years 1 and 2 a simply stocked pencil case is very handy.

In Years 3-6 all pupils should bring to school a well-stocked pencil case with the following items:

- writing pencils
- drawing pencils
- colouring pencils
- rubber
- sharpener

- ruler (30cm)
- scissors (small pair)
- Pritt/Glue stick
- Year 5 and 6 pupils will also need to bring to school a compass and protractor.

Extra-curricular Activities

The school runs an extensive extra-curricular programme. Pupils in EYFS are offered ECA's through external providers, the costs of these will be communicated to parents closer to the time. In Years 1 through to Year 6 pupils can choose from a range of activities run by staff and/or our external providers.

Parents must activate their SchoolsBuddy account in order to gain access to the online sign-up for ECAs. Failure to use SchoolsBuddy could lead to children not attending activities. Parents will be notified via email when the sign-up through SchoolsBuddy goes live.

First Aid

First aid equipment is located at designated areas around the school. For safety reasons, pupils are not allowed to keep medications with them. The only exceptions for pupils who require an EpiPen for anaphylaxis. If a child is on a course of medication which should be given during school hours, the nurse will keep the medication in the Health Centre and administer it at the scheduled times.

Gifted, Able and Talented

Children identified on this continuum are provided opportunities and regular provision that focuses upon their area(s) of strength. Through their learning journey at Kent College Dubai, their progress is monitored and additional opportunities, both in and out of school, to develop, demonstrate and celebrate their advanced abilities.

Hats

Hats are a compulsory part of school uniform and must be worn outside at all times, including during outside PE lessons and ECA activities. This should be one of the Kent College uniform hats, but any hat is better than no hat!

Health Centre

Our school Health Centre is in the main school building, near the Senior Dining Room. The aim of the health centre is to provide a healthy and safe school environment, and to promote health care to every school child. The health centre will also encourage an awareness of students on health matters, control the prevalence of infectious diseases in the school and provide dental health, and visual examinations.

Homelearning

The school believes that home learning is an essential part of pupils' learning. Home Learning is set regularly and pupils are encouraged to establish good habits from the beginning of their journey at Kent College.

The nature, type and length of home learning will vary according to the age of the pupil and the subject and will be shared with parents at the beginning of the year. It is important that homework forms a meaningful and coherent part of the learning for a particular subject.

Home Learning may take a variety of forms. These will include specially prepared tasks that extend class learning, research assignments, practical exercises and longer term assignments/projects.

House System

There are four houses in the school, named Augustine (purple), Becket (green), Chaucer (red) and Marlowe (blue). Each member of staff and all pupils are allocated to a specific house for the duration of their time in the school. The Junior School House Activity Coordinator is responsible for organising various activities and competitions throughout the year.

House points are awarded for all inter-house competitions, and for behaviour that goes “**above and beyond**” the school expectation and outstanding academic or extra-curricular achievement. These points are totalled at regular points throughout the year and at the end of the year a house winner is announced.

Inclusion Statement

Kent College Dubai aims to enable all pupils the opportunity to achieve their best academically, emotionally and socially by:

- Providing high quality learning to enable all pupils to acquire the skills, knowledge and concepts relevant to their future;
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated;
- Enabling pupils to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning to ensure the progress of all pupils through quality first teaching;
- Providing high quality curriculum entitlement and a high quality learning environment;
- Promoting the Kent College Learner Profile attributes to enable pupils to value themselves and each other.

Internet Access

The School has a Data Protection policy and an Acceptable Use Policy for use of ICT, the internet and emails. Pupils are required to comply with this policy and must sign an ICT contract before they can make use of the facilities.

Learner Profile

The Kent College Learner Profile is a set of attributes and values that we encourage our whole community – students, staff and parents – to adopt. Our Learner Profile has been developed in collaboration with pupils and staff and equally reflects the KHDA’s vision for schools to develop 10 Key Character Traits.

- Kind *
- Resilient *
- Open-Minded
- Reflective
- Articulate *
- Principled
- Creative*
- Ambitious
- Courageous *
- Resourceful

These qualities are firmly embedded in learning and behaviour across our school. Pupils regularly consider the attributes of the Learner Profile and have a genuine understanding of each of the qualities, starting in the Foundation Stage (with the five *) and developing as the children move through the school.

Library

The role of the Kent College library, in partnership with the teaching staff, is to provide an active and stimulating information resource to enhance learning. The library is at the heart of the school and contains modern and traditional resources for research and study. The library is staffed by a full time librarian. All children will be allowed to take home books on a weekly basis. We understand that accidents happen and sometimes books get lost. If this is the case then we ask you to either replace the book or send in 50 aed for the replacement.

Lost Property

The school is not responsible for lost property, and pupils should label their uniforms and belongings clearly. Any property found around the school should be sent to the reception desk, from where pupils can collect lost property at the beginning of break times. Any unclaimed lost property will be held in the lost property boxes which are located behind the Junior School reception.

Medical Records

The school health centre will keep a record of all pupils' medical and immunisation details on the record and consent declaration form.

Mobile Phones

Pupils are discouraged from bringing mobile phones to School. If pupils bring a mobile phone it is on the understanding that the School will accept no responsibility in cases of theft, loss or breakage. Junior School pupils are expected to keep their mobile phones switched off and in their bags at all times.

Money

Parents will be billed for any extras for residential trips, books etc. by the Accounts Department. Pupils should not bring into school large sums of money. Many of our payments for trips are now easily done online through SchoolsBuddy.

Music

Additional instrumental and vocal lessons are available at an additional cost to the parents. For more information please contact Miss Lori Jackson, Senior Teacher of Music - ljackson@kentcollege.ae.

Pupil-Parent meetings

Parents' meetings are held for parents and guardians and academic and pastoral staff of each year group during the school year. For all years there are two such opportunities. Pupils in all year groups are invited to attend with their parents. At all of these Parents' Evenings, strategies to aid learning are set by staff in consultation with pupils and parents.

Payment of Fees

More information on the payment of fees can be found on the school website at [FEE INFORMATION](#)

PE, Games and Sport

Parents of pupils unable to attend games sessions or other activities for health reasons must either send an email to the **PE and class teacher** in advance or ensure the pupil brings a doctor's or parental note for the first lesson to be missed. The note must be taken to the games session and handed to the teacher taking the lesson. If pupils miss two consecutive lessons, a doctor's note is required. If a pupil sustains an injury or becomes significantly ill during the school day the Health Centre may assess him or her as being unfit to participate in games that day and issue a note.

All pupils who are not taking part in PE lessons must report to the member of staff in charge of the activity they will be missing. Pupils are expected to have the appropriate kit for all sessions and activities. Any pupil that is injured can still play an alternative part within the lesson so can still bring their PE kit and be a coach, referee etc.

School games and activities take priority over other commitments outside school that a pupil may have. Pupils and their parents should liaise with the member of staff in charge if they wish to be excused from a game or activity that clashes in this way and where possible provide two weeks' written notice.

Only official school kit should be worn, please purchase these from the school uniform shop. Children's PE kits should reflect the sports house they are in.

The sports hall, astro-turf pitches and the swimming pool and all their equipment may only be used in accordance with the rules laid down by the PE department. The published safety precautions for these areas must be strictly observed during all practice sessions.

Whether pupils are competing or spectating at team events or taking part in some other competitive activity, they are expected to behave with good manners and always to set an example that reflects well.

Pupil Academic Diary (PAD)

Each pupil from Year 1 is supplied with a Pupil Academic Diary/Reading Record for daily completion, with space for parental and tutor comments. Tutors will regularly inspect this book to ensure that it is being filled in correctly. Parents are expected to sign this at the end of every week.

Pupil Induction

New pupils are invited to meet their new teacher for a short session the day before the official academic year starts. Every pupil will receive a PAD, a timetable, a home learning timetable and any further information that is required from their class teacher. Each new pupil is given a 'buddy' who is responsible for them in the first few weeks of school.

If your child starts mid way through the year, they will meet with a member of the Senior Management Team alongside their class teacher on their first day.

Ramadan

The Holy Month of Ramadan moves earlier approximately ten days each year. If this occurs during a school term, Extra Curricular Activities are suspended, as the school and work day hours are reduced. Ramadan Hours are published annually by KHDA.

Our behaviour during this time affects others, both inside and outside school. Although pupils are required to fast at adolescence some pupils begin fasting earlier, but this is a voluntary decision. Other pupils should be taught to respect those pupils who are fasting by eating and drinking only in designated areas. Staff will make allowances for pupils who are fasting and who are involved in strenuous PE activities. Pupils are not allowed to leave classes to pray. The prayer room is available for those who wish to pray during lunch break. This is supervised by the Arabic staff.

Reports

Parents receive a written report on their child's progress on two occasions in an academic year; January and June. Any parent concerned about their child's academic progress may visit the school by arrangement to talk with the relevant class teacher, in the first instance. Parents may make appointments to meet members of the teaching staff if they have a particular subject-based concern.

Rules and Procedures

In order to function efficiently, every community needs rules and guidelines, which are there to protect both the individual and the community. The guiding values at Kent College Dubai are Integrity, Tolerance and Respect. We also attach great importance to manners, fair-mindedness, hard work, enjoyment and treating others with proper respect. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school community.

School Council and House Captains

At Kent College Dubai, we firmly believe in the transformative power of our students' voices. Their involvement in the operational dynamics of the school and the house system is essential to their holistic education. Our School Council exemplifies our commitment to fostering a meaningful partnership between students, teachers, and the leadership team.

The Council empowers students as active contributors, channelling their perspectives into decision-making processes. This not only nurtures essential life skills, such as effective communication and collaboration, but also instils a sense of ownership, responsibility, and positive change within both the school and the wider community.

The School Council comprises representatives from Year 5 to Year 13, fostering a diverse representation of the student body.

Aims

- To cultivate a sense of belonging among students within the school community.
- To involve students in the evolution of the school environment.
- To provide a platform for students to express their preferences.
- To foster attentive listening and encourage students to recognize their own significance, entitled to be heard.
- To educate students about their rights and responsibilities.
- To enable students to make positive contributions to the school's culture and surroundings.
- To collaborate in the planning and execution of the KCD House System.

The Council will meet regularly with the Student Council and Pupil Voice Coordinator. During Council meetings, students come together with teachers, and members of the leadership team, to discuss various aspects of school life, voice their opinions on relevant matters, and propose ideas for improvement. These meetings are structured with agendas to ensure focused discussions, and the minutes are documented and shared, ensuring transparency and accountability. This collaborative platform nurtures students' leadership skills, critical thinking, and democratic understanding, fostering their active role in shaping the school environment and nurturing a sense of shared responsibility within the community.

Through this dynamic interaction, our students become catalysts for innovation, enriching both their educational journey and the collective excellence of Kent College Dubai.

Signing In and Out

If pupils are late for school for any reason they are expected to sign into school at reception. If pupils need to leave school at any time, they may only do so with written permission and they must sign themselves out of school. All visitors must sign in and out at the school reception.

Start and End of the Day

Due to strict safeguarding protocols, parents have very limited access on the school site. FS1 pupils enter school via The Early Years Building (Kent Nursery) - see below. All pupils in FS2 to Year 4 are dropped off at the main Junior school and Years 5 & 6 at the front Senior School/admissions entrance, ready for registration at 7:40am to start school at 8.00am.

Start of Day Kiss & Drop for FS2 to Year 6:

Please note that there is no parking available to parents between the hours of 7:15 am and 3:45 pm. Parents can either use the Kiss & Drop zones along the front of the Junior building or park cars in the sand area located beside the school, and walk the children over to the Junior School Reception (Yrs FS2-4) or Senior Reception (Yrs 5 & 6). The Kiss & Drop zones are safe and supervised by staff to ensure children reach the entrance smoothly. When you have dropped off your child in the morning, please try to leave the drop off areas as quickly as possible, to reduce the congestion in front of the school. **Please note, the Kiss & Drop is not a suitable option for FS1 pupils.**

At pick up, parents of children in FS1 are to be collected from their internal classroom doors. FS2 and Years 1 & 2 are to be collected from the exterior door of their classrooms. Classrooms can be accessed via the doors either side of the Junior School reception desk or the gate between the Early Years and Juniors building - these areas are opened each day at 2.40 pm in time for this pick up to run smoothly.

All other pupils (and those in Years 1 and 2 who have opted for this) will meet their parents at specified pick up points at the end of each day. These will be communicated to you at the start of each academic year. Alternatively, older siblings are able to collect younger siblings from the classroom, if the pupil's class teacher has received prior notification and permission from parents. In line with safeguarding practices we ask that this be from Year 4 and upwards.

After School Provision

There is currently a limited provision for after school care. For EYFS children this is the Brave Bears club and it runs from 1:40pm till 3:45pm with a cost of 500aed per term. Should a parent wish to collect their child before 3:45 please go to the FS2G external classroom door. The club will run in the FS2G classroom and outside area (weather permitting) and children can be collected from the external FS2G door. A sign will be placed on the door to assist with collections.

For Years 1 - 6 the siblings supervision will run from after school until 3:45pm in the Year 1G classroom and outside area (weather permitting). Children can be collected from the outside door of Year 1G. A sign will be placed on the door to assist with collections.

These groups offer limited spaces and parents are asked to complete the google form that has been sent. Clubs will start on the 11th September to allow children to settle into the new year. Please note these clubs are only for siblings and spaces will be allocated on a random basis.

Class teachers will follow parental requests for dismissal at the end of the day, to allow children in Yrs 1 to 6 to be collected from House pick-up points, go home with siblings independently, go to the school buses or wait for senior school siblings in school as mentioned above.

Monday to Thursday:

<p>Registration is at 7:40am. Start of the school day is 8:00am and all children are expected to be in class by this time.</p>	<p>Pupils in FS1 enter school via the Early Year Building (Kent Nursery) entrance from 7:40 am. Parents and carers can then drop the children in person to their classrooms via the internal doors.</p> <p>Pupils in FS2 enter school through the main Junior School entrance from 7:40 am where they will be met by teaching assistants and walked to classrooms, helping with bags and any other personal items.</p> <p>Pupils in Year 1 - Year 4 and any new Junior School children enter school through the main Junior School entrance from 7:40am where they will also be supported to classrooms until they can do this independently.</p> <p>Pupils in Year 5 and 6 should enter school from 7:40 am through the Senior School entrance (auditorium entrance).</p> <p>Pupils arriving after 8am should report to their respective reception desk and inform reception that they are late before going to class.</p>
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<p>End of Day is 1:40pm (FS1 and FS2) 2:40pm (Year 1 - 2) 2:50pm (Year 3 - 6)</p>	<p>We have staggered the end of the school day to avoid any congestion - both traffic and humans.</p> <ul style="list-style-type: none"> ● Pupils in FS1 can be collected from their internal classroom doors from 1:40pm. If you are collecting your child by car, please use the Early Years (Kent Nursery) car park in the first instance. ● Pupils in FS2 can be collected from the exterior door of their classrooms at 1:40pm. Parents can enter the FS2 classrooms via the side gate or by going via the 2 x exit doors either side of the Junior School reception desk. ● Pupils in Years 1 and 2 can also be collected from the outside doors of their classrooms at the end of the day which is at 2.45pm, accessed via the gate between the Early Years (Kent Nursery) and Juniors building - this is opened each day at 2.40 pm or by going via the 2 x exit doors either side of the Junior School reception desk. <p>All other pupils from Years 3-6 will be dismissed from classrooms, according to parental requests to class teacher/s and will either:</p> <ul style="list-style-type: none"> ● Meet parents at their house pick-up points ● Go home with an older sibling, (younger sibling to be collected from classroom) ● Go to the school auditorium to be collected by a KCD senior school sibling/s at 3.40pm ● Go home independently <p>Pupils catching a bus will be supervised by our TAs and bus nannies at the end of the school day.</p>
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Friday:

<p>End of Day is 11:40pm for FS1, FS2 & Year 1 and Year 2 12pm Years 3-6</p>	<p>At the end of the school day to avoid congestion - both traffic and human:</p> <ul style="list-style-type: none"> ● Pupils in FS1 can be collected from their internal classroom doors at 11:40 am. If you are collecting your child by car, please use the Early Years (Kent Nursery) car park in the first instance. ● Pupils in FS2 can be collected from the exterior doors of their classrooms at 11:40 am. Parents can enter the FS2 classrooms via the side gate or by going via the 2 x exit doors either side of the Junior School reception desk ● Pupils in Years 1 and 2 can also be collected from the outside doors of their classrooms at 11:40 2 x exit doors either side of the Junior School reception desk. <p>All other pupils from Years 2-6 will be dismissed from classrooms at 12pm according to parental requests to class teacher/s and will and will either:</p> <ul style="list-style-type: none"> ● Meet parents at their house pick-up points ● Go home with an older sibling ● Go home independently <p>Pupils catching a bus will be supervised by our TAs and bus nannies at the end of the school day.</p>
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Pupils who normally travel by bus are permitted to go home by car with another pupil, only if prior authorisation from the parents has been communicated to the relevant receptionist on the day concerned, by at the latest 12pm midday (Monday to Thursday) and by 10am on Fridays.

Pupils are permitted to come to school wearing their PE kit on days when they have PE. Days when pupils do not have PE they should attend school wearing their regular full school uniform.

Timetables

All pupils are issued with an academic timetable by their tutor when they start school.

Timings of Day

Academic Year 2022-2023 daily routine

	Monday - Thursday		
	Year 1 - Year 2	Year 3 - Year 4	Year 5 and 6
Registration	07:40 - 08:00	07:50 - 08:00	07:50 - 08:00
Session 1	08:00 - 10:00	08:00 - 10:00	08:00 - 10:40
Break	10:00 - 10:20	10:00 - 10:20	10:40 - 11:00
Session 2	10:20 - 12:00	10:20 - 12:00	11:00 - 12:40
Lunch	12:00 - 12:40	12:20 - 13:00	12:40 - 13:20
Session 3	12:40 - 14:40	13:00 - 14:50	13:20 - 14:50
ECA	14:50 - 15:30	14:50 - 15:30	14:50 - 15:30

Monday - Thursday	
Time	FS1 & FS2
07:40 - 08:00	Registration
08:00	Session 1
09:30	Break
09:50	Session 2
12:30	Lunch Break
13:00	Story
13:40	End of School day

	Friday		
	FS1, FS2, Year 1 & Year 2	Year 3-4	Year 5 - 6
Registration	07:40 - 08:00	07:40 - 08:00	07:40 - 08:00
Session 1	08:00 - 10:00	08:00 - 10:00	08:00 - 10:40
Break	10:00 - 10:20	10:00 - 10:20	10:00 - 10:20
Session 2	10:20 - 11:40	10:20 - 12:00	10:20 - 12:00

No regular ECAs on a Friday

Uniform

Full school uniform is to be worn in school during teaching hours; this includes a blazer where applicable. Uniforms must be smart at all times. Junior School Pupils must be able to tie their own shoelaces or wear velcro-fastening shoes. Shoes should be black, formal wear and not sandals. The foot should be completely covered. Particular attention should be paid to the following rules about jewellery and general appearance:

Junior School
Girls should not wear makeup and nail varnish

Girls may wear one small, plain stud earring in the lobe of each ear
Bracelets and anklets are not allowed
Pupils are not permitted to wear necklaces
No jewellery at all is to be worn for PE. Please ensure that all earrings can be removed for sport
No extreme hairstyles are allowed
On days when Pupils have P.E. timetabled for the start end or of day they may come to School/go home in their P.E. kit with appropriate footwear.
Hair tied back

For full uniform guidelines please visit [School Uniform](#)

Vandalism

Vandalism is not tolerated at Kent College Dubai. Any pupil found deliberately causing damage to school property will be expected to cover any costs involved for repairing or replacing the damage. The sanctions for this may vary from detention and restitution of the damage to expulsion, according to the severity of the offence.

Visitors

We take our duty of care very seriously and in order to protect all pupils, all visitors must comply with the principles of the staff Code of Conduct and be approved for a visit in advance, including parents. Visitors are welcome at KCD but any unknown visitors to the school who require access to the site during the school day must be checked at Security and Reception, who will contact the member of staff whom they have come to visit. Visitors must wear a Visitor badge at all times, unless they are coming only to the reception area.

Water Bottles

Pupils should ensure that they have a clearly labelled water bottle available throughout the school day and that these are taken out onto the field during PE lessons.

Weekly Notices

The school uses a range of electronic communication tools to help keep parents abreast with what is happening in classrooms. Seesaw will be the main communication tool used across the Junior School. Weekly notices will be shared by each year group.

The intention of all parental communication is to:

- Promote the school community.
- Encourage parents to connect with the learning within their child's classroom.
- Provide a publishing space that will:
 - celebrate all that is good about our school with a closed audience.
 - display learning in the form of written posts, photographic displays, videos, slide shows of pupil's learning, etc.

There is also a **Weekly Notices** email sent out to parents every Friday, giving important news and reminders related to school life.

21.08.2023