



Home of Irresistible Learning

2019-2020



Parent Handbook

Vision

We nurture independent, confident and resilient learners who respond to challenge and aspire to reach their full potential. We aim to develop self-worth, mutual respect and enjoyment in the process of learning. These qualities are vital in preparing our learners for the diverse challenges of tomorrow.

Headteacher's Welcome

A very warm welcome to Dubai English Speaking School.

The aim of this handbook is to provide you with useful information about school procedures to ensure your child/children's transition into our school is a smooth one. We value our partnership with parents and so, should you have any queries, please do not hesitate to contact the school Reception (telephone 04 337 1457) or Mrs. Thurley who is our Parent Relations on dessparentrelations@dessc.sch.ae

The office staff are there to help you and to answer any questions you may have. Should you have any query regarding the curriculum, or teaching and learning, please ask for an appointment with one of the Senior Leadership Team.

Please keep this handbook for your reference.

Mrs. Catherine Dando
Headteacher





School Calendar - Academic Year 2019-2020

Thursday 29 th August:	FS1 and new FS2 Students
Sunday 1 st September:	Islamic New Year*
Monday 2 nd September:	FS1 and FS2 Students only
Tuesday 3 rd September:	Start of Term for all students
Thursday 17 th October:	Staff INSET Day 1 (NO students in school)
Sunday 20 th October - Thursday 24 th October:	Half Term (No students in school)
Tuesday 10 th November:	Prophet Mohammed's Birthday*
Friday 30 th November:	Commemoration Day*
Monday 2 nd December - 3 rd December:	National Day*
Thursday 12 th December:	Term 1 ends
Sunday 5 th January:	Term 2 begins for all students
Sunday 26 th January:	INSET/PD Day (NO students in school)
Sunday 16 th - Thursday 20 th February:	INSET Week (NO students in school)
Thursday 26 th March:	Term 2 ends
Sunday 12 th April:	Term 3 begins for all students
Friday 24 th May:	Ramadan begins*
Sunday 24 th - Tuesday 26 th May:	Eid al Fitr*
Sunday 7 th June:	INSET Day (NO students in school)
Thursday 2 nd July:	Term 3 ends for pupils and teaching staff

**Islamic observations: actual dates to be confirmed*

The School Day

- You are requested not to bring your child to school before 7.15am.
- The school can only be responsible for your child after this time.
- Your child needs to be in the playground by 7.45am, when the bell will ring.
- Children will be registered at 7.45am prompt and the school day will begin at 7.50am.
- Your child should be collected promptly at 14.15pm (FS2) or 2.30pm (Y1-6) Sunday-Wednesday and at 12.50pm on Thursday (all classes). Please note FS1 finish at 12.30pm every day.
- If you are delayed collecting your child then they will be supervised; if this supervision extends beyond a 15min grace period then you may be charged a set fee of 100aed.

Pick up points at the end of the day

- Early Years (FS1 & FS2), Key Stage 1 (Year 1 & 2), Years 3, 4 and 5 are collected from their classrooms.
- Year 6 are permitted to wait at a designated pick up point as arranged by the parent.
- Any children not collected by 14.45pm will be taken to Reception to be supervised and you may be charged a late collection fee of 100aed.



Buses (information if your child uses the bus service)

The school bus co-ordinator:
dessbuscoordinator@dessc.sch.ae.

If you would like your child to use the school bus service, please contact the school bus co-ordinator. The bus co-ordinator must be notified if your child is not travelling on the bus on any given day and which days they are attending after school activities (ECAs).



Sunhats

All children are expected to bring their sunhat to school to wear when they are outside for break and PE.

The school nurse makes the decision regarding temperature and humidity combined, to ensure it is safe for the children to play outdoors.



Houses

All children are allocated a House (families all in the same House). The four Houses are:
Jaguars (red) / **Leopards (green)** / **Lynx (yellow)** / **Panthers (blue)**.

The PE Kit you buy for your child will match their House colours. During the year, swimming galas, sports days and House Days are held and children compete for their House.

Break Times

- The children in Years 1-6 will have 2 breaks, one at 9.50am and the other at 12.20pm.
- On Thursday there is only one break at 9.35am.
- FS1 children have 1 break at 10.15am, FS2 children have 2 breaks, one at 9.25am and 12.20pm.
- Children will require sufficient food and drink for 2 snacks (1 on Thursday) provided from home; additional water is available at all times.
- The school encourages healthy snacks and **does not allow fizzy drinks, nuts, pork products or chewing gum** and discourages sweets and chocolate. There is a **no cake** policy for birthdays.
- As part of our school initiative to be plastic free, all lunch box containers will need to be re-usable.
- Please make sure your child's name is on all containers, lids and bottles.



FOOD
ALLERGIES



Children are not allowed to share food due to allergies.

Attendance (including absence//late arrivals/early departures)

Absences such as sickness should be reported to the school Reception by phone or the absence registered on our DESSC Parent Portal or website before 8am.



*Parents are asked to not arrange holidays during term time.

Our attendance expectations are:

Below 90%	90-94%	95-100%
Needs improvement	Good	Outstanding

- When students arrive late to school, after 7.50am, they should report to Reception before going to their classrooms.
- Reception must be informed if your child needs to leave early, with a reason given.
- Lateness should be avoided wherever possible and is reported (along with attendance) in school reports.

Public Holidays

During the year, the school will be closed on Islamic holidays or possibly periods of mourning. Often little notice for closure is given; therefore, parents are encouraged to check with the local newspapers, radio and the DESSC Parent Portal/App. When the government declares “the public sector will be closed”, all schools must, by law, remain closed. DESS will await notification from the KHDA on each occasion.



Information from the School Nurse - Infection Control Guide

The school nurse provides first aid and emergency care during school hours. If your child requires hospital care, every attempt will be made to contact you. It is vital that you report your up to date contact and emergency details and you complete the hospital consent form.



The Ministry of Health requires a record of your child's full immunisation history to be kept by the school. Your clinic, family doctor and the school nurse will be able to advise you regarding the immunisation programme in-line with UAE recommendations. Please provide a photocopy of your child's full immunisation history with their name and class written on it. The medical history form should be completed fully **before** your child starts school and handed to the school nurse with a recent photograph. All new students and students in Year 4 are required by the Department of Health and Medical Services to undergo a school medical examination. This examination is carried out by the school doctor on the school premises with the school nurse in attendance. You will receive a letter prior to the medical advising you of the date.

Children with infectious diseases such as chickenpox, conjunctivitis, diarrhoea should not attend school. The school nurse will advise you about exclusion periods. In addition, children who are unwell or have a fever should not attend school until symptoms have resolved (24 hour rule for sickness).

Any medication required during school hours must be given to the nurse and the appropriate dispensing form completed. The medication will not be dispensed without full details and consent being given. Please note children are not allowed to keep any medicine in their bags for obvious safety reasons.

If your child has any allergies or medical conditions, it is vital you advise the school nurse.



Classroom Equipment Requirements

Please bring the following equipment to school:

- **Year 3-6:** Equipped Pencil case with: pencils, eraser, pencil sharpener and coloured pencils, felt tipped pens (optional), 30 cm ruler and whiteboard markers.
- **Year 5-6:** As above and including: A protractor, compass, blue ink pens (rollerball, not biros) and a small calculator (which includes the 4 operations, the percentage and square root sign).
- No ink eraser pens or tippex allowed.



Extra-Curricular Activities (ECAs)

At DESS, we provide a wide selection of ECAs for children in Years 1-6, with a small selection on offer to Foundation Stage children. ECAs may run before school, during the lunch break and after school. We currently offer over 110 ECAs per week ranging from Ukulele, Drama or Rugby to Samba Drums or Yoga and Mindfulness. Some ECAs are run by external providers.

The ECAs on offer are revised on a termly basis. An ECA overview is posted on the DESSC Parent Portal/App setting out the full details.

We use software called SchoolsBuddy at DESS. Parents will have individual log in credentials, which link to their child/ren. There is also a SchoolsBuddy App which can be downloaded.

As part of our Safeguarding procedures, registers are taken at all ECAs. Therefore, it is imperative that parents notify school if a child is unable to attend their chosen ECA.

Should you require any assistance regarding ECAs, please contact Jacqui Thurley (Parent Relations /ECA Coordinator) - dessparentrelations@dessc.sch.ae or by calling the school Reception desk.





School Uniform - purchased from Trutex@DESS



DESS UNIFORM IS COMPULSORY AND MUST BE ADHERED TO.
Please see the DESSC Uniform Guide for more detailed information.

All items need to be labelled with your child's name.

We have a dedicated uniform shop on onsite.

<p>GIRLS' UNIFORM: FOUNDATION to YEAR 4 Red and white striped cotton dress (Zip front for FS1) Plain white ankle socks & black shoes Red/White hair bands, scrunchies and mini-elastics Red knitwear with DESS logo Red hat with logo</p>	<p>SPORTSWEAR GIRLS School sports shirt with House colours School sports shorts with House colours White trainers and white socks Red swimming costume Swim cap in house colour</p>
<p>GIRLS' UNIFORM: YEAR 5 TO YEAR 6 Choice of grey trousers or skirt Red and white stripe blouse, short sleeve Red hat with logo Red knitwear with DESS logo Black shoes (no heels) Plain white ankle socks with skirt and grey with trousers</p>	<p>Other items: Option of UV suit or UV swim tops (Y5&6) Red DESS School bag - no trolley bags allowed PE bag Swim bag No jewellery apart from stud earrings</p>

<p>BOYS' UNIFORM: FOUNDATION TO YEAR 3 Grey shorts with logo Red & white striped shirt - short sleeved with side slits (Zip front for FS1) Red knitwear with DESS logo Plain grey ankle socks & black shoes Red hat with logo</p>	<p>SPORTSWEAR School sports shirt with House colours School sports shorts with House colours White trainers and white socks DESS junior swimwear (FS1 to Y2) Option of red swimming trunks/swimming shorts (Y3-6) Swim cap in house colour</p>
<p>BOYS' UNIFORM: YEAR 4, 5 AND 6 Grey shorts with logo Red & white striped shirt (short sleeved with side slits) Grey trousers with DESS logo (Year 6 only) Red knitwear with DESS logo Plain grey ankle socks & black shoes Red hat with logo</p>	<p>Other items: Option of UV suit or UV swim tops Red DESS School bag - no trolley bags allowed PE bag Swim bag</p>

Uniform Purchase Queries
 DESS Shop: +971 52 5161204
 dess.shop@aquariusllc.ae



Children's Presentation

- All students should have conventional haircuts, no shorter than a grade 3. Hair should be neat and tidy. Fringes should not obscure the eyes. Trim lines or other shaved patterns are not permissible. Hair long enough to be tied up, should be.
- No nail varnish or jewellery should be worn (a watch is allowed).
- No pretend tattoos should be visible.



Lost Property



- Dubai English Speaking School cannot be held responsible for any lost property.
- Students should not bring valuable items to school.
- Any watches should be taken off and kept in the classroom before taking part in PE.
- Any items found are placed in the lost property lockers located in the Year 3 outdoor area.
- All belongings should be clearly marked with the child's name in order for it to be returned to the owner.

Home Learning

At DESS, the aim of Home Learning is to provide opportunities for independent and supported learning to be undertaken outside of curriculum time which reinforces, extends or enriches current learning.

Our optional Home Learning tasks are set for each year group via the school website. From here, the children are able to go on and make their own choices encouraging independence and responsibility for their own learning.

Alongside the optional tasks, core skills including Reading, Mental Maths and spelling are **expected** to be practised on a regular basis.

Please refer to the school website for our Home Learning Policy as a guide for Parents. On our website, you will find our Learning Hub, which offers a range of activities for children to practise at home.



Bring Your Own Device

At DESS, we have embedded the use of technology throughout our curriculum to enhance our teaching and learning methods. Our approach to using technology allows for greater interactivity, processing of information, access to information, and innovation in the way children create and share their learning.

Under our BYOD initiative, we will allow children from Years 2-6 to bring in their own iPad and connect to the school network for wireless internet access to enhance learning experiences.

Therefore, if your child is in Year 2-6 and has an iPad, which you currently own and that you as parents would allow your child to use at school, we welcome you to be a part of this BYOD initiative. If your child does not have access to an iPad device that they already own, they will have access to a bank of iPad devices available in each year group.

Seesaw

At DESS, we use the Seesaw app to share and communicate with our families. Your child will have an online digital portfolio, which will showcase photos and work they have been doing in school.



You will be sent an email explaining exactly how to download the app and then once you have been approved, you will have private access to your child's journal.

Communication

Communication between home and school on any matters affecting your children and their education is valued. Your first point of contact is always the class teacher (as they know your child best), followed by the Department Leader. However, should you need to discuss anything further, request a meeting or if you wish to email your concern, please contact our Parent Relations member of staff Mrs Jacqui Thurley by emailing dessparentrelations@dessc.sch.ae or by calling school Reception.

Newsletters

This is written by the Senior Leadership Team and contains important information on school developments, achievements, activities and functions. The newsletter is emailed out to parents and is available on the school website.



Parent Forums

Every month, we hold a parent forum, where all parents are invited to join the Senior Leadership Team in Latifa Hall. These forums are a valuable tool for the school to hear parent opinions. We look forward to seeing you there.





Welcome

Open Afternoons

Each year group has a 30 minute open afternoon where you are welcome to come along and view your children's books, classroom and learning environment and when the teacher is available.

Change of Information

It is important that any change of details, including address and contact numbers must be kept up to date. Amendments can be made via the DESSC Parent Portal/App or by informing the school Reception of any changes. In the case of any emergency, it is our registered contact information we will use.

Reporting Progress and Attainment to Parents

There will be an opportunity to meet your child's class teacher and ask questions about the coming academic year at our open evening in the first few weeks of Term One. You are always welcome to arrange an appointment to meet with your child's class teacher during the year to ask about any aspect of their learning. We formally report to parents twice a year with a mid-year report in February and an end of year report in June. We also hold two parent/teacher evenings; in Term One and Term Two. Formal written reports are published to parents electronically via the iSAMS Parent App (mobile version) and the DESSC Parent Portal (desktop version).

