



KENT COLLEGE
DUBAI

Junior School
Parent and Pupil Handbook
2017-2018

Welcome from the Principal

I would like to take this opportunity to welcome all pupils and parents to Kent College, Dubai, a school with many characteristics that will ensure our pupils enjoy a very special educational experience, and the very best start in life.

Some schools in the UAE carry the names of famous UK schools, but the links between the two may not go much further. We are a unique development of Kent College, Canterbury – effectively a second campus – and fully share its values and ethos.

Kent College takes great pride in its reputation and recognises that this is built on the relationship between staff, pupils and parents. This handbook contains information that will help us all to maintain our excellent standards.

The character of the school is rooted in the willingness of all members of the community to go the extra mile to make our education succeed, and to recognise that the real personal development in our pupils comes from a holistic vision of education through shared activities in and out of the classroom, during school hours and outside them too.

The safety and physical and mental well-being of the pupils will always be our first priority, and we can go a long way to achieving them through clear structures and routines, coupled with the professional ability to show initiative and common sense when the situation requires it. The second priority is to use our collective experience to create and sustain an environment in which we are all learning and finding new ways to make the school happy and purposeful.



Patrick Lee-Browne

Principal, Kent College Dubai

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Kent College Dubai was established through a joint venture between a Dubai-based company, Mir Hashem Khoory, Meydan Estates and Kent College Canterbury. The school is directly managed by Kent College Canterbury, and was set up with the objective of providing the same high-quality education to families in Dubai as that offered by the school in Canterbury, though reflecting the local context and expectations of the UAE.

Kent College Dubai therefore 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 co-operation 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 Learner Profile, which comprises 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

Patrick Lee-Browne – Principal

Luc Blais – Bursar

Senior School

Chris Starling – Vice Principal

Seema Desai – Vice Principal (Academic)

Junior School

Carmella Jodrell – Head of Junior School

Andy Parkin – Deputy Head

Julie Ann Swaysland – Director of Studies

Junior School Staff List			
Surname	Forename	Email ID	Role
Al Bakar	Seham	salbakar@kentcollege.ae	Arabic Teacher
Ahmed Mustafa	Heba	hahmed-aldoush@kentcollege.ae	Arabic Co-ordinator
Bhanderi	Sangeeta	sbhanderi@kentcollege.ae	Class Teacher (HOY 3)
Bourdillon	Paul	pbourdillon@kentcollege.ae	Music Co-ordinator
Bourgeois	Philippe	pbourgeois@kentcollege.ae	French Teacher
Brown	Darren	dbrown@kentcollege.ae	PE Teacher
Brine	Sara	sbrine@kentcollege.ae	Class Teacher
Brockis	Lauren	lbrockis@kentcollege.ae	Class Teacher KS1 English Co-ordinator
Colpitts	Amy	acolpitts@kentcollege.ae	Class Teacher (HOY FS2)
Crisp	Cassandra	ccrisp@kentcollege.ae	Class Teacher
Cudlipp	Isobel	icudlipp@kentcollege.ae	Class Teacher Science Co-ordinator
Dams	Matthew	mdams@kentcollege.ae	PE Teacher
Diez	Amy	adiez@kentcollege.ae	EAL Co-ordinator
Elliot	Julie	jelliot@kentcollege.ae	Class Teacher
Exley	Nicola	nexley@kentcollege.ae	Head of Early Years
Fawzi	Mohammed	mfawzi@kentcollege.ae	Arabic Teacher
Griffiths	Rachel	rgriffiths@kentcollege.ae	Class Teacher
Gulliver	Carly	cgulliver@kentcollege.ae	SEND, EAL Co-ordinator
Harris	Joanne	jharris@kentcollege.ae	Class Teacher
Harrison	Georgina	gharrison@kentcollege.ae	Class Teacher
Healy	Niall	nhealy@kentcollege.ae	Class Teacher (HOY 5)
Hall	Melanie	mhall@kentcollege.ae	Class Teacher
Jauncey	Jayne	jjouncey@kentcollege.ae	PE Co-ordinator
Kirby	Thomas	tkirby@kentcollege.ae	Class Teacher KS2 Maths Co-ordinator

Lavelle	Anne	alavelle@kentcollege.ae	English Co-ordinator
Lavelle	Gerard	glavelle@kentcollege.ae	Computing Co-ordinator
Longdon	Emma	elongdon@kentcollege.ae	Class Teacher (HOY 1)
Loat	Natalie	nloat@kentcollege.ae	Class Teacher (HOY FS1)
McKnight	Cara	cmcknight@kentcollege.ae	Class Teacher (HOY 2)
Morgan	Luke	lmorgan@kentcollege.ae	Humanities Co-ordinator
Morrison	Caitlyn	cmorrison@kentcollege.ae	Class Teacher KS1 Maths Co-ordinator
O'Neil	Rachel	roneil@kentcollege.ae	Class Teacher MEP Co-ordinator
Pavey	Matthew	mpavey@kentcollege.ae	Class Teacher
Petinou	Lillie	lpetinou@kentcollege.ae	Class Teacher (HOY 6)
Rae	Stephanie	srae@kentcollege.ae	Class Teacher (HOY 4)
Rehal	Simran	srehal@kentcollege.ae	Class Teacher/ Art/DT Co-ordinator
Rodrigues	Charmaine	crodrigues@kentcollege.ae	Class Teacher
Speddy	Jessica	jspeddy@kentcollege.ae	Class Teacher
Sultana	Rashida	rsultana@kentcollege.ae	Class Teacher

Absence

All parents are asked to keep to the school's holiday dates so that pupils are not hindered by unnecessary absence from playing their part in both the academic and the community life of the school. Parents are asked to book flights and other arrangements in good time to coincide with term dates, but are given 10 days as *authorised absences* for family holidays during the term time. Any additional days holiday will be logged as *unauthorised absences*. For any absences known in advance, parents should collect and complete a Leave of Absence form from one of the Reception desks. These forms are then sent 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.

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 school Nurse is based in the Health Centre and is in attendance throughout the school day, until ECAs are finished.

In cases of a serious nature, incidents will be reported by Health Centre staff to the parent or guardian before the pupil reaches home. If the accident happens close to the end of the school day and if it is difficult or impractical to contact the parents, a note to the parent may suffice.

If a child goes to the Health Centre at break time with a serious injury, such as a bump to the head, an accident report form will be filled out to explain what happened. At times a child may be deemed too ill to return to class and may be kept in the Health Centre until he or she can be collected by the parent.

Arabic and Islamic Studies

All pupils study Arabic either as a first or second language from FS1 onwards. 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 during the class-based period session before lunch. All pupils are asked to actively participate in their own class assemblies which parents will be invited to watch. Each class will have one class assembly per year.

Weekly Assembly Routine	
Whole school	Thursday
Key Stage 1 and 2	Thursday
EYFS Story Time	Wednesday

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 take a register electronically at the start of the day during registration time at 8:00am. 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

Good behaviour is expected at all times. If a child should exceed expectations of work and behaviour they will be moved up the class behaviour chart. Wherever the child is positioned at the end of the day on the behaviour chart the number of House Points will be awarded - Bronze = 1HP, Silver = 2HP and Gold = 3HP.

Individual reward points are awarded to pupils for the range of behaviour that follows:

- Punctuality – being punctual throughout the week.
- Good Learning – continued effort to produce quality evidence of learning both in school and at home.
- Organisation – arriving at lessons on time and being well organised with all essential equipment throughout the week.
- School uniform – wearing full school uniform and being well presented throughout the week.
- Consideration for others – following guidelines as set out in the Pupil Code of Conduct and Classroom Guidelines.

All House Points achieved by pupils are added to any additional House points awarded throughout the year for Music, Drama and Sport competitions.

Siblings will be allocated to the same House.

Sanctions: Minor infringements of behaviour are recorded in the *Pupil Academic Diary* and on iSAMS. If poor behaviour persists, pupils will follow the behaviour policy in school and parents will be invited into school to discuss ways to manage and support their child.

There are times when it may be appropriate to keep a child in for part of their break time in order to have a conversation with them in private and ask them to reflect on their behaviour.

Bicycles

Pupils may ride bicycles to school but must ensure that all bicycles are locked up at the designated bicycle racks.

Birthdays

At Kent College Dubai we acknowledge that birthdays are an important celebration. Class teachers will endeavour to make part of the normal school day special for pupils. However, we refrain from cakes, biscuits, party bags or similar treats being brought into school and ask that these aspects of birthday celebrations are done at home.

Break Times

Junior school pupils will have a range of spaces to visit during break times, all of which are supervised by staff members.

Red Breaks: Indoor breaks will be called when temperatures reach 40 degrees or more (possibly less if humidity levels are high). During this time pupils remain indoors, in rooms/spaces where they are allowed access.

Bullying

Bullying is not tolerated at Kent College. Bullying is the hurting, humiliating, threatening or frightening of another person. 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 by the Head of Year, the Deputy Head or the Head of Juniors, in accordance with the school's anti-bullying policy. All bullying should be reported and will be treated extremely seriously.

Catering

The school's catering is provided by Keita catering company. Pupils may purchase lunches and a snack in advance at a cost – details of prices are to follow. The snacks will be delivered to classes at the start of first break with a list of pupils who should receive the snack. Lunch is served in the dining room, and all pupils should eat their lunch there, whether they have the school lunch or bring their own. There is no cash exchanged in the dining room, and pupils who have signed up for school lunch will use the biometric system in the dining hall or a token system if this is not available.

If pupils do not wish to use the school's catering service they must ensure that they bring a healthy packed lunch.

Child Protection

Kent College Dubai provides a caring, stimulating, friendly and secure environment where pupils are safe, trusted, respected and valued, and which promotes the social, physical and moral and emotional development of the individual child.

The school's Child Protection Policy is published widely, and its primary purpose is to ensure that pupils are protected from abuse inside or outside of school. or others within the school.

Chromebooks

Every classroom is equipped with Interactive Flat Panel Displays running the ground-breaking Classflow software by Promethean. 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 issued with a Google Chromebook as part of their school kit, and charged to the pupil. This is registered with the IT department and presented to pupils when they start school. Pupils must ensure that they charge their Chromebook 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. The Chromebook should not be decorated and should also be free from graffiti.

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 for Arabic, PE and Music. In Years 1-6, this extends to Islamic Studies or Cultural Studies. In Years 3-6 we also have specialist lessons for French.

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)

- Year 5 and 6 pupils will also need to bring to school a compass and protractor.

Extra-curricular Activities

From Year 1, Extra-curricular Activities are encouraged for all pupils from 2.15pm to 3.10pm on a Sunday, Monday and Wednesday. These are considered an important part of the pupils' education and complement what is taught at school. More information on our extra-curricular activities can be found on the school website.

Pupils who have siblings in the Senior School may wait in school from 3.10 - 4.10pm and attend the homelearning club, before going home with their siblings.

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.

Food Committee

Members of the school council will form a food committee and meet half termly to discuss the school catering services. The aim of this committee is to provide feedback on behalf of the pupils and to recommend any changes that may be considered (for Summer Term only).

Gifted, Able and Talented

Pupils identified as Gifted and Talented are provided for through the wide and varied curriculum, differentiation, acceleration, bespoke provision, coaching and extra-curricular activities. From years 3-6 we also run the GREAT programme for pupils. These are activities selected by parents for their children to attend. The activities chosen are likely to be areas that pupils excel in. GREAT stands for Gifted, Really Enthusiastic, Able and Talented.

Hats

Hats are a compulsory part of school uniform and must be worn outside at all times. This should be one of the Kent College uniform hats.

Health Centre

A health centre is available at school. 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 homelearning is an essential part of pupils' learning. Homelearning is set regularly and pupils are encouraged to establish good habits from the beginning of their career at Kent College.

The nature, type and length of homelearning will vary according to the age of the pupil and the subject. It is important that homework forms a meaningful and coherent part of the work for a particular subject.

Homelearning may take a variety of forms. These will include specially prepared tasks that extend classwork, learning tasks, 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). Heads of House are appointed to lead each house, with each member of teaching staff also being allocated to a house.

Pupils are allocated to a house for the duration of their time in the school. Allocation will take place after the start of the autumn term to allow staff to assess pupils' talents and strengths and ensure even distribution across all four houses. Siblings will normally join the same house.

House points are awarded for all inter-house competitions, and for good behaviour 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.

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.

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 respective School Secretary, from where pupils can collect lost property at the beginning of break times.

Medical Records

The school health center 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 unless they are using them in lessons. 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. If money is required to be brought into school then the cash may be collected by a teacher up to a limit of AED 50 per pupil.

Music

Additional instrumental and vocal lessons are available at an additional cost to the parents. For more information please contact the Director of Music.

Parents' Evenings

Parents' Evenings 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 expected to attend with their parents. At all of these Parents' Evenings, strategies to aid learning are set by staff in consultation with pupil and parents.

Payment of Fees

More information on the payment of fees can be found on the school website at <http://kentcollege.ae/fees.php>

PE, Games and Sport

Pupils unable to attend games sessions or other activities for health reasons must bring into school a doctor's or parental note. The note must be taken to the games session and handed to the teacher taking the lesson. 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 off games 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, whether on or off games.

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 for games, outdoor education and physical education, whether in school or for away fixtures or other events.

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.

Shoes for use in the sports hall and astro-turf must not be worn elsewhere. School shoes may not be worn in these areas.

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 is supplied with a customised diary (the Pupil Academic Diary, or 'PAD'). Homelearning tasks are to be recorded in this diary and there is space for parental and tutor comment each week. 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

Each pupil will meet with a member of the Junior School Senior Leadership Team either independently or in small

groups on their first day of school. Every pupil will receive a PAD, a timetable, a homelearning timetable and any further information that is required from the their class teacher. Each new pupil is given a 'buddy' who is responsible for them in the first few weeks of school. Junior Staff should refer to the the "[New Pupil](#)" checklist as part of the pupil induction process.

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, and are typically 8.30am - 1.30pm for pupils.

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.

Note: This will affect the 2017-2018 Academic Year, for two weeks in May and June, either side of half term.

Reports

Parents receive a full 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 those of fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration. We also attach great importance to manners, good discipline, service to others and to caring for the school and the external environment. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school community. Any pupil may be required by members of staff to perform general duties of a reasonable nature for the benefit of the school, and they are expected to respond swiftly to the direction of those in authority.

The school rules are primarily addressed to each pupil, but some of them necessarily apply also to parents. Compliance with these rules and any subsequent amendments is a condition of membership of the school. Parents are asked to read through these rules with their son or daughter from time to time.

Pupils are expected to conduct themselves with dignity and common sense at all times. The school's good name and standing depend upon its pupils, who should do nothing to harm its reputation. Pupils should have due regard for the amenities and property of the school.

In addition to the times and places stated in individual rules, the school rules apply to all pupils while in school uniform or while travelling to and from school, or during an out of school activity. There are also unwritten rules, dictated by common sense, which must also be observed.

School Council

At Kent College Dubai we believe that pupils have a valuable contribution to make to the effectiveness of their school, and their involvement in the operation of the school is itself a valuable part of the education process for the pupils. A School Council provides an opportunity for students to engage in a structured partnership with teachers and the school leadership team in the operation of their school. The student representatives on the Council give a voice to every child by passing on others' views in meetings so that every pupil is included in the school community.

The School Council is composed of representatives of pupils from Year 3 to Year 13. Selected members of staff (Senior Vice Principal and Deputy Head of Juniors) will also participate in School Council meetings.

Aims

- For the views of pupils to be considered in whole school matters
- For pupils to be included in the development of their school
- For pupils to communicate their preferences
- For pupils to develop their sense of belonging to the school community
- For pupils to listen to others and recognise themselves as worthwhile individuals with the right to be heard
- For pupils to learn about rights and responsibilities
- For pupils to make a positive contribution to the school environment and ethos

The Council will meet regularly with Deputy Head of Juniors. Every meeting will have an agenda, minutes of all School Council meetings are kept and displayed on the School Council Board. School Council notice boards will consist of photographs of every council member, a comments box, following meeting's agenda and the previous meeting's minutes.

The Council will have a small budget which will be managed by the Head of School (Head Boy or Girl) which it uses in agreement with the school Bursar (and voted on by the Council) to support projects or purchase items which will be of benefit to the school or the wider community.

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

At the start of school pupils are expected to stay outside in the designated areas, Blue Courtyard and Green playing area until a whistle is blown. After this pupils go to their classrooms for registration at 8.00am.

School finishes at 2.15pm on Sunday-Wednesdays, and at 1:30pm on Thursdays. On Sundays, Mondays and Wednesdays pupils will take part in extra-curricular activities until 3.10pm.

Pupils who normally travel by bus are permitted to go home by car with another pupil only if the pupil transferring shows a letter of authorisation from the parents or the parents have communicated this information by phone to the relevant receptionist by 12pm on the day of the request at the latest.

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

Sunday-Wednesday

Time	Senior School	Junior School Years 1-3	Junior School Years 4-6	EYFS
8.00	Registration	Registration	Registration	Registration
8.10	Period 1	Period 1	Period 1	Lessons begin
9.05	Period 2	Period 2	Period 2	
10.00	Morning Break	Morning Break	Morning Break	Morning Break
10.15	Period 3	Period 3	Period 3	
11.10	Period 4	Period 4	Period 4	
12.05	Tutor period	12.05 Lunch	Tutor period	12.05 FS1 Lunch
12.25	Lunch	12.50 Tutor time	Lunch	12.30 FS2 Lunch
13.20	Period 5	Period 5	Period 5	13.30 Home time
14.15	Period 6	Sun, Mon, Wed: Extra-curricular activities. Tues: Pupils leave. Those children waiting for siblings remain in school (supervised) until 15.10.		
15.10	Lessons end Sun, Mon, Wed: Extra-curricular activities. Tues: Buses leave	Home time Sun, Mon, Wed: Those children waiting for siblings remain in school (supervised) until 16.10. Tues: Buses leave		
16.10	Sun, Mon Wed: Buses leave	Sun, Mon Wed: Buses leave		

Thursday

Time	Senior	Junior	EYFS
8.00	Registration	Registration	Registration
8.10	Period 1	Period 1	
9.05	Period 2	Period 2	
10.00	Period 3	Morning Break	Morning Break
10.55	Morning Break	10.15 Period 3	
11.15	Period 4	Period 4	
12.10	Tutor time	Break	Lunch
12.30	Period 5	Period 5	
13.30	End of the school day	End of the school day	End of the school day

Uniform

Full school uniform is to be worn in school during teaching hours; this includes a jacket. Uniform 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 <http://kentcollege.ae/uniform.php>

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. 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 water bottles available throughout the school day and that these are taken out onto the field during PE lessons.

Weekly News

All year groups from FS1 through to Year 6 have Year group blogs. Below is an extract from our blogging policy which we feel helps to outline the purpose of our blogs:

Kent College Junior school blogs are used to:

- Promote the school community.
- Encourage parents to connect with the learning within their child's classroom.
- Provide a publishing space to:
 - celebrate all that is good about our school with a global audience.
 - display learning in form of written posts, photographic displays, videos, slide shows of pupils' learning etc.
 - create a sense of pride in their achievements by all pupils and staff.

Year group blogs are used to teach:

- An awareness of global issues and perspectives, through visiting and commenting on other blogs.
- Literacy skills, including spelling, grammar and punctuation, which are important skills for publishing for a global audience.
- Cybersafety and digital citizenship, including safe and responsible online behaviour.
- Pupils' ICT skills, by using a range of Web 2.0 tools.

Year group blogs can be found by clicking the links below. Please feel free to comment on your child's year posts, they would love to hear your feedback. Please share your child's year group blog link with family around the world: the children will be very excited to see more flags appear on their visitors globe!