



KENT COLLEGE
DUBAI

Senior 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

Contents	Page
Welcome from the Principal	1
Aims and Values	4
Senior Leadership Team	5
Senior School Staff List	6
Absence	7
Acceptable Use Policy	7
Accidents and Sickness	7
Arabic and Islamic Studies	7
Assemblies	8
Assessment	8
Attendance Registers	8
Behaviour, Expectations and Rewards	8
Bicycles	9
Break times	10
Bullying	10
Careers and University Guidance	10
Catering	10
Child Protection	11
Chromebooks	11
Curriculum	11
Equipment	12
Examinations	12
Extra-Curricular Activities	12
First Aid	12
Food Committee	12
Gifted, Able and Talented	13
Health Centre	13
Homelearning	13
House System	13
Internet Access	14
Learner Profile	14
Library	14
Lost Property	14
Medical Records	14

Mobile Phones	14
Money	14
Music	15
Parents' Evenings	15
Payment of Fees	15
PE, Games and Sport	15
Pupil Academic Diary (PAD)	16
Pupil Induction	16
Ramadan	16
Reports	16
Rules and Procedures	17
School Council	17
School Prefects	18
Signing In and Out	18
Start and End of the Day	19
Timetables	19
Timings of the Day	19
Tutor System	21
Uniform	21
Vandalism	23
Visitors	23
Water Bottles	23

Aims and Values

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

Senior School Staff List			
Surname	Forename	Email Address	Role
Adel El Shamy	Samy	selshamy@kentcollege.ae	Arabic
Barker	Jane	jbarker@kentcollege.ae	HoD Business Studies
Barker	Matthew	mbarker@kentcollege.ae	HoD Geography
Bourdillon	Karen	kbourdillon@kentcollege.ae	HoD Music
Boyes	Clare	cboyes@kentcollege.ae	HoD English
Brady	Aisling	abrady@kentcollege.ae	Science and Physics
Broderick	John	Jbroderick@kentcollege.ae	HoD Design Technology
Butler	Charlotte	cbutler@kentcollege.ae	P.E.
Connell	Aisling	aconnell@kentcollege.ae	History HoD / Head of Years 8-9
Daly	Enda	edaly@kentcollege.ae	Science and Chemistry
Dams	Matthew	mdams@kentcollege.ae	P.E.
Dawoud	Wijad	wdawoud@kentcollege.ae	Arabic
Healy	Mona	mhealy@kentcollege.ae	MFL (Spanish) teacher
How	Karl	khow@kentcollege.ae	Science and Biology
Jackson	Paul	pjackson@kentcollege.ae	HoD P.E.
Kumwenda	Deous	dkumwenda@kentcollege.ae	HoD Physics
MacGregor	Louise	lmcgregor@kentcollege.ae	HoD Chemistry
Manrique	Elizabeth	emanrique@kentcollege.ae	HoD MFL and Psychology
Merza Aboualzahab	Lina	lmerzaaboualzahab@kentcollege.ae	Arabic
Morgan	Catherine	cmorgan@kentcollege.ae	Head of Years 12-13 University and Careers Guidance Counsellor MFL
O'Reilly	Richard	roreilly@kentcollege.ae	Maths
Parkes	Ben	bparkes@kentcollege.ae	Maths / Head of Years 10-11
Pemberton	Gary	gpemberton@kentcollege.ae	HoD Maths
Raine	Helen	hraine@kentcollege.ae	History / Geography
Raine	Tim	traine@kentcollege.ae>	D.T.
Robson	Rhiannon	rrobson@kentcollege.ae	HoD Biology
Shipton	Anne	ashipton@kentcollege.ae	Head of Learning Support
Shipton	Roger	rshipton@kentcollege.ae	English and History
Thomas	Jade	jthomas@kentcollege.ae	English
Thurston	Thomas	tthurston@kentcollege.ae	HoD Drama / Head of Year 7
Ward	Steve	sward@kentcollege.ae	HoD Art

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.

Requests for absence for reasons other than sickness or medical reasons should be obtained by completing the appropriate form that can be found in Reception. Once this has been completed the Principal or Vice Principal will write in response to confirm arrangements.

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 senior 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 is 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 tutor period session before lunch. Sunday is a whole school assembly and Tuesday is a senior school assembly. All pupils will be asked to actively participate in assemblies as part of their house or tutor group.

Assessment

The school believes 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 Grade Reports that provide a snap-shot of performance, parents' evenings, school reports and the use of Target Grades to track progress.

Attendance Registers

Tutors take a register electronically once a day at the start of the day during registration time at 8:00am, and pupils will also be registered on the school database at the start of each lesson.

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.

Staff are required to register pupils in iSAMS at the start of each lesson, and record attendance and lateness for all pupils in their classes. If the electronic attendance system is inaccessible for any reason the class teacher will record attendance on a hard copy and enter the data as soon as possible once access to the system has been restored.

Behaviour Expectations and Rewards

House Points can be awarded to pupils for a range of good behaviour that follows the learner profile attributes. They will also be rewarded for the following:

- Punctuality – being punctual throughout the week.
- 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.

Teachers or tutors will award House Points to pupils for their good behaviour; these are recorded in the Pupil Academic Diary and on the school database. The database will keep a record of the total number of house points for each pupil.

Once a pupil has gained 50 House Points he or she will be presented with a Bronze level certificate of achievement by the Head of Year. When a pupil reaches 75 House points he or she will be awarded with a Silver level certificate of achievement by the Vice Principal.

A pupil who reaches 100 House points will be awarded a Gold level certificate of achievement by the Principal. A letter is sent home by the appropriate member of staff upon completion of Bronze, Silver and Gold awards.

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

Sanctions

Minor infringements of behaviour are recorded in the *Pupil Academic Diary* and on iSAMS. More serious offences, whether caused by lack of discipline or by insufficient work, are punished by a lunchtime detention. The member of staff issuing the detention must record it in the PAD, clearly stating the reason and book the detention electronically using the school's electronic Management Information System.

These detentions are served the same day or the following day at lunchtime from 1.00-1.30pm. An appropriate piece of work will be set. For more serious breaches of school discipline or continued failure to complete work the pupil may be entered into a Head of Department (academic) detention or Head of Year (behaviour) detention from 1.00-1.30pm on a specified day. Parents are notified of these detentions in writing and a record of them is kept on the pupil's file. If the issues persist then pupils may be entered into a Vice Principal detention on a specified day.

Bicycles

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

Break Times

Senior School pupils can take their break on the playing field, or other designated outdoor spaces, as well as in pupil social areas. Staff will supervise during timetabled break times.

Red Breaks

Indoor breaks will be called when temperatures reach 40 degrees or more (possibly less if humidity levels are high). During these time pupils remain indoors, in designated areas of the school 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. It may involve prejudice of a racial, religious, cultural, homophobic, sexual or anti-disability nature.

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 are dealt with by the Head of Year, the Vice Principal Pastoral or the Principal as appropriate, in accordance with the school's anti-bullying policy. All bullying should be reported and will be treated extremely seriously. Severe or repeated cases of bullying may result in suspension or expulsion.

Careers and University Guidance

The school's Academic Vice Principal, Universities and Careers Advisor and Head of Sixth form are able to provide relevant information and advice to pupils.

Catering

The school's catering is provided by Keita catering. Pupils may purchase lunches and a snack in advance at a cost – details of prices are to follow. The snacks are 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.

If pupils do not wish to use the school's catering service, they must ensure that they bring a 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 an interactive flat panel display running the Classflow software by Promethean and linked to Google Classroom.

Pupils are issued with a Google Chromebook as part of their school kit, which is charged to the pupil. This will be 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.

English, Mathematics, Science, Arabic and Modern Foreign Languages form the core and continue until GCSE level. History, Geography, Technology, Music, Drama and Art are compulsory until the end of Year 9. PE and games are standard sections of the curriculum until the end of Year 13. Arabic (A or B) is compulsory for all pupils until Year 9 and Islamic Studies (A or B) is compulsory for all Muslim pupils until the end of Year 12.

At KS4, pupils can follow up to 10 GCSE subjects with English, English Literature, Maths, Biology, Chemistry and Physics being core subjects. Pupils are also expected to study another language.

In Year 12, the timetable is built around the requirements of each cohort. The option scheme is created after current Year 11 pupils have indicated their initial choices. This ensures that in most years almost the entire cohort can follow their first choice set of A-level subject combinations. The expectation is that Year 12 pupils opting for A levels will select 3 or 4 A levels.

Equipment

Pupils are expected to attend lessons with the required equipment. Tutors and subject teachers will advise all pupils of the required equipment.

Examinations

In Years 7-9, pupils undertake examinations in some subjects in the latter half of the Summer Term. Some subjects set regular assessments and longer projects throughout the year, rather than one terminal examination in the Summer.

In Year 10 pupils sit internal examinations twice a year, at the start of the Spring term and towards the end of the Summer Term. Pupils in Year 11 sit 'Mock' public examinations in the December or January of their academic exam year.

In Year 13, exams are also only taken in the Summer when the A level exams are completed.

Extra-Curricular Activities

All pupils are expected to sign up for three compulsory extra-curricular activities per week. These are run at lunchtimes and on Sundays, Mondays and Wednesdays from 3.10pm to 4.10pm

These are considered a vital part of the pupils' education and complement what is taught at school.

More information on our extracurricular activities can be found at www.kentcollege.ae/senior-extra-curricular.php

First Aid

First aid equipment is located at designated areas around the school. For safety reasons, children are not allowed to keep medications with them. The only exceptions are insulin for secondary school diabetics, and children who require 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 clinic 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.

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 and any other reasonable means.

Health Centre

The aim of the Health Centre is to support the healthy and safe school environment, and to promote health care to every school child. The health centre also encourages an awareness of pupils on health matters, controls the prevalence of infectious diseases in the school and provides dental health and visual examinations.

Homelearning

The school believes that homework 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 learner profile is our holistic vision of education and is embedded into everything that we do. The ten attributes of the Learner Profile are kind, resilient, open minded, reflective, articulate, principled, creative, ambitious, resourceful and courageous.

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 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 using their mobile phones in school other than for educational purposes. 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. Pupils should ensure that during lessons and occasions such as tutorials and private study they are always kept switched off and out of sight. If pupils do not follow these rules, their phone will be confiscated.

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 through The Music Box 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 will be 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, astroturf 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 the Vice Principal either independently or in small groups on their first day of school. The Vice Principal will give each pupil a PAD, a timetable, a homelearning timetable and any further information that is required. The Vice Principal will organise a tour of the School as part of the induction process. Each new pupil is given a 'buddy' who will be responsible for them in the first few weeks of school.

Ramadan

The Holy Month of Ramadan moves earlier approximately ten days each year. When 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 8.00am - 1.00pm 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.

Reports

Parents receive a full written report on their child's progress on two occasions in an academic year. Years 7 to 12 receive a report at the end of the Autumn and Summer Term, and Year 11 and 13 at the end of the Autumn and Spring terms. In addition, Grade Reports are given during the year, falling between the other main reporting points. Any parent concerned about their child's academic progress may visit the school by arrangement to talk with the relevant tutor, in the first instance, or Head of Department. 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, and 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. The KHDA parent-school contract also places a number of obligations on both the school and the parents.

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

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. The School Council provides an opportunity for pupils to engage in a structured partnership with teachers and the school leadership team in the operation of their school. The pupil 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, as well as selected Prefects from pupils in Year 6 and 13. Selected members of staff (Senior Vice Principal and Deputy Head of the Junior School, and a catering representative) 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 meets once every half term. Every meeting will have an agenda, and minutes of all School Council meetings are kept; these are circulated electronically. 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 Principal (and voted on by the Council) to support projects or purchase items which will be of benefit to the school or the wider community.

School Prefects

The senior school prefects will meet weekly and will be composed of pupils in Year 13 who have been selected by the Principal, members of SLT, staff and their peers. The senior school prefect body will have specific areas of responsibility within the school such as Art, Music, Drama, Sport, Junior School Liaison, Library, Careers, Nutrition and Catering, and the Year Book.

Signing In and Out

If pupils are late for school for any reason they are required 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 allowed to wait in their tutor room until registration at 8.00am.

On Sundays to Wednesdays, school will finish at 3.10pm. On these days, with the exception of Tuesday, there are extra-curricular activities run after school until 4.10pm. On Thursdays school will finish at 1.30pm with no extra-curricular activities run after school.

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.

If pupils have PE for the last lesson of the day, they may go home wearing their school PE kit.

Timetables

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

Timings of the Day

Sunday-Wednesday

Time	Senior School	Junior School Years 1-3	Junior School Years 4-6	EFYS
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 / assembly	Lunch (12:05 – 12:50)	Tutor Time (12:05 – 12:35)	12.05 – 12:30 Lunch
12.25	Lunch	12:50 - Tutor Time	Lunch (12:35 – 13:20)	
13.20	Period 5	Period 5	Period 5	13.30 Home time

14.15	Period 6	Extra-Curricular Activities (Sun, Mon, Weds). Tues - If not attending a music ECA, pupils free to leave. Those children waiting for siblings remain in school (supervised) until 3.10 pm.	
15.10	Lessons end	Home time – Those children waiting for siblings remain in school (supervised) until 16.10.	
16.10	Extra-Curricular Activities (Sun, Mon, Weds) end. Buses leave at 15.10 (Tues).		

Thursday

Time	Senior	Junior (Y1-6)	EYFS
8.00	Registration	Registration	Registration
8.10	Period 1	Period 1	Lessons begin
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 period	Break	Lunch
12.30	Period 5	Period 5	
13.25	End of school day	End of school day	End of school day
13.30	Buses leave		

Tutor System

The form tutor plays a very important role in the school, with the key aim of establishing close relationships with the pupils in his/her care and getting to know them as individuals, in order to promote their educational progress. Together with the Head of Year, the tutor takes an active lead in building the link between home and school, consulting with parents as the need arises.

Each pupil is assigned to a tutor group.

Uniform

Full school uniform is to be worn in school during teaching hours; this includes a jacket. Uniform must be smart at all times. Particular attention should be paid to the following rules about jewellery and general appearance:

Girls in Years 7 to 11 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
Girls may wear a necklace consisting of a silver or gold chain, with a small attachment
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 and hair must only be dyed natural colours
Boys must be clean shaven
Hair tied back up to Yr 11, and for all pupils during practical lessons such as DT, science, Art, PE etc.

For full uniform guidelines please visit <http://kentcollege.ae/uniform.php>

Sixth Form (Yr12-Yr13)– Business Attire Guidelines

Business attire is to be worn in school during teaching hours: this includes a jacket. Jackets can be removed in school with the permission of a member of staff. Uniform must be smart at all times. Particular attention should be paid to the following rules about jewellery and general appearance.

Compulsory Items:	
<p>Suits: Sixth form pupils should wear a dark business suit in black, navy or dark grey, either plain or with an unobtrusive pattern. For girls who choose to wear a skirt, this must form a suit with matching jacket of the same fabric, and come at least to the knee. Girls may alternatively wear a tailored trouser suit, also in black, navy blue or dark grey. The trousers should not be jeans-style, flared or tight fitting: by way of guidance, the leg width should be between 18 and 21 cms, and the trousers must be full length.</p> <p>Shirt and shoes: Boys should wear a traditional-style collared shirt (white or coloured) with a light or understated stripe or pattern, and a tie of their own choice (they may wear a school or House tie). Girls should wear a collared formal blouse or shirt suitable to go with a business suit and with a respectful neckline. This should have long or short sleeves, and not be sleeveless. Boys and girls should wear plain black shoes of a suitable style and material. Girls should not wear high heels. A plain dark jumper may be worn by boys and girls.</p>	
<p>P.E. Kit Boys and girls wear the standard school PE Kit for PE Lessons, games and sports sessions, and House activities when appropriate.</p>	
<p>Jewellery, Piercings, Makeup and Hair Styles:</p> <ul style="list-style-type: none"> • 2 pairs of stud earrings - maximum of two per ear. No nose or ear cartilage piercing • Makeup should be subtle and natural, and nail varnish may be worn but colours must be subtle and natural • Hair should be neat and tidy at all times, and hair colour should be on the natural colour spectrum • Male pupils must be cleanly shaved at all times unless their religious observation prevents this - no excessive facial hair is allowed 	
Not Allowed	
<ul style="list-style-type: none"> • Tight-fitting or revealing items • Blouses with low necklines, slits or cut-outs • Jeans/denim or denim-like material • Lycra or stretchy material • Chinos or skinny trousers • ¾ length trousers • Prominent metallic coloured zips • Bare midriffs and off-the shoulder tops • Polo, sports and sweatshirts • Excessive stripes, checks or patterns 	<ul style="list-style-type: none"> • Tops or ties displaying large logos, emblems, lettering or slogans • Trainers or patterned shoes • Embellishments on shoes such as metal bars • High heels • Excessive hair accessories • Visible undergarments • No tattoos

Vandalism

Vandalism will not be 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 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.