



مدرسة جيمس رويال دبي الخاصة
GEMS Royal Dubai School



Parent Handbook 2022-2023





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مدرسة جيمس رويال دبي الخاصة
GEMS Royal Dubai School



“ The most important gifts you can give your child are a **quality education** and the **values** that will guide them through life ”

Sunny Varkey





Section 1: Welcome to RDS



Dear Parents,

I am delighted to be able to welcome you to GEMS Royal Dubai School (RDS), our Outstanding-rated, high-performing, inclusive and family-oriented community in the heart of Mirdif. At RDS, our students are empowered to learn and develop and supported to become successful and confident contributors in an ever-changing world. Choosing the right school for your child is one of the most important decisions that you will make. Just like you, we believe that the happiness and success of your child are key foundations upon which their future is built; that is why we are a school where every child is valued, every child is encouraged to give their very best, and every child has the chance to grow in confidence by participating in a wide range of inspirational learning experiences.

We pride ourselves on being an extraordinary community where people matter, where a passion for excellence drives everything we do. We are committed to offering a real breadth of education, feeding our students' minds, while caring passionately about their character development, wellbeing, and happiness.

Our outstanding staff are dedicated to delivering a rich curriculum

and programme of activities that challenge our students to explore ideas for themselves, whether engaged in learning in the classroom or through musical, artistic, sporting, enterprising or charitable activities.

I can draw on my experience of successfully leading and improving different schools in the UK for over ten years as the RDS team and I together build on the amazing work at our school and continue to improve the educational experience for our students.

I am committed to working in close partnership with parents to ensure every child's success. Our community is built upon the vision of 'Achieving Excellence Together'; it is a place where students, teachers and parents are committed, ambitious and positive. We provide a solid foundation that is supportive and inclusive, where we welcome and celebrate every individual.

I am deeply committed to ensuring students are given every opportunity to experience exceptional learning opportunities in enabling environments – safe, happy, challenged, and successful. Students, staff, and parents feeling proud of their efforts and achievements are key drivers for me professionally. Inspiring others to drive forward to reach their goals, never giving up when faced with challenge, is for me what 'Achieving Excellence Together' is all about.

I very much look forward to welcoming you to RDS in person and having the chance to introduce you to our wonderful, happy school.

Jan Steel- Principal/CEO



Senior Leadership Team

Section 2: Meet the Leadership Teams

Executive Leadership Team



Jan Steel
Principal/CEO



Jenny Evans
Deputy Principal
Learning & Teaching



Graham Walmsley
Deputy Principal
Curriculum & Assessment



Michaela Bullock
Assistant Principal
Inclusion & Well-being



Mohamed Abdallah
Assistant Principal
Arabic & Islamic



Emma Trevette
Assistant Head
EYFS & Year 1



Lauren Pennington
Assistant Head
Years 2 - 4



Brice Dempster
Assistant Head
Years 5 - 6



Charlotte Cullip
Enhanced Curriculum Leader





Section 3: Early Years Foundation Stage



Timings

FS1: Monday - Thursday 7:45am to 12:30pm
Friday 7:45am to 11:30am

We offer a complimentary extended day until 2:50pm, Monday to Thursday, for our FS1 children, in line with the timings of the rest of the school and on a case-by-case basis. Please contact us for more information.

FS2: Monday - Thursday 7:45am to 2:45pm
Friday 7:45am to 11:40am

All parents and guardians must wear their yellow parent lanyard when on site. These are available for collection from reception. Without a yellow lanyard you will be asked to sign in with security where you will be issued with a visitor badge.

Foundation Stage children are required to be dropped and collected

directly from the classroom by a parent or guardian from 7:30am. Please proceed via the main gate at the front of school and enter the building to the left through the door labelled Foundation Stage. Children arriving and leaving by bus will be escorted to their classroom by their bus nanny.

Foundation Stage children should bring the following items with them each day:

- Backpack (no wheeled trollies please)
- Refillable water bottle
- School cap in the child's house colour (available from Threads uniform shop)
- Morning and lunch snack (no sweets, chocolate, nuts, pork products or fried foods)

Registers for Foundation Stage children close promptly at 7:50am. At this point, the UAE National Anthem will be played, and learning will begin. Children arriving late (after 7:50am) need to enter the building via the main reception where they will be issued a late pass and escorted to class by school staff. If your child is absent from school, please notify your child's teacher, the clinic and reception daily.

Foundation Stage children will have PE twice a week and swimming once a week. On these days, children can come to school in their RDS PE kit. Swimming clothing and hats should be kept in a separate bag for changing. Swimming and PE are mandatory subjects at RDS.



Section 4: Primary- Years 1 to 6



Timings

Year 1: Monday - Thursday 7:45am to 2:45pm
Friday 7:45am to 11:40am

Year 2 - 6: Monday - Thursday 7:45am to 2:50pm
Friday 7:45am to 11:45am

All parents and guardians must wear their yellow parent lanyard when on site. These are available for collection from reception. Without a yellow lanyard you will be asked to sign in with security where you will be issued with a visitor badge.

Primary children can be dropped off from 7:10am (either on the rear sports field or through the front drive-thru) for supervised, outdoor play. Classrooms open at 7.35am and children who have arrived before this will be collected from the sports field by teachers. The rear drive thru will open from 7:35am for drop off. Children are to be collected from designated pick-up points by a

parent or guardian at the end of the school day. Children arriving and leaving by bus will either be escorted to their classroom by their bus nanny or make their own way inside the building (age depending).

Registers for Primary children close promptly at 7:50am. At this point, the UAE National Anthem will be played, and learning will begin. Children arriving late (after 7:50am) need to enter the building via the main reception where they will be issued a late pass and sent to class. Late passes are monitored closely to ensure learning is not missed. If your child is absent from school, please notify your child's teacher, the clinic and reception daily.

Primary children should bring the following items with them each day:

- Backpack with basic stationery (no wheeled trolleys please)
- Refillable water bottle
- School cap in the child's house colour (available from Threads uniform shop)
- Morning and lunch snack (no sweets, chocolate, nuts, pork products or fried foods)
- iPad or another BYOD device

All children should bring their student ID card with them each day. These are used to mark attendance and for those children in Years 3- 6 who wish to purchase food from the canteen. More information about our canteen service will be shared with parents of children in Years 3 - 6 directly.

Primary children will have PE and swimming once a week each. On these days, children can come to school in their RDS PE kit. Swimming clothing should be kept in a separate bag for changing. Swimming and PE are mandatory subjects at RDS.



Section 5: GEMS Royal Dubai School Uniform

Our uniform is our identity. It is mandatory for children of all ages to come to school each day in the correct uniform. Checks will be carried out by all members of staff and parents will be notified if their child is wearing the incorrect uniform. We advise you visit the Threads store in Cityland Mall as soon as possible to purchase any uniform to be ready for the first day of school. Threads can be contacted on 800-THREADS (800 8473237). Jewelry (except for small studs and watches) are not permitted at school. Neither is nail varnish for girls.

GEMS ROYAL DUBAI SCHOOL

<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-weight: bold; color: purple;">CORE UNIFORM</p> <p style="text-align: center; font-weight: bold; color: purple;">FS1 - FS2</p> <p style="font-size: 8px;">BOYS</p> <p style="font-size: 8px;">POLO SHIRT SHORTS</p> <p style="font-size: 8px;">GIRLS</p> <p style="font-size: 8px;">POLO SHIRT SKIRT</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-weight: bold; color: purple;">CORE UNIFORM</p> <p style="text-align: center; font-weight: bold; color: purple;">Y1 - Y6</p> <p style="font-size: 8px;">BOYS</p> <p style="font-size: 8px;">SHIRT - BS TIE</p> <p style="font-size: 8px;">Pinstriped SHORTS Pinstriped TROUSERS</p> <p style="font-size: 8px;">GIRLS</p> <p style="font-size: 8px;">BLOUSE - GS TIE</p> <p style="font-size: 8px;">Pinstriped SKIRTS Pinstriped TROUSERS</p> </div>	
<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-weight: bold; color: purple;">SWIMWEAR</p> <p style="text-align: center; font-weight: bold; color: purple;">ALL YEARS</p> <p style="font-size: 8px;">SWIMSUIT</p> <p style="font-size: 8px;">GIRLS</p> <p style="font-size: 8px;">NAVY</p> <p style="font-size: 8px;">JAMMER</p> <p style="font-size: 8px;">BOYS</p> <p style="font-size: 8px;">NAVY</p> <p style="font-size: 8px;">SHORTS</p> <p style="font-size: 8px;">BOYS</p> <p style="font-size: 8px;">FS1 & FS2</p> <p style="font-size: 8px;">NAVY</p> <p style="font-size: 8px;">SILICON CAP - UNISEX</p> <p style="font-size: 8px;">NAVY</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-weight: bold; color: purple;">PE & WINTERWEAR - UNISEX</p> <p style="text-align: center; font-weight: bold; color: purple;">ALL YEARS</p> <p style="font-size: 8px;">NAVY JACKET</p> <p style="font-size: 8px;">NAVY FALLOVER</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-weight: bold; color: purple;">ADDITIONAL ITEMS</p> <p style="text-align: center; font-weight: bold; color: purple;">ALL YEARS</p> <p style="font-size: 8px;">UNISEX CAPS (MANDATORY ITEM)</p> <p style="font-size: 8px;">BLACK BELT</p> <p style="font-size: 8px;">BOOTS</p> <p style="font-size: 8px;">HAIR BAND & SCRUNCHIES</p> <p style="font-size: 8px;">BAGS</p> <p style="font-size: 8px;">SWIM BAG</p> <p style="font-size: 8px;">NOTE BOOK BAG</p> </div>

www.threadsme.com || 800-THREADS(8473237)

LEARNING LADDERS

Maths

World Class School

COBIS MEMBER

OPTIMUS EDUCATION

PSQM

Talk4Writing

NOS

GL Education

Section 6: Snacks and Birthdays

Please provide your child with a nourishing, healthy snack. Nuts are not permitted in school as some children have severe allergic reactions to them. We do not permit chocolate, sweets, fizzy drinks, pork products or fried food in school. Should the supervisor at snack time feel your child has brought in something inappropriate they will remove it from the snack and your class teacher will discuss it with you.

Children in Year 3 and above may purchase their snack from our canteen using their Student ID cards which can be loaded with credit online. The online system also allows parents to check what their child is purchasing and to set daily limits, so they don't overspend.

For health and safety reasons, please ensure drinks are in an unbreakable container. Although there are water dispensers conveniently placed around school, we ask that all children bring in their own, named (unbreakable) water bottle as we encourage children to always drink throughout the day and having their own water bottle minimizes disruption to learning.

Birthday Celebrations at School:

Please be informed of the school's policy regarding celebrating birthdays in school.

- Parents may provide small, individually wrapped treats (cupcakes, muffins, donuts, fruit mix) which will be sent home with the children at the end of the



school day including a list of ingredients. Under no circumstances should the treat be distributed for eaten in school. *(This is to allow parents to decide if and when they want their children eating sugary treats and so that they can keep track of ingredients that may cause allergies)*

- Large cakes should not be brought into school *(This can be very disruptive, messy and difficult for children to transport home)*
- Other small and inexpensive gifts instead of sugary treats may also be given such as colouring or playdough *(Each gift should not be worth more than 30aed per child)*
- Parents are not allowed into classrooms during the school day as this disrupts learning.
- There is no expectation for parents to bring any treats or gifts to school on their child's birthday. Class teachers will celebrate every child's birthday with the class.

Section 7: School Clinic



Diana Castro
Doctor



Lauren Wright
Nurse



Anitha Shijo
Nurse

School Clinic Timings:

Monday to Thursday 7.10am - 4.00pm
Friday 7.10am --12.00pm

We have two full time nurses and a doctor who play an active part in the life of the school. The School Clinic will do a developmental medical check in Years 1 and 5 and the height and weight of each student is checked yearly. A dental check and DHA Vaccination Day is also arranged.

Please note the following clinic requirements for all children:

- All required medical declaration forms and vaccination records are to be deposited at the Clinic.
- Please complete the Medical Declaration form and return it to school along with the vaccination record before your child's first day.
- If your FS1-Y2 child visits the clinic you will receive a



slip from the clinic telling you why they visited.

- If your child develops fever, diarrhoea or vomiting while in school you will be called to collect them immediately. If you travel frequently, please ensure you have procedures (friend, relative or nanny) in place to have your child collected from school in an emergency.
- Always follow the school's no nut policy and send in healthy snacks for break time.
- Always keep us informed of any important changes in your child's health.
- Always keep a change of clothes in school for FS1 and FS2 children.

Medicines

Should your child need to take some medicine during the school day, this should be handed to the school nurse first thing in the morning and collected from her at the end of the day.

Please complete a medicine administration form and give it to the school Nurse along with a copy of the Doctor's prescription. She will administer the correct dosage at the appropriate time. The medicine should be in a plastic bag labelled with your child's name and class.

Do not send medicines into school in your child's school bag, hand them directly to School Clinic.

Please do not send non-essential medicines into school.

Infection Control

To enable school to control the spread of infection may I take this opportunity to ask for your help in the following ways:

- Do not send students to school with a fever above 37.5 ° C. They may return to school when free from fever for 24 hours without any medicine.
- Do not send students to school with diarrhea or vomiting. Students may only return to school 24 hours after symptoms cease.
- Do not send students to school with any infectious disease (such as hand, foot and mouth, conjunctivitis, norovirus). Children returning to school following an infectious disease should provide a clearance certificate from a doctor.
- Regularly check your child's hair for head lice and inform the School Clinic if any are found. Please ask the School Clinic for the information checklist, should you require it.

EMERGENCY CONTACT

If a student is required to be collected from school, a parent/guardian or nominated point of contact must be available to collect the child from school within 30 minutes as per school policy.



if they have a negative PCR test. This is the best way to reduce the spread of infection.

Section 8: Covid-19 Protocols

The Dubai Health Authority has mandated a PCR test be done for any student experiencing any one (1) symptom of COVID-19, with or without fever.

Please see below link for the DHA COVID-19 Parent Guide, for your reference:

English:

https://www.dha.gov.ae/Asset%20Library/COVID19/Students_COVID-19_Nov_EN.pdf

Arabic:

https://www.dha.gov.ae/Asset%20Library/COVID19/Students_COVID-19_Nov_AR.pdf

Please note we cannot accept a letter from any doctor stating that a PCR test is not required – the DHA has made this mandatory for any student with any one (1) symptom of COVID-19 (with or without fever), as there is no scientifically definitive way to rule out COVID-19 without a PCR test. Community doctors may not be aware of the DHA COVID-19 protocol for private schools in Dubai.

Children must remain home from school until symptom-free for 24 hours (without any anti-pyretic medication) before returning, even

- PCR test results must be emailed to both reception and school doctor prior to returning to school or in positive cases to alert the academic team to give access to the online learning platform for students.

Email address contact: Reception_rds@gemsedu.com
Doctor_rds@gemsedu.com



Section 9: Attendance

At GEMS Royal Dubai School we believe that attendance is a key component to a successful education.

The KHDA states that students should not exceed more than 20 consecutive days or 25 non- consecutive days of unauthorized absence. Students will be at risk of losing their school pace should this be breached. 98% attendance is the outstanding attendance goal.

Should any concerns regarding a student's attendance be identified, this will be escalated and resolved at the earliest opportunity.

- Students should arrive on time each day between 7.10am – 7.40am
- Avoid travel during term time
- Schedule medical appointments out with school hours
- Inform the school of student absence – please email reception_rds@gemsedu.com and inform class teacher before 7:00am.
- Medical notes are required for 3 days or more absence
- Should you wish to gain approval from KHDA for authorized absence contact the SLT secretary Marvi on m.ofiaza_rds@gemsedu.com and a link will be sent for SLT/KHDA approval.

Early Collection

- Students are permitted to leave school early for Emergency purpose or for medical appointments approved no less than 24 hours prior to scheduled

appointment.

- Parents must email class teacher and m.ofiaza_rds@gemsedu.com no less than 24 hours prior to submit early collection request
- Once approved or rejected, parents will be informed via Marvi, the SLT secretary
- In emergency circumstance a member of SLT will approve on parent arrival at school premise.

Late Collection

Children not collected 10 minutes after the designated pick-up time will be escorted to the late room where the Late Room protocol will be followed:

- Parents cannot collect their children while they are being escorted from the Late Room
- At 3.10pm Monday – Thursday late children will be handed over to FoH team
- Parents must sign collection log sheet on arrival



Section 10: Curriculum and Learning



GEMS Royal Dubai School offers an enriched version of the National Curriculum for England, which places emphasis on the core subjects and careful monitoring of progress to ensure a record of academic success. This is complimented by outstanding facilities and provision in the foundation subjects which include the Creative Arts, PE, Moral, Social and Cultural studies, Computing, Arabic and Islamic.

GEMS Royal Dubai School is forward-thinking and embraces innovation and change to ensure our students are future ready. High Performance Learning (HPL) is at the heart of all learning at RDS. This pedagogical philosophy enables children to articulate how they behave and how they learn. The VAAs (Values, Attitudes and Attributes) and ACPs (Advanced Cognitive Performance Characteristics) are an integral part of the language of learning in our school. You can find more information about HPL at www.highperformancelearning.co.uk

At GEMS Royal Dubai School, we also provide a fully integrated approach to our Humanities teaching. Through the provision of innovative and dynamic topics, we ensure our children can learn and use all of the necessary geography and history skills laid out in the English National Curriculum.

Our children are given opportunities to link their learning to real life contexts and love transferring their skills to the world outside of their classrooms. Our Social Studies Curriculum enables these skills to be consolidated even further, and enhanced with imaginative lessons on Economics, Civics and Sociology. Fully immersive lessons on UAE traditions and culture are supported by our wonderful parents with their local knowledge and we are proud of our links to the Emirati community. Moral Education underpins everything we do here, and our children's kindness and civic understanding is evident in their interactions with their peers, staff, and any visitors to our school.

We are also passionate educators of the whole child. Highly qualified specialist teachers teach music, drama, art, French, physical education and swimming to all children at RDS.

Our school strives for excellence in everything we do. Your child's academic needs are our top priority. However, at our British Curriculum school we also encourage our students to develop their strengths outside as well as inside the classroom through an extensive range of Extra Curricular Activities (ECAs). A focus on students' personal development promotes positive attitudes to learning.



Section 11: Academic Calendar 2022-23



Student Academic Calendar 2022-2023																																																
August							September							October							November							December																				
January							February							March							April							May							June							July						
<ul style="list-style-type: none"> New students induction day All Students first day PD days - children in school until 12:00 							<ul style="list-style-type: none"> Holidays Probable Islamic holidays Last day of the year 																																									
Term 1 New students Induction 29-Aug 1st day for all students 30-Aug PD - children leave at 12:00 10-Oct PD - children leave at 12:00 15-Nov Half Term 17-21 Oct PD - children leave at 12:00 15-Nov Last day of term 09-Dec							Term 2 Term Begins 02-Jan PD-children leave at 12:00 19-Jan Half Term 13-17 Feb PD-children leave at 12:00 14-Mar							Term 3 Term Begins 10-Apr PD - children leave at 12:00 03-May Last day of Term 07-Jul																																		

2022-2023 Islamic observances:
Actual dates for public holidays will be announced when confirmed - do not arrange holidays until these dates are confirmed

A downloadable copy of the Academic Calendar can be found by visiting our school website.

www.royaldubaischool.com

Section 12: Communication

At RDS there will be various modes of communication for parents through different forms. There will include:

- Text Message: Urgent notification or reminder
- Email: Principal Letter, School Newsletter SWAY application link, important updates
- SeeSaw: School announcements, direct class teacher notification
- Social Media: school events, reminders, daily highlights at RDS, ECA/ESA
- School Website: school newsletter, ECA's, Academic Calendar
- Face to Face
- We have a 24hour response policy to emails. We endeavor to reply to parents' queries at the earliest however please allow up until the maximum time limit of 24hours for response.



Noha Nabil
Registrar



Kerry Brady
PRE



Dalia Baseliou
GRE



Maria Zlatkova
Receptionist



Social Media

At RDS we celebrate various events and student stories through our social media channels including;

Instagram (gemsrds)

Facebook (GEMS Royal Dubai School)

Twitter (@GEMSRDS)

Youtube (RDSchannel374@gmail.com)

School Website (www.royaldubaischool.com)



Who to contact?

Your child's class teacher should always be your first point of contact as they know your child best. You can also contact reception on 042886499.

You also may find some of the following email address helpful:

Parent relations Executive: pre_rds@gemsedu.com

Registrar: registrar_rds@gemsedu.com

Government Relations Executive: gre_rds@gemsedu.com

Reception: reception_rds@gemsedu.com

Principal PA: s.rudolph_rds@gemsedu.com

SLT secretary: m.ofiaza_rds@gemsedu.com

Assistant Head- EYFS and Year 1: e.travette_rds@gemsedu.com

Assistant Head- Years 2 - 4: l.brockbank_rds@gemsedu.com

Assistant Head- Years 5 - 6: b.dempster_rds@gemsedu.com

Section 13: Extra-Curricular Activities

We encourage all students to sign up for our after -school activities on offer. From Year 2 onwards students will be able to sign up for 2 x free Extra Curricular activities (ECA) per week.

These can include:

- creative writing
- science explorers
- rounders and many, many more

For alternate after school classes that require specialist coaches (for example Karate, Football, Chess) these are paid activities that run through our partnership ESM.

All free/paid after school activities will run from 3:00pm to 4:00pm Monday to Thursday and paid activities only from 12:00pm to 1:00pm on Friday.

Registration for both the free and paid activities can be accessed through our booking portal at: www.esm.ae/active

For any queries relating to ECA's please contact the school reception and/or Faizel Simon from ESM mj@esm.ae / 04 369 7817

The PE Dept within RDS also have the opportunity for students to become part of team squads who will train before/after school in sports such as swimming, netball, gymnastics and football. Squads are invite only and students/parents will be notified if selected.





Section 14: Friends of Royal Dubai School (FORDS)



FORDS is our vibrant parent association here at RDS. They assist with fundraising and supporting our school events throughout the academic year. This can be decorating the school for celebrations such as International Day, National Day, and Teacher Appreciation Day. They also play an active role in supporting school improvement and parental engagement.

If you would like to join FORDS or find out more, please email Mrs. Brady the school PRE at: pre_rds@gemsrds.com

Section 15: Accreditations

GEMS Royal Dubai School is proud to have many international accreditations and affiliations as follows:



Primary Science Quality Mark

GEMS Royal Dubai School holds the Gold Standard Primary Science Quality Mark (PSQM), which celebrates and recognises the high-quality science provision and evaluation at the school.



High Performance Learning

The school is one of the first schools in the UAE to have achieved the High Performance Learning (HPL) World Class accreditation. We have been fully accredited for 3 years.



Council of British International Schools

GEMS Royal Dubai School is a certified COBIS member recognising British International Schools of Global Quality.



Learning Ladders

GEMS Royal Dubai School is an ambassador for Learning Ladders teaching and assessment tool. You will receive a log-in to Ladders @ Home where you can track your child's progress.



Optimus Education

GEMS Royal Dubai School are proud to be awarded the @OptimusEd award in Well-Being and Leading Parental Partnership. This is wonderful recognition of the hard work and commitment of all stakeholders (staff, parents and students) to ensure that we are Achieving Excellence Together in the areas of Well-Being and Parental Partnership.



Renaissance

GEMS Royal Dubai School also has strong partnerships with Renaissance Learning through the very successful use of the Accelerated Reader program.



Eco-Schools (Silver Award)

Eco-Schools is a growing phenomenon, which encourages young people to engage in their environment by allowing them the opportunity to actively protect it. It starts in the classroom; it expands to the school and eventually fosters change in the community at large.





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