



مدرسة جيمس رويال دبي الخاصة
GEMS Royal Dubai School



Parent Handbook 2023-2024





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Welcome to RDS

Dear Parents,

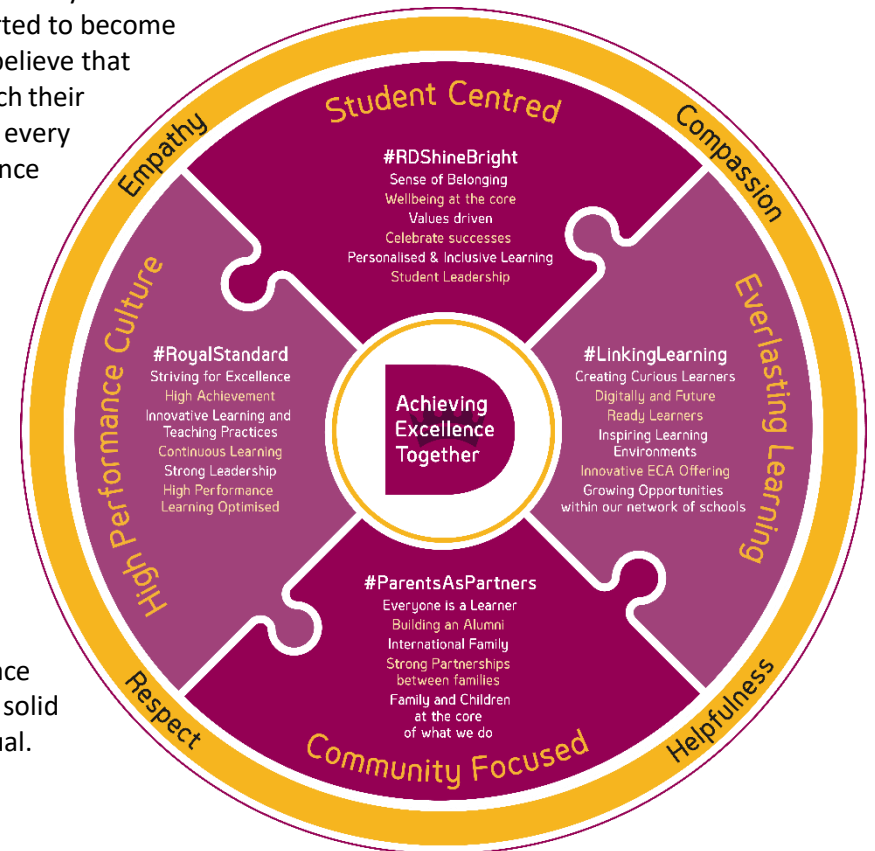


Whether new or returning, thank you for choosing GEMS Royal Dubai School (RDS). I am delighted to be able to welcome you and your family to our high-performing, inclusive and family-oriented community school in the heart of Mirdif. At RDS, our students are empowered to learn and develop and supported to become successful and confident contributors in an ever-changing world. 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.

I can draw on my experience of successfully leading and improving different schools in the UK and Dubai 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 you as 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.




Jan Steel- Principal/CEO

Parent Relations Executive



As the Parent Relations Executive here at RDS, I work to ensure your transition into school is a seamless one by providing a central contact point for any questions surrounding school life and communication.

I am part of the Front of House team and located in the main Reception area. If you have any questions, I can be contacted on 04 288 6499 or e-mail pre_rds@gemsedu.com

As well as my role with existing and new parents, I also work with the GEMS Royal Dubai School Parent Group, Friends of Royal Dubai (FORDS). 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 learn more about how you can play an active role in school life, please contact me. I look forward to meeting you over the coming months.

Kind regards,
Hannah Barr
Parent Relations Executive



Meet the Leadership Team



Senior Deputy Principal
Standards Culture
Jenny Evans



Principal/CEO
Jan Steel



Deputy Principal
Learning Culture
Rachel Williams



Assistant Principal
Inclusive Culture
Michaela Bullock



Assistant Headteacher
Core Curriculum
Tom Newnham



Assistant Headteacher
Wider Curriculum
Charlotte Cullip



Assistant Principal
Arabic & Islamic
Iman Samara



Assistant Headteacher
Learning & Teaching
Jason Peters



Academic Calendar 2023-24

TERM 1	
Start of Term New Joiners	28th August 2023
Start of Term Existing students	29th August 2023
Half Term	16-20 October 2023
Last Day of Term	09 December 2023
TERM 2	
Start of Term	02 January 2024
Half Term	12-15 February 2024
Last Day of Term	22 March 2024
TERM 3	
Start of Term	15 April 2024
Last Day of Term	05 July 2024

A downloadable copy of the Academic Calendar which shows Professional Development days and probable public holidays can be found by visiting our school website. www.royaldubaischool.com

Timings of the School Day

	FS1	FS2	Years 1-6
Start Time	7.40am Doors Open at 7.25am	7.40am Doors Open at 7.25am	7.40am Drop off from 7.10am
Mon-Fri	<ul style="list-style-type: none"> Parents accompany children to class 	<ul style="list-style-type: none"> Parents accompany children to class 	<ul style="list-style-type: none"> Parents accompany Year 1 children to class for week 1 only. Students go alone to: Corridor Plaza until 7.25am. Classrooms from 7.25am onwards.
<ul style="list-style-type: none"> Rear drive through opens after buses are in – approx. 7.30am Parking available in Arabian Centre – entry gates for parents and students at front and rear of the school All children arriving after 7:45am must enter via the main reception (Gate 1) and will be marked late. Children arriving and leaving by bus will be escorted to their classroom by their bus nanny. 			
	FS1	FS2	Years 1-6
Finish Time			
Mon-Thurs	12.30pm Front gate open at 12.25pm	2.45pm Front/rear gates open at 2.45pm	2.50pm Front/rear gates open at 2.45pm
Friday	11.40am	11.40am	11.45am
	All gates open at 11.40am	All gates open at 11.40am	All gates open at 11.40am
<ul style="list-style-type: none"> Parking available in Arabian Centre – entry gates for parents and students at front and rear of the school. Please park only in marked bays on the roads. All students are collected from classrooms by an adult. Please collect older children first. Please make sure you are on time to collect your child. 			

Little Royals Club

Our afternoon FS1 club, 'Little Royals' is available to Parents of FS1 children. It is open Mon-Thurs from 12.30pm until the end of the school day. Priority for places is given to FS1 students who have older siblings at RDS, allowing Parents to collect siblings at the same time. Parents without siblings may also apply for a place. The cost for this service is AED100 per week. Sign up must be for a whole term for 4 days per week, Mon-Thurs. Please ask at Reception or your FS1 Class teacher for details.

Attendance and Punctuality

At GEMS Royal Dubai School good attendance and punctuality are vital indicators in an effective school. These factors are also key in enabling students to make the most of their learning opportunities and prepare for a successful transition into secondary school and beyond in the world of work. KHDA states that Outstanding attendance is 98% as a minimum.

We ask parents to support the school's expectations of attendance by:

- Ensure their child arrives to school on time every morning.
- Children should not be collected early from school as this disrupts learning.
- Endeavour to schedule medical appointments outside of school hours.
- Avoid travelling with their children during term time. Holiday leave is not authorised.
- Inform the school of student absence – please email attendance_rds@gemsedu.com and inform class teacher before 7:00am
- Work with the school to resolve issues and ensure their child has good attendance and punctuality.
- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days or more. Medical notes will be required for absences of 3 or more days.
- Complete a leave of absence form (available from reception) in advance of a scheduled absence (PLEASE NOTE – this will be sent to the Head of School and may or may not be authorised after review).

Lateness:

- Learning begins at 7.45am and if your child is late they will miss the set up of the day and the first part of learning.
- Students arriving after 7.45am must sign in at Reception and collect a green late card before they go to class. This ensures the class teacher knows that they have been registered.

Absence and punctuality are monitored by the Heads of Key Stage and parents will be contacted where absence and / or lateness becomes a concern.

KHDA states that students should not have more than 20 consecutive days or 25 non-consecutive days of unauthorised absence. Should this be exceeded students are at risk of losing their place at the school. Outstanding attendance is 98% as a minimum.

School Uniform

The aim of our uniform is to ensure that students take pride in being members of the GEMS Royal Dubai School community. A high standard of personal appearance is always expected of all students #RoyalStandard. The students are our ambassadors when they are in the Dubai community and what they do and say, and how they look reflects on all of us. The uniform is compulsory and may be purchased from Threads store in Cityland Mall or can be ordered online from www.threadsme.com

Please ensure all uniform items are clearly labelled with the child's name and class. Name tapes are excellent or alternatively a waterproof marker pen can be used. Within the uniform, students are required to wear a number of items which reflect the House they have been assigned to. Houses are assigned when Term 1 fees have been settled. Siblings will be placed in the same House. The House colours reflect the colours of the UK Royal Residences:

Blue – Windsor

Red – Clarence

Yellow – Sandringham

Green – Balmoral

To maintain #RoyalStandard we ask that:

- ✓ Long hair should be tied back and off the face and be of natural colour with no extreme hairstyles/cuts/hair sculpture.
 - ✓ Discreet black, white or dark navy hair accessories and head coverings.
 - ✓ Jewelry should not be worn except for one very small stud earring in the lobe of each ear.
(These must be removed by the child for PE and swimming or they will not be able to take part) It is preferable earrings are not worn on the day of PE or swimming)
 - ✓ No make-up or nail varnish
 - ✓ Black school shoes should be worn with uniform – no trainer style shoes are permitted. Plain coloured trainers should be worn with PE kit.
 - ✓ Shirts should be tucked in, except for PE kit. Ties / scarves should always be worn – top button done up for boys.
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- Long sleeved undergarments are not part of school uniform – long sleeved shirts should be worn and trousers (not leggings) if arms / legs are to be covered for modesty or cultural reasons.
 - PE kit is worn to school on PE / swimming days with trainers. Swim costumes should be as below or plain navy / black. Modest swimwear (plain black / navy) may be worn by older students to cover legs and arms.



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



Other Equipment

- Backpack (no wheeled trollies please)
- Student ID card
- Refillable unbreakable water bottle – water dispensers are available around the school
- iPad or tablet (from Year 2 -6)
- School cap in the child's house colour (available from Threads uniform shop)
- Swimming kit on swimming days (Primary children will have both PE and swimming weekly and on these days children can come to school in their RDS PE kit. Swimming clothing should be brought in a separate bag for changing.) Swimming and PE are mandatory subjects at RDS.
- Morning snack (Year 1-6 will need a fruit snack that can be eaten outside at break time)
- Packed lunch - not containing sweets, crisps, cookies or fizzy drinks. This will be eaten in the classroom.
Due to many students with severe food allergies please do not include any food products which contain nuts (including Nutella chocolate spread, peanut butter etc. We also ask our parents to make their children aware that we do not share food to ensure that we are respectful of all the other religious beliefs concerning food products.



School Clinic



Diana Castro
Doctor



Roshna Davis
Nurse



Anitha Shijo
Nurse

Clinic Requirements

- 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, diarrhea or vomiting while in school you will be called to collect them immediately. If you travel frequently, please ensure you have someone in place to have your child collected from school in an emergency.
- Always keep us informed of any important changes in your child's health.

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, please hand them directly to the School Clinic.

Do not send your child to school if they have:

- a fever above 37.5 ° C. They may return to school when free from fever for 24 hours without any medicine.
- diarrhea or vomiting. Students may only return to school 24 hours after symptoms cease.
- 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.
- head lice - inform the School Clinic if any are found.

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 your child suffers a broken bone or has temporary limited mobility eg sprained ankle, please visit the clinic before returning to class. You must present a doctor's note stating that they are fit to be in school.

Communication

At RDS we know that good communication is essential, and we try to share information with you in a variety of ways to ensure it is read and fully understood. We use different forms depending on the purpose:

- Text Message: Urgent notification or reminder
- Email: Principal letter, School Newsletter (SWAY), application links, important updates, weekly Year Group Review/ Preview update
- Email with class teacher: Teachers' emails will be shared during the first week of term
- WhatsApp Group messages: To share all communication above
- Face to Face – at drop off/ pick up or at pre-arranged meetings
- GEMS Connect App
- Social Media: school events, reminders, daily highlights at RDS, ECAs
- School Website: School Newsletter, ECA's, Academic Calendar, Curriculum Information, Policies
- Learning Ladders at Home – overview of curriculum objectives and resources to support your child at home
- Seesaw – platform to share student work (#ShineBright) for years 1-6
- 2Simple Evidence Me – EYFS platform tracking observations and student progress

If you would like more information on any aspect of school, please ask us!

If you have a question, concern or would like more information about your child or concerning their class, please see the class teacher in the first instance. Teachers will do their best to respond to you within 24hrs but we do prefer to talk to you if possible. We can always arrange a call if you are not often in school. Please try and see your child's teacher. If you email during the day, they may not be able to read it or respond as they will be teaching. If you need assistance, please contact Reception by phone 042886499.

For student absence, please email both the class teacher and attendance_rds@gemsedu.com before 7am or the previous evening. If you decide that your child will not be going on the bus for any reason you are required to email the service delivery executive of the school via email @ sde-rds@sts-group.com.

Other, more general queries can be answered by any of our staff team who will be available on duty points at the beginning or end of day.

Your feedback is important to us and if you have any suggestions or comments we would love to hear them.

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)



Contacts

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, but please be aware they will be supporting parents at the beginning and end of day. New email addresses of teachers and leaders will be shared during the first week of term when you attend the 'Meet the Teacher' event.

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 / Executive Assistant: principal_rds@gemsedu.com

Secretary: m.ofiaza_rds@gemsedu.com

Curriculum and Learning

GEMS Royal Dubai School teaches the Early Years Foundation Stage Statutory Framework - <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> (provides useful guidance and overview for what to expect for EYFS provision) and an enriched version of the National Curriculum for England, <https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum> 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 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.

Extra-Curricular Activities (ECAs)

We encourage all students to sign up for our after-school activities on offer. From FS2 onwards, students will be able to sign up for Extra Curricular activities.

There are a wide range of club opportunities including creative, active, academic and community focused activities. Full details of all clubs on offer will be shared with students and sent to all Parents at the beginning of each term with details of booking instructions.

Some after school classes with more specialist coaches (for example Karate, Football, Chess) are paid activities that run through our partnership ESM.

All after school activities will run from 3:00pm to 4:00pm Monday to Thursday and 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 Jay Raj from ESM Jay.k@esm.ae/ 04 369 7817



RDS students also have the opportunity to become part of team squads who will train before/after school in sports such as swimming, netball, gymnastics and football.

Competitive Squads are invite only and students/parents will be notified if your child is selected.

Development squads are open to all students as a sign up with all other ECAs.

Additional information

Birthdays

- 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.
- If you do wish to send in gifts for students, please send **non-food** items such as stationery, coloring pens, stickers, or small toys. These should be left at Reception and will be taken to the classroom later during the day.
- To fully acknowledge and support regional traditions relating to the giving and sharing of food, we will now be facilitating this during whole school events such as International Day, Haq Al Leila and National Day.

Café

Our School Cafe is available for older students from Year 3-6 to purchase lunch. Payment is by student ID card only and parents will have the facility to load the card online. Our catering company Slices provides a range of hot and cold food including fruits, vegetables, wholegrain snacks and healthy beverages.

Parents are welcome to use the café at drop off or pick up time.

ID Lanyards

All parents and guardians must always wear their personalized yellow lanyard when on the school site. These are available through Phoenix – details will be sent to you with your class allocation. Please ask Reception for assistance if needed. Without a yellow lanyard you will be asked to sign in with security with your EID and issued with a temporary day visitor badge.