

DBS Emirates Hills

Administration Guide for Parents



2024/25 ACADEMIC YEAR

www.dubaibritishschool.ae



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Welcome From the Principal

Dear Parents,

I am delighted to welcome you to Dubai British School Emirates Hills; a tightly-woven community of students, educators and parents who work together to achieve our vision of 'Enjoy, Aspire, Achieve'.

Moving to a new school can be a daunting process, which is why we have put together this *Administration Guide for Parents*. This guide is intended to support you in having everything you need in place before we welcome you and your child through the doors on 'Day 1'.

In this guide, you will find details on all of the required processes to be completed, both by the KHDA and the school, in order for you to enjoy a smooth start to your journey with us.

Prior to the start of Term 1 you will also receive a Parent Handbook, which will provide you with more information about day to day life in school once the school is back in session. We have kept this information separate to the administration guide in the hope that we are providing you with all the information you need in digestible pieces.

As an additional support tool for you we have a special area for parents on our website, providing you with quick access to information frequently needed. Go to www.dubaibritishschool.ae then click on the Parent Hub in the Hub menu on the top right of the homepage, and you'll have access to a lot of useful information in just a few clicks, whenever you need it. We recommend that you save this to your favourites so that you can continue to refer back to it.

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Crucially, at the back of this guide, are all the relevant contact details you require should you have any questions relating to any of the administrative processes outlined over the coming pages. Please make full use of these contact details to ensure that you feel confident as we move into the start of the new school year. Our team are available over the holiday period and are keen to make our new families feel settled and a welcome addition to our school community as quickly as possible.

I hope you find the information in this *Administration Guide for Parents* useful, and I look forward to welcoming you to our school.

Kind regards,

Brett Girven
Principal
Dubai British Schools Emirates Hills



Mission, Vision and Values

Enjoy • Aspire • Achieve

MISSION STATEMENT

Dubai British School Emirates Hills is a safe and happy community where achievement and effort are celebrated.

Embracing local and modern British values, we strive to inspire and challenge young minds in a supportive and tolerant international environment. We believe in supporting all members of the community to develop the necessary life and learning skills to thrive in an ever-changing global world.



Integrity • Respect • Kindness • Fairness • Tolerance

VALUES

At DBS Emirates Hills we believe that people who have high levels of emotional, behavioural and social wellbeing live happy, purposeful and productive lives. Our approach is to develop a learning community which is positive, engaged and connected in line with our school's values of: Tolerance, Integrity, Respect, Kindness and Fairness. We also aim to develop from an early age the key characteristics of effective learning by encouraging students to engage with the UNESCO bespoke 21st Century Learning Skills, or 6C's - Caring, Creative, Critical Thinking, Communicators, Courageous and Cooperative. More information about our 6Cs can be found in our Learning and Teaching Policy.



1.Cooperation

2.Critical Thinking

3.Courage

4.Creativity

5.Communication

6.Caring

KHDA Registration Process

When a child has been admitted to a school in Dubai, he or she must be registered with the KHDA (Knowledge and Human Development Authority) before the joining date. If you would like more information about the KHDA please refer to their website: www.khda.gov.ae. If your child starts school before you receive your Emirates ID, we still need to register them manually (with a Passport copy) and the transfer certificate, and then parents must submit the Emirates IDs later to update the KHDA system.

The processing time for residency visas and Emirates IDs can take up to 4 weeks to get the sponsor's visa, followed by another 4 weeks to get a dependent visa and then the Emirates ID. Once the EIDs for parents and students are issued, please send the soft copies to registrar@dubaibritishschooljp.ae.

KHDA REGISTRATION PROCESS:

For registration, we will need your child's Emirates ID copy and one parent's Emirates ID copy with the parent's email and local phone number to register the student's details with KHDA. Please send these to our Registrar,
registrar@dubaibritishschooljp.ae.

TRANSFERRING FROM A LOCAL SCHOOL IN THE UAE:

Students transferring from schools within Dubai or another emirate can be registered with the student's leaving certificate and EID copies.

Parents will receive an email from the school registrar once the student is registered with KHDA, and the KHDA Parent School Contract is published and ready to be signed.

If your child was registered by his/her Emirates ID you should be able to sign the contract online through the parent portal of the KHDA via the KHDA app or the KHDA website (more details will be sent via email).

If the student was registered with the passport copies because the EID is not yet issued or provided, you will need to visit the school admissions office to sign the contract manually with our registrar on the signature pad.

Please note, all new students need to register and sign the contract before school starts.



KHDA Registration Process

You will need to obtain a leaving certificate or transfer certificate from your current school to enable us to register your child at DBSEH with the KHDA.

You will also have to sign the Parent-School Contract in relation to your child joining Dubai British School Emirates Hills.

There are three ways to sign the Parent contract:

1. If you wish to sign the contract manually on the signature pad, please wait for confirmation from the Admissions team.

2. Using the KHDA app you can follow the instructions below to sign it on your computer or mobile phone:

- Press the link in the message or download the KHDA app by visiting either the Apple Store or Google Play
- Register as a new parent. Enter your Emirates ID or mobile number and click 'get password'; a one-time passcode will be sent to you both by SMS and email – those used to register your child last year please check that you are using the correct parent's details)

- Choose your own new password when prompted; write this down in a secure place so that you have it for the future

- Once you are logged in, you will be able to see your child/children on the home screen. Select your child and follow the on-screen instruction to sign the full contract for the 2024/25 Academic Year

If you have more than one child, you will need to sign the KHDA Parent School Contract for each child.

3. Using the DubaiNow app. Create an account or login, select the Education section, and click the School Contract option and follow the instructions.



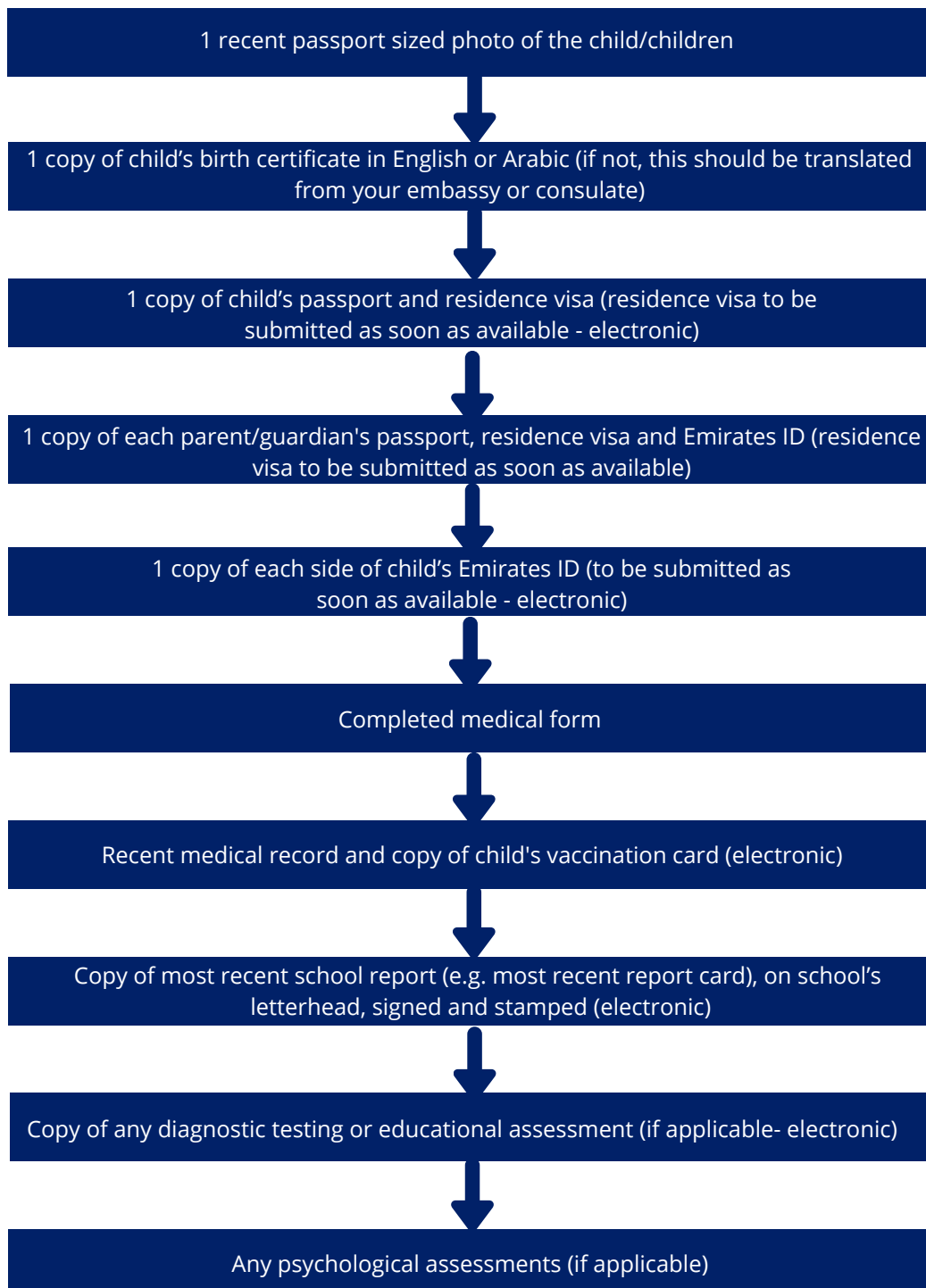
Completing Registration

In addition to the KHDA registration process, you are also required to register your child with the school's admissions team.

Our Admissions team will contact you should there be any documents outstanding from your child's file.

Our admissions team can be contacted on: admissions@dubaibritishschool.ae.

Please note that in order to fully register your child at DBS Emirates Hills, the following are required:



Tuition Fees

FEE BREAKDOWN

YEAR GROUPS	TERM 1 FEES	TERM 2 FEES	TERM 3 FEES	TOTAL
Foundation 1 and 2	20,723	15,543	15,543	51,809 AED
YEAR 1 & 2	20,723	15,543	15,543	51,809 AED
YEAR 3 & 4	23,686	17,765	17,765	59,216 AED
YEAR 5 & 6	23,686	17,765	17,765	59,216 AED
YEAR 7-11	28,129	21,097	21,097	70,323 AED
YEAR 12-13	31,085	23,315	23,315	77,715 AED

*There is a sibling discount of 10% on tuition fees for the third (youngest) and subsequent child in each family, paying full fees.

REGISTRATION FEE

The registration Fee of AED 4,000 is required to secure your child's place and is credited against Term 1 fees. The deadline for Term 1 fee is 1st August.

TERM FEES:

A student may not start the academic year unless the first term fees are **paid in full**. Payments will only be accepted via cash, credit card, online or cheque payable to Dubai British School. We cannot accept personal cheques for Term 1 fees if presented five working days prior to start of the new term.



For the Academic Year 2024/25, Term 1 fees should be paid by 1st August 2024, Term 2 fees should be paid by 1st December 2024 and Term 3 by 1st March 2025.

RE-REGISTRATION FEE

Re-registration Fee of AED 2,000 is charged for returning students / re-admissions into the following year. This amount is credited against Term 1 fees.

Tuition Fees

PAYMENT OPTIONS

Payments can be made by cash, credit card, bank transfer, cheque or online.

CHEQUE:

A company cheque is preferred. In case payment is made by a personal cheque, then the school requires payment at least three working days prior to the due date of the invoice. All cheques must be made payable to "Dubai British School". A charge of AED 500 will be made for any returned or dishonoured cheque. Post dated cheques are to be lodged for Term 2 at any time in advance of the due date.

BANK TRANSFERS:

Please contact the Finance Officer on +971 (0)4 361 9361, ext 605 for account details to make bank transfers. All charges are the responsibility of the remitter. When a bank transfer is made, please ensure that all relevant information is added to the transfer form including student name and grade, and confirm transfer by contacting the Accounts team.



CREDIT CARD PAYMENTS:

We accept MasterCard and Visa only. To pay by card please complete the Credit Card Authorisation form which can be found on our website and include a copy of your credit card and a copy of your Emirates ID or Passport.

ONLINE PAYMENTS:

Please contact the Finance Officer for the online payment link.

SCHOOL REPORTS AND FINAL RESULTS:

In accordance with the Ministry of Education regulations, the school reserves the right to withhold any reports until fees have been paid in full. Similarly, final results and the issuing of transfer certificates will be withheld until all school fees are cleared.

BANK DETAILS:

Account Name : Dubai British School
 Account Number: 350-7623323-509
 Bank name : Emirates Islamic Bank
 IBAN No. : AE870340003507623323509
 Swift Code : MEBLAEAD
 Branch: Main Branch, Deira

Tuition Fees

TUITION REFUND POLICY

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the Principal. In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. However, a school may choose to refund the deposit under special circumstances. Ministry of Education regulations govern the school tuition refund policies outlined below:

STUDENT WITHDRAWAL PRIOR TO THE START OF THE ACADEMIC YEAR

If the student has not attended any classes, the paid balance for Term 1 is refunded, less any registration fee made for placing the student on the school's official class list. This refund is subject to approval by the Principal and in compliance with the Ministry of Education rules.

STUDENT WITHDRAWAL DURING THE SCHOOL TERM

Fees will be charged for one full month, if a student's attendance at school has been between 1-14 days.

Fees will be charged for two full months if a student attends school for more than two weeks and less than one month. Fees will be charged for the three full months if a student attends school for more than one month.

MEET THE ACCOUNTS TEAM

Any questions regarding tuition fees, due dates and payment information can be directed to the Accounts team. Accounts are open Monday - Thursday, 8:00am to 4:00pm, Friday, 8:00am - 12:00pm (8:00am to 2:00pm during Ramadan) throughout the year.

CONTACT DETAILS

accounts@dubaibritishschool.ae
04 3619361 Ext 604



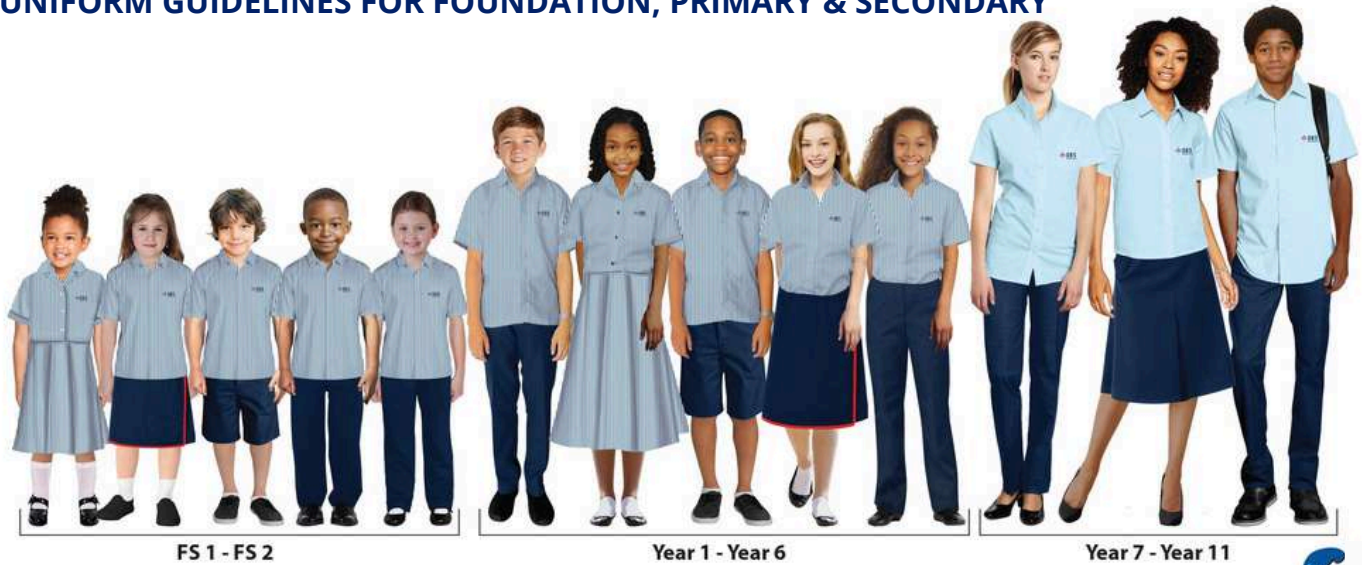
Ms Kelly Fajardo
Finance Officer



Mr Saviomon Gomez
Cashier

Uniform Policy

UNIFORM GUIDELINES FOR FOUNDATION, PRIMARY & SECONDARY



MAGRUDY'S:

Available [online](#) and at the Circle Mall Branch every day from 10:00am - 10:00pm.
Tel +971 (0)4 344 4193.

All students should use the official book bag (FS only) and PE bags available from Magrudy's. **Trolley bags are not allowed.** Students from Year 1 upwards can select their own rucksack.

Parents should also ensure that all belongings, including lunch boxes and drink containers are clearly labeled with their child's full name.

SPORTS KIT:

PE kits, swimming costumes and compulsory swimming caps along with any extra-curricular team kits are available for purchase from Magrudy's and Kukri.

PE kit supplier: **Magrudy's**

<http://www.magrudy.com/uniforms/>

Or visit the Magrudy's stores at <http://www.magrudy.com/our-stores/> or Kukri stores at 'The Box Self Storage, DMCC', which are easily found using Google Maps or Waze.

Please note that swim uniform is not mandatory; students must wear black or blue swimsuits/swim trunks for their swim lessons.

FOOTWEAR:

Shoes can be bought elsewhere but have to comply with our requirements for footwear – black, formal shoes only. No trainers please (only to be worn during PE lessons).



Boys - Acceptable Footwear



Girls - Acceptable Footwear

UNIFORM GUIDELINES FOR SIXTH FORM

Sixth Form students are expected to support DBS Emirates Hills by wearing "approved business attire" smartly and in the spirit of the business environment. Sixth Formers are role models for younger pupils and the way they dress is very important to the whole school. Expectations are based around the type of clothes and appearance that would be accepted in the workplace.

Uniform Policy

FS & PRIMARY UNIFORM LIST

- Unisex striped shirt
- Pinstriped navy shorts/trousers/skort
- Striped dress (optional)
- White, navy or grey socks
- Shoes should be of a formal style, black in colour; not training shoes, flimsy ballet type shoes or other casual wear
- Navy blue logo DBS Emirates Hills jumper (optional)

SECONDARY UNIFORM LIST (YEAR 7 - YEAR 11)

- Mens'/ Ladies' pale blue shirt
- Pintstriped navy trousers
- Pinstriped navy skirt (ladies)
- White or navy or grey socks
- Shoes should be of a formal style, black in colour; not training shoes, flimsy ballet type shoes or other casual wear
- Navy blue logo DBS Emirates Hills jumper (optional)

SIXTH FORM (YEAR 12 & 13)

- Smart Business Attire
- Knee-length dresses or skirts, or long trousers
- Polo shirts and chinos are permitted, but must be tucked in and secured with a belt
- Closed shoes
- No activewear or jeans
- No sneakers

ACCESSORIES

- Navy cap (FS and Primary)
- Backpack (**NB not a suitcase on wheels**)

NB: Jewellery, nail varnish and hair colouring are not permitted.

COMPULSORY PE UNIFORM LIST: ALL STUDENTS (AVAILABLE FROM MAGRUDY'S AND KUKRI)

- Navy Blue T-shirt with DBSEH logo
- Grey Taaleem shorts/joggers (these may be listed as 'black' on the website)
- White socks/sports socks for PE
- Black/White trainers with non marking soles
- Swimsuit in navy or black (girls)
- Swimming trunks in navy or black (boys)
- Swimming cap



Bring Your Own Device

DBS Emirates Hills has a Bring Your Own Device (BYOD) program for Year 3-13 students. BYOD refers to where students bring a personally-owned and school-approved device to school.

By bringing their own device, students will learn how to use technology to support themselves; utilising specific tools to support their learning style, as well as knowledge-based apps which they can rely on to secure key learning facts. Teachers also share banks of resources via the devices for students to be able to revisit and revise as little or often as they would like. Further up the school students will utilise word-processing skills to prepare them for the realities of 21st century communication beyond the school walls.

The school can provide the ability to connect compatible devices to a filtered and secure internet service, with stringent firewalls and security measures to protect all of our students. From the youngest years in Primary, students are taught specific skills in online safety and the BYOD scheme provides opportunities for students to independently apply these skills in a safe environment.

YEAR 3 - YEAR 6

Students in Year 3 to Year 6 are required to bring an iPad and headphones to school with them every day.

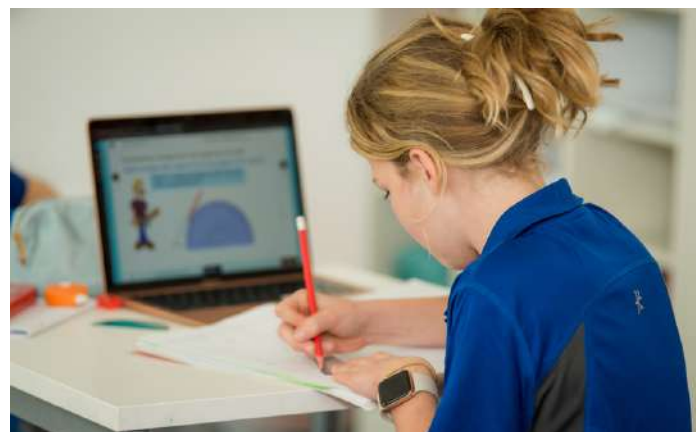
YEAR 7- YEAR 13

Students in Year 7 to Year 13 are required to bring a laptop and headphones to school with them, that meet the following criteria:

- Any brand of 11.6"-14" Laptop (Windows 10/MAC)
- Battery life must be 8+ hours most important
- Minimum 128 GB HDD/SSD (256 GB recommended)
- 4GB Ram (8GB recommended)
- Well-maintained with ability to run updates
- Antivirus software installed
- Able to run full Office 365 application suite
- Try and pick a lightweight option to help with the weight of your child's bag

KEY POINTS

- All students accessing the BYOD program will be bound by the school's BYOD policy. Students and parents will be asked to sign the BYOD agreement in support of this.
- The BYOD policy requires computers to be running the latest operating system that is supported by their manufacture.
- Mobile phones/smartphones are not classed as a BYOD device due to their limited productivity functionality.
- The device must be fully charged for the school day



Transport

PICK UP AND DROP OFF

DBS Emirates Hills has four entrances:

- The main central gate (Gate B), leading in to the Foyer
- Car drop off (Gate A), left of the school leading into the glass open space called the Wildcat fishbowl
- Car drop off (Gate C), right of the school leading into the glass open space called the Vipers fishbowl
- Foundation entrance (Gate E), which is only for Foundation and Year 1 families and is located at the back of the school via the Foundation car park

For quick dropping off at school we have a 'drop & go' system. Simply drive in through the entrance at either side of the school (Gates A and C). Please do not get out of your vehicle, a member of staff will assist your child from your vehicle and direct your son/daughter to the school entrance. Please ensure that your child's bags are next to them in the car. This will ensure the flow of traffic is kept moving.

BUS SERVICES:

We have contracted Arab Falcon Bus Rental LLC, an RTA approved company to offer the school bus service.

New registrations will be accepted from 3rd June - 20th August 2024. Any application received after the 20th of August will be processed after 10th of September 2024 and seats will be allotted according to availability.



Parents should liaise directly with the bus company for all reservations and bus affairs. For more information, please visit our website or see the below contact details.

Contact Person: Ms Tanya, Transport Manager

Email: tanya.b@arabfalcondubai.ae

Mobile +971 (0) 54-279-3379

Website: www.arabfalcondubai.ae



Ready ... Set ... Go!

It's important that you and your child feel well-informed and confident prior to their first day of term with us. Therefore, we have opportunities for our new students and families to come and find out what they need to, in person, before term commences.

THURSDAY 22ND AUGUST

New Student Induction FS2 to Year 13

New students from FS2 to Year 13, and their families, are invited to attend this drop-in session between 3.00pm and 3.45pm for the opportunity to meet your child's new Form/Class Teacher and members of the Leadership Team.

This session aims to support new students and their families to feel confident in where to go and what to do on their first day.

It is also an opportunity for both students and parents to ask any questions regarding anything they may need any help or support with prior to the start of term.

Students are invited to attend this event in their school uniform/business attire (Sixth Form).

Please note: this event is NOT for FS1 students, their induction details are listed on the next page.



MONDAY 26TH AUGUST

Term 1 Begins for FS2 to Year 13 Students

Students in FS2 and Year 1 can be accompanied to the classroom door by their parents for drop off. Timings and access points will be shared with you in the parent handbook prior to the start of the term.

Students in Years 2 to Year 13 will make their own way to their classrooms/form rooms ready for registration.

We look forward to welcoming your child through our doors on Day 1!



Ready ... Set ... Go!

For our youngest students in FS1, we tailor the beginning of the term quite carefully to facilitate a smooth and successful start, ensuring that our youngest learners feel happy and confident coming to school for the rest of the year. Therefore, these dates are for our **Foundation Stage 1 students only**. (FS2 to Year 13 timings are shared in the administration support guide and relevant Welcome Handbook).

MONDAY 26TH AUGUST 2024

Meet the Teacher Appointment will be emailed in late August for your child's class allocation and the timing for the appointment.

TUESDAY 27TH AUGUST- FRIDAY 30TH AUGUST

Cosy sessions – your child will attend one of two smaller group sessions to help settle into the new routines and surroundings. Uniform required.

- 1st Session: 7:45 a.m. to 9:30 a.m. (for siblings and staff children). Water bottles required
- 2nd Session: 10:00 a.m. to 11:45 p.m. (for all other new children). Water bottles required

MONDAY 2ND - FRIDAY 6TH SEPTEMBER

All children: 7.45 a.m. to 11 a.m. (snack and water required)

We kindly ask parents to make transportation arrangements as there is no crèche during this time. The intention is for the children to have shorter days during this period, so that their first experiences at our school, are happy, positive ones that will help them settle in comfortably.

MONDAY 9TH- 13TH SEPTEMBER

All children: 7.45-7.55am to 12pm (Snack and water required)

MONDAY 16TH SEPTEMBER

Regular school timings begin:

- 7:45am to 1:15-1:30pm, Monday to Thursday
- 7:45am to 11:50pm on Friday

Please follow your school calendar from here as there are professional development days and other holidays on which your child will not have school.

FRIDAY 20TH SEPTEMBER (TBC)

PTA Meet & Greet from 8 a.m. after drop off, come along to meet our PTA (Parents and Teachers Association) to learn more about what they do and to see how you can get involved. Whether you can volunteer an hour at an event, a few hours monthly or you'd be interested in supporting the PTA through your business, please come along or get in touch with our PTA Chairperson at pta@dubaibritishschool.ae.

School Calendar

IMPORTANT DATES FOR 2024/2025

TERM 1	
Welcome Drop-In for New Students	22nd August 2024
Start of Academic Term	26th August 2024
Prophets Birthday*	15th September 2024*
Mid-Term Break	21 - 25 October 2024
Commemoration Day	1st December 2024*
UAE National Day	2 - 3 December 2024*
Last Day of Term 1	13th December 2024
Winter Break	16 December - 3 January 2025

TERM 2	
Term 2 Face to Face Learning Begins	6th January 2025
Parent Teacher Conference Day	11th February 2025
Mid-term Break	12 -14 February 2025
Return to Face to Face Learning	17th February 2025
Ramadan Begins*	27th February* (evening)
Last Day of Term 2	21st March 2025
Spring Break	24 March - 0 April 2025
Eid Al-Fitr Holiday*	29 March - 1 April 2025*

TERM 3	
Staff Professional Development Day	7th April 2025
Term 3 Face to Face Learning Begins	8th April 2025
Eid Al Adha Holiday*	5 - 8 June 2025
Islamic New Year*	26th June 2025*
Last Day of Term 3	27th June 2025

*Days of Islamic holidays and the start of Ramadan are subject to moon sightings and may differ from the date given.

Communication at DBSEH

iSAMS:

The main method of communication we use to share information with parents on general news about the school and events involving your child will be the iSAMS Parent Portal and parent app. Access to the portal is granted prior to your child starting school. iSAMS will allow access to homework, student reports and upcoming events.

Please download the [iSAMS Parent Guide](#) for step by step instructions on how the app works.

SOCIAL MEDIA:

Be a part of our school life by following us on our social media accounts. Here you will get a real flavour of day to day life in school:

Instagram @dubaibritishsch
@dbseh_sports

Facebook @dubaibritishsch

Twitter @DubaiBritishEH

YouTube @Dubai British School

If you do not wish for your child to be included in these photographs, please complete the opt out form found [here](#).

EMAIL:

You will receive a list of the teachers email addresses, but please allow teachers up to 24 hours to respond. You will also receive weekly updates from our Principal, Mr. Brett Girven, on Fridays containing useful information and news.



Welcome from the Nurses

WELCOME FROM THE MEDICAL TEAM

Dear Parents,

We would like to extend a very warm welcome to all students and their parents. We are looking forward to working with you and your children here at Dubai British School Emirates Hills. To ensure your child's health and safety we would like to share a few points with you.

We shall be present at all times during the school day to administer first aid as required. Children who are taken ill at school will be cared for by us until they are fit enough to return to class or a parent/guardian can be contacted and arrangements made for them to be collected and taken home.

Please also be aware that children are not allowed to go home via taxi unless escorted by a parent/guardian. The expected pick up time is 15-20 minutes.

If your child has a persistent condition, allergy or medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered.

If you have not completed the school's medical form, please ensure that this is completed and returned, along with a copy of all childhood vaccinations, prior to schools commencement.

If you have any further queries, please do not hesitate to contact us. We look forward to a safe and healthy school year. Thank you for your understanding and co-operation.

Kind regards,

School Medical Team

nurseclinic@dubaibritishschool.ae

doctor@dubaibritishschool.ae

Contact Details

We hope you have found this *Administration Guide for Parents* useful and that you feel confident about your start with us.

Below are the contact details for any administrative queries you may have regarding the processes outlined in this guide.

We will be in touch soon with our *Welcome Handbook*, which will introduce you to our academic team and include all you need to know about the day to day school life.

Queries	Name	Department	Contact
Registration and Admissions	Melissa Mendes	Admissions	admissionsmngr@dubaibritishschool.ae
	Virginia Santiago-McKeown		admissions@dubaibritishschool.ae
Fee Payment	Kelly Fajardo	Accounts	accounts@dubaibritishschool.ae
	Saviomon Gomez		
Uniform Suppliers	Magrudys's	School Uniform and PE Kit	www.magrudys.com/uniforms/
	Kukri	Swimwear/PE accessories	www.kukrisports.ae/taaleem/
Bus Service	Arab Falcon Bus Rental	School Bus Transport	Tanya - 054-279-3379
Medical Team	Doctor Senior Nurse Nurse	Health Clinic	nurseclinic@dubaibritishschool.ae
IT (BYOD)	Sayuj Kuniyil	IT	itsupport@dubaibritishschool.aemailto:akhan@dubaibritishfs.ae
	Hidayat Parambil		
Calendar	Liezel Falceso Indira May Guerra	Reception	reception@dubaibritishschool.ae
iSAMS	Joy Montilla	Data Manager	dbsisams@dubaibritishschool.ae

Our Leaders

PRIMARY LEADERSHIP TEAM

To help make the start of school as easy as possible we have included the photos of our Leadership Team so you can recognise them around school:



Brett Girven
Principal



Yvonne Wallace
Primary Headteacher



Lisa Smith
Deputy Head of Primary



Ben Crowder
Assistant Headteacher
Whole School Data
& Assessment



Hilary Murphy
Assistant Headteacher:
Foundation Stage



Amanda Strachan
Assistant Headteacher
Pastoral & Wellbeing Leader



Jacqueline Baxter
Head of Inclusion



Rania Reda
Head of Arabic Subjects

Our Leaders

SECONDARY LEADERSHIP TEAM

To help make the start of school as easy as possible we have included the photos of our Leadership Team so you can recognise them around school:



Brett Girven
Principal



David Potts
Secondary Headteacher



Sheridan Teasel
Deputy Head of Secondary
Pastoral Leader



Ben Crowder
Assistant Headteacher
Whole School Data
& Assessment



Rania Reda
Head of Arabic Subjects



Julia Maltby
Assistant Headteacher
Curriculum



Emma Pennock
Assistant Headteacher
Sixth Form



Jacqueline Baxter
Head of Inclusion