

# Secondary Welcome Handbook



**2024/25 ACADEMIC YEAR**

[www.dubaibritishschool.ae](http://www.dubaibritishschool.ae)



# Welcome to DBS Emirates Hills

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# Welcome from the Secondary Headteacher

Dear Parents,

Welcome to Dubai British School Emirates Hills Secondary School. We are delighted that you have chosen us for your child's Secondary education.

By joining DBSEH, you get to be part of a warm, nurturing community school where we strive to ensure all students enjoy being in school, have high aspirations for themselves every day and into the future and achieve their personal best.

Our Secondary School covers the ages of 11-18, and is split into three distinct key stages. Key Stage 3 (11-13), Key Stage 4 (14-16) and Key Stage 5/Sixth Form (17-18). We have a separate prospectus for our Sixth Form should you wish to know more. Starting in Key Stage 3, our students break away from having a key individual supporting their learning as they begin to attend a much broader range of subjects led by specialist teachers.

At DBSEH we follow the National Curriculum for England & Wales, whilst also delivering content specific to our local context.

All subject teachers are British qualified and work within their specialisms

- Core Subjects: English, Mathematics and Science
- Humanities: Geography and History
- Modern Languages: French, Spanish and Arabic
- Social Sciences: Psychology, Business and Economics
- Expressive Arts: Drama, Music, Media Studies and Art
- Physical Education: Recreational PE and Exam PE

Embedding UNESCO's 21st Century Skills, through our 6Cs (Courage, Cooperation, Creativity, Critical Thinking, Communication and Care) through our provision ensures our students are equipped with to be successful lifelong learners. In addition, our Positive Education approach to students' wellbeing ensures they develop the mindset, self-care and self-regulation strategies to navigate the personal and professional rigors of adult life.

At DBSEH we celebrate success, not only in terms of overall attainment but also by evaluating each individual students' progress. Our aim is to add as much value as we can to a students' time at school to ensure they meet and exceed their own targets. This works by employing and retaining highly trained and skilled staff, our inspiring curriculum and our well developed and embedded pastoral team and systems. Underpinning all of the above are our strong home-school partnerships that are formed between the school and our parents.

I look forward to working with you and I wish you well this academic year.

David Potts  
**Secondary Headteacher**





# Vision, Mission 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 6Cs - 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**

# Meet the Pastoral Leads

## HEADS OF YEAR

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



**Rebecca Henderson**  
Head of Year 7

[rhenderson@dubaibritishschool.ae](mailto:rhenderson@dubaibritishschool.ae)



**Sian Poneskis**  
Head of Year 8

[sponeskis@dubaibritishschool.ae](mailto:sponeskis@dubaibritishschool.ae)



**Bodruz Jamir**  
Head of Year 9

[bjamir@dubaibritishschool.ae](mailto:bjamir@dubaibritishschool.ae)



**Michelle King**  
Head of Year 10

[mking@dubaibritishschool.ae](mailto:mking@dubaibritishschool.ae)



**Catherine McGurk**  
Head of Year 11

[cmcgurk@dubaibritishschool.ae](mailto:cmcgurk@dubaibritishschool.ae)



**Emma Pennock**  
Assistant Headteacher:  
Care and Wellbeing

[epennock@dubaibritishschool.ae](mailto:epennock@dubaibritishschool.ae)

# Meet the Leadership Team

## Our Leaders

Here are the names, faces and contact details of the Leadership Team relevant to you and your child. Although your child's Form Tutor will always be your first port of call, you can also contact our leaders if teachers are unable to answer your query.



**Brett Girven**  
**Principal**

[principalpa@dubaibritishschool.ae](mailto:principalpa@dubaibritishschool.ae)



**David Potts**  
**Secondary Headteacher**

[headspa@dubaibritishschool.ae](mailto:headspa@dubaibritishschool.ae)



**Sheridan Teasel**  
**Deputy Headteacher**

[steasel@dubaibritishschool.ae](mailto:steasel@dubaibritishschool.ae)



**Julia Maltby**  
**Assistant Headteacher:**  
**Teaching and Learning**

[jmaltby@dubaibritishschool.ae](mailto:jmaltby@dubaibritishschool.ae)



**Jacqueline Baxter**  
**Head of Inclusion**

[jbaxter@dubaibritishschool.ae](mailto:jbaxter@dubaibritishschool.ae)



**Emma Pennock**  
**Assistant Headteacher: Pastoral and**  
**Head of Sixth Form**

[epennock@dubaibritishschool.ae](mailto:epennock@dubaibritishschool.ae)



**Ben Crowder**  
**Assistant Headteacher:**  
**Assessment**

[bcrowder@dubaibritishschool.ae](mailto:bcrowder@dubaibritishschool.ae)



# Inclusion Department

## INCLUSION SUPPORT

Our vision 'Enjoy, Aspire, Achieve' applies to every student who attends DBS Emirates Hills.

Since our establishment, we have prided ourselves on being an inclusive school supporting a diverse range of pupil needs. We are proud to have a strong inclusion team of Teachers and Learning Assistants, with a wide range of expertise, skills and qualifications to ensure that every student's needs can be identified swiftly and supported appropriately.

Early intervention is a key factor in determining student success. This, alongside strong parent partnerships, are essential components of our support strategy. Therefore, if you have a concern regarding your child's learning please do speak to your child's teacher in the first instance. Our staff will be able to best advise you on how to take your concern forward. Equally if our staff have any concerns about your child they will raise them directly with you before proceeding with any intervention.

Where students do need an additional layer of support, we ensure that parents' queries and concerns about their child's development are discussed openly and thoroughly before putting a support plan in place. Once these conversations have happened together, the school and parents collaborate to devise a personalised educational plan for their child, which meets both the child's academic and pastoral needs.

The nature and level of the support we offer depends on the needs of your child and can be short or long term, individual or group, within the classroom or outside of the classroom. We tailor support for every child differently. Rigorous monitoring procedures around every intervention ensure that however we are supporting your child, we know that it is making an impact. Additionally, the traditional curriculum is not always suited to all. Consequently we can also offer bespoke curriculum pathways to meet every student's needs.

If more specialised intervention is required we liaise closely with outside agencies including educational psychologists, occupational therapists and speech therapists. These agencies work in partnership with both the teachers and parents, offering advice and guidance on adaptations that may be required.

We are committed to nurturing every pupil and empower successful, well rounded individuals, equipping them with the skills essential for life-long learning.

**Jackie Baxter**  
**Head of Inclusion**



# Getting ready to start

## 2024/25 IMPORTANT DATES FOR YOUR DIARY

You'll find our calendar of key dates for the upcoming academic year will be published on our website and sent closer to the start of the new academic year. Please note if there are any changes you will be updated via email.

## NEW STUDENT INDUCTION

**Thursday 22nd August 3:00 - 3:45pm**

All new students and their families are invited to come to school to find their form rooms and meet their Form Tutors.

## FIRST DAY OF TERM

**Monday 26th August**

Secondary students may enter the main school building via the fishbowls from 7:30am onwards and go to their class. If students opt to ride their bike or scooter to school, they can park it outside in the bike racks.





# School Life at DBSEH

## SCHOOL DAY TIMINGS

### Foundation 1 & 2

#### Doors open from 7:45am

- 7:55am to 1:45pm Monday to Thursday
- 7:55am to 11:50am on a Friday

### Year 1 to Year 6:

#### Doors open from 7.30am

- 7:55am to 2:40pm Monday to Thursday
- 7:55am to 12:00pm on a Friday

### Secondary and Sixth Form:

#### Doors open from 7:30am

- 7:55am to 3:30pm Monday to Thursday
- 7:55am to 12:00pm on a Friday.



## LATE ARRIVALS

Students are required to arrive on time for school. If arriving late, parents must report to Reception. Students will not be able to access classes without first visiting Reception and collecting a 'Late' slip.

## ABSENCES AND SICKNESS

If a student is absent, please phone the Reception team on: **04 361 9361** before 8.00am and the reason will be recorded. Alternatively please email your child's Class Teacher and copy in the nurses: [nurseclinic@dubaibritishschool.ae](mailto:nurseclinic@dubaibritishschool.ae) and Reception: [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae).

If your child is seriously unwell, please keep your child at home until they are fit to attend school.

Children must be fever-free and free from diarrhoea for a full 24 hours before returning to school after illness. After 3 consecutive days of absence, a doctor's note will need to be provided.

# First Day Arrangements

## SECONDARY AND SIXTH FORM STUDENTS

Secondary students may enter via the main gate or either fishbowl from 7:30am onwards and go to their class. If students opt to ride their bike to school, they can park their bike outside in the secondary bike racks.

### WHAT TO BRING:

- Water Bottle
- Backpack
- Lunch box or sign up form for the hot lunches options
- Headphones
- Pencil case with relevant equipment ie pens, ruler, highlighters
- Laptop, see the guidelines on page 10

### LOCKERS

All secondary students will be allocated a locker with a locker key. Your child's form tutor will hand out keys and allocate lockers during the first week of school.



# Secondary Supplies Needed

## ART

Students in Years 7 are expected to purchase a sketchbook which they will use until the end of Year 9. If students in Year 8 and Year 9 have lost their sketchbook or have run out of pages, they are expected to buy a replacement sketchbook.

The purchased sketchbook must be **A4, spiral bound** and hardback. Sketchbooks can be found in stores such as Boarders, Creative Minds or Dryad General Supplies in Al Quoz.

Students will need to bring to every lesson:

- A pencil
- Ruler
- Sharpener
- Rubber
- Colouring pencils
- A glue stick
- Scissors



## MATHS

In Secondary, students must bring the required maths tools:

- Protractor
- Compass
- A personal calculator

We recommend the Casio FX 991EX, as this calculator is suitable from Year 7 through to Year 13. There are other less advanced calculators in the Casio FX range that will be suitable from Year 7 through Year 11, be sure to look for those which say **natural** above the screen.





# Secondary Supplies Needed

Subjects	KS3	GCSE	A LEVEL
General equipment for all Subjects	2 Blue or black pens Green, purple and red ball point pen 2 Pencils Ruler Scissors Glue Pencil Case	2 Blue or black pens Green, purple and ball point pen A4 Lined paper (hole punched with margin) Plastic wallet A4 Dividers A4 Lined paper (hole punched with margin) For GCSE Geography Standard, 2 ring ringbinder.	A4 Lined paper (hole punched with margin) Plastic wallet A4 Dividers Standard, r ring ringbinder: Geography (x2), History (x2), French (x2), Spanish (x2), Psychology (x3), Economics (x3), Business (x3), Maths (x2)
Business studies		Calculator	Calculator
MFL	Plastic Zip Folder	Plastic Zip Folder	
Mathematics	Classwizz fx-991EX scientific calculator maths geometry set including protractor, compasses, ruler, high lighter, Pencil	Classwizz fx-991EX scientific calculator maths geometry set including protractor, compasses, ruler, highlighter, pencil	"Classwizz fx-991EX scientific calculator maths geometry set including protractor, compasses, ruler, highlighter, pencil" Optional extra: Casio FX CG50 graphical calculator
Art	A4 sketchbook min. 50 pages and min. weight of 100GSM; scissors, gluestick, colouring pencils, HB pencil (no mechanical pencils), erasers, ballpoint pen (black)	A3 hardcover sketchbook min. 100gsm and 50+ pages; drawing pencil set (range from 2H, HB, 2B, 4B, 6B), kneadable eraser, plastic paint mixing palette with lid, A4 plastic zip folder Recommended at home: watercolour paint set, acrylic paint set, assorted paintbrushes, artist-quality colouring pencils, selection of pens and markers (white, black, silver, gold)	"A3 hardcover sketchbook min. 100gsm and 50+ pages; drawing pencil set (range from 2H, HB, 2B, 4B, 6B), kneadable eraser, plastic paint mixing palette with lid, A4 plastic zip folder Recommended at home: watercolour paint set, acrylic paint set, assorted paintbrushes, artist-quality colouring pencils, selection of pens and markers (white, black, silver, gold)"
Science	Calculator, geometry set.	Calculator, geometry set.	All scientific calculator, geometry set including protractor, compasses, ruler, highlighter, "green, red, and purple pens, pencil" Yr 13 Biology optional field trip 1st Term; 350AED
PE Core and Examination	PE Kit available from Magrudys Team kit from Kukri stock shop for your sport.	PE Kit available from Magrudys Team kit from Kukri stock shop for your sport. SLA2 year 10 require the Leaders T-shirt from Kukri.	PE Kit available from Magrudys Team kit from Kukri stock shop for your sport. SLA2 year 12 require the Leaders T-shirt from Kukri.
Psychology		Scientific calculator	Scientific calculator

# 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 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



# Security ID Passes

## SECURITY ID PASSES

All guests entering the school must also have a valid ID pass. These are different if you are a Parent, Carer, Driver or Nanny. Please ensure the pass is always carried and visibly displayed. Visitors will be asked to provide photo ID by the security team at the gate before being allowed on to the campus.

To receive a **Parent or Carer ID pass**, please email a recent passport photo for each parent or carer to [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae) stating the parent's and student's full names and year group, or hand the passport photos into Reception. To request an **ID pass for a Nanny**, please collect the application form from Reception or request the form via email from: [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae).



***DBSEH is a 'mobile-phone free' school for students up to and including Year 11.***





# Enrichment & Support

All of these roles are designed to ensure that students have explicit opportunities to develop leadership and responsibility, but equally they benefit the school as a whole. New opportunities for student leadership often become available throughout the year, however all roles are rotated annually, allowing a variety of children to take on leadership opportunities year on year.

## HOUSE CAPTAIN / VICE HOUSE CAPTAIN:

One of the ways we develop leadership and responsibility at DBSEH is through our House Captains and Vice House Captain system. Annually pupils are invited to apply for the roles and it is always a popular process. House Captains and Vice House Captains are assigned to each house from each year group at DBSEH. Their role includes helping to organise, promote and motivate their house team members to compete in the various competitions throughout the year in an effort to win the House Cup.



## STUDENT AGENCY:

In many ways every pastoral aspect mentioned in this section encourages the development of student agency - the ability for young people to be involved in decisions affecting them. DBSEH is committed to ensuring that all its students can meaningfully express their perspectives and opinions. We consider students as partners in their own development and by providing children with broad opportunities to develop their voice. We aim to ensure our students are fully equipped with the life skills needed for success in the 21st century.

# Enrichment & Support

## SCHOOL COUNCIL:

This is run by the Heads of the School Council who are appointed from the prefect body. Two students from each form are elected to represent their year in the School Council. The School Council has many responsibilities, however ultimately they are required to help develop the school and continue to improve the environment for the students.



## DUKE OF EDINBURGH INTERNATIONAL AWARDS:

The Duke of Edinburgh's International Award is the world's leading achievement award for young people.

At DBSEH the Bronze and Silver awards complete their exhibition in the UAE desert and the Gold award have traditionally completed their journey in Nepal and more recently in Sri Lanka.

If you would like to see what opportunities are available to your child, kindly email Mr MacLean, our Duke of Edinburgh Coordinator: [vmaclean@dubaibritishschool.ae](mailto:vmaclean@dubaibritishschool.ae).





# Enrichment & Support

## SCHOOL NEWSPAPER:

This is a platform for students to demonstrate their journalistic abilities, whether these are literary, organisational or artistic. With a new edition released every half-term, the team strive to include a variety of topics in each issue, ranging from medicine to politics to current school affairs.

The team also host various school activities throughout the academic year, including all types of challenges and competitions. The newspaper editors are always looking for committed, dedicated writers and designers to help the team!



## SPORTS TEAMS:

The opportunities to join a number of sports teams are open to all students - we compete well in a number of high-level DASSA leagues. It's a great opportunity to mix with peers and represent DBSEH in a range of sports such as football, netball, basketball, swimming, rounders and athletics among others.





# School Counsellors

Hello!

We are the counselling team here at DBSEH and we are looking forward to welcoming you and your children to our wonderful community. We meet with all new students to introduce ourselves and let them know where to find us if they need support.

Our role as School Counsellors is to work with students, parents, teachers and outside agencies to support the social and emotional development of students. This involves providing confidential individual and group counselling in the areas of personal, social and emotional needs. During counselling sessions we help students with issues such as problem solving, emotional difficulties, general coping strategies, setting and achieving goals, developing self-esteem, peer relationships and social skills.

Some common challenges that bring students and families to counselling are:

## Change (transitions)

- Transfer to or from a different school
- Family separation, changing roles or relocation
- Reallocation of teachers

## Personal, Social and Emotional Development

- Grief and loss
- Trauma and crisis intervention
- Social relationships
- Cultural and ethnic differences

## Family issues

- Challenging behaviours at school and home
- Family discord
- Financial pressures

## Schooling issues

- Special Educational Needs
- Academic or exam related stress
- Attendance

In Secondary School, referrals can be made by parents, through the pastoral team or by students themselves, who can self-refer. It is our protocol at Dubai British School to work in partnership with parents wherever possible. However, as per our Counselling Policy, secondary students can consent to counselling if they are of sufficient understanding and intelligence to understand the process. Children and Young People have the right to refuse or discontinue counselling at any time as they will only benefit from the support if they want to be involved.

We also organise 'Let's Talk' coffee mornings for parents and would love to hear from you if you have specific requests for topics you would like to see covered. We are available to meet with parents (by appointment) to discuss any social/emotional concerns.



**Gail Gallagher**  
Whole School  
Counsellor

# Career Guidance in Secondary

Provision of Careers Education, Information and Guidance (CEIAG) continues to expand at DBS; now COVID restrictions have eased, and students over the age of 15 are legally allowed to work part-time in the UAE, students will be afforded greater opportunities to engage with the workplace, higher education and employers than ever before.

Our primary resource in school remains the CEIAG platform, Unifrog ([www.unifrog.org](http://www.unifrog.org)) that all students and parents from Year 9 upwards has access to

Students from Year 8 upwards carry out CEIAG activities appropriate to their age; most of these activities are delivered as part of the PSHE programme, some are delivered at specific times in the school year when they relate to key transition points.

Senior students receive bespoke advice and guidance relating to their subject choices at and beyond DBSEH,

as well as a number of sessions that develop students' professional, academic and domestic skills in preparation for life after DBSEH.

Mr Barfoot's role as Head of University and Career Guidance is to equip students with the skills to use information about their next steps effectively.

Should you have any questions about CEIAG provision at DBSEH, please contact Mr Barfoot: [ibarfoot@dubaibritishschool.ae](mailto:ibarfoot@dubaibritishschool.ae)



# House Allocation

## HOUSE ALLOCATION

A big part of our community spirit is rooted in our House System. Every student is allocated to a school 'house' upon accepting a place. Please purchase the relevant house shirt. You should receive your child's House from Admissions in the coming weeks.

- **Falcons - Blue**
- **Vipers - Red**
- **Scorpions - Green**
- **Wildcats - Yellow**

## HOUSE SYSTEM:

The DBSEH house system is divided into four houses (Falcon, Scorpion, Viper and Wildcat) and provides a sense of shared identity and community between our students in different classes and year groups.

The school's reward system builds upon the house system allowing students, from Year 1 onwards, to earn house points which have value both for themselves and for their house. Although students in Foundation Stage do not make full use of their House Identity until Year 1, it still provides a sense of family and collegiality between older and younger students.

As students move through the school they are open to take part in regular house events, which could be academic (reading, spelling bees, writing competitions); sporting (athletics, swimming galas, cross country), extra curricular (bake-offs, designing, musical performances) and allow each student to be recognised and celebrated for their unique interests, skills and talents.



**FALCON HOUSE**



**SCORPION HOUSE**



**VIPER HOUSE**



**WILDCAT HOUSE**



# PE & Sport

Sport at DBSEH is exciting, fun and engaging, to be felt throughout the school, bringing both physical and mental wellbeing to our students and staff. There is always happy competition and inclusion throughout the year groups to provide something for everyone.

Being part of a team holds important values of respect, motivating and compassion, that transcend beyond the playing fields.

Our facilities include an outdoor, fully shaded, temperature-controlled pool. It is host to swimming lessons throughout the school and a number of exciting competitions. Primary and Secondary Swim squads train multiple times during the week, in the morning and afternoons. Try-outs are at the start of each term, organized by the PE Department.

Swimming Galas between the DBSEH Houses as well as inter-school Galas are all held here. This is a fun, exciting and very noisy part of the school.

The multi-purpose sports-hall is used by all students as part of their varied PE programme. Curriculum activities include gymnastics, ball games, volleyball, badminton and basketball. Our netball, volleyball and basketball teams and recreational squads also use the facility regularly for training and hosting inter-school sports fixtures.

Our sports field is one of the busiest facilities. The students love the space that this provides for their lessons and after school activities. The fully enclosed astroturf hosts an array of sports fixture and our teams enjoy the DBS home crowd support on these occasions. We follow the DASSA Sporting Calendar and try-outs for rounders, cricket, athletics, football and rugby teams will be held at the start of respective seasons.



# PE & Sport

There are several Sports Teams to try out and join each term. Keep an eye out for our termly email to find out more:





# Extra-Curricular Provision

DBSEH offers a wide variety of enrichment activity. You will receive the options booklet for each term via email after the term starts, along with instructions on how to sign up. Many of our activities are run by staff and there is no fee. We also offer Extra School Activities run by external companies who require a fee for participation.



## ADDITIONAL PERFORMING ARTS LESSONS

Centre for Musical Arts and Dubai Performing Arts provide classes that run during the school day, on a rotating timetable, and will be taught by specialist teachers. For more information or to register please contact Sara Ingham on:

[dbs@cmadubai.com](mailto:dbs@cmadubai.com) or visit <http://www.cmadubai.com/en/DBSEH>.



**DPA**  
ACADEMY





# Parental Engagement

## PARENT PARTNERSHIP

At DBS Emirates Hills, we work hard to create a community, family-feel environment within our school, welcoming parents as equal partners in their children's education and encourage strong links between home and school.

### PARENTAL PARTNERSHIP ACTIVITIES MAY INCLUDE:

- Attendance at coffee mornings
- Attendance at school information sharing sessions and courses
- Membership of our School Advisory Board (SAB)
- Volunteering to help the PTA
- Volunteering to help with school excursions and events



Please keep an eye out for our newsletters and events to find out how you can get involved.

## PARENT & TEACHER ASSOCIATION

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](mailto:pta@dubaibritishschool.ae).

There are many PTA events run throughout the year for the students from FS, Primary through to Secondary (and some even, just for the adults!).

## PTA MEET & GREET

### Friday 20th September (TBC)

PTA Meet & Greet from 8:00am 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](mailto:pta@dubaibritishschool.ae).

# Photo Permission

## SOCIAL MEDIA PERMISSION

DBS Emirates Hills uses many social media platforms to communicate with our community. These are dedicated spaces for the marketing team and Class Teachers to share exciting photos and videos of the daily activities, different events, competitions and beautiful work, in and around our school.

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

## MAIN SCHOOL SOCIAL MEDIA ACCOUNTS:

- @DubaiBritishEH - For Twitter
- @dubaibritishsch - For Instagram and Facebook
- @DBSEH\_Sports - For our Sport and PE Instagram

## MAIN SECONDARY FORM AND SUBJECT TWITTER ACCOUNTS:

- @DBS\_PerfArt
- @DBS\_MusicalDept
- @DBS\_Science
- @DBS\_Inclusion
- @DBS\_SixthForm



# School Calendar

## IMPORTANT DATES FOR 2024/2025

TERM 1	
FS2 to Year 13 New Student Induction	11:15am- 12:00pm 22nd August 2024
Start of Academic Term	26 August 2024
Prophets Birthday	15 September 2024*
Half Term Break	21 - 25 October 2024
Commemoration Day	01 December 2024*
UAE National Day	02- 03 December 2024*
Last Day of Term 1	13 December 2024
Winter Break	16 December - 3 January 2025

TERM 2	
First day of Term 2 / Classes Resume	06 January 2025
Mid-Term Break	12- 14 February 2025
Start of Ramadan	27 February 2025*
Last Day of Term 2	21 March 2025
Spring Break	24 March - 04 April 2025
Eid Al Fitr	29 March - 01 April 2025*

TERM 3	
First Day of Term 3 / Classes Resume	08 April 2025
Eid Al Adha	05-08 June 2025*
Islamic New Year	26 June 2025
End of Academic Year	27 June 2025*

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



# Contact Us

## Contact Us

Having read this Handbook we hope that you are starting to get a sense of our school community, and recognise a few key names and faces.

If anything has been unclear in this guide or you have questions about something not covered in these pages, please do contact us. Until your child's Class Teacher has been assigned and communicated to you, please direct all enquiries through our reception team who will find the right person to respond to you.

As a reminder, once term commences please contact your child's Class Teacher in the first instance. If, for whatever reason the Class Teacher is unable to resolve your query, please approach the next relevant leader. All contact details are listed below.

Department	Name	Contact
Reception	Liezel Falceso Indira May Guerra	reception@dubaibritishschool.ae
Admissions	Melissa Mendes	admissionsmng@dubaibritishschool.ae admissions@dubaibritishschool.ae
Principal	Brett Girven	principalPA@dubaibritishschool.ae
Head of Secondary	David Potts	headsPA@dubaibritishschool.ae
Deputy Head of Secondary	Sheridan Teasel	steasel@dubaibritishschool.ae
Year 7 Year Leader	Rebecca Henderson	rhenderson@dubaibritishschool.ae
Year 8 Year Leader	Sian Poneskis	sponeskis@dubaibritishschool.ae
Year 9 Year Leader	Bodruz Jamir	bjamir@dubaibritishschool.ae
Year 10 Year Leader	Michelle King	mking@dubaibritishschool.ae
Year 11 Year Leader	Catherine McGurk	mcgurk@dubaibritishschool.ae
Assistant Headteacher: Assessment	Ben Crowder	bcrowder@dubaibritishschool.ae
Assistant Headteacher: Teaching and Learning	Julia Maltby	jmalby@dubaibritishschool.ae
Assistant Headteacher: Care and Wellbeing	Emma Pennock	epennock@dubaibritishschool.ae
Head of Inclusion	Jacqueline Baxter	jbaxter@dubaibritishschool.ae
Health Clinic	Doctor Senior Nurse Nurse	nurseclinic@dubaibritishschool.ae
Counsellors	Gail Gallagher	ggallagher@dubaibritishschool.ae
IT (BYOD)	Sayuj Kuniyil Hidayat Parambil	itsupport@dubaibritishschool.ae
Exams Officer	Cynthia Mae de Perio	examinations@dubaibritishschool.ae
Accounts	Raquel Fajardo	accounts@dubaibritishschool.ae
iSAMS	Joy Montilla	dbsisams@dubaibritishschool.ae