

FSI

Welcome Handbook



2024/25 ACADEMIC YEAR

www.dubaibritishschool.ae



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Welcome from the Head of Foundation Stage

Dear Parents,

Welcome to the Foundation Stage at Dubai British School Emirates Hills.

A very warm welcome to our DBS Emirates Hills school community. We are delighted that you have chosen us to partner with you, as your child begins their learning journey at school. We are a small, personal and happy school community. As the parent of a DBSEH child, you are now also part of our school community and we will be inviting you to participate in events and WOW moments throughout the school year, to help us grow together and to join us in celebrating the achievements of your child. DBSEH has been awarded the title of the Happiest School in Dubai and we are sure that you will soon understand why.

This Welcome Handbook provides you with the key information about what your child's day to day will look like once school begins. In our separate Administrative Guide for Parents you will find details of the school uniform, bus service and other things you will need to organise for starting school.

At DBS Emirates Hills, our aim is to ensure that every child feels safe and valued and is confident to build relationships, express their ideas and challenge themselves in a supportive and nurturing environment. In the Foundation Stage, play is at the heart of everything that we do. We believe that children have a right to play and, over the course of many years, we have demonstrated that children can be highly successful learners when they are happy, developing their interests and skills through play, in a purposeful and well-planned environment.

Each child is individual, with a unique set of interests, experiences and abilities and the experienced teaching staff at DBS Emirates Hills are highly skilled at personalising teaching goals and strategies, in order to motivate and engage young children in their learning and ensure that each child develops to their full potential.

The curriculum in Foundation Stage is divided into seven areas of learning and development, each of equal importance. Three Prime Areas provide the foundational skills which underpin four Specific Areas. A detailed Curriculum Presentation in October will elaborate further on teaching and learning in these areas.

Prime Areas

- Communication and Language
- Personal, Social & Emotional Development
- Physical Development

Specific Areas

- Mathematics
- Literacy
- Understanding the World
- Expressive Arts and Design

We are looking forward to meeting you and your children and welcoming you to our busy and fun-filled classrooms. We are sure that your children are going to have a happy and successful time at school. We are proud to have been continuously awarded as 'Outstanding' by DSIB (KHDA) and British Schools Overseas (BSO) in recognition of our skilled embodiment of our school vision, 'Enjoy, Aspire, Achieve' and we welcome you to our outstanding learning environment and embrace you in the spirit of our caring and inclusive school community.

Hilary Murphy

Assistant Headteacher: Foundation Stage



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 AND ATTRIBUTES

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.Caring

2.Cooperation

3.Communication

4.Courage

5.Critical Thinking

6.Creativity

Meet the FS1 Team

FOUNDATION STAGE 1 TEACHERS

Towards the end of August you will be informed as to who your child's Class Teacher will be. This person, and the specialist teachers, will become familiar faces to your child and should be your first point of contact should you have any questions or queries about your child's day to day life in school.



Hilary Murphy
Assistant Headteacher Foundation Stage
hmurphy@dubaibritishschool.ae



Michelle Loots
FS1 Year Group Leader
Cheetahs Class Teacher
mloots@dubaibritishschool.ae



Gemma Croysdale
Camels Class Teacher
cgemma@dubaibritishschool.ae



Christine Louw
Lions Class Teacher
clouw@dubaibritishschool.ae



Helen Herbert
Tigers Class Teacher
hherbert@dubaibritishschool.ae



Kerryanne Cartwright
PE and Swimming
kcartwright@dubaibritishschool.ae

Meet the Leaders

OUR LEADERS

Here are the names, faces and contact details of the leaders relevant to you as FS1 Parents. Although your child's Class Teacher 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



Yvonne Wallace
Head of Primary

headspa@dubaibritishschool.ae



Lisa Smith
Deputy Head of Primary

headspa@dubaibritishschool.ae



Hilary Murphy
Assistant Headteacher
Foundation Stage

hmurphy@dubaibritishschool.ae



Amanda Davidson
Wellbeing and Pastoral Lead

astrachan@dubaibritishschool.ae



Jacqueline Baxter
Head of Inclusion

jbaxter@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 empowering successful, well rounded individuals, equipping them with the skills essential for life-long learning.

Jackie Baxter
Head of Inclusion



Preparing Your Child For School

Starting school will create mixed emotions for you and your child. You will all be excited to start this important new chapter but it is also natural to feel anxious about what is to come. We hope this section will help you to use the time before school starts to prepare for a smooth transition. If you have support at home with a nanny or maid, please also share this information with them.

All children must be toilet trained before they commence at DBSEH, including telling an adult when they need to go, wiping themselves and dressing afterwards. Encourage your child to say 'I need to go to the toilet' when they need to use the toilet.

In addition to this, if your child is independent in the following ways, they will feel more confident with life in school:

Encourage your child to dress and undress themselves. They will need to do this for swimming lessons. Over the holidays, let your child practise doing up buttons, putting on their socks, zipping up their shorts, putting their shirt on and taking it off. This will help them to feel confident about doing the same in class.

Allow your child to put their own shoes and socks on. This is an important skill for children's independence when playing in the sand pit and water areas. Children can quickly become frustrated and can occasionally forget which shoes are theirs. Please let your children practise this important skill and let them wear their shoes prior to starting school so that they can become familiar with them. Additionally, please ensure all shoes and socks are clearly labeled with your child's name.



If you are teaching your child to recognise/write their name, please use lower case letters with only one capital letter at the start. If you are labelling things with their name please also make sure it is written in this way.

Encourage your child to ask for help when they need it. Reinforce using good manners with "*please*" and "*thank you*".

Please encourage your child to follow simple instructions, such as "*Please get your lunch box, book bag*". Pack your child's lunch and then encourage them to get it out themselves and open it up and eat the food independently. This gives you a good idea of how they are likely to manage their belongings at school, as well as recognise which lunch box is their own.

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. The following dates are for our **Foundation Stage 1 students only**. (FS2 to Year 13 timings are shared in the administration guide for parents 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: 7.45-7.55 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:

- 7:45-7.55am 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.

Drop Off and Pick Up

FROM MONDAY 19TH SEPTEMBER

The doors to the Foundation 1 Classrooms will open at 7.45am for all class members and close at 7.55am.

START OF THE DAY

At the start of the school year the drop off time is flexible (between 7.45am and 7.55am) to allow the children to settle into the routine of school life more easily. The gates are locked at 7.55am and the registers will be filled in. If you arrive after 7.55am, please come into school via the main entrance as children must be signed in at the Reception desk in the foyer. Specialist lessons such as PE and swimming begin at 8.00am.



HOME TIME

At home time, your child should be collected from the classroom. If you wish another parent, friend or relative to pick up your child, please inform your child's class teacher as early as possible. You can verbally inform the teacher, telephone the school throughout the day or provide a letter or email. We will not allow your child to be picked up by anyone else unless we have been previously informed of this arrangement. If you have a driver or a helper at home that will be picking your child up please bring them in and introduce to staff members at the beginning of the year to ensure our staff will release your child to that adult.



School Life at DBSEH

Foundation 1

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

Foundation 2

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

For your reference:

Year 1 to Year 6:

- 7:45 am to 2:40 pm Monday to Thursday
- 7:45 am to 12 pm on a Friday

Sixth Form & Secondary:

- 7:55 am to 3:30 pm Monday to Thursday
- 7:55 am to 12 pm 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 being registered at Reception.

ABSENCES AND SICKNESS

If a student is absent, please phone the Reception team on: **04 361 9361** or SMS **3559** 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.

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.



EMERGENCY LEAVE OR DOCTOR APPOINTMENTS:

Medical appointments should be arranged after school. However, we understand that this is not always possible and where this is the case please inform the Class Teacher and Reception on:

04 361 9361 or email:

reception@dubaibritishschool.ae.



School Life at DBSEH

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

School Life at DBSEH

CLASS ALLOCATION

Due to the need to balance class sizes, genders and children's needs (and potential last minute withdrawals) we will allocate your child to a class in late August and will communicate this information to you when inviting you to the 'Meet the Teacher' appointment. Your child's class teacher will communicate the days of swimming, PE, and library lessons. Tuition fees for Term 1 must be paid in full in order to be placed on a class list. The deadline for this is **1st August 2024**.

FOUNDATION CUBBIES

FS children each have an open cubby where they can place their lunch and snack bags, book bag and PE bag during the day.

FOUNDATION EQUIPMENT NEEDED

- Snack box and lunch box that your child can open (Labeled). These should be packed in a small bag or backpack that can fit inside the cubby.
- DBS Book Bag (Labeled)
- Water Bottle (Labeled). Students can refill their water bottles during the day.



ITEMS THAT CAN BE LEFT IN SCHOOL

Hat - Zak's Uniform Company stock the school hat or the children may bring an easily identifiable hat from home. Please label this clearly.

Spare clothes - Please send in underpants, shorts, socks and a t-shirt in a small plastic bag with your child's name on each item. This is used for toilet accidents or wet/messy play. The children do not require any other school bag or back pack. They will use their book bag for craft work, library books or notes that need to be taken home. The children need to have as little as possible in their cubby holes each day to make it easy for them to manage their belongings.

LIBRARY LESSON

The children will have a library lesson once a week. They will be allowed to borrow one book each week which they can change weekly, providing that they return the previous book. The library is also open to parents after school. Please feel free to visit and borrow additional books from the library.

School Life at DBSEH



LUNCH AND SNACK BOXES

The children have a separate snack and lunch break. Some children want to eat everything at the first break time so it is very helpful if you can send in one box for snack and another for their lunch.

Please ensure that the containers are easy for the children to open and close and that all items, e.g. cutlery, inside the boxes are named. We do not provide cutlery at school so, if your child needs a spoon or fork to eat their snack/lunch, please put one in their lunch box. You may like to send in a carton of juice for lunch but this should be in addition to a water bottle.

We encourage a healthy eating policy, therefore please do not include chocolate, crisps, sweets or fizzy drinks as part of your child's packed lunch or snacks.

We have students in school with fatal nut allergies. Nut products must not be included in packed lunches. We are also a pork free school.

SECURITY - ID PASSES

All guests entering the school must have a valid Parent, Carer or Nanny ID pass. Please ensure you are always visibly displaying your ID in the lanyard around your neck. Without a Parent, Carer or Nanny pass, visitors will be asked to provide an alternate form of 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 stating the parent's and student's full name 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.



School Life at DBSEH

PHYSICAL EDUCATION

In Foundation, children will have two PE lessons each week, one of which will be a swimming lesson. On their PE day they should come to school dressed in their PE Kit rather than the regular school uniform (please keep this in mind when considering quantities of uniform to purchase). On their swimming day they will wear their PE Kit to school with their swimming kit underneath. They will get changed in class in preparation for their swimming lesson.

For swimming the children will need a swimming bag containing:

- Swimsuit (DBS swimwear)
- Hooded Towel
- Flip flops/ Crocs
- Underwear
- Swimming Cap
- Goggles



CRECHE FACILITY/ AFTER SCHOOL CARE

DBS Emirates Hills **does not provide a crèche facility**, but ISM Sports offer after school care for FS1 and FS2 children with siblings in the Primary School.

ISM Sports After School Sibling Club is held on the school premises. It runs Mondays to Thursday. There is no club on Fridays or any days when school is not in session. Places will be limited in order to maintain a staffing ratio of 12:1 with two staff members present. To register, contact services@ismsports.org or +971 58 565 1808. Please note there is a fee for this service.

Please refer to the *Administrative Guide for Parents* for school bus services.

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 badge from Magrudy's and iron onto the sleeve of your child's PE shirt. Along with this handbook, you should receive your child's House. Please refer to the email you have received from Admissions.

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

HOUSE SYSTEM:

The DBSEH house system is divided into four houses (Falcons, Scorpions, Vipers and Wildcats) 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

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 and competitions, and opportunities our school offers for your child inside and outside of the classroom.

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 Facebook, Twitter and YouTube
- @DubaiBritishSch - For Instagram
- @DBSEH_Sports - For our Sport and PE Instagram

Our social media platforms are designed for you to have a glimpse of school life and see the fun and magic of our students' days in school.



Parent Involvement

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:

- Coffee mornings with members of our leadership and inclusion team
- Information sessions, workshops and short courses
- Talks by guest speakers
- 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 CONCERNS

We are more than happy to meet with you to discuss any concerns you may have regarding your child's progress or personal development in school. Bring your concerns to us while they are small, for problems which are ignored may grow and become more difficult to resolve. In the first instance please approach your child's Class Teacher.

Should your concern remain unresolved, please make an appointment to see the relevant leader, as introduced at the beginning of this guide.

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.

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!).

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	Liesel Falceso	reception@dubaibritishschool.ae
	Indira May Guerra	
Admissions	Melissa Mendes	admissionsmngn@dubaibritishschool.ae
	Anita Comerford	admissions@dubaibritishschool.ae
Principal	Brett Girven	principalPA@dubaibritishschool.ae
Primary Headteacher	Yvonne Wallace	headsPA@dubaibritishschool.ae
Assistant Headteacher; Head of Foundation Stage	Hilary Murphy	hmurphy@dubaibritishschool.ae
Your Child's Class Teacher	Michelle Loots Year Group Leader	mloots@dubaibritishschool.ae
	Gemma Croysdale	cgemma@dubaibritishschool.ae
	Christine Louw	clouw@dubaibritishschool.ae
	Helen Herbert	hherbert@dubaibritishschool.ae
Head of Inclusion	Jacqueline Baxter	jbaxter@dubaibritishschool.ae
Medical Team	Doctor Senior Nurse Nurse	nurseclinic@dubaibritishschool.ae