

# DUBAI ENGLISH SPEAKING COLLEGE



## Parents' Handbook 2013/2014

Dubai English Speaking College  
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## HEADTEACHER'S WELCOME

Welcome to our Parent Handbook, 2013-2014.

As a parent myself, I am fully aware of the need for effective home-school communication and the frustrations, on both sides, when it breaks down. At DESC we will try our very best to keep you informed of matters that relate to your child's education and welfare; this handbook is a key part of this commitment. If you still have unanswered questions upon browsing through this guide, please contact us via our House Pastoral Secretary, Mrs Debbie Boorman. She will direct your enquiry to the appropriate place.

My colleagues and I look forward to working with you.

Andrew Gibbs  
**Headteacher**



## OUR VISION

You will see the three sentences below on display throughout the College. They summarise what students and staff are, together, trying to achieve. Here they are simply words on a page. The real challenge for each and every one of us is to ensure we all contribute to making these words become a reality for DESC.

**DESC strives to nurture independent, confident and resilient learners who respond to challenge and aspire to reach their full potential.**

**We aim to develop self worth, mutual respect and enjoyment in the process of learning.**

**These qualities are vital in preparing our learners for the diverse challenges of tomorrow.**

## EMAIL CONTACTS

[absence@descdubai.com](mailto:absence@descdubai.com) - if your child is absent or late for school, please send the details to this address where we will forward the absence to the relevant tutors. You can also ring the College pressing option 1 and leave a message providing the students name, form class and details of the absence.

[pastoralsupport@descdubai.com](mailto:pastoralsupport@descdubai.com) – Mrs. Boorman, Pastoral Support Officer, who deals with any issues you have with any aspect of your child's education. She is the link between the parents, Heads of House and Tutors. Please send your email direct to Mrs Boorman.

[clao@descdubai.com](mailto:clao@descdubai.com) – Mrs. Lao for any accounts issues, including College and bus fees.

[buscoordinator@descdubai.com](mailto:buscoordinator@descdubai.com) – Mrs. Porter, our Bus Co-ordinator deals with any issues you have with the College bus service.

[exams@descdubai.com](mailto:exams@descdubai.com) – Mrs. Johnson, Examinations Officer – deals with any external examination (GCSE or GCE) issues, including certification.

[registrar@descdubai.com](mailto:registrar@descdubai.com) – Mrs. Poole, Registrar – deals with admissions and leavers. If you are planning on taking your child out of DESC, you need to give her a terms notice and she will provide you with all the leaving certification that you require.

[assistantregistrar@descdubai.com](mailto:assistantregistrar@descdubai.com) – Mrs. Sandy Young, assisting Mrs Poole.

[communications@descdubai.com](mailto:communications@descdubai.com) – Mrs. Hunt, Marketing & Communications Officer– handles matters relating to internal and external communications, College events, Calendar etc.

[secretary@descdubai.com](mailto:secretary@descdubai.com) – Mrs. Reiling – Office Manager/Head's PA. Please use this email address for any other issues that are not covered by the above, including contacting the Headteacher.



## STAFF AT DESC

| <u>Academic and Managerial Staff</u> |           |           |  |                                      | <u>Tutor Groups</u> |
|--------------------------------------|-----------|-----------|--|--------------------------------------|---------------------|
| Mr                                   | Andy      | Gibbs     | Headteacher                                    |                                      |                     |
| Mr                                   | Chris     | Vizzard   | Deputy Headteacher                             | Teacher of PSHE/PE                   |                     |
| Mr                                   | Andrew    | Tkaczuk   | Assistant Headteacher                          | Teacher of History                   |                     |
| Mr                                   | Stephen   | Green     | Assistant Headteacher                          | Teacher of History                   |                     |
| Mr                                   | Matt      | Cotgrove  | Assistant Headteacher                          | Teacher of Science                   |                     |
| Mrs                                  | Charlotte | Venter    | Assistant Headteacher                          | Teacher of Science                   |                     |
| Mrs                                  | Louise    | Ford      | Head of Department                             | Teacher of English                   | Cover tutor         |
| Ms                                   | Susan     | M'Timet   |  | Teacher of English                   | S12 SMI             |
| Miss                                 | Zoe       | Charles   | Head of Earth House                            | Teacher of English                   |                     |
| Ms                                   | Marie     | Dryden    |  | Teacher of English                   | S10 MDR             |
| Ms                                   | Amy       | Tweddle   | Deputy Head of Sky House                       | Teacher of English                   |                     |
| Ms                                   | Sophia    | Barakat   |  | Teacher of English                   | S9 SBA              |
| Mr                                   | Jeremy    | Grigg     |  | Teacher of English & AST             | S11 JGR             |
| Ms                                   | Sian      | Davies    | Head of Desert House                           | Teacher of English                   |                     |
| Mrs                                  | Katrina   | Lynes     |  | Teacher of English (p/t)             | Cover tutor         |
| Ms                                   | Amy       | Meyrick   | 2 <sup>nd</sup> in Charge English              | Teacher of English                   | S8 AME              |
| Mrs                                  | Clare     | Jamin     | Head of Department                             | Teacher of Media Studies (p/t)       | Cover tutor         |
| Mrs                                  | Sharon    | Davies    | Head of Department                             | Teacher of Mathematics               | Cover tutor         |
| Mr                                   | Asad      | Rehman    | 2 <sup>nd</sup> in Charge Maths                | Teacher of Mathematics               | D7 ASR              |
| Ms                                   | Sarah     | May       |  | Teacher of Mathematics               | Cover tutor         |
| Mrs                                  | Georgina  | Hammond   | Head of Coast House                            | Teacher of Mathematics               |                     |
| Mr                                   | Kevin     | McLean    | Deputy Head of Earth House                     | Teacher of Mathematics               |                     |
| Mr                                   | Richard   | Lambert   |  | Teacher of Mathematics               | D11 RLA             |
| Mrs                                  | Kerry     | Williams  |  | Teacher of Mathematics               | D12 KWI             |
| Mr                                   | Rob       | Gallagher |  | Teacher of Mathematics               | D11 RGA             |
| Mr                                   | Ballber   | Sanghera  |  | Teacher of Mathematics               | D8 BSA              |
| Mr                                   | Simon     | Paul      |  | Teacher of Mathematics               | D13 SPA             |
| Mrs                                  | Jill      | Harfield  |  | Teacher of Mathematics (p/t)         | Cover tutor         |
| Mr                                   | Stefan    | Treble    | 2 <sup>nd</sup> in Science - Head of Chemistry | Teacher of Science                   | E13 STR             |
| Miss                                 | Susan     | White     | Head of Department                             | Teacher of Science                   | Cover tutor         |
| Mrs                                  | Wendy     | Adams     |  | Teacher of Science (p/t)             | Cover tutor         |
| Miss                                 | Claire    | Duncalf   | Head of KS3 Science                            | Teacher of Science                   | E11 CDU             |
| Ms                                   | Mishali   | Dave      | Head of Year 12                                | Teacher of Science                   | Cover tutor         |
| Mr                                   | Clive     | Gibson    | 2 <sup>nd</sup> in Science - Head of Physics   | Teacher of Science                   | E12 CGI             |
| Mr                                   | Raza      | Nisar     | Head of Sky                                    | Teacher of Science                   |                     |
| Mr                                   | Gavin     | Stanfield | Deputy Head of Desert House                    | Teacher of Science                   |                     |
| Mrs                                  | Bilkis    | Maniar    |  | Teacher of Science                   | E11 BMA             |
| Ms                                   | Charlotte | Hendey    |  | Teacher of Science & Advanced Skills | E9 CHE              |
| Miss                                 | Jody      | Nelson    | Head of Department                             | Teacher of Science/Psychology        | C10 JNE             |
| Ms                                   | Stephanie | Rogers    |  | Teacher of Science                   | E7 SRO              |
| Mrs                                  | Magali    | Hillier   | Head of Languages                              | Teacher of MFL                       | Cover tutor         |
| Mr                                   | Philippe  | Delattre  | Head of French                                 | Teacher of MFL                       | C8 PDE              |
| Ms                                   | Melissa   | Brake     |  | Teacher of MFL                       | C7 MBR              |
| Mr                                   | Neil      | Redondo   | Head of Spanish                                | Teacher of MFL                       | C9 NRE              |
| Miss                                 | Isabel    | Morante   |  | Teacher of MFL                       | Cover tutor         |
| Mr                                   | Adrian    | Hall      | Head of Department                             | Teacher of History                   | D9 ADH              |
| Mr                                   | Daniel    | Stevens   |  | Teacher of History                   | D10 DST             |
| Ms                                   | Sarah     | Smith     |  | Teacher of History                   | D8 SSM              |
| Mr                                   | Patrick   | McMurren  | Head of Department                             | Teacher of Geography                 | C13 PMC             |
| Ms                                   | Lucy      | Ellis     |  | Teacher of Geography                 | Cover tutor         |
| Mr                                   | Daniel    | Cole      | Head Dof E CoOrdinator                         | Teacher of Geography                 | Cover tutor         |

|      |           |              |                                 |   |             |
|------|-----------|--------------|---------------------------------|---|-------------|
| Mrs  | Julie     | Brown        |                                 | Teacher of Geography (p/t)                        | Cover tutor |
| Mr   | Ian       | Brown        |                                 | Director of Sport, Strategy & Development (DESSC) |             |
| Mr   | Mike      | Randall      | Head of Boys PE                 | Teacher of PE                                     | S10 MRN     |
| Mr   | Martin    | Nash         | Head of PE and Sport            | Teacher of PE                                     | Cover tutor |
| Mr   | Alan      | Foster       | Deputy Head of Coast House      | Teacher of PE                                     |             |
| Mrs  | Abigail   | Mann         | Head of Girls PE                | Teacher of PE                                     | C7 AMN      |
| Mrs  | Vicky     | Baldwin      |                                 | Teacher of PE (p/t)                               | Cover tutor |
| Ms   | Stacey    | Brown        |                                 | Teacher of PE                                     | S8 SBN      |
| Mrs  | Amanda    | Randall      |                                 | Teacher of PE/English (p/t)                       | Cover tutor |
| Mr   | Jason     | Schmidt      | Head of Swim Squads & Club      | Swimming Coach                                    |             |
| Mr   | Marcus    | Higginbottom |                                 | Sports Coach                                      |             |
| Mr   | Stephen   | Brown        |                                 | Sports Coach                                      |             |
| Ms   | Katie     | Wallis       |                                 | Sports Coach                                      |             |
| Mrs  | Lisa      | Finch        | Director of Technology          | Teacher of ICT                                    | Cover tutor |
| Mrs  | Sam       | Pilgrim      |                                 | Teacher of ICT                                    | C10 SPI     |
| Mr   | Malachy   | McGrogan     |                                 | Teacher of ICT                                    | E8 MMG      |
| Mrs  | Anna      | Lawlor       | Head of PSHE/House Co-ordinator | Teacher of PSHE                                   |             |
| Ms   | Louise    | Gilmartin    | Head of Department              | Teacher of Design & Technology                    | E13 LGI     |
| Mrs  | Nicky     | Barber       |                                 | Teacher of Design & Technology                    | E7 NBA      |
| Ms   | Emma-Jane | Weighell     | Head of Department              | Teacher of Music                                  | C12 EJW     |
| Mrs  | Sophie    | Grigg        | Head of Student Council         | Teacher of Music                                  | C11 SGR     |
| Miss | Ellen     | O'Flaherty   | Head of Department              | Teacher of Drama                                  | C8 EOF      |
| Mr   | Robert    | Byers        |                                 | Teacher of Drama                                  | S13 RBY     |
| Mrs  | Clare     | Hall         | Head of Department              | Teacher of Art                                    | E10 CHA     |
| Mrs  | Lynsey    | Hilton       |                                 | Teacher of Art & Advanced Skills                  | Cover tutor |
| Ms   | Toyin     | Oluwa        |                                 | Teacher of Art                                    | E9 TOL      |
| Mrs  | Claire    | Appleby      | Head of Department              | Teacher of Learning Support                       |             |
| Mrs  | Louise    | Clarkson     |                                 | Teacher of Learning Support                       | D9 LCL      |
| Mr   | Ahmed     | Ahmed        | Head of Arabic                  | Teacher of Arabic                                 |             |
| Mrs  | Rania     | Kamal        |                                 | Teacher of Arabic                                 |             |
| Mr   | Mohammed  | Shameem Sait |                                 | Teacher of Arabic                                 |             |
| Mr   | Mohammed  | Mumtaz       | Head of Arabic A                | Teacher of Arabic                                 |             |
| Mr   | Ismail    | Khalil       |                                 | Teacher of Arabic                                 |             |
| Mr   | Ismail    | Hussein      |                                 | Teacher of Islamic Studies                        |             |
| Mr   | Ahmad     | Kamal        | Head of Department              | Teacher of Islamic Studies                        |             |
| Mr   | Carl      | Hunt         | Head of Department              | Teacher of Economics/Business Studies             | C12 CHU     |
| Mr   | Matthew   | Davies       |                                 | Teacher of Business Studies                       | S7 MDA      |
| Mrs  | Rachel    | McAuley      | Head of Year 13                 | Teacher of Business Studies                       |             |
| Ms   | Sara      | Meeajan      |                                 | Teacher of Business Studies                       | S7 SME      |
|      |           |              |                                 |   |             |
|      |           |              |                                 |   |             |

| <b>ADMIN &amp; SUPPORT STAFF AT DESC</b> |           |   |
|--|-----------|---|
| Michelle                                 | Reiling   | Office Manager & Headteacher's PA               |
| Kerry                                    | Potgieter | Bursar (DESC & DESS)                            |
| Cynthia                                  | Lao       | Accountant                                      |
| Melody                                   | Beato     | Accountant                                      |
| Jayne                                    | Millar    | Data Manager                                    |
| Claire                                   | Poole     | Registrar                                       |
| Judith                                   | Beale     | School Nurse                                    |
| Deborah                                  | Boorman   | Pastoral Support                                |
| Sandy                                    | Young     | Assistant Registrar (part time)                 |
| Carmella                                 | Hunt      | Communications & Marketing Officer              |
| Gillian                                  | Parsons   | Network Manager                                 |
| Robyn                                    | Halloran  | Receptionist                                    |
| Trish                                    | Johnson   | Exams Officer                                   |
| Gayle                                    | Porter    | Bus Co-ordinator (part time)                    |
| Jerry                                    | Retumban  | ICT Technician                                  |
| Jaimee                                   | Young     | Librarian (part time)                           |
| Lucy                                     | Denham    | Librarian (part time)                           |
| Daniel                                   | Blucke    | Admin Assistant (part time)                     |
| Christine                                | Dunne     | Admin Support (part time)                       |
| Debbie                                   | Good      | Reprographics Assistant (part time)             |
| Pat                                      | Walton    | Learning Support Teaching Assistant (part time) |
| Cornelia                                 | Williams  | Learning Support Teaching Assistant             |
| Linda                                    | Drummond  | Learning Support Teaching Assistant (part time) |
| Vanessa                                  | Service   | Learning Support Teaching Assistant             |
| Jean                                     | Blackman  | Learning Support Teaching Assistant             |
| Helen                                    | Cooper    | Learning Support Teaching Assistant             |
| Monika                                   | Howes     | Student Advisor/Counsellor                      |
| Cecile                                   | Rohmer    | French Language Assistant (part time)           |
| Karin                                    | Bascaro   | Spanish Language Assistant (part time)          |
| May                                      | Khawaja   | Languages Support Teacher & Assistant           |
| Helen                                    | Sharp     | Science Technician                              |
| Gail                                     | Gignac    | Science Technician                              |
| Simone                                   | Cotgrove  | Science Technician (part time)                  |
| Sarah                                    | Newman    | Art Technician (part time)                      |
|  |           | Design Technology Technician (part time)        |
| Cassie                                   | Turner    | Sports Coach                                    |
| Raj                                      | Upadhyay  | Site Manager                                    |
| Manoj                                    | Mishra    | Cleaner   |
| Sani                                     | Thapa     | Cleaner   |




|  |            |          |             |
|--|------------|----------|-------------|
|  | Hari       | Subedi   | Cleaner     |
|  | Prabhakar  | Panday   | Cleaner     |
|  | Padam      | Bahadur  | Cleaner     |
|  | Mana Ram   | Jaipur   | Driver      |
|  | Sanpath    | Kumar    | Maintenance |
|  | Rajeev     | Kumaran  | Maintenance |
|  | Manoj      | Upadhyay | Cleaner     |
|  | Anil Kumar | Upadhyay | Cleaner     |
|  | Jay Kumar  | Upadhyay | Cleaner     |



## 2013/2014 CALENDAR

### WINTER TERM 2013



|                           |  |
|---------------------------|--|
| Staff return              | Sunday 1 <sup>st</sup> September 2013                                    |
| <b>Term Starts</b>        | <b>Sunday 8<sup>th</sup> September 2013</b>                              |
| Eid al Adha and Half Term | Sunday 13 <sup>th</sup> October - Thursday 17 <sup>th</sup> October 2013 |
| Islamic New Year          | Monday 4 <sup>th</sup> November 2013*                                    |
| National Day              | Monday 2 <sup>nd</sup> December 2013*                                    |
| <b>End of Term</b>        | <b>Thursday 19<sup>th</sup> December 2013</b>                            |

### SPRING TERM 2014

|                    |  |
|--------------------|--|
| <b>Term Starts</b> | <b>Sunday 5<sup>th</sup> January 2014</b>                          |
| Prophet's Birthday | Monday 13 <sup>th</sup> January 2014*                              |
| Half Term          | Sunday 16 <sup>th</sup> to Thursday 20 <sup>th</sup> February 2014 |
| <b>End of Term</b> | <b>Thursday 3<sup>rd</sup> April 2014</b>                          |

### SUMMER TERM 2014

|                         |   |
|-------------------------|---|
| <b>Term Starts</b>      | <b>Sunday 20<sup>th</sup> April 2014</b>  |
| Al Esra Wa Al Miraj Day | Monday 26 <sup>th</sup> May 2014*         |
| <b>End of Term</b>      | <b>Thursday 26<sup>th</sup> June 2014</b> |

\* *Islamic observances: actual dates to be confirmed*

## TIMES OF DAY

|        | House/IS    | 1           | 2            | 1st Break     | 3             | 4             | 2nd Break    | 5             | 6             | Totals |
|--------|-------------|-------------|--------------|---------------|---------------|---------------|--------------|---------------|---------------|--------|
| Sunday | 7.40 - 8.10 | 8.10 - 9.05 | 9.10 - 10.05 | 10.05 - 10.30 | 10.30 - 11.25 | 11.30 - 12.25 | 12.25 - 1.05 | 1.05 - 2.00pm | 2.05 - 3.00pm | 6      |
|        | 30mins      | 55mins      | 55mins       | 25mins        | 55mins        | 55mins        | 40mins       | 55mins        | 55mins        |        |
|        |             |             |              |               |               |               |              |               |               |        |
| Monday | 7.40 - 8.10 | 8.10 - 9.05 | 9.10 - 10.05 | 10.05 - 10.30 | 10.30 - 11.25 | 11.30 - 12.25 | 12.25 - 1.05 | 1.05 - 2.00pm | 2.05 - 3.00pm | 6      |
|        | 30mins      | 55mins      | 55mins       | 25mins        | 55mins        | 55mins        | 40mins       | 55mins        | 55mins        |        |
|        |             |             |              |               |               |               |              |               |               |        |
| Tues   | 7.40 - 8.10 | 8.10 - 9.05 | 9.10 - 10.05 | 10.05 - 10.30 | 10.30 - 11.25 | 11.30 - 12.25 | 12.25 - 1.05 | 1.05 - 2.00pm | 2.05 - 3.00pm | 6      |
|        | 30mins      | 55mins      | 55mins       | 25mins        | 55mins        | 55mins        | 40mins       | 55mins        | 55mins        |        |
|        |             |             |              |               |               |               |              |               |               |        |
| Wed    | 7.40 - 8.10 | 8.10 - 9.05 | 9.10 - 10.05 | 10.05 - 10.30 | 10.30 - 11.25 | 11.30 - 12.25 | 12.25 - 1.05 | 1.05 - 2.00pm | 2.05 - 3.00pm | 6      |
|        | 30mins      | 55mins      | 55mins       | 25mins        | 55mins        | 55mins        | 40mins       | 55mins        | 55mins        |        |
|        |             |             |              |               |               |               |              |               |               |        |
| Thurs  | 7.40 - 8.10 | 8.10 - 9.05 | 9.10 - 10.05 | 10.05 - 11.00 | 11.00 - 11.30 | 11.30 - 12.25 | 12.25 - 1.15 |               |               | 5      |
|        | 30mins      | 55mins      | 55mins       | 55mins        | 30mins        | 55mins        | 50mins       |               |               |        |
|        |             |             |              |               |               |               |              |               |               |        |

## HOUSE SYSTEM 2013/2014

September 2013 will see the beginning of a new system of pastoral care for students at DESC as we move into a 'House' system. Previously students were part of year groups but as the College has grown we now feel it is time to split the school into four 'mini' schools to ensure all students are able to receive the level of personalised pastoral care that they deserve.

There are four "Houses"; Desert, Earth, Sky and Coast. The first letter of each House name links back to the College as a whole, DESC, reminding us all that we are a part of the bigger community of learners and the House system as a whole aims to reflect the College core values and vision. Each House has a Head and Deputy Head of House and there will also be a student body of leaders.

The Houses compete in a number of sporting, academic and cultural activities for points. Each year the winning House receives the House Cup and other prizes.

Academically students will be taught in subjects in mixed House classes.

The House system will be an integral and vibrant part of the school's culture. Each House will consist of tutor groups from each year group from year 7 through to 13. Students will register in their tutor groups that are located in the House Blocks.

The House system aims to give students an identity and sense of pride in a supportive, secure environment. The Houses provide for positive competition and a closer rapport between students and teachers. They also aim to help new staff and students adapt to the culture of DESC.



|      | DESERT  | EARTH   | SKY   | COAST  |
|------|---|---|---|--|
| HOH  | Sian Davies   | Zoe Charles   | Raza Nisar  | Georgina Hammond   |
| DHOH | Gavin Stanfield   | Kevin McClean   | Amy Tweddle   | Alan Foster  |
| AHT  | Charlie Venter  | Matthew Cotgrove  | Andrew Tkaczuk                                      | Stephen Green  |
| Year | TUTORS  | TUTORS  | TUTORS  | TUTORS   |
| 7    | Asad Rehman D7 ASR  | Stephanie Rogers E7 SRO<br>Nicky Barber E7 NBA                  | Matt Davies S7 MDA<br>Sara Meeajan S7 SME           | Abigail Mann C7 AMN<br>Melissa Brake C7 MBR (7G)           |
| 8    | <u>Ballber Sanghera</u> D8 BSA<br><u>Sarah Smith</u> D8 SSM | Malachy McGrogan E8<br>MMG                                      | <u>Amy Meyrick</u> S8 AME<br>Stacey Brown S8 SBN    | <u>Philippe Delattre</u> C8 PDE<br>Ellen O'Flaherty C8 EOF |
| 9    | <u>Louise Clarkson</u> D9 LCL<br><u>Adrian Hall</u> D9 ADH  | Toyin Oluwa E9 TOL<br>Charlotte Hendey E9 CHE                   | Sophia Barakat S9 SBA                               | <u>Neil Redondo</u> C9 NRE                                 |
| 10   | Dan Stevens D10 DST   | Clare Hall E10 CHA  | <u>Marie Dryden</u> S10 MDR<br>Mike Randall S10 MRN | <u>Sam Pilgrim</u> C10 SPI<br>Jody Nelson C10 JNE          |
| 11   | <u>Rob Gallagher</u> D11RGA<br>Richard Lambert D11 RLA      | Claire Duncalf E11 CDU<br>Bilkis Maniar E11 BMA                 | Jeremy Grigg S11 JGR                                | <u>Sophie Grigg</u> C11 SGR                                |
| 12   | Kerry Williams D12 KWI                                      | Clive Gibson E12 CGI  | Sue M'Timet S12 SMI                                 | Emma-Jane Weighell C12 EJW<br>Carl Hunt C12 CHU            |
| 13   | <u>Simon Paul</u> D13 SPA                                   | <u>Stefan Treble</u> E13 STR<br><u>Louise Gilmartin</u> E13 LGI | <u>Rob Byers</u> S13 RBY                            | Patrick McMurren C13 PMC                                   |

### Cover tutors

|                    |                   |
|--------------------|-------------------|
| Magali Hillier     | Julie Brown p/t   |
| Mishali Dave       | Sarah May         |
| Dan Cole           | Martin Nash       |
| Sharon Davies      | Susan White       |
| Wendy Adams p/t    | Lynsey Hilton     |
| Vicky Baldwin p/t  | Louise Ford       |
| Clare Jamin p/t    | Lisa Finch        |
| Amanda Randall p/t | Isabel Morante    |
| Lucy Ellis         | Katrina Lynes p/t |

## **BREAK TIMES**

During the school day, your child will have two break times, except for a Thursday where there will be one break, due to the shorter day. During this time, your child will be able to purchase food from our College canteen, or alternatively, can bring his/her own lunch from home.



## DRESS & APPEARANCE - STUDENTS

We expect all our students to come to school neatly groomed and smartly dressed, in the correct and appropriate clothing. This sets a professional work ethic.

For students in Year 7 to Year 11, there is a clearly defined uniform. For students in Year 12 and Year 13, the words "Sixth Form" are printed on the white shirt.

**Students need to be aware that our expectations are the same when they are wearing the DESC uniform outside of school. Parents are asked to support their child in meeting these expectations.**

### UNIFORM REQUIREMENTS

Please note that the uniform should **ONLY** be purchased from the designated suppliers in order to ensure uniformity of style and fabric. **Substitutes are not acceptable.**

All uniform items can be obtained from the Magrudy's or Stitches outlets. You can contact Magrudy's directly on **04 3444192** or Stitches on **04 3486110** for further information.

Uniforms for Year 8 and above can also be purchased from FDESC who sell second hand uniforms at our PLUS shop (Pre Loved Uniform Shop) which is open alternate Wednesdays and is located opposite reception.

### Year 7 Only: Academic Year 2013/2014



#### Girls:

- White blouse with new logo. Sleeve and pocket trim in HOUSE COLOUR. (For Year 12 & 13 the blouses have a black inside collar).

#### House Colours

|        |        |
|--------|--------|
| Desert | Orange |
| Earth  | Green  |
| Sky    | Purple |
| Coast  | Blue   |

- Grey skirt or grey tailored trousers must be worn. Skinny, bootleg or drainpipe trousers are not permissible.
- School trousers will be identified with a DESC badge; those without the badge will not be accepted.
- Skirt lengths - the shortest is to touch the ground when kneeling and mid-calf to be the longest.
- Sensible black polished leather shoes. No heels to be more than 4cms.
- Short black socks only
- Tights are not permissible.

**Boys:**

- White short sleeved shirt with new logo. Sleeve and pocket trim in HOUSE COLOURS. See above for House Colour guidance. (For Year 12 & 13 the shirts have a black inside collar).
- Tailored grey trousers, Skinny, bootleg or drainpipe trousers are not permissible.
- School trousers will be identified with a DESC badge; those without the badge will not be accepted.
- Sensible black polished leather shoes.
- Black socks.
- Plain white t-shirts can be worn underneath shirts but cannot be longer than the shirt.

**Year 8, 9, 10 11, 12 and 13: Academic Year 2013/2014**

**Girls:**

- Black skirt and white blouse with maroon inside collar trim and logo. (For Year 12 & 13 the blouses have a black inside collar).
- Black tailored trousers may be worn by all students. Skinny, bootleg or drainpipe trousers are not permissible.
- Skirt lengths - the shortest is to touch the ground when kneeling and mid-calf to be the longest.
- Sensible black polished leather shoes. No heels to be more than 4cms.
- Short black socks only.
- Tights are not permissible

**Boys:**

- White short sleeved shirt with maroon inside collar trim and logo black trousers. (For Year 12 & 13 the shirts have a black inside collar).
- Black tailored trousers may be worn by all students. Skinny, bootleg or drainpipe trousers are not permissible.
- Sensible black polished leather shoes.
- Black socks.
- Plain white t-shirts can be worn underneath shirts but cannot be longer than the shirt.

**Do you need to purchase new uniform for your child in Year 8, 9, 10, 11, 12 or 13?**

*It will be permissible for students in those year groups to wear the new uniform, as outlined above, from February 2013.*

Between September 2013 and February 2014, students in Years 8 to 13 will be expected to wear the uniform requirements outlined above.



## **Please note**

*The new uniform reflecting the new House Colours will be introduced as an expectation for ALL students from September 2014.*

## **PE Clothing**

### **Year 7 Only: Academic Year 2013/2014**

Students must wear plain black shorts and plain white t-shirts  
White socks  
White trainers

The new PE kit will be available from February 2014

### **Year 8, 9, 10 11, 12 and 13: Academic Year 2013/2014**

PE clothing is available from Magrudy's or Stitches. The clothing required is:-

#### **Boys:**

Rugby shirt, PE shirt, PE shorts, rugby socks, swim shorts, swim hat, and flip flops (optional swim rash vest).

#### **Girls:**

PE shirt, PE shorts, swim suit, swim hat and flip flops (optional swim rash vest and school board shorts).

Bag: A small drawstring bag can be purchased at sports outlets. **NB.** All uniform and PE items **must** have a name tape attached.

### **PE Teamwear**

Students selected to represent the College sports teams are required to wear DESC Canterbury kit and will be advised by the PE Department: <http://www.descdubai.com/pe/pe.html>.

Should the weather be inclement, students are required to follow the school uniform and wear the official school sweatshirt, which is available from Magrudy's or Stitches. Any other sweater or cardigan is not acceptable and should not be worn.

#### **Bags**

Students may, if they wish, obtain school bags for PE and Games Kit from Magrudy's or Stitches. However, provided that they fit the purpose of carrying kit and equipment, students are allowed to choose their own bags.

## **FOOTWEAR**

We expect all students to wear smart, business like shoes. Boots are not to be worn, i.e. no footwear should be above the ankle.

Shoes must be completely black with no coloured stripes or logos. Black versions of trainers or tennis shoes are not permissible.

Shoes must be leather.

Students must keep their shoes polished. Trainers are only to be worn for PE. Black, ankle length socks should be worn as such and not tucked into the back of the shoe.

### Examples of Acceptable Leather Shoes for Boys



### Examples of Acceptable Leather Shoes for Girls



- Ballet style pumps for girls are not permissible as they do not offer sufficient support and protection

- If girls choose to wear black leather pumps, they must offer support to the sole and the heel of the floor. Above is a version of a pump style shoe with sufficient support. The picture below is of a softer ballet pump style shoe which is not acceptable



## JEWELLERY

**NO JEWELLERY** should be worn apart from for girls: one small, plain pair of gold or silver studs worn in the conventional position in the ear lobe for those who have pierced ears.

- Students who decide to have new piercings during term time, either in an unconventional part of the ear or other part of the body, will be asked to remove the earring. Plasters covering earrings are not permissible.
- Multiple earrings are not permitted. Nose studs and piercing in other parts of the body are not permitted. Friendship bands, ankle chains, etc. are not to be worn.

Items of religious significance may be worn with the prior written permission of the Head of House only, following written parental request.

6th Form students are allowed to wear a discreet necklace, one bracelet and one ring (this applies to both male and female students)

## HAIR

- All students should have conventional haircuts, no shorter than a grade 3.
- Hair should be neat and tidy.
- Fringes should not obscure the eyes.
- Tram lines or other shaved patterns are not permissible.
- Boys' hair should not be longer than the top of the shirt collar.

For Health and Safety reasons, the excessive use of wax or gel is not allowed and hair should not hang over the face.

A member of staff may ask girls to tie their hair back if they feel it is in the way. However girls **must** tie their hair back for all practical lessons.

Hair should not be braided.

Any artificial change in hair colour should have a natural appearance. Students coming to school with extreme colours such as purple, red or bleached, will be sent home and required to restore their hair to an acceptable colour before being allowed to return to school.

Hair ornaments should be plain, black and functional, kept to a minimum. Decorative or elaborate hair ornaments are not permissible.

PE kit is worn only for PE lessons except with prior permission.

## BODY ADORNMENT

Nail varnish (including on toenails), transfers, tattoos and studs in any part of the body or face, including the tongue, are not permitted.

If any of the above items are worn to school, they must be removed immediately on any member of staff's request.

Year 11 and Sixth Form Girls may wear light make up, of natural appearance. Excessive eye make-up, unnaturally heavy mascara, brightly coloured or overly glossy lipstick are not permissible and girls will be asked to remove make up, on the day, at the discretion of any member of staff.

Sixth Form Girls may have clear polish or French manicure only. No coloured polish.



For **Health, Safety, Environmental** and **Legal** reasons the following are **not** permitted in school:-

- Cigarettes (including e-cigarettes, tobacco or other smoking materials or paraphernalia)
- Pipes
- Matches
- Aerosols (including anti perspirant)
- Lighter or flammable materials
- Solvents
- Chewing gum
- Dangerous instruments
- Nail varnish

These items will be confiscated or students will be asked to remove them and, in certain circumstances, will be suspended from school, as the items may present a danger to themselves and others or cause damage to the environment. Any items taken by staff from students will be returned to the students at the end of the day. Students wanting to bring anti-perspirant to school must only bring the roll on variety.

If students bring in their own sporting equipment, they should be stored in the tutor's room or PE Department during the course of the day.

Students who are persistently wearing incorrect uniform are required to attend a break time detention.

### **MOBILE TELEPHONES & SIMILAR DEVICES**

These should be switched off and kept in a safe place during the core day. If they are seen/heard they will be confiscated and a detention issued; the phone will be returned at the end of the day.

### **LOST PROPERTY**

At the end of each half term, lost property is given away to local charities. Students are reminded to check the lost property room in advance. If parents would like to claim lost property, the room is located above Reception in F Block – please report to Reception first. For any valuable items that may have been misplaced whilst at school please speak to Reception as these items are kept securely until they are claimed.

## **MEDICAL INFORMATION**

### **The role of the School Nurse at DESC**

A full time nurse is available during school hours and can be contacted to discuss any health concerns regarding your child, such as the following:

- Administration of first aid and emergency care
- Collaboration with parents and staff regarding specific health related concerns
- Co-ordination and supervision of school medical examinations
- Health promotion
- Maintenance of school health records

Please complete the Medical and Immunisation Record/Consent Declaration and return to the school nurse at the start of the academic year. It is important that the school is aware of any significant medical condition a student has and any regular medication that is taken. All medical information is treated as strictly confidential.

### **School Medical Examinations**

The Dubai School Health Services requires that all schools carry out a 'School Medical Examination' on new students and students in Years 7 and 9 and the year of leaving school. Dr Enas Mohammad from MediCentres at Motorcity is the school doctor and conducts medical examinations. A consent form is in the medical information pack which will need to be completed and signed and payment of doctors fees paid to accounts before a medical examination can be arranged. If you would prefer to take your child to your own family doctor for the medical examination, please notify the school nurse.

### **Immunisations**

Please ensure that copies of the student's immunisation records are sent to the School Nurse with the Medical and Immunisation Record/Consent Declaration. It is a requirement of Dubai School Health Services that immunisation records are kept for each student. Immunisations are not offered at DESC. It is important that you vaccinate your children as appropriate. The UAE vaccination schedule differs from other countries. Many countries do not offer BCG and Hepatitis B vaccinations, however these are recommended when living in the UAE.

### **Medication**

Medication should not be carried by students (except inhalers for asthmatics). A student who requires administration of medication during school hours should have a consent form, available from the school nurse, authorising the school nurse to administer the clearly labelled medication. The required dosage and timings should be clearly stated.

## ACCOUNTS DEPARTMENT

### Contact Details

Tel: 00971 4 3604866 (Ext 207) or 00971 4 3371457 (Ext 155)

Or

Email: [clao@descdubai.com](mailto:clao@descdubai.com)

### Payment Details

Please note that payment by cheque must be crossed and made payable to “Dubai English Speaking **School.**” There is a drop box in reception to drop off fee cheques.

If you wish to transfer money for fees directly to the bank, the details are as follows:

Standard Chartered Bank  
Dubai Main Branch, Al Mankhool Road, Dubai  
Account no: 01-3891666-02  
College IBAN Number: AE560440000001389166602  
Account name: Dubai English Speaking School  
Swift Code: SCBLAEAD

\*Please note on both of the above methods of payments, your child’s name and invoice number must be quoted on the cheque or referenced in the direct bank transfer. Please remember to ensure that the Bank Charges are paid by yourself when doing bank transfers.

Cash is also an acceptable method of payment, but please do not drop off in the drop box, and request a receipt from Accounts at the time of payment.



DUBAI ENGLISH SPEAKING COLLEGE

## **WHOLE SCHOOL POLICY ON ATTENDANCE AND PUNCTUALITY**

DESC promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research, between high levels of attendance and achievement. At DESC there are high expectations of all members of the community, staff, parents and students alike in ensuring that excellent attendance is the norm. The Dubai Schools Inspectorate would expect a 95% attendance rate for all students if a school is to be rated outstanding.

Once a cycle of poor attendance and punctuality issue begins, it is difficult for a young person to break this pattern which can inevitably lead to underachievement, failure and even alienation.

### **Aims and Objectives**

This policy aims to:-

- develop a whole school approach to attendance and punctuality
- recognise that good attendance and punctuality to school and lessons will be reflected in high levels of attainment and achievement
- reward and celebrate high levels of attendance and punctuality
- reinforce the habit of attending school and punctuality for lifelong learning

### **School Ethos and Environment**

All members of the school community need to work together to create a culture in which students attend school consistently and are on time to lessons and other school related events.

It is advised that family holidays should be organised in school holiday time. Requests for time out of school for family occasions should be submitted in writing to the Headteacher.

### **Registration**

- Morning registration starts at 7:40am and students will be expected to be on time in the form room by 7.35am.

### **Lateness**

- Lateness is a form of truancy and a matter of discourtesy to members of the school community
- When students are late without an acceptable reason they will be reprimanded by their form tutor. If students are late to lessons, their subject teacher is permitted to employ appropriate sanctions
- Students who arrive late for school after 7.35am but before 8.00am should go to their form room where they will be marked as late in the register
- Students arriving after 8.00am should report to the Receptionist at the front office where their lateness will be recorded
- If a student is late to school three or more times in a half term then they will be issued with a break time detention.



## STUDENT ABSENCE

It is the parents/guardians responsibility to notify the College of their child's absence. This can be done via email ([absence@descdubai.com](mailto:absence@descdubai.com)) or by leaving a message on the College telephone system (04 3604866 option 1) before 7.30am.

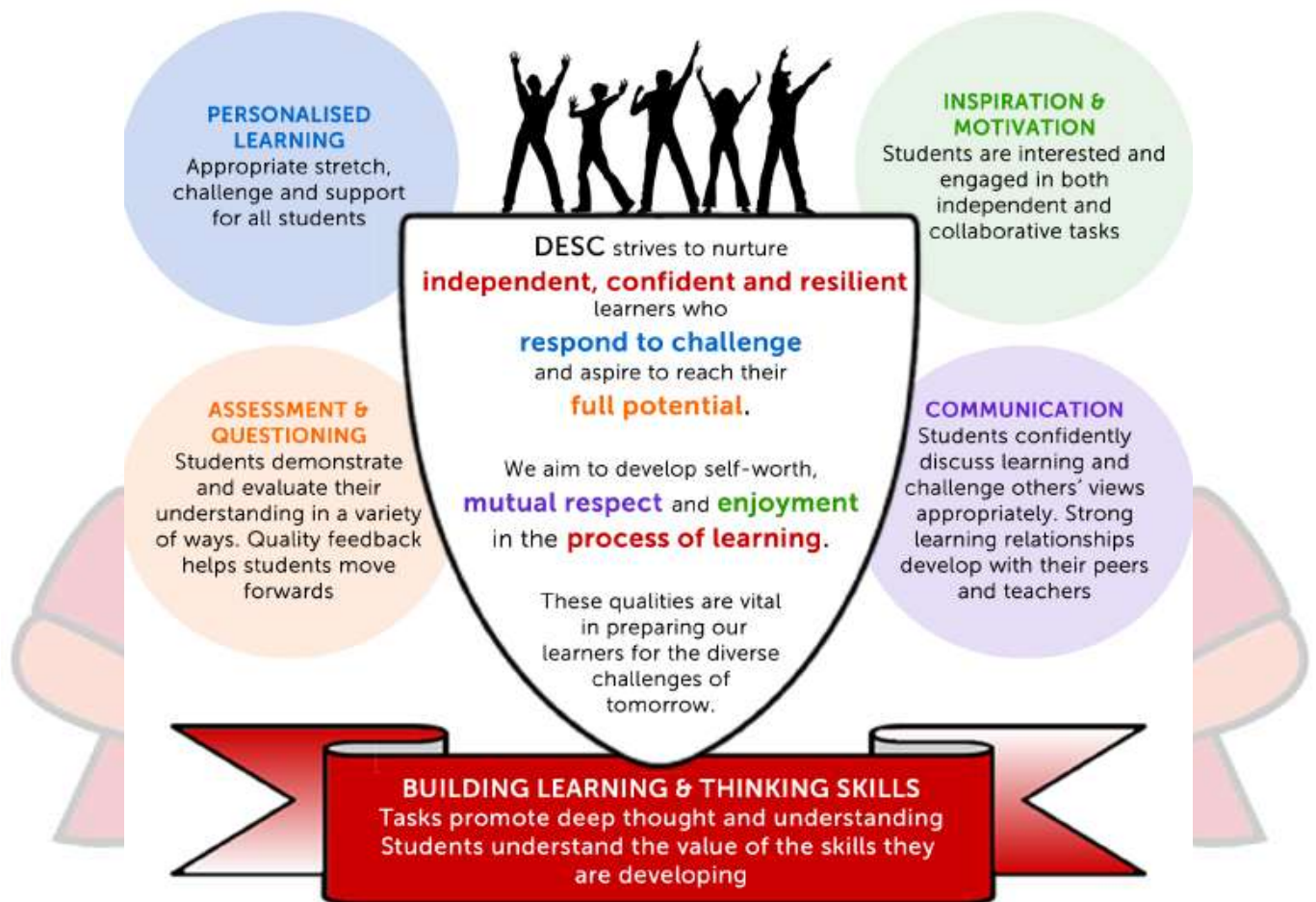
If the absence is not reported to the College, then a member of the administration team will attempt to contact you to check that you are aware that your child is not in school. This is to guarantee that all students are accounted for and safe. To assist us with this, please ensure that you contact the College everyday of your child's absence. To help us in keeping accurate records, could you please write a note in your child's planner explaining the absence. If an explanation is not given, then it will be recorded as unauthorised.



## TEACHING AND LEARNING

Since DESC opened in 2005, developing high-quality Teaching and Learning has been central to the core aims of the Leadership Team. At the heart of this is the notion that for students to be fully prepared for life after their time at DESC, they must develop their learning and thinking skills as well as a deep understanding of the curriculum. To enable this, teachers must carefully plan student-centred, interactive lessons that are appropriately challenging for all learners. The mind-set of staff at DESC is one of determination to continually improve their practice.

There have been several impressive initiatives over the years to provide teachers with information and support to teach consistently excellent lessons. These concepts have now been pulled together by a dedicated group of teachers at DESC to ensure coherence and provide structure to enhance lesson preparation. The vision of the school is central to Teaching and Learning at DESC: it appears at the heart of our Teaching and Learning Centre (TLC) and provides the structure for the key components necessary for excellence. As the TLC is now available online, staff can access resources and ideas from anywhere which will hopefully aid planning and ensure excellent lessons are taught at all times.



Each category has corresponding descriptions for what **must**, **should** and **could** take place, so that teachers can use this to evaluate their practice and understand what could be included for them to move forward.

## REPORTING AND MARKING POLICY

We aim to constantly track students' progress throughout each term and year. Each department will assess Key Stage Three students using National Curriculum levels at least once per half term including an end of year level. We will also report levels at the end of each year. The only exception to this is PSHE as it is not assessed through the National Curriculum.

The school will provide regular updates on the individual students. We will send home two interim reports (R1 and R2) and one full report (R3) per year. There will also be two afternoons/evenings for parents to discuss the progress of their child with their subject teachers.

There is a whole-school system in place for marking, which focuses upon providing useful and effective written feedback for students, called 'Box & Bubble'. This aims to identify areas that have proved successful (Box) and a steer on how the work might have been improved (Bubble). The purpose of marking should:-

- improve learning
- provide feedback to student and teacher
- help teacher and student to identify strengths and weaknesses which is constructive and informative to future work
- be frequent and regular
- provide opportunities within the lesson for Assessment for Learning, so students crucially know how to improve

As part of our whole-school literacy policy, all teachers at the school use a common marking code:

### COMMON MARKING CODES

Teachers will use the following codes to help you make improvements in your work. Students might also be asked to use these codes when assessing their work, or the work of others (peer assessment).

|           |                                       |
|-----------|---------------------------------------|
| <b>O</b>  | Mistake                               |
| ✓         | Good point                            |
| ✓✓        | Excellent point                       |
| <b>SP</b> | Spelling error                        |
| <b>P</b>  | Punctuation error                     |
| <b>G</b>  | Grammatical error                     |
| ^         | Missing word                          |
| ?         | Your meaning or expression is unclear |
| //        | New paragraph needed                  |
| <b>D</b>  | Further detail needed                 |

## THE NATIONAL CURRICULUM

Students aged 5 to 16 in UK schools are taught the National Curriculum. This is divided into four 'Key Stages' that depend on the age of a student.

|  |             |   |   |             |   |    |             |    |    |             |    |    |
|--|-------------|---|---|-------------|---|----|-------------|----|----|-------------|----|----|
| Year Group                                 | Reception   | 1 | 2 | 3           | 4 | 5  | 6           | 7  | 8  | 9           | 10 | 11 |
| Age of student at end of the academic year | 5           | 6 | 7 | 8           | 9 | 10 | 11          | 12 | 13 | 14          | 15 | 16 |
| Key Stage                                  | KEY STAGE 1 |   |   | KEY STAGE 2 |   |    | KEY STAGE 3 |    |    | KEY STAGE 4 |    |    |

Students at KS3 must be taught the following subjects:-

English, Mathematics, Science, History, Geography, Design and Technology, Computer Studies, Modern Foreign Languages, Art and Design, Music, Physical Education and PHSE

### Levels of Achievement

The National Curriculum sets standards of achievement in each subject for students aged 5 to 14. For most subjects, these standards range from Levels 1 to 8.

- most 7 year olds are expected to achieve Level 2
- most 11 year olds are expected to achieve Level 4
- most 14 year olds are expected to achieve Levels 5 or 6

### Your child compared with his or her age group

| Level   | Year 7                                    | Year 8                                    | Year 9                                    |
|---------|---|---|---|
| Level 8 |   |   | Diagonal lines (top-left to bottom-right) |
| Level 7 |   | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) |
| Level 6 | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) |
| Level 5 | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) |
| Level 4 | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) |
| Level 3 | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) | Diagonal lines (top-left to bottom-right) |

|                     |   |
|---------------------|---|
| Beyond expectations | Diagonal lines (top-left to bottom-right) |
| At level expected   | Solid black                               |
| Below expectations  | Diagonal lines (bottom-left to top-right) |

### Teacher Assessments

All teachers check their students' progress in each subject as a normal part of their teaching. They must also assess students' progress in all subjects against the National Curriculum standards when students reach the end of the academic year. The teacher decides which level best describes a student's performance in each area of learning in that subject.

### Internal examinations

Towards the end of term three, students in Year 7-10 will sit a series of internal examinations. These will be used to assess progress and to set targets for the following academic year.

## EXAMINATIONS

Students at DESC sit both internal and external examinations. Students from Years 7 to 9 sit internal examinations at the end of the academic year. Students from Years 10 to 13 sit external examinations. These external examinations are the GCSE and GCE examinations. The examinations fees for the external examinations are in addition to tuition fees and are charged based on the subject entries for each student.

Further details can be found in our Exams Guidebook, which is located under 'Information, Examinations' on our website [www.descdubai.com](http://www.descdubai.com)



The image shows a large, semi-transparent shield-shaped logo for Dubai English Speaking College (DESC). The shield is divided into two halves: white on the left and red on the right. In the center of the shield is a green palm tree. At the bottom of the shield is a red banner with the text 'DUBAI ENGLISH SPEAKING COLLEGE' in white. Overlaid on the shield are the logos for 'edexcel' (with the tagline 'advancing learning, changing lives') and 'AQA'.

edexcel  
advancing learning, changing lives

AQA

## STUDY LEAVE

Year 11, 12 & 13 students will be given official study leave periods, which will be notified in writing. For other year groups, and for examinations that occur outside of official study leave periods, students may have the day of an exam off from school to study. This is classed as authorised absence. Any further time taken off from school for studying will be classed as unauthorised.

## BEHAVIOUR

Here at DESC we provide academic challenge for all students in our care, within an environment which is both stimulating and supportive. We promote core values: mutual respect, honesty, politeness and the ability to distinguish between right and wrong. In partnership with parents, we aim to develop self-worth in every student. We encourage positive relationships between all members of our school community. We are an inclusive school which celebrates the international background of our students, promoting tolerance and understanding of other cultures.

As members of our school community all students have rights and responsibilities. These can be summarised as follows:

### Rights

- ✓ To be valued and treated respectfully.
- ✓ To be safe.
- ✓ To achieve.
- ✓ To be treated equally.

### Responsibilities

- ✓ To respect the views and possessions of other people.
- ✓ To allow and support others to achieve.
- ✓ To ensure your actions do not harm others, physically or emotionally.
- ✓ To represent DESC positively, inside and outside of school.

### Students here at DESC are expected to:

- ✓ Work consistently hard in all subjects.
- ✓ Follow all instructions from any staff member.
- ✓ Listen carefully to all members of staff.
- ✓ Complete all homework set, meeting all deadlines.
- ✓ Attend school regularly and be punctual to school and lessons.
- ✓ Take pride in your appearance, wearing your school uniform correctly.
- ✓ Maintain high standards of behaviour in all areas of the school.
- ✓ Use planners correctly and have them checked and signed weekly by a parent.
- ✓ Take care of all school equipment and buildings.

We will not accept the following behaviour:

- ✗ Disrupting the learning of others
- ✗ Talking whilst a member of staff is talking
- ✗ Rude or inappropriate language
- ✗ Acts of aggression or any kind of physical violence
- ✗ Bullying or intimidation
- ✗ Racist comments
- ✗ Vandalism

## HOMEWORK

Homework is a vital part of the study programme in this school and is a necessary extension of class work.

It attempts to:

- enhance the whole learning experience
- raise achievement of all students
- improve motivation of all students
- show progress and understanding
- encourage and develop independent learning
- develop a personal responsibility for a student's own learning
- improve home-school links
- allow practice and consolidation of work done in class
- assist preparation for future class work
- provide opportunities for individualised work
- enhance their study skills e.g. planning, time management and self-discipline
- develop good habits and self-discipline
- encourage ownership and responsibility for learning
- provide feedback in the evaluation of teaching
- provide opportunities for parental co-operation and support

### Homework timetable

- A homework timetable is published at the start of the academic year which will ensure a fair distribution between subjects and a reasonable time allocation for pupils in 7 to 11.
- For Key stage 3, this will follow a two week timetable where homework will be split between core and non-core subjects (Drama, Music and PE may be set as necessary) (see below).
  - English will set a second homework which will be solely for reading.
  - Maths will also set a second homework for consolidation.
  - MFL will set an additional vocabulary learning exercise at the end of each lesson.

| Week A          | Week B    |
|-----------------|-----------|
| English         | History   |
| Maths           | Geography |
| Science         | Art       |
| French          | Spanish   |
| Arabic          | Computing |
| Islamic Studies | DT        |

For Yr10 – Yr11 the homework timetable is written to give *suggested* times for each subject. Subject teachers are asked to issue the homework in a manner that will not overload the pupils, but will give them some opportunity to plan their homework schedule during the week and over a longer period of time for larger pieces of work, some of which will contribute to formal coursework requirements.

Sixth Form homework will be issued at the discretion of the subject teacher and in order to gain maximum benefit for the stage of the course. Sixth Form students have far greater control over the work which they do outside the classroom, much of which will be in the form of wider reading and personal research and, therefore, goes outside the prescription of a set amount of homework. For A Level option subjects a guideline of at least 4-5 hours per subject, per week of the student's personal study time (at

school and home) is recommended. The amount and frequency of internally assessed homework will vary from subject to subject, but will form an important part of the learning and continuous assessment procedures - alongside personal research and wider reading. Sixth Form students are expected to manage their own homework schedule to meet submission deadlines.

### **Examinations & Holiday work**

There is an expectation that in the week before, and during, the internal examination period there will be no homework set, save that for revision. In addition, for Yr7 – 9, there will be no homework set as holiday homework. However, normal length homework may be set by the subjects on the homework timetable for the last day prior to the holiday. Yr10 - 13 may be expected to use part of each holiday to manage their GCSE/GCE workload, especially coursework, but this should not be excessive. Yr 7 - 13 are expected to revise during holidays prior to school exams (internal and external).

### **Guideline homework times**

| <b>Year</b> | <b>Guidelines</b>   |
|-------------|---|
| Yr7 & 8     | 30 minutes per homework, no more than 3 subjects per night  |
| Yr9         | 40 minutes per subject, no more than 3 subjects per night   |
| Yr7 – 9     | Will not be set work in holidays with the exception of revision prior to school exams. During the exam period, there will be no homework set except for revision. |
| Yr10 - 11   | 1 hour per option block subject spread over at least 2 nights<br>Maths, English and Science 1½ hours spread over at least 2 or 3 nights                           |
| Sixth Form  | <i>suggested:</i> 4-5 hours per option choice subject per week (study periods and at home)  |

*These are suggested homework time guidelines- the actual amount set will vary from week to week according to what is being covered in class.*

### **Planners**

All pupils are issued with diary planners. Pupils are expected to note down homework detail and deadlines in the diary and to use it to help manage work completion and submission. Parents are asked to monitor and sign the diaries to involve them in the process of helping their child manage the homework process.



## SETTING WORK FOR STUDENTS DURING ABSENCE

For the first three days of absence from school, there is no obligation by teaching staff to set work for students in Years 7-13, or for Heads of House to collect work. If students are absent from school for sickness then it is advisable that they rest, read a book, but do not complete school work as this may lead to a prolonged illness. If a student is not well enough to work in school, then we would consider that they are not well enough to work at home.

After three days of illness and having established the time frame of future absence, parents can request that work be sent home that has been missed by the student. The Head of House will collect the work and HODs will ensure the work is set by the individual subject teacher in as far as this is possible and relevant.

It is the responsibility of the students in all cases above to catch up on work missed during their absence. Staff will do everything possible to assist with this process, where the student has been absent from school for reasons of sickness or related reasons.

It must be remembered that work completed at home does not compensate for the learning that takes place in a school environment.



## **EXTRA-CURRICULAR ACTIVITIES (ECAs)**

It is important that students participate in and enjoy the many opportunities for involvement in areas outside the established curriculum. We aim to produce a range of exciting sporting, creative, cultural and aesthetic activities that will help all students to develop their talents.

All students have gifts and through the extra-curricular programme, we seek to enhance their learning experiences beyond the compulsory curriculum throughout their time at DESC.

**At the start of each term the ECA timetable is advertised on tutor notice boards and the school website**

## **EDUCATIONAL VISITS IN THE UNITED ARAB EMIRATES AND BEYOND**



Throughout the course of the year we run a number of educational visits. Some of these trips are to local destinations, some overseas. Wherever they take place they are intended to support both the curriculum and the personal development of our students. There are costs to bear by parents and these vary greatly, from relatively small sums for local visits to much more substantial amounts for overseas trips.



## **INSTRUMENTAL LESSONS**

### **Instrumental Tuition**

The Instrumental programme at D.E.S.C. is a thriving and rapidly expanding department with around 160 students involved in one on one tuition and an array of ensembles.

All students are taught during the school day on a timetabled rotational basis in order to minimise curriculum disruption. During the term all musicians will work for and around the standards set by the Associated Board of the Royal Schools of Music, Trinity and Trinity Rock & Pop examinations placing emphasis on all facets of good musical knowledge and technical development.

On payment of a termly fee, the following instruments are offered:

- Flute
- Clarinet
- Saxophone
- Voice(classical and or rock school)
- Trumpet/Cornet
- Violin
- Viola
- Cello
- Piano
- Drums
- Oboe and Bassoon
- Electric and/or Bass Guitar
- Acoustic Guitar
- Classical Guitar

### **Our Commitment to you**

- Offer a consistent high standard of teaching regardless of age or ability.
- Organise examination preparation and entries when appropriate.
- Ensure the Instrumental Board is up to date with timetables and notifications.
- Offer varying ensembles for appropriate standards.
- To deliver a minimum of 10 lessons and to reschedule at least 1 un-notified absence per term\*.
- To offer a safe, nurturing environment for productive musical development

### **Students Responsibility and Commitment to the Instrumental Service**

- Arrive to lessons consistently and promptly.
- Notify the teacher A.S.A.P. of any known future absences.
- Regularly attend at least 1 ensemble (if appropriate standard)
- Consistently practice both lesson and ensemble music.
- Keep track of lesson times, rescheduling and other notifications with the Instrumental Board.

## Instrument Hire

As purchase of a new instrument can often be costly there are a small number of instruments for hire on a termly basis. The fees for each instrument will vary slightly in regard to the value of the instrument and its upkeep. Exact fees can be obtained from the Head of the Instrumental Service at the time of hiring.

- Hiring of an instrument will be based purely on a first come first served basis.
- A maximum of 1 year (3 terms) will be allowed for the same instrument, after such time it is recommended/expected that you purchase your own.
- Inappropriate care or excess damage of a hired musical instrument will result in a non-refundable return of the instrument and cancellation of remaining lessons.



DUBAI ENGLISH SPEAKING COLLEGE

## EQUIPMENT LIST

Students at DESC will be provided with all of the text and exercise books required for each subject; these will be handed out to each student during the first week of the new academic year, as they begin each new subject. After this, students must come to lessons properly equipped, bringing with them the **necessary books and equipment for the day's lessons**. We feel that it is important that the students should learn to accept responsibility for themselves in such matters. Textbooks will be collected in at the end of each academic year; any missing will be charged for.

Also required are the following items, which will not be provided by DESC. In some cases, we have included where these can be bought, in order to assist you. All equipment should be labelled.

- English dictionary Collins, Oxford or Cassells (Magrudy's)
- French/English bilingual dictionary (Magrudy's)
- Thesaurus (Magrudy's)
- Ruler (30cm plastic)
- Pencil sharpener (metal, double barrelled)
- Eraser
- Glue stick
- Pack of felt tipped pens
- Highlighter pens
- HB pencils
- Coloured pencils
- 2B drawing pencils
- Small combination padlock for their locker
- Mathematical instrument set (consisting of: protractor (angle measure) ruler, compass and setsquare)

**Whiteout, such as Tippex, is not to be used in school.**



## TRANSPORTATION / BUS INFORMATION

DESC currently manage 17 buses in their fleet (7 large Daewoo coaches, 5 King Long Coach and 5 Toyota Rosas), all of which are fully air conditioned and meet the required RTA requirements.

Our main priority is the pupil's safety when travelling on any of our buses. We also like to ensure that the service we offer is run efficiently, cost effectively and of a high standard. In support of this our bus co-ordinator ensures that all of our buses regularly undergo full safety checks, are cleaned daily and are maintained to a standard that ensures a comfortable environment for the students.

As we endeavour to improve our service, we regularly review demands for any new residential area that we could cover. Whilst we are not able to offer a door to door service, we will always ensure that students are dropped off and picked up at a safe point in each residential area that we do offer.

We also expect students to adhere to the bus contract as set out on the following page. Please note poor behaviour whilst travelling on the school buses will lead to the service being temporarily or, in serious cases, permanently withdrawn.

Should you wish to utilise the school bus, please complete and return a bus request form as soon as possible, if you have not already done so. The cost of the service varies dependent on the allocated zone and is charged for 10 months per year, four months being charged in Term 1 and three months each in Terms 2 and 3. You will be invoiced termly along with your school fees.

If you should require any more details or have any issues relating to the school bus service then please contact Mrs Gayle Porter (Bus Co-ordinator) on any of the contacts below and she will be happy to assist.

Tel: 04 3604866

Fax: 04 3604864

Email: - [buscoordinator@descdubai.com](mailto:buscoordinator@descdubai.com)



Large Daewoo Coach – 49 Seats



Toyota Rosa – 24 Seats

## BUS CONTRACT

In a move to clarify guidelines for students whilst travelling to and from school we would like you to read the following through with your child then sign at the bottom and return with your bus request sheet.

Contract of Conduct between DESC and DESC Students who make use of school transportation to and from school:

Students will:-

- sit in the same seat everyday
- sit in their seats on the bus immediately upon boarding
- wear their seat belts at all times whilst on the bus
- talk at a reasonable volume
- follow instructions from the driver
- show respect for the bus furnishings
- follow the instructions of the bus carer at all times.

Students will not:-

- move or jump around on the bus after taking their seat
- give instructions to the driver or make any request for unscheduled stops
- scream, shout or use inappropriate language
- open the bus doors unless at scheduled stops

Sanctions will be administered should your child break this agreement.

I would be grateful if you and your child could sign and return a copy of this letter to indicate your agreement and support of the above contract.

Name of Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Andrew Gibbs  
**Headteacher**



## **FDESC STATEMENT**

FDESC (Friends of Dubai English Speaking College) is an active voluntary parents' group, open to all parents of the college and is represented by an annually elected committee, which has been an integral part of the college since 2008. This group of enthusiastic parents volunteer their time and expertise to organise a series of events throughout the school year.

FDESC's primary aim is to involve parents, students and staff in social, community, cultural and fundraising events, and to add real value to the whole DESC community. Each year the group raises substantial funds from the bigger events organised, which enables FDESC to:

- Support the college in developing activities to enhance the student experience
- Arrange social activities to bring together staff, parents and students to ensure that a sense of wellbeing within the college community continues to grow
- Endeavour to enhance and improve existing facilities related to the college and supporting the vision of the head, governors and staff
- Support Student led charity drives

All potential members of FDESC are encouraged to support the committee in any way.

FDESC has supported the college in the past years by purchasing the following:

- Team football kit, rugby kit, basketball kit
- Team swim tops and caps
- Water fountains
- Outdoor benches
- Outdoor basketball hoops
- Sixth Form equipment
- Table tennis equipment
- Grand piano
- Shading over netball court, entrance to DESC and swimming pool



More recently, FDESC has provided significant funds for three major projects:

- The FDESC Desert Forest Garden
- Anti-Splash Swim Lane Ropes
- Additional shading along the length of the Auditorium and Canteen, providing a corridor of shade and additional shaded seating.

**FDESC Chairperson; Mrs. Ruth Dickinson**

**FDESC SLT Member is Stephen Green, Assistant Headteacher**



## FREQUENTLY ASKED QUESTIONS

**Q. *If my child is ill or absent from school, what do I do?***

**A.** Telephone Reception who will then inform your child's tutor and Head of House, on the day of absence before 7:30am or email [absence@descdubai.com](mailto:absence@descdubai.com) This should be followed up by a letter of explanation, addressed to the Tutor, on the student's first day back.

**Q. *If I want to speak with a member of staff, how can I contact them?***

**A.** Ring the school reception on 04 3604866 and the Receptionist will arrange a call-back.

**Q. *How many Parents' Evenings will there be in one year?***

**A.** There will be two per Year Group per Academic Year.

**Q. *How often will my child be issued a written report?***

**A.** Your child will have three reports in the Academic Year. There will be two interim reports, which will provide Attainment levels, rate of progress and attitude to learning and one full report which will be more detailed, including written comments for each subject studied.

**Q. *If I give my child money for a trip, who should he/she give it to?***

**A.** Money should always be in an envelope clearly labelled. Your child should then pass this to which ever teacher is outlined on the original trip letter.

**Q. *How will my child know what homework he/she is getting?***

**A.** At the beginning of the year, your child will receive a homework timetable which outlines what homework needs to be completed on which night. Your child will have a copy of this in her/his planner. During lessons, there will be an opportunity for each student to record the homework that has been set and a deadline will be given.

**Q. *If I have any concerns regarding my child, who do I refer to?***

**A.** You should contact the Pastoral Secretary at [pastoralsupport@desc.com](mailto:pastoralsupport@desc.com) who will be able to assist you.

**Q. *What Extra-Curricular Clubs are there and what time do they finish?***

**A.** At the start of each term, the Extra-Curricular Timetable will be posted on our website [www.descdubai.com](http://www.descdubai.com) – please check for details.

**Q. *Can my child stay on after school to do homework?***

**A.** There will be a homework club as one of the extra-curricular clubs available. Your child will receive assistance if he/she requires it.

**Q. *How will my child get to school?***

**A.** There will be buses provided that can transport your child to and from school. Please contact the bus co-ordinator for more details.

**Q. *Where can I purchase the uniform and PE kit?***

**A.** You can purchase your child's uniform and PE kit from Magrudy's or Stitches outlets. You can contact Magrudy's directly on 04 3444192 or Stitches on 04 3486110 for further information. FDESC also provide an onsite shop where second hand items of clothing can be purchased.

**Q. *How will the School keep me updated with news?***

**A.** General information will be posted onto Communicator which can be downloaded via [http://www.descdubai.com/desc\\_communicator\\_download.pdf](http://www.descdubai.com/desc_communicator_download.pdf) onto your mobile and or computer.

**Q. *Any other Information?***

**A.** Please check our website [www.descdubai.com](http://www.descdubai.com) for regular updates.