

Welcome to  
**Dubai British Foundation**  
2016-17

Dear Parents,

I would like to personally welcome you and your family to Dubai British Foundation (DBF).

Founded in 2014 and located in the thriving Jumeirah Islands area of Dubai, DBF is a purpose built Early Years School, offering the EYFS (Early Years Foundation Stage). The school is part of the Taaleem family of schools.

DBF caters for many different nationalities and celebrates the diversity of its student body. It offers a very wide range of activities for young children and is open to all students who are able to access a British education that is delivered in the medium of English.

As a new parent to Dubai British Foundation, I appreciate that you will have a lot of queries. I hope the information on the following pages answers many of your questions and kindles a sense of excitement for you and your child as you prepare to join our school.



**Sue Carpenter**

**Principal**

Dubai British Foundation (DBF)

## **MISSION STATEMENT AND AIMS OF THE SCHOOL**

**Dedicated to excellence in a play based environment**

**Building an ethos of respect and celebrating the uniqueness of every child**

**Fostering rich musical and linguistic experiences**

## **COMPLETING THE REGISTRATION PROCESS**

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

- 6 recent passport sized photos of the child/children
- 2 copies of child's birth certificate in English or Arabic (if not, this should be translated from your embassy or consulate)
- 2 copies of child's passport and residence visa (residence visa to be submitted as soon as available)
- 1 copy of each parent/guardian's passport and residence visa (residence visa to be submitted as soon as available)
- 1 copy of each side of child's Emirates ID (to be submitted as soon as available)
- Completed medical form
- Recent medical record and copy of child's vaccination card
- Copy of most recent school report (e.g. most recent report card), on school's letterhead, signed and stamped
- Copy of any diagnostic testing or educational assessment (if applicable)
- Any psychological assessments (if applicable)

**First Term Fees must be paid in full before your child starts at DBF.** Please contact our Admissions Manager for more information, [admissions@dubaibritishfs.ae](mailto:admissions@dubaibritishfs.ae).

## OUR CURRICULUM

We offer an enriched EYFS programme designed to meet the unique and diverse educational and developmental needs of the international and multi-cultural student population of Dubai.

The National Curriculum for England is divided into 'Key Stages'.  
The Early Years Foundation Stage is followed by Key Stage 1 and 2.

**Early Years Foundation Stage** (<https://www.gov.uk/early-years-foundation-stage>)

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and the care of children from birth to 5 years old.

The EYFS concentrates on 7 areas of learning, defined as prime and specific areas of learning.

### ***The prime areas of learning are:***

- Personal, social and emotional development
- Communication and language
- Physical development

### ***The specific areas of learning are:***

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Learning is frequently developed through play-based activities, centred around a range of child-friendly topics or themes.

The seven areas of learning are interrelated. They are not taught in isolation, but in a cross-curricular fashion. This ensures a well-rounded education for your child.

\*N.B. A curricular information session will occur during September for all FS1 and FS2 parents. Please ensure that you attend this important event. A number of other information sessions will then occur throughout the year to ensure that you are fully aware of the EYFS curriculum and the methodologies used at DBF.

## **AN ENHANCED CURRICULUM AT DBF**

### **SPECIALIST SUBJECTS AT DBF**

At DBF we are delighted to offer an enhanced curriculum with a particular focus on Music, Arabic and Physical Development (P.E.). Through the exploration of these three subject areas, we ensure that all children have opportunities to explore cross-curricular learning in an active, language rich and musical manner.

### **SINGING 4 LEARNING**

Our S4L (Singing For Learning) approach is central to everything we do and impacts significantly upon the children's rapid language acquisition in both English and Arabic. The children gather together daily with all staff to learn new topic-related songs and to practise, enhance and refine familiar ones. The sessions are very active, with children typically linking movement to their singing. This heightens enjoyment, helps reinforce understanding and concentration, and develops the children's good sense of rhythm.

### **ASSEMBLIES & SCHOOL EVENTS**

Throughout the school year you will be invited to a number of special school assemblies and events. Since we are sure you will want to be able to attend, we will give as much notice as possible of assembly dates.

### **TECHNOLOGY AT DBF**

#### **IPADS**

Your child will have access to an I-pad during timetabled lessons and you will be requested to sign an agreement to the terms and conditions of use.

### **HOMEWORK**

**Foundation 1 and 2:** Although there is no formal homework at DBF, a daily shared reading activity will be encouraged at home once we have assessed that your child is ready for this. All children learn to read through phonics. This is a systematic approach to teaching children the sounds that make up words. When your child has a sufficient knowledge of phonics, allowing them to begin to read words independently, home readers will be sent home. These readers will be at each child's appropriate reader level to ensure that all children become proficient, independent and confident readers.

### **TIMETABLES**

A sample timetable which shows the cross curricular nature of the EYFS day will be shown to all parents at the curricular evening. The academic calendar is published on The Communicator and is updated regularly, in line with the KHDA approved calendar.

## **EXTRA-CURRICULAR ACTIVITIES**

A range of free ECA's will be offered by DBF teaching staff each term. ECA's provided by external providers carry an additional charge and payment is made directly to the provider.

## **SCHOOL OFFICE OPENING HOURS**

Our offices are open Sundays to Thursdays, 8am to 4pm. If you have any queries, please call us on +971 (0)4 399 5170 /+971 (0)4 558 7308 or e-mail [reception@dubaibritishfs.ae](mailto:reception@dubaibritishfs.ae)

## **HOME & SCHOOL COMMUNICATION**

**The Communicator** app is used to inform parents of school events and news. An FS2 weekly note will be placed on The Communicator as well as any class announcements, events or important notices.

This is the schools main form of communication and all parents must download this and check it daily.

Additional items may be placed on the Parent Noticeboard or in your child's welcome bench storage tray.

## **PARENT/ TEACHER COMMUNICATION**

If you have any questions or concerns please contact the following members of staff:

1. Your child's teacher
2. The FS1 or FS2 Stage Leader
3. Ms. Muireann Carroll, Deputy Head or Mrs. Sue Carpenter, School Principal

## **PARENT PARTNERSHIP**

At DBF we welcome parents as equal partners in the children's education and encourage strong links between home and school. It is important to us that parents feel welcome and involved in the children's education, for research shows that effective parental support helps children to make excellent progress. Having worked hard to create a family-feel environment within our school during the past two years, we now seek to strengthen this further as our school community is at full capacity.

## **PARENTAL PARTNERSHIP ACTIVITIES MAY INCLUDE:**

- Attendance at coffee mornings.
- Attendance at school information sharing sessions and courses.
- Membership of our Parent Family Association (PFA).
- Becoming a Class Parent Representative.
- Volunteering to be a Classroom Helper.
- Volunteering to help with school excursions and events.

## **PARENT VOLUNTEERS AND CLASS PARENT REPRESENTATIVES**

We greatly appreciate the help we receive from parents which enhances the learning experiences for all children who attends DBF.

All volunteers in school will be advised about evacuation procedures in case of an emergency and DBF policies that may relate to their visit or type of involvement.

On arrival, volunteers must sign in at reception and wear their DBF ID badges. This provides the necessary details we require should we need to vacate the building. When leaving the school volunteers must please sign out at reception.

Class volunteers working with children, must do so in the presence of the class teacher, following the teacher's guidance.

All adults in school act as role models for our children and so should conduct themselves professionally.

Confidentiality relating to school information is of the utmost importance and should be respected at all times.

## **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.

## **START OF THE ACADEMIC YEAR**

Your child's first day at school will be Sunday 28<sup>th</sup> August 2016. This is a special day **for new students to the school only** and your child is invited to stay from 8am until 10am. Parents should collect their child at this same time throughout the first week to aid a smooth transition into school, unless advised otherwise by the class teacher.

## **SCHOOL DAY TIMINGS**

**FS1:** 8:00am to 1:30pm Sun-Wed  
8:00am to 1:00pm every Thursday

**FS2:** 8:00am to 2.00 pm Sun-Wed  
8:00am to 1:30pm every Thursday

Students will be supervised by staff in classrooms from 7.45 am, but not before this time. Parents should wait in the reception area with their child if arrival is before 7.45. All students must be supervised by parents in the reception area. **All students** should be escorted to their classroom by their parent/s between 7.45am and 8.15am. Teachers and Learning Assistants will be in class by this time to welcome the children. No student should ever be left in the classroom unsupervised. The formal teaching day starts promptly for all students at 8.15am.

## **DBF DOES NOT OFFER SCHOOL TRANSPORT**

## PICK UP AND DROP OFF

The safety and well-being of all students is of utmost importance to us. We therefore request that parents and carers drive slowly in the vicinity of the school and park very carefully.

A traffic flow system is in place to support the safe pick up and drop off of your child and Safety Officers are in attendance every morning and afternoon. Please follow their instructions and support them as they work to ensure everyone's safety.

We request that children sit in suitable child car seats with a fastened seat belt whenever in the car.

All children are to be **picked up** promptly, directly from the external door of their classroom.

If a parent wishes to make arrangements for someone else to pick up their child, this must be advised in advance in writing at reception.

## LATE ARRIVALS

Although we greatly appreciate prompt arrival at school, we do understand that late arrivals and pick ups are occasionally unavoidable. Any child arriving after 8.15 is considered late and must report to reception where they will sign in and be marked as late on the register. The child will then be accompanied to their class by a member of staff. This is to ensure accurate Health and Safety procedures relating to the recording of attendance. If you are unavoidably running late for pick-up, please ring school to let us know.

## ABSENCES AND SICKNESS

If your child is going to be absent from school, please inform Reception so the reason for the absence can be recorded. If your child feels unwell, please keep your child at home until he/she is fit enough to attend school. If your child has suffered from vomiting, please ensure 24hrs clearance of this before your child returns to school to avoid spreading illness among our school community.

\*Please refer to our DBF Attendance Policy for more details.

## SNACKS AND BREAKS

The school has two food breaks, one for a snack and one for lunch. Please ensure your child has enough nourishing food and drinks for both breaks. Please pack the snack and lunch separately in your child's lunchbox so we can ensure they are eating the appropriate items at each break.

Please note: **Snacks should contain fruit and/or veg everyday.**

Parents are asked **not to include** the follow items for they are prohibited in our school:

Pork

Fast Foods e.g. McDonald's, Burger King etc.

Sweets/lollipops

Potato crisps

Fizzy drinks/energy drinks

Hot liquids\*\*

Nut products

**Please note that this list is not exhaustive.**

Since our school caters for young children, please ensure that all food is well prepared (e.g. fruit is peeled and chopped if necessary and sandwiches are cut into manageable sizes).

Please ensure that cutlery is provided where needed and that all food and drink containers are child friendly i.e. the child can open and close them by themselves.

Any uneaten food is sent home so that parents/guardians know if the quantity they are sending is too large or if the child does not like a particular food. Uneaten food is not thrown in the bin.

Please note that there are no refrigeration facilities in your child's classroom. Please send food in freezer/ chiller bags when needed.

The children are permitted to bring **one treat** to school on Thursdays (referred to as Treat Thursdays). However, parents are requested to **avoid the foods on the prohibited food list**.

If a child brings more than one treat to school on a Thursday, s/he will be asked to take it home.

\*Please refer to the DBF Healthy Eating Policy for more details.

## **RESPECTING LOCAL CUSTOM AND BELIEF**

We request that you show respect for the beliefs of the local community and ensure that no pork products are brought onto the school premises.

## **BIRTHDAY CELEBRATIONS**

Although we are happy to support a child's birthday celebration in school, there are important regulations to be followed.

**Birthday Celebrations:** If you would like to celebrate your child's birthday in school please pay close attention to the following:

We cannot celebrate birthdays in school with a party, but always sing Happy Birthday to each child at our "Singing For Learning Time" or at another convenient time in the classroom. If you would like to be present for this please inform the class teacher and we will arrange a mutually convenient time.

Birthday cakes may be brought into school but must be **cut and wrapped into individual pieces to take home**, for we do not allow children to eat the cake in school due to potential allergies and healthy eating regulations.

If a parent arrives with a whole uncut/ unwrapped cake, they will be requested to take it away to cut and wrap it.

Parents are not present in the classroom for birthday songs etc. as this interrupts the flow of the day and we are all extremely busy ensuring we cover the curriculum.

Please note that no balloons, hats or other birthday paraphernalia should be brought to school.

\* Please refer to the Healthy Eating Policy for more details

## STUDENT SUPPORT AT DBF

An inclusive ethos permeates the school community and is reflected in the schools Mission Statement which notes the importance of respecting and celebrating the “uniqueness of every child”.

All staff adhere to inclusive practices and specific staff have been recruited with SENs expertise. Ongoing in-house and out-sourced training is offered to all staff to ensure the inclusive ethos of the school is nurtured and maintained. The Head of Student Support is Ms. Carroll. She is also the Deputy Head of the school.

Students who join Dubai British Foundation will be given an assessment to determine whether or not extra Special Educational Needs (SEN) support is required. If additional support is required to access the curriculum there will be an additional charge for this service.

This highly inclusive school environment is supported by the annually reviewed and approved Taaleem wide Inclusion and Student Support Policy. The policy contains clear and comprehensive guidance. It is disseminated to all staff and discussed with parents at assessment appointments, information sessions and through Parent Teacher Consultations.

The school has made many adaptations to enable students with SEN to make at least expected progress in terms of academic and personal development and the premises and accommodation have been designed to meet the needs of all students.

Coffee Mornings and information sessions are organised by the Head of Student Support to allow the parents to gather information about the external agencies working with the school to support our SEN children.

Please do not hesitate to contact your child’s class teacher or Ms. Carroll if you would like to discuss any Student Support issues.

## LANGUAGES

Our main language of instruction is English, with exposure to early Arabic also. We encourage children to enjoy and appreciate a variety of languages from an early age and we support students who have ‘English as an Additional Language’ (EAL) to become proficient in English.

## HEALTH & SAFETY AT DBF

### CCTV

Our entire campus is equipped with modern CCTV equipment to ensure the safety and well-being of all our students and staff.

Everyone entering the campus must sign in with our security and all parents should wear a DBF lanyard displaying their ID badge.

### SECURITY ID

**N.B.** Each new parent/carer **must apply for a security ID**. The application form is available from Reception. Please ensure that you always carry your ID with you when entering DBF.

Entrance to the school campus is reliant on the production of a valid DBF ID badge. This ensures the health and safety of every child.

## **SMOKING**

Please note that smoking is not permitted anywhere on the school campus.

## **SUN PROTECTION**

### **NO HAT/NO OUTDOOR PLAY**

It is mandatory that all children wear a school hat when outside for breaks and it is recommended that sunscreen be applied by parents prior to the commencement of the school day. All staff enforce the '**no hat - no outdoor play**' principle to ensure every child's safety. Please always ensure your child brings his/her hat to school each day or preferably, leave a spare hat at school.

### **RED BREAK ARRANGEMENTS**

If the temperature/humidity reaches an unacceptable level, the School Nurse will use her professional judgement to enforce a 'red break'. During a 'red break' all students must remain indoors. It is the responsibility of parents to ensure that every child wears adequate sunscreen, applied before arrival at school.

### **CLINIC AND NURSE**

DBF has a Health Centre with a full-time nurse and a visiting doctor. Parents are required to complete a Student Medical and Immunisation Record prior to their child's admission. These forms need to be updated annually.

Should your child need to take medication during the school day, this should be handed to the school nurse first thing in the morning and collected from her at the end of the day. She will administer the correct dosage at the appropriate time. The medicine should be in a plastic bag labelled with your child's name and class.

If your child receives any immunisations or there is any change in your child's medical record, please let the school nurse know immediately.

Please note that the school nurse is only responsible for attending to injuries and illnesses that occur on the school premises during school hours. Any injury or illness occurring outside of normal school hours must be dealt with privately.

### **HEAD LICE**

If a case of head lice is reported in any particular class, the school nurse will check all students within that class. Your co-operation in administering treatment to your child, if required, is greatly appreciated.

## **TOILETTING POLICY**

### **All students must be fully toilet-trained before they start school.**

Parents will be reminded of the DBF toileting policy during the information sharing session and the school nurse will be available to discuss any concerns.

All students must have a change of underwear, shorts and a spare top to keep in school. No pull up's, training pants or padded pants may be worn.

During the first month of school, a record of any toileting accident will be kept by the school nurse who will change students in either the classroom or the clinic. If a child is very soiled, he/she will be cleaned in the clinic and parents will be contacted to take the child home. After completion of the first month at school, parents of children who seem not to be toilet trained, will be invited to meet the School Nurse. Advice and support will be offered. Subsequent accidents of a very repetitive nature may result in the child not being considered sufficiently ready for school and a meeting will be scheduled with the Deputy Head or School Principal.

## **MOVEMENT AROUND THE SCHOOL**

When moving around the school, please try to encourage your child to:

- Walk on the right hand side of the corridor
- Walk quietly enough not to distract others
- Display sensible behavior and courtesy in greeting others.

## **UNIFORMS**

Uniforms are available for purchase from ZAKS at their Al Barsha store. Store opening times are Saturday to Thursday, 10am to 7.30pm. Tel +971 (0)4 379 2575. A store location map can be found on the DBF website.

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

## **BACK PACKS**

DBF students should only use the official DBF Book & PE bags which are available from ZAKS. Please do not buy trolley bags or back packs.

## **SWIMMING**

Girls should wear a full swimming costume/suit, please. Swimming nappies are not acceptable. If your child is not toilet trained they will not be allowed to swim.

**THANK YOU FOR READING THIS GUIDE.**

**WE LOOK FORWARD TO WORKING IN PARTNERSHIP WITH YOU.**

## **USEFUL CONTACTS**

Reception (Switchboard): T +971 (0)4 5587308  
[reception@dubaibritishfs.ae](mailto:reception@dubaibritishfs.ae)

PA to the Principal:  
[reception@dubaibritishfs.ae](mailto:reception@dubaibritishfs.ae)

Admissions:  
[admissions@dubaibritishfs.ae](mailto:admissions@dubaibritishfs.ae)

Accounts:  
[accounts@dubaibritishfs.ae](mailto:accounts@dubaibritishfs.ae)

Clinic/Nurse:  
[nurse@dubaibritishfs.ae](mailto:nurse@dubaibritishfs.ae)

Website:  
[www.dubaibritishfs.ae](http://www.dubaibritishfs.ae)

## About Taaleem

Taaleem was formed to address the growing demand for quality education in the United Arab Emirates and wider GCC (Gulf Cooperation Council).

Our **Vision** is to be the most respected provider of early childhood, primary and secondary education in the Gulf.

Our **Mission** is to inspire our students and staff to explore, identify and develop their passions and talents.

Our **Objectives** are to be a caring organisation that communicates effectively and delivers excellent service to enable our students and staff to compete on the global stage.

At Taaleem, inspiration is what drives successful learning. Everybody remembers an inspiring teacher because of the material difference he or she made to us as individuals, stretching our potential and encouraging us to make the most of our talents and strengths. Empowerment is the upshot of inspirational teaching and it sees students increasingly aiming higher and achieving more. Together, inspiration and empowerment are the architects of our future successes. Having charted the link between inspiration, empowerment and success, creating a learning environment that inspires children is the driving force behind Taaleem.

Taaleem students have been accepted into some of the world's most prestigious colleges and universities including: University of Cambridge, Johns Hopkins University, University of Washington, Santa Monica College, University of San Francisco, George Washington University, University of Berkeley in California, The University of Texas at Austin, Drexel University, University of Liverpool, University of Sussex and Queen's University, Belfast.

Our portfolio presently encompasses: Al-Mizhar American Academy, Dubai British School, Dubai British Foundation, Greenfield Community School, Jumeira Bacculaureate School, Uptown School, The Children's Garden (Green Community, Al Barsha and Jumeira) and Raha International School in Abu Dhabi. [www.taaleem.ae](http://www.taaleem.ae)