



SIXTH FORM HANDBOOK

2021-2022



Welcome to our Sixth Form

Welcome to Jumeirah College Sixth Form. In choosing our College, you will find yourself in a supportive yet challenging environment. As a College we are committed to caring for each individual and believe that each student deserves the best possible support in their transition through Key Stage 5 and beyond. This handbook contains information to assist you in settling into Year 12, and also highlights the expectations of the College of you as a student in the Sixth Form.

Each of you will have the support of a form tutor who, over your two years in Sixth Form, will support you in your academic achievement and social and personal development. They will monitor your performance across all subjects to ensure academic potential is fulfilled, and meet with each of you regularly to discuss progress.

A key aspect of the Sixth Form experience is the young adult environment in which you will learn. We will respect you as an individual and encourage you to work in partnership with staff to achieve your goals. We will help you to take increasing responsibility for your learning and to achieve skills and knowledge which will prepare you for future work and study. Expectations are high and in joining us, you join one of the best Sixth Forms in the world for adding value to each student.

The Sixth Form represents for most young people, the most important two years of their school career, but Sixth Form life is about much more than examinations. This is also a time to broaden knowledge and experience, and to develop skills and interests that will last a lifetime. We aim to provide a holistic education that will enrich your academic studies. The success you achieve in the Sixth Form also depends on your contribution outside of curriculum time. You should embrace College life and the opportunities that are available, think about the legacy that you will leave when you move on in two years' time.

Everyone at Jumeirah College hopes that you will not only succeed academically but also that you will enjoy the next two years here, developing in every aspect of College life. All our efforts are designed to support you in achieving further success. Remember, what you get out of the Sixth Form will depend upon what you put into it. Our aim is to see Sixth Form students leave as well-rounded, positive young adults, who are outstanding citizens in society and go on to achieve great success in their future.



Ms M Ryan
Head of Sixth Form
m.ryan1_jcd@gemsedu.com



Welcome to Jumeirah College Sixth Form. Life in the Sixth Form at Jumeirah College is challenging, hectic but, above all, exciting. Alongside a rigorous academic schedule, we also aim to nurture the talents of all our students. Our extensive extracurricular, leadership opportunities, community service and specialist careers and university provision is complemented by our Complementary Studies programme - this bespoke enrichment programme that ensures that the students graduate from Jumeirah college with more than just academic qualifications. We do not provide a "glass ceiling" for any student. We aim to be a school that nurtures a genuine passion for learning, delivering a genuinely well-rounded, holistic education.

Jumeirah College Sixth Form provides high quality academic courses to enable high achieving students to gain admission to the best universities in the world. Each academic year we are visited by over 40 universities from the UK, Australia, Canada, USA and Europe. Our students consistently achieve top results, and as a college, we are consistently recognised as being one of the best Sixth Forms in the world for adding value to each student.

At Jumeirah College, we do not merely aspire to enable our students to achieve their goals, but we aim to inspire them to exceed their own expectations. We provide an exceptional platform upon which each student can grow, develop and be successful. You should embrace all opportunities that come your way and use them as a way to make your mark on our longstanding traditions. Above all, we are a community, and like all good communities, our strength is in working together to support one another and develop the unique talents of each individual member.



Ms M Marmar
Head of Year 13
m.marmar_jcd@gemsedu.com

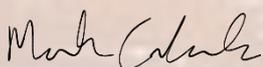


I am delighted to have been given the opportunity to work with you all to ensure a seamless transition into the Sixth Form as you embark on your A Level courses, working together to guarantee you develop both academically and pastorally. It is crucial that your Sixth Form experience begins in earnest and that you develop strong independent study skills from the outset that will lead you on to success in your A Level studies. To assist you with this transition, you will be completing study skills workshops, designed to provide you with practical tips of how to cope with the additional demands of an A Level programme of study. These holistic skills can be implemented both at college during lessons and in your independent study time and will support you not only in your academic life but also your future careers.

In addition to focusing on your academic development, you will need to begin pursuing other areas of enrichment. Taking on additional activities will ensure that you gain the most out of your Sixth Form experience and prepare you well for University applications. The Complementary Studies programme of activities will not only provide you with the opportunity to explore hidden talents, but these experiences will be invaluable in providing you with a skill set relevant to jobs in the 21st century that will help you become a more well-rounded individuals (more details about this can be found on page 13 of the booklet).

One of our first priorities is to help students make a smooth transition from GCSE to post-16 study. For all students, this will be a major step in terms of the amount, depth and difficulty of the work to be covered. To be successful, sixth formers need to study fully immerse themselves in the life of the College whilst working with fervour and independence in their academic subjects.

I look forward to working with you this year and celebrating your successes.



Mr M Cahalane
Head of Year 12

m.cahalane_jcd@gemsedu.com



Sixth Form Key Dates 2021-2022

Term 1

Tuesday 10 August

Sunday 29 August

Tuesday 31 August

Wednesday 1 September

Wednesday 8 September

Tuesday 14 September

Wednesday 15 September

Sunday 19 September

Tuesday 21 September

Wednesday 22 September

Sunday 3 October

Monday 4 October

Thursday 14 October

Sunday 17 October - Thursday 20 October

Thursday 21 October

Wednesday 27 October

Tuesday 9 November

Monday 15 November

Thursday 18 November

Tuesday 23 November

Tuesday 30 November

Wednesday 1 December - Thursday 2 December

Wednesday 8 December

Thursday 9 December

A Level Results Day

Year 12 Induction Day (11am-14:30pm)

Sixth Form My Dubai Day

Lessons begin

Maths Assembly Year 12 & 13

Introduction to Complementary Studies

Year 12 Welcome Coffee Morning

The Science of Learning Lecture (Extended Form Time)

Society Fair & Applications for Societies deadline

Prom & Social Committee Application deadline

Home Fee Status Talk

Complementary Studies commences

Oxbridge/Medical internal student deadline (Year 13)

Year 13 PTC 1

UCAS Early Applications (Year 13)

EA/ED student deadline (Year 13)

Half Term

*Prophet Mohammad's (PBUH) Birthday **

Halloween Social

Oxford and Cambridge Interview Evening

Year 12 PTC 1

MMI Preparation (Year 13 Medical Applicants)

KS4/5 Awards Evening

Internal Deadline for remaining UK/Common App applications

National Commemoration Day & UAE National Day Holiday

Winter Social

Last day of term

Term 2

Sunday 2 January

Sunday 2 January - Thursday 13 January

Saturday 15 January

Tuesday 18 January

Thursday 20 January

Wednesday 2 February

Sunday 13 February - Thursday 17 February

Sunday 20 February

Monday 21 February

Monday 28 February

Tuesday 1 March

Sunday 6 March - Monday 7 March

Monday 7 March

Monday 21 March

Thursday 24 March

Start of term

Mock Examinations

Canadian/European Applications Deadline (Year 13)

Sixth Form Open Evening

Sixth Form Mock Results Day

Sports Day

Half Term

Exec Application Deadline

Year 13 PTC 2

Boys Hustings

Girls Hustings

Ascension of the Prophet (PBUH)

Exec Interviews

Deadline for all other Sixth Form Leadership applications

Year 12 PTC 2

Last day of term

Term 3

Sunday 10 April

Sunday 1 May - Wednesday 4 May

Tuesday 12 April

Thursday 26 May

Wednesday 8 June (PM only) - Thursday 9 June

Saturday 18 June

Wednesday 6 July

Start of term

*Eid al Fitr**

Higher Education Evening

Year 13 Prom

Year 12 Higher Education Days

Year 13 Graduation

Last Day of term

Please note that all dates are subject to change

College Information

Contact Details

Tel: 04 395 5524
Fax: 04 395 4586
www.gemsjc.com

Postal Address

Jumeirah College
PO Box 74856
Dubai, UAE

Physical Address

Street 19
Al Safa 1
Dubai, UAE

College Timings *

Sunday to Wednesday

07.45 – 07.50 Morning Registration
07.50 – 08.45 Period 1
08.45 – 09.40 Period 2
09.40 – 10.00 Break
10.00 – 10.55 Period 3
10.55 – 11.50 Period 4
11.50 – 12.30 Lunch
12.30 – 13.10 Form Time
13.10 – 14.05 Period 5
14.05 – 15.00 Period 6

Please note: All students should be inside the College gates no later than by 7:42am, this is to enable all students to reach their form room before 7:45am.

During Ramadan

Sunday to Wednesday

08.30 - 09.15 Period 1
09.15 - 09.55 Period 2
09.55 - 10.10 Break
10.10 - 10.50 Period 3
10.50 - 11.30 Period 4
11.30 - 11.50 Lunch
11.50 - 12.10 Form Time
12.10 – 12.50 Period 5
12.50 - 13.30 Period 6

Please note: All students should be inside the College gates no later than by 8:27am, this is to enable all students to reach their form room before 8.30am.

**subject to change*

We operate a staggered exit system by gate. Please note the gate your son/daughter should enter/exit via:

Front Gate: Year 8, 10, 12

Back Gate: Year 7, 9, 11,13

The back gate will be locked at 7.42am sharp.

College Staff

All staff email addresses are to be found on the Communicator.
HOD Denotes teacher in charge of subject area or post-holder within the department.

Principal & Senior Leadership Team

Principal	Mr M Morris	<i>m.morris_jcd@gemsedu.com</i>
Vice-Principal	Mr R Kesterton	<i>r.kesterton_jcd@gemsedu.com</i>
Vice-Principal & Safeguard Lead	Miss L Rodger	<i>l.rodger_jcd@gemseu.com</i>
Assistant Principal	Ms S Kazi	<i>s.kazi_jcd@gemsedu.com</i>
Assistant Principal	Mr S Pedder	<i>s.pedder_jcd@gemsedu.com</i>
Assistant Principal	Miss M Ryan	<i>m.ryan1_jcd@gemsedu.com</i>
Senior Teacher	Mr A Berry	<i>a.berry_jcd@gemsedu.com</i>

Pastoral Staff

Head of Year 7	Miss C Enright	<i>c.enright_jcd@gemsedu.com</i>
Head of Year 8	Mr J Woolcock	<i>j.woolcock_jcd@gemsedu.com</i>
Head of Year 9	Mrs H Godinho	<i>h.godinho_jcd@gemsedu.com</i>
Head of Year 10	Miss N Deans	<i>n.deans_jcd@gemsedu.com</i>
Head of Year 11	Mrs L Radcliffe	<i>l.radcliffe_jcd@gemsedu.com</i>
Head of Sixth Form	Miss M Ryan	<i>m.ryan1_jcd@gemsedu.com</i>
Head of Year 12	Mr M Cahalane	<i>m.cahalane_jcd@gemsedu.com</i>
Head of Year 13	Miss M Marmar	<i>m.marmar_jcd@gemsedu.com</i>
KS3/KS4 Pastoral Support	Mr L Sugden	<i>l.sugden_jcd@gemsedu.com</i>

College Post Holders

Head of Inclusion	Ms F Nic Conmara	<i>f.nicconmara_jcd@gemsedu.com</i>
National Studies & Social Studies Coordinator	Ms L Cañadillas Perea	<i>l.canadillaspe_jcd@gemsedu.com</i>
International Award Scheme - Silver & Gold	Ms C Clancy	<i>c.clancy_jcd@gemsedu.com</i>
International Award Scheme - Bronze	Ms D Irwin	<i>d.irwin_jcd@gemsedu.com</i>
Educational Visits Coordinator	Ms S Kazi	<i>s.kazi_jcd@gemsedu.com</i>
Extracurricular Activities Coordinator	Mr S Pedder	<i>s.pedder_jcd@gemsedu.com</i>
Academic Enrichment Coordinator	Mr D Hagar	<i>d.hagar_jcd@gemsedu.com</i>

Subject Heads & Teachers

Arabic & Islamic Education

HO Arabic A & Islamic		Ms M Abdallah	<i>m.abdallah_jcd@gemsedu.com</i>
Mr M Nabhan	<i>m.nabhan_jcd@gemsedu.com</i>	Mr M Afzal	<i>m.afzal_jcd@gemsedu.com</i>
HO Arabic B		Ms S Elwaer	<i>s.elwaer_jcd@gemsedu.com</i>
Mr W Hemaïda	<i>w.hegazi_jcd@gemsedu.com</i>	Mr M Hassanin	<i>m.hassanin_jcd@gemsedu.com</i>
		Ms F Mesbah	<i>f.mesbah_jcd@gemsedu.com</i>

Art

HOD - Miss S Jackson			<i>s.jackson_jcd@gemsedu.com</i>
Miss E Parsons	<i>e.parsons1_jcd@gemsedu.com</i>	Ms L Cash	<i>l.cash_jcd@gemsedu.com</i>

Business Studies & Economics

HOD - Ms A Chan			<i>a.chan_jcd@gemsedu.com</i>
Miss C Doherty	<i>c.doherty_jcd@gemsedu.com</i>	Mr P Quane	<i>p.quane_jcd@gemsedu.com</i>
Mr K Dawson	<i>k.dawson_jcd@gemsedu.com</i>	Miss M Ryan	<i>m.ryan1_jcd@gemsedu.com</i>
Miss A O'Keefe	<i>a.okeefe_jcd@gemsedu.com</i>		

Design & Technology

HOD - Mr G Parkin			<i>g.parkin_jcd@gemsedu.com</i>
Mr M Cahalane	<i>m.cahalane_jcd@gemsedu.com</i>	Miss A Switalski	<i>a.switalski_jcd@gemsedu.com</i>

Drama

HOD - Mr R Burke			<i>r.burke_jcd@gemsedu.com</i>
Ms K Pegna	<i>k.pegna_jcd@gemsedu.com</i>		

English & Media Studies

HOD - Miss K Trotman			<i>k.trotman_jcd@gemsedu.com</i>
Media Studies- Miss D Irwin	<i>d.irwin_jcd@gemsedu.com</i>	Mrs L Larsen	<i>l.larsen_jcd@gemsedu.com</i>
Ms M Ashton	<i>m.ashton_jcd@gemsedu.com</i>	Miss O McCombe	<i>o.mccombe_jcd@gemsedu.com</i>
Ms R Brewer	<i>r.brewer_jcd@gemsedu.com</i>	Ms N Parchment	<i>n.parchment_jcd@gemsedu.com</i>
Mrs H Emmerson	<i>h.emmerson_jcd@gemsedu.com</i>	Mr R Simpson	<i>r.simpson_jcd@gemsedu.com</i>
Ms S Kazi	<i>s.kazi_jcd@gemsedu.com</i>	Mrs F Varley	<i>f.phillips_jcd@gemsedu.com</i>

Geography

HOD - Mrs S White			<i>s.white_jcd@gemsedu.com</i>
Mrs N Kesterton	<i>n.kesterton_jcd@gemsedu.com</i>	Mr J Woolcock	<i>j.woolcock_jcd@gemsedu.com</i>
Mrs S Pountain	<i>s.hallam_jcd@gemsedu.com</i>		

History & A-Level Politics	HOD - Mrs K Storey		k.storey_jcd@gemsedu.com
Ms A Balfe	a.balfe_jcd@gemsedu.com	Mr L Sugden	l.sugden_jcd@gemsedu.com
Mr D Kilpatrick	d.kilpatrick_jcd@gemsedu.com	Mr J Troxler	J.troxler_jcd@gemsedu.com
Mr R Kesterton	r.kesterton_jcd@gemsedu.com		
ICT & Computer Science	HOD - Mr I Munshi		i.munshi_jcd@gemsedu.com
Mr E Chikasa	e.chikasa_jcd@gemsedu.com	Mrs L Radcliffe	l.radcliffe_jcd@gemsedu.com
Mr G Dela Cruz	g.delacruz_jcd@gemsedu.com		
Mathematics	HOD - Mr P Tank		p.tank_jcd@gemsedu.com
Second in Maths: Mrs N Ford	n.ford_jcd@gemsedu.com	Mrs T Hosking	t.hosking_jcd@gemsedu.com
KS3 Coordinator - Mr B Keane	b.keane_jcd@gemsedu.com	Mrs J Jevons	j.jevons_jcd@gemsedu.com
Mr L Aikman	l.aikman1_jcd@gemsedu.com	Miss J Killin	j.killin_jcd@gemsedu.com
Mr A Banton	a.banton_jcd@gemsedu.com	Ms R Korimbocus	r.korimbocus_jcd@gemsedu.com
Mr C Bowen	c.bowen_jcd@gemsedu.com	Mr Z Noor	z.noor_jcd@gemsedu.com
Ms C Clancy	c.clancy_jcd@gemsedu.com	Mr D Williams	d.williams_jcd@gemsedu.com
Mr M Eedan	m.eedan_jcd@gemsedu.com		
Modern Foreign Languages	HOD - Mrs F Temple-Smith		f.templesmith_jcd@gemsedu.com
Second in Dept: Mr T Flaherty	t.flaherty_jcd@gemsedu.com	Ms L Cañadillas Perea	l.canadillaspe_jcd@gemsedu.com
Mrs A Jenkinson	a.jenkinson_jcd@gemsedu.com	Mrs L Trivic	l.trivic_jcd@gemsedu.com
Music	HOD - Ms S Wetherell		s.wetherell_jcd@gemsedu.com
Ms N Bath	n.bath_jcd@gemsedu.com		
Physical Education (PE)	HOD - Ms E Silverwood		e.silverwood_jcd@gemsedu.com
Miss N Deans	n.deans_jcd@gemsedu.com	Miss H Southam	h.southam_jcd@gemsedu.com
Mr S Pedder	s.pedder_jcd@gemsedu.com	Mr G Stokes	g.stokes_jcd@gemsedu.com
Mr M Richards	m.richards_jcd@gemsedu.com		
Psychology	HOD - Ms L Johnson		l.johnson_jcd@gemsedu.com
Ms J Gregson	j.gregson_jcd@gemsedu.com	Ms J Thompson	j.thompson_jcd@gemsedu.com
Miss L Rodger	l.rodger_jcd@gemsedu.com		
Science	HOD - Mr A Berry		a.berry_jcd@gemsedu.com
HOD Physics- Mr D Hagar	d.hagar_jcd@gemsedu.com	Mr D Harper	d.harper_jcd@gemsedu.com
HOD Chemistry- Mr A Khan	a.khan_jcd@gemsedu.com	Ms S Johal	s.johal_jcd@gemsedu.com
HOD Biology- Miss K Wing	k.wing_jcd@gemsedu.com	Miss M Marmar	m.marmar_jcd@gemsedu.com
KS3 Coordinator	e.hearty_jcd@gemsedu.com	Mr K Nisar	k.nisar_jcd@gemsedu.com
Mrs S Aziz	s.aziz_jcd@gemsedu.com	Mr J Othman	j.othman_jcd@gemsedu.com
Miss G Daly	g.daly_jcd@gemsedu.com	Mrs J Rourke	j.rourke_jcd@gemsedu.com
Miss C Enright	c.enright_jcd@gemsedu.com	Mrs C Scott	c.scott_jcd@gemsedu.com
Mrs H Godinho	h.godinho_jcd@gemsedu.com		
Inclusion			
HOD - Ms F Nic Conmara	f.nicconmara_jcd@gemsedu.com	Mrs R Riordan	r.riordan_jcd@gemsedu.com

Contact the School – Admin Department

Admissions Secretary	Mrs L Tucker	l.tucker1_jcd@gemsedu.com
Registrar	Mrs J Hubbard	j.hubbard_jcd@gemsedu.com
Careers Counsellor	Mrs J Howes	j.howes_jcd@gemsedu.com
College Counsellor	Mrs E Gregory	e.gregory_jcd@gemsedu.com
Doctor	Dr Sharifah Ullah	s.ullah_jcd@gemsedu.com
Examinations Officer	Miss J McCully	j.mccully_jcd@gemsedu.com
Feedback	JC Feedback Email Address	feedback_jcd@gemsedu.com
Librarian	Mrs A Sibanda	a.sibanda_jcd@gemsedu.com
Nurses	Mrs J D'Souza	j.dsouza_jcd@gemsedu.com
	Miss C Laude	c.laude_jcd@gemsedu.com
PA to the Principal	Ms J Herbert	j.herbert_jcd@gemsedu.com
Parent Relations Executive	Mrs J El Fadl	j.elfadl_jcd_jcd@gemsedu.com
Reception	Ms S Van Hoff	jcd_reception@gemsedu.com
Sixth Form Administration	Miss E Davenport	e.davenport_jcd@gemsedu.com

Kindly note email is a preferred method of communication as staff are in lessons during the day.
Please be advised that staff have a 24 hours in which to respond.

Welcome from the Student Executive

Discarding your green trousers for black ones can appear a daunting task however, we do hope that the past year has given you a chance to reflect and truly look forward to embarking on your Sixth Form journey. We would like to start by saying that we are looking forward to welcoming you all into the Sixth Form next year. While we are sure many of you have been looking forward to certain aspects of the journey; having the freedom to roam the common room, play music at lunchtime, free periods, and of course having full use of the kitchen, there are a few things you should know before you begin this chapter of your college life.

As the new members of the Sixth Form, a crucial point we have to make is that you now bear even more importance around JC. You are now the new role models for the younger students and this responsibility should not be taken lightly. Our general advice is to always be punctual and look professional. Girls - you don't want to be chased by Miss Ryan for having more than one piercing in each earlobe or for having your hair down (you can have your hair half-up half-down though). Boys - remember that shirts need to be tucked in at all times and facial hair shaved, even if it is hidden under a mask.

The start of A levels can seem intimidating at first. The jumps between Year 11 and 12 and Year 12 and 13 are very large and very demanding. We therefore advise that you make an informed decision about your A level subject choices and ensure that the decision is based not only on what your potential university courses may require, but is also based on the branch of study that you love and would enjoy learning about. Choosing subjects should not just be based on grades (although they do help) but rather on what you can see yourself thriving in over the next two years as you will inevitably spend a lot of time studying.

More advice that we think is important to note:

- *Free periods are an absolute blessing and you should always use them to your advantage - be productive and get stuff done - even if your friends aren't!*
- *If this strange year has taught you anything, it's that time in school is crucial. Make sure you hassle your teachers whenever you can to be able to boost your learning, which eventually leads to a boost in your grades.*
- *On the other hand, to branch your learning outside of school, participation in essay, science and maths competitions helps broaden your wider learning and are a great addition to personal statements.*
- *Choose your complementary studies options wisely. They can be a great way to participate in activities that boost your university application and they can actually be really fun with your friends.*
- *Another great addition for personal statements is choosing to do an EPQ. This is available for those who do 3 subjects of a high standard and are great for exploring subjects you feel passionate about.*
- *If there is one thing you learnt through sitting your GCSE exams, it is that everything you do counts. Our advice would be to always be on top of your school work and to take every end of topic test/essay seriously, especially your mocks. With that being said however, if you do make a mistake or have a bad day, it's not the end of the world!*
- *A great way of staying on top of your schoolwork is to make your notes as you go along. This saves a lot of time when preparing for mocks and keeps you thinking about those certain sections of your subjects longer, increasing your knowledge of that area.*
- *Get involved with the Sixth Form societies during lunchtime (you can sign up for these at the start of the year). There is a society for just about every subject e.g. Law, Psychology, Media, English etc. These can be a great opportunity to expand your knowledge and to get subject-specific advice from year 13s; they can also be a great addition to your personal statement.*
- *Alongside societies, getting involved in one of our journals can be a great addition to your uni application. Even if you don't want to run one yourself, writing an article once in a while, or even becoming a regular can be incredibly beneficial.*
- *Don't be afraid to put yourself forward for leadership opportunities and initiatives around the college, even if you're new into year 12 (be a deputy house captain, peer mentor or an anti-bullying ambassador). This is a great way for you to stay engaged and gain leadership experience, and they're great for future exec applications or personal statements.*

With all this said, our most important advice is to look after yourself. Everyone understands how difficult this past year has been and has heightened our awareness of the importance of mental and physical health. We want you to know we are always here if you need any advice, from your teachers (whose doors will always be open for a good chat or gossip), the wider student leadership team, or any Year 13 student, as we have all been through it and understand how hard adjusting to higher education is.

From the entire leadership team, we hope you have an amazing summer and enjoy all the challenges and excitement that sixth form has to offer.

Mahika, Annabelle, Muhammad and Jayant
Sixth Form Executive 2021-2022



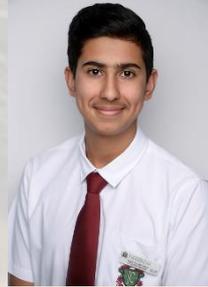
Student Leadership

STUDENT EXECUTIVE

exec.jcd@jumeirahcollege.com



Deputy Head Girl
Annabelle O'Connor



Head Boy
Muhammad Vakil



Head Girl
Mahika Singh



Deputy Head Boy
Jayant Khandelwal

HOUSE CAPTAINS

Fihri House Captains



Asha Enders



Yasseen Hamouda



Nayonika Khiara

Gibran House Captains



Ibrahim Mirza

Majid House Captains



Saumya Mathur



Alexander Ghrayeb



Jenna Khaira

Sina House Captains



Caitlin van Loggerenberg

SPORTS CAPTAINS



Sports Captains
Rayan Khwaja



Aba Agbemabiese



Jessica Naude



Deputy Sports Captains
Chloe Young



CHARITY & SERVICE

Shreshth Modi



Erin Pereira



Aarush Agrawal



Hiba Khan



HAPPINESS COMMITTEE

Zoe Hilal



Elijah Downs



ECO-COMMITTEE

Eunjin Char



Sophia Boulos



Saanvi Jain



Daphne Roze



INNOVATION COMMITTEE

Ashmeet Chhabra



Ayman Khan



PERFORMING ARTS

Lucy Moore



Shyal Bhalla



Student Committees

The Sixth Form Committees will lead College wide in most of the following areas:

Social & Media
Charity & Service
Emotional Intelligence
for Men

Multimedia
(Social Network sites)
Peer Mentoring
Study Pods
Common Room

Newsletter
(JC Juice)
Publicity and Photography
Treasurer

Subject Interest Committees

The Subject Interest Committees will support each other with applications in specific areas:

Law
Art
Psychology
Creative Writing

Medical
French
Economics

Engineering
Architecture
Politics

Chess
Philosophy
History
Artificial Intelligence
(AI)

All Sixth Form students will have the opportunity to be involved in the Sixth Form committees.

The Sixth Form Tutor Team

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[12F1] Mrs Julia Thompson
j.thompson_jcd@gemsedu.com



[12F2] Mrs Laura Trivic
l.trivic_jcd@gemsedu.com



[12G1] Mr Charles Bowen
c.bowen_jcd@gemsedu.com



[12G2] Mrs Louisa Larsen
l.larsen_jcd@gemsedu.com



[12M1] Mr Barry Keane
b.keane_jcd@gemsedu.com



[12M2] Mrs Kirsty Wing
k.wing_jcd@gemsedu.com



[12S1] Ms Chloe Scott
c.scott_jcd@gemsedu.com



[12S2] Mr David Hagar
d.hagar_jcd@gemsedu.com

Year 12 Afternoon Registration Schedule

Sunday: Moral Education
Monday: Briefing in the Common Room
Tuesday: PSE/Assembly
Wednesday: Complementary Studies

Year 13 Afternoon Registration Schedule

Sunday: Briefing in the Common Room
Monday: Moral Education
Tuesday: PSE/Assembly
Wednesday: Complementary Studies

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[13F1] Mr David Kilpatrick
d.kilpatrick_jcd@gemsedu.com



[13F2] Ms Ciara Clancy
c.clancy_jcd@gemsedu.com



[13G1] Mrs Josephine Rourke
j.rourke_jcd@gemsedu.com



[13G2] Ms Julia Gregson
j.gregson_jcd@gemsedu.com



[13M1] Ms Sanya Ogunlade/
Mrs Nicola Kesterson
*s.ogunlade_jcd@gemsedu.com/
n.kesterson_jcd@gemsedu.com*



[13M2] Ms Luanne Cash
l.cash_jcd@gemsedu.com



[13S1] Ms Danielle Irwin
d.irwin_jcd@gemsedu.com



[13S2] Mr Padraig Quane
p.quane_jcd@gemsedu.com



Expectations of Students

While you are at College, we expect from you:

- *Respect, politeness and co-operation towards everyone in the College environment.*
- *Avoidance of distracting other students from their learning.*
- *Willingness to work to the best of your ability.*
- *Good behaviour, in College and on the way to and from College.*
- *Acceptance of the College's authority, including sanctions.*
- *High standards of personal appearance and dress at all times.*
- *Careful treatment of the College buildings and property.*
- *Compliance with U.A.E. law.*
- *Behaviour that is at all times calm and controlled (for safety reasons students walk on the right-hand side of corridors.)*
- *Punctuality to college and all classes. If you are late to class you should apologise immediately to the member of staff and give a reason for your lateness.*
- *Personal relationships must be conducted with discretion. The College is a working public community and conspicuous displays of affection are not appropriate. Senior students in particular are expected to set an example to younger students.*
- *Attendance at all classes and other obligatory functions. If it is necessary to miss a class you should agree this prior to the lesson with the subject teacher and a member of the Sixth Form leadership team.*
- *Personal areas e.g.: form rooms, lockers should be kept tidy and communal areas to be kept litter free.*

The use of **mobile phones** is strictly forbidden in the College except in the Sixth Form areas. In the Sixth Form areas students are not allowed to make calls with their mobile phones. If a mobile phone is brought to College it is the sole responsibility of the student. During lessons, mobile phones should be left in your locker and not carried around.

Music devices may only be used in the Sixth Form Computer or Common Rooms. Noise level must not disturb anyone else in these areas.

Study periods are a Sixth Form privilege and will be withdrawn if they are not used effectively.



JC Sixth Form Dress Code

The Sixth Form Dress Code must be strictly adhered to at all times and can be found in the student planner.

- Jewellery and make up for the girls is to be discreet and suitable for a business environment.
- Girls may choose to wear one set of stud earrings in each lobe, a necklace, a bracelet and a ring.
- Nail varnish may be worn as long as it is clear or French manicure.
- Boys may not wear any jewellery with the exception of a watch.
- **Smart, black leather, business like shoes only.** Trainers or other casual footwear is not allowed. Please see college guidelines for further guidance. **(Appendix 3)**
- Exposed piercing in the nose, eyebrow, ear (other than lobe) and tongue etc are not part of a business environment and should not be worn in College.
- Boys must be **clean shaven** at all times. **If still not after 2nd warning boys will be given resources to shave in school.**
- The College supports any Muslim boy who chooses to allow his facial hair to grow as long as this is to show compliance with his faith (in other words as a Sunnah of our Prophet (PBUH)). Therefore any facial hair should not be styled or shaped in any way. The Head of Sixth Form needs to be notified of this matter in writing.
- Hair must **be tied back, off the face completely.** It must be styled in a manner appropriate for a business environment. The style of the hair should be graded evenly.
- Jewellery of a religious nature may be worn by boys if a note is submitted by the parent or guardian.
- **Please note that all trousers should be tailored and not fitted or jean style. Full pockets on the back are not allowed as this indicates that they are jean style. Girls should be full length black trousers that are not tight or cropped. Equally, boys' trousers should be full length formal trousers.**

Student Support

Student Support Co-ordinator

Mrs Gregory holds a National Diploma in Welfare Ethics and Counselling and an Honours Degree in Psychology. The Student Support Co-ordinator is based in the library, which means that students can access her support, advice or simply a 'listening ear' in an informal way at any time. A referral system is also in operation where teachers and parents can also refer a student who they feel can benefit from additional support. Students can self-refer to speak with the SSC. The SSC works closely with the College nurses and they deliver presentations on alcohol and smoking, drugs awareness and sexual health information as part of the PSE programme in the Sixth Form.



Careers Advisor

The College Careers Advisor, Mrs Joanne Howes, is available to all students for advice regarding matters such as university applications, careers and student finance. Appointments can be made with her to suit your timetabled non-contact periods and it is advised that you make good use of this service.

Private Study

- Study periods are provided to encourage students to develop the discipline of independent study that is essential for Higher Education.
- Study periods must be taken in the study rooms or in the library. This will be monitored regularly. Cancelled lessons due to staff absence are to be taken as study periods in the classroom which is timetabled.
- Sixth Formers must remain on College premises during study periods.
- The study areas must be **QUIET** at all times. No personal belongings should be left in the study rooms as lockers are provided for such a purpose. **NO FOOD OR DRINKS** are permitted in the ICT suite.

Study Skills & Guidelines on Working Hours

It is essential that students develop strong study habits and skills both for their A levels and subsequent education and career. These skills are not specifically part of the A level syllabi but are taught as part of the subject courses with particular emphasis early in Year 12. Some skills apply to all subjects while others will be subject specific. The key ones being:

- *Note taking; both from lessons and from other sources*
- *Organisation of notes and files*
- *Essay and report writing*
- *Academic integrity*
- *Research and the use of references*
- *Background reading to broaden subject knowledge*
- *Revision techniques*
- *Oral skills; presentations and discussions*
- *Practical skills of the laboratory and workshop*
- *Keyboard and other ICT skills.*
- *Personal organisation; time management, meeting deadlines*

In the Sixth Form it is normally expected that students will study for approximately 24 hours per week outside of College time if studying 4 subjects; approximately 18 hours per week outside of College if studying 3 subjects. This equates to 1 hour independent study for every hour spent in lessons. It is important to develop the discipline of independent study.

Remember Sixth Form students must be able to prioritise and balance their academic study, extracurricular and social activities.

- Intellectual playfulness
- Flexible thinking
- Fluent thinking
- Originality
- Evolutionary or revolutionary thinking

Creating



- Connection finding
- Generalisation
- Imagination
- 'Big picture' thinking
- Seeing alternative perspectives
- Abstraction

Linking



- Critical or logical thinking
- Precision
- Complex and multi-step problem solving

Analysing



- Automaticity
- Speed and accuracy

Realising



- Meta-cognition
- Self-regulation
- Strategy planning
- Intellectual confidence

Meta-thinking



- Collaborative
- Concerned for society
- Confident

Empathetic



- Practice
- Perseverance
- Resilience

Hardworking



- Enquiring
- Creative and enterprising
- Open-minded
- Risk-taking

Agile



Attendance and Punctuality

Attendance

The attendance and punctuality policy can be found on the Google Classroom, Sixth Formers are expected to attend College every day.

Students who are absent through illness should notify the College on their first day of absence. A parent will need to call reception or email a tutor before 7.45am. Upon return students should bring a note from a parent. Form Tutors will collect these.

No student may leave the College during College working hours without seeking permission from the Head of Year. If you become seriously ill, you must report to the College Nurse to obtain permission to go home. Medical appointments and driving lessons should not be booked within normal College hours.

Leave of absence for more than one day and for reasons other than illness must be obtained 7 days in advance from Ms Ryan or Mr Lawton. A “**leave of absence**” form must then be submitted and signed by the Sixth Form Leadership team.

If students are absent, it is the student’s responsibility to catch up all notes, hand-outs, assessments and homework set.

Punctuality

All students are expected to attend all classes punctually and to arrive in College no later than 7:42 am each day to register with their Form Tutor. Two lates in a 7 day period will warrant a Thursday afternoon detention.

Band	Outstanding	Good	Adequate	Inadequate
%	98% or above	96%-97.9%	92%-95.9%	Less than 92%
What does this mean?	Well done. According to the Dubai School Inspection Bureau your attendance percentage is outstanding. This will make it more likely that your progress will be outstanding. Research shows that attainment and attendance are very closely linked.	According to the Dubai School Inspection Bureau your attendance percentage is good. Over the academic year this equates to being absent for more than 3.5 days and missing more than 21 lessons .	According to the Dubai School Inspection Bureau your attendance percentage is adequate. Over the academic year, this equates to being absent for more than 7 days and missing more than 42 lessons . Catching up with missed work is not an effective substitute for attending lessons.	According to the Dubai School Inspection Bureau you have inadequate attendance. Over the academic year, this equates to being absent for more than 14 days and missing more than 84 lessons . Your progress and attainment will be seriously affected by your missed lessons.
What to expect	Praise from your Form Tutor and Head of Year. Termly certificate awarded in formal Year Assemblies for 100% attendance. Entered into the termly prize draw for 100% attendance. Outstanding progress and attainment.	Discussion with Form Tutor. Set targets to improve your attendance. Catch up with missed work.	Email home from your Form Tutor. Set targets to improve your attendance. Catch up with missed work.	Parental meeting with Form Tutor and Head of Year. Set targets to improve your attendance. Attend termly intervention workshops with Head of Year. Catch up with missed work.

Complementary and Cultural Studies

Students are timetabled for a double lesson of Complementary Studies each week, during which they will have the opportunity to participate in activities that are different to the academic courses they are following. This will enable students to demonstrate to the universities they will apply to that they have interests outside of the curriculum and are willing to demonstrate qualities to complement their academic achievement. Please refer to the Complementary Studies Handbook for more information.

Communication	American Sign Language
	EPQ Level
	Speaking in Public Qualification
	Current Affairs
Community	Volunteering with Dubai Centre for Special Needs or K9 Friends
	Beach Clean-up
	Work Experience and Internships
	Teaching Experience at JPS
Creativity and Innovation	Cooking Classes
	KS2 Art Lessons and Trinity Exam Preparations
	Circus Skills
	Project Design Space facilitated by DIDI
	STEAM EV3 Lego Robotics
Critical Thinking	Emotional Intelligence
	Introduction to Counselling
	Debating with KS2 students from JPS
	Philosophy
Physical Wellbeing	Rowing
	Football
	Dubai 7's Netball & Rugby training
	Paddle Boarding and Surfing
	Ski Lessons at Ski Dubai
	Rock Climbing
	Girls, Boys and Beach Fitness
	Running Club
Responsibility and Leadership	Lifeguarding
	PADI Diving
	Sports Leadership Award
	First Aid
	Free Online Courses
	Language Leaders Award
	SSAT Student Leadership Award
	Sports Leaders Award

Extracurricular Activities

In addition to the timetabled Complementary Studies sessions, all Sixth Form students need to choose an extracurricular activity whereby they contribute some of their time and expertise to help younger students develop their confidence and self-esteem. This is an excellent opportunity to develop leadership skills, act as a role model to younger members of the College community.

Information about the **International Gold Award** will be posted to students in September. This is another excellent enrichment opportunity that develops skills, service opportunities and personal challenges. Further details of the expedition element of the award will be shared in due course.

Sixth Form Area and Common Room

Rules and Guidelines

The Sixth Form Common Room is for use by the Sixth Form students and staff only. Food and drink are only allowed in the Common Room and Study Area NOT in the ICT suite or corridors. The Sixth Form Common Room Committee will organise the collection of funds to keep the Common Room kitchen stocked with light refreshments throughout the year.

Lockers

Lockers are available for all Sixth Form students. Students are responsible for the general upkeep of their lockers. They will be provided with lockers that have a lock. Damage to these lockers will incur a cost.

Food and Drink

Food and drink can only be consumed in the Common Room. In keeping with the sensitivity to our Muslim country, no pork is allowed to be cooked in the Sixth Form Centre. Please be advised that there are students in College who have serious NUT allergies. As such nuts or products containing nuts should not be brought into College. Care must be taken when eating any food in the Sixth Form Area not to cause litter, spills or stains. Students are responsible for cleaning their own crockery etc. and keeping the sink and food preparation area clean and tidy.

Tidiness

It is important that the Sixth Form centre remains tidy, conducive to a positive learning environment and that all litter should be placed in the bins provided. There will be a rota to maintain the cleanliness of the Sixth Form areas.

In all matters relating to the use of the Sixth Form Centre consideration of others is most important.

Fire Regulations

- The emergency alarm is a continuous sounding bell.
- The lock down alarm is an intermittent sounding alarm.
- The assembly point is the **AstroTurf pitch**.
- Exit by the emergency fire escape.
- Students must line up quietly in register order at the allocated place on the Astroturf and await instruction.
- All evacuation procedures must be taken seriously and Sixth Form students in particular are expected to conduct themselves in a mature and ordered manner as an example to younger students.
- If you discover a fire operate the nearest alarm, then move quickly, calmly and quietly to the assembly point, closing doors behind you.
- There are full emergency evacuation regulations posted throughout the building.







APPENDICES

Appendix 1: Sixth Form Contract

Sixth Form Contract



Student Name: _____

Form Group: _____

We understand that my son/daughter has accepted a place at Jumeirah College Sixth Form which is conditional upon the following requirements being met at all times.

- Attend all College lessons and other activities within the Sixth Form timetable punctually, including registrations and assemblies.
- Use non-timetabled time for individual private study in the Sixth Form study room, computer suite or in the College library.
- Departure from the College site during lesson time will be previously discussed and agreed with the Sixth Form Leadership 7 days in advance of the planned absence.
- Wherever possible, routine appointments with the doctor, dentist etc. will be made outside of College hours.
- Adhere to the Sixth Form dress code by being smart, business like and presentable at all times including guidelines on hair styles, makeup, shoes and trousers.
- Meet all deadlines set for homework and coursework for all subjects.
- Behave in an exemplary manner in accordance with the College's basic expectations and at all times set a good example to the younger students in the College.
- Respect our surroundings and recognise the right of other students to study undisturbed.
- Accept and respect the authority of all College staff.
- Notify form tutor and Sixth Form Leadership in case of unexpected absence, before 7.45am on the first day of absence.

I/We agree that _____ shall meet the above requirements at all times and understand that failure to do so will result in a meeting to discuss her/his continuing education at Jumeirah College Sixth Form.

Signed _____ *(Student)*

Signed _____ *(Parent)*

Parent's Name _____ *(Please Print Name)*

Date _____

This contract must be signed and returned to your Form Tutor no later than **Sunday 5th September 2021**.

COLLEGE
COMMUNICATION

Communication – GEMS Connect

The College uses GEMS connect to keep students and parents fully informed of all upcoming events and calendar changes. Kindly note email is a preferred method of communication as staff are in lessons during the day. Please be advised that staff have a 24 hours in which to respond.



The College uses the Communicator to keep students and parents fully informed of all upcoming events. We ask all Parents to download the App on there Android or IOS mobile as instructed below or by visiting www.gems.ae and clicking on GEMS Connect for more information.

Steps to downloading the App:

Android Mobile

Play store, search for “GEMS Connect” App
Click on the “Install” button to open the App
Click on the “Open” button to open the App

IOS Mobile

App store, search for “GEMS Connect” App
Click on the “Install” button to open the App
Click on the “Open” button to open the App

When the system prompts you for a username and password this is the **same username and password you currently use to log onto the GEMS Parent Portal.**

If you are experiencing any difficulties in logging in, our reception are able to assist with this: jcd_reception@gemsedu.com or kindly call the school on 043955524

Once on the app, it is possible to link siblings so that only one username and password is required.

The app is a secure site for payments and similar to the parent portal, it has been created to make all required information available in one place for you as a parent. If you have any queries in regards please contact the Parent Relations Executive: Mrs Jihane El Fadl j.elfadl_jcd@gemsedu.com

The GEMS Connect App will allow you to access and edit/view student information, pay fees, view attendance, timetables and assessment reports, bus transport, submit leave requests amongst other things. You will also find the GEMS Rewards App and most importantly school communication.

- | | | |
|---|--|---|
|  <p>Comprehensive Dashboard
Provides a holistic overview of all student and school related information</p> |  <p>Calendar Viewing
Access school calendar and events</p> |  <p>Efficient Attendance Module
View student attendance and apply for leave</p> |
|  <p>Intuitive Notifications
Related to student schedules, activity alerts, bus location and more</p> |  <p>Communication Platform
to enhance information sharing and provide feedback</p> |  <p>GEMS Genie
Chat with our AI powered chatbot to get answers to general queries and facilitate administrative assistance</p> |
|  <p>Academics Monitoring
To keep track of academic progress and access reports</p> |  <p>Enhanced Fees Management
View and manage payments for all children in one place</p> |  <p>Transport Management
Track in real time and notify changes to student's pickup/dropoff</p> |
|  <p>Activities
View, enrol and pay for activities</p> |  <p>Exhaustive Timetable
View class timetable with associated teachers</p> |  <p>Parents & Student Information
view and update parent and student information</p> |
|  <p>In-App information
View and redeem accumulated GEMS Rewards points and keep up to date with latest offers</p> |  <p>School Search & Enrolment
Enables informed school search options with ability to filter by curriculum and location</p> |  <p>Inbuilt Social Feeds
Keep up to date with what's happening in your school and the GEMS Education network</p> |

Parents Evenings

Parents Evenings will be conducted online using the School Cloud platform. Please find guidance below for booking appointments and accessing them on the evening. Browse to <https://jumcoll.schoolcloud.co.uk/>

HOW TO BOOK APPOINTMENTS

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbott

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbott | Date Of Birth: 20 July 2000

[Log In](#)

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)
- [I'm unable to attend](#)

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

My Bookings

Teacher	Status	Subject	Room
16:30 Mr J Brown	Booked	Maths	10E
16:40 Miss B Patel	Booked	Maths	10E
16:50 Mrs A Wheeler	Booked	Maths	11A
17:00 Mrs A Wheeler	Booked	Maths	11A

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide (prior to PTC)

Step 2: Select Parents' Evening

Click on the date of the Parent Teacher Conference

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

To pick the times to book with each teacher, choose *Manual*.

Step 4 (Manual): Book Appointments

- Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
- To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.
- You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.
- Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 5: Completed

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

HOW TO ATTEND APPOINTMENTS

- ⇒ On the day of the video appointments, login to Parents Evening <https://jumcoll.schoolcloud.co.uk/> using your specific details.
- ⇒ Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment. When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes
- ⇒ You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen
- ⇒ If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it. If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.
- ⇒ Once your final appointment for the evening is complete you will see a message advising you of this.



JUMEIRAH COLLEGE



MAIN SOCIAL CHANNELS

Find us on...





HASHTAG LIST

WHOLE SCHOOL

- #JCDinnovation
- #JCDcommunity
- #JCDhappiness
- #JCDwonder
- #JCDsuccess
- #JCDawards
- #JCDwholechild
- #JCDHPL
- #JCDHPLmetathinking
- #JCDHPLlinking
- #JCDHPLanalysing
- #JCDHPLcreating
- #JCDHPLrealising

SENIOR SCHOOL

- #JCDyear7
- #JCDyear8
- #JCDyear9
- #JCDyear10
- #JCDyear11
- #JCDGCSE

SIXTH FORM

- #JCDyear12
- #JCDyear13
- #JCDcareers
- #JCDalevels
- #JCDuniversities

HOUSES

- #JCDfihri
- #JCDgibran
- #JCDmajid
- #JCDsina

SUBJECTS

- #JCDbiology
- #JCDchemistry
- #JCDphysics
- #JCDpsychology
- #JCDsociology
- #JCDcomputing
- #JCDarabic
- #JCDfrench
- #JCDspanish
- #JCDbusiness
- #JCDeconomics
- #JCDislamic
- #JCDdrama
- #JCDmusic
- #JCDdesign
- #JCDart
- #JCDmedia
- #JCDict
- #JCDenglish
- #JCDpe
- #JCDmaths
- #JCDscience
- #JCDnationalstudies
- #JCDhistory
- #JCDgeography

THE ARTS // DESIGN & TECH

- #JCDmedia
- #JCDphotography
- #JCDproductdesign
- #JCDtheatre
- #JCDmusic
- #JCDchoir
- #JCDorchestra
- #JCDdance
- #JCDlibrary

SPORTS

- #JCDrugby
- #JCDcricket
- #JCDnetball
- #JCDbasketball
- #JCDxcountry
- #JCDfencing
- #JCDswimming
- #JCDgymnastics

EXTRA-CURRICULAR ACTIVITIES

- #JCDia
- #JCDchess
- #JCDIAbronze
- #JCDIASilver
- #JCDIAGold

TRIPS

- #GEMSlarning
- #GEMSexcellence
- #GEMSinovation
- #GEMScitizenship
- #GEMSEducation
- #GEMScholarships

#JCDawards
 #JCDHPLrealising
 #JCDHPLanalysing
 #JCDHPLmetathinking
#JCDinnovation
 #JCDHPLlinking
 #JCDHPLcreating #JCDHPL
 #JCDsuccess #JCDwholechild
 #JCDwonder #JCDhappiness

Complaints Procedure

Purpose

At Jumeirah College we acknowledge that, from time to time, parents may wish to register a concern or even a complaint about the school or the work undertaken. Such complaints will be appropriately dealt with and the outcome communicated with the parents.

Complaints regarding school matters should, preferably, be made in the following order:

1. If a parent wishes to question a decision made by the school, then the parent should meet the person directly involved in that decision such as the teacher or member of staff concerned; if the parent is still not satisfied, then he/she should meet with the head of section such as Head of Department or Head of Year, depending on the specific issue.
2. If the issue is still not resolved, then the parent can schedule to meet with one of the Senior Leadership Team. If this has not solved the issue the Parent can then make an appointment to meet with the Principal of Jumeirah College, to try to resolve the issue.
3. *If the issue is still not resolved after this stage*, then the parent should write an official letter to the 'Chief of Schools' at GEMS. GEMS will be required to set up a committee comprised of a teacher, a parent, a school leader and a member of the board of governors. None of the members of the committee shall have any connection to the original concern or complaint. The committee shall study the matter and within 10 working days issue a written report to both the Principal of the school and to the parent;
4. If the parent is still not satisfied, then the parent has the right thereafter to refer the matter to KHDA by contacting the Compliance and Resolution Commission on CRC@khda.gov.ae.

Who was consulted?

In drafting this policy it has been discussed with College Principal / the Senior Leadership team and the local advisory board.

Roles and responsibilities of Principal and other staff:

- The Principal is responsible for ensuring the Complaints policy and procedures are implemented in school and for ensuring any complaint is investigated.
- School staff are responsible for implementing the Complaints policy and for reporting any complaint to their direct line manager.





JUMEIRAH COLLEGE SIXTH FORM

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