



JC PARENT HANDBOOK

2021-2022

Contents

Introduction to the College

- P3 Letter from the Principal
- P4 Summary of Term Dates
- P5 College Information and Timings
- P6 College Staff
- P8 Student Leadership

College Procedures

- P11 Attendance, Absences and Punctuality
- P12 Curriculum & Assessment
- P13 Educational Visits
 - Extracurricular Activities (ECAs)
- P14 Essential Documents
 - Parent School Contract
- P15 Expectations
 - High Performance Learning
- P16 House System
 - Inclusion at Jumeirah College
- P17 Islamic Education and Cultural Studies
 - Library
- P18 Lost Property
 - Medical Centre
- P19 Pastoral Team, Student Support and Student Wellbeing
 - Parental Engagement
 - Student Agency
- P20 Personal Presentation and Uniform
- P28 Final Preparation (Resources, BYOD, Student Lockers, Food and Drink)

College Communication

- P31 GEMS Connect
- P32 Parents Evenings – School Cloud
- P33 Social Media Channels
- P35 Complaints Policy

June 2021

Dear Parents

Welcome to Jumeirah College.

I would like to extend a very warm welcome to you and your family as you join Jumeirah College. I am delighted that you have chosen us as your preference for secondary education here in Dubai.

As one of the leading 11 – 18 schools offering the National Curriculum for England both in Dubai and the Middle East, we believe that your son/daughter will be joining a College that has high expectations of its learners in everything they do. High standards of self-discipline, work ethic and conduct are the norm. In addition, we have high expectations of our students in terms of their participation in the full life of the College, from their academic studies to the extensive extracurricular programmes that we offer. Our enrichment activities are central to the College's philosophy and objectives and are central to the everyday life at Jumeirah College.

We have a highly dedicated and talented staff who work tirelessly to support the progress and development of every student at the College. Their work is supported by an excellent administrative team, first-rate facilities and excellent curriculum resources.

Our external examination results year on year, both at GCSE and A level, serve as a testimony to the academic success of our students who go on to access their preferred university courses across the world. Beyond this, Jumeirah College prides itself in providing a warm and caring environment for its students and developing well-rounded young people who are capable of succeeding at the highest levels in their adult lives. Our outstanding status as judged by DSIB supports the story of our commitment to the highest educational standards.

We are privileged to welcome your son/daughter to our College and we gladly accept the trust and faith that you have shown in us to provide the very best possible education for them. All at the College look forward to working with you and your son/daughter as they embark on their secondary education with us.

Kind regards,

Mr M Morris
Principal



Summary of Term Dates 2021-2022

Winter Term 2021

New Student Induction - Year 7 & Year 12	Sunday 29 August
New Student Induction - Year 8 & Year 10	Monday 30 August
Staggered Induction – All Years	Tuesday 31 August
Start of term for All Students	Wednesday 1 September (<i>school begins at 7:42am for all students</i>)
Half Term	Sunday 17 October - Thursday 20 October (<i>inclusive</i>)
<i>Prophet Mohammad's (PBUH) Birthday</i>	<i>Thursday 21 October*</i>
<i>National Commemoration Day & UAE National Day Holiday</i>	<i>Wednesday 1 December to Thursday 2 December (inclusive)*</i>
Last day of term	Thursday 9 December

Spring Term 2022

Start of term	Sunday 2 January
Half Term	Sunday 13 February - Thursday 17 February (<i>inclusive</i>)
Last day of term	Thursday 24 March

Summer Term 2022

Start of term	Sunday 10 April
<i>Eid Al Fitr</i>	<i>Sunday 1 May – Wednesday 4 May</i>
Last day of term	Wednesday 6 July

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

Pastoral Staff

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

College Post Holders

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

Subject Heads & Teachers

Arabic & Islamic Education

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

Art	HOD - Miss S Jackson	s.jackson_jcd@gemsedu.com
------------	-----------------------------	----------------------------------

Miss E Parsons	e.parsons1_jcd@gemsedu.com	Ms L Cash	l.cash_jcd@gemsedu.com
----------------	----------------------------	-----------	------------------------

Business Studies & Economics	HOD - Ms A Chan	a.chan_jcd@gemsedu.com
---	------------------------	-------------------------------

Miss C Doherty	c.doherty_jcd@gemsedu.com	Mr P Quane	p.quane_jcd@gemsedu.com
Mr K Dawson	k.dawson_jcd@gemsedu.com	Miss M Ryan	m.ryan1_jcd@gemsedu.com
Miss A O'Keefe	a.okeefe_jcd@gemsedu.com		

Design & Technology	HOD - Mr G Parkin	g.parkin_jcd@gemsedu.com
--------------------------------	--------------------------	---------------------------------

Mr M Cahalane	m.cahalane_jcd@gemsedu.com	Miss A Switalski	a.switalski_jcd@gemsedu.com
---------------	----------------------------	------------------	-----------------------------

Drama	HOD - Mr R Burke	r.burke_jcd@gemsedu.com
--------------	-------------------------	--------------------------------

Ms K Pegna	k.pegna_jcd@gemsedu.com
------------	-------------------------

English & Media Studies	HOD - Miss K Trotman	k.trotman_jcd@gemsedu.com
------------------------------------	-----------------------------	----------------------------------

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

Geography	HOD - Mrs S White	s.white_jcd@gemsedu.com
------------------	--------------------------	--------------------------------

Mrs N Kesterton	n.kesterton_jcd@gemsedu.com	Mr J Woolcock	j.woolcock_jcd@gemsedu.com
Mrs S Pountain	s.hallam_jcd@gemsedu.com		

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.heartly_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.

Student Leadership

STUDENT EXECUTIVE

exec.jcd@jumeirahcollege.com



Head Girl
Mahika Singh



Head Boy
Muhammad Vakil



Deputy Head Girl
Annabelle O'Connor



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

Student Leadership



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



COLLEGE PROCEDURES

Attendance and Punctuality

Attendance & Absences

Research shows that attendance and punctuality are the single most important factors in school success. Absence will impact upon a student's ability to maximise their potential. Occasionally there may be times when absence is unavoidable, and on these occasions it will be the student's responsibility to catch up on all of the work missed. DSIB expectations include an attendance rate of over 98%.

For planned absences parents must complete the **Authorised Absence Request form** which can be collected from reception, and submit this to the relevant Head of Year with as much notice as possible. If approved, the information will be up-dated on our electronic registers. Please note, we are restricted by the KHDA as to what we are able to authorise as absence in term time. We ask that all holidays are taken outside of term time only and do not extend beyond this. Similarly, all medical appointments should ideally be made outside College working hours. **For unplanned absences an email should be sent to the relevant Head of Year and Tutor before 7.45am on the day of absence.**

No student may leave the College premises without permission until the end of the College day as this will be regarded as truancy. Students who commit acts of truancy inside College or off campus risk their College place.

Punctuality

As a College, we believe that punctuality displays a person's respect for people and time. Being punctual is an indication that you are a reliable person and respectful of others. It is important to set positive patterns for the future and the development of such habits develop at a young age.

All students should have passed through the entrance gates at the latest by **7:42am**. The side gate will close at 7:42am prompt and students who arrive after this time will be recorded as late.

Sanctions for late arrival are as follows:

- 2 x late in one week - Thursday afternoon pastoral detention.
- 4 x late in one month - Thursday afternoon pastoral detention.

Pastoral detentions take place on Thursday afternoons from 1pm-2pm in the Sixth Form study area and students should bring homework to complete. Detentions are supervised by Heads of Year. One missed detention will result in a lunch break detention, and any further missed detentions may result in short term exclusion.

A persistent pattern of lateness could result in a short term exclusion from the College or eventual non-enrolment for the following academic year.

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.

General Information

Curriculum & Assessment

The curriculum at Jumeirah College is organised into three key stages:

- ⇒ **Key Stage 3** **Years 7-9** **11-14 years old**
- ⇒ **Key Stage 4** **Years 10-11** **14-16 years old**
- ⇒ **Key Stage 5** **Years 12-13** **16-18 years old (also referred to as Sixth Form)**

The English National Curriculum specifies subjects to be studied up to the end of Key Stage 3. During Key Stage 4 most students undertake two years of study for the General Certificate of Secondary Education (GCSEs) in English Language, English Literature, Mathematics, Biology, Chemistry and Physics and an additional four options from a wide range of subjects. In the Sixth Form (KS5) students traditionally choose 3 A Level subjects, with some students opting to study more.

Arabic & Islamic Education

In July of 2020 the Ministry of Education announced that they wished to align the Arabic and Islamic Curriculums across all international schools. To that end the ministry tasked schools with delivering Arabic for all students up to the end of Year 10, Arabic for natives up to the end of Year 13, and Islamic for all Muslim students up to the end of Year 13. The changes are summarised below:

- Arabic now compulsory for all non-first language speakers up to the end of Year 10: 3 periods a week.
- Arabic for first language speakers (i.e. all Arabic passport holders) up to the end of Year 13: 3 periods a week.
- Islamic compulsory for all Muslim students (i.e. those registered as Muslim) up to the end of Year 13: 2 periods a week.

Assessment and Reporting

Despite enjoying results which consistently place us in the top percentile for both GCSE and A Level, we are constantly seeking to improve our processes and their functionality and transparency. Therefore, we have decided to make two substantial changes to our assessment and reporting strategies from September 2021:

1. We will move our key stage 3 assessment over to the GCSE 1-9 grading system. This means that all Year 7-11 student assessment will be graded against GCSE criteria from next year.
2. We use an objective source of testing to carry out our baseline assessments (CAT4). These cognitive ability tests are curriculum neutral, but still provide us with rigorous GCSE target grades for all students in all subjects. These will be the students GCSE targets and we will track back from Year 11 to work out year on year targets to measure student progress against.

The expectation is that this will enable us to provide more clarity to parents around their child's progress across Key Stage 3 (Years 7-9), as well as better preparing students for their GCSEs. Expected progress is one GCSE grade per year and the chart below indicates the overall GCSE target grade, with the grade we might expect students to be at by the end of each year. For example, a student with a GCSE target of a 6 would have a target of 2 at the end of Year 7, 3 at the end of Year 8 etc.

We will also use a decimal system to indicate the strength of performance within a grade and student targets can be increased if students' progress indicates they will achieve beyond their target grade. Some subjects will report Current Grades based on a single assessment point, or based around assessment of easier elements of the curriculum. This means that the current grade may occasionally be higher than the anticipated or target grades, though this will be rare and only in certain subjects.

This means that attainment in Years 7-11 will be reported against a Grade 1-9 boundary, with students in Year 12 being assessed on a scale of A-U, and A*-U in Year 13.

GCSE Target Grade	Year 7	Year 8	Year 9	Year 10	Year 11
4	1	2	3	4	4
5	1	2	3	4	5
6	2	3	4	5	6
7	3	4	5	6	7
8	4	5	6	7	8
9	5	6	7	8	9

Educational Visits*

Each student will have the opportunity to participate in a range of educational visits. These are mapped against the curriculum and aim to ensure our students have access to opportunities to challenge and develop themselves beyond the classroom. The educational visits booklet will be emailed to you and is also published on the College website in June for the following academic year. Please note that some trips are fully booked within days of the letter being issued as almost all trips are on a first-come, first-served basis.

***Students will not be able to sign up for International Educational Trips if there are outstanding tuition fees.**

Jumeirah College past school trips include visits to the following countries:

Austria	Kenya
Cambodia	Nepal
China	South Korea
France	Tanzania
Italy	United Arab Emirates (residential)
Japan	United States

Extracurricular Activities (ECAs)*

Each term there is a wide range of extracurricular activities available that students are encouraged to undertake and enjoy. It is recommended that students further develop existing skills and interests as well as exploring new opportunities and challenges by committing to at least two different activities each week per term. Details of the extracurricular programme are posted on the website and communicated through the tutor teams at the beginning of each college term.

** Educational visits and extra-curricular activities in the 2021-2022 academic year will be dependent on Covid-19 restrictions.*

Below please find an outline of some of the activities we run:

Sports, Health and Fitness

- Football
- Cricket
- Basketball
- Running Club
- Netball
- Swimming
- Dance Club
- Triathlon Club
- Duathlon Club
- Waterpolo
- Table Tennis
- Bounce
- Diving
- Tennis
- Rugby
- Volleyball
- Scuba Diving
- Sailing
- Dodgeball
- HIIT
- Crossfit
- Martial Arts
- Spin Sisters
- Yoga
- Badminton

The Arts

- Drama Productions
- Music Concerts
- Junior/Senior Choir
- HarMENies Choir
- Orchestra
- Guitar
- Drawing/Painting Club
- Music Tech
- Ukulele Club
- Trinity Exams
- Music Theory
- Calligraphy
- Craft Club/Embroidary
- Photography
- Pottery/ Textiles Club
- Bollywood Dance

Academic Enrichment

- MUN
- World Scholars Cup
- Junior/Senior Debating
- Maths Club
- Real Men Read
- French Native speakers
- Arabic Support
- French Debating
- Book Clubs
- Astronomy Club
- Maths Challenge
- Readers Cup
- EPQ
- Chess Club
- Meditation

International Award

- Bronze Duke of Edinburgh Award
- Silver Duke of Edinburgh Award
- Gold Duke of Edinburgh Award



Essential Documents

The below documents must be submitted to the Jumeirah College Admissions Department before the student joins the school. Failure to submit the documents may result in your child not being registered with the Knowledge and Human Development Authority (KHDA) and therefore not being able to attend Jumeirah College under the instruction of the Ministry of Education.

Documents required by the Knowledge and Human Development Authority (KHDA)

- Original Transfer Certificate (leaving from previous school)
- Copy of Student's passport x 1
- Copy of Student's Residence Visa x 1
- Emirates ID card (front and back of both parents and students) x 1



Documents required by Jumeirah College:

- | | |
|-----------------------------------|-------------------------------|
| ⇒ Sponsor's Passport copy | ⇒ Medical Consent Form |
| ⇒ Sponsor's Residence Visa copy | ⇒ Student Medical History |
| ⇒ Sponsor's Emirates ID copy | ⇒ Contact Information Form |
| ⇒ Student's Passport copy | ⇒ Code of Conduct |
| ⇒ Student's Residence Visa copy | ⇒ Home School Agreement |
| ⇒ Student's Emirates ID copy | ⇒ DDAUA Summary |
| ⇒ Internet Access/Permission Form | ⇒ Photography Permission Form |
| ⇒ Off Site Permission Form | |

This documentation is required at the time of offer acceptance in order to complete your son/daughter's enrolment.

Once forms are returned and your son/daughter is enrolled, please ensure you inform us of any changes to your son/daughter's contact details. Please notify the nurse of any changes to your son/daughter's health.

Should a new passport and/or residence visa and/or Emirates ID Card be obtained for the student and/or parents, please provide a copy without delay.

Parent School Contract

The Knowledge and Human Development Authority (KHDA) recently introduced an initiative called The Parent/School Contract. This contract has been introduced to ensure that through clarity and transparency, schools and parents are aware of their duties and responsibilities towards each other and towards their children. It benefits both schools and families by clearly identifying agreed terms and conditions in the form of a contract; these terms and conditions stipulated in the contract will also be a reference for dispute resolution. KHDA will uphold the agreement stipulated in the contract when a party refers a matter to KHDA for deliberation and endorsement. Families are encouraged to read the contract carefully and seek clarification regarding any queries prior to signing it.

The school will prepare the contract for each new student and it will be forwarded to parents in digital format to read and sign, once registered with the KHDA.

Thank you in advance for your assistance in completing the contract signing.

Expectations

We are fortunate to work in a close-knit, caring and supportive community at Jumeirah College. As in all such communities however, rules must be formulated and adhered to for the benefit of the greatest number, and this inevitably involves some compromise on individual freedom.

We aim to ensure that behaviour at Jumeirah College is consistently of a high standard and creates a civilised environment in which effective learning and teaching can take place and students can mature in harmonious and safe surroundings. The following principles and guidelines are designed to support this aim:

- Every effort will be made to encourage, recognise and reward positive behaviour.
- Respect, politeness and co-operation towards everyone within the College environment and beyond is a core expectation.
- Willingness to work to the best of your ability is the standard.
- Positive behaviour, both in and on the way to and from College is expected of all.
- Attendance at all classes is obligatory. If it is necessary to miss a class students should excuse themselves beforehand from the member of staff in charge.
- Punctuality to class is essential. If students are unavoidably late they should apologise to the member of staff and provide a reason for lateness.
- For safety reasons, students walk on the right-hand side of corridors.
- We expect high standards of personal appearance and dress at all times.
- Consideration of other people and respect for their property and feelings is a must.
- Students should go out of their way to support and help their peers, younger students and guests to the College.
- All personal relationships must be conducted with discretion. Displays of affection in public places do not fit with the local customs and culture of Dubai. The College is a working public community and conspicuous displays of affection should not occur.
- Coarse or inappropriate language is not to be used in College.
- Compliance with the UAE law is expected at all times.
- Parents will be kept fully advised of any concerns and the College will seek to involve parents in strategies to support students experiencing difficulties.
- Behaviour that jeopardises the learning, safety or sense of security of other students or which brings the College into disrepute, will not be tolerated.
- All members of the College community should strive to make the most of every opportunity to develop and grow as learners and individuals.
- High standards of digital citizenship and 'Netiquette' are maintained at all time as outlined in the DDAUA.

High Performance Learning

At Jumeirah College we are one of a few select schools in the UAE implementing High Performance Learning. A key focus area for this year will be continuing to embed strategies of High Performance Learning. This approach recognises that all students have the potential to achieve the very highest results, and emphasises the attitudes and performance characteristics needed. Click [here](#) for more information and to discover ways that you can support your son/daughter at home.

- 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



High
Performance
Learning

- Collaborative
- Concerned for society
- Confident

Empathetic



- Practice
- Perseverance
- Resilience

Hardworking



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

Agile



House System

As well as being a part of the Jumeirah College community, each student is a member of one of our four Houses: Fihri (green), Majid (yellow), Gibran (blue) and Sina (red). In each year group 7-13 there are two equal halves to the cohort, each with a form group for each House.

The House Captains are Year 13 students by appointment, following a rigorous selection process. In each year group there are also House Representatives who work with the House Captains to coordinate whole College events as well as their own year group specific events. Each house has a staff leader called the Head of House, who is responsible for the organisation and programme of events across the academic year. In addition to Year and Whole College assemblies, regular house assemblies take place each term coordinated by the student leaders.

FIHRI



GIBRAN



MAJID



SINA



HEAD OF HOUSE



Ms E Hearty



Ms S Aziz



Mr K Nisar



Ms H Southam

Inclusion at Jumeirah College

Under the United Nations Convention everyone has the right to receive quality education in a safe and kind environment. The United Nations and the Dubai Ministry of Education have laws and rules that ensure that young people have access to schools regardless of your age, gender, language, ethnicity, religion, ability or experience barriers to learning such as Dyslexia or Autism.

Inclusion is the action or state of being included within a group or structure.

If students are struggling with anything in school there is a whole network of people that can help. Challenges they may face include academic difficulties, such as:

- *Understanding what they read*
- *How to write all the things that are in their mind*
- *Understand all the different types of maths and science information*
- *How to remember everything they are taught and then recite it in assessments*
- *Keeping up with the amount of work*

Challenges they may face personally include:

- *Not making friends*
- *Feeling sad or hurt*
- *Being bullied*
- *Feeling unsafe at home or at school*
- *Not being able to talk to everyone or fit in*



Ms Nic Conmara is the Head of Inclusion and leads a fantastic team of people who are fully prepared to help students. Students can visit the Inclusion department (right in the middle of the Science Corridor) at any time if they think that the Inclusion department can help.

Here are just some of the things we do:

Reading
Comprehension
Support

Social and
Emotional
Support

Exam Support
and Access
Arrangements

More and
Exceptionally
Able Support

English
Language
Support

Home
Learning
Support

Autism ADHD
ADD, ODD and
Communication
Support

Dyslexia
Dyspraxia
Dyscalculia
Dysgraphia
Support

Islamic Education and Cultural Studies

All our Muslim students in Years 7-13 attend lessons in Islamic Education each week. At the same time, non-Muslim students undertake one Cultural Studies lesson per week to further enhance the knowledge and understanding of the culture in which we live here in the UAE. This will be an opportunity for students to explore aspects of the curriculum within our specific context and embed ourselves further within the local community.

Library

The library is open throughout the College day, including every lunch period and for one hour after College on Sunday-Wednesday.

An internet safety guide for parents, carers and teachers titled “Keeping up with Children on the Internet” produced by Childnet International is available from the library. It is an excellent leaflet dealing with online safety issues, filtering and monitoring software and virus protection. The student support co-ordinator also discusses with all Year 7 students the importance of staying safe whilst using the internet.

Students can borrow 4 items (6 for Sixth Form) at any one time for a period of one week and all books will be stamped with a due date. The library uses a ‘fingerprint recognition’ system in the circulation of books. It is a fast and secure system as, for student confidentiality and safety, the fingerprints are not stored in the system as a picture, but are converted to a string of characters, which can never be reconstructed as a fingerprint. Overdue notices will be sent out if necessary. Books lost or badly damaged will be invoiced to the family at replacement cost.

The Librarian Ms Audrey Sibanda is always available to help with research, or to assist with finding new authors or books students may like to read. Suggestions for new purchases for the library are very welcome.

Accelerated Reader

This year we are introducing Accelerated Reader, a computer-based program that we will use to monitor reading practice and progress. It will help us guide students to books that are on their individual reading levels and parents and teachers can track understanding using their points score system.



Lost Property

Inevitably some students occasionally leave items at home or misplace them around the College. For items that are left at home but required that day at College, parents may arrange for them to be delivered to Reception for the student to collect. All belongings must be clearly labelled. Items misplaced in College, once handed in, will be stored in the following locations:

Lost Property Boxes

Four containers located near Reception for uniform, PE kit, bags and other labelled items. Students may search to find lost items here. The Jumeirah College Partnership (JCP) kindly sort through the containers once a month and display the un-claimed items near the canteen on Thursdays.

Reception

Any valuable items can be stored at Reception. We strongly recommend that electrical/valuable items, including BYOD are only brought into College when required for the curriculum, as outlined in the DDAUA and that lockers are used to store these valuable items.

Medical Centre

Nurse Juliet D'Souza and Nurse Cyrace Laude are our full-time registered College Nurses who administer first aid, should students be taken ill or involved in an accident, they also provide routine health screenings. Furthermore, we have Dr Sharifah Ullah at our College.

Health records are kept in College for every student in accordance with UAE Department of Health and Medical Services' College Health Regulations. Medical examinations are non-invasive and carried out by the College Nurses and the Doctor during students' first year at the College and periodically in accordance with the Department of Health and Medical Services' schedule, (all new students, students in Years 7 and 9, and College leavers). Any medical abnormalities will be noted, you will be notified and, if necessary, your child will be referred for further assessment. Vaccination records are requested by the College. Vaccination advice can be offered and the College provides an immunisation programme in line with the Dubai Health Authority requirements. Travel vaccinations are not offered at the College.

If your son/daughter needs to visit the Medical Room during lessons, the subject teacher's permission must be secured. However, it is preferable that students requiring medical advice/assistance do so during break or lunchtime wherever possible. If your child requires medication during the College day this must be handed to the College Nurse with written instructions at the start of the day for safe storage and supervised administering. In the event of an emergency, you will be contacted and asked to collect your child from College. If we are unable to contact you, your child will be taken to the doctor/hospital that you specify on the Medical Information Form enclosed, for diagnosis and treatment. Efforts to contact you will continue.

Covid-19 Guidelines

Please ensure that you continue to follow Covid-19 health and safety guidelines. If your son/daughter has symptoms or has been identified as a close contact, please adhere to the quarantine period and notify us as soon as possible. If your son/daughter is off sick with an acute illness for 24 hours or longer they will require either a doctor's note or negative PCR result to return to school.

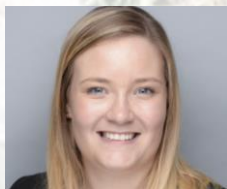
Should you have any medical enquiries, please contact Nurse Juliet D'Souza or Nurse Cyrace Laude on +971 (4) 395 5524 or via health@jcd@gemsedu.com.



Pastoral Team & Student Support

Heads of Year

Each year group is led by a Head of Year who is responsible for the overall development and progress of each student. There are 8 tutor groups in each year group, each led by a Form Tutor who registers the students twice daily, delivers the social studies curriculum, and monitors and supports students' academic and personal progress. The Form Tutor will be the main point of contact at the College for parents with queries, concerns or suggestions.



Year 7
Ms C Enright



Year 8
Mr John Woolcock



Year 9
Mrs Heidi Godinho



Year 10
Ms N Deans



Year 11
Mrs L Radcliffe



Head of Sixth Form
Ms M Ryan



Year 12
Mr M Cahalane



Year 13
Miss M Marmar



Pastoral Support
Mr L Sugden

Student Support Counsellor

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.



Careers Advisor & Sixth Form Administrator

The College Careers Counsellor, Mrs Howes, is available to all students for advice regarding matters such as university applications, careers and student finance. Mrs Davenport will be supporting students in the Sixth Form in her capacity as Sixth Form Administrator.

Parental Engagement

It is now widely acknowledged that parental engagement is a crucial factor in enhancing a child's learning. We see parents as a key partner in the educational journey and together we will strive to develop each child's knowledge, skill and understanding to an exceptional level. The Parental Engagement booklet contains information and guidance from each department. Parents from each Key Stage will be invited to an event to share the key advice relevant to that age group.

Many departments arrange specific activities over the year to support those parents who wish to actively engage. Throughout the academic year there are three reporting cycles and two Parent Teacher Consultation events to provide parents, teachers and students with the opportunity to reflect on progress and discuss how to further improve.



Student Agency

Each student is a member of their Form Council from which two representatives are elected to sit on the Year Council. The Year Council meets fortnightly and elects two representatives to sit on the Student Council, which is chaired by the College Executive (Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl). In addition to the formal meetings we encourage student feedback through multiple channels throughout the year.

PERSONAL
PRESENTATION
AND UNIFORM

Uniform

The aim of our uniform is for students to present a neat, business-like appearance at all times and to demonstrate pride in being members of Jumeirah College. Personal presentation is very important. A high standard of personal appearance is expected of all students at all times, both inside the College campus and outside in the community.

Students are permitted to wear a watch and girls may wear one small stud earring in each ear lobe. No other piercings or Jewellery are permitted. Long hair should always be tied back. Make-up and nail polish must not be worn in Years 7-11. Only Sixth Form girls are permitted to wear make-up, but this must be discrete, understated and appropriate for a business environment. Jewellery items of religious significance may only be worn with prior approval from the Head of Year, following a formal written parental request.

The uniform is compulsory throughout the College and should be purchased online through Threads at www.threadsme.com an order form can be faxed to **04 340 9638** or uniform can be bought directly from the Threads store on the ground floor (G09) of the Times Square Centre, off Sheikh Zayed Road. Due to Covid 19 restrictions, it is required to book an appointment before visiting the store.

Threads support team: 800 847 3237, support@threadsme.com.

Girls - KS3 & KS4

- Short-sleeved white blouse with Jumeirah College logo
- Dark green mid-calf or ankle length skirt or dark green regulation trousers to foot/shoe level
- Black leather, covered toe, flat low-heeled sensible school shoes (heels are not permitted, not boots, trainers, sandals or slipper style and logo free)
- Black/white plain over-the-ankle socks
- Dark green V-neck sweater, with Jumeirah College logo

Boys - KS3 & KS4

- Dark green V-neck sweater with Jumeirah College logo (seasonal)
- Dark green regulation trousers to foot/shoe level
- Short-sleeved white shirt with Jumeirah College logo
- Plain black leather belt (large logos on the fastening are not allowed)
- Black leather traditional, lace-up shoe, not trainers or sandals and logo-free
- Plain/white black socks
- College tie

Girls - KS5 (Sixth Form)

- Short-sleeved white blouse with Jumeirah College logo
- Long black skirt or black regulation trousers, with no back pockets, foot/shoe level
- Black leather, covered toe, flat low-heeled sensible school shoes (below 5 cm at the back, not boots, trainers, sandals or slipper style and logo free)
- Black/white plain over-the-ankle socks
- Black V-neck sweater, with Jumeirah College logo (optional)

Boys - KS5 (Sixth Form)

- Black V-neck sweater with Jumeirah College logo (optional)
- Black regulation trousers, with no back pockets, to foot/shoe level
- Short-sleeved white shirt with Jumeirah College logo
- Plain black leather belt (large logos on the fastening are not allowed)
- Black leather formal, lace-up shoe, not trainers or sandals and logo-free
- Plain/white black socks

Please ensure that all clothing and equipment is clearly marked with the student's name and form.

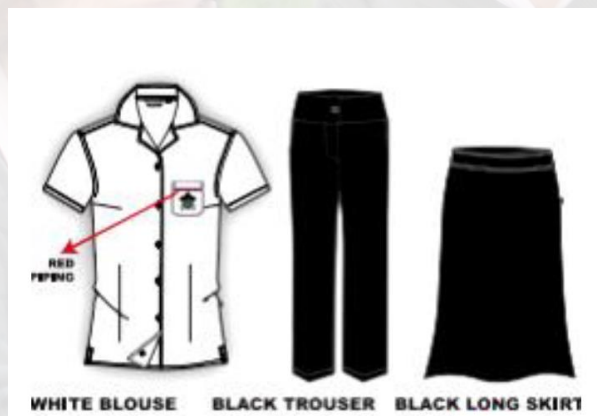
Girls – KS3 & KS4



Boys – KS3 & KS4



Girls – KS5 (Sixth Form)



Boys – KS5 (Sixth Form)



Winter wear Unisex V-neck Sweater

KS3 & KS4



KS5 (SixthForm)



Acceptable/Unacceptable Shoes

Examples Of Acceptable School Shoes



Examples Of Unacceptable School Shoes

Canvas, trainers, pumps, vans, designers, ankle boots, boots, converse any type, sandals.



Appearance

- Shirts/blouses should be of an appropriate size (not overlarge) and boys' shirts should be properly tucked in at the waist at all times. (Shirts should not be overly short.)
- Ties should be tied in a small neat knot that covers the fastened top button, Jumeirah College logo should be clearly visible.
- Shoes should be leather and polished regularly (see previous page).
- When sweaters are not being worn they should not be tied around the waist, but stored in the student's locker.
- Full and correct uniform must be worn in, and whilst travelling to and from, College. This also applies after school and travelling home after activities and on all school trips unless otherwise instructed by a member of staff.
- Students wear full uniform to all Parent Teacher Consultations and any after school formal events.
- No visible body modifications such as tattoos and piercings are allowed.
- Head scarves should be black, white, green or burgundy.
- No rings or necklaces should be worn. Earrings should not have a colour or be of plastic.

We particularly ask for parents' support and cooperation in this respect to ensure that students represent themselves, their families and Jumeirah College well in the local Dubai community.

Hairstyles

Students' hair must be of a natural colour (black, blonde, brown, red natural tones) rather than bright, obvious or 'unnatural'.

Boys' hair must be well above the collar at the back and off the ears and face. Short hair (no shorter than a No 3 barber cut) is acceptable. Boys' hairstyles should be neat and without any hair accessories for boys or elaborate or exaggerated styles e.g. short on side and long on top.

Boys are expected to be clean shaven every day as this is also part of their neat and business like personal presentation. Should religious observance preclude this, parents are requested to contact the relevant Head of Year in advance.

Girls' hair should be tied back fully off the face and long hair (shoulder length and longer, or as deemed long by the Head of Year) should be tied back off the shoulders. The sensible use of hair accessories is acceptable to keep hair orderly and neat, e.g. Alice band, hair band, clips, slides, elastic bands etc. as long as they are plain and of a matching College colour, i.e. white, dark green, burgundy or black. Girls may choose to style their hair in plaits, ponytail or bunches as long as their hair is tidy and is fully back. (There should not be any shaved or dramatically short bits.)

If these requirements are not met, the student will be requested to amend this with immediate effect and if this is not possible they will be required to remain at home until such time as they can meet the expectations.

All Heads of Year reserve the right to determine whether a hairstyle is acceptable/unacceptable, in line with the aforementioned criteria.



PE Uniform

The PE kit is compulsory for all students in Years 7 - 11. All PE uniform is available from the Kukri websites below:

Kukri: <http://kukrisports.ae/teamshop/jumeirahcollegestockshop>

Surridge: <https://surridgesport.ae/school-selected/jumeirah-college/>

Please contact the email/helpline if there are any issues:

Kukri: Cameron.james@kukrisports.com (Tel: 04 425 4129)

Surridge: info@surridgesport.ae (preferred method for contact) (Tel: 043 686510)

Kit required by Year Group: Students can wear either Kukri or Surridge JC branded kit.

Year	Boys	Girls
7, 8 & 9	<u>Compulsory for all:</u> JC polo shirt with house colour trim (Kukri or Surridge) JC shorts (Kukri or Surridge) JC football socks (Kukri or Surridge) JC swimming hat (Kukri or Surridge) JC Swim jammers (Kukri) or plain black jammers Sports trainers (not pumps) White socks Shin pads Towel for swim lessons Gum shield for rugby lessons Football/rugby boots	<u>Compulsory for all:</u> JC polo shirt with house colour trim (Kukri or Surridge) JC shorts or skort ((Kukri or Surridge) JC football socks (Year 9 Girls do not need football socks, unless play for ECA) (Kukri or Surridge) JC swimming hat (Kukri or Surridge) JC swimsuit* (Kukri) or plain black swimsuit Sports Trainers (not pumps) White socks Shin pads (Year 9 Girls do not need shin pads, unless play for ECA) Towel for swim lessons Football boots suitable for astro- turf (Year 9 Girls do not need football boots, unless play for ECA)
	<u>Other items:</u> JC rugby shirt/shorts– required for those who want to play rugby as an ECA (Kukri or Surridge) JC baseball cap (optional but recommended) (Kukri or Surridge) JC fleece/hoodie/long sleeved top (optional) (Kukri or Surridge)	<u>Other items:</u> *Modesty swim suit for swimming can also be worn JC baseball cap (recommended) (Kukri or Surridge) JC fleece/hoodie/long sleeved top (optional) (Kukri or Surridge) Female students may opt to wear leggings under their skort
10 & 11	<u>Compulsory for all:</u> JC polo shirt with house colour trim (Kukri or Surridge) JC shorts (Kukri or Surridge) JC football socks (Kukri or Surridge) JC swim jammers or plain black jammers (Kukri or Surridge) Sports trainers (not pumps) White socks Shin pads Football/rugby boots	<u>Compulsory for all:</u> JC polo shirt with house colour trim (Kukri or Surridge) JC shorts or skort (Kukri or Surridge) Sports Trainers (not pumps) White socks
	<u>Other items:</u> JC rugby shirt – required for those who want to play rugby as an ECA (Kukri or Surridge) JC baseball cap (optional but recommended) (Kukri or Surridge) JC fleece/hoodie/long sleeved top (optional) (Kukri or Surridge) Gum shield for rugby lessons (Maximal Performers groups) JC swimming cap (if in Swim Team) (Kukri/Surridge)	<u>Other items:</u> JC football socks and shin pads if playing football as an ECA Plain black swimsuit if selecting aquatics JC baseball cap (optional but recommended) (Kukri or Surridge) JC fleece/hoodie/long sleeved top (optional) (Kukri or Surridge) JC swimming cap (if in Swim Team) (Kukri/Surridge)

Please refer any questions relating to the PE kit to the Parent Relations Executive (PRE) Mrs J El Fadl, j.elfadl_jcd@gemsedu.com

Boys PE Kit



PE POLO SHIRT
(with House colour)
Kukri or Surridge



PE SHORTS
Kukri or Surridge



PE FOOTBALL SOCKS
Kukri or Surridge



PE SWIMMING HAT
Kukri or Surridge



JC BASEBALL CAP
Kukri or Surridge



JC RUGBY SHIRT and SHORTS
Kukri or Surridge



JC PE LONG SLEEVED OPTIONS
Kukri or Surridge



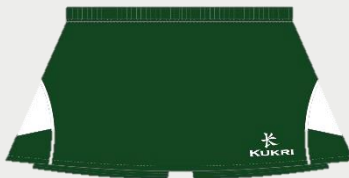
Girls PE Kit



PE POLO SHIRT
(with House colour)
Kukri or Surridge



PE SHORTS
Kukri or Surridge



PE SKORT
Kukri or Surridge



PE FOOTBALL SOCKS
Kukri or Surridge

PE SWIMMING HAT
Kukri or Surridge



JC BASEBALL CAP
Kukri or Surridge



JC PE LONG SLEEVED OPTIONS
Kukri or Surridge



Final Preparation

Student Resources

A school bag is required that will fit into the lockers provided. The bag should be strong enough to adequately protect books. On days when students have PE, dance or games, a sports bag may be brought to College. Students do not carry their bags to their lessons, but carry only their books and equipment required for two lessons at a time, thus avoiding having to carry heavy books and bulky bags.

Every student is expected to provide the following basic items of equipment:

Pencil case	Black or blue ballpoint pens	Pencils
Pencil eraser	Highlighter pens	Coloured pencils
Mathematics set	Glue/Sellotape	Pair of compasses
Pencil sharpener	Ruler 12"/30 cm	Calculator*
Sports cap water bottle	Standard headphone/earphones (3.5mm jack)	

**If purchasing a new calculator, please ask the Mathematics Department for advice (p.tank_jcd@gemsedu.com)*

Correction fluid and fountain pens are not allowed in the College and must not be used in any work.

Textbooks and specialised equipment will be issued to students on loan. Students will be expected to keep these in excellent condition and will be required to pay for any loss or damage to College property. Students should not decorate, graffiti or deface any book. Students will also be issued with exercise books for individual subjects. Exercise books should be covered with clear sticky back plastic or other suitable protective covering and clearly labelled with their name and form class.

If a student forgets equipment, for example homework/coursework/PE kits, these items can be left at Reception for students to collect. Please ensure that you check at Reception for any forgotten items and label all items prior to handing to Reception.

Bring your Own Device (BYOD)

Jumeirah College operates a Bring Your Own Device policy, where students are required to have a laptop at school each day. Students must adhere to the Student Code of Conduct, as well as all policies such as the Jumeirah College Digital Devices Acceptable Uses Agreement (DDAUA). Please note when purchasing a device, the following devices are preferred: Windows 10 laptop or Apple MacBook with Mac OS 10.15 (Catalina) and above. Our system will also support the following devices and these may be used if students are familiar with them, however we do discourage an iPad as students find compatibility issues: IPAD iOS 14 and above and Chrome book with the latest updates.

Student Lockers

Every student is provided with a lockable space in the College and all students are expected to bring their own lock. Please purchase a mini combination lock for your son/daughter's locker; this will be essential to store any books, laptops, PE kit and personal belongings safely. Please do not purchase a key lock as students tend to lose the keys which results in having to cut the lock off in order to gain access. The width of the lock must be no less than 6mm. Students are responsible for the general upkeep of their lockers, any damage to these lockers will incur a cost.



Food and Drink

Please ensure that your child brings a packed lunch, and water for the school day. Food and drink can be consumed during break and lunch in allocated areas of the school and we have plenty of outdoor seating around the campus that students can avail of. As part of the current Covid-19 preventative measures, water dispensers will not be available and it is therefore vital that your child brings enough water to keep them hydrated throughout the day.

In keeping with local culture and students with allergies, no pork or nuts/products containing nuts should not be brought into College, as well as any soda, cake/cupcakes, donuts(sugary food) as the school promotes healthy eating.

Canteen Information

We have an on site canteen operated by Slices, which offers healthy home cooked meals for students. Generally a meal will cost around AED15 20 . However, there are snacks, fruits, water, wraps and salads as well.

slices

Students will make use of their student ID's to purchase any items as the canteen operates on a cashless system. New students will receive their student ID's, usually within the first couple of weeks on joining the school, after their school photograph has been taken. During this time when students do not have a card, cash will be accepted in the canteen.

Below are the steps to charge money on your son/daughters student ID:

1. Go to Slices: [Slices](#) and click on [Register Now](#).
2. Complete the necessary details and click on Next to Add Child
3. Add your son/daughters information
4. Add your son /daughters School Information and Student STS School Card Id
5. Add your son/daughters Physical Information, birth date, blood group, height and weight. (This is optional but would aid in improving the accuracy of the nutritional insights and information that will follow in the short term)
6. Add your son/daughters Diet Information (Optional)
7. Add your son/daughters allergies information (Optional fields - please note that selecting Allergens will help ensure your child would not be able to order food at the canteen that may contain Allergens)
8. Well done! Your child is now Registered with Slices.
9. To top up the account, simply click on "TOP UP " and to add another child, click on " Continue to List of Children ".
10. You can then choose to either click on the prepopulated set amount AED 100 , AED 300 or AED 500) or enter custom amount in order to Top up account with your chosen method of payment.

The top up amount will go to your parent account first which you as Parent can see on the top right hand side under your name. This will allow you to transfer / add balances from your account to your individual child's account. To top up any desired amount on your child's account, click on your child's name and click the Top up button. The corresponding amount from your parent balance will then be transferred to the child.

If you have any questions or concerns then please let us know at support@slices.ae

Please note that student access to the canteen will be subject to DHA and KHDA approval for September 2021.

Appetizer



Carbonara



Halloumi Salad



Caesar Salad

Mains



Carrot Salad



Smoothie



Fruit Salad

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.

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

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: rabbo4@gmail.com Confirm Email: rabbo4@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			+

Page 15: Selected Evening

Thursday, 16th March

Teacher	Status	Subject	Room
16:30 Mr J Brown	OK	SENCO	10
16:40 Miss B Patel	OK	Class 10E	11
16:50 Mrs A Wheeler	OK	Class 11A	12
17:00 Mr J Brown	OK	SENCO	10
17:10 Miss B Patel	OK	Class 10E	11
17:20 Mrs A Wheeler	OK	Class 11A	12

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...



www.twitter.com/JumeirahCollege



www.facebook.com/JumeirahCollege



www.youtube.com/JumeirahCollege



www.flickr.com/JumeirahCollege



www.instagram.com/JumeirahCollege



www.snapchat.com/add/JumeirahCollege



www.soundcloud.com/JumeirahCollege



www.pinterest.com/JumeirahCollege



www.periscope.tv/JumeirahCollege



www.issuu.com/JumeirahCollege



www.linkedin.com/JumeirahCollege



www.google.com/+JumeirahCollege



JUMEIRAH COLLEGE



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

GEMS

#GEMSlearning
#GEMSexcellence
#GEMSinnovation
#GEMScitizenship
#GEMSEducation
#GEMScholarships

#JCDawards

#JCDHPLrealising

#JCDHPLanalysing

#JCDHPLmetathinking

#JCDinnovation

#JCDHPLlinking

#JCDHPLcreating

#JCDsuccess

#JCDwonder

#JCDHPL

#JCDwholechild

#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

19 Street, Al Safa 1, Dubai, UAE

+971 4 395 5524

info_jcd@gemsedu.com

