



# JC PARENT HANDBOOK

2023-24

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# SUMMARY OF TERM DATES 2023-24

## Winter Term 2023

First day of Term	Monday 28 August <i>Refer to HOY letter and Registrar letter for specific timings</i>
*Prophet's Birthday	Friday 29 September
Half Term	Monday 16 October — Friday 20 October (inclusive)
*National Commemoration Day & UAE National Day Holiday	Friday 1 December
<b>Last Day of Term</b>	<b>Friday 8 December</b>

## Spring Term 2024

<b>Start of Term</b>	<b>Tuesday 2 January</b>
Half Term	Monday 12 February — Friday 16 February (inclusive)
*Start of Ramadan	Sunday 10 March
<b>Last Day of Term</b>	<b>Friday 22 March</b>

## Summer Term 2024

<b>Start of Term</b>	<b>Monday 8 April</b>
*Eid Al Fitr	Tuesday 9 April — Friday 12 April
*Arafat Day	Saturday 15 June
*Eid Al Adha	Monday 17 June — Tuesday 18 June
<b>Last Day of Term</b>	<b>Friday 5 July</b>

**\*All Islamic holidays are subject to confirmation from the Ministry of Education**

# Safeguarding & Child Protection Team



If you have concerns for the safety and welfare of one of our students, any of our safeguarding team can be contacted.

Contact the school on:  043955524 or by email:  [safeguarding\\_jcd@gemsedu.com](mailto:safeguarding_jcd@gemsedu.com)

## Designated Safeguarding Lead



Miss Rodger  
Vice Principal

## Deputy Designated Safeguarding Lead



Mr Pedder  
Assistant Principal

## School Counsellor



Mrs de Mascarel

## Safeguarding Team



Miss Deans



Mrs Radcliffe



Mrs Godinho



Miss Ryan



Mrs White



Mr Woolcock



Mr Parkin



Mrs Cañadillas Perea

## Out of School Hours

UAE Ministry of Interior - Child protection Centre:



Telephone 116-111



[www.safecchild.ae](http://www.safecchild.ae)

The Dubai Police Child Protection Hotline:

Telephone 800-243



[www.dubaipolice.gov.ae](http://www.dubaipolice.gov.ae)

The Dubai Foundation for Women and Children (DFWAC):

Telephone 800-111



[www.dfwac.ae](http://www.dfwac.ae)

Dear Parents

I am delighted to introduce myself as the new Principal of Jumeirah College, and I am thrilled to be part of such a vibrant and esteemed educational institution. As a dedicated educator with years of experience, I understand the significance of providing a nurturing and supportive environment for both students and parents.

Parenthood is a remarkable journey filled with joy, challenges, and countless questions. This handbook is designed to be your comprehensive guide, providing you with essential information and resources to navigate the exciting world of Jumeirah College alongside your child. It is my sincere belief that strong partnerships between the school and parents are fundamental to a student's success, and this handbook aims to foster that collaboration.

At Jumeirah College, we are committed to offering a world-class education that nurtures the holistic development of our students. Our dedicated staff are passionate about creating an engaging learning environment that encourages academic excellence, personal growth, and the development of essential life skills. We believe in fostering a culture of inclusivity, respect, and diversity, where every student feels valued and supported.

Within the pages of this handbook, you will find valuable information about our curriculum, extracurricular activities, school policies, and various support services available to both students and parents. You will gain insight into our approach to teaching and learning, assessment methods, and our commitment to maintaining a safe and secure environment for all.

Furthermore, this handbook will provide guidance on effective communication channels, parent involvement opportunities, and tips on how to support your child's educational journey at home. We believe in open and transparent communication and are always available to address any queries or concerns you may have.

As you embark on this exciting chapter of your child's education, I encourage you to take full advantage of the resources and information provided in this handbook. It serves as a valuable tool to enhance your understanding of the college community and will undoubtedly support your active participation in your child's educational experience.

I look forward to meeting each and every one of you and embarking on this incredible journey together. Let us work hand in hand to shape a bright and prosperous future for your child.

Warm regards,

Nick Brain  
**Principal**



# 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 \*

## Monday to Thursday

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

## Friday

07.45 – 07.50 Morning Registration  
07.50 – 08.35 Period 1  
08.35 – 09.20 Period 2  
09.20 – 10.05 Period 3  
*10.05 – 10.30 Break*  
10.30 – 11.15 Period 4  
11.15 – 12.00 Period 5

**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

### Monday to Thursday

08:30 - 08:35 Registration  
08.35 - 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 - 11.55 Lunch*  
11.55 - 12.10 *Form Time*  
12.10 – 12.50 Period 5  
12.50 - 13.30 Period 6

### Friday

08.30 - 09.10 Period 1  
09.10 - 09.50 Period 2  
09.50 - 10.30 Period 3  
*10.30 – 10.50 Break*  
10.50 - 11.25 Period 4  
11.25 – 12.00 Period 5

**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*

**The back gate will be locked at 7.42am sharp.**

## COLLEGE STAFF

HOD Denotes teacher in charge of subject area or post-holder within the department

## PRINCIPAL AND SENIOR LEADERSHIP TEAM

Principal	Mr N Brain	n.brain_jcd@gemsedu.com
Vice-Principal	Mr R Kesterton	r.kesterton_jcd@gemsedu.com
Vice-Principal and Safeguard Lead	Miss L Rodger	l.rodger_jcd@gemsedu.com
Assistant Principal	Mr S Pedder	s.pedder_jcd@gemsedu.com
Assistant Principal	Miss M Ryan	m.ryan1_jcd@gemsedu.com
Assistant Principal	Mrs S Kazi	s.kazi_jcd@gemsedu.com
Senior Teacher	Mr A Berry	a.berry_jcd@gemsedu.com
Senior Teacher	Mrs N Ford	n.hinken_jcd@gemsedu.com
Senior Teacher	Mr P Tank	p.tank_jcd@gemsedu.com
Senior Teacher	Mr J Woolcock	j.woolcock_jcd@gemsedu.com

## PASTORAL STAFF

Head of Year 7	Miss N Deans	n.deans_jcd@gemsedu.com
Deputy Head of Year 7	Mr N Stewart	n.stewart_jcd@gemsedu.com
Head of Year 8	Mrs L Radcliffe	l.radcliffe_jcd@gemsedu.com
Head of Year 9	Miss C Enright	c.enright_jcd@gemsedu.com
Head of Year 10	Mr J Woolcock	j.woolcock_jcd@gemsedu.com
Head of Year 11	Mrs H Godinho	h.godinho_jcd@gemsedu.com
Head of Year 12	Mr M Cahalane	m.cahalane_jcd@gemsedu.com
Head of Year 13	Ms R Korimbocus	r.korimbocus_jcd@gemsedu.com
Head of Sixth Form	Miss M Ryan	m.ryan1_jcd@gemsedu.com
Student Counsellor	Mrs N de Mascarel	n.demascarel_jcd@gemsedu.com
Pastoral and Wellbeing Assistant	Ms S Burrows	s.burrows_jcd@gemsedu.com

## COLLEGE POST HOLDERS

Head of Inclusion	Ms F Nic Conmara	f.nicconmara_jcd@gemsedu.com
National Studies Coordinator	Ms L Cañadillas Perea	l.canadillaspe_jcd@gemsedu.com
International Award Scheme	Mr Z Noor	z.noor_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

<b>HO Arabic A &amp; Islamic- Mr M Nabhan</b>	m.nabhan_jcd@gemsedu.com
<b>HO Arabic B- Mr W Hegazi</b>	w.hegazi_jcd@gemsedu.com
Mr M Afzal	m.afzal_jcd@gemsedu.com
Ms F Mesbah	f.mesbah_jcd@gemsedu.com
Ms M Abdallah	m.abdallah_jcd@gemsedu.com
Mr M Hassanin	m.hassanin_jcd@gemsedu.com
Ms S Elwaer	s.elwaer_jcd@gemsedu.com
Mr M Hafez	m.hafez_jcd@gemsedu.com
Mr A Mansour	a.mansour_jcd@gemsedu.com

### ART

<b>HOD - Miss S Jackson</b>	s.jackson_jcd@gemsedu.com
Miss E Parsons	e.parsons1_jcd@gemsedu.com
Ms T Kadu	t.kadu_jcd@gemsedu.com
Ms M Sodha	m.sodha_jcd@gemsedu.com

## **BUSINESS STUDIES & ECONOMICS**

### **HOD Mr A Kinsey**

Miss M Ryan  
Mr M Hassan  
Mr T Pouchly  
Miss A O'Keefe  
Mr M Mullins  
Ms J Donaghy

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j.donaghy\_jcd@gemsedu.com

## **DESIGN & TECHNOLOGY**

### **HOD - Mr G Parkin**

Mr M Cahalane  
Mr D McLoughlin  
Ms G Howie (Food Technology)

g.parkin\_jcd@gemsedu.com  
m.cahalane\_jcd@gemsedu.com  
d.mcloughlin\_jcd@gemsedu.com  
g.howie\_jcd@gemsedu.com

## **DRAMA**

### **HOD - Mr R Burke**

Ms K Pegna  
Ms M Scott

r.burke\_jcd@gemsedu.com  
k.pegna\_jcd@gemsedu.com  
m.scott\_jcd@gemsedu.com

## **ENGLISH & MEDIA STUDIES**

### **HOD - Miss K Trotman**

Ms E Hall (Lead Practitioner)  
Ms R Brewer  
Ms N Parchment  
Mrs L Larsen  
Mr R Simpson  
Miss O McCombe  
Ms M Ashton  
Ms A Tipper  
Ms S Johal  
Ms S Kazi

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m.ashton\_jcd@gemsedu.com  
a.tipper\_jcd@gemsedu.com  
s.johal1\_jcd@gemsedu.com  
s.kazi\_jcd@gemsedu.com

## **GEOGRAPHY**

### **HOD - Mrs S White**

Mrs S Pountain  
Mrs N Kesterton  
Mr J Woolcock  
Ms C Walsh

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j.woolcock\_jcd@gemsedu.com  
c.walsh\_jcd@gemsedu.com

## **HISTORY & A-LEVEL POLITICS**

### **HOD - Ms E Griffin**

Ms A Hubbard  
Ms A Balfe  
Ms A Copsey  
Mr R Kesterton  
Ms M Brady  
Ms S Burrows

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a.balfe\_jcd@gemsedu.com  
a.copsey\_jcd@gemsedu.com  
r.kesterton\_jcd@gemsedu.com  
m.brady\_jcd@gemsedu.com  
s.burrows\_jcd@gemsedu.com

## **COMPUTER SCIENCE & ICT**

### **HOD - Mr G Dela Cruz**

Mr E Chikasa  
Mrs L Radcliffe  
Mr Y Ahmad (Robotics)  
Mr T Connall

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## **MATHEMATICS**

### **HOD - Mr P Tank**

Mrs N Ford	p.tank_jcd@gemsedu.com
Mr D Williams	n.hinken_jcd@gemsedu.com
Mr L Aikman	d.williams_jcd@gemsedu.com
Ms R Korimbocus	l.aikman1_jcd@gemsedu.com
Miss J Killin	r.korimbocus_jcd@gemsedu.com
Ms C Martin	j.killin_jcd@gemsedu.com
Mr N Stewart	c.martin_jcd@gemsedu.com
Mr Z Noor	n.stewart_jcd@gemsedu.com
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Mr B Orr	s.khan_jcd@gemsedu.com
Mrs L Orr	b.orr_jcd@gemsedu.com
Miss F Khanam	l.orr_jcd@gemsedu.com
Ms M Chandoo	f.khanam_jcd@gemsedu.com
	m.chandoo_jcd@gemsedu.com

## **MODERN FOREIGN LANGUAGES**

### **HOD - Mrs F Temple-Smith**

Mrs L Trivic	f.templesmith_jcd@gemsedu.com
Mrs A Jenkinson	l.trivic_jcd@gemsedu.com
Mr B Doherty	a.jenkinson_jcd@gemsedu.com
Mr C Jackson	b.doherty_jcd@gemsedu.com
Ms L Cañadillas Perea	c.jackson_jcd@gemsedu.com
	l.canadillaspe_jcd@gemsedu.com

## **MUSIC**

### **HOD - Ms H Chambers**

Ms N Bath	h.chambers_jcd@gemsedu.com
	n.bath_jcd@gemsedu.com

## **PHYSICAL EDUCATION (PE)**

### **HOD - Ms S Wardell**

Mr M Dooling (Director of Sport)	s.wardell_jcd@gemsedu.com
Mr M Richards	m.dooling1_jcd@gemsedu.com
Mr S Pedder	m.richards_jcd@gemsedu.com
Miss H Southam	s.pedder_jcd@gemsedu.com
Mr H Trusler	h.southam_jcd@gemsedu.com
Miss N Deans	h.trusler_jcd@gemsedu.com
Mr K Anderson	n.deans_jcd@gemsedu.com
Ms R Muir	k.anderson_jcd@gemsedu.com
	r.muir_jcd@gemsedu.com

## **PSYCHOLOGY**

### **HOD - Ms L Johnson**

Ms J Thompson	l.johnson_jcd@gemsedu.com
Miss L Rodger	j.thompson_jcd@gemsedu.com
Ms J Gregson	l.rodger_jcd@gemsedu.com
Ms A Desai	j.gregson_jcd@gemsedu.com
	a.desai_jcd@gemsedu.com

## **SCIENCE**

### **HOD - Mr A Berry**

HO Physics - Mr D Hagar	a.berry_jcd@gemsedu.com
HO Chemistry - Mr A Khan	d.hagar_jcd@gemsedu.com
HO Biology - Ms K Wing	a.khan_jcd@gemsedu.com
Mr T Oddy (Lead Practitioner)	k.wing_jcd@gemsedu.com
Miss G Daly	t.oddy_jcd@gemsedu.com
Ms S Johal	g.daly_jcd@gemsedu.com
Miss M Marmar	s.johal_jcd@gemsedu.com
Mrs C Scott	m.marmar_jcd@gemsedu.com
	c.scott_jcd@gemsedu.com

## SCIENCE Cont.

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Mrs S Aziz	s.aziz_jcd@gemsedu.com
Miss C Enright	c.enright_jcd@gemsedu.com
Mr D McManus	m.mcmanus_jcd@gemsedu.com
Ms R Powell	r.powell_jcd@gemsedu.com
Mr J Othman	j.othman_jcd@gemsedu.com
Mr C Greenfield	c.greenfield_jcd@gemsedu.com
Miss N Aslam	n.aslam_jcd@gemsedu.com
Ms N Lifook	n.lifook_jcd@gemsedu.com

## INCLUSION

### HOD - Ms F Nic Conmara

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Ms D Fitzpatrick	r.riordan1_jcd@gemsedu.com
Ms F Farouk	d.fitzpatrick_jcd@gemsedu.com
Mr S Sarmad	f.farouk_jcd@gemsedu.com
	s.sarmad_jcd@gemsedu.com

## ADMIN DEPARTMENT

Admissions/Registrar	Mrs S Rycroft	s.rycroft_jcd@gemsedu.com
Admissions Secretary	Mrs K Wilfred	k.wilfred_jcd@gemsedu.com
Careers Counsellor	Mrs J Howes	j.howes_jcd@gemsedu.com
Careers Counsellor	Ms S Prince	s.prince_jcd@gemsedu.com
Doctor	Dr T Acharya	t.acharya_jcd@gemsedu.com
Examinations Officer	Ms E Davenport	e.davenport_jcd@gemsedu.com
Examinations Assistant	Ms R Zain	r.zain_jcd@gemsedu.com
Feedback	JC Feedback email address	feedback_jcd@gemsedu.com
Nurses	Ms J Baretto	j.baretto_jcd@gemsedu.com
	Miss C Laude	c.laude_jcd@gemsedu.com
PA to the Principal	Mrs L Kidd	l.kidd_jcd@gemsedu.com
Parent Relations Executive (PRE)	Mrs C Mcgloin	c.mcgloin_jcd@gemsedu.com
Reception	Mrs M Smit	jcd.reception@gemsedu.com
Reports Manager	Miss C Oslob	c.oslob_jcd@gemsedu.com
Sixth Form Administrator	Mrs S Von Lemm	d.vonlemm_jcd@gemsedu.com
Academic Secretary	Mrs F Hannah	f.hannah_jcd@gemsedu.com
HR	Mrs B Farrell	b.farrell_jcd@gemsedu.com
Librarian	Mrs N Zatschkowitsch	n.zatschkowitsch_jcd@gemsedu.com

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 the space of a week - Tuesday afternoon pastoral detention.
- 4 x late in one month - Tuesday afternoon pastoral detention.

Pastoral detentions take place on Tuesday afternoons from 3pm-4pm 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 if they meet a threshold GCSE grade profile.

### 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:

- Ministry Arabic is 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) is compulsory up to the end of Year 13: 3 periods a week.
- Islamic is compulsory for all Muslim students (i.e. those registered as Muslim) up to the end of Year 13: 2 periods a week. For non-Arabs, Islamic is taught in English. For Arabs, Islamic is taught in Arabic.

### 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 made two substantial changes to our assessment and reporting strategies in 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.

This has enabled 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 only be eligible to sign up for International Educational Trips if they meet the criteria in the trips booklet.**

*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
	Switzerland

## 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.

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/Embroidery
- 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.*
- *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 is not accepted.*
- *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.*

## 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.

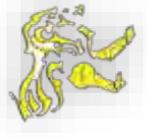
### FIHRI



### GIBRAN



### MAJID



### SINA



### HEAD OF HOUSE



Mrs N Bath



Mrs J Thompson



Mrs K Pegna



Miss M Brady

## 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:



## 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 Monday-Thursday.

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 Mrs Nina Zatschkowitsch 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

We have full-time registered College Nurses and a Doctor who administer first aid, should students be taken ill or involved in an accident, they also provide routine health screenings.

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 make contact via:  
+971 (4) 395 5524 or  
[Health\\_jcd@gemsedu.com](mailto: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  
Miss N Deans



Year 8  
Mrs L Radcliffe



Year 9  
Miss C Enright



Year 10  
Mr J Woolcock



Year 11  
Mrs H Godinho



Head of Sixth Form  
Miss M Ryan



Year 12  
Mr M Cahalane



Year 13  
Miss R Korimboccus



Pastoral Support  
Mrs N de Mascarel



Assistant Principal  
Mr Pedder



Vice Principal  
Miss Rogers

### Student Support Counsellor

Mrs. de Mascarel is happy to welcome all members of our school community to support their wellbeing needs. She is a French mother of three teenagers and holds a Master's in Psychology from the university Paris 5 Descartes. Previously she was Head of Wellbeing for nine years at Jumeirah Primary School. Her office is in the library and is open to all students, staff and parents. Feel free to contact her if you have any concerns regarding your child's wellbeing at school.

### 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 Von Lemm 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.



# JUMEIRAH COLLEGE STUDENT LEADERSHIP

2023-2024



Head Girl  
Salma



Head Girl  
Zahra



Head Boy  
Hugh



Head Boy  
Zack

## MEDIA CAPTAIN



Meher

## FIHRI HOUSE CAPTAINS



Anushka



Yousef

## GIBRAN HOUSE CAPTAINS



Nishkaa



Faiz

## MAJID HOUSE CAPTAINS



Antara



Majid

## SINA HOUSE CAPTAINS



Jasmin



Adam

## MEDIA CAPTAIN



Aanya

## CHARITY AND SERVICE



Rajaa



Nuha



Michaela



Cormac



Evin



Abdelrahman



Layla



Ayaan



Thomas



Manan

## PERFORMING ARTS



Ela



Rania



Yoana



Leena



Rayyan



Jemima



Anwasha



Mustafa



Shenaya



Maryam

## CHARITY AND SERVICE

## SPORTS CAPTAINS

## CULTURAL COMMITTEE

## ECO COMMITTEE

## ARTS CAPTAINS

## WELLBEING COMMITTEE

## INNOVATION COMMITTEE

## CAREERS CAPTAINS

## STUDENT EXECUTIVES

[exec.jcd@jumeirahcollege.com](mailto:exec.jcd@jumeirahcollege.com)

**Head Girls** Salma Reda and Zahra Wakil

**Head Boys** Hugh Glenwright and Zack Farias

## HEADS OF HOUSE AND HOUSE LOGOS



**Head of Fihri**  
Mrs Bath



**Head of Gibran**  
Mrs Thompson



**Head of Majid**  
Mrs Pegna



**Head of Sina**  
Miss Brady

## HEADS OF HOUSES AND HOUSE CAPTAINS

<b>Fihri</b>	Yousef Abdelkader and Anushka Dhawan
<b>Gibran</b>	Nishkaa Nankani and Faiz Siddiqui
<b>Majid</b>	Majd Abdulal and Antara Patel
<b>Sina</b>	Adam Essa and Jasmin Saffar

## SPORTS CAPTAINS

Abdelrahman Hashad, Michaella Kajo, Cormac Mulcahy and Evin Young

## UNIVERSITY CAPTAINS

Shenaya Bhatia and Maryam Fayyaz

## PERFORMING ARTS CAPTAINS

Ela Boylu and Rania Furqan

## HEADS OF ECO-COMMITTEE

Thomas De Mascarel and Manan Nailwal

## HEADS OF CHARITY AND SERVICE COMMITTEE

Rajaa Ghandour and Nuha Kidwai

## HEADS OF INNOVATION COMMITTEE

Anwasha Nath and Mustafa Yassir Khawaja

## HEADS OF CULTURAL COMMITTEE

Layla Abdullah and Ayaan Khan

## HEADS OF WELLBEING COMMITTEE

Rayyan Lodhi and Jemima Reeves



PERSONAL  
PRESENTATION  
AND UNIFORM

## Personal Presentation and Uniform

Personal presentation is very important. 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. A high standard of personal appearance is expected of all students at all times, both inside the College campus and outside in the community. 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 informed by the trip leader.

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

In addition to the Key Stage and gender specific guidance below, please note the following:

- Shirts/blouses should be of an appropriate size (not overly large/short) and trousers should not be short/ankle length.
- Shoes should be leather and polished regularly (see acceptable shoes poster on page 20).
- When sweaters are not being worn they should be stored in the student's locker.
- Students wear full uniform to all Parent Teacher Consultations and any after school formal events.
- No visible body modifications e.g. tattoos or piercings (Girls: other than one in each lobe) are allowed, including plastic studs.
- Students' hair must be of a natural colour (black, blonde, brown, red natural tones)
- All students are permitted to wear a watch.

### Key Stage 3 and Key Stage 4

Girls	Boys
<p><b>Uniform and Appearance:</b></p> <ul style="list-style-type: none"> <li>● Short-sleeved white blouse with Jumeirah College logo</li> <li>● Dark green mid-calf or ankle length skirt or dark green regulation trousers to foot/shoe level</li> <li>● Dark green sweater with Jumeirah College logo</li> <li>● Black leather, covered toe, flat low-heeled sensible shoes</li> <li>● Black or white plain socks</li> <li>● Head scarves should be black, white, green or burgundy</li> <li>● Girls are permitted to wear one stud in each earlobe</li> <li>● Students are not permitted to wear nail varnish/false nails or make up.</li> <li>● No rings, bracelets or necklaces should be worn</li> <li>● PE Kit is only permitted on days when students have PE on their timetable.</li> </ul> <p><b>Hair:*</b></p> <ul style="list-style-type: none"> <li>● Girls' hair should be tied back fully. Long hair (collar length or longer, or as deemed long by the Head of Year)</li> <li>● 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 sections.)</li> <li>● 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.</li> </ul>	<p><b>Uniform and Appearance:</b></p> <ul style="list-style-type: none"> <li>● Short-sleeved white shirt with Jumeirah College logo</li> <li>● Dark green regulation trousers to foot/shoe level</li> <li>● Dark green sweater with Jumeirah College logo</li> <li>● College tie - should be tied in a neat knot that covers the fastened top button, the Jumeirah College logo should be clearly visible.</li> <li>● Plain black leather belt (large logos on the fastening are not allowed)</li> <li>● Black leather traditional, logo free shoes</li> <li>● Plain black socks only</li> <li>● Boys' shirts should be properly tucked in at the waist at all times.</li> <li>● PE Kit is only permitted on days when students have PE on their timetable.</li> </ul> <p><b>Hair:*</b></p> <ul style="list-style-type: none"> <li>● Boys' hair must be well above the collar at the back, above the ears and off the face</li> <li>● Short hair (no shorter than a No 3 barber cut) is acceptable.</li> <li>● Boys' hairstyles should be neat, without any hair accessories, and should not be elaborate or exaggerated in style, no undercut, no shaved in designs</li> <li>● In KS3 &amp; 4 boys are expected to be clean shaven every day</li> </ul>

## Key Stage 5

Girls	Boys
<p><b>Uniform and Appearance:</b></p> <ul style="list-style-type: none"> <li>● Short-sleeved white blouse with Jumeirah College logo and maroon piping (ask for Sixth Form blouse)</li> <li>● Long black skirt or black regulation trousers, with no back pockets, foot/ shoe level</li> <li>● 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)</li> <li>● Black plain over-the-ankle socks</li> <li>● Black V-neck sweater, with Jumeirah College logo</li> <li>● Head scarves should be black, white, green or burgundy.</li> <li>● Girls are permitted one stud in each earlobe, one bracelet, one necklace and one ring. These should be discrete.</li> <li>● Discrete makeup may be worn if it is appropriate for a business environment</li> <li>● Nail varnish may be worn as long as it is clear or French manicure. Nail extensions are not permitted.</li> </ul> <p><b>Hair:*</b></p> <ul style="list-style-type: none"> <li>● Girls' hair should be clipped back fully off the face at all times</li> <li>● There should not be any shaved or dramatically short bits.</li> <li>● 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.</li> </ul>	<p><b>Uniform and Appearance:</b></p> <ul style="list-style-type: none"> <li>● Short-sleeved white shirt with Jumeirah College logo and maroon piping (ask for Sixth Form shirt)</li> <li>● Black regulation trousers, with no back pockets, to foot/shoe level</li> <li>● Plain black leather belt (large logos on the fastening are not allowed)</li> <li>● Black V-neck sweater with Jumeirah College logo</li> <li>● Black leather traditional, logo free shoe</li> <li>● Plain black socks</li> <li>● Boys' shirts should be properly tucked in at the waist at all times.</li> </ul> <p><b>Hair:*</b></p> <ul style="list-style-type: none"> <li>● Boys' hair must be well above the collar at the back and off the ears and face.</li> <li>● Short hair (no shorter than a No 3 barber cut) is acceptable.</li> <li>● Boys' hairstyles should be neat, without any hair accessories, and should not be elaborate or exaggerated in style.</li> <li>● Boys are expected to be neatly shaven every day.</li> </ul>

*\* Heads of Year reserve the right to determine whether a hairstyle is acceptable/unacceptable, in line with the above-mentioned criteria.*

The uniform is compulsory throughout the College and should be purchased online through Threads at [www.threadsme.com](http://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. We advise that you plan this well in advance, as the company's stock can very quickly be depleted.

**Threads support team: 800 847 3237, [support@threadsme.com](mailto:support@threadsme.com)**

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.**



# PE Uniform

The PE kit is compulsory for all students in Years 7 - 11. Surridge is the school's current kit provider for supplying our PE kit. As has been the case this academic year, your son/daughter will be required to wear their PE kit to school on the day that they have their PE lesson(s). In addition to ordering from the Surridge website (current supplier), there is limited stock from our previous supplier Kukri at a reduced cost. Limited Kukri kit is available for purchase from the school reception (students can wear a combination of Kukri and Surridge items).

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

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

**Surridge:** [info@surridgesport.ae](mailto: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	<p><b>Compulsory for all:</b>                      JC polo shirt with house colour trim                      JC shorts                      JC football socks                      JC swimming hat                      JC Swim jammers or plain black jammers                      Sports trainers (not pumps)                      White socks                      Shin pads                      Towel for swim lessons                      Gum shield for rugby lessons                      Football/rugby boots</p>	<p><b>Compulsory for all:</b>                      JC polo shirt with house colour trim                      JC shorts or skort                      JC football socks (Year 9 Girls do not need football socks, unless play for ECA)                      JC swimming hat                      JC swimsuit* 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)</p>
	<p><b>Other items:</b>                      JC baseball cap (optional but recommended)                      JC fleece/hoodie/long sleeved top (optional)</p> <p><b>Compulsory for all:</b>                      JC polo shirt with house colour trim</p>	<p><b>Other items:</b>                      *Modesty swim suit for swimming can also be worn                      JC baseball cap (recommended)                      JC fleece/hoodie/long sleeved top (optional)                      JC leggings available from Surridge only (for modesty to be worn under shorts or skort)</p>
10 & 11	<p>JC shorts                      JC football socks                      JC swim jammers or plain black jammers                      Sports trainers (not pumps)                      White socks                      Shin pads                      Football/rugby boots</p> <p><b>Other items:</b>                      JC rugby shirt – required for those who want to play rugby as an ECA</p> <p>JC baseball cap (optional but recommended)                      JC fleece/hoodie/long sleeved top (optional)                      JC swimming cap (if in Swim Team)</p>	<p><b>Compulsory for all:</b>                      JC polo shirt with house colour trim                      JC shorts or skort                      Sports Trainers (not pumps)                      White socks</p> <p><b>Other items:</b>                      JC football socks and shin pads if playing football as an ECA                      Plain black swimsuit                      JC baseball cap (optional but recommended)                      JC fleece/hoodie/long sleeved top (optional)                      JC swimming cap (if in Swim Team)                      JC leggings available from Surridge only (for modesty to be work under shorts or skort)</p>

Please refer any questions relating to the PE kit to the Parent Relations Executive, Mrs C McGloin - [c.mcglain\\_jcd@gemsedu.com](mailto:c.mcglain_jcd@gemsedu.com).

# Boys PE Kit



PE POLO SHIRT  
(with House colour)



PE SHORTS



PE SWIMMING HAT



PE FOOTBALL SOCKS



JC BASEBALL CAP



JC PE LONG SLEEVED OPTIONS

# Girls PE Kit



PE POLO SHIRT  
(with House  
colour)



PE SHORTS



PE SKORT



PE FOOTBALL SOCKS

PE SWIMMING HAT



JC BASEBALL CAP



JC PE LONG SLEEVED OPTIONS  
AND LEGGINSG



# 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. 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 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, doughnuts (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.

The logo for 'slices' is displayed in a dark red, lowercase, sans-serif font. The letter 'i' in 'slices' has a small green leaf-like shape above its dot.

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/daughter's 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/daughter's 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/daughter's 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](mailto: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](http://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: [icd\\_reception@gemsedu.com](mailto:icd_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\\_icd@gemsedu.com](mailto:J.elfadl_icd@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 pickups/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



### 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*.



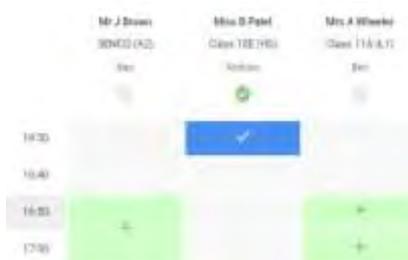
### Step 3: Select Booking Mode

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.

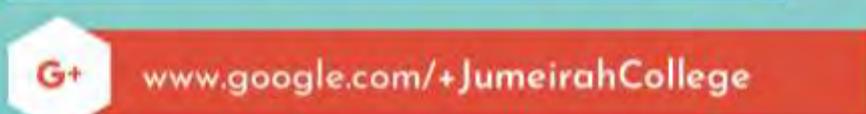
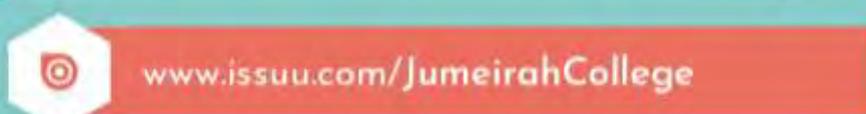


JUMEIRAH COLLEGE



## 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  
#JCDgibrān  
#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**  
#GEMSlarning  
#GEMSexcellence  
#GEMSinovation  
#GEMScitizenship  
#GEMSEducation  
#GEMScholarships



# 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](mailto: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.



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