



The world of *difference*.

Royal Grammar School Guildford Dubai

Enrolment Actions for Academic Year 2025 / 2026

It is with great pleasure that we extend a warm welcome to your child / children at Royal Grammar School Guildford Dubai (RGSGD) for the Academic Year 2025/2026. We are eagerly anticipating their arrival and are thrilled to have them become a part of our vibrant school community.

Please find below important details outlining the necessary actions required to prepare for your child's enrolment at RGSGD.

Actions required immediately to complete enrolment

Medical Information

Medical information is crucial and may cause a delay to your child's admission if not submitted before their first day of school. Please ensure you have submitted the following important documents via the [document upload portal](#) or directly to clinic@rgsgd.com

1. Pupil medical form (DHA)
2. Current vaccination records
3. Medical report for pupils who have a declared medical condition

Important actions to be completed before your start

Transfer Certificates

A leaving/transfer certificate from the previous school is essential for registration. Please refer to the [Transfer Certificate Guidelines](#) for specific instructions and please note, that the following apply:

- For pupils transferring within the UAE, your current school will be aware of the required format
- Pupils joining from FS1 - Y10 need a transfer certificate if they are currently on the KHDA system
- Leavers Certificates are required for pupils joining from outside the UAE, only from Year 3 and above

In the first instance please submit Transfer Certificates using our document upload portal, secondly to this they can be shared directly to our Government Relations Exec by email to gre@rgsgd.com

Other actions to be completed before your start

Parent Lanyards

To ensure a secure environment, authorised parents and carers need an official RGSGD access card. Please upload a clear passport style ID photo for both parents using our [ID Lanyard Portal](#). For approved carers or guardians, please complete a [Carers Pass Application Form](#), and email the completed form to reception@rgsgd.com with a passport style photo along with a copy of your carers Emirates ID.

iSAMS Parent Portal

The iSAMS Parent Portal is the main repository for sharing and storing important communications with parents. Please set-up your iSAMS Parent Portal activation by following the steps to activate your parent account in the attached guide. It is essential to activate your iSAMS Parent Portal account to be able to register for ECA's and School Meals. Please **DO NOT** download the iSAMS Parent App, as we are migrating away from this, to a new web app for 2025/2026. For now please just activate your account using the desktop website only.

School Meals

Our school meals partner, Tuck Shop Café provide a healthy and balanced service for our pupils. FS1 – Year 3 use an online pre-order plan and Years 4 to 10 can choose their meals and snacks on the day, paying with personalised top-up payment cards. Once your iSAMS account is activated you will be able to create a Tuck Shop Café account at <https://www.tuckshopcatering.com> Please note new families will not be able to register their tuckshop account until 1st July 2025.

School Bus Service

We are pleased to confirm that there has been a significant uptake in the bus service for the coming academic year and new routes are being finalised. Therefore, should you wish to utilise this service for the coming academic year, Arab Falcon would ask you to submit your application without delay, to our bus coordinator Shivani via email at csr.rgs@arabfalcondubai.ae [RGS GD - Route Guide and Prices](#)

Extra Curricular Activities Programme (ECAs)

The ECA brochure will be published and shared with new and existing families on 1st July 2025 - please contact ECA@rgsgd.com should you not receive these details by email after 1st July. The ECA department will not be able to support new enquiries prior to the brochure publication date.

Cognita ENRICH ME

ENRICH ME offer sporting academy pathway's in swimming, netball, football and athlete performance. They also offer peripatetic music lessons, dance, drama and performing arts enrichment programmes led by expert coaches. Please contact ENRICH ME at rgsgdenrichme@cognita.com for more information.

Trutex School Uniform

RGS Guildford Dubai school uniform can be purchased from www.trutex.ae using school code **RGSG-0015** or by visiting the store in person at the CityLand Mall near Global Village. They are open 7 days a week from 10am - 10pm. [RGS GD - Complete Uniform Guide 2025/2026](#)

Trutex will also host two in person 'Back to School' sales events at RGS, offering our families the chance to try on uniform and take away stock on the same day. These will be held 23rd-26th June and 18th - 21st August 2025.

Useful contacts

Main Reception

email: reception@rgsgd.com
phone: +971 4 446 4333

Admissions Manager

email: nicky.warmington@rgsgd.com
phone: +971 4 446 4333

Finance

email: finance@rgsgd.com
phone: +971 4 446 4333

School Clinic

email: clinic@rgsgd.com
phone: +971 4 446 4333

Government Relations Exec

email: gre@rgsgd.com (Mrs Heba Omar)
phone: +971 4 446 4333

School meals (Tuck Shop Café)

website: www.tuckshopcatering.com
email: rgsgd@tuckshopcafe.com

School Bus (Arab Falcon)

email: csr.rgs@arabfalcondubai.ae
phone: +971 50 110 7063

Uniform Provider (Trutex) website:

www.trutex.ae
phone: +971 50 479 5780