



The world of *difference*.

Royal Grammar School Guildford Dubai

Prep Handbook



 **RGS** BUILDING

Content

Introduction	1
Life-long learning skills	5
Curriculum, Teaching and Assessment	9
Safety, Wellbeing and Support	24
Connecting Home and School	37
Parent and Pupils' Essentials	42



Section 1

Introduction

Welcome from the Principals

We are proud of our pupils, parents and staff at RGS GD. Together, we make up our wonderful community. This parent-pupil handbook is intended to be a reference for parents and pupils to ensure details of our daily operations and procedures are clearly shared and promote clarity and understanding between home and school.

We encourage our older Prep pupils to become familiar with the content of this document and suggest that parents use it as a resource to assist their child in getting the best out of every learning opportunity on offer at RGS.

It is up to us all to uphold and live by the RGS GD values in all that we do. We will not accept rudeness/aggression shown by anyone to another member of the school community.

If you have further questions about the contents of this handbook or about any of our procedures, please contact your child's teacher, reception staff, leadership team or us. We will be happy to assist you. Importantly, we welcome your suggestions for information items that could be included in this important document.

Together with you and our exceptional staff, we look forward to continuing to provide our children with the foundations for a happy, fulfilled school life.

Mrs Clare Turnbull/Mr Scott Bryan

Welcome from the Head of Prep

Our school is dedicated to fostering a love of learning and ensuring that every pupil thrives both academically and personally.

At the Royal Grammar School Guildford Dubai, we believe that every child deserves the best education in a nurturing environment where they feel a strong sense of belonging. Our commitment to excellence in education ensures that each student is immersed in a motivating and enriching educational experience from the moment they step through our doors.

Our goal is to create a happy, stimulating environment where every opportunity is a learning opportunity. We encourage our pupils to become confident, world-ready individuals who are eager to embrace challenges and act as change agents in their communities. Seeing our students flourish into well-rounded individuals, both in the classroom and beyond, is at the heart of our educational philosophy.

We are privileged to play a role in your child's academic, social, and emotional development. Thank you for entrusting us with this important responsibility. We look forward to a wonderful year ahead, filled with growth and achievement for all our pupils.

Mrs Charlotte Grieves

The History of RGS

Over the centuries RGS has continued to be a flagship for outstanding education and has established a national and international reputation for academic excellence.

Robert Becketingham, a Freeman of the City of London, left a bequest in his will to establish a free school in Guildford, Surrey.

1509

1512

the first governing body of the school was formed.

By Royal Appointment, King George VI ordered that there was to be 'one Grammar School in Guildford called the Free Grammar School of King Edward VI for the education, institution and instruction of boys and youths in Grammar at all future times forever to endure.

1552

1555

the High Street site in Guildford was purchased, where the main school is located to this day.

The architectural heart of the school has remained unchanged for over 500 years: an outstanding and un-spoilt Tudor school house that sits at the top of the High Street and represents one of Guildford's proudest historic landmarks and one of Britain's finest educational institutions.

the school withdrew from the state sector and became an independent fee-paying school.

1977

1978

the prestigious and very successful Lanesborough Preparatory School, also in Guildford was acquired, which, in 2022 became known as RGS Prep.

RGS moved into the Middle East and opened a campus in Qatar.

2016

Sep
2021

Royal Grammar School Guildford Dubai (RGSGD) opened its doors. RGSGD reflects the same high standards and inspiring ethos of its home school in the UK and associated international schools.

RGSGD is a British school in Dubai rooted in the traditions of the sister school in the UK. The school embodies the ethos and values that have underpinned the Royal Grammar School Guildford in the UK for over 500 years. These, combined with a spirit of innovation and development, will prepare pupils for the challenges of the twenty-first and twenty-second centuries. We lead by example, stay true to our values, innovate, collaborate, and strive to be the very best we can be.

School Ownership and Partnership

The Royal Grammar School Guildford Dubai is a true partnership between Royal Grammar School Guildford and Cognita. We work collaboratively on every aspect of the school and share highest aspirations and expectations underpinned by a deep mutual respect.

The Royal Grammar School Guildford brings a distinguished tradition and track record of excellence in education. Cognita is an extraordinary group of diverse but connected schools, with one common purpose: to build self-belief and empower individuals to succeed. The Cognita group currently encompasses over 110 schools in the UK, Europe, Asia and Latin America. Cognita currently have 7 schools within the UAE.

Meet our Leadership Team in Prep



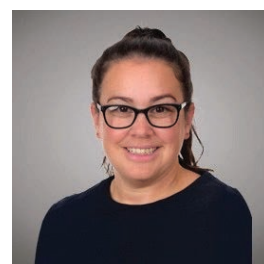
Principal
Mr Scott Bryan



Head of Prep
Mrs Charlotte Grieves



Assistant Head, Early Years
Mrs Jessica Townsend



Assistant Head, Key Stage 1
Mrs Bennett



Assistant Head,
Upper Key Stage 2
Mr Joe Creal



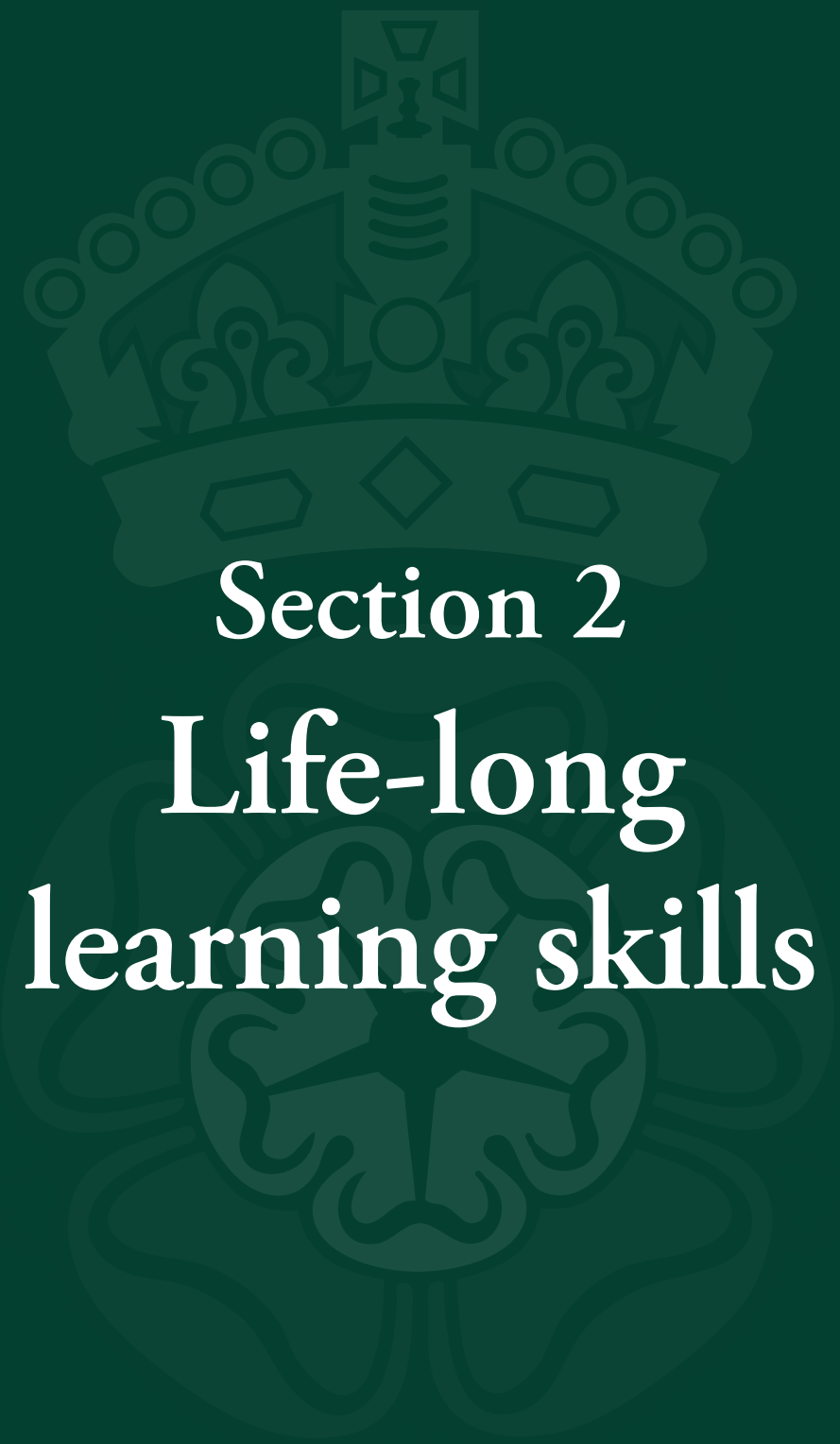
Assistant Head,
Lower Key Stage 2
Mr James Sherriff



Director of Sport
Mr James Bennett



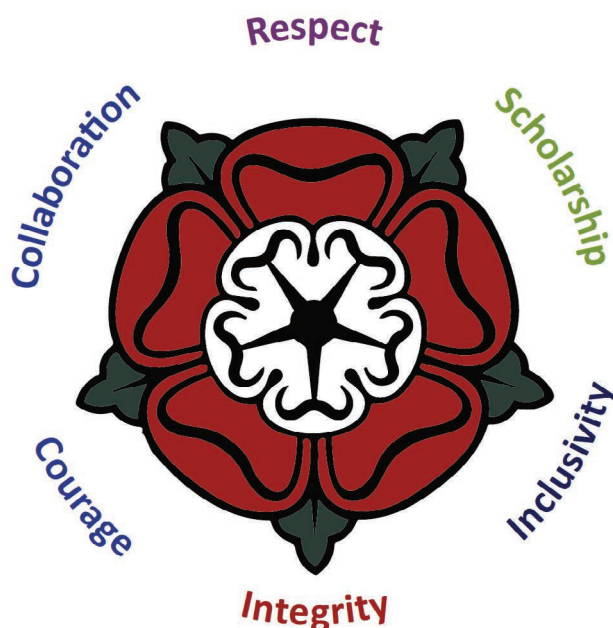
Assistant Head
- Head of Inclusion
Mrs Laura Evans



Section 2

Life-long
learning skills

Our RGS Core Values



Inclusivity

We remain loyal to our founding principles to educate pupils, irrespective of background, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our pupils in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

Scholarship

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the pupils' minds and inculcate a lifelong love of learning.

Integrity

We promote the development of self-discipline, responsibility and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

Respect

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

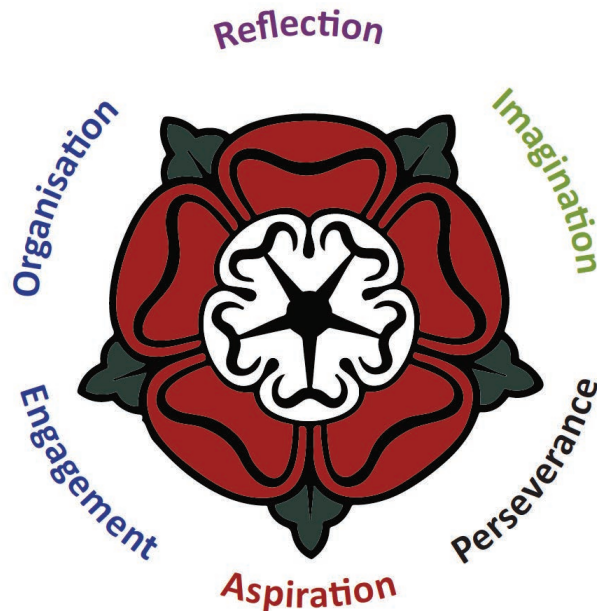
Courage

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all pupils, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

Collaboration

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.

Our RGS Learning Habits



Organisation

As an RGS learner, I am punctual and well Prepared so that I can make the most out of every opportunity. I manage time effectively and meet deadlines. My work is clearly and systematic- ly ordered.

Engagement

As an RGS learner, I work in partnership with others, test their ideas, demonstrate empathy and look towards their wellbeing. I am an active listener who is well engaged in learning; I notice and learn from what others do well. I fulfil my role within a team or group to the best of my ability.

Imagination

As an RGS learner, I combine my existing knowledge and skills with intellectual curiosity and creativity to successfully plan and achieve things in unfamiliar situations, of which I am proud.

Perseverance

As an RGS learner, I am tenacious when facing adversity or suffering setbacks. I will understand and learn from both my mistakes and those of others, and resolve to try again.

Aspiration

As an RGS learner, I aim to go beyond my current successes. I enjoy making the most of the opportunities presented to me, both inside and outside of the classroom, irrespective of the outcome.

Reflection

I recognise and celebrate my achievements and those of others. I look back at the progress I have made and seek feedback so that I can refine and improve targets for my future development. I have a sense of perspective, rationally test claims of truth and take responsibility for my own wellbeing.

The RGS Rose

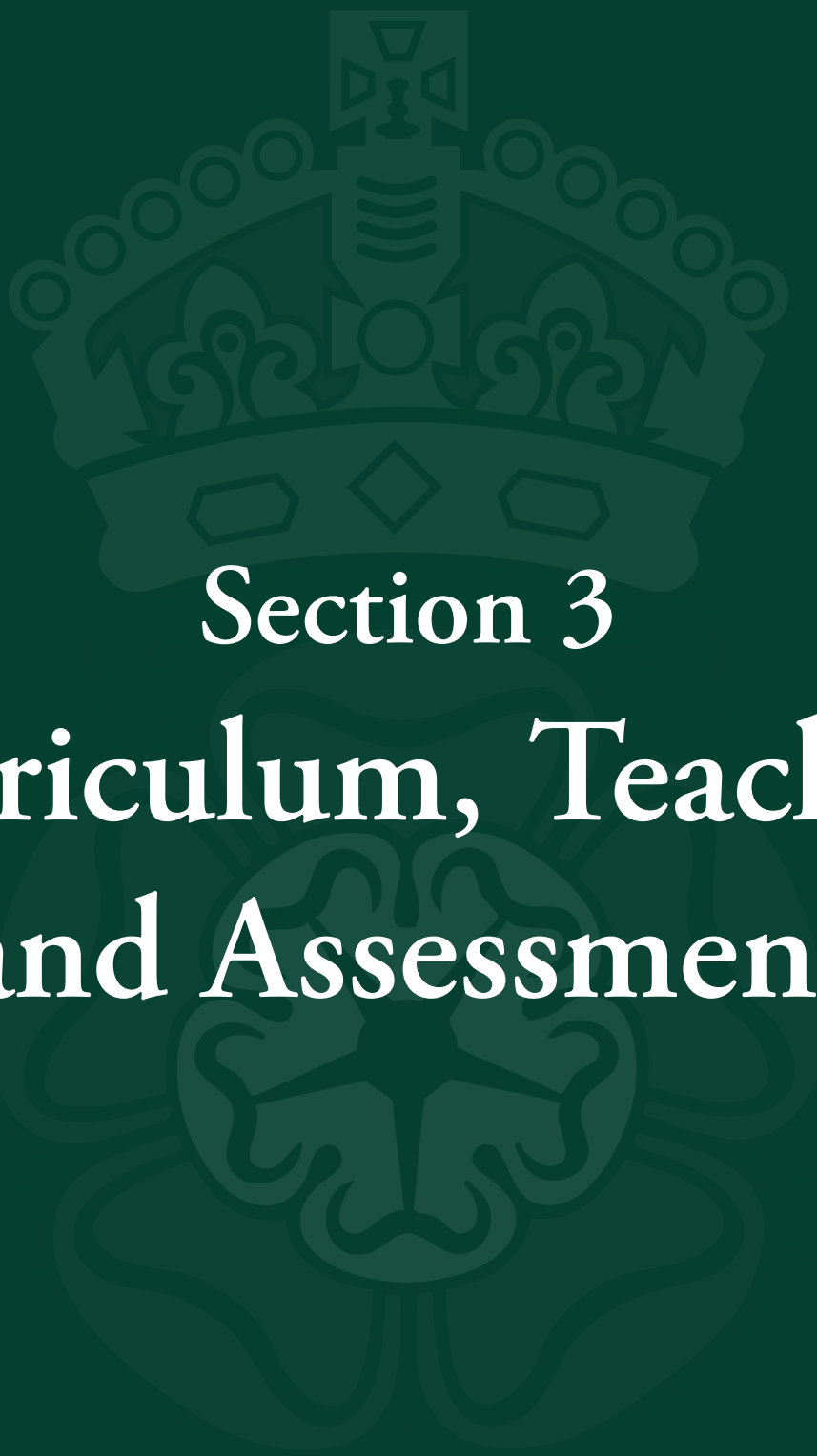
The RGS Learning Habits and Values are integral to life at RGS, and this language permeates every aspect of a pupil's experience in school. It is the 'how' we learn not the 'what'. Parents and staff play their role in modelling these habits and values at every given opportunity. Pupils can earn RGS Rose badges every year. These celebrate every child's journey in developing and embedding the learning habits within their daily lives.

The "Order of the RGS Rose" is a structured programme designed to allow pupils to earn credits towards a recognised level of achievement. Pupils can achieve the RGS Rose badge at Bronze, Silver, Gold, and Platinum levels within each year group.

This scheme is not intended to be competitive but rather to set individual progress targets for each pupil, enabling them to advance at their own pace. Pupils are encouraged to understand the requirements for attaining the next badge level and work towards it.

All pupils are encouraged and supported to attain at least the Bronze level each year.





Section 3

Curriculum, Teaching and Assessment

The Curriculum

The school follows the National Curriculum for England and Wales and as such, comprises the following stages:

Pre-school & Prep			
Age in years	Stage	Year	Classes Opened
3 - 4	EYFS	FS1 (Nursery)	AUG 2021
4 - 5		FS2 (Reception)	
5 - 6	Key Stage 1	Year 1	
6 - 7		Year 2	
7 - 8	Key Stage 2	Year 3	
8 - 9		Year 4	
9 - 10		Year 5	
10 - 11		Year 6	

The UAE vision, culture, and national identity is embedded throughout our curriculum.

The Arabic Curriculum

Arabic is a core subject at school from Year 1. Our pupils learn Arabic from the Early Years onwards. The RGSGD Learning Habits integrate effectively into Islamic Studies lessons. There are two curricula for Arabic:

Native Arabic speakers (Arabic A)

- These pupils receive additional and specialised teaching from Y1 to enable them to complete the required Ministry of Education curriculum and associated exams.

Non-native Arabic speakers (Arabic B)

- In FS1, an Arabic teacher plays alongside children, familiarising them with basic sounds and vocabulary of the Arabic language.
- In FS2, the children learn simple Arabic songs and stories, expand their vocabulary and are introduced to basic phonic work.
- In Year 1, Arabic learning becomes more formal with Years 1 and 2 pupils focusing on the sound and lettering of the alphabet.
- In Years 3 to 6, pupils learn a wider range of vocabulary and how to read and write words.

Our Arabic Curriculum closely aligns with international language learning standards, offering a comprehensive and engaging approach to mastering the Arabic language. Designed for our pupils, the curriculum integrates modern teaching methodologies with traditional linguistic elements, ensuring a balanced and effective learning experience. Through interactive activities, cultural immersion, and progressive skill-building exercises, pupils develop strong reading, writing, speaking, and comprehension abilities. Our goal is to foster a deep appreciation for the Arabic language and culture, preparing pupils for future academic and personal success.

The Islamic Studies Curriculum

The UAE vision, culture, and national identity is embedded in our broad Islamic Studies curriculum. The UAE Ministry of Education mandates that all Muslim pupils from Year 1 attend Islamic Studies classes. Pupils who speak Arabic as a first language are taught Islamic Studies separately to pupils who have another language as their first language. Our school is equipped with dedicated facilities for ablution and prayer. The RGSGD Learning Habits integrate effectively into Islamic Studies lessons.

Early Years Curriculum

Our Early Years curriculum focuses on developing effective learning through play, exploration, creating and critical thinking. Our beautifully designed early year's classrooms and outdoor learning spaces provide a safe and stimulating environment where young children can explore, enquire, and create. Our highly trained Early Years team use the English National Curriculum as the basis for planning and assessing learning in the following areas:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Expressive arts and design
- Understanding the world

Experienced teaching assistants provide support in every Early Years classroom. Specialist teachers deliver exciting and appropriate Music, Arabic and PE programmes to our youngest learners.

The Primary Curriculum (Years 1 – 6)

The primary curriculum at RGSGD features:

Core Subjects	Foundation Subjects	UAE mandated Subjects
English	Enquiry (History/Geography)	Moral and Social Studies
Mathematics	Art and Design Technology	
Science	Computing	
Arabic	Music	
Islamic studies (for Muslim pupils)	PE, Swimming and Games	
	Drama	
	Spanish/French/Mandarin	
	PSHCE	

To meet English National Curriculum and KHDA requirements, all primary pupils are closely monitored and assessed in each subject, throughout the year.

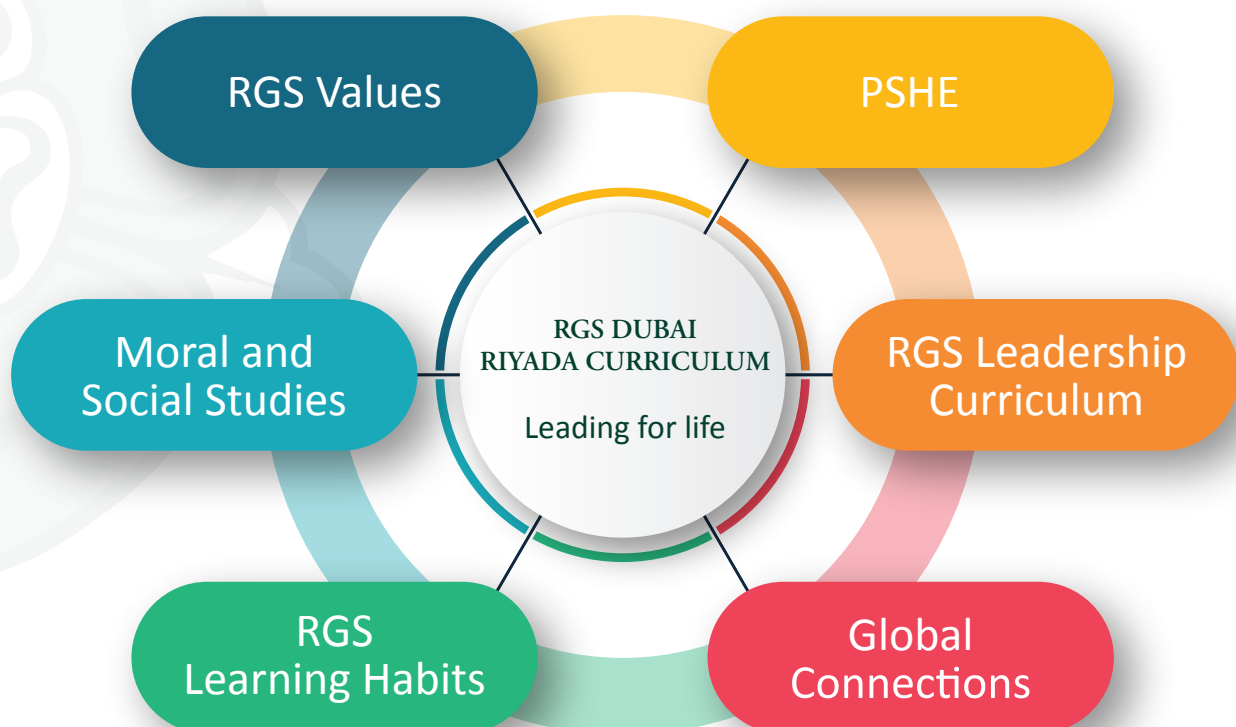
Key Stage 2 pupils (Years 3-6) build on the strong foundations laid out in Early Years and Key Stage 1. They use the full range of our specialist facilities to enhance their learning and develop higher levels of independence. These facilities include the library, science labs, food tech room, drama, music, art rooms and technology and computer science room. By the end of Year 6, our pupils are well prepared for the challenges of our Senior School.

At RGS, we acknowledge the importance of self-evaluation and self-regulation skills; the development of these essential life skills permeates the entire primary curriculum.

The Riyada Curriculum

Riyada, means 'leadership' in Arabic and is at the heart of an RGSGD education. The essence of this programme is to educate our young people to 'think big' and to support them to understand some of the significant challenges in the world and how they can use their education to make a difference.

The Riyada curriculum includes:



From Key Stage 1, each pupil will take part in an annual leadership challenge. As pupils get older, the scope of this challenge increases in scale.

In FS1 – Year 2	The challenge will be in the classroom or at home.
Years 3 – 4	The challenge will be at school or home.
Years 5-6	The challenge will be in the local community.

Through developing the leadership skills of our pupils, we want them to be able to use their education, their privilege and their learning to make a difference to others. Leadership learning takes place throughout the year.



The RGS GD Learning Environment

Our community is privileged to work and learn in a stunning, innovative building which features world class facilities. The building accommodates the Early Years and Prep School classrooms and specialist areas. The building design has a strong focus on sustainable and eco-friendly solutions.

Classrooms are light and bright and provide beautiful spaces for our pupils to grow, learn and play. Our pupils make full use of specialist sport, art, language, music, and technology learning spaces.

Our incredible physical environment is equally matched by a learning environment in which all children feel safe, valued and supported.

Home Learning

Home learning is compulsory and forms a key part of the complete learning experience for each pupil. Defined home learning starts in Year 2 with optional tasks provided in FS2 and Year 1.

There are times when families are busy and home learning is sometimes not completed. We ask parents to email the teacher in this instance. In return, staff will let parents know via Seesaw, if home learning is not completed. We will then facilitate pupils catching up their home learning during a break/lunchtime.

All home learning is based on work what the pupils have studied in school, so if they do not understand it, then please let concerned staff know.

Home Learning in Years 2 - 6

Research tells us that the most important aspect to Home Learning in the Prep age range is to develop a love of reading and to build up healthy independent learning skills. The expectation is that 25 minute home learning tasks are set up to three days per week.

Year group expectations regarding homework will be given to pupils and parents at the start of each year.

Computing

We integrate computing and digital learning into all aspects of the curriculum. Computing education teaches pupils to use computational thinking and creativity to understand and make a positive impact on the world. Computing has deep links with Mathematics, Science and Design Technology and our pupils use digital devices from the Early Years upwards:

FS1 – Year 2	Ipads
Y1 & Y2	Ipads
Y3 & Y4	Laptop (MS)
Y5 & Y6	Laptop (MS)

- **1:1 devices are provided by the School.**
 - **All pupil/parents sign the acceptable policy annually**
-

Reading

At RGSGD, we believe that regular reading at home is an integral part of our educational philosophy because it lays the foundation for academic success and personal development. It aligns with our commitment to fostering a love of learning and intellectual curiosity in our pupils. By encouraging regular reading, we aim to enhance vocabulary, comprehension, and critical thinking skills, which are essential for academic achievement. Moreover, reading exposes students to diverse perspectives, promoting empathy and emotional intelligence, values we hold dear at RGSGD. This practice also strengthens family bonds and provides a nurturing environment that prioritises education, reflecting our holistic approach to student development.

Library

Our wonderful library stands at the heart of our school, serving as a vibrant hub of learning and discovery for all students. It is a welcoming space where pupils of every age come to explore a vast collection of books, engage in stimulating activities, and cultivate a lifelong love for reading. The library is not just a place for borrowing books; it is a dynamic environment where students collaborate on projects, access digital resources, and receive guidance from our knowledgeable librarians. Every pupil, from the youngest to the oldest, benefits from the library's rich resources and supportive atmosphere, making it an integral part of their educational journey.

Read Write Inc Reading Program

The Read Write Inc. (RWI) reading program at RGSGD is a transformative literacy initiative designed to foster confident and fluent readers from an early age. This comprehensive phonics-based program provides a structured approach to reading, enabling pupils to develop strong decoding and comprehension skills. Through engaging lessons, interactive activities, and tailored support, the RWI program ensures that each child progresses at their own pace while mastering essential reading skills. At RGSGD, our dedicated teachers are committed to creating an inclusive and encouraging environment where every student can thrive and develop their journey to reading to learn.

Accelerated Reader

The Accelerated Reader (AR) program for Years 3 to 6 at our school is a dynamic and personalized reading initiative aimed at fostering a deep love for reading while enhancing comprehension skills. Pupils select books that match their individual reading levels and interests, and upon completion, they take computerized quizzes that assess their understanding of the text. This program not only motivates students to read more but also provides valuable feedback to teachers, allowing them to tailor instruction to each child's needs. By encouraging independent reading and promoting a sense of achievement, the AR program helps cultivate lifelong readers who are confident and proficient in their literary journey.

Music

Music is central to the life at RGSGD. Our dedicated music staff help pupils gain confidence and music skills, as well as nurture a love of music. Our music curriculum is wide and varied. In the Prep Department, pupils have two music lessons a week and, from FS2, are taught to play an instrument:

FS2 & Year 1	Violin
Y2 & Y3	Ukulele
Y4 - Y6	Carousel of wind instruments

In addition to class music lessons, pupils can join the choir, instrumental groups and various music-based clubs. Pupils can also choose to learn additional instruments as part of the 1:1 music lesson programme. We believe that performing, whether alone or in a group, builds confidence and brings joy.

Languages

RGSGD is committed to developing linguists. Languages are taught from FS1 onwards by our specialist language teaching staff. Arabic is taught throughout the school and is compulsory for all pupils. In Prep, RGS pupils are introduced to a selection of languages which gives them a broad linguistic foundation to build on during senior studies. Our language teaching team are part of our extra-curricular activities programme, so that every pupil can easily choose to continue learning a language that they particularly enjoy.

Overview of languages on offer:

Y1 & Y2	Spanish
Y3 & Y4	French
Y5 & Y6	Mandarin



PE/Swimming/Games

Our PE curriculum is based on the National Curriculum and follows a progressive programme throughout the school. A team of highly trained and motivated PE specialists lead the way and make full use of the 25m indoor swimming pool, learner pool, a full-size football pitch and sports hall.

Year groups from Year 2 and above complete some of their lessons at the world-class facilities at ISD (International Sports District). We subscribe to a 'sports of all' ethos and provide a diverse range of sporting opportunities ensuring each pupil can enjoy sport at their ability level and gain expertise to continue that sport later in life. The school has established strong links with local school networks like Dubai Affiliate School Sports Association (DASSA), which provides annual combined sporting events ensure contact with the home school in the UK.

Extra Curricula Activities (ECAs)

RGSGD strongly believes that education is not limited to the classroom environment, so a varied and exciting range of over 50 extra-curricular activities (ECAs) are available to all pupils. Our ECA program therefore offers a range of activities hosted by RGS staff, ENRICH ME staff or our outside providers who make full use of our outstanding facilities. ECAs help children develop a range of skills and interests through participation in activities of their choice. Activities are scheduled before school, during lunchtime and after school. When pupils sign up to an ECA, they are expected to commit to it by attending every session.

An ECA brochure is sent to parents termly. This document outlines all ECAs on offer for the upcoming term and gives clear instructions on how to select, sign up, and pay for ECAs offered internally and those offered by our external providers. Internal ECA selection is made on SOCS and bookings and payments for externally provided ECAs are made directly to the providers. These are examples of some of the ECAs on offer:

Table Tennis	Lego Club	Musical Theatre	Recorder	Dance	Robotics
Gymnastics	Choir	Sailing	Football/Netball/Rugby	Swimming	Chess
Art	Orchestra	Young Engineers	Horse riding	Golf	Languages

Cognita Enrich ME

Designed exclusively to empower pupils enrolled at the Cognita family of schools in the Middle East, the ENRICH ME programme combines expert coaching as well as inclusive and unparalleled opportunities in music, drama, football and swimming.

Pupils of RGS GD benefit from access to unique and bespoke enrichment provisions, offering our pupils a broader learning experience beyond the school day.

For academic year 2023-24 ENRICH ME is delighted to provide programmes in:

- SWIMMING • NETBALL • FOOTBALL • PERFORMING ARTS (Music, Dance & Drama)

All of our enrichment programmes are led by coaches with extensive experience in their field and lessons can be attended straight after school, allowing for extended hours for students to pursue their interests. Private music lessons can be held during school hours.

If you would like any further information on any of our ENRICH ME programmes, please reach out: email: enrichme@cognita.com

COGNITA ENRICH ME



Reporting and Assessment

Assessment

At RGS, we highly value the use of rich data to personalise learning. Assessment is not just about exams; it is about understanding each student's unique strengths and areas for improvement. By analysing various data points, such as performance metrics and preferences, we tailor our approach to ensure every pupil receives the support they need to succeed. Assessment is not the endpoint; it's the starting point for informed, strategic teaching strategies and learning.

Feedback to children is provided regularly to guide their learning journey and ensure they are aware of their strengths and areas for improvement.

We report to parents three times a year, offering an overview of their child's progress. These reports include both an attainment grade, which reflects their academic achievement, and an Attitude to Learning grade, which evaluates their engagement and effort in their studies. To further enhance our assessment process, we utilise a range of GL assessments. These comprise Progress Tests to monitor academic development, CAT4 (Cognitive Abilities Test) to understand their learning potential, NGRT (New Group Reading Test) to assess reading skills, and PASS (Pupil Attitudes to Self and School) to gauge students' attitudes towards their school experience. This multifaceted approach ensures that we provide a holistic view of each student's progress and well-being.

RGS along with all other schools in Dubai, is fully compliant with National parameter testing requirements.

Subject specialists will baseline pupils on entry in all subjects. Continuous in-class assessment events are conducted throughout the year. Results from these inform our teaching. They will then be judged against international standards regularly throughout the year as they complete modules and topics.

Parents will receive regular updates on their child's progress and attainment. In each academic year, parents receive three formal written reports and are invited to two formal parent conferences. Reports are sent termly and distributed to parents via iSAMS (our school management system).

Educational Trips and Visits

RGSGD encourages and supports staff who wish to take pupils on educational visits to enhance the quality of learning. Trips are carefully planned so pupils:

- enjoy a safe and memorable local experience with teachers and peers
- have equal opportunity to participate
- broaden their learning and link areas of study in the classroom to the real world

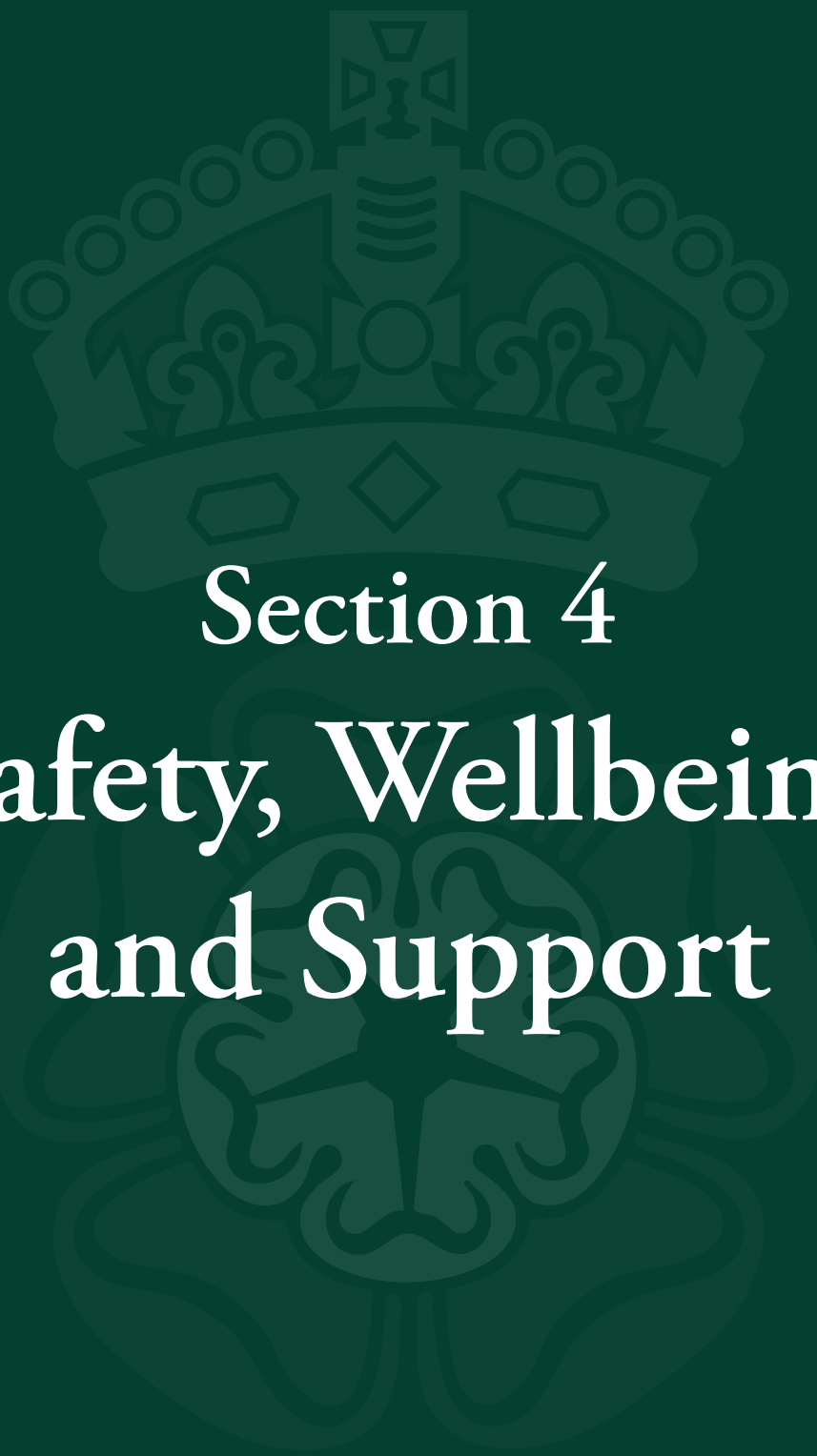
All trips are well organised and follow required government guidelines. Venues are carefully selected, and risk assessments are carried out before every trip.

RGSGD school buses and buses from Arab Falcon are used to transport pupils and staff to local venues. The cost of most of the day trips to venues in Dubai and close surrounds are included in your school fees.

Whilst school trips in Dubai are optional, we encourage parents and pupils to fully participate. Parent/guardian permission is a requirement for trip attendance, so please address trip queries directly with your child's Class Teacher if needed. The opportunity for our Key Stage 2 pupils to participate in residential trips within the UAE and abroad remain exciting and much anticipated events on our school calendar. These necessarily incur an additional charge for participation.

Foundation Stage Pupils	Have opportunities to participate in day trips that explore local venues within Dubai
Key Stage 1 children	Have opportunities to participate in day trips to local venues within Dubai and Sharjah
Key Stage 2 pupils	Have opportunities to participate in day trips in Dubai and residential trips within the UAE

[Click on the link to read the RGSGD Educational Trips Policy](#)



Section 4

**Safety, Wellbeing
and Support**

Safeguarding pupils

At RGS, safeguarding and promoting the welfare of pupils is everyone's responsibility. This includes:

- protecting children from maltreatment
- preventing impairment of children's physical and/or mental health, or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes.

Staff are committed to safeguarding and promoting the welfare, physical and mental health, and safety of our pupils by creating and maintaining an open, safe, caring and supportive atmosphere. This includes:

- proactively teaching pupils about safeguarding
- ensuring that systems and procedures are in place to protect pupils
- acting in the best interests of the child

Pupils are encouraged to talk to any teacher or learning assistant if they have a worry. Importantly they need to be aware that the Designated Safeguarding Leads on campus are:



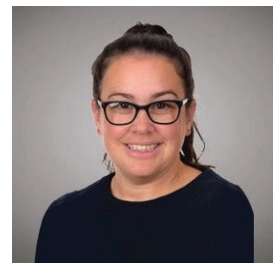
Principal
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Mrs Jessica Townsend



Assistant Head, Key Stage 1
Mrs Bennett



Assistant Head,
Upper Key Stage 2
Mr Joe Creal



Assistant Head,
Lower Key Stage 2
Mr James Sherriff



Director of Sport
Mr James Bennett



Deputy Head, Senior School-
Mr Nicholas Radbourne

Kindly click on this link to read the RGS GD Safeguarding Policy

School Counsellor

The pastoral team is also supported by the school counsellor. Staff can recommend referral to the school counsellor, or a pupil can choose to self-refer. Miss Tereza, our school counsellor is accompanied by Luna, our KHDA approved therapy dog.

Classrooms are light and bright and provide beautiful spaces for our pupils to grow, learn and play. Our pupils make full use of specialist sport, art, language, music, and technology learning spaces.

Our incredible physical environment is equally matched by a learning environment in which all children feel safe, valued and supported.

Counselling is designed to offer services that promote the personal, social, emotional and educational development of pupils. Our counsellor works closely with children, parents, leaders and teachers to create a successful school experience for pupils.

Counselling and guidance are often preventative in that it addresses the developmental needs of children before problems arise. Our counsellor will work closely with the Inclusion team to provide support by assessing pupils' needs, recognising their abilities, and devising strategies to help them thrive.



Miss Tereza Panash-Yehia

Campus Security

Guidelines for safety and security are detailed in security documents and procedures that are used by RGSGD staff to ensure uniform, orderly, and timely responses to emergencies. Our staff and pupils are taught emergency procedures for building evacuation, and relocation to safer areas of the campus. Drills are practised so pupils know the appropriate responses in emergency scenarios

Lanyards

Parents, teaching and support staff and staff must always have their lanyards on and visible whilst on site. This safeguarding action confirms that all people onsite, are authorised members of our school community. Lanyards will be issued to all returning parents in September and to any new parents at the time of joining.

While on the RGS site, we encourage all parents to report any suspicious behaviour or suspicious items to security or receptionists.

Visitors must check in with Security at the Main Reception to receive their visitor lanyards.

RGSGD has the following lanyard designations:

Green	RGSGD staff
White	Cognita staff
Blue	Parents
Gold	Out-sourced staff
Pink	Parent approved helpers
Dark Red	Visitors

ID cards for carers employed by parents are a MUST!

If your carer drops off or picks up your child/children from campus, they must have a pink RGS lanyard with an RGS ID card. Please complete and sign a Carer's Form and attach a copy of your carer's Emirates ID Card. These need to be submitted to Reception via email reception@rgsgd.com or in person. An RGS ID card on a pink lanyard will be Prepared and available for collection within a few days.

Pupils will not be released by RGS staff to family carers who are unable to present the pink RGS lanyard with ID card. It is not permitted for carers to wear the blue parent lanyards.

Procedure for lost parent and carer's lanyards

Lost cards/lanyards must be reported immediately to reception@rgsgd.com

A replacement fee for lost/damaged cards/lanyards will be charged for replacement lanyards.

Leaving Campus during the school day

Pupils are expected to remain on campus throughout the school day. If a pupil must leave the campus for health reasons, the RGS Nurse will call the parents. The child may be collected from the Nurse's Office at the designated time.

As far as possible, it is preferred that any doctor, dentist and optician appointments are arranged out of school time. If this is not possible, and a parent wishes to take their child out of school before the regular dismissal time, the Class Teacher/Form Tutor should be informed via email on the day before the appointment. Parents are asked not to go directly to the classroom during instructional time to collect a pupil, but instead are to report to Reception to collect the child, sign them out and collect a gate pass at the designated time. When exiting the campus with their child, parents must present the gate pass to security at the gate.

Please do not arrange for a taxi or driving service to collect your child. Children must be accompanied and signed out by a parent or guardian.

Dining Hall

At our school, we cherish the dining hall experience as more than just a place to refuel; it's a vital arena for fostering social skills and cultivating dining etiquette. One distinctive aspect of our approach is having teachers dine alongside pupils, throughout the week, imparting not just academic knowledge but also invaluable life lessons. As pupils share meals with their peers, they absorb the subtle nuances of proper table manners, polite conversation, and respectful behaviour. This communal setting encourages camaraderie, mutual respect, and a sense of belonging within our school community. Through these shared meals, pupils learn not only how to handle cutlery but also how to engage in meaningful dialogue, building character and confidence that extend far beyond the dining table.

Dining Hall arrangements

Our school meals partner Tuck Shop Catering provides tasty, healthy school meals and snacks. All meals are prepared fresh daily in our onsite kitchen. Tuck Shop have created a delicious three-week menu with different lunch and snack options to boost pupils' energy levels throughout the day.

For FS1–Year 3 pupils, parents can choose online with their child from a range of options to pre-order both morning snacks and school lunches for the week ahead. Foundation Stage children eat in their own Early Years dining space on the ground floor. In Year 4 and above, pupils will have the option to select for themselves from the snacks at first break and hot and cold lunch options available daily, using a personalised top-up payment card. Pupils from Year 1 to Year 6 eat lunch in the dining hall, using china crockery and proper cutlery, sitting in small groups in a family dining style setting.

Both the online ordering and the top up cards can be paid for via the Tuck Shop Catering website.

Water bottles

We ask that each child brings a re-usable water bottle to school. These can be re-filled with high quality drinking water at numerous designated water stations on campus. We recognise the importance of our bodies being fully hydrated during the school day.

Self catering

If pupils bring their own food from home, families are advised to ensure healthy food is provided. Please note we are a pork-free and nut-free school. We do not offer food preparation resources e.g. microwaves to pupils. Pupils should not bring in any sweets or chewing gum to school. It is also not allowed for pupils to order any food deliveries to school, before, during or after the school day.

Scheduled breaks during the school day

During break and lunchtime pupils are welcome to play games on the playground area. If pupils do not wish to play games during their breaks, we have a lot of shaded and comfortable areas for pupils to socialise. We also have the supervised library which can be used.

During the hot weather months, the sports field is closed for outdoor play, and a variety of inside spaces are used on a rota system for indoor play.

Pupils are not allowed to use devices during their break times, we want them to socialise in person with each other and not spend their time on a device.

The RGS GD School House System

The House System is at the core of a true British school and is intrinsic to the development of a sense of community within the school. Great Houses allow pupils to form bonds and relationships across the different year groups and phases, rather than solely within their cohort. They help pupils learn how to work with others, improve collaboration skills and foster positive social behaviour

with older and younger peers. Houses often compete against each other in sports and academic competitions such as football, netball, swimming, poetry, chess, and photography. It allows teamwork, cohesion, and friendships to develop amongst pupils. Houses tend to be named after various things, from colours to compass points, geographical locations, animals, or even famous people.

At the Royal Grammar School Guildford in the UK, the six houses are named after important people from the school's History:

Each of these Houses represents a prominent personality from Guildford, UK – each of whom made significant contributions to the school throughout the 500+ history. At the Royal Grammar School Guildford Dubai, we share these same Houses, which enables us to have direct links to our sister school back in Guildford, UK and further strengthens the bond between the schools.

NETTLES

BECHINGHAM

HAMONDE

POWELL

AUSTEN

VALPY



Pastoral Care

Maintaining the physical, social and emotional well-being of each pupil is our priority. It is our firm belief that pupils succeed best when they are happy, feel cared for, and are comfortable in their surroundings. Staff, therefore, work closely with parents to provide a supportive environment which meets individual needs and promotes the development of happy, considerate pupils. RGSGD builds on the long tradition of RGS Guildford, so our older pupils are expected to take on a caring role for younger pupils. It is important that all pupils have clear boundaries and are aware of the expectations.

The pastoral care of primary pupils is coordinated by every class and teacher and is overseen by the Assistant Heads alongside the Head of Prep. The RGS Primary Pastoral Team is led by the Deputy Head of Prep and consists of the Assistant Heads, Head of Inclusion, School Nurse and Counsellor.

In rare cases, pupils failing to meet the attendance, social and/or behavioural parameters and expectations of RGSGD can be denied continuance during the academic year by the Principal, in consultation with the Principal. This is not the preferred course of action and would only be considered in extreme situations.

Inclusion and EAL

RGSGD is a fully inclusive school that caters for a wide variety of learners and specific needs of children. Children identified with Specific Learning Difficulties, English as an Additional Language, and more able pupils learn in a welcoming environment where diversity is valued and learning preferences are identified, understood and accommodated. We provide an environment with effective structures and systems to allow pupils to learn and flourish.

A highly skilled inclusion team works in partnership with parents, teachers, learning assistants and leaders. Intervention ranges from in-class support, small focus groups and one-to-one tailored programmes. The inclusion team works collaboratively with the Class Teachers to adapt resources, lesson plans, assessment, and the physical environment where necessary. This team works closely with parents to facilitate assessment and support from external specialists when required.

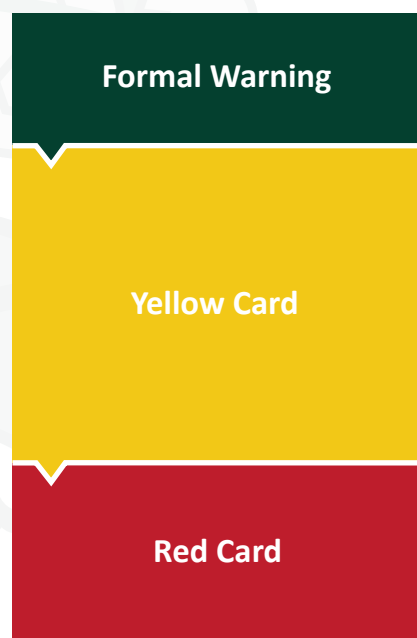
As we value the unique contribution of every child, RGSGD works towards eliminating prejudice and discrimination. We value strong partnerships with parents to ensure a holistic approach to supporting a child's personal, social, emotional, and academic needs. The children's needs are at the centre of everything we do, and we work to ensure every child has a successful learning journey.

Rewards and Sanctions

As a school we follow a clear behaviour policy, which is shared with all pupils.

Pupils earn House Points for doing good work or demonstrating positive behaviour in and around the school. These are awarded by the teacher and are put onto our internal system where they are collated and go towards the house total which is announced at every assembly.

On the rare occasion where pupils do not adhere to the high behaviour expectations, they are supported so that they understand and respect our community.



The teacher will state that the child's behaviour has led to a formal warning

A yellow card will be issued if behaviours continue or an action warrants an instant sanction. This will usually involve the pupil missing a break/lunch time and spending that with the Assistant Head, Mr Creal, reflecting on the behaviour. Through this conversation/reflection, it is expected that these behaviours would cease.

A red card will be issued if there has been a serious incident or a continuation of poor behaviour. This would then be sent to the Deputy Head or the Principal, Mrs Turnbull, to invite parents into school and discuss detentions.

Anti-bullying

Bullying is defined as unwanted negative behaviour, verbal, psychological, emotional or physical conducted by an individual or group against another person (or persons and which is repeated over time.

RGS GD has a 'zero tolerance' approach to bullying. This means that any cases will be fully investigated. Bullying is identified by the following behaviours which are repeated over time:
Physical: pushing, kicking, hitting, pinching, hair-pulling and other forms of violence or threats of violence

Verbal: name-calling and sarcasm innuendo, spreading rumours, persistent teasing Emotional: excluding, ridicule, humiliation

Intrusive: email, text messaging, use of social media designed to upset or abuse Racist: racial taunts, graffiti, gestures

Sexual: unwanted physical contact or abusive comments

RGS GD believes that bullying can be positively, firmly addressed through a range of measures and strategies which empower all members of the school community to act effectively in dealing with this behaviour. Parents and pupils have a particularly important role and responsibility in helping the school to prevent and address bullying behaviour and to deal with any negative impact within school of bullying behaviour that occurs elsewhere.

Isolated or once-off incidents of intentional negative behaviour including a once-off offensive or hurtful text message or other private messaging do not fall within this definition of bullying and will be dealt with, as appropriate, in accordance with the RGS Code of Behaviour.

Kindly click on the link to read the RGS GD Behaviour & Anti-Bullying Policy

E-safety

RGS GD believes e-safety is as much about behaviour as it is electronic security and therefore acknowledges the need to educate our pupils about the benefits, risks and responsibilities of using information technology.

The school is committed to empowering pupils to take control of their digital lives by using technology safely and responsibly. This includes the use of the internet and other means of communication via electronic media (e.g. text messages, online messaging, social media, gaming devices, e-mail etc.) e-safety is constantly evolving so the school actively raises awareness among all teaching and non-teaching staff to recognise e-safety issues.

Kindly click on the link to read the RGS GD e-safety Policy

Medical Care

It is mandated by the Dubai Health Authority that all Medical Forms & Immunisation Records should be completed and returned prior to pupils starting at the school. The school medical staff may not treat a pupil without this form. All new pupils, Year 2, & Year 5 will receive a school medical screening as required by the Dubai Health Authority.

Our full-time school Nurse and School Doctor are available in the school clinic 7:00 – 4:30 on Monday to Thursday and 7:00 -12:00 on Friday. First aid treatment for accidents & management of illness occurring in school during school hours will be provided by the school nurse; pupils should consult their own doctor for all other medical needs.

Please do not send your children to school if they have:

- Fever in the past 24 hours of 37.5°C or higher
- Vomiting & Diarrhea in the past 24 hours
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with congested/runny nose or bad cough, especially if it has kept the child awake at night.
- Conjunctivitis (Pinkeye)- must be on antibiotic eye drops for at least 24 hours.
- Chickenpox- pupils can return to school once the rashes/blisters are dried and no other symptoms noted

If your child has allergies to dust/seasonal allergies, they are allowed to return to school if their symptom is mild (one off symptom), otherwise, they need to stay home until symptom free.

Kindly consult the “Staying Home if Unwell Policy” in “Medical Care” on the iSAMS parent portal if you are in any doubt.

Medication should not be carried by pupils, except emergency medication for KS2 (inhalers for asthma and EpiPens). Please inform the school nurse directly if your child has any medical condition and/or is taking regular medication.

If your child requires medication to be administered during school hours, parents are asked to present a doctor’s prescription detailing the medication’s name, dose, times to be administered, and a written and signed permission note. This should then be given to the nurse on arrival at the school.

If a pupil is unwell during the school day, the medical staff will assess him/her and call the parents to collect the child. Pupils may not call their parents directly to collect them from school. Please contact the school nurse immediately if you receive such a call from your child. Parents are expected to collect their child within 45 minutes of being called to do so.

When there is a valid reason for a pupil not to take part in PE, it is important that parents provide an explanation of the circumstances via email (clinic@rgsgd.com). If this is over a prolonged period, a doctor's certificate will be required. If a genuine note is not presented, pupils are expected to take part in physical activities, including swimming.

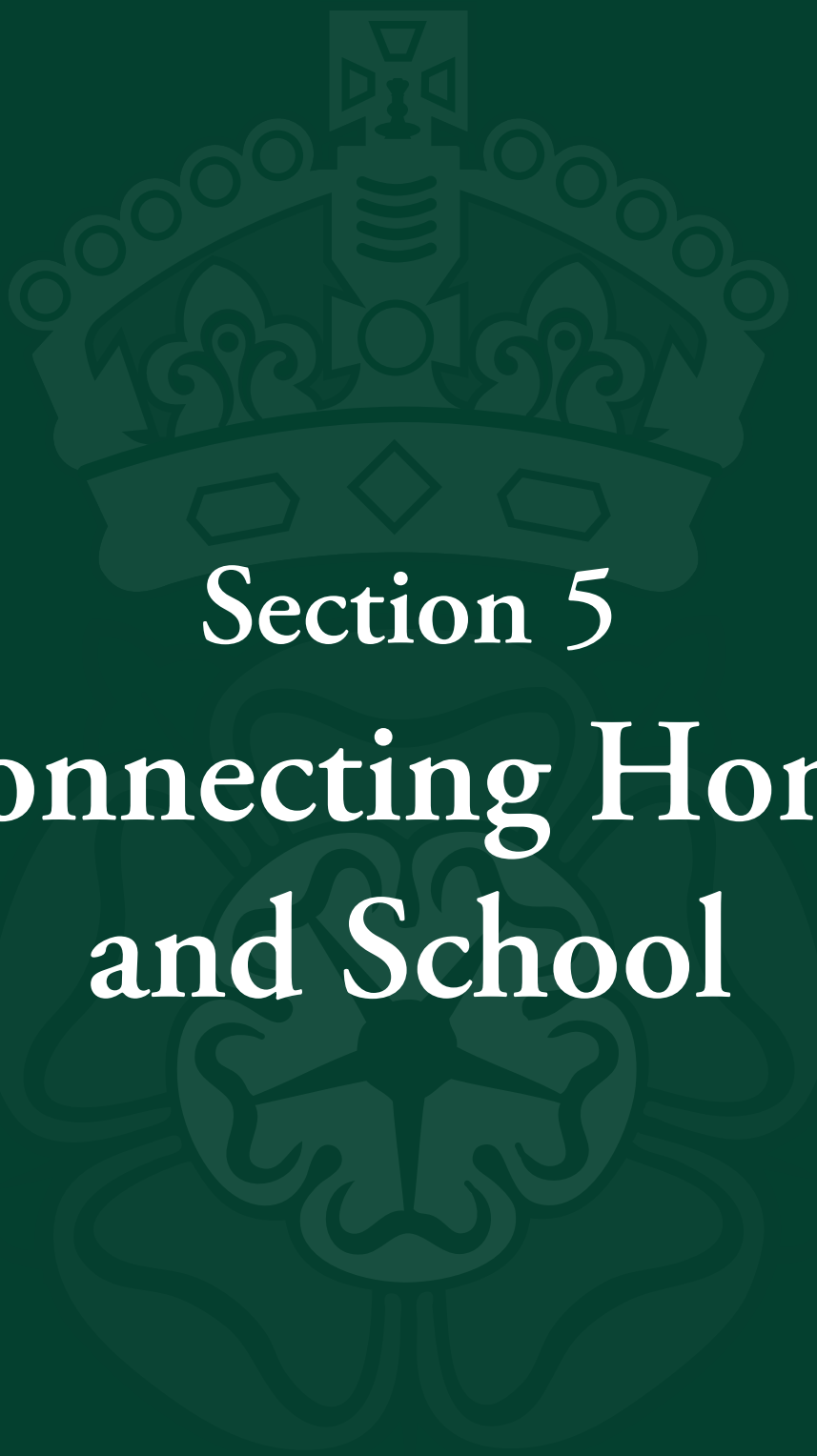
Immunisations are offered at the school. Our school clinic is a Vaccine Qualified Clinic under Dubai Health Authority. The school nurse will inform the parents if there are due/missing vaccine of your child. A copy of the UAE Immunisation Guidelines can also be found on the school website.

It is the parents' responsibility to ensure that an updated copy of your child's immunisation records is sent to the school nurse (clinic@rgsgd.com). The UAE Vaccination Schedule is in the Medical Resources section on the school website for your reference.

Medical Emergencies

In the unlikely event of an emergency, the policy of the school is to call an ambulance to take an injured child to King's College Hospital (Dubai Hills). In this event every attempt will be made to contact parents. Please ensure that the school has your current contact details. If you have any queries or concerns regarding health matters in the school, please do not hesitate to speak to our school nurse.

All medical forms and documents are sent in the welcome pack and are available on the ISAMS Parent Portal for your easy reference.



Section 5

Connecting Home and School








KHDA Parent - School Contract

The parent-school contract ensures that both schools and parents are aware of their duties and responsibilities towards each other and towards their children. It is to the benefit to both schools and families that this relationship is based on agreed terms and conditions, set out clearly in the form of a contract. This contract will be sent to parents when enrolment requirements are completed, and a signed copy must be submitted as pupils begin school.

Parent WhatsApp Group Guidelines

Class groups of parents traditionally create WhatsApp groups which can be very effective and positive information sharing channels. In using these groups, we remind parents that the law in the UAE is very strict about posting negative or critical statements or images about the government, individuals or businesses. Remember, that once you submit a post, including screen shots, in WhatsApp, it is in the public domain and can be further shared with other groups or on other platforms.

We encourage our parents to be kind, informative and factual and base all WhatsApp interactions firmly on our RGS values.

WhatsApp groups should be used to:	WhatsApp groups should not be used to:
 Share messages from the class teachers	 Discuss individual pupil's behaviour or situation
 Give reminders about school activities, events, and deadlines	 Share concerns about a member of staff
 Share useful information e.g. providers for specific items/resources, ideas for projects, etc	 Voice grievances about the school/staff
 Promote RGS community ethos e.g. share the invitation for a celebration (when the whole class is involved or invited)	 Share political posts, discussions or opinions
 Share local community information e.g. theatre shows, popular special offers, etc	 Share personal Problems

Parent contact details

It's the parent's responsibility to ensure that they have informed the school of any changes to your contact details. It is essential that the school can contact you especially during emergencies. Please email reception@rgsgd.com to update your details.

Friends of RGSGD

The Friends of RGSGD is our much-valued school PTA. The ethos of this special group is that by building a strong, supportive partnership between the school and the parent body, the school experience for our children is enhanced and the growing school community is strengthened. By becoming a member of the 'Friends of RGSGD', parents can play a part in ensuring the RGSGD vision for a happy, collaborative school community, remains a reality.

Typically, this group promotes community spirit and offers enthusiastic volunteer support with the RGSGD social calendar and associated events. Being a member of the Friends of RGSGD offers parents a wonderful way to enrich their school experience. We invite parents who can give their time, to register directly with Friends of RGSGD.

Parent Teacher Conferences

These events occur twice a year and will be available in person or via TEAMS. They provide an opportunity for parents and teachers to discuss pupil progress and school reports. The dates for these events are published on the school calendar and meetings occur via appointment only.

Please be aware that time during parent conferences is limited and we request in advance that the allotted time must be adhered to for the benefit of all. Longer discussions are welcomed by separate appointment. Parents and teachers are invited to schedule a meeting at any time if a discussion is deemed to be mutually beneficial.

Newsletters

Whole School and Phase newsletters are shared weekly with families via iSAMS.

School Academic Calendar – This document contains upcoming school events and holidays. It's updated regularly and can be found on the school website www.rgsgd.com/calendar

For events, ECAs and sporting fixtures, please view the daily calendar via RGSGD SOCS portal.

Queries and Compliments

Queries and compliments can be emailed directly to the staff member concerned or sent to preliaison@rgsgd.com

Concerns and Complaints

We will endeavour to resolve any issues through good communication and following the guidelines as outlined in associated policies, however, there may be occasions where complaints may arise and need to be addressed. We will ensure that all complaints are dealt with while being open, honest and fair with all parties involved. Complaints or concerns will be treated in a confidential manner and with respect.

Knowledge of the complaint or concern will be limited to the Principal/delegate and those directly involved. It is the school's policy that complaints made by parents do not adversely affect their children in any way.

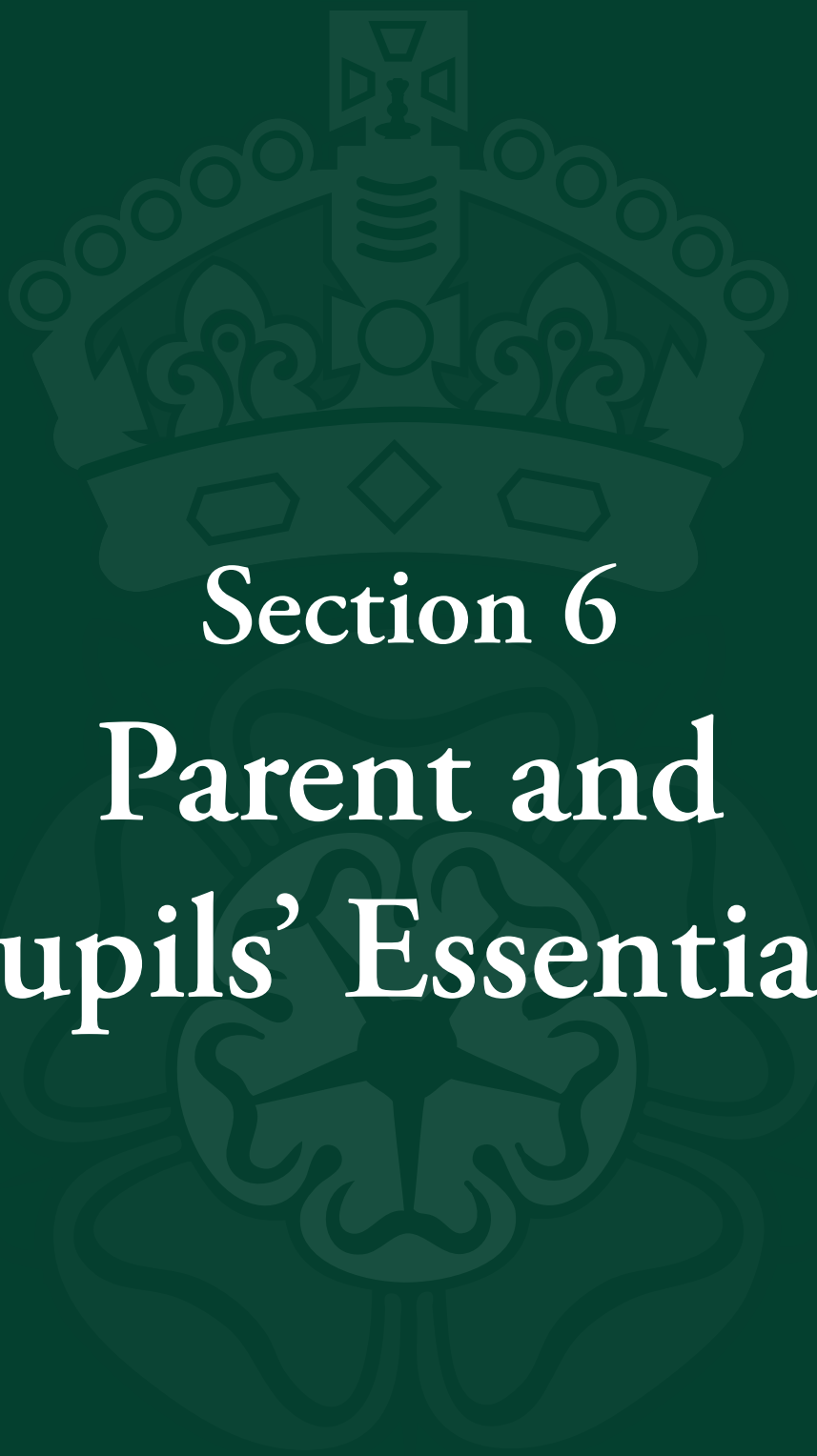
In addressing concerns and complaints, we aim to ensure that all members of the school community feel happy, safe, secure, valued and respected. We therefore expect all members of the school community to value, respect and treat all others fairly and well, showing consideration for the safety, welfare and wellbeing of themselves, others, and their environment.

The RGSGD Complaints Policy outlines the procedures for lodging a complaint.

Social Media

We are active on various Social Media channels to showcase all the great things that are happening at RGSGD. We encourage you to visit them regularly for updates and more.





Section 6

Parent and
Pupils' Essentials

Uniform Requirements

At RGS GD our uniform expectations are always high and our pupils wear the RGS rose with great pride.

When wearing school uniform, pupils must wear black leather shoes. Boys wear dark grey socks and girls wear white. Children with hair past shoulder length must wear it tied back with a simple dark blue or dark green hair tie, bow or band. No Jewellery except a simple watch (not an Apple Watch) and one pair of stud earrings is permitted.

When wearing PE kit, pupils should wear supportive sports trainers that are plain in colour. No fashion trainers.



Early Years



Key Stage 1



Key Stage 2

Kindly Click on the Link to read the RGS GD Uniform Policy



Equipment List

Stationary items should be brought to school in a pencil case. Pupils are responsible for ensuring that items are replenished as needed.

Please note, NO mobile phones are allowed in school. If there are specific reasons for a child in Year 6, to have a mobile phone due to transport arrangements please contact the Head of Prep to discuss. All mobile phones will be handed in at the beginning of the school day and returned at home time. Unapproved mobile phones will be confiscated.

FS1, FS2 and Year 1

All stationary items are provided

Year 2 to 6 pupils

Writing pencils

Handwriting pens (blue and purple ink)

Pencil sharpener

Glue stick

Ruler

Eraser

Pair of scissors

Highlighter pens

Colouring pencils

Timings of the School Day

Mondays to Thursdays	FS1 & FS2	Year 1 & 2	Year 3 - 6
Early Birds & Drop Off	07.00 - 7.30	07.00 - 7.30	07.00 - 7.30
End of day collection	14.00 - 14.15	14.50 - 15.00	15.30 - 15.45
Internal ECA's	14.15 - 15.00	15.00 - 15.45	15.00 - 15.45
After school care collection	16.15 - 16.30	16.15 - 16.30	16.15 - 16.30

Friday	FS1 & FS2	Year 1 & 2	Year 3 - 6
Early Bird club	07.00 - 7.30	07.00 - 7.30	07.00 - 7.30
Morning Drop Off	7.30 - 7.50	7.30 - 7.50	7.30 - 7.50
End of day pick up	11.00 - 11.15	11.20 - 11.30	11.30 - 11.45

Red Card

Arrival and Dismissal from school

We ask that drivers always drive carefully and slowly whilst on campus. They must adhere to the RGS driving and parking requirements and will be reported to authorities if in violation of safe driving practices. Everyone is expected to follow the direction of our Security Guards.

Extended day provision

Provision is made through an Early Birds from 07:00 – 07:30 and After School Care Club from 14:30 – 16:30. Please book this on SOCS to schedule Early Morning Care or After school Care for your child. This has a capacity, so it is booked on a first-come, first-served basis.

Pupil Attendance

Pupil's attendance is tracked by the school and the reason for absence is recorded by the school. Attendance is also reflected on school reports. Like all schools in Dubai, the following (Dubai Schools Inspection Bureau (DSIB) guidelines are applied by RGSGD when reporting total pupil absences (authorised and unauthorised).

Rating	Outstanding	Good	Acceptable	Unsatisfactory
Attendance %	98% or above	96-97%	92-95%	Less than 92%
What does this mean?	<p>Your child has had 4 days or less of absence.</p> <p>According to the DSIB your child's attendance is outstanding.</p> <p>Since attendance and attainment are clearly linked in educational research, it is more likely that your child's progress and attainment is also outstanding.</p>	<p>Over the year, your child has had 5-8 days of absence.</p> <p>According to the DSIB, your child's attendance is good.</p>	<p>Over the year, your child has had 9-14 days of absence.</p> <p>According to the DSIB, your child's attendance is outstanding.</p> <p>Whilst catching up missed work is required, it is no substitute for attending lessons.</p> <p>This level of absence is likely to effect the progress and well being of your child.</p>	<p>Over the year, your child has had 14 days or more of absence.</p> <p>According to the DSIB your child's attendance is unsatisfactory.</p> <p>It is likely that your child's progress and attainment will be seriously affected.</p>

Kindly click on the link to read the RGSGD Attendance Policy

Reporting pupils' absence due to illness

Parents must notify the school if a pupil is absent due to illness; please email **absent@rgsgd.com** before 07:50am on the first day of absence. A telephone call to Reception is acceptable **04 446 4333** if it's not possible to email. If the absence exceeds two days, then a doctor's report must be emailed to the school nurse **clinic@rgsgd.com** - when your child returns to school.

The school will follow up on absences that have not been communicated to us. Any absence still unaccounted for by the end of a school day will result in the pupil's absence being recorded as 'unauthorised'. If a pupil is absent through illness for a long period of time, it may be suitable for work to be set by the staff. Please contact the Class Teacher or Form Tutor to discuss arrangements in these circumstances.

Reporting Absences other than school holidays

All pupils are expected to attend school regularly throughout the year. Extended holidays disrupt and impact a pupil's progress and routine, but we understand that there sometimes unforeseen and emergency circumstances. Parents are required to request any emergency absence in writing from the Principal.

Punctuality

Punctuality shows respect for peers and teachers. Tardiness affects both the learning of the entire group and the child who is late. Pupils are expected to be in class on time for lessons to begin at 7:50am. Parents are kindly asked to emphasise the importance of being on time with their child. Repeated lateness will be addressed by Assistant Heads/ Head of Prep.

School Transport

Transportation to and from RGS GD is through a sole vendor called Arab Falcon Bus Rental LLC. They are an authorised school transport provider in Dubai and provide the highest level of safety, quality, reliability. Enhanced safety features such as GPS tracking, safety alarm systems and CCTV cameras are present in all their buses. Bus supervisors are trained and meet government safety standards. Bus transportation rates will be charged monthly /termly depending on the distance of the student location from the school according to the price table.

All pupils using the bus service will be given RFID cards which will have the pupils' ID, name, morning bus number and school name. Pupils will be required to swipe the cards when they get into/off the bus in the morning and afternoon. The RFID card will be valid for one academic year (September to June).

The fees for the bus service are payable in two instalments.

The first payment is due before in August (which covers four months of bus service), and the second payment due in December (which covers six months of bus service). Only registered pupils can use Falcon transport and payment in advance is required before bus services are provided. Late payment of bus fees may result in your child not being able to access the bus service.

Children using the Arab Falcon Bus Services should:	Children using the Arab Falcon Bus Services should not:
✓ Be ready and on time for departure and pick-up	✗ Stand while the bus is moving
✓ Remain seated on designated seats, and wear seatbelts throughout the bus ride	✗ Distract the Driver
✓ Sit facing the direction of travel (always facing forward)	✗ Throw objects of any kind on the bus
✓ Only travel on their designated bus	✗ Shout or be disrespectful towards others
✓ Always keep aisles and walkways clear	✗ Damage the bus in any way
✓ Make sure the road is safe before crossing the street when entering or exiting the bus	✗ Place anything outside the windows of the bus
✓ Avoid danger zone areas which surround all sides of the bus	✗ Eat or drink on the bus
✓ Maintain at least 10 steps away from the bus and make sure the driver can see them on bus arrival and departure	✗ Use laptops or Ipads
✓ Be courteous and follow the Bus Supervisor and Driver's instructions	✗ Play music or videos
✓ Use electronic devices responsibly and report misuse to the school and Arab Falcon immediately	

We ask that our families consider the bus service as a privilege. Pupils who are consistently and deliberately poorly behaved or unsafe, will be addressed by a staff member. If there are further behaviour issues, parent meetings will be held. In severe instances, bus suspensions may also be implemented.

Celebrations and Birthday Parties

We encourage sharing special celebrations such as birthdays with class peers at RGS. We are a nut free school, we ask that any individual birthday treats are rigorously checked before being brought into school as part of celebrations. Birthday treats will be sent home at the end of the day to be eaten at home.

For a party outside of school that will not include all classmates, invitations should be distributed discreetly outside of class time out of respect for those not invited. The classroom teacher should never be expected to distribute personal and private invitations. Celebrations should not impact pupil learning.

Important School Contacts

Who to contact If you have a question or concern about your child in primary:



Mr Scott Bryan is the Principal. To book an appointment to meet with him, please email his Executive Assistant Francesca Balderson on francesca.balderson@rgsgd.com

These are important school contacts for your easy reference:

Position	Name	Email	Telephone
RGSGD Reception		Reception@rgsgd.com	04 446 433
Head of Prep	Charlotte Grieves	charlotte.grieves@rgsgd.com	
Assistant Head (Head of Inclusion)	Laura Evans	laura.evans@rgsgd.com	
Assistant Head of EYFS	Jessica Townsend	jessica.townsend@rgsgd.com	
Assistant Head of Years 1 & 2	Rebecca Bennett	rebecca.bennett@rgsgd.com	
Assistant Head of Years 3 & 4	James Sheriff	james.sherriff@rgsgd.com	
Assistant Head of Years 5 & 6	Joseph Creal	joseph.creal@rgsgd.com	
Director of Sport	James Bennett	james.bennett@rgsgd.com	

Position	Name	Email	Telephone
School Counsellor	Tereza Panash-Yehia	tereza.panashyehia@rgsgd.com	04 446 433
School Clinic	School Clinic	clinic@rgsgd.com	
Prep Liaison	Samantha Cowan	prepliaison@rgsgd.com	
Finance/Administration	Aiko Loyola	finance@rgsgd.com	
Government Relations Executive	Heba Omar	heba.omar@rgsgd.com	
Reporting Pupil Absence	Samantha Cowan	absent@rgsgd.com	

Providers	Name	Email	Telephone
School Transportation	Arab Falcon (RGS Support)	csr.rgs@arabfalcondubai.ae	+971 501107063
Uniform Provider	Trutex	www.trutex.ae	+971 504795780
Catering	Tuck Shop Cafe	rgsgd@tuckshopcafe.com	+971 506942047
Enrich ME Football/ Enrich ME Swimming	Cognita Enrich ME	enrichme@cognita.com	+971 52759118



The world of difference.

D 61 - TILAL AL GHAF, DUBAI
UNITED ARAB EMIRATES

www.rgsgd.com

enquiries@rgsgd.com