



The world of *difference*.

Royal Grammar School Guildford Dubai

Senior Handbook



 **RGS** BUILDING

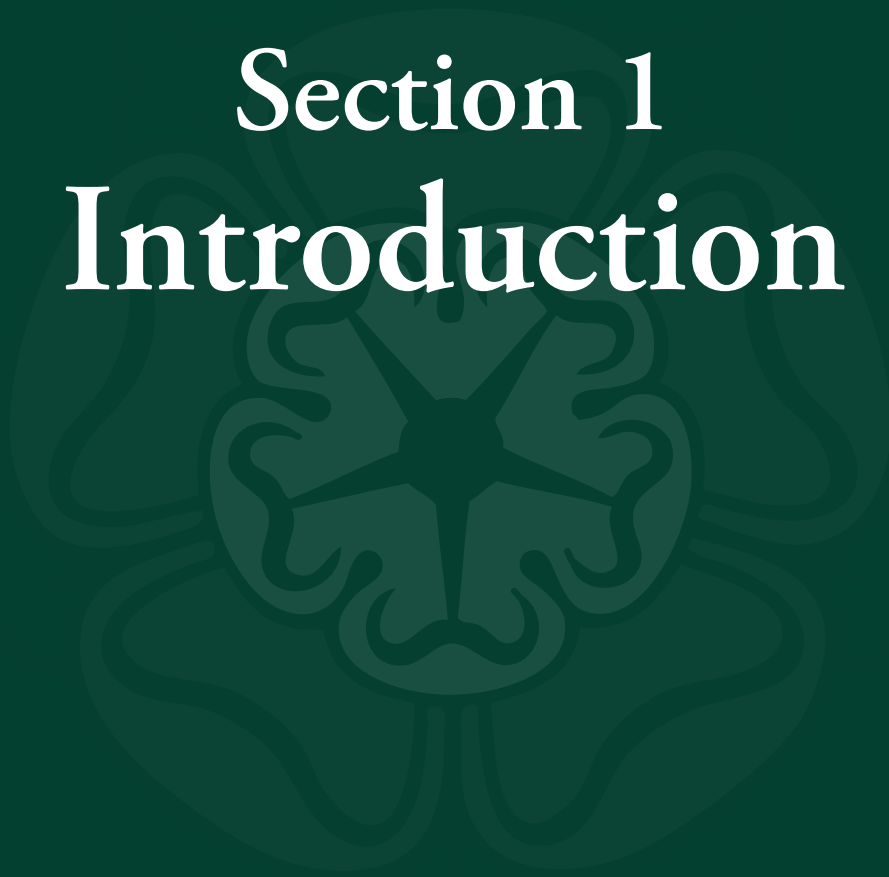
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Section 1

Introduction



Welcome from the Principals

We are proud of our pupils, parents and staff at RGSGD. 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 Senior School 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 RGSGD values in all that we do.

Respect is at the heart of our community and we expect this from all members of the RGSGD family.

If you have further questions about the contents of this handbook or about any of our procedures, please contact your child's Form Tutor, 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
(2021-2024)



Mr Scott Bryan
(2024-)



Welcome from the Head of Senior

Dear Senior Parents,

Welcome to RGS GD Senior, a pivotal chapter in your child's educational journey. As the Head of Senior, it is my privilege to guide our pupils through this transformative time, ensuring they are well-prepared for the challenges and opportunities that lie ahead.

Our senior phase is built on the RGS values of inclusivity, scholarship, integrity, courage, respect, and collaboration. These values are the foundation of our community and are woven into every aspect of our pupils' experiences. Inclusivity is at the heart of our school culture. We strive to create an environment where every pupil feels valued and supported. This commitment to inclusivity ensures that all pupils, regardless of their backgrounds or perspectives, can thrive and contribute meaningfully to our kind community.

Scholarship and academic ambition drive our educational programs. We challenge our pupils to engage deeply with their studies, think critically, and pursue excellence. Our dedicated teachers are committed to fostering a love of learning and encouraging intellectual curiosity, enabling our pupils to develop their academic prowess.

Integrity is essential for personal and academic growth. We expect our pupils to act with honesty and uphold the highest ethical standards. Integrity forms the basis of trust and respect within our school community and prepares our pupils for responsible citizenship in the wider world.

Courage is crucial as our pupils face the uncertainties and challenges of their senior years and beyond. We encourage them to take risks, embrace new experiences, and learn from their failures as well as their successes. Courage enables our pupils to grow and discover their true potential.

Respect and kindness are fundamental to our interactions and relationships. We teach our pupils to appreciate and honour the diverse perspectives and experiences of their peers. A culture of respect and kindness creates a safe and nurturing environment where all pupils can flourish.

Collaboration is key to achieving success in today's interconnected world. We emphasise the importance of working together, sharing ideas, and supporting one another. Through collaborative projects and activities, our pupils learn the value of teamwork and develop strong communication and interpersonal skills.

In addition to our core values, we recognise the importance of rites of passage that mark a pupil's senior years with significant milestones. These traditions, from our Global Engagement Week to our first Graduation Ceremony in 2029, celebrate the achievements and growth of our pupils. They provide opportunities for reflection, bonding, and celebration, culminating in a memorable and meaningful conclusion to their time at RGSGD.

As we embark on our third year of Senior, we are excited to witness the remarkable journeys each of our seniors will undertake. This year is not just about academic achievements but also about personal development and preparing for the future. Our pupils' aspirations and the legacy they leave behind as RGSGD alumni will inspire future generations.

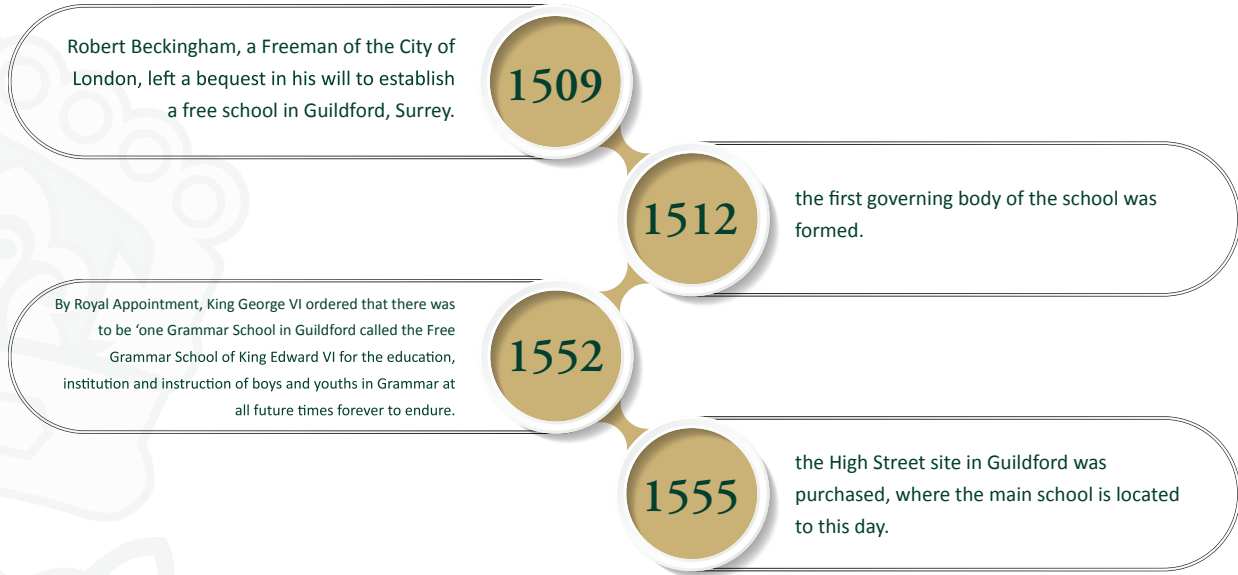
As Senior parents, your support and partnership are vital to your child's success. We look forward to working closely with you to ensure that this year is a memorable and rewarding experience for your son/daughter. Together, we can help them achieve their goals and prepare for the exciting future that awaits them.

We trust you will find this handbook a useful source of information over the coming academic year.

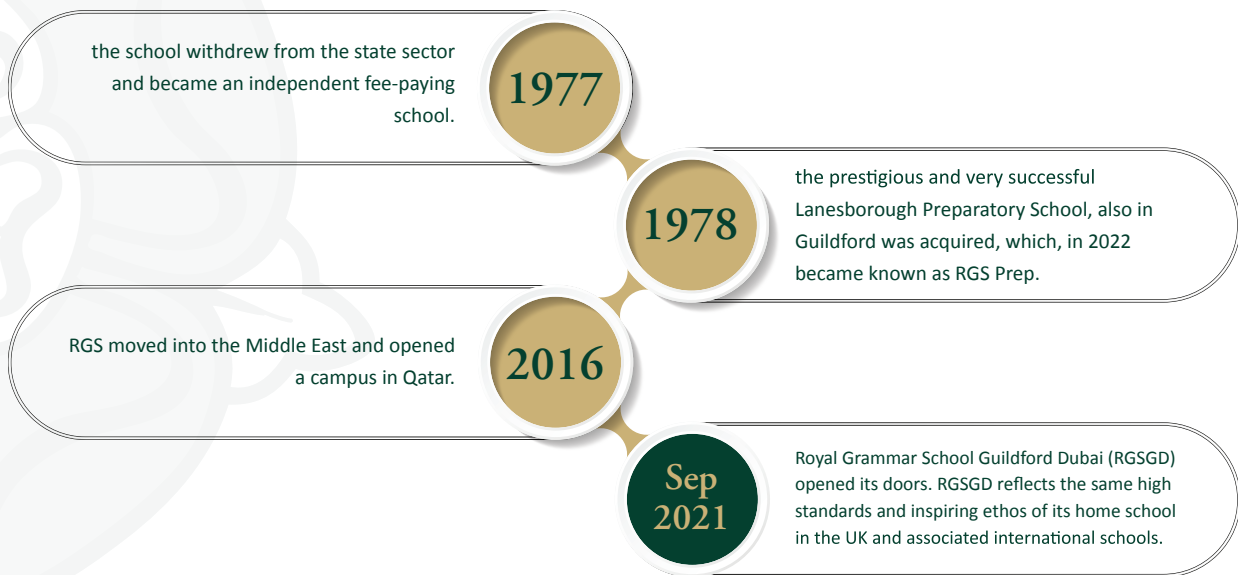
— **Louise Ford**
Head of Senior

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.



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.



RGS GD 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 Senior



Principal
Mr Scott Bryan



Head of Senior
Louise Ford



Deputy Head, Senior School
Mr Nicholas Radbourne



Assistant Head I/C Key Stage 3
Michael Morley



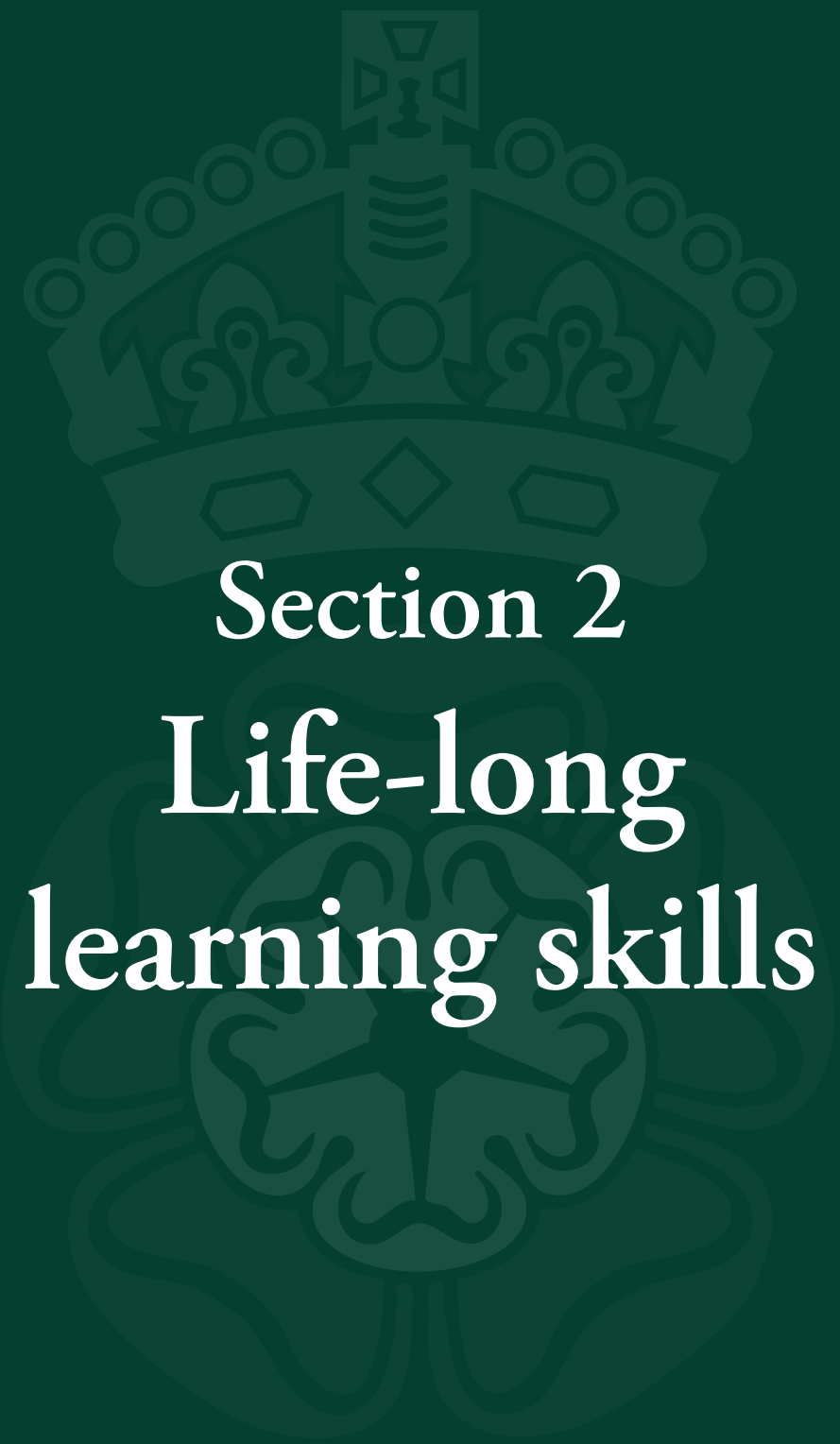
Assistant Head
- Head of Inclusion
Mrs Laura Evans



Assistant Head -
Teaching & Learning
Craig Jeavons



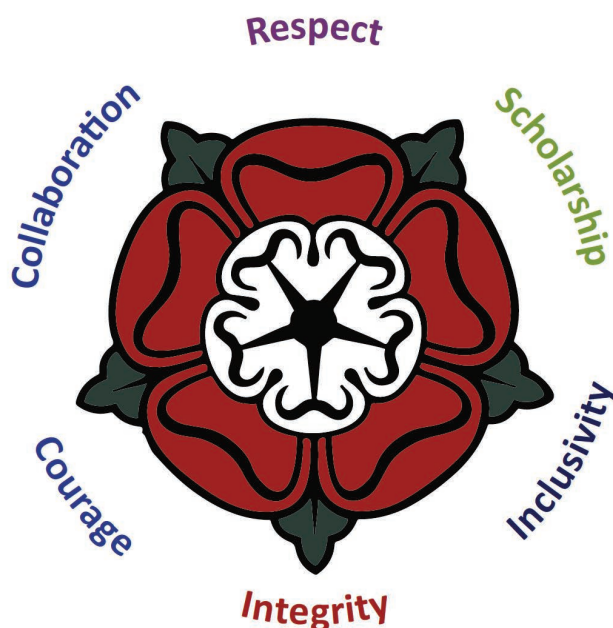
Director of Sport
Mr James Bennett



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.

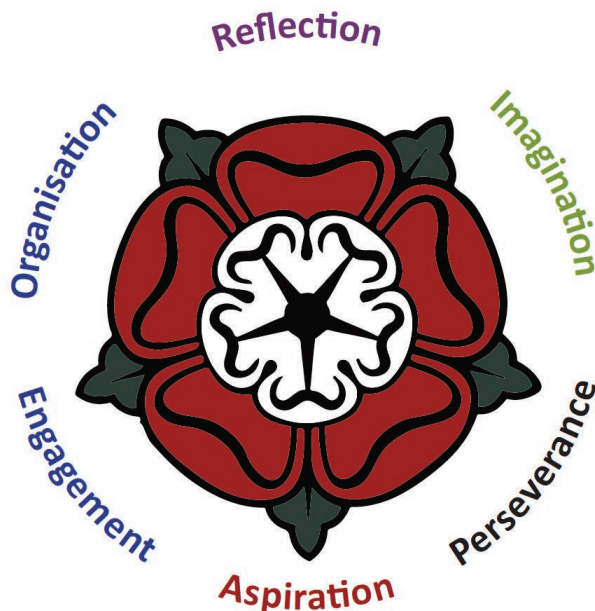
Courage

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

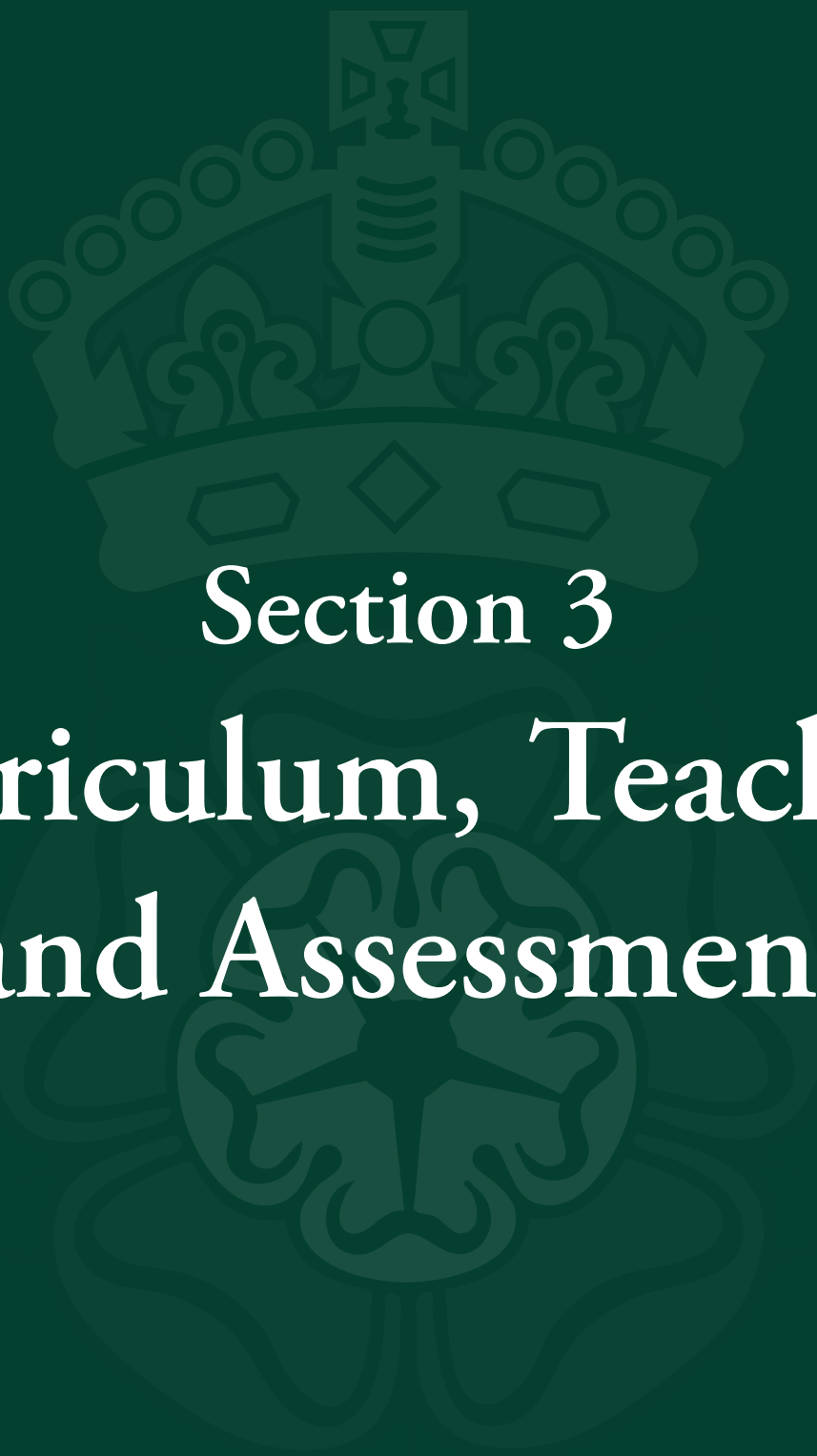
The RGS Learning Habits and Values are integral to life at RGS, and this language permeates every aspect of a pupil's experience in school. It is the 'how' we learn not the 'what'. Parents and staff play their role in modelling these habits and values at every given opportunity. Pupils can earn RGS Rose 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:

Senior & Post-16			
Age in years	Stage	Year	Classes Opened
11 - 12	Key Stage 3	Year 7	AUG 2022
12 - 13		Year 8	AUG 2023
13 - 14		Year 9	AUG 2024
14 - 15	Key Stage 4	Year 10	AUG 2025
15 - 16		Year 11	AUG 2026
16 - 17	Key Stage 5	Year 12	AUG 2027
17 - 18		Year 13	AUG 2028

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

The Arabic Curriculum

Arabic is a core subject at school up until Year 9. 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 to enable them to complete the required Ministry of Education curriculum and associated exams.

Non-Native Arabic speakers (Arabic B)

In Years 7 to 9, the pupils continue to develop their vocabulary, reading and writing skills. In Year 10 pupils will have the opportunity to complete their Arabic GCSE.

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 RGS GD Learning Habits integrate effectively into Islamic Studies lessons.

The Senior School Curriculum

The Senior curriculum at RGS GD is proudly British, academically rigorous and purposefully designed to provide the highest level of qualifications for entry into top Universities across the world. Preparing to teach a wide, thoughtfully and carefully curated range of GCSEs and A Levels, our curriculum is rich and powerful. Complimented by a diverse and holistic range of extracurricular activities, leadership opportunities and academic pursuits, our curriculum ensures that our pupils are interested and interesting, equipped to converse with adults, knowledgeable, well-mannered and unashamedly ambitious.

We currently have Year 7 to Year 9 and the Senior School will grow year by year with our first set of pupils due to graduate in 2029. All year groups have a Form Tutor that meets the pupils from 7:30am in their form rooms. Their main role is to provide pastoral support and to start the day off in a positive manner. Each pupil has their own timetable/schedule and after registration, make their own way to subject specialist rooms.

In Years 7 – 9, the curriculum is broad with all pupils studying a wide range of subjects. Alongside academic learning, pupils continue to benefit from our bespoke Riyada curriculum.

Root Subjects	Growth and Seed Subjects	UAE mandated Subjects
English	History	Moral and Social Studies
Mathematics	Geography	
Science (Biology, Chemistry, Physics)	Art	
Arabic	Design Technology/Food	
Islamic studies (for Muslim pupils)	Technology/Textiles	
	Computer Science	
	Music	
	Physical Education	
	Drama	
	Spanish/French/Mandarin	

GCSE Options

Year 10 RGS GD pupils will study for 9/10 GCSE subjects at Key Stage 4 with the option of adding the HPQ. Core subjects will consist of: English Language, English Literature, Biology, Chemistry, Physics and Arabic for native Arabic speaking pupils.

*Optional subjects will include: History, Geography, Economics, French, Spanish, Mandarin, Arabic, Computer Science, Art and Design, Design Technology, Food Technology, Drama, Music, Dance, Physical Education, Classics and Latin.

Compulsory non-examined subjects: Games, MSC.

- If the school, in partnership with parents and pupils, believes that an alternative to a full GCSE suite would be beneficial, then an adapted pathway will be offered.

*All optional choices are subject to demand

If the school, in partnership with parents and pupils, believes that an alternative to a full GCSE suite would be beneficial, then this will be considered.

We currently plan to offer three different pathways:

- Full A-Level (The majority of pupils)
- Combination of A-Level alongside selected T-level qualifications

The pathway will be agreed with the pupil and parents based on a range of information. It will take account of learning and assessment preferences, career/higher education aspirations and interests. The standard A-Level pathway is three A-Levels. Alongside A-Level studies, most pupils will study for an Extended Project Qualification (EPQ).

Senior Curriculum

Our Senior curriculum is designed to compliment the rhythm of the school year with weeks dedicated to assessment and enrichment. Publishing this overview in advance empowers our Senior pupils and parents allowing them to plan and hone their independence. Teachers use the rhythm to maximise curriculum time. Subject units are designed to culminate in opportunities to assess and reflect on pupil data resulting in accelerated pupil progress.

Academic Year 2024/25 overview:

Key:

Deliver weeks can be found in RGS navy.

These are scholarship weeks where Root (English, Maths, Science, Arabic and Islamic) and Growth (MFL and Humanities) subjects will arrange low stakes summative assessments. These assessments will include recall of knowledge, practising of skills and interleaving of previous content in line with the most positive findings in cognitive science, linked to long term retention and application of learning. Seed subjects (Art, Music, Drama, Design and Technology and Computer Science) are exempt from Deliver weeks in acknowledgement of their creative nature and diverse planning. These subjects will instead focus on continuous formative assessment with summative moments at the end of projects.

Rich weeks can be found in RGS gold.

These are aspirational weeks where pupils will be afforded opportunities to reflect on their summative assessments alongside taking part in trips and theme days. Organising the curriculum in this dynamic way ensures that pupils are acutely aware of the cyclical nature of learning and provides ample opportunities for them to take ownership, whilst also building in key moments to celebrate, recharge and enrich their Senior school experience. The combination of Deliver and Rich weeks also ensures that the entire Senior school is in sync, creating a focussed and purposeful culture conducive to learning and progress.



Senior CURRICULUM 2024 - 2025

DATE		CALENDAR	ROOT	GROWTH	SEED	DATE				
TERM ONE (15)	7 (35)	1	26.08.24	UNIT 1/5			26.08.24	1		
		2	02.09.24		ECAs begin. Familiarisation Eve: 05			02.09.24	2	
		3	09.09.24					09.09.24	3	
		4	16.09.24		NGRT A			16.09.24	4	
		5	23.09.24		GBW Day: 27			23.09.24	5	
		6	30.09.24		CAT 4 & BSME Debate Weekend			30.09.24	6	
		7	07.10.24		E-Racing, Tutor 360, Yr 6 Taster Day: 11, Yr 7 Al Ain, Yr 8 Seaworld, Yr 9 Ferrari World			07.10.24	7	
			14.01.24				14.01.24			
	8 (38)		8	21.10.24	UNIT 2/5			21.10.24	8	
			9	28.10.24		Spooky Disco: 01			28.10.24	9
			10	04.11.24					04.11.24	10
			11	11.11.24					11.11.24	11
			12	18.11.24					18.11.24	12
			13	25.11.24		Flag Day, National Day & Sports Day			25.11.24	13
			14	02.12.24		National Days: 01 -03, KS3 Sports Tour, Dubai Opera & Achievement Al Fresco			02.12.24	14
15			09.12.24	Winter Wonderland: 12 & T1 Reports				09.12.24	15	
		16.12.24				16.12.24				
		23.12.24				23.12.24				
		30.12.24				30.12.24				
TERM TWO (10)	5 (25)	16	06.01.25	UNIT 3/5			06.01.25	16		
		17	13.01.25		Yr 9 Options Eve: 16 & BSME 17-19			13.01.25	17	
		18	20.01.25		Yr 9 PTPC: 22 & 23			20.01.25	18	
		19	27.01.25		Halfway 30 & International Day: 01			27.01.25	19	
		20	03.02.25		Senior Show: 05 & 06			03.02.25	20	
			10.02.25				10.02.25			
	5 (25)		21	17.02.25	UNIT 4/5			17.02.25	21	
			22	24.02.25		Senior Ski Trip			24.02.25	22
			23	03.03.25		Ramadan			03.03.25	23
			24	10.03.25		Ramadan & Iftar: 12			10.03.25	24
25			17.03.25	Ramadan & T2 Report				17.03.25	25	
		24.03.24	Ramadan			24.03.24				
		03.04.23	Eid			03.04.23				
TERM THREE (13)	13 (59)	26	07.04.25	Revision			07.04.25	26		
		27	14.04.25		PASS & Yr 7 PTPC: 09 & 10			14.04.25	27	
		28	21.04.25		Spring Fair: 17 & Yr 8 PTPC: 15 & 16			21.04.25	28	
		29	28.04.25	Global Engagement Week			28.04.25	29		
		30	05.05.25				05.05.25	30		
		31	12.05.25	Open Morning: 17			12.05.25	31		
		32	19.05.25		SCHOLARSHIP SPOTLIGHT WEEK			19.05.25	32	
		33	26.05.25	PA Dinner: 28 & Careers Day: 30			26.05.25	33		
		34	02.06.25	Yr 9 PTPC: 02 & 03 Eid Al Adha* :06			02.06.25	34		
		35	09.06.25	Step up Day 6-7: 10, Step Up day 8 -10: 11 & Disco: 13	Project 7.5/8.5/9.5 Unit 5/5			09.06.25	35	
		36	16.06.25	Sports Dinner: 18				16.06.25	36	
		37	23.06.25	EOY Reports & Senior Prize Day: 27				23.06.25	37	
		38	30.06.25	End Tues 01				30.06.25	38	

Scholarship Spotlight Week

Towards the end of the academic year, in Week 34 for Academic Year 2024/25, Senior pupils take part in Scholarship Spotlight Week, a week designed to positively prepare them for the rigour and pace of their final terminal examinations at GCSE and A2. In the build up to the week and throughout the year, time is dedicated to teaching and building study techniques to ensure that pupils know how to revise effectively, transfer skills and retain and recall knowledge with ease.

The acronym FLAT is used across the school to ensure that pupils have a familiar framework in terms of approach to their revision and to build confidence and habits that will pay dividends in the future.

Revision should be FLAT			
Focused	Long-Term	Active	Transformed
Put your phone away	Start early	Create revision resources	Transform the things you want to learn into a different format
Turn Music Off	Make a timetable and commit to it	Test yourself, get others to test you	Make flashcards
Be in the right physical place to revise	Give a sensible amount of time each day	Write or plan answers	Produce a timeline
Be in the right frame of mind to revise	Interleave different topics	Focus on topic you struggle with	Record yourself
			Invent mnemonics
			Create a mind map
			Make a PowerPoint

The week is meticulously planned to ensure that the wellbeing of the pupils is at the heart of the timetable and is a positive experience for all. There is a focus on sleep hygiene and healthy eating, with fruit provided for pupils each morning. Finally, a Results Day is built in to mimic the experience of real external examinations and to provide an opportunity to celebrate and reflect.

Example KS3 Scholarship Spotlight Timetable

YEAR 7		MONDAY	TUESDAY	WEDNESDAY	THURSDAY			FRIDAY	
1	8.00 - 8.20	English Boost	Solo Study	Maths Boost	Science Boost	1	8.00 - 8.20	Languages 2 08:00-09:00	
2	8.20 - 8.40		Humanities 08:20-09:40		Science 2 08:40-09:40	2	8.20 - 8.40		
3	8.40 - 9.00	English 1 08:40-09:40	Solo Study	GAMES	Solo Study	3	8.40 - 9.00		
4	9.00 - 9.20					5	9.20 - 9.40		
5	9.20 - 9.40	Solo Study	Solo Study	Solo Study	Solo Study	6	9.40 - 10.00	ISLAMIC/EXT	
6	9.40 - 10.00	BREAK					7	BREAK	
7	BREAK	Wellbeing 1	English Boost	Maths 1 10:30-11:15	ARABIC	8	10.20 - 10.40	Reflection	
8	10.30 - 10.50		English 2 11:10-12:10	ARABIC		9	10.40 - 11.00		
9	10.50 - 11.10	Science Boost	Solo Study	ARABIC	Maths 2 11:30-12:15	10	11.00 - 11.20	ARABIC	
10	11.10 - 11.30		11			11.20 - 11.40			
11	11.30 - 11.50	LUNCH					12	11.40 - 12.00	
12	11.50 - 12.10	LUNCH							
13	12.10 - 12.30	LUNCH							
	LUNCH	Science 1 13:30-14:30	Wellbeing 2	Languages Boost	PE	17	13.30 - 13.50		
17	13.30 - 13.50	Humanities Boost	ARABIC / EXT	Languages 1 14:10-15:10		Languages Boost	18	13.50 - 14.10	
18	13.50 - 14.10		ISLAMIC/EXT	Solo Study	Solo Study	19	14.10 - 14.30		
19	14.10 - 14.30						20	14.30 - 14.50	
20	14.30 - 14.50						21	14.50 - 15.10	
21	14.50 - 15.10						22	15.10 - 15.30	
22	15.10 - 15.30								

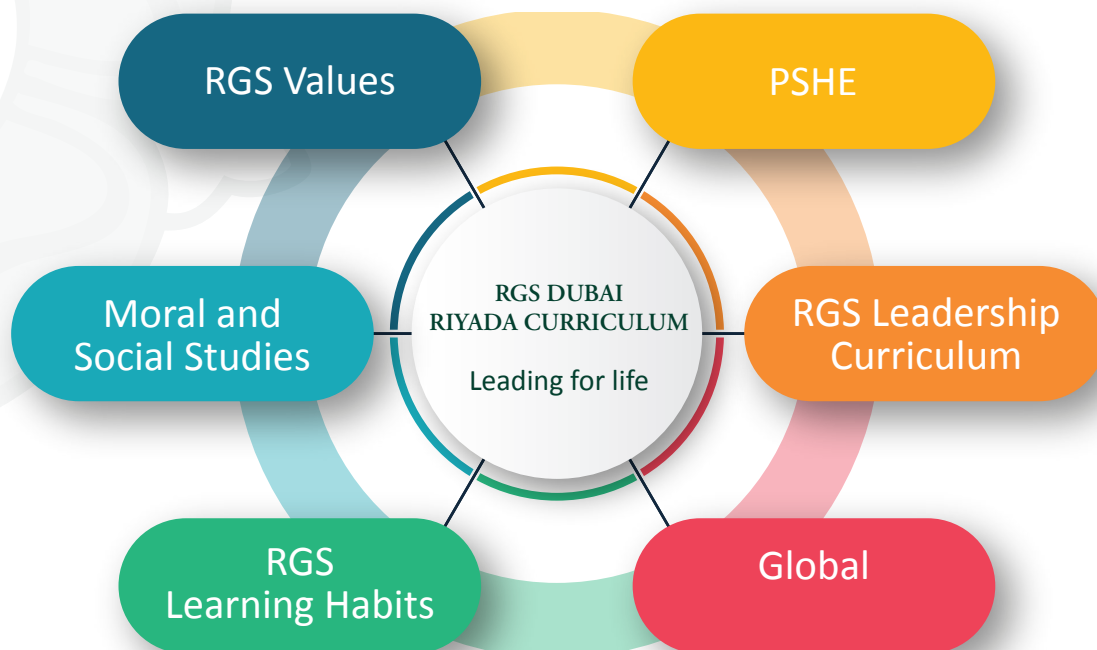
Your normal lessons will not be happening this week. This timetable is replacing it. When you are not sitting a subject test, you will be focusing on revision or wellbeing. Make sure that you have **all** of your equipment **every** day. There may be some changes to this timetable. We will let you know if this happens.



The Riyada Curriculum

Riyada, means 'leadership' in Arabic and is at the heart of an RGS GD 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:



Leading for Life

Throughout Senior School, each pupil will take part in an annual leadership challenge. As pupils get older, the scope of this challenge increases in scale.

Years 7 – 8	the challenge will be in the local community.
Years 9 – 13	the challenge will be in the community or on a global scale.

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 RGSGD Learning Environment

Our campus is an entire ecosystem of learning, whose facilities, layout out and design principles represent the school's identity and embody our values. Modern, fully equipped classrooms, Auditorium, Dining Hall, Design Technology Labs, Music Practice Rooms, IT & Mac suites, Performance Spaces, Recording Studio, Dance Studios, Sports Hall, 25m indoor/outdoor swimming pool, Hybrid grass multipurpose sports pitch (On-site sports facilities are complimented by full use of the sporting facilities at nearby ISD).

(Fitness Suite and Black Box Theatre to be introduced soon)

Home Learning in Senior School

Senior pupils should expect to spend approximately one hour a week for each of the Root subjects that they are studying and up to 30 mins every two weeks for Growth and Seed subjects.

This timetable is on rotation. Teachers will provide specific home learning tasks, but pupils are expected to carry out more independent learning activities that are wider in range and enhance their knowledge of the subject.

Flipped learning strategies may also be used and included in home learning tasks where internet resources are provided for pupils to independently research at home. This research will be used in lessons to extend and consolidate pupils learning.

Subject teachers will share home learning guidelines with pupils at the start of the school year.

If home learning is not completed on time staff will let parents know via Teams. We will then facilitate pupils catching up their home learning during a break/lunchtime.

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 senior pupils will require a Laptop (MS)

1:1 devices are provided by the school.

All pupils/parents sign the acceptable policy annually

Music & Performing Arts

Music and the Performing arts are central to the life at RGS GD. We value the contribution that these areas make to the curriculum and the enjoyment of the pupils. For our Senior pupils, we believe that continuing to perform, whether alone or in a group, on stage or at a competition, builds confidence and brings joy and is therefore suitably encouraged and nurtured with many of our pupils opting to pursue grades and qualifications in this field.

Languages

RGS GD is committed to developing linguists. 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:

Senior School

Spanish, French or Mandarin

Sports

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.

Senior school pupils 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)

RGS GD strongly believes that education is not limited to the classroom environment, so a varied and exciting range of over 50 extra-curricular activities.

Our ECA programme is a pillar of our ethos ensuring the delivery of an exceptional, all round, holistic education for our pupils. In Senior, our internal and external programmes engage and inspire every pupil with a wide range of disciplines. As the phase grows and matures, further opportunities including societies, public speaking and philanthropic events will be established to compliment the age of the pupils and their future ambitions.

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 Infinite Sports.

These are some examples of the exciting ECAs on offer this year:

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



Leadership Opportunities

Many global thinkers and influential organisations point to the importance of educating our young people to 'think big', supporting them to understand some of the significant challenges in the world and how they can use their education to make a difference. As the Senior phase grows, the leadership opportunities available at RGS in the UK will be mirrored by RGS GD ensuring that all pupils can pursue an area of interest and hone their skills. Leadership appointments already in place for Years 7 and 8 include: House, Academic, Library, Sport, Music and Eco with many pupils also leading activities for our Preparatory pupils and role modelling Senior behaviour.

Reporting and Assessment —

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 —

Senior trips, especially those that are residential and international are a priority at RGSGD in terms of learning independence and fulfilling a rite of passage. Currently, pupils in Year 7 and 8 have the opportunity to visit RGS in the UK and ski in Europe with further trips scheduled for Year 9 including those associated with the Duke of Edinburgh (International) Award and charity work.

Senior Trips

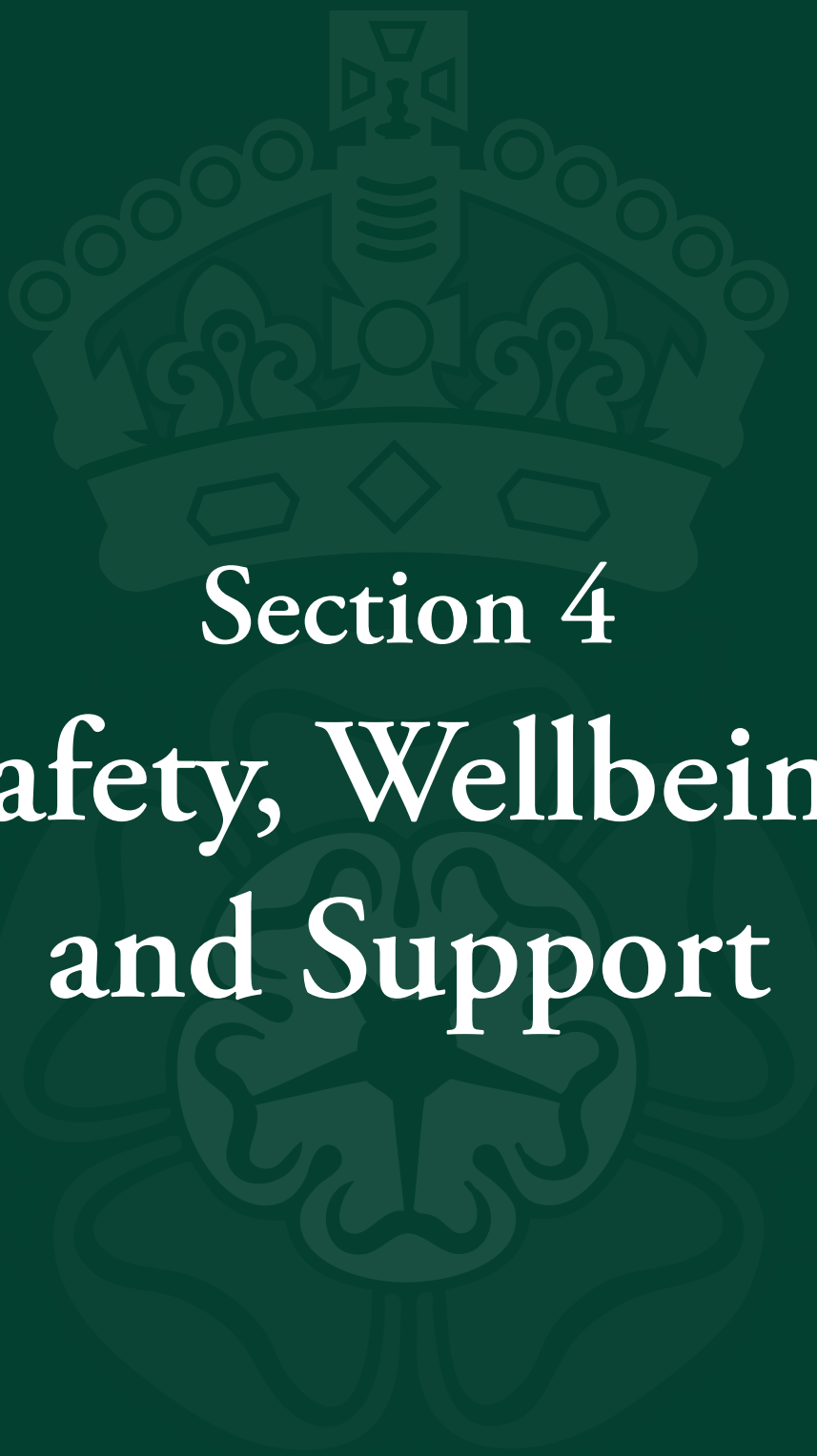
Trips, in the form of day, residential and international form a key part of the holistic educational experience of RGS pupils. For each year group, their suite of trips is carefully curated to enhance the RGS habits and values and to elevate pupil experience based on the following rationale.

- Rites of passage and memories
- Genuine holistic pupil experiences
- Stable suite of trips in place until 2029
- Generated as part of a whole school picture
- Delivered within a curriculum designed to accommodate them

The table below outlines the trips planned for Academic Year 2024/25.

The trips are anchored around a central strategic theme which runs through the curriculum for that year group and which builds on the habits and values honed the year before. This culminates in Global Engagement Week, a Rich Week (gold week) in April – Week 29, where the entire Senior school is invited to join an international residential.





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
- 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
Mr Scott Bryan



Head of Senior
Louise Ford



Deputy Head, Senior School
Mr Nicholas Radbourne



Assistant Head I/C
Key Stage 3
Michael Morley



Head of Year 7
Toyin Godfrey



Director of Sport
Mr James Bennett

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.

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.

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Miss Thereza Panash-Yehia

Campus Security

Guidelines for safety and security are detailed in security documents and procedures that are used by RGS GD 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.

RGS GD has the following lanyard designations:

Green	RGS GD 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 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 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.

Senior school pupils eat lunch in the dining hall, 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.

Dining Hall

In Senior, not unlike in Prep, the dining hall experience continues to be more than just a place to refuel and remains a vital arena for fostering social skills and cultivating dining etiquette. As pupils share meals with each other, 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.

Pupils must take responsibility for their digital lunch card and bring it with them to purchase all meals and snacks. Lost cards are charged at 50 aed and pupils who routinely forget their card may not be able to purchase food until a replacement is provided. In Senior, it is important that pupils are taught to be independent and responsible and ensuring that they have their lunch card and that it is topped up is a valuable step towards this vital goal.

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 can indulge in a range of recreational and social activities both on the field and under our shared, comfortable outdoor areas. If pupils prefer to stay inside, they have a number of areas to utilise for study or games including the library and common room. During the hot weather months Senior pupils also have access to table tennis, boxercise and table football.

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

The RGSGD 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 **POWELL**
BECHINGHAM **AUSTEN**
HAMONDE **VALPY**

Scholarships

As a school we are committed to academic excellence and provide opportunities that foster the growth and development of our pupils. Our scholarship programme is designed to support outstanding academic achievement, leadership qualities and pupils who demonstrate excellence in Art, Music, Sport or Performing Arts. Scholarships are awarded to suitable candidates, both internal and external and are awarded on a three-year basis, subject to high standards of behaviour, excellent attendance and a visible commitment to the scholarship programme. Scholarships are available to our Year 8 pupils when entering Year 9.

Applications are invited in the following categories: Academic, Music, Sport, Performing Arts, Art/Design, Heads Awards.

Graduation

RGSGD's first graduates will be the Class of 2029. This class and all that follow will benefit from the expertise, connections and reputation of our home school counterpart.

RGS Guildford is consistently one of the top schools at both A-Level and GCSE in the UK, according to national league tables and the school is exceptionally proud of its Oxbridge record. RGSGD will begin its university preparation programme in September 2024 with Year 9, continuing the RGS tradition of excellence in university entrance and adding to its number of successful alumni.

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.

Pastoral care in the Senior School is coordinated by the pupils, Tutor and their subject teachers and overseen by the Assistant Head i/c KS3. The RGS Pastoral Team is led by Deputy Head Whole School 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 RGS GD can be denied continuance during the academic year by the Head of Senior, in consultation with the Principal. This is not the preferred course of action and would only be considered in extreme situations.

Inclusion and EAL

RGS GD 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, RGS GD 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.

Formal Warning

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

Yellow Card

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 Deputy Head, Mr Radbourne reflecting on the behaviour. Through this conversation/reflection, it is expected that these behaviours would cease.

Red Card

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. Medicals are also required for pupils entering Years 8 and 11.

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.

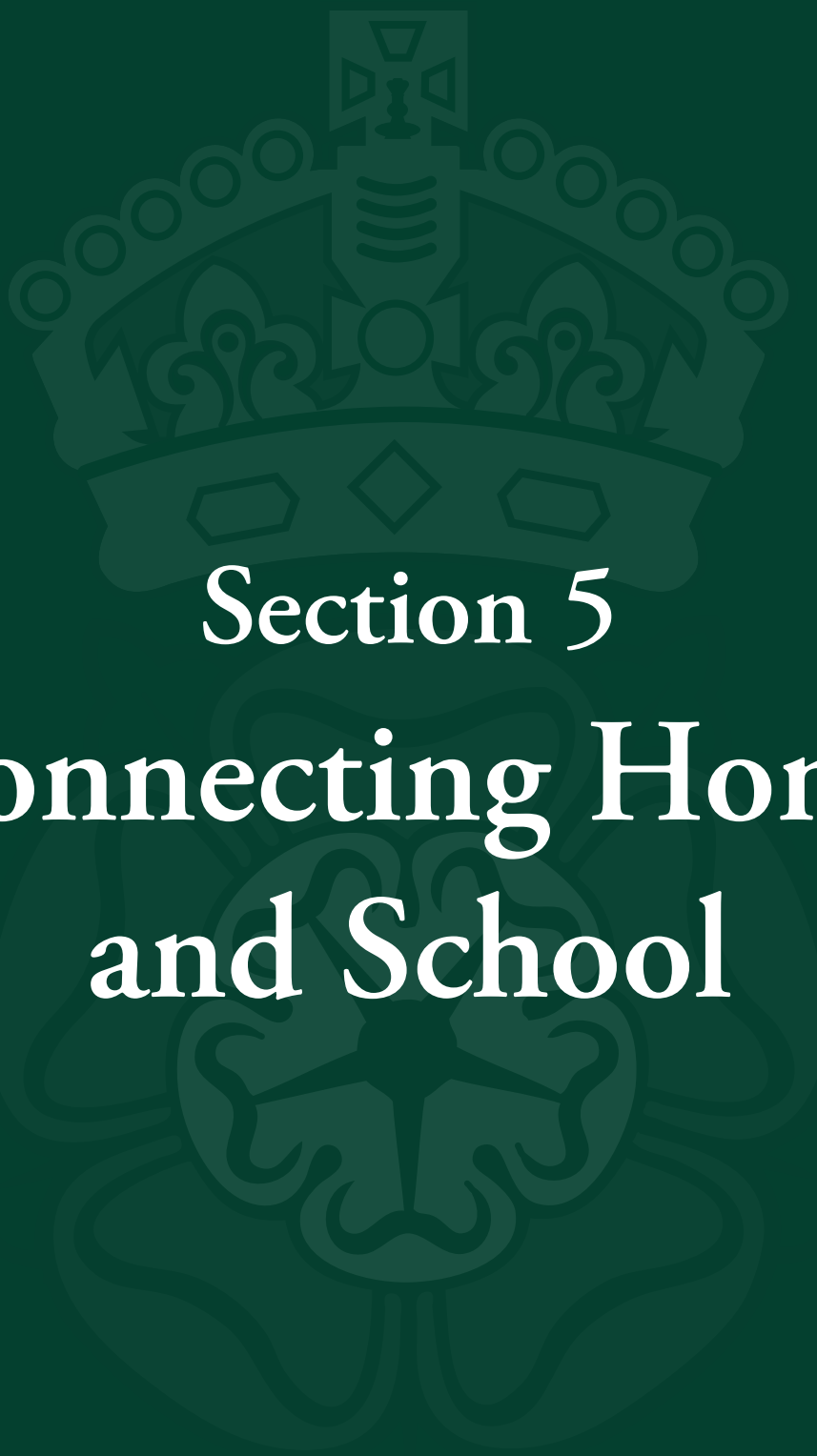
Immunisations are offered at the school. Our school clinic is a Vaccine Qualified Clinic under Dubai Health Authority. The school nurse will inform the parents if there are due/missing vaccine of your child. A copy of the UAE Immunisation Guidelines can also be found on the school website.

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.

Communicating with Form Tutors

Parents can contact Form Tutors via email during the school day until 5pm. Teachers will respond to parent emails within 24 hours.

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 RGSGD 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 Conferences

These events occur twice a year and will be available in person or via TEAMS. They provide an opportunity for pupils, parents and teachers to discuss progress and school reports. The dates for these events are published on the school calendar and meetings occur via appointment only. In Senior, pupils are encouraged to attend with their parents and lead the learning conversation.

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 via 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 seniorliaison@rgsgd.com

Concerns and Complaints

We will endeavour to resolve any issues through good communication and following the guidelines as outline 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.

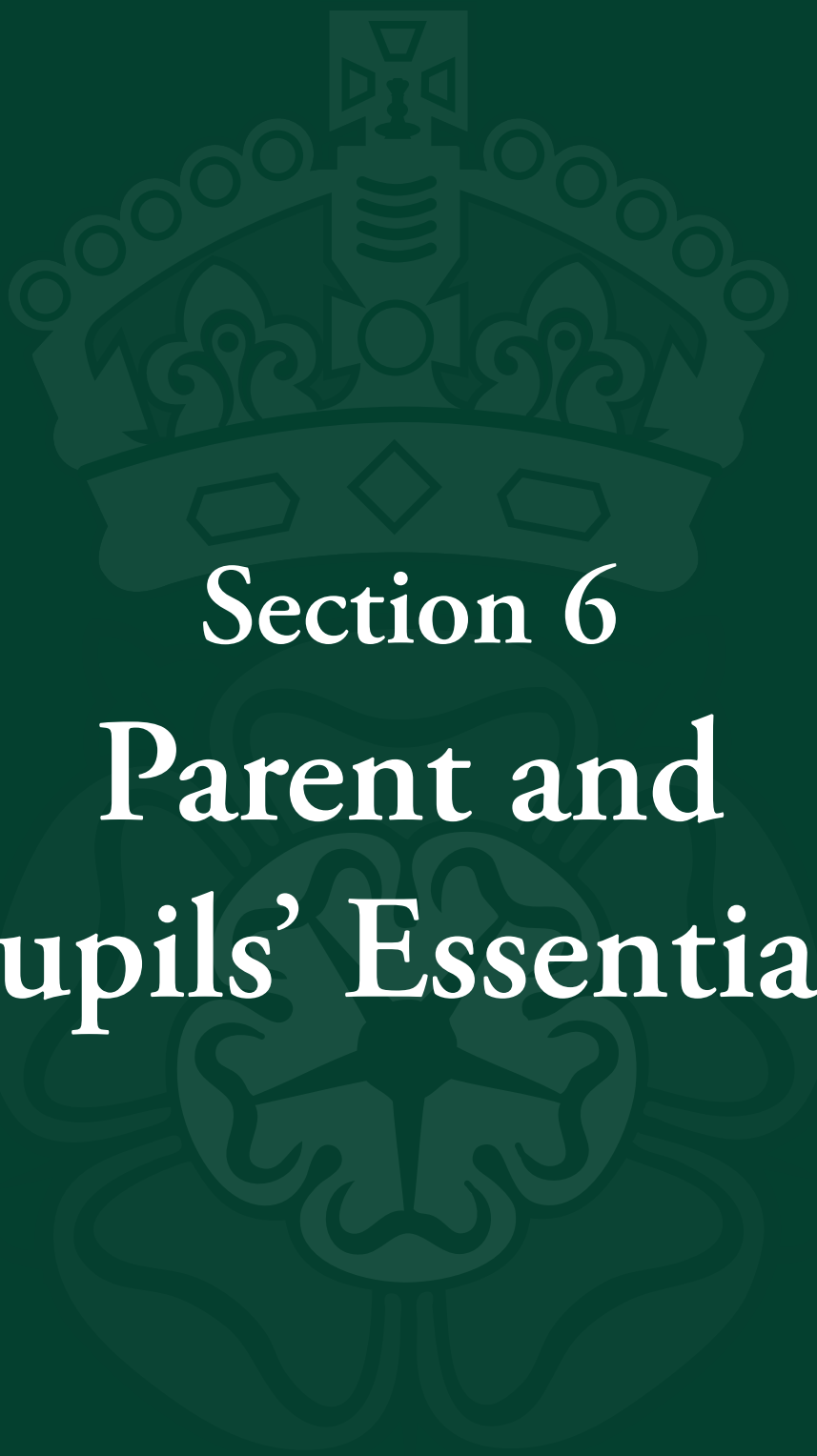
In addressing concerns and complaints, we aim to ensure that all members of the school community feel happy, safe, secure, valued and respected. We therefore expect all members of the school community to value, respect and treat all others fairly and well, showing consideration for the safety, welfare 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. Pupils must wear black leather shoes. Nike Air Force or similar fashion trainers with excessive branding are not allowed. Boys wear dark grey socks and girls wear white. These socks should be plain and not adorned with any logos or stripes.

Children with hair past shoulder length must wear it tied back with a simple dark blue or dark green hair tie, bow or band. Extreme haircuts, including shaved heads, tram lines, shaved designs or excessive colour are not permitted and pupils who arrive at school presenting In this way may be asked to return home or wear a hat until such time that the hair can be changed or has grown. Hair, therefore, must be of a natural colour and of a length no shorter than a grade 2.

Make up should not be visible and any excessive use of makeup will need to be removed In the pastoral office before the start of the school day. Pupils are asked to leave makeup and perfume Items at home.

Full school uniform, Including the school blazer, must be worn on Assembly Day and for all special occasions regardless of the time of year.

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



Senior

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 senior school pupil to have a mobile phone due to transport arrangements please contact the Deputy Head of Senior 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.

Year 7 and above
Pens
Pencil sharpener
Eraser
Ruler
Glue stick
Colouring pencils
Pair of scissors
Highlighter pens
2B drawing pencils

Timings of the School Day

Mondays to Thursdays	Year 7+
Early Birds & Drop Off	7.00 - 7.30
End of day collection	15.30 - 15.45
Internal ECA's	15.00 - 15.45
After school care collection	16.15 - 16.30

Friday	Year 7+
Early Bird club	7.00 - 7.30
Morning Drop Off	7.30 - 7.50
End of day pick up	12.00

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. 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/Deputy Head of Senior.

Late Arrival Procedure

Punctuality and lateness are recorded and monitored by the Class Teacher or the Form Tutor. Persistent lateness will be followed up by the senior leadership team and, where needed, the Principal. We understand that there may be infrequent situations when you are unavoidably delayed and if this is the case, please call the school by 07.50am to inform our reception team of your child's lateness. If your child arrives after 07:50am he/she must go to the Reception Desk to collect a 'late slip' before going to join their class. This informs the teacher that the Reception Team have updated the class register and recorded the child as present.

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.

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.

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	

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 Senior School:



Mr Scott Bryan is the Principal. To book an appointment to meet with him, please email her 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 Senior	Louise Ford	Louise.ford@rgsgd.com	
Deputy Head of Senior	Nicholas Radbourne	nicholas.radbourne@rgsgd.com	
Assistant Head KS3	Michael Morley	Michael.morley@rgsgd.com	
Assistant Head (Head of Inclusion)	Laura Evans	laura.evans@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	
Senior Liaison	Astrid Dando	seniorliaison@rgsgd.com	
Finance/Administration	Aiko Loyola	finance@rgsgd.com	
Government Relations Executive	Heba Omar	heba.omar@rgsgd.com	
Reporting Pupil Absence		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



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