SAFA
COMMUNITY
SCHOOL

Y7-Y13 | Secondary Parent
Handbook 2025-2026

Welcome

Welcome to Safa Community School. Please find below all the information you need to follow our simple rules and procedures while your child attends SCS.

Contact Details

Please notify the school reception of any changes to your contact details. This is required in case we need to contact you in the event of an emergency.

It is also vital that the school is informed about any health matters, especially allergies related to your child. You should have completed and returned the Medical Form to the school before your child commences.

Our Vision:
At SCS, we aim to enable our learners to have success for today and to be prepared for tomorrow.

Secondary Senior Leadership Team

The Secondary Leadership Team (SLT) comprises exceptional leaders dedicated to ensuring that all students make accelerated progress and attain the highest standards whilst providing a happy and harmonious environment.

We aim to ensure that students and staff are challenged and supported daily. The SLT comprises current 'outstanding' rated teachers, examiners, and moderators with extensive experience in and out of the classroom.

All members have experience managing teams, departments, curricula, personnel and students in various educational settings. Each leader is tasked with specific responsibilities linked to their skill set and specialities, ensuring that the 'whole child' is supported academically and pastorally.

If you have any concerns or questions, please do not hesitate to contact one of our team members.

Thank you very much,

Mr Emmet Glackin, Head of Secondary

Head of Secondary

Mr. Emmet Glackin
eglackin@safacommunityschool.com

Deputy Headteacher Pastoral & Wellbeing

Mr. Mathew Ashton
mashton@safacommunityschool.com

Deputy Headteacher Curriculum and Assessment

Ms. Adrianne Deacon
adeacon@safacommunityschool.com

Deputy Headteacher Learning & Teaching

Mr. Oliver Lukeman
olukeman@safacommunityschool.com

Assistant Headteacher Sixth Form

Ms. Jennifer O'Donnell
jodonnell@safacommunityschool.com

Assistant Principal Mandatory Subjects

Ms. Louise Rolfe
Lrolfe@safacommunityschool.com

Assistant Headteacher Key Stage 4

Ms. Hannah Lunt
hlunt@safacommunityschool.com

Assistant Headteacher Key Stage 3

Ms. Kirsty Valentine
kvalentine@safacommunityschool.com

Senior Teachers at SCS

Head of Inclusion
Ms. Aoife Orr
aorr@safacommunityschool.com

Exams Officer
Mr. Will Fraser
wfraser@safacommunityschool.com

Second in charge Sixth Form
Mr. Nick Makin
nmakin@safacommunityschool.com

Head of University and Career Readiness
Ms. Tina Filipcic
ttfilipcic@safacommunityschool.com

Head of Whole School Islamic
Mr. Feras Al Tahaineh
faltahaineh@safacommunityschool.com

Head of Whole School Arabic
Ms. Rehab Khalifa
rkhalifa@safacommunityschool.com

Ai - Learning & Teaching
Ms. Claire Davis
cdavis@safacommunityschool.com

Assesment Coordinator
Mr. Mathew Hering
mherring@safacommunityschool.com

Arabic & Islamic Learning & Teaching
Ms. Sarah Nijjar
snijjar@safacommunityschool.com

Pastoral Care

Head of Year 7
Ms. Alexandra Hay
ahay@safacommunityschool.com

Deputy Head of Year 7
Mr. Stephen Edwards
stedwards@safacommunityschool.com

Head of Year 8
Mr. Steven Geaney
sgeaney@safacommunityschool.com

Deputy Head of Year 8
Ms. Gemma Blackburn
gblackburn@safacommunityschool.com

Head of Year 9
Ms. Hannah Skidmore
hskidmore@safacommunityschool.com

Deputy Head of Year 9
Strategic Pastoral Lead KS3
Mr. Mike Brady
mbrady@safacommunityschool.com

Head of Year 10
Ms. Lucy Allport
lallport@safacommunityschool.com

Deputy Head of Year 10
Mr. Nathan Holtom
nholtom@safacommunityschool.com

Head of Year 11
Ms. Jade Scott
jadescott@safacommunityschool.com

Deputy Head of Year 11
Ms. Rachel O'neill
roneill@safacommunityschool.com

Head of Year 12
Ms. Natasha Brady
nbrady@safacommunityschool.com

Head of Year 13
Mr. George Armston
garmston@safacommunityschool.com

School Counsellor
Ms. Lucinda Hutchins
counsellor@safacommunityschool.com

School Counsellor
Ms. Emily Allen
eallen@safacommunityschool.com

Child Protection Team

**Child Protection Officer
Deputy Headteacher Pastoral**

Mr. Mathew Ashton
mashton@safacommunityschool.com

Principal

Mrs. Leanne Fridd
principal@safacommunityschool.com

Head of Secondary

Mr. Emmet Glackin
eglackin@safacommunityschool.com

Vice Principal

Mr. Michael Davies
mdavies@safacommunityschool.com

Deputy Headteacher

Ms. Adrianne Deacon
adeacon@safacommunityschool.com

Inclusion

At Safa, our highly inclusive ethos drives everything that we do. They provide tailored interventions, in-class support, and adapted resources to help every student thrive.
By working closely with teachers, they develop and implement inclusive teaching strategies and a supportive learning environment. Their role is crucial in promoting equity, confidence, and success for all learners.

Please get in touch with our inclusion team if you need support for your child or any SEND information.

Head of Inclusion

Ms. Aoife Orr
akillane@safacommunityschool.com

**KS3 SENDco
(Year 7 to Year 9)**

Ms Finola Mulvey
fmulvey@safacommunityschool.com

**KS4 & KS5 SENDco
(Year 10 to Year 13)**

Ms. Lyndsay Kelly
lrkelly@safacommunityschool.com

Useful Email Contacts

Below are the key email addresses you will need for your time at Safa Community School. Please see Appendix 2 for the full list of staff email addresses.

Principal - Mrs. Leanne Fridd
principal@safacommunityschool.com

Vice Principal - Mr. Michael Davies
mdavies@safacommunityschool.com

Headteacher Secondary - Mr. Emmet Glackin
eglackin@safacommunityschool.com

KS3 Reception - Mrs. Wahida Begum
secondaryadmin@safacommunityschool.com

KS4 & KS5 Reception - Mrs. Sarah Niland
hopereception@safacommunityschool.com

Registrar - Mrs. Lesley Bradley
registrar@safacommunityschool.com

Accountant - Ms. Sherin Siryani
accountant@safacommunityschool.com

PA to Principal - Mrs. Leander Le Grange
pa@safacommunityschool.com

Secondary PA- Mrs. Kristy McKinven
secondarypa@safacommunityschool.com

Clinic
clinic@safacommunityschool.com

Bursar - Mrs. Karen Grant
bursar@safacommunityschool.com

Transportation Team
transport@safacommunityschool.com

Activities - Mrs. Karen Grant
activities@safacommunityschool.com

School Day Timings 2025-2026

MONDAY TO THURSDAY				
Year Group	**Morning ECA's**	**Morning Drop-Off**	**Afternoon Pick Up**	**Afternoon ECA's**
FS1		07h30 - 08h20	13h30	
FS2		07h30 - 08h10	14h10	
Year 1 and Year 2		07h30 - 08h00	14h30	14h40 - 15h20
Year 3 and Year 4	06h40 - 07h25	07h30 - 07h45	14h30	14h40 - 15h20
Year 5 and Year 6	06h40 - 07h25	07h30 - 07h45	14h40	14h40 - 15h20
Year 7 to Year 13	06h40 - 07h25	07h30 - 07h40	15h30	15h30 - 16h10

FRIDAY				
Year Group	**Morning ECA's**	**Morning Drop-Off**	**Afternoon Pick Up**	**Afternoon ECA's**
FS1		07h25 - 08h10	11h20	12h00 - 13h00
FS2		07h25 - 08h00	11h20	12h00 - 13h00
Year 1 to Year 3	06h40 - 07h25 (Year 3 only)	07h00 - 07h40	11h40	12h00 - 13h00
Year 4 to Year 6	06h40 - 07h25	07h00 - 07h40	12h00	12h00 - 13h00
Year 7 to Year 13	06h40 - 07h25	07h25 - 07h40	12h00	

Students arriving after **7:40 am** must report and sign in at the Secondary reception area.

All students MUST be registered for Health and Safety reasons. The Deputy Heads, Pastoral leaders and the KHDA monitior lateness.

Academic Calendar for 2025-2026

Updated August 2025 (changed depicted in red)

Term 1	Dates
A-Level and AS-Level Results Day	Thursday, 14th August 2025
GCSE Results Day	Thursday, 21st August 2025
Year 7: Induction Day on school site	Monday, 25th August 2025 09h00 to 11h00
Year 2-6, Year 8, Year 9, Year 10: New students' drop-in session	Monday, 25th August 2025 09h00 to 10h00
ALL FS1, FS2 and Year 1 Students: Playdates on school site	Monday, 25th August 2025 Two sessions: 09h30 and 10h30 (Details to follow)
Year 12 Face-to-Face Academic Appointments	Monday, 25th August and Tuesday, 26th August 2025 One to one meetings – appointments will be scheduled
Start of Term 1 for ALL Students (apart from Year 12 students)	Tuesday, 26th August 2025
Year 12: Induction Week	Wednesday, 27th August 2025 to Friday, 29th August 2025
*Prophet's Muhammad's Birthday	Thursday, 4th September 2025
Half Term: School Closed	Monday, 13th October to Friday, 17th October 2025
School Resumes	Monday, 20th October 2025
*National Day Holiday: School Closed	Tuesday, 2nd December 2025 and Wednesday, 3rd December 2025
End of Term 1	Friday, 5th December 2025

| Term 2	Dates
Term 2 Starts	Monday, 5th January 2026
*Ramadan Begins (School is open)	Wednesday, 18th February 2026 (evening)
End of Term 2	Friday, 13th March 2026

Term 3	Dates
Term 3 Starts	Monday, 30th March 2026 (corrected)
Teacher Training Day	Monday, 25th May 2026 12h00 finish (further information to follow)
*Eid Al-Adha: School Closed	Tuesday, 26th May 2026 to Friday, 29th May 2026 International examinations (GCSE's, A-Levels etc.) will continue
*Islamic New Year	Tuesday, 16th June 2026
End of Term 3	Friday, 3rd July 2026

All national holidays will be announced in the press by UAE authorities.
 *Actual dates are subject to change - please do not book any holidays until confirmed by the school.

Term 1 Key Dates can be found on our Parent Isams Portal.

Safa Community School
Parent Portal
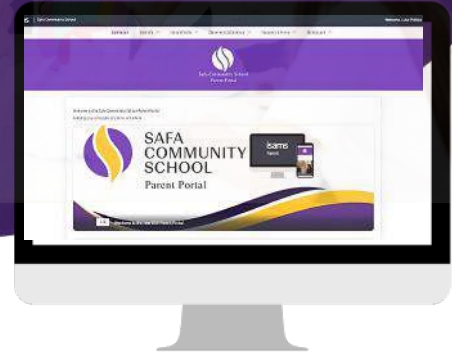
Parent iSAMS is LIVE!

The responsive app provides quick and easy access to everything parents need to know about their child's school life at SCS.

Please be aware that we are continuously striving to enhance our parent portal service. Consequently, certain features are still a work in progress. We appreciate your patience and look forward to sharing updates on future improvements with you.

Available as a Responsive App on Desktop and Mobile

VIEW STUDENT RECORD

- Key information such as Timetables.
- Medical information - Clinic Visits

DOCUMENTS

- Key dates (Term dates & Celebrations)

BULLETINS

- Notifications and reminders of events
- School closure notifications due to adverse weather

REGISTRATION /ATTENDANCE

- Registration notifications
- Attendance details

CALENDARS

- Available as a document to download

Communication & News

- Events - Keep up to date with whats happening at SCS
- View all your communication history from SCS

ABSENCE REPORTING

- Absence reporting will be a new feature in AY 25/26

Family Holidays/Absence During Term Time

The school recognises that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents should apply in advance to withdraw pupils from school for a holiday. No more than one period of holiday of no more than five (5) days in any academic year can be authorised. Holidays are not authorised during the first and last week of each term, or days that are linked to half-term or national holidays.

To request a holiday during term time, you will need to log in via the Isams parent app.

When an absence is authorised, parents will be provided with written permission. If your request has been unauthorised, and you wish to discuss further, please email Ms. Kirsty McKinven on: secondarypa@safacommunityschool.com

Please note that attendance is closely monitored at Safa Community School, and parents will be contacted in case their child's attendance is below satisfactory.

Leaving School For Appointments

If a student is required to attend an appointment which requires the student to:
- Arrive Late
- Leave in the middle of the day and return
- Leave in the middle of the day and not return
- Leave just before the end of the school day
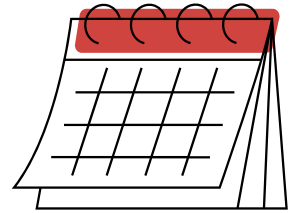
Then please note the following information:
Parents are required to email (within 24 hours' notice) the relevant absence email.

You will need to state the following:
- Students Full Name
- Their year group and form class
- The reason for the appointment

Please clearly state the times for this appointment with leaving and return times as applicable.

If a student returns to school, please ensure they report to secondary reception to sign back in. This is vital for fire registers etc.

We prefer that these appointments are kept to an absolute minimum and reserved for necessary type occasions. We understand that rarely emergency-type appointments are unavoidable.
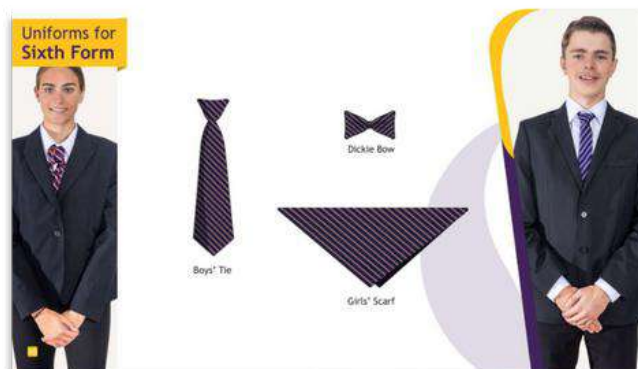
Absence Due To Illness Procedure

When a child is unwell, parents should inform the school of their child's absence and the reason for the absence via the isams parent portal

Full overview of the 2025-26 Uniform

CLICK HERE

To learn more about our uniform, visit the Sumeru Uniform Shop Catalogue.

House Tops (worn on house Fridays) are purchased from Surridge Sport online via this link: **Surridge Sports Online Shop**

School Bags

There is no standard bag; please choose something sensible. The only requirement we stipulate is that **NO** trolley bags are allowed.

Key Stage 3 - Years 7 to 9

In Years 7 to 9, the school focuses on a programme closely following the National Curriculum of England and Wales. This allows our students to study a broad and balanced range of subjects. The curriculum will enable students to follow a range of subjects from the core subjects of English, Mathematics, and Science to History, Geography, Modern Foreign Languages, ICT, D.T, Music, Drama, P.E, Moral Education, Arabic, Social Studies and Islamic Studies.

Students are assessed regularly throughout Key Stage 3, and progress is monitored against their target in each subject. The entire Key Stage 3 programme prepares students to make informed choices of subjects they may study at GCSE/iGCSE and beyond, which may eventually determine their career path.

Should you require any additional information related to Key Stage 3, please contact Ms Kirsty Valentine, Assistant Head of KS3: **kvalentine@safacommunityschool.com**

Key Stage 4 - Years 10 to 11

GCSE/iGCSEs are internationally recognised qualifications administered by examination boards in England and Wales. Assessment varies from subject to subject but combines external examinations and controlled assessment.

Key Stage 4 students study the core GCSE courses: English Language and Literature, Mathematics, and Science, including Physical Education, Social and Moral Education, Arabic for Arab students and Islamic Studies for Muslim students. The two-year courses lead towards a GCSE or IGCSE, awarded at the end of Year 11.

Please visit our school website to view the booklet of the Key Stage 4 (Years 10-11) GCSE and BTEC options. Additionally, we have added exemplar year group timetables (on the website), providing timings of lessons and allocating learning hours across the curriculum.

Should you require any additional information related to Key Stage 4, please contact Ms Hannah Lunt, Assistant Head of KS4: **hlunt@safacommunityschool.com**

Key Stage 5 - Years 12 to 13

AS Levels and A-Levels are internationally recognised qualifications administered by examination boards in England and Wales. Assessment varies from subject to subject but combines external examinations and controlled assessment.
Key Stage 5 students must take three subjects and, in exceptional cases, will be allowed to do four (only for A* students). We do not recommend four.

Please visit our school website to view the Key Stage 5 (Years 12-13) A-Level and BTEC Options Booklet. Additionally, we have added exemplar year group timetables (on the website), providing timings of lessons and allocating learning hours across the curriculum.

Should you require any additional information related to Key Stage 5, please contact Mrs Jennifer O'Donnell, Assistant Head of Sixth Form: **jodonnell@safacommunityschool.com**

Textbooks and Study Guides

The school will provide textbooks to use in lessons. Although study guides are available for purchase from reputable bookstores across the UAE.

If you need any information about study guides, please request the information from your child's subject teacher.

What To Bring To Lessons

Every student needs to have with them, at every lesson, the following:
- Device (as specified in the BYOD requirements.)
- 2 x Blue Pens
- 1 x Black Pen
- 2 x Pencils (HB are best)
- 1 x Eraser
- 1 x Sharpener
- 1 x Glue Stick
- 1 x Scissors
- 1 x 30cm Ruler
- 1 x Calculator (must be a Scientific calculator, Casio Scientific are best)
- Geometry set to include a protractor and a compass
- Staff use highlighters, so we suggest an orange or yellow highlighter for students

They should have a similar set at home (possibly not another calculator or device) so that they do not have to keep taking the "pencil bag/case" in and out of their school bag, as this provides more opportunity for them to use the phrase "forgot my pencil case at home".

Lost Property

Any items of lost property are placed on the 'Lost Property table' located outside the main reception on both sites. We will keep lost property for a reasonable period of time, but it is often difficult to identify items that need to be labelled/named.

If a student has lost an item, please have them check the Lost Property for the lost item.

Healthy Eating

The school promotes a healthy balanced diet to help students stay focused and attentive during the school day. Students can purchase lunch from the on-site school canteen facilities or bring their packed lunch to school each day.

We encourage fruit and vegetables and ask you not to send your child with chocolate, crisps or sweets.

Please note that pork or pork products may not be brought into school.

The school has a NO NUTS policy due to the number of students and staff who suffer from nut-related allergies

Students are offered different teaching styles and learning opportunities to develop their awareness and understanding of healthier eating and basic food safety practices.

School Canteen: The Tuckshop Cafe - A Cashless System

We have catering provisions for students on the school site. Secondary students can use a prepaid card to pay for *"Grab & Go"* type foods or hot lunches. The Tuckshop Café ensures that as many vegetables are incorporated into sauces and doughs as possible, and no pork items will be sold. Therefore, students can enjoy lunches and snacks, from the canteen without worrying about unhealthy meals.

The Tuckshop Café will be cashless for students, with money added to cashless ID cards created for each child.

The system to add money to the card, check your balance, and track spending and purchases can be accessed online via **http://www.tuckshopcatering.com/**

You do not need the physical card to create or top up your child's canteen account. Students will be issued their Canteen card and lanyard upon returning to school. More information can be found **HERE**

Sixth Form students can purchase coffee from the canteen – this option is not available to students in lower year groups. Sixth formers can also use Apple Pay.

Water

Research shows that our brains need water to stay active and alert. Students are encouraged to bring water into school daily in a spill-proof water bottle they can take home at night to rinse and refill.

Water dispensers are available throughout the school for students to quickly access water to refill their bottles.

Communication Methods in Secondary

As students are more mature and as we expect them to be more independent, the following may be a change to what they experienced in junior/primary schools:

- We communicate weekly with parents and students (they will all get a school email address).
- A 'Week Ahead' magazine-style document is sent each week on a Friday, summarising the events that have taken place across the week, profiling students and informing parents of upcoming events. This document is sent to the pertinent key stages, allowing the reader to review their child's age and key stage information.
- Communication/letters can be a lot longer in secondary due to the greater complexity of information.
- All homework is posted online (accessible to all students and all parents at any time anywhere in the world: so no excuses are accepted for "I do not have my homework" or "I did not know what my homework was") – we use 'Google Classroom' for this. During the first half of the term, you will be invited to be shown how this works. We will also send you this information home.
- Staff welcome you emailing them. As staff teach many classes, they are most easily accessed via email and should be able to respond to your contact within 24 hours. An appointment must be made if you would like to speak to them personally. Staff email addresses can be found on our website.
- Homework will increase and will frequently include the need for students to undertake research online. Please keep this in mind.
- Homework will be issued as you need it. Students are responsible for handing homework in on the days requested by staff. A homework timetable will be provided for each student.
- Homework will also be recorded on Google Classroom.

Parent Information: Y7-Y11 Phone Pouches

SAFA COMMUNITY SCHOOL

What is a Phone Pouch?

The phone pouch is a padded fabric pouch used to store and secure mobile devices with a magnetic locking system. Mobile devices are placed inside the pouch and locked to prevent access. The pouch is able to be unlocked by using a magnetic unlocking station to access the device.

How Does it Work?

At the start of the school day, students place their device inside the pouch and lock it using the built-in retractable magnetic locking pin*. At the end of the school day, students tap the lock on an unlocking station to release their device.

Signal-Blocking

The phone pouch contains a signal-blocking fabric which has been designed to block electromagnetic signals such as Wi-Fi and Bluetooth, by creating a shield around the electronic devices placed inside it.

How to Unlock the Pouch

*only use the locking mechanism as intended and ensure that the locking pin is fully retracted before accessing the pouch.

Locate the rounded side of the lock

Press the pouch lock down on top of an unlocking station

Allow the pin to pop open and access your device

"Pop"

FAQ ?

Why is the school introducing phone pouches?
Schools in the UAE are prioritising the creation of a focused learning environment. To achieve this, they are implementing the phone pouch system, designed to eliminate distractions caused by mobile devices. This initiative aims to enhance student concentration and promote healthier face-to-face interactions among young people. Research indicates that reduced phone usage correlates with improved academic performance and overall wellbeing.

How will students contact parents during the day?
In the case of urgent matters, parents can contact the school reception, which will relay any messages to the student. Students also have access to their school laptops/tablets to communicate via email if necessary.

What happens in case of an emergency?
In emergencies, adhering to the school's safety protocols is often the safest option for students, rather than relying on their phones. School staff will communicate directly with parents through the school's emergency contact procedures. This approach allows students to concentrate on safety measures without the distractions that mobile devices can create.

How will students receive their phone pouch?
Parents purchase the phone pouch as outlined by the school. Students are responsible for keeping their pouch with them throughout the day and bringing it to and from school, daily.

What if a student forgets their pouch or damages it?
If a student forgets their pouch, they will need to turn in their phone to the school reception for safekeeping until the end of the day. If the pouch is damaged, the parent may need to purchase a replacement through the school.

What if a student needs access to their device for medical reasons?
Students with documented medical conditions that require access to their devices will be handled on a case-by-case basis, directly by the school. Please contact Mr. Ashton via mashton@safacommunityschool.com and the clinic via clinic@safacommunityschool.com. This will then be added to the students care plan.

Frequently Asked Questions

If our child initially opts out and leaves her phone at home but later changes her mind, will we still be able to purchase a pouch later in the school year?

If a child initially opts out but later decides to opt in, pouches will be available for purchase.

What if a mobile is lost while there's no signal to place its location?

The mobile phone and pouch are the student's responsibility; the school is not liable for lost phones unless they are lost while in our possession. The pouches come with a tag for easy labeling with the student's name. If you're concerned about the possibility of your child losing their phone, we recommend leaving it at home. If the phone is needed for pick-up routines and you're worried it may be lost, you can attach an AirTag to make it traceable at all times.

This policy is about maintaining a consistent approach for all students and ensuring no one is treated differently. The rule regarding phones is clear: they are not required in school. However, if parents feel it is necessary for their child to have one, we ask that they purchase a pouch and support the process for the benefit of our school community.

Can we buy a different pouch or does it specifically have to be the Fixby one on skiply?

This particular pouch has been chosen for its ability to completely block phone signals, eliminating any potential distractions, and because it is compatible with our unlocking stations. While other companies, including Fixby, offer different pouches, not all of them have signal-blocking capabilities. This is why we ask that you purchase the pouches directly from us, as we have sourced the correct one from Fixby, ensuring consistency across the school.

Frequently Asked Questions

Why do smart watches need to be placed in the pouch? Their connection is dependent on the phone. Without the pouch it can only tell the time.

After considering feedback from all our stakeholders, smartwatches will not be included in the policy initially. We will monitor the situation during the implementation phase to determine if any adjustments are necessary.

How many unlocking stations will there be?

Unlocking stations will be placed at various locations around the site and can be moved as needed. These compact devices take approximately 1-2 seconds to unlock a device. Please see the attached map for the unlocking station locations.

Are students allowed to keep the pouch inside their bags or who will be responsible for it?

The pouch is the students' responsibility. All students attended an assembly with Mr. Ashton, where it was communicated that they should keep their pouches in their bags or lockers. If a student decides to leave the pouch in their locker, we recommend that they use a lock if they don't already have one.

Can we purchase the Fixby Phone Pouch privately?

The company does not sell these pouches individually, these are sold to schools with their specific branding.

The letter mentions students from Year 7 to Year 10. Does this mean that students in Year 11 to Year 13 are excluded and will not need a pouch to bring their phones to school?

As our current Year 11 students have only a few months remaining at school, they are not required to purchase a pouch. Similarly, Sixth Form students are exempt, as they have different expectations (please refer to the attached policy). Starting from the next academic year, this requirement will apply to Year 7-11 students.

Workspace at Home

Secondary students should have a designated workspace/desk at home, with access to a computer/laptop, to complete their homework correctly and revise for the numerous assessments during the year and for their end-of-year school examinations (all secondary students take).

- Please ensure that if they have younger siblings, secondary students can "escape" their younger siblings' attention to complete their homework.
- You may wish, in your family, to decide on a suitable bedtime for your secondary child. They will need more time to complete homework in the evening, but sleep is vital to arrive ready to learn at school each morning. Happy debating bedtimes! There is no hard and fast advice - it must be specific to each child.
- Please ensure that lighting is excellent in the workspace. Could you ensure your child has a bright reading lamp for their work area? This work area must be in a quiet part of the house or their bedroom.

Parent Teacher Consultation Meetings

These take place across the year, and these can be in person or virtual. The school will communicate which method will be used at the start of the year calendar. You will be invited to book meetings with your child's teachers two weeks before the event takes place.

Houses

All Safa Community School students are allocated to a house. This is part of our positive behaviour management linked to sports days and other yearly cultural events. House points are earned in line with our learning qualities and school values. House competitions will run throughout the year.

Fridays are House Days, and students can wear their House Tops. These can be purchased online via this link: Surridge and SCS. Additional sportswear and backpack sports bags are available for purchase here too.

Bring Your Own Device (BYOD)

What is Bring Your Own Device?
Originally BYOD (Bring Your Own Device) started as a trend for employee-owned devices within a business. BYOD has also permeated educational institutions, where students are asked to bring their devices to schools. At SCS, we deem a device to be a piece of technology that allows the students to type on, download software and apps onto, print from, and have a screen of at least 11".

Device Requirement
Students are permitted to bring a laptop that has internet connectivity. There are no specifications of make and/or model. The device needs to have the ability to connect to a wireless network. To develop keyboard skills and to undertake National Parameter Testing is advisable and encouraged. All students should bring a laptop as their BYOD, and not an iPad. Secodnary will use fewer learning apps, and over time, the use of a laptop to submit exam coursework

Why Use Bring Your Own Device?
There are many research-based proven reasons why BYOD aids a student's learning, including:
- Personalised learning
- Empowers students
- Comfort of using a known device
- Leverages students' love for technology
- Advanced technology makes learning easier
- Learning to continue at home
- Self-directed learning/Collaboration
- Sense of responsibility

How will it be used at Safa?
All of the curriculum areas at SCS are committed to using technology in the classroom as learning and teaching methods, ensuring that students get a broad number of approaches to learning. Each different mechanism of understanding aims to give students the best possible education to succeed in a technology-driven society. Some of how we use technology here at SCS are but are not restricted to:
- Simulations, data collection, and analysis
- Virtual manipulatives and fieldwork
- Problem-solving using creative thinking
- Collaboration/Project work on real-world scenarios
- Instant feedback
- Implementation of flipped and blended classrooms
- Synthesis of information
- Digital Portfolios
- Ebooks and digital texts

Google Classroom

Why Use Google Classroom?

- Online classroom.
- Paperless communication.
- Provides resources to students - such as websites, documents, and notes.
- Allows teachers to give students immediate feedback as they work on assignments or tests.
- It helps students see what classroom work they have missed so they can catch up.
- Monitors student understanding of a topic so teachers may differentiate instructions.
- It makes it possible to 'flip' the classroom so students can learn concepts at home with videos and resources.
- Connects teachers and students - inside and outside the classroom.
- Ensures all students have the same online resources at their fingertips.
- Google Classroom offers a link to Guardian Summaries. This allows parents to receive a weekly or daily summary of assignments and classroom activities.

Google Guardian Summaries

As a guardian, you can receive email summaries showing your student's progress in the Classroom.
Note: You can only receive summaries for students using Classroom with a G Suite account.

You can choose the frequency of the emails, such as daily or weekly.
Note: Daily means Monday to Friday. You won't receive email summaries on Saturdays or Sundays. (This is a UK-based programme).

You can unsubscribe or remove yourself from the Classroom at any time.

Guardian email summaries include:
- Missing work - Work that should have been on time when the email was sent.
- Upcoming work - Work that is due today and tomorrow (for daily emails) or work that is due in the upcoming week (for weekly emails). Class activity - announcements, assignments, and questions recently posted by teachers.

Socialising

Students can play ball games outside on the field during break and lunchtime. It is advised that they wear trainers, which they can change into during these break times. Students are not allowed to play in their socks or barefoot, as this is a health and safety concern. The Astro is usually closed during the hottest months.

If students wish to refrain from playing ball games during their breaks, we have a lot of shaded and comfortable areas for students to socialise and eat lunch. The indoor spaces will be opened up during the hotter months.

Students are not allowed to use devices during their break times and instead are encouraged to socialise and interact with one another. Phones cannot be used at any time during the school day.

Parent Access

In the interests of safeguarding, when visiting the school, all parents must display the SCS Parent ID lanyard. Parents will only be granted access to the school building or grounds with it. All new families will receive ID lanyards at the start of the academic year 2025/26.

Curriculum

We are exceptionally proud to be a leader at the forefront of curriculum development in the UAE and internationally. Our curriculum is firmly rooted in providing each student with rich and innovative learning opportunities. Our curriculum promotes enthusiasm and enjoyment, with a range of life-enhancing activities, within a culture of innovation and sustainable knowledge to apply their learning in various contexts.

We are committed to delivering a broad and enriched curriculum programme that provides the best possible education to meet the needs of all learners. We provide learners with vibrant, creative learning environments that encourage, challenge, and stimulate curiosity and interest.

The Medical Clinic

Communicable Disease: If your child has a diagnosed contagious disease, then a medical certificate needs to be sent to the medical team. Would you please mail these to **clinic@safacommunityschool.com**
If there are two confirmed cases of the same disease, then those parents in the same year group will be notified.

Absences: If your child is absent from school for 3 or more consecutive days, then you must submit any documentation from the doctor. Your child can then return to school when he/ she has been 24 hours Symptom-free and ask your child to pass by the School clinic for a back-to-school clearance process.

Medication: This should not be carried by students, except inhalers for asthma. EpiPens should be kept inside the clinic. Please inform us if your child has any medical condition and is taking prescribed medication. Any student who requires medication administration during school hours should have a doctor's prescription detailing the medication's name, dose, and times to be administered, plus a written and signed note from parents. This should then be given to the nurse on arrival at the school.

Unwell student -If a student is unwell during the school day, the clinic staff will assess him/her and call parents to collect the child where necessary. Students 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.

Medical Forms: It is mandated by the Dubai Health Authority that all medical forms are completed and returned before students start school. The school medical staff may only treat a student with this form.

PE: When there is a valid reason for a student not participating in PE, parents must provide a doctor's note explaining the circumstances. All such notes should be attached to the student's medical file, and clinic staff to let the concerned staff/form tutor know. Students are expected to participate in physical activities, including swimming.

School Medical Examination: All new students receive a school medical examination as required by the Dubai Health Authority. Medicals are also required for students entering FS1, Year 2, Year 6, Year 10, Year 13 and school leavers. The full-time school doctor will undertake the medicals with the nurse in attendance.

Immunisations are now offered at the school. As part of the School Health Medical Consent Form, parents will be requested to share a copy of their child's Original Vaccination Record with the clinic team. As and when vaccinations are due, the clinic team will notify parents and seek consent.
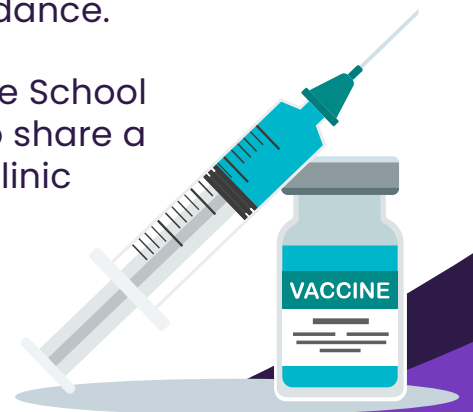
Media and Media Permissions

Safa Community School prides itself on posting our successes and happenings from around the school. This very obviously includes our students, whom we are incredibly proud of. Students are photographed and video recorded during the school year as they participate in routine academic, artistic or athletic activities. The photos and videos are used in school-related promotional and advertising materials. They are shared with the public through newspapers, magazines, admission materials, our website, social media and other channels deemed appropriate and safe by SCS. Parental photo consent at SCS is an opt-out process.

Environmental Education

Safa Community School is an internationally recognised Eco School. To continue in our endeavour to preserve the planet, we have our own care code and like to encourage the following:

- Limited use of plastic: make use of reusable containers for lunches.
- Recycling: use our recycling bins effectively.
- Sustainable practices at home: conserving water, carpooling, and saying NO to plastic bags!

Think Globally Act Locally
فكر عالميا و نفذ محليا

Green Flag Award 2025
Eco-Schools
Empowering Young People to Protect Our Planet
KEEP BRITAIN TIDY.

The Alliance for Sustainable Schools