SAFA COMMUNITY SCHOOL



Secondary Parent Handbook

2026 - 2027

Welcome Message

A warm welcome to all students and families, new or existing joining the Secondary phase of the school. We are excited get to know all students better during this transition phase. At Safa Community School we have developed a comprehensive programme that ensures all students settle in and feel part of the 'Safa' family.

At Safa Community School, we are proud to provide an exceptional secondary education that challenges, inspires and prepares students for the future. Through our broad and balanced curriculum, extensive facilities and specialist teaching environments, students are given every opportunity to develop academically, socially and personally. Beyond the classroom, a wide range of enrichment opportunities allows students to discover and pursue their passions, whether in sport, the arts, leadership, service or academic excellence. We believe every child has unique strengths and talents, and our role is to create the conditions in which they can flourish.

Across every year group, our priority is to ensure that students feel confident, supported and able to thrive. Our nurturing and inclusive ethos sits at the heart of everything we do, creating a culture where students feel safe to take risks in their learning, embrace challenges and grow in confidence. Guided by our values of respect, responsibility, resilience and kindness, we encourage students to develop not only as successful learners but also as compassionate and principled young people. We want every student to feel known, valued and empowered to make the most of the opportunities available to them.

Safa Community School is far more than a place of learning; it is a caring family community built on strong relationships between students, staff and parents. Together, we strive to ensure that every student develops the character, confidence and skills needed to succeed in an ever changing world. While academic achievement remains important, we are equally committed to nurturing curiosity, creativity, leadership and a genuine love of learning. We look forward to continuing our partnership with you as your child progresses through their secondary years, growing into a confident, capable young person who is truly prepared for the future.



Emmet Glackin
Secondary Headteacher



WELCOME

Welcome to Safa Community School Secondary handbook.

Through a broad and balanced curriculum, extensive enrichment opportunities and meaningful leadership experiences, our students develop into confident, compassionate and ambitious young adults. Guided by our values of respect, responsibility, resilience and kindness, they are encouraged to think critically, embrace challenge and take ownership of their learning. As a forward-thinking school, we prepare students for the future by developing the knowledge, skills and character needed to succeed in an ever-changing world. Sustainability, innovation and global citizenship are woven throughout the secondary experience, empowering our students to make a positive impact both within our community and beyond

OUR VISION

At SCS, we aim to enable our learners to have success for today and be preparerd for tomorrow.



Secondary Senior Leadership Team



Head of Secondary

Mr. Emmet Glackin
eglackin@safacommunityschool.com



Deputy Head Teacher Secondary Academic Standard and Curriculum

Ms. Adrianne Deacon
adeacon@safacommunityschool.com



Deputy Head Teacher Secondary Pastoral Wellbeing & Enrichment

Mr. Mathew Ashton
mashton@safacommunityschool.com



Deputy Head Teacher Secondary Learning Teaching and Assessments

Mr. Oliver Lukeman
olukeman@safacommunityschool.com



Assistant Head Teacher Key Stage 3

Ms. Kirsty Valentine
kvalentine@safacommunityschool.com



Assistant Head Teacher Key Stage 4

Ms. Hannah Lunt
hlunt@safacommunityschool.com



Assistant Head Teacher Sixth Form

Ms. Jennifer O'Donnell
jodonnell@safacommunityschool.com



Senior Leader of Artifical Intelligence

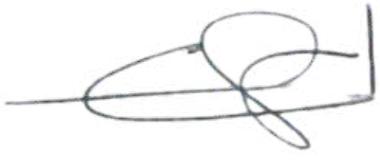
Ms. Claire Davis
cdavis@safacommunityschool.com

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 the 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.



Mr. Emmet. Glackin
Head of Secondary

Senior Teachers at SCS



Head of Inclusion

Ms. Aoife Orr
aorr@safacommunityschool.com



Examinations Officer

Mr. Will Fraser
wfraser@safacommunityschool.com



Head of Whole School Islamic

Mr. Feras Al Tahaineh
ftahaineh@safacommunityschool.com



Head of Whole School Arabic

Ms. Rehab Khalifa
rkhalifa@safacommunityschool.com



Assistant Principal Mandatory Subjects

Ms. Louise Rolf
lrolf@safacommunityschool.com



Secondary Assessment Coordinator

Mr. Mathew Herring
mherring@safacommunityschool.com



Second in Charge Sixth Form Strategic Lead for Secondary Pastoral

Mr. Nick Makin
nmakin@safacommunityschool.com



Pastoral Care at SCS



Head of Year 7

Ms. Jade Scott
jadescott@safacommunityschool.com



Deputy Head of Year 7

Mr. Montell Lowe
mlowe@safacommunityschool.com



Head of Year 8

Ms. Alexandra Hay
ahay@safacommunityschool.com



Deputy Head of Year 8

Mr. Blake Bissell
bbissell@safacommunityschool.com



Head of Year 9

Ms. Gemma Blackburn
gblackburn@safacommunityschool.com



Deputy Head of Year 9

Mr. Cathal McArdle
cmcardle@safacommunityschool.com



Head of Year 10

Ms. Hannah Skidmore
hskidmore@safacommunityschool.com



Deputy Head of Year 10

Mr. Sam Bingham
sbingham@safacommunityschool.com



Head of Year 11

Ms. Charlotte Jones
cjones@safacommunityschool.com



Deputy Head of Year 11

Mr. Nathan Holtom
nholtom@safacommunityschool.com



Head of Year 12

Mr. George Armston
garmston@safacommunityschool.com



Head of Year 13

Ms. Natasha Brady
nbrady@safacommunityschool.com



Key Stage 3: Strategic Pastoral Lead

Mr. Michael Brady
mbrady@safacommunityschool.com

SAFA COMMUNITY SCHOOL

SECONDARY SAFEGUARDING TEAM



MATHEW ASHTON

Designated Safeguarding Lead



LEANNE FRIDD

Principal



MICHAEL DAVIES

Vice Principal



EMMET GLACKIN

Headteacher of Secondary



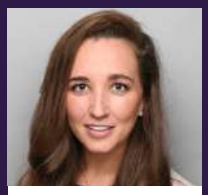
OLIVER LUKEMAN

Deputy Headteacher Secondary Learning and Teaching



ADRIANNE DEACON

Deputy Headteacher Secondary Curriculum and Assessment



KIRSTY VALENTINE

Assistant Headteacher Key Stage 3



HANNAH LUNT

Assistant Headteacher Key Stage 4



JENNIFER O'DONNELL

Assistant Head of Sixth Form (Key Stage 5)



NICHOLAS MAKIN

Second In Charge of Sixth Form and Strategic Lead for Secondary Pastoral



AOIFE ORR

Head of Inclusion - Senior Leader



MICHAEL BRADY

Strategic Pastoral Lead Key Stage 3

2026-2027

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
aorr@safacommunityschool.com



KS3 SENDco
Year 7 to Year 9

Ms. Finola Mulvey
fmulvey@safacommunityschool.com



KS4 and KS5 SENDco
Year 10 to Year 13

Ms. Lyndsay Kelly
lrkelly@safacommunityschool.com

School Counsellors



School Counsellor

Ms. Lucinda Hutchins



School Counsellor

Ms. Emily Allen





Useful Email Contacts

Principal - Ms. Leanne Fridd
principal@safacommunityschool.com

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

Head of Secondary - Mr. Emmet Glackin
eglackin@safacommunityschool.com

PA To Principal - Ms. Leander Le Grange
pa@safacommunityschool.com

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

Key Stage 3 Reception - Ms. Nicole Stanbridge
challengerreception@safacommunityschool.com

Key Stage 4 & 5 Reception - Ms. Sarah Niland
hopereception@safacommunityschool.com

Registrar - Ms. Lesley Bradley
registrar@safacommunityschool.com

Bursar - Ms. Karen Grant
bursar@safacommunityschool.com

Accountant - Ms. Sherin Siryani
accountant@safacommunityschool.com

Extra Curricular Activties (ECAs) - Ms. Karen Grant
activities@safacommunityschool.com

Director of Sport - Mr. Matthew Journeaux
mjourneaux@safacommunityschool.com

Director of PE - - Ms. Claire Davis
cdavis@safacommunityschool.com

Clinic
clinic@safacommunityschool.com

Transportation Team
transport@safacommunityschool.com



School Day Timings

MONDAY TO THURSDAY					
Year Group	Morning ECA's	Morning Drop-Off	Afternoon Pick Up (Without ECAs)	Afternoon Pick (When ECAs operate)	Afternoon ECA's
FS1		07h15 - 08h20	13h35		
FS2		07h15 - 08h10	14h10		
Year 1		07h15 - 08h00	14h20	14h20	14h30 - 15h10
Year 2		07h15 - 08h00	14h30	14h30	14h30 - 15h10
Year 3	06h40 - 07h25	07h15 - 07h45	14h30	14h30	14h30 - 15h10
Year 4 to Year 6	06h40 - 07h25	07h15 - 07h45	14h40 - 15h00	14h30	14h30 - 15h10
Year 7 to Year 13	06h40 - 07h25	07h15 - 07h40	15h30	15h30	15h30 - 16h10

**To help ease traffic congestion, the school offers Sibling Club for all year groups. This allows parents to collect younger siblings at the same time as their older siblings. Sibling Club is available until 3:30pm, Monday–Thursday, and until 12:00pm on Fridays.*

*Please note that there is no Sibling Club provision for Secondary ECA timings or Friday Paid ECAs. To help accommodate traffic before ECAs commence, we operate a slightly longer stagger to the school day. Once ECAs begin, timings revert to the normal school pick-up times.**

FRIDAY				
Year Group	Morning ECA's	Morning Drop-Off	Afternoon Pick Up	Afternoon ECA's
FS1		07h15 - 08h10	11h00	11h45 - 12h45
FS2		07h15 - 08h00	11h00	11h45 - 12h45
Year 1 to Year 3	06h40 - 07h25 (Year 3 only)	07h00 - 07h40	11h15	11h45 - 12h45
Year 4 to Year 6	06h40 - 07h25	07h00 - 07h40	11h30 to 12h00	11h45 - 12h45
Year 7 to Year 9	06h40 - 07h25	07h00 - 07h30	11h45 to 12h00**	
Year 10 to Year 13	06h40 - 07h25	07h00 - 07h30	11h30	

***To alleviate the traffic situation on Fridays, we do provide a staggered collection time; however, if your Year 7 – Year 9 child does need to attend Friday prayers, they can be dismissed at 11h30m on Fridays. There is a Primary Sibling Club available for students who have older siblings who are only being dismissed at 12:00pm. Sibling club concludes at 12:00pm.*



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 2026/2027

Term 1	Dates
A-Level and AS-Level Results Day	Thursday, 13th August 2026
GCSE Results Day	Thursday, 20th August 2026
Year 12 Academic Confirmations	Monday, 24th August, Wednesday, 26th August and Thursday, 27th August 2026
*Prophet Muhammad's Birthday	Tuesday, 25th August 2026
Year 7: Induction Day on school site	Monday, 31st August 2026 09h00 to 11h00
Year 12: Induction Day on school site	Monday, 31st August 2026 09h00 to 14h00
Year 2-6, Year 8, Year 9, Year 10: New students' drop-in session	Monday, 31st August 2026 09h00 to 10h00
ALL FS1, FS2 and Year 1 Students: Playdates on school site	Monday, 31st August 2026 Two sessions: 09h30 and 10h30 (Details to follow)
Start of Term 1 for ALL Students	**Tuesday, 1st September 2026**
Half Term: School Closed	Monday, 19th October to Friday, 23rd October 2026
School Resumes	Monday, 26th October 2026
*National Day Holiday: School Closed	Wednesday, 2nd December, Thursday, 3rd December and Friday, 4th December 2026
End of Term 1	Friday, 11th December 2026

Term 2	Dates
Term 2 Starts	Monday, 4th January 2027
* Expected Start of Ramadan (School is open)	Monday, 8th February 2027 (evening)
*Expected Eid Al-Fitr	Monday, 8th March to Friday, 12th March 2027
End of Term 2	Friday, 2nd April 2027

Term 3	Dates
Term 3 Starts	Monday, 12th April 2027
*Expected Eid Al-Adha	Monday 17th May 2027 to Tuesday, 18th May 2027 International examinations (GCSE's, A-Levels etc.) will continue
End of Term 3	Friday, 2nd July 2027

National Holidays

All public 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.

Useful Information

SCS 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

New Parents will receive access once their child starts at SCS

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 26/27

Family Holidays/Absence During Term Time

Attendance Officer



Deputy Head Teacher Secondary Pastoral Wellbeing & Enrichment

Mr. Mathew Ashton

mashton@safacommunityschool.com

Pupil absence during term time can significantly impact learning and progress. Parents are therefore strongly encouraged to avoid booking holidays during school terms. Requests for leave should be made in advance. A maximum of one holiday of up to five (5) school days per academic year may be authorised. Holidays will not be approved during the first or last week of term, or when linked to half-term breaks or public holidays.

To request a holiday during term time, you will need to log in via the isams parent portal 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. Sarah Niland on: **hopereception@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 school day and return
- Leave in the middle of the school day and not return
- Leave just before the end of the school day



Please note the following:

Parents are required to email (withing 24 hours notice) the relevant absence email.

You will need to state the following:

- Student's full name
- Students' year group and form class
- The reason for the appointment
- Proof of 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.

Y7 - Y13 Student Uniform

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







House System

All Safa Community School students are allocated to a house team. This is used as part of our positive behaviour management but is also linked to sports days and other cultural events throughout the year. 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 from all year groups are permitted to wear their House tops. Additional sportswear and backpack sports bags are available for purchase here too.

House Tops (worn on House Fridays) are purchased from Surridge Sport online via this link:
Surridge and SCS

In addition to the house T-shirt, students will also have the chance to purchase additional optional sporting attire that can be used for PE lessons or ECA/Squad sessions. These items will include quarter zip-top, ECA/Games T-shirt, sports backpack bag, cap (secondary only), leggings (KS4 & KS5 only), as well as several other products.

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 - Year 7 to Year 9

In Year 7 to Year 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 (MFL), Information Communication Technology (ICT), Design Technology (DT), Music, Physical Education (PE), 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 Headteacher of KS3: **kvalentine@safacommunityschool.com**

Key Stage 4 - Year 10 to Year 11

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

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 (Year 10 to Year 11) GCSE and BTEC options. Additionally, we have added exemplar year group timetables 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 Headteacher of KS4: **hlunt@safacommunityschool.com**

Key Stage 5 - Year 12 to Year 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 booklet of the Key Stage 5 (Year 12 to Year 13) A-Level and BTEC options. Additionally, we have added exemplar year group timetables providing timings of lessons and allocating learning hours across the curriculum.

Should you require any additional information related to Key Stage 5, please contact Ms. Jennifer O'Donnell, Assistant Headteacher of KS5: **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

- 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 and a yellow highlighter for students

They should keep a similar set of items at home (excluding duplicates like calculators or devices) so they do not need to repeatedly move their pencil case in and out of their school bag. This reduces the likelihood of them saying they "forgot their 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 are not 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 saty 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 no 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.

Healthy Eating

We have catering provisions for students on the school site. Secondary students can use a pre-paid card to pay for *'Grab & Go'* type foods ot hot lunches. The Tuckshop Cafe 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 Cafe will be cashless for students, with money added to cashless ID cards created for each child. You do not need the physical card to create or top-up your child's canteen account. Students will be issued their canteen card upon returning to school. More information can be found **HERE.**

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

Sixth Form students can purchase coffee from the canteen. This option is NOT available to students in lower year groups. Sixth Form students 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 that they can take home to clean 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 we expect them to be more independent, the following may be a change to what they experienced in junior/primary schools:

- A secondary newsletter is sent fortnightly on a Friday, summarising the events that have taken place across the fortnight, profiling students and informing parents of upcoming events.
- Communication/letters can be a lot longer in secondary due to the greater complexity of information.
- All homework is published online via Google Classroom, making it accessible to all students and parents at any time, from anywhere in the world. As a result, "I don't have my homework" or "I didn't know what the homework was" will not be accepted as valid reasons. During the first half of the term, you will be guided through how to use the platform, and this information will also be shared with you at 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.
- 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

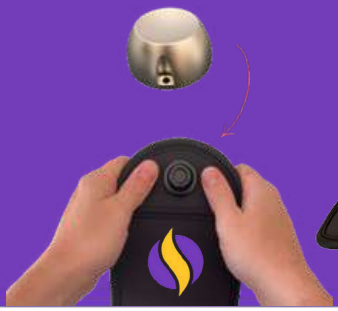
*only use the locking mechanism as intended and ensure that the locking pin is fully retracted before accessing the pouch.



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

Frequently Asked Questions

1

If our child 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.

2

What if a mobile is lost while there is 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 labelling with the student's name. If you are 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 are worried it may be lost, you can attach an AirTag to make it traceable at all times.

3

How are we ensuring a consistent and fair approach for all students?

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.

4

Can we buy a different pouch or does it specifically have to be the Fixby pouch 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.

5

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, smart watches will not be included in the policy initially. We will monitor the situation during the implementation phase to determine if any adjustments are necessary.



Frequently Asked Questions

6

How many locking stations are there?

Unlocking stations will be placed at various locations around both sites and can be moved as needed. These compact devices take approximately 1-2 seconds to unlock a device.

7

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

The pouch is the students' responsibility. They should keep their pouches in their bags or lockers. If a student decides to leave the pouch in their locker, we recommend they use a lock if they do not have one already.

8

Can we purchase the Fixby pouch privately?

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

9

As the Fixby policy states Year 7 to Year 11, does this mean that students in Sixth Form are excluded and will not need a pouch to bring their phones to school?

Sixth Form students are exempt, as they have different expectations.

Bring Your Own Device (BYOD)

What is Bring Your Own Device (BYOD)?

Bring Your Own Device (BYOD) began as a workplace trend, where employees used their personal devices for business purposes. It has since extended into education, with students bringing their own devices to school. At SCS, a device is defined as technology that enables students to type, download software and apps, print and has a screen size of at least 11 inches.

Device Requirement

Students may bring a laptop with internet connectivity. There are no specific requirements regarding make or model; however, the device must be capable of connecting to a wireless network. The use of a laptop is recommended to support the development of keyboard skills and for completing National Parameter Testing. All students are expected to bring a laptop as their BYOD device, rather than an iPad. In Secondary, there is reduced reliance on learning apps, with increasing use of laptops for submitting exam coursework over time.

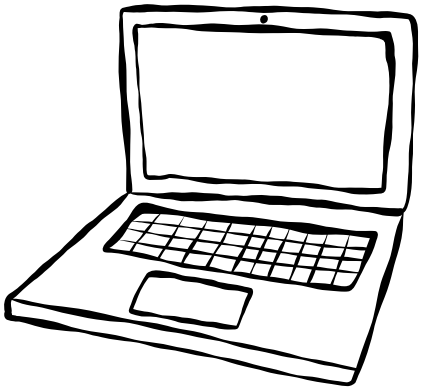
Why use Bring Your Own Device?

There are many research-based benefits of BYOD in supporting student learning, including: enabling personalised learning, empowering students, providing the comfort of using a familiar device, leveraging students' affinity for technology, and making learning more accessible through advanced tools. It also supports continuity of learning at home, encourages self-directed learning and collaboration, and fosters a sense of responsibility.

How will it be used at Safa Community School?

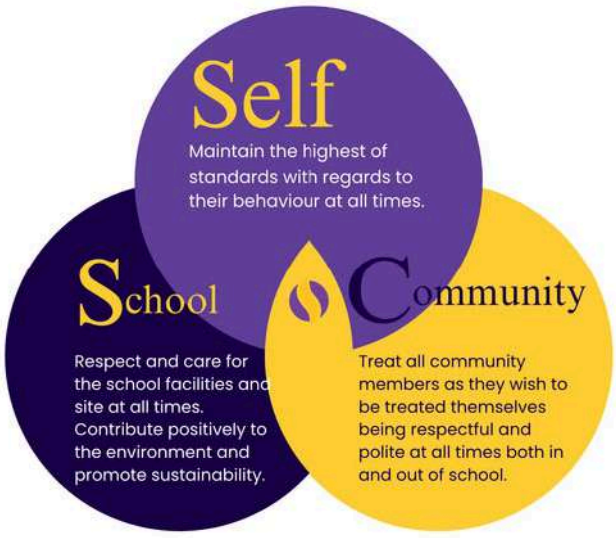
All curriculum areas at SCS are committed to integrating technology into teaching and learning, ensuring students benefit from a wide range of approaches. These varied methods are designed to provide the best possible education and prepare students to succeed in a technology-driven society. Examples of how technology is used at SCS include, but are not limited to:

- Simulations, data collection, and analysis
- Virtual manipulatives and fieldwork
- Problem-solving through creative thinking
- Collaboration and project work based on real-world scenarios
- Instant feedback
- Flipped and blended learning approaches
- Synthesising information
- Digital portfolios
- E-books and digital texts



Positive Behaviour Management

At Safa Community School, we seek to promote the highest standards of behaviour and self-discipline through a balanced approach that prioritises positive reinforcement while maintaining clear, fair and consistent consequences where expectations are not yet met.



We believe that positive behaviour is closely linked to students' social, emotional and mental wellbeing. As such, behaviour management at SCS is underpinned by relationships, consistency and high expectations, alongside recognition, encouragement and appropriate support.

The Positive Behaviour Management Policy exists to ensure that learning can take place in the best possible conditions. Expectations are clear, consequences are proportionate, and students are supported to reflect on their actions, repair relationships and make positive choices moving forward. Behaviour is viewed as something that can be learned, improved and strengthened over time.



Rewards and interventions are applied fairly and consistently, with consideration given to individual circumstances, age and developmental needs. Staff are supported through training and guidance to ensure effective and appropriate behaviour management. We work in partnership with parents and, where necessary, external agencies to support students effectively. Our use of ePraise enables staff to recognise positive behaviour, track patterns and celebrate student success consistently across the school.



Our tiered system, underpinned by the SCS values of Self, School and Community, ensures that we are child-centred and community-focused in our approach, celebrating success and encouraging our students to be reflective learners.

ePraise

Google Classroom

Why use Google Classroom?

- Enables seamless, paperless communication between teachers and students
- Offers easy access to learning resources, including websites, documents, and notes
- Allows teachers to deliver immediate, real-time feedback on assignments and assessments
- Helps students track missed work and stay up to date with their learning
- Supports monitoring of student understanding, enabling more tailored and differentiated instruction
- Facilitates a 'flipped classroom' approach, allowing students to learn concepts at home through videos and digital resources
- Strengthens connections between teachers and students, both inside and outside the classroom
- Ensures all students have equal access to consistent online resources
- Includes Guardian Summaries, allowing parents to receive regular updates on assignments and classroom activities

Google Classroom Summaries

As a guardian, you can receive email summaries that provide an overview of your child's progress in Classroom.

Please note: These summaries are only available for students using Classroom with a G Suite account.

You can choose how often you receive these updates, either daily or weekly. Daily summaries are sent Monday to Friday only, with no emails issued over the weekend (as this is a UK-based programme).

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

Guardian email summaries include:

- **Missing work:** Assignments that were due but not submitted at the time the email was sent.
- **Upcoming work:** Tasks due today and tomorrow (for daily emails), or within the upcoming week (for weekly emails).
- **Class activity:** Recent announcements, assignments, and questions posted by teachers.

Google Classroom

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 the end-of-year school examinations.

- Please ensure that secondary students with younger siblings have a way to work without distraction, allowing them to complete their homework independently.
- You may want to agree, as a family, on an appropriate bedtime for your secondary-aged child. While they may need additional time in the evenings to complete homework, getting enough sleep is essential for them to be ready to learn each day. Enjoy the bedtime negotiations!
- Please ensure the workspace is well lit. Your child should have a bright reading lamp in their study area, which should be located in a quiet part of the house or in their bedroom.

Parent Teacher Consultation Meeting

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.

Complaints & Queries

At Safa Community School, we operate with an open door policy. Our objective is to encourage open communication, feedback, and discussion about any concerns parents may have.

We believe that students and parents are entitled to expect courteous and prompt, careful attention to their needs and wishes. The school takes very seriously any complaints and concerns that may arise which involves either your own child or the school as a whole. We also welcome suggestions and feedback on how to improve the school.

We will give prompt and serious attention to any areas of dissatisfaction. We anticipate that most concerns will be resolved quickly in an informal manner by approaching the appropriate member of staff.

In Secondary, we would always encourage communication through your childs form tutor and the Key Stage Team, unless you feel more comfortable speaking to someone else in the leadership team.

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 the 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 permitted to use devices during their breaktimes and instead are encouraged to socialise and interact with one another. Phones cannot be used at any time during the school day.

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.

Parent Access

For safeguarding purposes, all parents must wear their SCS Parent ID lanyard when visiting the school. Access to the school building and grounds will only be permitted upon presentation of this ID. New families will be issued with ID lanyards at the start of the 2026/27 academic year.

Media & Consent

Upon admission, parents are asked to complete the Photo Consent Form to indicate whether their child's image may be used by SCS. If the form is not returned, the school will assume consent has been granted.

The school maintains a list of students whose parents have restricted or declined consent for photography or filming, and staff are made aware of these students.
Parents who opt out are responsible for informing the photographer or camera operator and avoiding areas where photography or filming is taking place. Failure to do so may result in inclusion in images or recordings, which may be treated as consent for use by the school.



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 email these to clinic@safacommunityschool.com

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 they have been 24-hours sympton free. On your child's return, they will need 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 Students: If a student is unwell during the school day, the clinic staff will assess them 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 (DHA) that all medical forms are completed and returned before students start school. The school medical staff may only treat a student with this form.

Physical Education (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 will be attached to the student's medical file. The clinic staff will then inform the concerned staff/Form Tutor. 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 (DHA). Medicals are also required for students entering FS1, Year 2, Year 6, Year 10 and Year 13 and all school leavers. The school doctor will undertake the medicals with the nurse in attendance.

Immunisations: 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 will notify parents for consent.



SAFA COMMUNITY SCHOOL

Environmental Education



The Alliance for Sustainable Schools

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 reuasble containers for lunches.
- Recycling: use our recycling bins effectively.
- Sustainable practices at home: conderving water, carpooling and saying NO to plastics bags!



Safa Goes Green Photography Winners

As part of our commitment to sustainability, we will deliver a range of events and initiatives throughout the year to promote awareness of our Eco-School status.

Activities such as the Safa Goes Green Photography Competition will encourage students, staff and families to develop a stronger sense of environmental responsibility and make more sustainable choices in their daily lives.

Through these opportunities, we aim to foster a culture of environmental stewardship, empowering our community to take meaningful action and contribute positively to a more sustainable future.















SAFA
COMMUNITY
SCHOOL

www.safacommunityschool.com