

Y7-Y13

# Secondary Parent Handbook



SAFA  
COMMUNITY  
SCHOOL

2023-24



# Welcome

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

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## Parent Contact Details

Please inform the school reception if there are any changes to your contact details. This is required if we need to get in touch in case 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 consists of current 'outstanding' rated teachers, examiners and moderators with vast experience in and out of the classroom.

All members have experience managing teams, departments, curriculums, personnel and students in various educational settings. Each leader is tasked with specific remits linked to their skillset 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: Thank you very much, Mr Michael Davies, Head of Secondary.

## Meet The Team



**Headteacher Secondary**

**Mr. Michael Davies**

headofsecondary@safacommunityschool.com



**Deputy Headteacher  
Head of Middle School**

**Mr. Mathew Ashton**

mashton@safacommunityschool.com



**Deputy Headteacher  
Head of Senior School**

**Mr. Emmet Glackin**

eglackin@safacommunityschool.com



**Assistant Principal  
Learning & Teaching**

**Mr. Paul Dallyn**

pdallyn@safacommunityschool.com



**Assistant Principal  
Inclusion**

**Mrs. Nadine Hutchinson**

nhutchinson@safacommunityschool.com



**Head of Secondary  
Inclusion**

**Mrs. Aoife Killane**

akillane@safacommunityschool.com



**Senior Teacher  
Assessment & Exams Officer**

**Mr. Will Fraser**

wfraser@safacommunityschool.com

## Meet The Team (cont'd)



**Assistant Head of  
Sixth Form**

**Mrs. Jennifer O'Donnell**  
jodonnell@safacommunityschool.com



**Assistant Head of  
Key Stage 4 (Y10 & Y11)**

**Ms. Adrienne Deacon**  
adeacon@safacommunityschool.com



**Assistant Head of Key Stage  
3 (Y7 to Y9)**

**Ms. Laura Osman**  
losman@safacommunityschool.com



**Assistant Principal  
Arabic & Islamic &  
Secondary Assessment**

**Mr. Oliver Lukeman**  
olukeman@safacommunityschool.com



**Senior Teacher:  
Teaching & Learning**

**Ms. Ashley Creedon**  
acreedon@safacommunityschool.com



**Senior Teacher:  
Teaching & Learning**

**Ms. Rebecca Williams**  
rwilliams@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](mailto:principal@safacommunityschool.com)

PA to Principal – Mrs. Leander Le Grange  
[pa@safacommunityschool.com](mailto:pa@safacommunityschool.com)

Headteacher Secondary – Mr. Michael Davies  
[headofsecondary@safacommunityschool.com](mailto:headofsecondary@safacommunityschool.com)

Secondary PA – Mrs. Kristy McKinven  
[secondarypa@safacommunityschool.com](mailto:secondarypa@safacommunityschool.com)

Secondary Reception – Mrs. Wahida Begum  
[secondaryadmin@safacommunityschool.com](mailto:secondaryadmin@safacommunityschool.com)

Clinic  
[clinic@safacommunityschool.com](mailto:clinic@safacommunityschool.com)

Registrar – Mrs. Lesley Bradley  
[registrar@safacommunityschool.com](mailto:registrar@safacommunityschool.com)

Bursar – Mrs. Karen Grant  
[bursar@safacommunityschool.com](mailto:bursar@safacommunityschool.com)

Accountant – Ms. Sherin Siryani  
[accountant@safacommunityschool.com](mailto:accountant@safacommunityschool.com)

Transportation Team  
[transport@safacommunityschool.com](mailto:transport@safacommunityschool.com)

Absence/Sickness/Holidays  
Y7-Y9: [secondaryabsence@safacommunityschool.com](mailto:secondaryabsence@safacommunityschool.com)  
Y10-Y13: [collegeabsence@safacommunityschool.com](mailto:collegeabsence@safacommunityschool.com)

Activities – Mrs. Karen Grant  
[activities@safacommunityschool.com](mailto:activities@safacommunityschool.com)

# Pastoral Care



## School Counsellor

**Mrs. Lucinda Hutchins**  
counsellor@safacommunityschool.com



## Head of Year 7

**Ms. Finola Mulvey**  
fmulvey@safacommunityschool.com



## Head of Year 9

**Mr. Sam Bell**  
sbell@safacommunityschool.com



## Head of Year 11

**Mrs. Tina Filipcic**  
tfilipcic@safacommunityschool.com



## Head of Year 13

**Ms. Sarah Cockcroft**  
scockcroft@safacommunityschool.com



## University/Carers Counsellor

**Mrs. Eleanor Nolan**  
enolan@safacommunityschool.com



## Head of Year 8

**Mr. Connor Rambellas**  
crambellas@safacommunityschool.com



## Head of Year 10

**Mr. Michael Brady**  
mbrady@safacommunityschool.com



## Head of Year 12

**Mr. David Forsythe**  
dforsythe@safacommunityschool.com

## Child Protection Team



## Child Protection Officer Deputy Headteacher Secondary

**Mr. Mathew Ashton**  
mashton@safacommunityschool.com



## Assistant Principal Inclusion

**Mrs. Nadine Hutchinson**  
nhutchinson@safacommunityschool.com



## Assistant Head of Key Stage 4

**Ms. Adrienne Deacon**  
adeacon@safacommunityschool.com



## Principal

**Mrs. Leanne Fridd**  
principal@safacommunityschool.com



## Headteacher Secondary

**Mr. Michael Davies**  
headofsecondary@safacommunityschool.com



## Deputy Headteacher: Senior

**Mr. Emmet Glackin**  
eglackin@safacommunityschool.com

# Inclusion

At Safa, our highly inclusive ethos drives everything that we do. Please contact our inclusion team if you need support for your child or any SEND information.



**Assistant Principal  
Inclusion**

**Mrs. Nadine Hutchinson**  
nhutchinson@safacommunityschool.com



**Head of Secondary  
Inclusion**

**Mrs. Aoife Killane**  
akillane@safacommunityschool.com

## School Day Timings 2023-2024

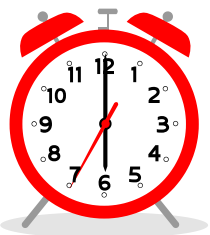
### MONDAY TO THURSDAY

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	

## Late Procedure



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 monitor lateness.



# Academic Calendar for 2023-2024

Term 1	Dates
A-Level Results Day	Thursday, 17 <sup>th</sup> August 2023
GCSE Results Day	Thursday, 24 <sup>th</sup> August 2023
Year 7 and Year 12: Induction Day on school site	Monday, 28 <sup>th</sup> August 2023 09h00 to 11h00
Year 2 to Year 13: New students' drop-in session	Monday, 28 <sup>th</sup> August 2023 09h00 to 10h00
ALL FS1 to Year 1 Students: Playdates on school site	Monday, 28 <sup>th</sup> August 2023 Two sessions: 09h30 and 10h30 (Details to follow)
<b>Start of Term 1 for ALL Students</b>	<b>Tuesday, 29<sup>th</sup> August 2023</b>
*Prophet's Birthday: School Closed	Friday, 29 <sup>th</sup> September 2023
Staff INSET Day - further information to follow	Monday, 16 <sup>th</sup> October 2023
Half Term: School Closed	Tuesday, 17 <sup>th</sup> October 2023 to Friday, 20 <sup>th</sup> October 2023
*Commemoration Day: School Closed	Friday, 1 <sup>st</sup> December 2023
*National Day: School Closed	Saturday, 2 <sup>nd</sup> December 2023 to Sunday, 3 <sup>rd</sup> December 2023
End of Term 1	Friday, 8 <sup>th</sup> December 2023

Term 2	Dates
New Year's Day: School Closed	Monday, 1 <sup>st</sup> January 2024
Term 2 Starts	Tuesday, 2 <sup>nd</sup> January 2024
Half Term/ PD Week: School Closed	Monday, 12 <sup>th</sup> February 2024 to Friday, 16 <sup>th</sup> February 2024
*Ramadan Begins	Sunday, 10 <sup>th</sup> March 2024 (evening)
End of Term 2	Friday, 22 <sup>nd</sup> March 2024

Term 3	Dates
Term 3 Starts	Monday, 8 <sup>th</sup> April 2024
Staff INSET Day - further information to follow	Monday, 8 <sup>th</sup> April 2024
*Eid Al-Fitr: School Closed	Tuesday, 9 <sup>th</sup> April 2024 to Friday, 12 <sup>th</sup> April 2024
*Arafat Day: School Closed	Saturday, 15 <sup>th</sup> June 2024
*Eid Al-Adha: School Closed	Monday, 17 <sup>th</sup> to Tuesday, 18 <sup>th</sup> June 2024
End of Term 3	Friday, 5 <sup>th</sup> July 2024

All national holidays will be announced in the press by the UAE authorities. \*Actual dates are subject to change. Please only book holidays once the school confirms.



# Family Holidays/Absence During Term Time

The school recognises that student absence during term time can seriously disrupt a student's continuity of learning. Parents are strongly urged to avoid booking a family holiday during term time. Parents should apply in advance to withdraw students from school for a holiday. Holidays are not authorised in the first or last week of term and if they are attached to a holiday. Holidays will also not be authorised during assessment periods. All exam students must remain in school for the entire year.

To request a holiday during term time, please complete our Application for Leave of Absence form and return it to:

**Y7-Y9:** [secondaryabsence@safacommunityschool.com](mailto:secondaryabsence@safacommunityschool.com)

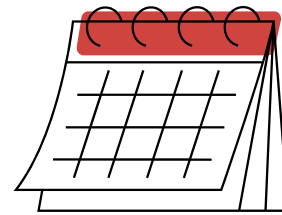
**Y10-Y13:** [collegeabsence@safacommunityschool.com](mailto:collegeabsence@safacommunityschool.com)

**CLICK HERE**   
*for Leave Form*

# 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

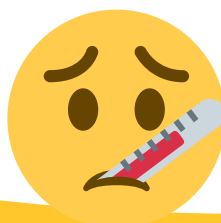
Please clearly state the times for this appointment with leaving and return times as applicable.

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 email the school to the relevant absence address before 7:30am on the first day of the absence, informing the school of the reason for their child's absence.





# Uniform

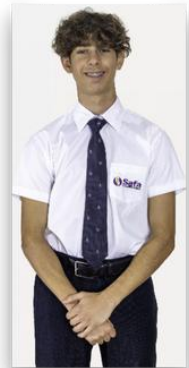
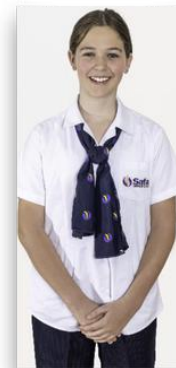
All items of uniform should be clearly labelled. Students are asked to wear navy/black or white socks and smart black shoes. Trainers are not permitted (other than for PE).

***Ties (for boys) and scarves (for girls) must be worn daily.***

Other than watches, jewellery is not permitted, and studs are only to be worn in pierced ears. All students, irrespective of gender, will be asked to tie back shoulder-length hair. Colourful hair bands and bows are not allowed. Uniform supplier hairbands may be worn. Hair colour should be kept to natural hair colours. Please note that bright colours, such as pink, purple, green, red, blue etc, are prohibited.



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\*\*](#)

Please review **Appendix 1A and 1B** for the uniform list requirements.



## School Bags

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



# 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. Please see **Appendix 4**)
- 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 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.



**LOST  
PROPERTY**



# 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.

## 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' (see **Appendix 3**) 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 (see **Appendix 2**) and should be able to respond to your contact within 24 hours, if you don't mind. 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 (see **Appendix 3**)

## Mobile Phones

Mobile phones are banned on site from 07h25 to 15h30 (12h00 on Fridays). If students need these for travel purposes, they must be locked away during the day in silent mode.

In the event a staff member confiscates a phone from a student, the following will apply:

- **First Offence:** The phone will be kept at Reception, and the student can collect it at the end of the school day. A student is told they have one more chance.
- **Second Offence:** The phone will be kept at Reception, and the student can collect it at the end of the school day. Parents are informed of this via email.
- **Third Offence:** The phone will be kept in the Head of Pastoral office until the parents come and collect the phone.
- **Fourth Offence:** The phone will be kept for the remainder of the school week and must be collected by the child's parent when this time has passed.
- **Fifth Offence:** The phone will be kept at school until the end of the term, when the student's parent must collect it.

If students need to call home, they will do so at the secondary Reception. We hope this is kept to a minimum as we encourage independence and good organisational skills.

If your child texts or calls you to collect them from school during the school day, please get in touch with the school first so that we can assess whether this is necessary or can be resolved on site.



## 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 twice a 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.

If you have more specific questions or concerns, please email the teacher (see **Appendix 2**) concerned for a separate meeting to be arranged.

## 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)

## -See **Appendix 4** Purchasing a Device

### ***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".

### ***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





## 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.

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## 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. Every family will receive ID lanyards at the start of the academic year 2023/24.

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## 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.

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## Parent Teacher Association (PTA)

Safa Community School has a dedicated PTA group that leads many initiatives throughout the school. They are always looking for volunteers, so if you want to be involved, please email [pta@safacommunityschool.com](mailto:pta@safacommunityschool.com)

# 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](mailto:clinic@safacommunityschool.com)

**Absences:** If your child is absent from school for 3 or more consecutive days, you must submit any documentation from the doctor.

**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.

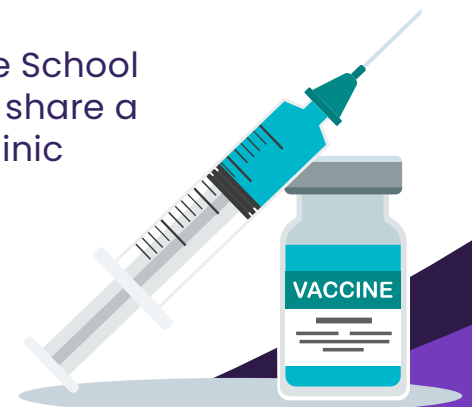
**Medical Forms:** It is mandated by the Dubai Health Authority that all medical forms are completed and returned before students start school. The school medical staff may only treat a student with this form.

**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.

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.

**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.

Please complete the Media Permission form below:

[Year 7 Media Permission Form](#)

[Year 8 Media Permission Form](#)

[Year 9 Media Permission Form](#)

[Year 10 Media Permission Form](#)

[Year 11 Media Permission Form](#)

[Year 12 Media Permission Form](#)

[Year 13 Media Permission Form](#)

# 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!





## Google Classroom

Google Classroom is used across the secondary school to ensure anytime access for all. Exercise books are still used as the primary learning, writing and recording method. However, to improve knowledge, skills understanding, and of course, the lost exercise book(!) and streamline educational workflow, students each have their own Google Drive folder that allows students and teachers perpetual access. See **Appendix 3**.

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## Grade Cards and Reports

Parents will receive three grade cards (across three terms) and one formal end-of-year report. An assessment and reporting calendar will be sent out at the beginning of the school year.

### **Accessing My Child's Reports**

To view your child's report during the academic year, please follow the instructions below:

iTRACK is an innovative online pupil-tracking system that enables you to track your child's progress and attainment in an easy-to-use and time-saving way. iTRACK includes formative and summative pupil tracking in all core and over 20 foundation subjects.

It is one of the most flexible and adaptable school pupil-tracking systems on the market. It offers complete flexibility. Furthermore, it benefits from daily updates from whole-school tracking covering tracking teacher assessments and scaled and standardised scores.

iTRACK ensures your child's data is always secure, well-managed and presented. Designed by teachers, for teachers, iTRACK supplies you with helpful tracking reports, so you can pinpoint precisely where to focus your teaching strategies. iTRACK is also conveniently cloud-based, so you can securely access essential data whenever and wherever you like.



## 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 Laura Osman, Assistant Head of KS3: [losman@safacommunityschool.com](mailto:losman@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 Adrienne Deacon, Assistant Head of KS4: [adeacon@safacommunityschool.com](mailto:adeacon@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](mailto:jodonnell@safacommunityschool.com)

# Appendix 1A - Year 7 to Year 11 Students Uniform

## From Sumeru Uniform Shop

Sumeru Uniform Shop, J3 Mall, 983 Al Wasl Road, 1st Floor Shop 104, Al Manara – 363, Jumeirah,  
Dubai Tel: 058 102 9932 Operating Times: 10h00 – 19h00 Saturday to Thursday (Closed on Fridays)

Please visit this link for the Sumeru Uniform Shop catalogue:

**Sumeru Uniform Shop Catalogue for SCS**

Girls	
100% Pure Cotton White Blouse (with SCS Logo) – 98AED	Girls Swimming Costume – 99AED
Navy Blue Herringbone Pleated Skirt or Trousers – 105AED	Swim Cap – 50AED
Girls Scarf (compulsory) – 83AED	PE Shirt – 110AED
Sweater – 120AED	PE Shorts – 99AED

Boys	
Dobby White Shirt (with SCS Logo) – 98AED	Boys Swim Shorts – 72AED
Navy Blue Herringbone Pleated Trousers – 105AED	Swim Cap – 50AED
Boys Tie (compulsory) – 83AED	PE Shirt – 110AED
Sweater – 120AED	PE Shorts – 99AED

## From Surridge Sports – Online

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 a quarter zip-top, ECA/Games T-shirt, sports backpack bag, cap (secondary only), leggings (KS4 & KS5 only), and other products still being developed to complement.



Surridge	
House Top	120.75AED





# Appendix 1A - Year 7 to Year 11 Students Uniform

## GIRLS

- Note that girls may wear white ankle socks when wearing skirts and navy blue or black when wearing trousers.
- Only branded school uniform blouses, skirt, trousers, scarf, swim caps and sweaters will be permitted. Swimsuits can be plain navy blue or black and must be a one piece. Swimwear MUST be in accordance with UAE culture. Just to let you know, should your child join the swim squad, a branded Safa swimsuit will be required.
- Girls may wear either trousers or a knee-length skirt. Skirts shorter than knee length on a day-to-day basis will not be permitted. The skirt needs to lie on the knee (not above) - without exception.
- Girls who wish to have a full-length skirt can have this made to fit at the uniform shop. Only regulation long skirts will be accepted. Enquire at the uniform shop.
- If you need tailoring, please ask the uniform shop.
- Scarves are compulsory and are to be worn every day.
- Only regulation-type school shoes will be permitted. NO ballet pumps, heels, sandals, or trainer-type/sports branded shoes will be permitted. Please take a look at the attached for permissible shoes.
- Girls should have their hair tied up and off their faces as far as possible. This is extremely important for their own Health & Safety. Hair should follow the natural contour of the head. Only navy blue, black, or brown hairbands are permissible. No brightly coloured hair is permissible, i.e. no pinks, reds, blues, greens, etc. Natural colours will be allowed.
- Only silver or gold stud-type earrings will be permitted; NO diamond types are acceptable. Earrings are removed during PE lessons and sporting activities. Please ensure students have a safe place to keep them. This is the student's responsibility. NO rings, bracelets, or necklaces are permitted to be worn.
- NO nail polish and makeup are permitted to be worn.



## BOYS

- Note that boys may only wear navy blue or black socks.
- Only branded school uniform shirts, trousers, ties, swim caps, and sweaters will be permitted.
- Swim shorts can be plain navy blue or black. Swimwear MUST be in accordance with UAE culture. Just to let you know, should your child join the swim squad, a branded Safa swimsuit will be required.
- Just so you know, only trousers from the uniform shop will be allowed as this will ensure branded cut and fabric. If you need tailoring, please ask the uniform shop.
- Ties are compulsory and are to be worn every day.
- Only regulation-type school shoes will be permitted. NO trainer-type/sports branded shoes will be permitted. Please take a look at the attached for permissible shoes.
- Boys' hair should always be neat and clean, tied back if required. This is extremely important for their own Health & Safety. Hair should follow the natural contour of the head. No brightly coloured hair is permissible, i.e. no pinks, reds, blues, greens, etc. Natural colours will be allowed.
- Only silver or gold stud-type earrings will be permitted; NO diamond types are acceptable. Earrings are removed during PE lessons and sporting activities. Please ensure students have a safe place to keep them. This is the student's responsibility. NO rings, bracelets, or necklaces are permitted to be worn.

# Appendix 1B - Year 12 and Year 13 Sixth Form Students Uniform



## From Sumeru Uniform Shop

Sumeru Uniform Shop, J3 Mall, 983 Al Wasl Road, 1st Floor Shop 104, Al Manara – 363, Jumeirah,  
Dubai Tel: 058 102 9932 Operating Times: 10h00 – 19h00 Saturday to Thursday (Closed on Fridays)

Please visit this link for the Sumeru Uniform Shop catalogue:  
**Sumeru Uniform Shop Catalogue for SCS**

**Sixth Form**

White Shirt or Blouse (to be purchased from any retailer)	Black Suit – Trousers & Jacket (to be purchased from any retailer)
Black Leather Shoes	Girls Scarf & Boys Tie are compulsory – 83AED from Sumeru



- Note that boys may only wear navy blue or black socks.
- Ties and scarves are compulsory and are to be worn every day.
- Only regulation-type school shoes will be permitted. NO trainer-type shoes will be permitted. Please take a look at the attached for permissible shoes.
- Hair should always be neat and clean; tied back if required. Hair should follow the natural contour of the head. This is extremely important for their own Health & Safety. No brightly coloured hair is permissible, i.e. no pinks, reds, blues, greens, etc. Natural colours will be allowed.
- Only silver or gold stud-type earrings will be permitted; NO diamond types are acceptable. Earrings are removed during PE lessons and sporting activities. Please ensure students have a safe place to keep them; this is the student's responsibility. NO rings, bracelets, or necklaces are permitted to be worn.

## From Surridge Sports – Online

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 a quarter zip-top, ECA/Games T-shirt, sports backpack bag, cap (secondary only), leggings (KS4 & KS5 only), and several other products still being developed to complement.

**Surridge**

House Top



120.75AED

## Appendix 2 - Secondary Staff 2023-2024

To view all our secondary staff and for their contact email addresses:

[CLICK HERE](#)

## Appendix 3 - Google Classroom



Google Classroom is an online resource used in every subject at SCS to allow communication between staff, students, and parents.

### 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.







# Appendix 4 - Bring Your Own Device

## Purchasing a Device

BYOD means Bring Your Own Device. However, our preferred device for the students to bring is a laptop.

We prefer students to use a laptop to reduce access to external distractions such as app stores, messaging apps, and a more comprehensive gaming platform. Additionally, keyboard skills for assignments, Google Classroom and life after Safa will be developed this way.

Safa Community School needs to specify which laptop students need to have. We have created a table with a list of essential requirements that the laptop needs to have for the student to use the device in the classroom and get the best possible results from the computer.

When considering a computer, I want you to know that SCS teaching and technical staff are not responsible for and will not be giving advice or lessons on how to use the laptop. If you are a Windows user, the best advice is to buy a Windows-based PC, which on the market are suitable, such as Acer, Asus, or Lenovo.

***Please do not bring in gaming laptops. These are heavy for the students.***

Make	Windows	Apple Pro	Apple Air
Operating System	Windows 10	At least macOS 10.12 Sierra	At least macOS 10.12 Sierra
Processor	Intel Core i5 or i7	Intel Core i5	Intel Core i5
Memory	16GB	8GB	8GB
Hard Drive	1TB or 500GB	1TB or 500GB	1TB or 500GB
Dimensions	11 – 15-inch screen	13 – 15-inch screen	11.6 – 13.3-inch screen
Wifi Capability	Antenna Support: 5GHz and 2.4 GHz	Antenna Support: 5GHz and 2.4 GHz	Antenna Support: 5GHz and 2.4 GHz
Accessories	Earphone's charger to be brought to school	Earphone's charger to be brought to school	Earphone's charger to be brought to school





SAFA  
COMMUNITY  
SCHOOL