



WELCOME TO

*Primary  
at  
DBS Emirates Hills*

2025/26 ACADEMIC YEAR

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# Welcome from the Primary Headteacher

Dear Parents

It is my pleasure to welcome you to Dubai British School, Emirates Hills. You are about to join a school with a sense of community unrivalled by any other school within the region.

With just three classes per year group (and four classes in FS2) our students, teachers and parents build tightly-knit relationships across the community to ensure that every child feels supported as they move through their learning journey with us.

When starting a new school, we know that parents need to feel confident about school life to help their child feel the same way. This *Welcome Handbook*, therefore, aims to give you everything you need to know about school life once your child steps over the threshold on Day 1.

From the very youngest age, our students will learn about the '6Cs' which place Creativity, Courage, Care, Cooperation, Communication and Critical Thinking under the spotlight as key learning skills. These are taught explicitly through lesson inputs, and implicitly through learning opportunities. They are celebrated in books, displays, assemblies and award ceremonies to encourage students to understand and apply them with increasing autonomy, empowering our young learners to be successful both in and beyond school.

We are keen to recognise, nurture and develop your child's interests, skills and talents so that they understand their own value as a citizen of our school. Our extra-curricular activities (ECA) program is a key element of our school provision that motivates and inspires our students, with opportunities to hone skills in leadership, entrepreneurship, the performing arts and sports, to name but a few. Keep an eye out for our ECA program, which will be shared with you once term time has begun, to see what opportunities await your child.

With strong relationships in place and a clear approach to embedding the 6Cs, we aim to support our students in feeling safe, secure and valued. This, coupled with the learning opportunities provided by our highly skilled teaching team, yields outstanding results year on year.

We are keen for you and your child to feel settled in our community as soon as possible. Therefore, there are several opportunities within the first few weeks of the school year for you to come into school and meet with your child's teacher and the leadership team. The first of these opportunities is shared with you on Page 2, and we hope to see you there!

I look forward to welcoming you and your child to the DBS Emirates Hills family.

Kind regards,



**Yvonne Wallace**  
Primary Headteacher





# Mission, Vision and Values

*Enjoy • Aspire • Achieve*

## MISSION STATEMENT

Dubai British School Emirates Hills is a safe and happy community where achievement and effort are celebrated. Embracing local and modern British values, we strive to inspire and challenge young minds in a supportive and tolerant international environment. We believe in supporting all members of the community to develop the necessary life and learning skills to thrive in an ever-changing global world.



*Integrity • Respect • Kindness • Fairness • Tolerance*

## VALUES

At DBS Emirates Hills we believe that people who have high levels of emotional, behavioural and social wellbeing live happy, purposeful and productive lives. Our approach is to develop a learning community which is positive, engaged and connected in line with our school's values of: Tolerance, Integrity, Respect, Kindness and Fairness. We also aim to develop from an early age the key characteristics of effective learning by encouraging students to engage with the UNESCO bespoke 21st Century Learning Skills, or 6C's - Caring, Creative, Critical Thinking, Communicators, Courageous and Cooperative. More information about our 6Cs can be found in our Learning and Teaching Policy.



- |                      |                            |                  |
|----------------------|----------------------------|------------------|
| <b>1.Cooperation</b> | <b>2.Critical Thinking</b> | <b>3.Courage</b> |
| <b>4.Creativity</b>  | <b>5.Communication</b>     | <b>6.Caring</b>  |

# Meet the Year Leaders

Until we have confirmed your child's new Class Teacher with you in mid-August, please direct any questions you have about school life to the relevant Year Leader. They will be more than happy to answer any questions you may have, though please note over the summer break they will have intermittent access to their emails. If your query is urgent please contact [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae)



**Lauren Garratt**  
**Year 3 Year Leader**  
[lgarratt@dubaibritishschool.ae](mailto:lgarratt@dubaibritishschool.ae)



**Jenny Lowe**  
**Year 4 Year Leader**  
[jlowe@dubaibritishschool.ae](mailto:jlowe@dubaibritishschool.ae)



**Marie-Claire Gibbs**  
**Year 5 Year Leader**  
[mgibbs@dubaibritishschool.ae](mailto:mgibbs@dubaibritishschool.ae)



**Ruth Bryce**  
**Year 6 Year Leader**  
[rbryce@dubaibritishschool.ae](mailto:rbryce@dubaibritishschool.ae)

# Meet the Leadership Team

## Our Leaders

Here are the names, faces and contact details of the Leadership Team relevant to you and your child. Although your child's Class Teacher will always be your first point of contact, you can also contact our leaders if teachers are unable to answer your query.



**Brett Girven**  
**Principal**

principalPA@dubaibritishschool.ae



**Yvonne Wallace**  
**Primary Headteacher**

headspa@dubaibritishschool.ae



**Lisa Smith**  
**Deputy Headteacher**

lsmith@dubaibritishschool.ae



**Hilary Murphy**  
**Assistant Headteacher**  
**Foundation Stage Leader**

hmurphy@dubaibritishschool.ae



**Amanda Davidson**  
**Assistant Headteacher**  
**Pastoral & Wellbeing Leader**

astrachan@dubaibritishschool.ae



**Jacqueline Baxter**  
**Inclusion Leader**

jbaxter@dubaibritishschool.ae



# Inclusion Department

## INCLUSION SUPPORT

Our vision 'Enjoy, Aspire, Achieve' applies to every student who attends DBS Emirates Hills.

Since our establishment, we have prided ourselves on being an inclusive school supporting a diverse range of pupil needs. We are proud to have a strong inclusion team of Teachers and Learning Assistants, with a wide range of expertise, skills and qualifications to ensure that every student's needs can be identified swiftly and supported appropriately.

Early intervention is a key factor in determining student success. This, alongside strong parent partnerships, are essential components of our support strategy. Therefore, if you have a concern regarding your child's learning please do speak to your child's teacher in the first instance. Our staff will be able to best advise you on how to take your concern forward. Equally if our staff have any concerns about your child they will raise them directly with you before proceeding with any intervention.

Where students do need an additional layer of support, we ensure that parents' queries and concerns about their child's development are discussed openly and thoroughly before putting a support plan in place. Once these conversations have happened together, the school and parents collaborate to devise a personalised educational plan for their child, which meets both the child's academic and pastoral needs.

The nature and level of the support we offer depends on the needs of your child and can be short or long term, individual or group, within the classroom or outside of the classroom. We tailor support for every child differently. Rigorous monitoring procedures around every intervention ensure that however we are supporting your child, we know that it is making an impact. Additionally, the traditional curriculum is not always suited to all. Consequently we can also offer bespoke curriculum pathways to meet every student's needs.

If more specialised intervention is required we liaise closely with outside agencies including educational psychologists, occupational therapists and speech therapists. These agencies work in partnership with both the teachers and parents, offering advice and guidance on adaptations that may be required.

We are committed to nurturing every pupil and empower successful, well rounded individuals, equipping them with the skills essential for life-long learning.

**Jackie Baxter**  
**Head of Inclusion**



# Getting ready to start

## 2025/26 IMPORTANT DATES FOR YOUR DIARY

Our calendar of key dates for the upcoming academic year will be published on our website and sent closer to the start of the new academic year.

### **OPEN DAY - Monday 25th August**

All new students and their families from Year 3 to Year 6 are invited to come to school to find their classrooms and meet their Class Teachers.

- Morning Session (9.00-11.00AM): **New** students to Emirates Hills
- Afternoon Session (12.00-14.00PM): **Returning** students to Emirates Hills

### **Home Time**

Year 3 to Year 6 Parents can come to the front of the school and wait within the school gates. The teachers will bring classes down and dismiss your child to you when they see you.

Students from Year 4 are allowed to walk or cycle home by themselves providing parents have given permission. If you are happy for your child to do this please email your child's Class Teacher to let them know.

We thoroughly encourage your attendance at the Open Day on the 25th of August where we can walk you and your child through the route they will take on their first day.





# First Day Arrangements

## SCHOOL DAY TIMINGS

### Year 3 to Year 6 Monday to Thursday:

#### Doors open from 7:30am

- Year 3 and 4 - 7:55am to 2:40pm
- Year 5 and 6 - 7:55am to 2:45pm

### Year 3 to 6 Friday:

- 7:55am to 12:00pm on a Friday



## LATE ARRIVALS:

Students are required to be in class by 7:55am. If arriving late, parents must report to Reception. Students will not be able to access classes without first visiting Reception and collecting a 'Late' slip.

## ABSENCES AND SICKNESS

If a student is absent, please phone the Reception team on: **04 361 9361** before 8:00am and the reason will be recorded. Alternatively please email your child's Class Teacher and copy in the nurses: [nurseclinic@dubaibritishschool.ae](mailto:nurseclinic@dubaibritishschool.ae).

If your child is seriously unwell, please keep your child at home until they are fit to attend school.

Children must be fever-free and free from diarrhoea and vomiting for a full 24 hours before returning to school after illness. After 3 consecutive days of absence, a doctor's note will need to be provided.

## EMERGENCY LEAVE or DOCTOR APPOINTMENTS:

Medical appointments should be arranged after school. However, we understand that this is not always possible and where this is the case please inform the Class Teacher and Reception on: **04 361 9361** or email: [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae).

# School Life at DBSEH

## LUNCHES, SNACKS AND BREAKS

We encourage a healthy eating policy, therefore please do not include chocolate, sweets, carbonated or caffeinated drinks as part of your child's packed lunch or snacks. Students will have a morning break of 15 minutes and lunch break of 40 minutes. Please ensure your child has a labeled water bottle which they are able to refill it in school.

Students can bring packed lunches and snacks or use our provider, Leela's Lunches. Leela's Lunches can provide a packed lunch for your child, with Year 4, Year 5 and Year 6 students having optional access to the Canteen to purchase their own lunch and snacks with your permission. For more information, please contact: [info@leelaslunches.com](mailto:info@leelaslunches.com) or call: +971 52 445 5960.

Please note that we have students on site with fatal nut and sesame seed allergies. Nuts and sesame seeds or products containing nuts or sesame seeds such as Nutella or hummus must not be included in packed lunches. We are also a pork free school.



## BACKPACKS

Students must bring their own backpack. Please note the 'wheelie' luggage type bags on wheels are not permitted.

## CUBBIES

Primary students each have an open cubby where they can place their school bag during the day.

All belongings including backpack, lunch bag, hat, water bottle etc must fit in allocated cubby, to keep the hallways clear.

## STATIONERY

Stationery is provided at no extra cost, but children may wish to bring their own pencil cases and stationary in Years 3-6.



# School Life at DBSEH

## PHYSICAL EDUCATION

Primary have PE twice weekly and will wear PE kits to school on their designated day - your child's class teacher will inform you of these.

When your child's PE group is doing swimming, your child will wear his or her PE kit to school and change into swimwear at school. Swimming blocks will be announced via email. Please remind your child to wear their PE kit on the relevant day, as lessons will begin on the first day of the new term.



## EXTRA-CURRICULAR ACTIVITIES (ECAS)

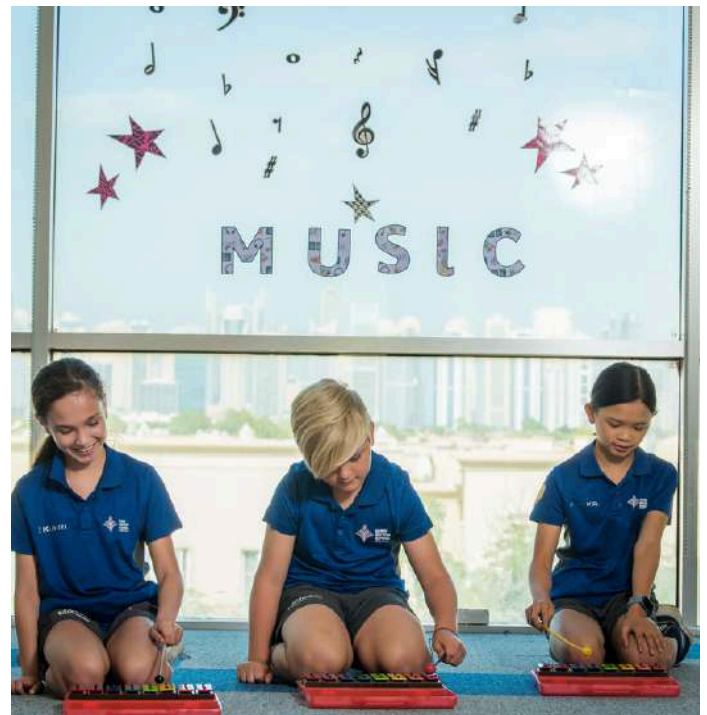
DBS offers a wide variety of ECAs. You will receive the ECA options for each term by email after the term starts, along with instructions on how to sign up. Many of our ECAs are run by staff and there is no fee for these but we also offer ECAs run by external companies who require a fee for participation.



## INSTRUMENTAL LESSONS

Instrumental tuition for piano, drums and guitar is provided by our partners, CMA, the Centre for Musical Arts. These are charged on a termly basis and run during the school day, on a rotating timetable.

For more information or to register your interest in lessons at DBS please email [dbs@cmadubai.com](mailto:dbs@cmadubai.com) or visit <http://www.cmadubai.com/en/dbseh>.



## DUBAI PERFORMING ARTS

We are also proud partners of the DPA Academy and can offer peripatetic vocal lessons to students. Just as with CMA, these are charged termly and take place on a rotating timetable throughout the school day. For more information, please email [info@dubaiperformingarts.com](mailto:info@dubaiperformingarts.com)

DPA also offer a rich range of after school activities on site, the details of which will be emailed to parents prior to the start of the term.



# Bring Your Own Device

DBS Emirates Hills has a Bring Your Own Device (BYOD) program for students in Years 4-13. BYOD refers to where students bring a personally-owned and school-approved device to school.

By bringing their own device, students will learn how to use technology to support themselves; utilising specific tools to support their learning style, as well as knowledge-based apps which they can rely on to secure key learning facts. Teachers also share banks of resources via the devices for students to be able to revisit and revise as little or often as they would like. Further up the school, students will utilise word-processing skills to prepare them for the realities of 21st century communication beyond the school walls.

The school can provide the ability to connect compatible devices to a filtered and secure internet service, with stringent firewalls and security measures to protect all of our students. From the youngest years in Primary, students are taught specific skills in online safety and the BYOD scheme provides opportunities for students to independently apply these skills in a safe environment.



# Bring Your Own Device

## KEY POINTS

- New joiners are required to have an iPad, other devices/ tablets are not permitted.
- For existing students, the preferred device is an iPad, however for those who already have a device which is NOT an iPad, DBSEH will continue to work with those families if they are not in a position to switch the device to an iPad immediately.
- All students accessing the BYOD program will be bound by the school's BYOD policy. Students and parents will be asked to sign the BYOD agreement in support of this.
- The BYOD policy requires computers to be running the latest operating system that is supported by their manufacture.
- Mobile phones/smartphones are not classed as a BYOD device due to their limited productivity functionality.
- The device must be fully charged for the school day.

**Students are required to bring an iPad and headphones to school with them, that meet the following criteria:**

- |   |   |
|---|---|
| • iPad (A16) 128GB or 256GB Storage                         | • 4GB Ram (8GB recommended)   |
| • Striking 11-inch Liquid Retina display with True Tone.    | • Well-maintained with ability to run updates                                   |
| • A16 Bionic chip with 6-core CPU and 4-core GPU.           | • Antivirus software installed  |
| • 12MP Wide back camera.                                    | • Able to run full Office 365 application suite                                 |
| • Landscape 12MP Ultra Wide front camera with Center Stage. | • Try and pick a lightweight option to help with the weight of your child's bag |
| • Touch ID for secure authentication                        |   |
| • USB-C connector for charging and accessories.             |   |
| • Minimum 128 GB HDD/SSD (256 GB recommended)               |   |

You can purchase the school-approved Apple products here:

**<https://dubaibritishschool.jtrs.ae>**

# Medical Team

## WELCOME FROM THE MEDICAL TEAM

Dear Parents,

We would like to extend a very warm welcome to all students and their parents. We are looking forward to working with you and your children here at Dubai British School Emirates Hills. To ensure your child's health and safety we would like to share a few points with you.

We shall be present at all times during the school day to administer first aid as required. Children who are taken ill at school will be cared for by us until they are fit enough to return to class or a parent/guardian can be contacted and arrangements made for them to be collected and taken home.

Please also be aware that children are not allowed to go home via taxi unless escorted by a parent/guardian. The expected pick up time is 15-20 minutes.

If your child has a persistent condition, allergy or medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered.

If you have not completed the school's medical form, please ensure that this is completed and returned, along with a copy of all childhood vaccinations, prior to schools commencement.

If you have any further queries, please do not hesitate to contact us. We look forward to a safe and healthy school year. Thank you for your understanding and co-operation.

Kind regards,

### **School Medical Team**

[nurseclinic@dubaibritishschool.ae](mailto:nurseclinic@dubaibritishschool.ae)

[doctor@dubaibritishschool.ae](mailto:doctor@dubaibritishschool.ae)



# House Allocation

## HOUSE ALLOCATION

A big part of our community spirit is rooted in our House System. Every student is allocated to a school 'House' upon accepting a place. Please purchase the relevant House badge from Magrudy's and iron onto the sleeve of your child's PE shirt. Along with this handbook, you should receive your child's House. Please refer to the email you have received from Admissions.

Students will be encouraged to wear their house colours during competitions throughout the year.

- **Falcons - Blue**
- **Vipers - Red**
- **Scorpions - Green**
- **Wildcats - Yellow**

## HOUSE SYSTEM:

The DBSEH house system provides a sense of shared identity and community between our students in different classes and year groups.

The school's reward system builds upon the house system allowing the students to earn merit points which have value both for themselves and for their house.

As students move through the school they are open to take part in regular house events, which could be academic (reading, spelling bees, writing competitions); sporting (athletics, swimming galas, cross country), extra curricular (bake-offs, designing, musical performances) and allow each student to be recognised and celebrated for their unique interests, skills and talents.



# Home of PE & Sport

Sport at DBSEH is exciting, fun and engaging, bringing both physical and mental wellbeing to our students and staff. There is always happy competition and inclusion throughout the year groups to provide something for everyone.

Being part of a team holds important values of respect, motivating and compassion, that transcend beyond the playing fields.

Our facilities include an outdoor, fully shaded, temperature-controlled pool. It is host to swimming lessons throughout the school and a number of exciting competitions. Primary and Secondary Swim squads train multiple times during the week, in the morning and afternoons. Try-outs are at the start of each term, organized by the PE Department.

Swimming Galas between the DBSEH Houses as well as inter-school Galas are all held here. This is a fun, exciting and very noisy part of the school.



The multi-purpose sports-hall is used by all students as part of their varied PE programme. Curriculum activities include gymnastics, ball games, volleyball, badminton and basketball. Our netball, volleyball and basketball teams and recreational squads also use the facility regularly for training and hosting inter-school sports fixtures.

Our sports field is one of the busiest facilities. The students love the space that this provides for their lessons and after school activities. The fully enclosed astroturf hosts an array of sports fixtures and our teams enjoy the DBS home crowd support on these occasions. We follow the DASSA Sporting Calendar and try-outs for rounders, cricket, athletics, football and rugby teams will be held at the start of respective seasons.





# Home of PE & Sport

There are several Sports Teams to try out and join each term. Keep an eye out for our termly email to find out more:

## TERM 1 SCHOOL TEAMS

- Football: U8, U9, U10, U11, U14, U16, U18 boys. U11, U14, U16 girls
- Basketball: U16, U18 boys. U18 girls
- Rounders: U18
- Aquathon: Secondary
- Cross Country: Secondary
- Swimming: Primary & Secondary

## TERM 2 SCHOOL TEAMS

- Football: U12
- Rugby: U11, U12, U14, U16
- Netball: U10, U11, U12 (A&B), U14 (A&B), 16, U18
- Volleyball: U16
- Athletics: All
- Aquathon: Primary & Secondary
- Cross Country: Primary & Secondary
- Swimming: Primary & Secondary

## TERM 3 TEAMS:

- Basketball: U11, U12, U14 boys. U11, U14 girls
- Cricket: U11, U13, U15
- Rounders: U11, U13, U15
- Swimming: Primary league, DASSA finals, BSME Championships





# Parent Involvement

## PARENT PARTNERSHIP

At DBS Emirates Hills, we work hard to create a community, family-feel environment within our school, welcoming parents as equal partners in their children's education and encourage strong links between home and school.

### PARENTAL PARTNERSHIP ACTIVITIES MAY INCLUDE:

- Attendance at coffee mornings
- Attendance at school information sharing sessions and courses
- Membership of our School Advisory Board (SAB)
- Volunteering to help the PTA
- Volunteering to help with school excursions and events



Please keep an eye out for our newsletters and events to find out how you can get involved.

## PARENT & TEACHER ASSOCIATION

Meet our PTA (Parents and Teachers Association) to learn more about what they do and to see how you can get involved. Whether you can volunteer an hour at an event, a few hours monthly or you would be interested in supporting the PTA through your business, please come along or get in touch with our PTA Chairperson at [pta@dubaibritishschool.ae](mailto:pta@dubaibritishschool.ae).

There are many PTA events run throughout the year for the students from FS, Primary through to Secondary (and some even, just for the adults!).



# Photo Permission

## SOCIAL MEDIA PERMISSION

DBS Emirates Hills uses many social media platforms to communicate with our community. These are dedicated spaces for the marketing team and Class Teachers to share exciting photos and videos of the daily activities, different events, competitions and beautiful work, in and around our school.

If you do not wish for your child to be included in these photographs, please complete the opt out form found [here](#).

## MAIN SCHOOL SOCIAL MEDIA ACCOUNTS:

- @DubaiBritishEH - For Facebook, Twitter and YouTube
- @dubaibritishsch - For Instagram
- @dbseh\_sports - For our Sport and PE Instagram



# School Calendar

## IMPORTANT DATES FOR 2025/2026

TERM 1	
Start of Academic Term	25 August 2025
Prophets Birthday	04 September 2025*
Half Term Break	13 - 17 October 2025
Commemoration Day	30 November 2025*
UAE National Day	02- 03 December 2025*
Last Day of Term 1	12 December 2025
Winter Break	15 December - 2 January 2026

TERM 2	
First day of Term 2 / Classes Resume	05 January 2026
Mid-Term Break	09- 10 February 2026
Start of Ramadan	17 February 2026*
Last Day of Term 2	18 March 2026
Spring Break	23 March - 03 April 2026
Eid Al Fitr	19 March - 20 March 2026*

TERM 3	
First Day of Term 3 / Classes Resume	06 April 2026
Eid Al Adha	26-29 May 2026*
Islamic New Year	16 June 2026*
End of Academic Year	02 July 2026

*\*Days of Islamic holidays and the start of Ramadan are subject to moon sightings and may differ from the date given.*



# Contact Us

## Contact Us

Having read this *Welcome Handbook* we hope that you are starting to get a sense of our school community, and recognise a few key names and faces.

If anything has been unclear in this guide or you have questions about something not covered in these pages, please do contact us. Until your child's Class Teacher has been assigned and communicated to you, please direct all enquiries through our reception team who will find the right person to respond to you.

As a reminder, once term commences please contact your child's Class Teacher in the first instance. If, for whatever reason the Class Teacher is unable to resolve your query, please approach the next relevant leader. All contact details are listed below.

Department	Name	Contact
Reception	Carla Jane Disley	reception@dubaibritishschool.ae
	Indira May Guerra	
Admissions	Melissa Mendes	admissionsmng@dubaibritishschool.ae
		admissions@dubaibritishschool.ae
Year 3 Year Leader	Lauren Garratt	lgarratt@dubaibritishschool.ae
Year 4 Year Leader	Jenny Lowe	jlowe@dubaibritishschool.ae
Year 5 Year Leader	Marie-Claire Gibbs	mgibbs@dubaibritishschool.ae
Year 6 Year Leader	Ruth Bryce	rbryce@dubaibritishschool.ae
Principal	Brett Girven	principalPA@dubaibritishschool.ae
Primary Headteacher	Yvonne Wallace	headsPA@dubaibritishschool.ae
Deputy Headteacher	Lisa Smith	lsmith@dubaibritishschool.ae
Assistant Headteacher; Head of Foundation Stage Leader	Hilary Murphy	hmurphy@dubaibritishschool.ae
Assistant Headteacher; Pastoral and Wellbeing Leader	Amanda Davidson	astrachan@dubaibritishschool.ae
Head of Inclusion	Jacqueline Baxter	jbaxter@dubaibritishschool.ae
Health Clinic	Doctor Senior Nurse Nurse	nurseclinic@dubaibritishschool.ae
Counsellors	Gail Gallagher	ggallagher@dubaibritishschool.ae
	Sally Graham	sgraham@dubaibritishschool.ae
IT (BYOD)	Sayuj Kuniyil	itsupport@dubaibritishschool.ae
	Hidayat Parambil	
iSAMS	Joy Montilla	dbsisams@dubaibritishschool.ae