

# Secondary Welcome Handbook



**2026/27 ACADEMIC YEAR**

[www.dubaibritishschool.ae](http://www.dubaibritishschool.ae)



# Welcome to DBS Emirates Hills

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# Welcome from our Secondary School Headteacher

Dear Parents,

Welcome to Dubai British School Emirates Hills Secondary School. We are delighted that you have chosen to join our wonderful learning community.

By joining DBSEH, you will be part of a warm and nurturing, yet academically rigorous school. Our goal is for all students to enjoy their time in school by prioritising high-quality learning experiences, shared values and great working relationships. We guide high aspirations for every step and for the future, and support every child to achieve their personal best.

Our Secondary School is divided into three key stages: Key Stage 3 (ages 11 -13), Key Stage 4 (ages 14 -16), and Key Stage 5 (the Sixth Form) (ages 17-18). We have produced a separate handbook for our Sixth Form to give you more details on our KS5 provision. On moving into Secondary school, students no longer have a single key teacher supporting their learning, because they are taught by more teachers, each of whom is a specialist in their subject and students learn a broader range of subjects.

At DBSEH we follow the National Curriculum for England & Wales, tailored to our local context. Subject teachers are British qualified and teach their academic specialism from among our subjects:

- Core Subjects: English, Mathematics and Science
- Humanities: Geography, History and Travel & Tourism
- Modern Languages: French and Spanish
- Social Sciences: Psychology, Business, Economics, IT and Computer Science
- Expressive Arts: Art & Design, Drama, Music and Media Studies.
- Physical Education: Core PE and Exam PE

- Core MoE Subjects: Arabic Language and Islamic Studies (delivered by native Arabic speakers)

Our Student Assets, woven across all subjects, deliberately develop 21st century life and employability skills in students to ensure they are well-equipped to thrive after they leave our school. In addition, our Positive Education approaches to student wellbeing promote mindsets and self-care and self-regulation strategies to enable students to navigate the personal and professional rigors of both teenage and adult life.

As a school, we celebrate success at many level; not only in terms of overall attainment but also in the progress made by every student both academically and developmentally. We aim to add as much value as possible to ensure students meet and exceed their own targets. To do this we retain highly adept staff, constantly hone an inspiring curriculum and employ excellent pastoral care teams who use highly evolved pastoral systems.

We all want the best for our children at DBSEH and I look forward to working in partnership with you to achieve this shared goal. I wish you and your family the very best for this academic year.



**Sheridan Teasel**  
Head of Secondary

# Vision, Mission and Values

## Enjoy • Aspire • Achieve

### MISSION STATEMENT

Dubai British School Emirates Hills is a vibrant and inclusive community where achievement, effort and personal growth are celebrated. Embracing local and British values, we inspire and challenge learners within a supportive and tolerant international environment. Through life-wide learning experiences, we develop the essential knowledge, skills and character needed to thrive in an ever-changing world and create a positive impact within local and global communities.



*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 skills, attributes and dispositions that enable students to thrive in learning and beyond. Through our Student Assets framework, students are encouraged to become curious, resilient, critical and creative thinkers, effective communicators and collaborators, and responsible contributors to their communities and the wider world.



# Meet the Pastoral Leads

## HEADS OF YEAR

To help make the start of school as easy as possible we have included the photos of our Pastoral Leadership Team so you can recognise them around school:



**Francesca Sharp-Paul**  
**Head of Year 7**

fsharp paul@dubaibritishschool.ae



**Sandra Alain**  
**Head of Year 8**

salain@dubaibritishschool.ae



**Rebecca Henderson**  
**Head of Year 9**

rhenderson@dubaibritishschool.ae



**Paul Richardson**  
**Head of Year 10**

prichardson@dubaibritishschool.ae



**Harriet Potter**  
**Head of Year 11**

hpotter@dubaibritishschool.ae



**Michelle King**  
**Head of Year 12**

mking@dubaibritishschool.ae



**Cathy McGurk**  
**Head of Year 13**  
cmcgurk@dubaibritishschool.ae



**Emma Pennock**  
**Assistant Headteacher**  
**Pastoral and Wellbeing**  
epennock@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 Form Tutor will always be your first port of call, you can also contact our leaders if teachers are unable to answer your query.



**Brett Girven**  
**Principal**  
principalpa@dubaibritishschool.ae



**Sheridan Teasel**  
**Secondary Headteacher**  
headspa@dubaibritishschool.ae



**Julia Maltby**  
**Deputy Secondary Headteacher**  
jmaltby@dubaibritishschool.ae



**Ben Crowder**  
**Deputy Headteacher-Whole School**  
bcrowder@dubaibritishschool.ae



**Jacqueline Baxter**  
**Head of Inclusion**  
jbaxter@dubaibritishschool.ae



**Rania Reda**  
**Head of Arabic & Islamic**  
rreda@dubaibritishschool.ae



**Emma Pennock**  
**Assistant Headteacher:  
Pastoral and Wellbeing**  
epennock@dubaibritishschool.ae



**Tom Phillips**  
**Assistant Headteacher:  
Academic Growth**  
tphillips@dubaibritishschool.ae



**Georgina Williams**  
**Assistant Headteacher:  
Innovation & Partnerships**  
gwilliams@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. However, we recognise that preparing students for life beyond school means fostering independence and self-advocacy skills from the outset. 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, we encourage students to develop awareness of their own needs and to communicate directly with staff about any support they may require. If our staff have any concerns about your child, we will raise them directly with you before proceeding with any intervention.

Where students do need an additional layer of support, we ensure that parents' and students' queries and concerns about their development are discussed openly and thoroughly before putting a support plan in place. Once these conversations have happened together, the school, parents and the student collaborate to devise a personalised educational plan for their child, which meets both their academic and pastoral needs. Importantly, as students progress through Sixth Form, they are increasingly encouraged to take responsibility for their own support plans, developing the skills of self-advocacy that will be essential for their transition to university, employment and independent life.

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. Students are also encouraged to engage with these external professionals, developing their understanding of their own needs and learning how to work collaboratively with specialists—skills that will serve them well beyond school.

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



**Jacqueline Baxter**  
Head of Inclusion

# Inclusion Department



**DUBAI  
BRITISH  
SCHOOL**  
EMIRATES HILLS

## Meet Our Secondary Inclusion Team



**Ms Sarah Nicol**  
Secondary Inclusion Teacher

Mrs Nicol joins us as our new Secondary Inclusion Teacher and will lead the provision for inclusion across the Secondary phase. Working alongside a dedicated support team, she will oversee tailored in-class support and targeted intervention programmes, ensuring students are empowered to achieve both academically and personally within an inclusive and nurturing environment.



**Ms Asma Moon**  
Secondary Learning Support Assistant

Ms Moon joins the Secondary team to lead and support students through the transition from Year 6 into Year 7, ensuring continuity of care, confidence and academic progress during this important stage of their educational journey. In addition, she will oversee the inclusion provision for the Year 7 and Year 8 cohort, working closely with students, staff and families to provide targeted academic support and ensure that individual needs are supported effectively across the Secondary phase.



**Mrs Susan Reddington**  
Secondary Learning Support Assistant

Mrs Reddington is our dedicated Mathematics Learning Support Assistant, bringing extensive experience and subject expertise to support students in developing confidence, resilience and strong mathematical understanding.



**Ms Saima Rana**  
Secondary Learning Support Assistant

Mrs Rana works across the Science departments, providing tailored in-class support alongside focused booster sessions designed to consolidate knowledge, strengthen understanding and promote academic success.



**Mrs Caroline Edwards**  
Secondary Learning Support Assistant

Mrs Edwards works in partnership with the English department to support the development of literacy, reading comprehension and written communication skills, enabling students to thrive across the wider curriculum.



**BTEC Learning Support Assistant**  
TBC

Our BTEC Learning Support Assistant will provide targeted support to students studying BTEC courses, helping them to stay organised, manage deadlines and take accountability for their work. This includes task support, breaking down assignments, building independent learning skills and promoting consistency and progress across their vocational studies.



**Mrs Katie Johnston**  
ASDAN Lead

Mrs Johnston oversees our ASDAN provision, supporting students to develop life skills, confidence and independence through a curriculum tailored to their individual strengths and goals. She works closely with students, staff and families to ensure meaningful, personalised learning experiences that promote personal growth, achievement and transition to adulthood.

# Getting ready to start

## 2026/27 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. Please note if there are any changes you will be updated via email.

## START OF TERM FOR ALL SECONDARY STUDENTS

Monday 31st August

Secondary students may enter the main school building via the following entrances from 7:30am onwards and go to their classes:

- The main central gate (Gate B), leading into the Foyer
- Car drop off (Gate A), left of the school
- Car drop off (Gate C), right of the school

If students opt to ride their bike or scooter to school, they can park it outside in the bike racks. All students must wear a helmet while riding, and e-bikes are strictly prohibited on the school premises.

*New students in Secondary may visit DBSEH for a drop-in session to see the school and meet their form tutors from 1pm - 1.45pm on 27th August.*



# School Life at DBSEH

## SECONDARY SCHOOL DAY TIMINGS

**Doors open from 7:30am**

- 7:55am to 3:30pm Monday to Thursday
- 7:55am to 11:30am on a Friday



### LATE ARRIVALS

Students are required to arrive on time for school. 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 Form Tutor and copy in the nurses at [nurseclinic@dubaibritishschool.ae](mailto:nurseclinic@dubaibritishschool.ae) and Reception at [reception@dubaibritishschool.ae](mailto:reception@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 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.

# First Day Arrangements

Secondary students may enter via the main gate or either car drop off gates (Gate A or C) from 7:30am onwards and go to their class. If students opt to ride their bike to school, they can park their bike outside in the secondary bike racks. All students must wear a helmet while riding, and e-bikes are strictly prohibited on the school premises.

## WHAT TO BRING:

- Water Bottle
- Backpack
- Lunch box or sign up form for the hot lunches options
- Headphones
- Pencil case with relevant equipment ie pens, ruler, highlighters
- Laptop

For the full list of required items, please see the "Secondary Supplies Needed" section on pages 11 and 12.

## LOCKERS

All secondary students will be allocated a locker with a locker key. Your child's form tutor will hand out keys and allocate lockers during the first week of school.



# Secondary Supplies Needed

## ART

Students in Years 7 are expected to purchase a sketchbook which they will use until the end of Year 9. If students in Year 8 and Year 9 have lost their sketchbook or have run out of pages, they are expected to buy a replacement sketchbook.

The purchased sketchbook must be **A4, spiral bound** and hardback. Sketchbooks can be found in stores such as Boarders, Creative Minds or Dryad General Supplies in Al Quoz.

Students will need to bring to every lesson:

- A pencil
- Ruler
- Sharpener
- Rubber
- Colouring pencils
- A glue stick
- Scissors



## MATHS

In Secondary, students must bring the required maths tools:

- Protractor
- Compass
- A personal calculator

We recommend the Casio FX 991EX Classwizz, as this calculator is suitable from Year 7 through to Year 13. There are other less advanced calculators in the Casio FX range that will be suitable from Year 7 through Year 11, be sure to look for those which say **natural** above the screen.



# Secondary Supplies Needed

| SUBJECTS                           | KS3                                                                                                                                                                                                                                                                                 | GCSE                                                                                                                                                                                                                                                                               | A LEVEL                                                                                                                                                                                                                                                                             |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Generic Equipment for all Subjects | 2 Blue or black pens<br>Green, purple and red ball point pen<br>2 Pencils<br>Ruler<br>Scissors<br>Glue<br>Pencil Case                                                                                                                                                               | 2 Blue or black pens<br>Green, purple and red ball point pen<br>A4 Lined paper (hole punched with margin)<br>Plastic wallet<br>A4 Dividers<br>A4 Lined paper (hole punched with margin)<br>For GCSE Geography Standard, 2 ring ringbinder                                          | A4 Lined paper (hole punched with margin)<br>Plastic wallet<br>A4 Dividers<br>Standard, ring ringbinder: Geography (x2), History (x2), French (x2), Spanish (x2), Psychology (x3), Economics (x3), Business (x3), Maths (x2), Science (One per Science)                             |
| Business Studies                   |                                                                                                                                                                                                                                                                                     | Calculator                                                                                                                                                                                                                                                                         | Calculator                                                                                                                                                                                                                                                                          |
| MFL                                | Zip folder<br>Whiteboard marker<br>Purple Pen<br>Glue                                                                                                                                                                                                                               | Zip folder<br>Whiteboard marker<br>Purple Pen<br>Glue                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                     |
| Mathematics                        | Classwizz fx-991EX Scientific Calculator,<br>Maths Geometry Set including protractor, compasses, ruler, highlighter, pencil, eraser and sharpener<br>2 x Blue or black pens<br>1 x Green, purple and red ball point pen<br>Scissors<br>Glue<br>1 x whiteboard marker<br>Pencil Case | Classwizz fx-991EX Scientific Calculator<br>Maths Geometry Set including protractor, compasses, ruler, highlighter, pencil, eraser and sharpener<br>2 x Blue or black pens<br>1 x Green, purple and red ball point pen<br>Scissors<br>Glue<br>1 x whiteboard marker<br>Pencil Case | Classwizz fx-991EX Scientific Calculator<br>Maths Geometry Set including protractor, compasses, ruler, highlighter, pencil, eraser and sharpener.<br>2 x Blue or black pens<br>1 x green, purple and red ball point pen<br>Scissors<br>Glue<br>1 x whiteboard marker<br>Pencil Case |
| Art                                | <b>Required:</b> HB pencil (no mechanical pencils), eraser, sharpener, glue sticks (replenished when empty), scissors, min. 10 cm ruler, highlighters                                                                                                                               | <b>Required for lessons:</b> A3 hardcover sketchbook min. 100gsm and 50+ pages; drawing pencil set (range from 2H, HB, 2B, 4B, 6B), kneadable eraser, sharpener, blending stumps, A4 plastic zip folder                                                                            | <b>Required for lessons:</b> A3 hardcover sketchbook min. 100gsm and 50+ pages; drawing pencil set (range from 2H, HB, 2B, 4B, 6B), kneadable eraser, A4 plastic zip folder                                                                                                         |
|                                    | <b>Recommended:</b> coloured pencils, various colours of pen                                                                                                                                                                                                                        | <b>Recommended at home:</b> watercolour paint set, acrylic paint set, assorted paintbrushes, artist-quality colouring pencils, selection of pens and markers (white, black, silver, gold)                                                                                          | <b>Recommended at home:</b> watercolour paint set, acrylic paint set, assorted paintbrushes, artist-quality colouring pencils, selection of pens and markers (white, black, silver, gold)                                                                                           |

# Secondary Supplies Needed

| SUBJECTS                | KS3                                                                                                                                           | GCSE                                                                                                                                                                                                  | A LEVEL                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Science                 | Calculator, geometry set including protractor, purple pen, black/blue pens, pencil, glue                                                      | Calculator, geometry set including protractor, purple pen, black/blue pens, pencil, glue                                                                                                              | All - scientific calculator, geometry set including protractor, compasses, ruler, highlighters, purple pens, pencil, black/blue pens, ring binder folder (one per science), plastic wallets                                                                                                                                                                                             |
| PE Core and Examination | PE Kit available from Magrudys<br>Swimming Kit blue/black one piece suit, shorts or jammers<br>Team kit from Kukri stock shop for your sport. | PE Kit available from Magrudys<br>Swimming Kit blue/black one piece suit, shorts or jammers<br>Team kit from Kukri stock shop for your sport.<br>SLA2 Year 10 require the Leaders T-shirt from Kukri. | Secondary PE kit from Magrudys<br>Or the Kukri shirt with black bottoms (DBSEH Mens/Womens Sport Leader Shirt, DBSEH Mens/Womens Training Shirt) linked below:<br><a href="https://www.kukrisports.ae/teamshop/dubaibritishschoolstockshop/shopProductsNg?productGroupId=25171">https://www.kukrisports.ae/teamshop/dubaibritishschoolstockshop/shopProductsNg?productGroupId=25171</a> |
| Psychology              |                                                                                                                                               | Scientific calculator                                                                                                                                                                                 | Scientific calculator<br>Arch lever folder with dividers<br>Plastic wallets                                                                                                                                                                                                                                                                                                             |
| Economics               |                                                                                                                                               |                                                                                                                                                                                                       | Scientific calculator<br>Arch lever folder with dividers<br>Plastic wallets                                                                                                                                                                                                                                                                                                             |

# Bring Your Own Device

DBS Emirates Hills has a Bring Your Own Device (BYOD) program for Year 5-13 students. 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.

## STUDENT DEVICES IN SECONDARY SCHOOL

While we do not have strict device requirements in secondary school, we do offer the following guidance to support your child's learning:

- **Years 7 & 8:** Students may use a tablet, particularly if they already own one from Year 6, although a laptop is preferred. However, we recommend that any tablet be paired with a physical keyboard to support typing and productivity.
- **Year 9 and Beyond:** As students progress to Year 9, we encourage a transition to a laptop to better meet their academic needs. Although we do not mandate a specific model or brand, please note that the majority of our digital tools and platforms are Microsoft-based.

Beyond these recommendations, no additional specifications are required. Should you have any questions about device compatibility or support, please don't hesitate to contact us.

You can purchase the school-approved Apple products here: <https://dubaibritishschool.jtrs.ae>

# Security ID Passes

## SECURITY ID PASSES

All guests entering the school must also have a valid ID pass. These are different if you are a Parent, Carer, Driver or Nanny. Please ensure the pass is always carried and visibly displayed. Visitors will be asked to provide photo ID by the security team at the gate before being allowed on to the campus.

To receive a **Parent or Carer ID pass**, please email a recent passport photo for each parent or carer to [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae) stating the parent's and student's full names and year group, or hand the passport photos into Reception. To request an **ID pass for a Nanny**, please collect the application form from Reception or request the form via email from: [reception@dubaibritishschool.ae](mailto:reception@dubaibritishschool.ae).



***DBSEH is a 'mobile-phone free' school for students up to and including Year 11.***



# Enrichment & Support

All of these roles are designed to ensure that students have explicit opportunities to develop leadership and responsibility, but equally they benefit the school as a whole. New opportunities for student leadership often become available throughout the year, however all roles are rotated annually, allowing a variety of children to take on leadership opportunities year on year.

## HOUSE CAPTAIN / VICE HOUSE CAPTAIN:

One of the ways we develop leadership and responsibility at DBSEH is through our House Captains and Vice House Captain system. Annually pupils are invited to apply for the roles and it is always a popular process. House Captains and Vice House Captains are assigned to each house from each year group at DBSEH. Their role includes helping to organise, promote and motivate their house team members to compete in the various competitions throughout the year in an effort to win the House Cup.



## STUDENT AGENCY:

In many ways every pastoral aspect mentioned in this section encourages the development of student agency - the ability for young people to be involved in decisions affecting them. DBSEH is committed to ensuring that all its students can meaningfully express their perspectives and opinions. We consider students as partners in their own development and by providing children with broad opportunities to develop their voice. We aim to ensure our students are fully equipped with the life skills needed for success in the 21st century.

# Enrichment & Support

## SCHOOL COUNCIL:

School Council is a student leadership body that provides students with a voice in the ongoing development of the school. Two students from each form are elected to represent their year group, sharing feedback, suggestions and ideas from their peers.

Led by a member of the Prefect Team, the School Council meets regularly with staff to discuss ways to enhance the student experience and contribute to a positive, inclusive and supportive school community.



## HEAD STUDENTS AND PREFECT LEADERSHIP PROGRAMME

The Head Students and Prefects are a highly talented team of student leaders who represent the student body and play a key role in shaping school life at DBSEH. Selected through a competitive application and interview process, these students demonstrate outstanding leadership, initiative and a commitment to making a positive contribution to the wider school community.

Working closely with staff and students, they lead initiatives across key areas including sustainability, futures and innovation, student development, community engagement, house events and charitable activities. As ambassadors for the school, Head Students and Prefects promote student voice, strengthen school culture and help create an inclusive, supportive and forward-thinking environment. Through their leadership, they enrich the student experience while developing the skills, confidence and sense of responsibility needed to make a positive impact both within and beyond DBSEH.

# Enrichment & Support

## PEER MENTOR LEADERSHIP PROGRAMME:

The Peer Mentor Leadership Programme is led by the School Counsellor and provides opportunities for Sixth Form students to develop their leadership skills while supporting younger members of the school community.

Year 13 Peer Mentors work closely with students across Key Stage 3 and Key Stage 4, helping to promote wellbeing, inclusion, positive relationships and a sense of belonging. Through regular mentoring sessions, form visits and school-based initiatives, Peer Mentors provide guidance and encouragement while acting as positive role models for younger students.

Peer Mentors are selected through an application and interview process and receive training and ongoing support throughout their role. The programme plays an important part in strengthening the school community and developing student leadership at DBSEH.

## DUKE OF EDINBURGH INTERNATIONAL AWARDS:

The Duke of Edinburgh's International Award is the world's leading achievement award for young people.

At DBSEH the Bronze and Silver awards complete their exhibition in the UAE desert and the Gold award have traditionally completed their journey in Nepal and more recently in Sri Lanka.

If you would like to see what opportunities are available to your child, kindly email Mr MacLean, our Duke of Edinburgh Coordinator at [vmaclean@dubaibritishschool.ae](mailto:vmaclean@dubaibritishschool.ae).



# Enrichment & Support

## SCHOOL NEWSPAPER:

This is a platform for students to demonstrate their journalistic abilities, whether these are literary, organisational or artistic. With a new edition released every half-term, the team strive to include a variety of topics in each issue, ranging from medicine to politics to current school affairs.

The team also host various school activities throughout the academic year, including all types of challenges and competitions. The newspaper editors are always looking for committed, dedicated writers and designers to help the team!



## SPORTS TEAMS:

The opportunities to join a number of sports teams are open to all students - we compete well in a number of high-level DASSA leagues. It's a great opportunity to mix with peers and represent DBSEH in a range of sports such as football, netball, basketball, swimming, rounders and athletics among others.



# School Counsellors

Dear Parents,

We are the counselling team here at DBSEH and we are looking forward to welcoming you and your children to our wonderful community. We meet with all new students to introduce ourselves and let them know where to find us if they need support.

Our role as School Counsellors is to work with students, parents, teachers and outside agencies to support the social and emotional development of students. This involves providing confidential individual and group counselling in the areas of personal, social and emotional needs. During counselling sessions we help students with issues such as problem solving, emotional difficulties, general coping strategies, setting and achieving goals, developing self-esteem, peer relationships and social skills.

Some common challenges that bring students and families to counselling are:

## Change (transitions)

- Transfer to or from a different school
- Family separation, changing roles or relocation
- Reallocation of teachers

## Personal, Social and Emotional Development

- Grief and loss
- Trauma and crisis intervention
- Social relationships
- Cultural and ethnic differences

## Family issues

- Challenging behaviours at school and home
- Family discord
- Financial pressures

## Schooling issues

- Special Educational Needs
- Academic or exam related stress
- Attendance

In Secondary School, referrals can be made by parents, through the pastoral team or by students themselves, who can self-refer. It is our protocol at Dubai British School to work in partnership with parents wherever possible. However, as per our Counselling Policy, secondary students can consent to counselling if they are of sufficient understanding and intelligence to understand the process. Children and Young People have the right to refuse or discontinue counselling at any time as they will only benefit from the support if they want to be involved.

We also organise 'Let's Talk' coffee mornings for parents and would love to hear from you if you have specific requests for topics you would like to see covered. We are available to meet with parents (by appointment) to discuss any social/emotional concerns.

We look forward to working with you.



**Gail Gallagher**  
**Head School Counsellor**

# Career Guidance in Secondary

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

At Dubai British School Emirates Hills, we are committed to preparing students for successful futures by providing a comprehensive programme of Careers Education, Information, Advice and Guidance (CEIAG). Through a combination of curriculum learning, guidance, employer engagement and higher education opportunities, students are supported to make informed decisions about their future pathways.

Our primary careers platform is Unifrog ([www.unifrog.org](http://www.unifrog.org)) which is available to all students and parents from Year 7 onwards. Unifrog provides access to a wide range of resources relating to subject choices, university applications, apprenticeships, careers and skills development.

Students from Year 8 upwards participate in age-appropriate CEIAG activities, many of which are delivered through the ASPIRE curriculum, alongside additional opportunities linked to key transition points throughout their school journey.

As students progress through the school, they benefit from increasingly personalised guidance relating to subject choices, higher education, careers and future destinations. Students also have opportunities to engage with universities, employers, industry professionals, workplace experiences, competitions and enrichment activities that help them develop the knowledge, skills and confidence needed to thrive in an ever-changing world.

The Head of University and Career Guidance works closely with students and families to ensure that every learner is equipped to explore opportunities, make informed decisions and pursue ambitious future pathways.

Should you have any questions regarding CEIAG provision at DBSEH, please contact Mr Barfoot at [ibarfoot@dubaibritishschool.ae](mailto:ibarfoot@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 shirt. You should receive your child's House from Admissions in the coming weeks.

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

## HOUSE SYSTEM:

The DBSEH house system is divided into four houses (Falcon, Scorpion, Viper and Wildcat) and 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 students, from Year 1 onwards, to earn house points which have value both for themselves and for their house. Although students in Foundation Stage do not make full use of their House Identity until Year 1, it still provides a sense of family and collegiality between older and younger students.

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.



**FALCON HOUSE**



**SCORPION HOUSE**



**VIPER HOUSE**



**WILDCAT HOUSE**

# PE & Sport

Sport at DBSEH is exciting, fun and engaging, to be felt throughout the school, 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, organised 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 fixture 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.



# 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:



# Extra-Curricular Provision

DBSEH offers a wide variety of enrichment activity. You will receive the options booklet for each term via email after the term starts, along with instructions on how to sign up. Many of our activities are run by staff and there is no fee. We also offer Extra School Activities run by external companies who require a fee for participation.

## EXTRA-CURRICULAR ACTIVITIES (ECAS)

At Dubai British School Emirates Hills, learning extends beyond the classroom. Our Extra-Curricular Activities (ECA) programme is a key part of our commitment to life-wide learning, providing students with opportunities to explore interests, develop new skills, build meaningful connections and contribute positively to the school and wider community. Through a diverse range of academic, sporting, creative, leadership and service opportunities, students are encouraged to discover their passions, challenge themselves and pursue excellence. Many ECAs provide opportunities to participate in competitions, performances, showcases and community projects, enabling students to apply their learning in authentic contexts and strive towards meaningful goals.

Our ECA programme supports students to enjoy new experiences, aspire to their potential and achieve success, while developing the confidence, character and skills needed to thrive in an ever-changing world.



## ADDITIONAL PERFORMING ARTS LESSONS

Centre for Musical Arts and Dubai Performing Arts provide classes that run during the school day, on a rotating timetable, and will be taught by specialist teachers. For more information or to register please contact Sara Ingham on: [dbs@cmadubai.com](mailto:dbs@cmadubai.com) or visit <http://www.cmadubai.com/en/DBSEH>.



# Parental Engagement

## 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:

- @dubaibritishsch - For Instagram and Facebook
- @DBSEH\_Sports - For our Sport and PE Instagram
- @dbsehsixthform - For our Sixth Form Instagram
- @dbseh\_art - For our Art Instagram



# School Calendar

## IMPORTANT DATES FOR 2026/2027

| TERM 1                 |                              |
|------------------------|------------------------------|
| Start of Academic Term | 31 August 2026               |
| Half Term Break        | 19 - 23 October 2026         |
| UAE National Day       | 02- 04 December 2026*        |
| Last Day of Term 1     | 11 December 2026             |
| Winter Break           | 14 December - 1 January 2027 |

| TERM 2                               |                    |
|--------------------------------------|--------------------|
| First day of Term 2 / Classes Resume | 04 January 2027    |
| Start of Ramadan                     | 07 February 2027*  |
| Eid Al Fitr                          | 08 -12 March 2027* |
| Last Day of Term 2                   | 02 April 2027      |
| Spring Break                         | 05 - 09 April 2027 |

| TERM 3                               |                   |
|--------------------------------------|-------------------|
| First Day of Term 3 / Classes Resume | 12 April 2027     |
| Eid Al Adha                          | 17 - 18 May 2027* |
| End of Academic Year                 | 02 July 2027      |

\*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 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 Form Tutor 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 Form Tutor in the first instance. If, for whatever reason the Form Tutor is unable to resolve your query, please approach the next relevant leader. All contact details are listed below.

| Department                                          | Name                                | Contact                                                                                        |
|-----------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------|
| Reception                                           | Lisa Gillespie<br>Indira May Guerra | <a href="mailto:reception@dubaibritishschool.ae">reception@dubaibritishschool.ae</a>           |
| Admissions                                          | Melissa Mendes                      | <a href="mailto:admissionsmngn@dubaibritishschool.ae">admissionsmngn@dubaibritishschool.ae</a> |
|                                                     | Andreia Marinho                     | <a href="mailto:admissions@dubaibritishschool.ae">admissions@dubaibritishschool.ae</a>         |
| Principal                                           | Brett Girven                        | <a href="mailto:principalPA@dubaibritishschool.ae">principalPA@dubaibritishschool.ae</a>       |
| Head of Secondary                                   | Sheridan Teasel                     | <a href="mailto:headspa@dubaibritishschool.ae">headspa@dubaibritishschool.ae</a>               |
| Deputy Head of Secondary                            | Julia Maltby                        | <a href="mailto:jmaltby@dubaibritishschool.ae">jmaltby@dubaibritishschool.ae</a>               |
| Deputy Headteacher - Whole School                   | Ben Crowder                         | <a href="mailto:bcrowder@dubaibritishschool.ae">bcrowder@dubaibritishschool.ae</a>             |
| Assistant Headteacher - Academic Growth             | Tom Phillips                        | <a href="mailto:tphillips@dubaibritishschool.ae">tphillips@dubaibritishschool.ae</a>           |
| Assistant Headteacher - Innovation and Partnerships | Georgina Williams                   | <a href="mailto:gwilliams@dubaibritishschool.ae">gwilliams@dubaibritishschool.ae</a>           |
| Assistant Headteacher - Pastoral and Wellbeing      | Emma Pennock                        | <a href="mailto:epennock@dubaibritishschool.ae">epennock@dubaibritishschool.ae</a>             |
| Head of Inclusion                                   | Jacqueline Baxter                   | <a href="mailto:jbaxter@dubaibritishschool.ae">jbaxter@dubaibritishschool.ae</a>               |
| Head of Arabic & Islamic                            | Rania Reda                          | <a href="mailto:rreda@dubaibritishschool.ae">rreda@dubaibritishschool.ae</a>                   |
| Head of Year 7                                      | Francesca Sharp-Paul                | <a href="mailto:fsharppaul@dubaibritishschool.ae">fsharppaul@dubaibritishschool.ae</a>         |
| Head of Year 8                                      | Sandra Alain                        | <a href="mailto:salain@dubaibritishschool.ae">salain@dubaibritishschool.ae</a>                 |
| Head of Year 9                                      | Rebecca Henderson                   | <a href="mailto:rhenderson@dubaibritishschool.ae">rhenderson@dubaibritishschool.ae</a>         |
| Head of Year 10                                     | Paul Richardson                     | <a href="mailto:prichardson@dubaibritishschool.ae">prichardson@dubaibritishschool.ae</a>       |
| Head of Year 11                                     | Harriet Potter                      | <a href="mailto:hpotter@dubaibritishschool.ae">hpotter@dubaibritishschool.ae</a>               |
| Head of Year 12                                     | Michelle King                       | <a href="mailto:mking@dubaibritishschool.ae">mking@dubaibritishschool.ae</a>                   |
| Head of Year 13                                     | Catherine McGurk                    | <a href="mailto:cmcgurk@dubaibritishschool.ae">cmcgurk@dubaibritishschool.ae</a>               |
| Head of English                                     | Kate Ridley                         | <a href="mailto:kridley@dubaibritishschool.ae">kridley@dubaibritishschool.ae</a>               |
| Head of Mathematics                                 | James Maguire                       | <a href="mailto:jmaguire@dubaibritishschool.ae">jmaguire@dubaibritishschool.ae</a>             |
| Head of Science                                     | Kelsey Doyle                        | <a href="mailto:kedoyle@dubaibritishschool.ae">kedoyle@dubaibritishschool.ae</a>               |
| Head of MFL                                         | Sarah Flockhart                     | <a href="mailto:sflockhart@dubaibritishschool.ae">sflockhart@dubaibritishschool.ae</a>         |
| Head of Humanities                                  | Philip White                        | <a href="mailto:pwhite@dubaibritishschool.ae">pwhite@dubaibritishschool.ae</a>                 |
| Head of Social Science                              | Falguni Parmar                      | <a href="mailto:fparmar@dubaibritishschool.ae">fparmar@dubaibritishschool.ae</a>               |
| Head of Expressive Arts                             | Sian Martin                         | <a href="mailto:smartin@dubaibritishschool.ae">smartin@dubaibritishschool.ae</a>               |
| Director of PE & Sports                             | Sara Donovan                        | <a href="mailto:sdonovan@dubaibritishschool.ae">sdonovan@dubaibritishschool.ae</a>             |
| School Clinic                                       | Doctor                              | <a href="mailto:doctor@dubaibritishschool.ae">doctor@dubaibritishschool.ae</a>                 |
|                                                     | Nurse                               | <a href="mailto:nurseclinic@dubaibritishschool.ae">nurseclinic@dubaibritishschool.ae</a>       |
| Secondary School Counsellor                         | Gail Gallagher                      | <a href="mailto:ggallagher@dubaibritishschool.ae">ggallagher@dubaibritishschool.ae</a>         |
| IT (BYOD)                                           | Sayuj Kuniyil<br>Hidayat Parambil   | <a href="mailto:itsupport@dubaibritishschool.ae">itsupport@dubaibritishschool.ae</a>           |
| Exams Officer                                       | Tracey Ure                          | <a href="mailto:examinations@dubaibritishschool.ae">examinations@dubaibritishschool.ae</a>     |
| Accounts                                            | Raquel Fajardo                      | <a href="mailto:accounts@dubaibritishschool.ae">accounts@dubaibritishschool.ae</a>             |
|                                                     | Vincent De Castro                   | <a href="mailto:cashier@dubaibritishschool.ae">cashier@dubaibritishschool.ae</a>               |
| iSAMS                                               | Joy Montilla                        | <a href="mailto:dbsisams@dubaibritishschool.ae">dbsisams@dubaibritishschool.ae</a>             |