

# PARENT HANDBOOK

2023-2024



# CONTENTS

Map of College Campus	3
Headteacher's Welcome	4
Our Vision	5
Academic Calendar	6
Important Documentation	7
DESC Communications	8
Useful Contacts	10
Equipment (Stationary)	12
Equipment (Devices)	13
Student Timetable	14
Student Uniform and Appearance	15
DESSCares	20
Attendance and Punctuality	21
Student Behaviour	23
Homework	26
Medical Information	29
Accounts Department	30
Extra-Curricular Activities (ECA's)	31
Break Times	32
Harness Foods	33
DESC House System	34
Teaching and Learning Policy	36
Assessment	37
Feedback and Marking	43
The Curriculum	44
DESC Transport Services	49
You Said We Listened	54

# MAP OF THE DESC CAMPUS





## HEADTEACHER'S WELCOME

Dear Parents

Welcome to our Parent Handbook for the academic year 2023-2024.

As a parent myself, I am fully aware of the need for effective Home-College communication and the frustrations, on both sides, when it breaks down. At DESC we will try our very best to keep you informed of matters that relate to your child's education and welfare; this handbook is a key part of this commitment.

If you still have unanswered questions upon browsing through this guide, please contact us via the House Parent Liaisons using the email address for your child's House below and they will direct your enquiry to the appropriate place:

- [desertsupport@dessc.sch.ae](mailto:desertsupport@dessc.sch.ae)
- [earthsupport@dessc.sch.ae](mailto:earthsupport@dessc.sch.ae)
- [skysupport@dessc.sch.ae](mailto:skysupport@dessc.sch.ae)
- [coastsupport@dessc.sch.ae](mailto:coastsupport@dessc.sch.ae)
- [sixthformpastoral@dessc.sch.ae](mailto:sixthformpastoral@dessc.sch.ae)

My colleagues and I look forward to working with you in the future.

Kind regards

**Mr Chris Vizzard**  
Headteacher

# OUR VISION

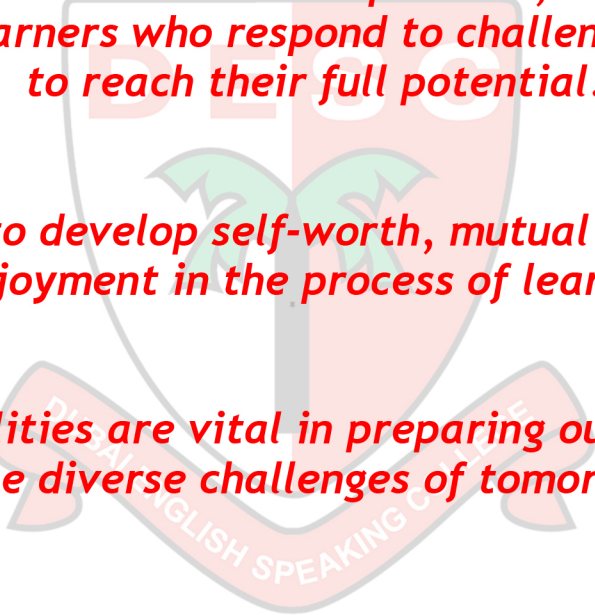
You will see the three sentences below on display throughout the College. They summarise what students and staff are, together, trying to achieve.

Here they are simply words on a page. The real challenge for each and every one of us is to ensure we all contribute to making these words become a reality for DESC.

***DESC strives to nurture independent, confident and resilient learners who respond to challenge and aspire to reach their full potential.***

***We aim to develop self-worth, mutual respect and enjoyment in the process of learning.***

***These qualities are vital in preparing our learners for the diverse challenges of tomorrow.***



# ACADEMIC CALENDAR

## WINTER TERM 2023

First Day of Term One	Monday 28th August 2023
Prophet's Birthday*	Friday 29th September 2023
Staff INSED Day	Monday, 16th October 2023
Half Term	Tuesday, 17th to Friday 20th October 2023
Commemoration Day*	Friday 1st December 2023
National Day*	Saturday 2nd December 2023
Last Day of Term One	Friday 8th December 2023

## SPRING TERM 2024

First Day of Term Two	Tuesday 2nd January 2024
Half Term	Monday 12th to Friday 16th February 2024
Ramadan starts*	Sunday 10th March 2024
Last Day of Term Two	Friday 22nd March 2024

## SUMMER TERM 2024

Staff INSED Day	Monday, 8th April 2024
Eid Al Fitr Holiday*	Tuesday 9th to Friday 12th April 2024
First Day of Term Three	Monday 15th April 2024
Staff INSED Day	Friday 31st May 2024
Eid Al Adha*	Monday 17th to Tuesday 18th June 2024
Last Day of Term Three	Friday, 5th July 2024

\* Actual dates are subject to change - do not book any holidays until confirmed by the School / College

# IMPORTANT DOCUMENTATION

## KHDA Registration

The Knowledge and Human Development Authority (KHDA) regulates all schools in Dubai and all children attending Dubai schools must be registered with them. The documents requested below are required to be submitted to the KHDA as part of the registration procedure and must be up to date. If any documents have been renewed since your initial application was submitted, please ensure that copies of these are submitted to **admissions@dessc.sch.ae** as soon as possible. If you are new to Dubai, please submit the documents as soon as you receive them.

We must be in receipt of all required documents by the first day of term.

**Residence Visa** - Required by all candidates.

**Notice of Transfer** - All Dubai-based applicants are required to notify their child's present school to inform them that the child will be transferring to DESC. This notification is required in order to complete KHDA registration.

**Transfer Certificates/Notice** - Please ensure that you request a Transfer Certificate/letter from your current school if you are arriving from outside Dubai. Students transferring from Dubai schools should submit their Transfer Certificate to **arabicsecretary@dessc.sch.ae**.

**UAE ID Card** - It is a KHDA requirement that all students are registered with the KHDA via a School/Parent contract. All students that join DESC must have this contract signed by their parents. To do this you simply need to bring in your valid UAE ID card, the ID card of your child(ren) and your mobile phone. Our Arabic Secretary will scan your ID cards and generate a one-time security password which is sent to your mobile phone. Once the security password is entered, we will be able to provide you with a contract for your signature.

## Medical and Immunisation Record

Please ensure you have submitted a completed Medical and Immunisation Record prior to your child(ren)'s first day of school. Completed records can be emailed to **admissions@dessc.sch.ae**.

## iSAMS Parent Portal / Mobile App

At DESSC the Parent Portal and App are our main channels for communicating with parents. They work in conjunction with our Management Information System and allow us to share child-specific and key school information with you, via your smart phone or tablet device. They provide quick and easy access to a range of features, some of which are found below.

You are able to:

- download your child's academic school reports
- view the School Calendar, School News and Documents and Files which provides a range of information including the Academic Calendar, Uniform Guide and Bus Services details
- view and download your child's timetable and public examination details (DESC only)
- access useful websites from quick web links
- report your child absent for medical reasons
- view your contact details and alert us when your details change
- reset your password and recover your username if you forget them

A few days before your child starts at DESSC (DESS or DESC), you will receive an email detailing your registration number, registration password and set-up instructions. It is important that you set up your portal account and download the app as soon as possible or you may miss important information.

In the event that you already have a child attending either DESS or DESC, you will not be required to take any further action as your portal account will be updated automatically when your child joins the DESSC community.

Should you wish to view any further information on the portal/app please visit the DESSC website where links to the start-up documentation can be found.

Should you experience any problems setting up the portal account or downloading the app once you are in receipt of the activation information, please email [portal@dessc.sch.ae](mailto:portal@dessc.sch.ae) for further assistance. Please mention your child's name in any communication.



### **Additional communication platforms**

**Go 4 Schools** ([www.go4schools.com](http://www.go4schools.com)) - App and Website - The main platform for academic progress and attainment. Shows your child's Minimum Expected Grade (MEG) and is updated with assessment results in real time. Full student reports are accessible from the Go 4 Schools website.

**SchoolsBuddy** - Used for Extra Curricular Activities sign up (3 times per year).

**SchoolCloud** (<https://desc.schoolcloud.co.uk>) - Online Parent Evening System.

**SOCS** ([www.descsport.com](http://www.descsport.com)) - App and Website for sports fixtures, team selections and results information.

### **Social Media**

At DESC, we have very active and successful social media accounts on Facebook, Twitter, Instagram and YouTube with a large number of followers.

Please note that important information will never be solely shared or communicated on social media platforms and it is entirely optional whether you engage with our social media platforms.

However, we would encourage you to follow us as stories from our students, teachers and staff are shared as well as photographs and videos from events, activities, and daily life at DESC.

- Facebook: [www.facebook.com/descdubai](http://www.facebook.com/descdubai)
- Instagram: [www.instagram.com/dubaienglishspeakingcollege](http://www.instagram.com/dubaienglishspeakingcollege)
- Youtube: [www.youtube.com/dubaienglishspeakingcollege](http://www.youtube.com/dubaienglishspeakingcollege)
- Twitter: [www.twitter.com/descdubai](http://www.twitter.com/descdubai)

### **Your contact details**

Please ensure that we have the correct contact details for you at all times. If your email address, phone number or location address changes at any time, please update your personal details via the Parent Portal or contact our Admissions Team on [admissions@dessc.sch.ae](mailto:admissions@dessc.sch.ae).

If you have any queries regarding our communications, please do not hesitate to contact Mrs Lisa Henry, Marketing, Strategy & Business Development Manager on [headofmarketing@dessc.sch.ae](mailto:headofmarketing@dessc.sch.ae).

## USEFUL CONTACTS

### Absence

✉ **absence@dessc.sch.ae**

Mrs Rachael Gritt is our Absence Coordinator and should be the first point of contact if your child is going to be late or absent from DESC due to sickness or for any other reason. Please report absence via the iSAMS Parent App as follows: Select > Information tab > Scroll down to Websites & Absence Reporting > Select > Reporting My Child Absent tab. Complete the details and submit the form. If the absence is not sickness related, please email before 8:00am confirming your child's details and the reason for absence.

### Accounts

✉ **accountant4@dessc.sch.ae** or **accountant7@dessc.sch.ae**.

For invoice enquiries, please email Mrs Karen Robinson

For receipt enquiries, please email Mrs Elsie Salgado on **cashier@dessc.sch.ae**.

### Admissions

✉ **admissionsmanager@dessc.sch.ae**

Mrs Aisling Hubert is our Admissions Manager and is responsible for all matters in connection with student admissions.

### Buses

✉ **descbuses@dessc.sch.ae**

Mrs Ansie Coetzee is our Bus Coordinator and will assist with any issues relating to the College bus service.

### Communications and Marketing

✉ **headofmarketing@dessc.sch.ae**

Mrs Lisa Henry is our Marketing, Strategy & Business Development Manager and handles all matters relating to both the internal and external communications, marketing and business development activities of the College.

### Extra Curricular Activities

✉ **desceca@dessc.sch.ae**

Mrs Candice Gerber is the ECA Coordinator and will be able to assist you with any queries that you may have about our lunchtime and after-school ECA provision.

### Examinations

✉ **exams@dessc.sch.ae**

Mrs Niki Stannard is the College Examination Officer and is responsible for external examinations (GCSE, A level or BTEC), including certification.

### Headteacher's Personal Assistant

✉ **secondarypa@dessc.sch.ae**

Mrs Tina Skerritt is the Headteacher's Personal Assistant. Please use this email address for any other issues that are not covered in this section, including contacting the Headteacher.

### Music and Instrumental Lessons

✉ **musicadmin@dessc.sch.ae**

Our Music and Instrumental Administrator handles all enquiries regarding music lessons.

### Nurses

#### 📧 [descseniornurse@dessc.sch.ae](mailto:descseniornurse@dessc.sch.ae)

Jill Riding, Raylene Whitehouse and Perly Pantig are the full-time Nurses available during the College day from 7:30am-4:30pm. You are welcome to contact our Nurses to discuss any health concerns you may have about your child(ren). Dr Rabia is our part-time doctor.

### Parent's Evenings Appointment Booking

#### 📧 [descsltsupport@dessc.sch.ae](mailto:descsltsupport@dessc.sch.ae)

Mrs Nicky Kinirons oversees the Year 7 to Year 11 Parents' Evening Bookings. If you experience any issues with logging in, please contact her on the email above.

### Parent Portal/ App

#### 📧 [portal@dessc.sch.ae](mailto:portal@dessc.sch.ae)

Mrs Wendy Booth will be able to assist you with any issues regarding the Parent Portal and Parent App.

### Pastoral and Academic Support (Year 7 to Year 11)

If you have any concerns regarding your child's welfare or well-being, please contact us via the House Parent Liaisons using the email address below for your child's House and they will direct your enquiry to the appropriate place:

📧 **Candice Gerber** [desertsupport@dessc.sch.ae](mailto:desertsupport@dessc.sch.ae)

📧 **Aisling Creaney** [earthsupport@dessc.sch.ae](mailto:earthsupport@dessc.sch.ae)

📧 **Ben Wormald** [skysupport@dessc.sch.ae](mailto:skysupport@dessc.sch.ae)

📧 **Julie Arnup** [coastsupport@dessc.sch.ae](mailto:coastsupport@dessc.sch.ae)

### Pastoral and Academic Support (Sixth Form)

#### 📧 [sixthformpastoral@dessc.sch.ae](mailto:sixthformpastoral@dessc.sch.ae)

Mrs Lisa Goodall is our Sixth Form Parent Liaison and is the first point of contact for parental enquiries about any aspect of the Sixth Form and is the liaison if you wish to contact any member of the Sixth Form Team.

### Parent/School Contract

#### 📧 [descarabicsec@dessc.sch.ae](mailto:descarabicsec@dessc.sch.ae)

Mr Shadi Kabalan, our Arabic secretary will be able to assist you with any queries regarding Parent/School Contracts.

### Trutex Uniform Suppliers

#### 📧 [desc@trutex.com](mailto:desc@trutex.com)

For any uniform related query, please contact our on-site shop directly on 052 516 1206.

## EQUIPMENT (STATIONERY)

Students at DESC will be provided with all of the text and exercise books required for each subject; these will be handed out to each student during the first week of the new academic year, as they begin each new subject. After this, students must come to lessons properly equipped, bringing with them the necessary books and equipment for the day's lessons. We feel that it is important that the students should learn to accept responsibility for themselves in such matters. Textbooks will be collected in at the end of each academic year; any missing books will be charged for.

You will also need the following items, all of which can now be conveniently purchased here at DESC from our Reprographics Department throughout the year. These items can be purchased individually, or as a stationery pack.

Included in the stationery packs will be the following items:

### **EXAM PACK A: 15 dhs**

- 2 X HB PENCILS
- 2 X BLACK BALL PENS
- 1 X RULER
- 1 X SHARPENER
- 1 X ERASER
- 1 X PACK OF 4 HIGHLIGHTERS

### **EXAM PACK A: 100 dhs**

AS ABOVE BUT WITH CALCULATOR AND MATHS SET

### **NEW STARTER PACK: 75 dhs**

- 1 X BOX OF 12 HB PENCILS
- 1 X BOX OF 12 2B PENCILS
- 1 X PACK OF 12 COLOURED PENCILS
- 1 X PACK OF 12 FELT TIP PENS
- 1 X PACK OF 4 HIGHLIGHTERS
- 1 X WHITEBOARD MARKERS
- 1 X GLUE STICK
- 1 X ERASER
- 1 X SHARPENER
- 1 X RULER
- 1 X MATHS SET
- 1 X BLACK BALL PENS

### **EXTRAS:**

CALCULATOR (FX-991EX) - 80 dhs, DICTIONARY - 55 dhs, MATHS SET - 5 dhs

Whiteout, such as Tippex, must not be used in College.

PLEASE ENSURE THAT ALL EQUIPMENT IS CLEARLY MARKED WITH YOUR NAME.

# EQUIPMENT (DEVICES)

DESC embraces the use of technology to complement the traditional pedagogy and, as such, implements a BYOD program to enhance the teaching strategies that we deploy in the classroom. Students are required to bring in an Apple device from the recommended list below, ensuring as much as possible that there is appropriate charge for use throughout the day.

## **Years 7 to 11 - Acceptable devices:**

An iPad that can run iOS 15 or above. A list of compatible iPads is below:

- iPad - 6<sup>th</sup> Generation (or later)
- iPad Air - 2 (or later)
- iPad Pro - All models

Due to the size of the screen, an iPad Mini would not be recommended. Students should also have a compatible keyboard and an Apple Pencil.

## **Years 12 and 13 - Acceptable devices:**

The curriculum in the Sixth Form lends itself more to working on a laptop device; students should therefore use a MacBook which supports macOS Catalina 10.15 or above. However, an iPad from any of the models listed above is also an accepted device.

As a school, we will not provide advice on a specific model from the list of accepted devices. Personal preferences, usage and needs will impact the requirements for individuals and families.

## **Firewall and appropriate use**

There are 3 visible Wi-Fi networks at DESC: DESSC Students, DESSC Staff and DESC Guest. Students should only connect to the DESSC Students network and will require the installation of the appropriate certificate(s) on their personal device to allow suitable web browsing.

## **Mobile telephones**

For safety reasons, students are allowed to bring their mobile phone to College, but it must be switched off, out of sight and kept in a safe place during the day. If mobile phones are seen or heard during the day, they will be confiscated, and a sanction will be issued for persistent offenders. The phone will be stored in a locked safe in the House office and will be returned at the end of the day. If a student needs to contact their parents during the College day, they **MUST NOT** use their mobile phone, even if they think that it is an emergency. They should go to their House office either at first break or lunchtime where they will be able to call home using the College telephone. If a student is unwell, they must go and see the College Nurse in the first instance. If the Nurse feels that it is necessary for the student to go home, they will contact their parents and arrange for the student to be collected. Sixth Form students are allowed to use their phone in the Sixth Form Centre only.

## **Headphones**

Students are expected to have a set of headphones that are compatible with their personal device. The wearing of headphones is not permitted around the College at breaktimes or between lessons and should only be used if they are needed as part of that lesson activity. Sixth Form students are allowed to wear headphones in the Sixth Form Centre and during study periods only.

## College Timetable from September 2023

# COLLEGE TIMETABLE

	1	2	3	4	5	6		
Mon	Registration 7.35 - 8.00 25mins	8.00 - 9.00 60mins	1 <sup>st</sup> Break 10.00 - 10.20 20mins	10.20 - 11.20 60mins	11.20 - 12.20 60mins	12.20 - 1.00 40mins	1.00 - 2.00 60mins	2.00 - 3.00 60mins
Tues	Registration 7.35 - 8.00 25mins	8.00 - 9.00 60mins	1 <sup>st</sup> Break 10.00 - 10.20 20mins	10.20 - 11.20 60mins	11.20 - 12.20 60mins	12.20 - 1.00 40mins	1.00 - 2.00 60mins	2.00 - 3.00 60mins
Wed	Registration 7.35 - 8.00 25mins	8.00 - 9.00 60mins	1 <sup>st</sup> Break 10.00 - 10.20 20mins	10.20 - 11.20 60mins	11.20 - 12.20 60mins	12.20 - 1.00 40mins	1.00 - 2.00 60mins	2.00 - 3.00 60mins
Thurs	Registration 7.35 - 8.00 25mins	8.00 - 9.00 60mins	1 <sup>st</sup> Break 10.00 - 10.20 20mins	10.20 - 11.20 60mins	11.20 - 12.20 60mins	12.20 - 1.00 40mins	1.00 - 2.00 60mins	2.00 - 3.00 60mins
Fri	Registration 7.35 - 8.00 25mins	8.00 - 8.55 55mins	Break 9.50 - 10.10 20mins	10.10 - 11.05 55mins	11.05 - 12.00 55mins			

# STUDENT UNIFORM AND APPEARANCE

We have our own uniform shop based on-site at DESC in Academic City. It is stocked, staffed and managed by Trutex ([www.trutex.com/about-trutex](http://www.trutex.com/about-trutex)). Please note that the uniform should ONLY be purchased from the DESC uniform shop in order to ensure uniformity of style and fabric. Substitutes are not acceptable.

We expect all our students to come to College neatly groomed and smartly dressed, in the correct and appropriate clothing. This sets a professional work ethic. If uniform becomes damaged or discoloured, we request that it is not worn and a replacement purchased from our uniform shop.

Students need to be aware that our expectations are the same when they are wearing the DESC uniform outside of College. Parents are asked to support their child in meeting these expectations.

## Year 7 to Year 11 students



## Sixth Form Students



**White short sleeved shirt with College logo.** Sleeve and pocket piping in HOUSE COLOUR. Sixth Form students must wear a white short sleeved shirt with College logo and black collar. Female Muslim students who wish to cover their arms may wear a thin long sleeve white top under their school shirt.

**Grey skirt or grey tailored trousers (Year 7 - Year 11) / Black skirt or black tailored trousers (Sixth Form)** must be worn with the College logo. Skinny, bootleg or drainpipe trousers and those without the College logo are not permissible.

**Skirt lengths** - the shortest is to touch the ground when kneeling and to calf the longest.

**Black Jumper** (optional item) with College logo. Sixth Form jumpers will have the College logo and Sixth Form identification.

**Shoes** should be sensible, black, polished leather and worn with black socks. Students should not wear heels more than 4cms (see Footwear section for further information).

**Socks** must be plain black with no patterns or logos. Students are not permitted to wear tights.

**Aprons** should be worn for all Food and Nutrition lessons which are part of the curriculum at Key Stage 3. Aprons should be plain black, and they can be purchased from the DESC uniform shop.

# DESC PE KIT AND TEAMWEAR

HOUSE COLOURS

**DESERT** **EARTH** **SKY** **COAST**

DESC PE Kit (Year 7 to Year 13)



**Shirt:** Red and black Polo shirt with DESC logo

**Shorts/Skort:** Black DESC shorts/skort or Black DESC Kukri Teamwear shorts/skort.

**Sports Leggings:** DESC branded leggings or plain black sports leggings (without large logo visible). If students wish to wear leggings for modesty, comfort or for religious/cultural reasons, they may wear DESC branded leggings under their PE Shorts or Skort. Please ensure that only DESC branded shorts are worn. No alternative shorts will be permitted.

**Socks:** White ankle socks or trainer liners

**Shoes:** Non-marking training shoes, Converse shoes or high-tops/ankle boots are not acceptable. Sliders are not to be worn in place of trainers.

**Swimwear:** All Year 7-11 Students will participate in Swimming based activities in P.E lessons and are required to wear DESC branded swimwear and a swim hat.

Boys: DESC swim shorts

Girls: DESC swimsuit

A towel and sliders/flip flops are also required for swimming lessons. These do not need to be a DESC branded design.

**House Shirts:** All Year 7-11 Students who participate in sporting activities for House competitions need to wear a House shirt. This is compatible with the current PE shorts/skorts. It is also to be worn when supporting House events such as Sports Day and the Swimming Gala. For this reason, it is compulsory to have a House Shirt.



**DESC Teamwear:** Students who are selected to represent one of the DESC Sports teams will be required to purchase the team kit from the Kukri online shop. We advise parents to wait until trials have been completed and squads have been selected in Term One before purchasing any DESC Teamwear. All enquiries regarding Teamwear should be made to the PE Department on [descsportsadmin@dessc.sch.ae](mailto:descsportsadmin@dessc.sch.ae).

**Bags:** Students may, if they wish, purchase College bags for PE kit from Trutex. However, provided that they fit the purpose of carrying kit and equipment, students are allowed to choose their own bags.



# FOOTWEAR

We expect all students to wear smart, business-like shoes. Boots are not to be worn, i.e. no footwear should be above the ankle.

Shoes must be leather and completely black with no coloured stripes, swishes or logos. Shoes must be firm and supportive and students must keep their shoes polished. Black versions of trainers or tennis shoes are not permissible. Fabric and canvas shoes must not be worn.

Example of acceptable leather shoes:



Example of shoes that are NOT acceptable:



## Jewellery

No jewellery should be worn. However, students are allowed to wear one small, plain pair of gold or silver studs worn in the conventional position in the ear lobe. Multiple earrings, nose studs and piercings in other parts of the body are not permitted. Friendship bands, bracelets, ankle chains, rings, necklaces etc. must not be worn.

If any of the above items are worn to College, they must be removed immediately and at the request of any member of staff.

Students who decide to have new piercings during term time, either in an unconventional part of the ear or other part of the body, will be asked to remove the earring. Plasters covering earrings are not permissible.

Items of religious significance may be worn with the prior written permission from the Head of House only, following written parental request.

## Hair

- Students should have smart and conventional haircuts, short hair should be no shorter than a grade 2
- Hair should be neat and tidy
- Fringes should not obscure the eyes
- Tram lines or other shaved patterns are not permissible

For Health and Safety reasons, the excessive use of wax or gel is not allowed and hair should not hang over the face.

A member of staff may ask students to tie their hair back if they feel it is in the way. However, students must tie their hair back for all practical lessons. Any change in hair colour should be natural and single coloured in appearance. Students coming to College with extreme colours such as purple, red or bleached hair will be sent home and required to restore their hair to an acceptable colour before being allowed to return to College.

Hair ornaments should be plain and functional, kept to a minimum, in black and in keeping with uniform. Decorative or elaborate hair ornaments are not permissible.

## Body Adornment

- Nail varnish (including on toenails), transfers and tattoos are not permitted.
- Students are not allowed to write or draw on their skin.
- Facial make up, such as lipstick and eye-liner, is not permitted and will be removed by the student on the instruction of staff members. Light foundation is permitted as long as it is natural in appearance.
- Sixth Form students may have clear polish or French manicure only. Coloured polish or nail art is not allowed.

For Health, Safety, Environmental and Legal reasons the following are not permitted in College:

- Cigarettes (including e-cigarettes, tobacco or other smoking materials or paraphernalia including vapes)
- Pipes
- Alcohol
- Matches
- Lighter or flammable materials
- Solvents
- Chewing gum
- Dangerous instruments - including pen knives, laser pens etc.
- Nail varnish

These items will be confiscated or students will be asked to remove them and, in certain circumstances, will be suspended from College, as the items may present a danger to themselves and others or cause damage to the environment. Any items taken by staff from students will be returned to the students at the end of the day.

Students who are persistently wearing incorrect uniform will be required to attend a break time detention.

### **Lost Property**

The Lost Property stations are located at the rear of each House block and the main entrance opposite to the Desert Garden area. In order to help us identify the owner of any item that goes into the Lost Property station, we strongly recommend that students should label their belongings (bags, water bottles etc.). At the end of each month, all items that have not been claimed from lost property will be given away to local charities. Students are reminded to check the lost property box regularly. For any valuable items that may have been misplaced whilst at College, please check with Reception as these items are kept securely until they are claimed. Students must take proper care of their possessions whilst on the college grounds. Valuables must be locked in a locker and not left unattended. It is the students' responsibility to keep their valuables with them at all times if they are not left in a secure locker.

The DESSCares Initiative aims to bring about positive environmental and social change through education and active participation both within the UAE and further afield.

We want our students to experience and take the lead on a variety of onsite and community initiatives which support sustainability, innovation and social responsibility. All DESC students will continue to develop into responsible global citizens who take pride in their local and global environment.

We promote three core values within the DESSCares initiative which we feel bring together the vision of what we are trying to achieve, these being Kindness, Gratitude and Humanity. The DESC Community have supported a wide range of projects in the past, including the Festive Box Appeal, Collection Weeks, Pinktober, Walk for Education, Environmental Awareness Week and many others...

Last year we focused our fundraising towards building a much-needed school in northern Cambodia through the Build A School campaign in collaboration with Dubai Cares and United World Schools. We are delighted to announce that we succeeded in reaching our target of 180,000 AED and the build project should commence towards the end of 2023. We hope to fundraise further this year to maintain this school and hopefully raise enough to build an additional school in another deserving area of the world - watch this space for more information.

Look out for details of all of our upcoming DESSCares initiatives on the Parent Portal and our Social Media pages.

Students will also be encouraged to get involved through various ECAs linked to DESSCares. Details of these groups will be given to all students at the start of Term 1.



## Sustainability at DESC

We are constantly striving to be as eco-conscious as we can be within the realms of our College site and beyond.

We are not perfect yet and there are plenty of things we are changing / planning to change in the coming months to become even more sustainable. **We expect students to bring a reusable water bottle filled with water every day** and we discourage the use of single-use plastic where possible. Where plastics are used, students are encouraged to recycle using the blue bins found across the campus.

We have many other projects in the pipeline - watch this space (and the Parent Portal) for further details

# ATTENDANCE AND PUNCTUALITY

## Whole College Policy on Attendance and Punctuality

DESC promotes high levels of attendance and punctuality across the College. There is a clear connection supported by research, between high levels of attendance and achievement. At DESC there are high expectations of all members of the community, staff, parents and students alike in ensuring that excellent attendance is the norm. The Dubai Schools Inspectorate would expect a 95% attendance rate for all students if a school is to be rated outstanding. Once a cycle of poor attendance and punctuality begins, it is difficult for a young person to break this pattern which can inevitably lead to underachievement, failure and even alienation.

## Aims and Objectives

This policy aims to:

- develop a whole College approach to attendance and punctuality
- recognise that good attendance and punctuality to College and lessons will be reflected in high levels of attainment and achievement
- reinforce the habit of attending College and punctuality for lifelong learning

## College Ethos and Environment

All members of the College community need to work together to create a culture in which students attend College consistently and are on time to lessons and other College related events.

It is advised that family holidays should be organised in College holiday time. Requests for time out of College for family occasions should be submitted in writing to [absence@dessc.sch.ae](mailto:absence@dessc.sch.ae).

## Registration

Morning registration starts at 7:35am and students are expected to be on College premises by 7:30am.

## Punctuality

If poor punctuality or low level of attendance occurs, then sanctions will be issued by the House Team. Parents may be invited in to meet with the Tutor, Head of House and a relevant member of SLT to discuss targets for improvement. The most serious cases of poor attendance and continued lack of punctuality could result in jeopardising the student's place within the College.

## Student absence and lateness to morning registration

It is the parents' /guardians' responsibility to notify the College of their child's absence or late arrival to College. All students are expected to attend morning registration at 7:35am in their tutor room. If for any reason a student is going to arrive after 7:35am, students must sign in at Reception and make their way to their class as quickly as possible. However, if a student is going to be absent for the day, parents should send an email to our Absence Coordinator at [absence@dessc.sch.ae](mailto:absence@dessc.sch.ae) before 8:00am or via the Parent Portal.

If the absence is not reported to the College, then our Absence Coordinator will attempt to contact you to check you are aware that your child is not in College. This is to confirm that all students are accounted for and safe. Sickness of three days or more will require a doctor's certificate. To assist us with this, please ensure that you contact the College each day that your child is absent.

**Procedure for students signing in and out of College during the school day**

We ask parents/guardians to email [absence@dessc.sch.ae](mailto:absence@dessc.sch.ae) or access the Parent Portal to inform us if a student will be leaving the premises before the end of the school day. Parents should collect their child from Reception once they have signed out. However, if you have made alternative arrangements for your child to be collected, please do let us know. We would ask, where possible, that any appointments you make for your child are made outside of school hours. Any student leaving the premises before the end of the day must sign out at Reception.



At DESC, we understand that our students face a challenging time during adolescence, a period which is now three times longer than it was in the 19th Century (Steinberg, 2015). As our students develop, we recognise that they are much more likely to take risks with their behaviour due to the changes that happen in the teenage brain during adolescence. As such, as teachers it is important to understand that our students will make mistakes, behave irrationally and at times even seek experiences that put themselves and others in danger. It is our role, however, to ensure that we help our students make the right decisions and support them when they do not.

The Behaviour Policy is in place to support staff when dealing with behaviour incidents of any kind. It also provides the opportunities for students to make the right decisions and learn from their actions. At DESC, we very much prefer to work in partnership with parents and when there are circumstances where a student is involved in repeated unacceptable behaviour or a serious incident, we will always prioritise communication with parents to help resolve the situation. We view our home/College partnership as an integral part in establishing and maintaining high expectations and standards of behaviour at DESC. The strength of our student culture is a significant aspect of life at DESC, where the positive behaviour of our students is central to everything we aspire to achieve. We encourage positive relationships between all members of our school community. We are an inclusive school, which celebrates the international background of our students, promoting tolerance and understanding of other cultures.

## CONSEQUENCES OF MISBEHAVIOUR

Please note that the following protocols are used as a guide for teachers when managing behaviour. These procedures do not preclude immediate action by a member of our Pastoral Leadership or Senior Leadership team. It is important to understand that low level behaviour will be dealt with first at teacher or tutor level before escalating the behaviour through the route below. Careful consideration must be taken to determine if a Head of Department, Head of House or a member of SLT needs to be involved immediately.

When serious sanctions are given, they will be made through collective decisions involving members of the Senior Leadership Team and the House Leadership Team.

### Class Teacher escalation route



### Tutor escalation route



Classification of misbehaviour	Description and examples of misbehaviour
Low level misbehaviour	<p>Examples may include:</p> <p>Lack of respect for basic class rules such as: shouting out, chewing gum, speaking when someone else is talking, poor entry to a lesson, not listening to instructions, lateness to lesson.</p> <p>Failure to meet academic expectations such as: lack of focus, lack of effort, poor presentation of work, not completing a reasonable amount of work.</p> <p>Organisation: lack of correct equipment such as stationary</p> <p>Device misuse: not charged, mobile phone being visible, wearing ear pods, <u>Uniform infringements.</u></p>
<p>The member of staff who encounters this type of behaviour is responsible for dealing with low level misbehaviour. This will usually involve a reminder or clarification of expectations and College rules, verbal warnings, 1:1 discussions with students.</p>	
Repeated Low level misbehaviour	<p>Regular repetition of low level misbehaviours above or:</p> <p>Failure to complete homework to an appropriate standard,</p> <p>Bus misbehaviour: Out of seat, not wearing seat belt, not following bus drivers/carers instructions, nuisance to other passengers, inappropriate language,</p> <p>Failure to bring equipment/materials that has meaningful impact on learning such as no PE kit, no device, no ingredients for Food and Nutrition.</p> <p>Use of Mobile Phones during the College day.</p> <p>Littering, throwing food.</p>
<p>The first responsibility for sanctions is the member of staff who encounters the misbehaviour. They will deal with this misbehaviour, discuss it with the student, record it on Go4Schools and issue an appropriate sanction. Sanctions could include a 1<sup>st</sup> or 2<sup>nd</sup> break detention, confiscation of mobile phone or jewellery. At this point, it is expected that the member of staff informs parents of the misbehaviour.</p>	
Mid-level misbehaviour	<p>Prolonged repetition of low level misbehaviours or:</p> <p>Non attendance at teacher/tutor level detention</p> <p>Rudeness to a member of staff, argumentative behaviour, unkind behaviour, truancy within College,</p> <p>Swearing, KS3 academic dishonesty, aggressive behaviour, inappropriate use of social media within College</p>
<p>The member of staff who encounters this misbehaviour may need support with dealing with this behaviour. It is expected that if this behaviour occurs during lesson time, the teacher will refer upwards and seek support from their HOD. If this type of misbehaviour occurs outside of lesson time, the member of staff will be supported by the relevant H/DOH or HOY. Depending on the nature and context of the incidents sanctions/interventions may include but not limited to the following: HOH monitoring, DESCoaching, referrals to Student Advisors, detentions, internal reflection days where students do not attend lessons or break times and removal of ECA privileges such as representation in College sports teams or performing arts productions. Behaviour is recorded on Go4Schools, parents are informed through telephone call or parent meeting.</p>	



Higher level misbehaviour

Regular repetition of mid-level misbehaviours or: KS4 and KS5 academic dishonesty, Bullying, vandalism/deliberate damage, defiance, physical altercations, dangerous behaviour or deliberately behaving in a way that is likely to cause injury to others; abusive language, verbal or physical intimidation, racist behaviour/discrimination or using racist language; smoking, possession of tobacco or related items such as vape devices, e-cigarettes and pipes; recording and sharing of pictures and videos that could damage the reputation of DESC or members of its community, taking items that do not belong to you, school refusal where there is a very low attendance level, interfering with College Health and Safety system such as fire evacuation procedures.

This type of misbehaviour is usually referred through the HOD, H/DHOH, HOY who will liaise with the Assistant Headteacher, Deputy Headteacher Pastoral and Deputy Headteacher i/c Sixth Form. Sanctions/interventions may include but not limited to the following: Multiple detentions and/or internal reflection days, external exclusion, removal of ECA privileges, removal from School Trips, removal of student leadership responsibilities, removal from bus transport, pastoral support plans, DESCoaching and referrals to Student Advisors. This type of misbehaviour would usually result in an official warning letter being sent to parents to acknowledge the behaviour. Sanctions/interventions at this level are viewed as opportunities for the students to change their behaviour before the College pursues a permanent exclusion.

Very Serious misbehaviour

Regular repetition of higher level misbehaviours or a behaviour that could be interpreted as breaking UAE Law such as possession and/or distribution of alcohol, drugs, weapons, serious physical assault or a behaviour that puts others at serious risk.

This type of misbehaviour is dealt with by the Senior Deputy Headteacher in conjunction with the Headteacher and Principal. Final decisions on these incidents may result in a permanent exclusion from the College.

In summary, due to the complex nature of dealing with behavioural issues, we would encourage you to inform us of any issues as soon as possible, as early intervention is often very important and can make a big difference in ensuring minor incidents do not develop in a negative manner. We have a highly experience pastoral team and we work in partnership with parents to ensure that students' wellbeing is our number one priority.

# HOMEWORK

Homework is a vital part of the study programme in this College and is a necessary extension of class work. It attempts to:

- enhance the whole learning experience
- raise achievement of all students
- improve motivation of all students
- show progress and understanding
- encourage and develop independent learning
- develop a personal responsibility for a student's own learning
- improve home-College links
- allow practice and consolidation of work done in class
- assist preparation for future class work
- provide opportunities for individualised work
- enhance study skills e.g. planning, time management and self-discipline
- develop good habits and self-discipline
- encourage ownership and responsibility for learning
- provide feedback in the evaluation of teaching
- provide opportunities for parental co-operation and support

## Homework timetable

- A homework timetable is published at the start of the academic year which will ensure a fair distribution between subjects and a reasonable time allocation for students in 7 to 11.
- For Key Stage 3, this will follow a two week timetable where homework will be split between core and non-core subjects.
- DIVERSE subjects (Art, Drama, DT, IT, Food, PE) which have a greater practical focus, have the option to set tasks at appropriate points throughout the units of work if it is necessary to support the class work. This will be, at most, once per half term.
- English will set a second homework which will be solely for reading.
- Maths will also set a second homework for consolidation.
- MFL will set an additional vocabulary learning exercise at the end of each lesson.

WEEK A	WEEK B
English	Science
Mathematics	Geography
French	History
Arabic	Spanish
Islamic Studies	

For Year 10 and Year 11 the homework timetable is written to give suggested times for each subject. Subject teachers are asked to issue the homework in a manner that will not overload the students but will give them some opportunity to plan their homework schedule during the week and over a longer period of time for larger pieces of work, some of which will contribute to formal coursework requirements.

Sixth Form homework will be issued at the discretion of the subject teacher and in order to gain maximum benefit for the stage of the course. Sixth Form students have far greater control over the work which they do outside the classroom, much of which will be in the form of wider reading and personal research and, therefore, goes outside the prescription of a set amount of homework. For A Level option subjects a guideline of at least 4-5 hours per subject, per week of the student's personal study time (at College and home) is recommended. The amount and frequency of internally assessed homework will vary from subject to subject but will form an important part of the learning and continuous assessment procedures - alongside personal research and wider reading. Sixth Form students are expected to manage their own homework schedule to meet submission deadlines.

### Examinations & Holiday work

There is an expectation that in the week before, and during the internal examination period there will be no homework set, save that for revision. In addition, for Year 7-9, there will be no homework set as holiday homework. However, normal length homework may be set by the subjects on the homework timetable for the last day prior to the holiday. Year 10-13 may be expected to use part of each holiday to manage their GCSE/GCE workload, especially coursework, but this should not be excessive. Year 7 to Year 13 are expected to revise during holidays prior to College examinations (internal and external).

### Guideline homework times

YEAR	GUIDELINES
Year 7 & Year 8	30 minutes per homework, no more than 3 subjects per night
Year 9	40 minutes per subject, no more than 3 subjects per night
Year 7 to Year 9	Will not be set work in holidays with the exception of revision prior to College exams. During the exam period, there will no homework set except for revision.
Year 10 to Year 11	1 hour per option block subject spread over at least 2 nights Maths, English and Science 1 ½ hours spread over at least 2 or 3 nights.
Sixth Form	<i>suggested:</i> 4-5 hours per option choice subject per week (study periods and at home)

*These are suggested homework time guidelines- the actual amount set will vary from week to week according to what is being covered in class.*

### **Microsoft Teams**

Students are able to access their homework through Microsoft Teams and they can see an overview of their homework through the Assignments Tab on Teams. All students are expected to complete a short induction programme on the use of platforms so that they can access resources and assignments with ease. Additional guidance will also be given by subject teachers if needed.



## **The role of the College Nurse at DESC**

We have a part-time Doctor and three full-time Nurses available during the College day from 7:30am-4:30pm. You are welcome to contact our Nurses to discuss any health concerns you may have about your child(ren).

The Nurse's primary role is to:

- Administer first aid and emergency care to students
- Measure students height, weight and BMI
- Collaborate with parents and staff regarding specific health-related concerns
- Coordinate and supervise College medical examinations
- Offer health advice

The medical declaration and immunisation record are to be completed and handed in to Admissions when the deposit is paid.

The Dubai Health Authority requires that schools carry out a school medical on all new students and those in Year 10. The school Doctor will perform these medicals and a report will be sent to the parents.

It is a Dubai Health Authority requirement that school keep copies of all student's immunisation records and upload them to the HASANA System. It is important that students are vaccinated according to the recommended schedule. We will offer limited vaccinations at school. This information will be shared on the Parent Portal.

In order to minimise the spread of infection and communicable diseases, DESC has infection control procedures, these include DHA regulations with regard to COVID 19.

## **Medication**

Medication should not be carried by students (except emergency medication i.e. inhalers, epipens, insulin). A full list of medications in the clinic is available within the medical form. If your child needs another type of medicine within the school day, i.e. antibiotic, anti-depressants, etc please ensure that this is handed into the Clinic. The medicine should be marked with the student's name along with the required dose and time.

## **Communication**

Any relevant medical information/announcements throughout the school year will be found on the Parent Portal/mobile app. Please do not hesitate to contact the nurses with any questions or queries that you may have via the College Reception or by email to [descseniornurse@dessc.sch.ae](mailto:descseniornurse@dessc.sch.ae).

# ACCOUNTS DEPARTMENT

## Accounts Department Contact Details

DESC Telephone no: 04 360 4866 / 052 215 3610 / 052 215 3690

Mrs L Madden, Finance Director DESSC  
Mrs K Robinson, Senior Accountant DESSC  
Ms S Sarkare, Accounts Receivable  
Mrs E Salgado, DESC Cashier

[finance@dessc.sch.ae](mailto:finance@dessc.sch.ae)  
[accountant4@dessc.sch.ae](mailto:accountant4@dessc.sch.ae)  
[accountant3@dessc.sch.ae](mailto:accountant3@dessc.sch.ae)  
[cashier@dessc.sch.ae](mailto:cashier@dessc.sch.ae)

## Payment Methods and Details

### Skiplay:

Our preferred method of payment is via the SKI PLY app, please download SKIPLY to your mobile device and follow the sign-up instructions, details are available on our website and the Parent Portal.

### Cheque Payments:

Cheques must be crossed "account payee" and made payable to "Dubai English Speaking College", with your child's name and year group on the reverse side for our reference.

### Bank transfer payments:

If you wish to make an electronic transfer directly to our bank, the account details are as follows:

Bank Account Details	
Account name:	DUBAI ENGLISH SPEAKING SPECIAL BRANCH COLLEGE
Bank:	EMIRATES NBD
Address:	OLD METHA BRANCH, PO BOX 777, DUBAI. UAE.
Account no:	1014948518901
Swift code:	EBILAEAD
IBAN no:	AE5002 6000 101494 8518901

When making a bank transfer payment, please ensure that the following information is referenced on the transaction:

- your child's full name and account code as detailed on the invoice
- your reason for payment e.g. tuition fees, acceptance fees, trip, bus etc.

If you make an online bank transfer, where possible, please email a payment remittance/proof of transfer to: Mrs M Bell Sabumei on [dessc\\_remittances@dessc.sch.ae](mailto:dessc_remittances@dessc.sch.ae).

### Receipts:

The Accounts Department will endeavour to provide a receipt for payments within two working days. Receipts will be sent to the email address held on our database. Please ensure that any changes to your email address are communicated to your child's Parent Liaison.

Copy receipts can be sent via email or a hard copy upon request, please email Mrs E Salgado on [cashier@dessc.sch.ae](mailto:cashier@dessc.sch.ae).

# EXTRA CURRICULAR ACTIVITIES (ECAs)

At DESC, we subscribe to the idea that a rich extra-curricular programme is essential to extending learning opportunities in a less formal setting than the classroom. We aim to produce a range of exciting sporting, creative, cultural and aesthetic activities that will help all students to develop their interests and ignite new passions.

We are very proud of the extensive enrichment programme that is available to our students. It is expected that every student participates in at least one ECA per term but the reality is that many students take advantage of the number of clubs available to them and undertake more than one activity.

Parents and Students will be able to sign up for ECAs through the SchoolsBuddy platform. At the start of each term, the ECA timetable is advertised on SchoolsBuddy and information about this is also added to the College website and published on the Parent Portal/App. Students will receive information from their tutors during the first week of term and they are encouraged to select activities that harness their capabilities and inspire them to develop into the best possible version of themselves.

After joining DESC, new students and parents will be sent an activation email from SchoolsBuddy which will give information on how to register, create a username and password and how to sign up.

In summary, we aim to give all students the platforms to thrive and one of the ways we achieve this is through the extra curricular programme. If you have any queries related to our ECA programme, please email our ECA coordinator Mrs Gerber on [desceca@dessc.sch.ae](mailto:desceca@dessc.sch.ae).



# BREAKTIME

During the College day, your child will have two break times, except for a Friday where there will be one break, due to the shorter day. During this time, your child will be able to purchase food from DESCafe, or alternatively, they can bring in their own lunch from home.

Day	1 <sup>st</sup> Break	2 <sup>nd</sup> Break
Monday	10:00am - 10:20am	12:20pm - 1:00pm
Tuesday	10:00am - 10:20am	12:20pm - 1:00pm
Wednesday	10:00am - 10:20am	12:20pm - 1:00pm
Thursday	10:00am - 10:20am	12:20pm - 1:00pm
Friday	09:50am - 10:10am	N/A

We encourage all students to bring their own water bottles to College. Although water will be available to students, we would urge students to think twice about using single-use plastics and bring plenty of water to school in reusable bottles that have been labelled with their name and form group.

**PLEASE NOTE:**

DESC is a nut-free and pork-free College. Please do not allow your children to bring any food into College that contains nuts or pork. This includes spreads or cereal bars that contain nuts - these foods could trigger an anaphylactic reaction in some of our students.



At Harness Foods, we base our service on three core pillars of health, sustainability, and community. We focus on providing the DESC community with nutritious, wholesome meals to fuel tomorrow's minds at an affordable price.

## Locations

At DESC, students will find us serving a wide variety of hot and cold food and beverages from DESCafe. In H Block, students can purchase grab & go items and healthy smoothies. Sixth Form students have access to their own café located within the Sixth Form Centre.

## Payment

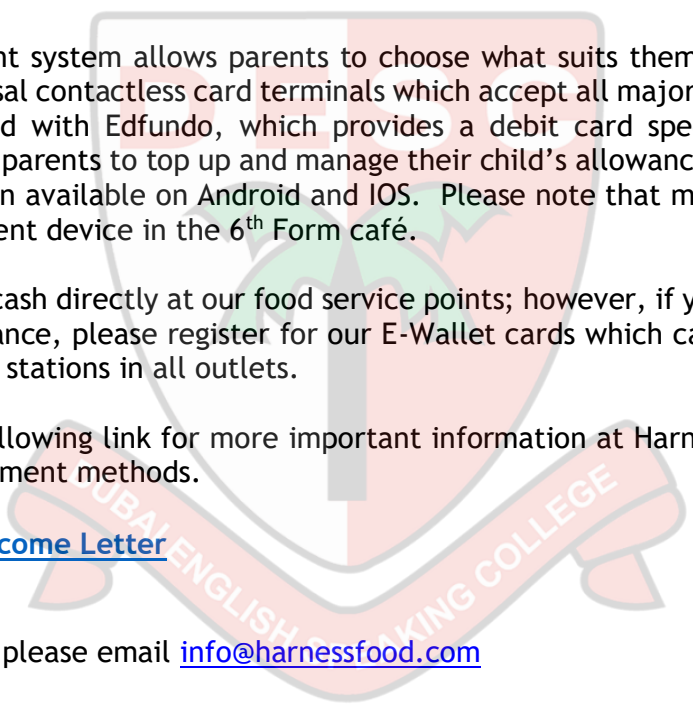
Our hybrid payment system allows parents to choose what suits them best. All our service points have universal contactless card terminals which accept all major debit or credit cards. We have partnered with Edfundo, which provides a debit card specifically designed for students. It allows parents to top up and manage their child's allowance directly through the Edfundo application available on Android and IOS. Please note that mobile phones can only be used as a payment device in the 6<sup>th</sup> Form café.

We do not accept cash directly at our food service points; however, if you prefer to give your child a cash allowance, please register for our E-Wallet cards which can be topped up using cash at designated stations in all outlets.

Please click the following link for more important information at Harness Foods and how to sign up for our payment methods.

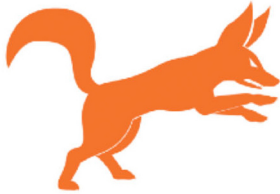
## [Harness Food Welcome Letter](#)

For any questions, please email [info@harnessfood.com](mailto:info@harnessfood.com)



# DESC HOUSE SYSTEM

## Desert House



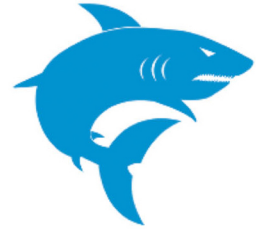
## Earth House



## Sky House



## Coast House



**Mrs Hilton**  
Head of  
Desert House



**Ms McNamee**  
Head of  
Earth House



**Mr Foster**  
Head of  
Sky House



**Mrs Acton**  
Head of  
Coast House

At DESC, our pastoral care is centred around a House System which ensures all students receive the level of personalised pastoral care that they deserve.

There are four "Houses": Desert, Earth, Sky and Coast. The first letter of each House name links back to the College as a whole, DESC, reminding us all that we are a part of the bigger community of learners and the House system as a whole aims to reflect our core values and vision.

Each House has a Head and Deputy Head of House and there is also a student body of leaders. Students can be identified as to which House they belong to from the colour on their uniform - orange for Desert, green for Earth, purple for Sky and blue for Coast.

The Houses compete in a number of sporting, academic and cultural activities for points. Each year the winning House receives the House Cup and other prizes. Academically, students will be taught in subjects in mixed House classes.

The House system is an integral and vibrant part of the College culture. Each House will consist of tutor groups from each year group from Year 7 through to Year 13. Students will register in their tutor groups which are located in the House Blocks for Year 7 to Year 11 and in the Sixth Form Centre for Year 12 and Year 13.

The House system aims to give students an identity and a sense of pride in a supportive, secure environment. The Houses provide an opportunity for positive competition and a closer relationship between students and teachers. They also aim to help new staff and students adapt to the culture of DESC.

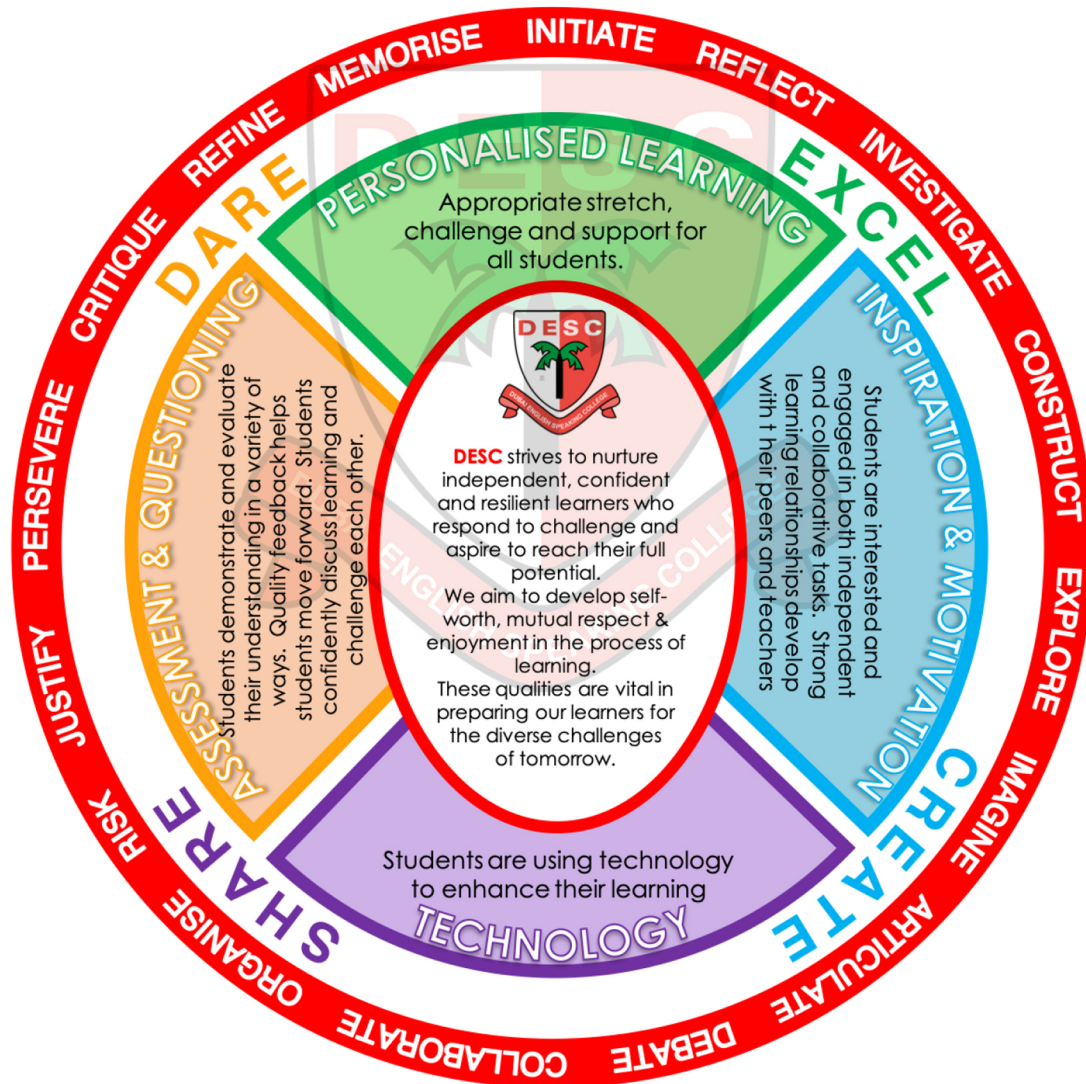
In the Sixth Form, the pastoral and academic care of the students is provided by a dedicated Sixth Form Team.

# ACADEMIC HOUSE STRUCTURE

## ACADEMIC HOUSE STRUCTURE 2023/2024

	DESERT	EARTH	SKY	COAST
HOH	Lynsey Hilton	Caroline McNamee	Alan Foster	Jessica Acton
DHOH	Ryan Patton	Emma Fletcher	Misha McDonald	Adam Pennington
AHT	Malachy McGrogan	Hani El Taher	Sophie Barratt	Joe Roberts
Year	DESERT TUTORS	EARTH TUTORS	SKY TUTORS	COAST TUTORS
7	Josephine Costello D7A (DG1) Fiona Safouani D7G (DG6) Madeleine Barnett D7L (DG7)	Sulene Groenewald E7C (EG1) Rose Baxter E7F (EF2) Duibhin Murphy E7K (EF6)	Aoife Lavelle S7B (SG5) Carol Phillips S7E (SF2) Kiah Warner S7H (SF3)	Jack Brown C7AA (CF5) Samantha Page C7D (CG6) Clotilde Leseur C7J (CG2)
8	Sophie Roberts D8AA (DF8) Melissa Pisirici D8E (DG8) Sali Rowlands D8F (DG2)	Asad Anwar E8B (EG2) Laura Palmer E8D (EF3) Elisha Slattery E8L (EF8)	Hannah Tolley S8A (HF5) Eamonn Kiely S8G (HF6) Katie King S8J (HF7)	Karen Lee C8C (CG1) Katie Mangan C8K (CF4) Niamh Murphy C8H (CG7)
9	Hayley Kidson D9B (DG5) Keri McWhirter D9H (DG3) Tori Kenyon D9L (DG4)	Beth Taylor E9C (EF7) Grainne McMullen E9G (EG22) Aishling O'Halloran E9K (EF4)	James Skinner S9AA (SF6) Elliott Flood S9D (SF5) Amanda Randall S9F (SF8)	Richard Lynch C9A (CF1) Rachel Aldred C9E (CF3) Katleen Iskra C9J (CF7)
10	Charlene Cuddihy D10C (DF1) James Crabb D10E (DF3) David Young D10G (DF2)	Ece Ramazan E10B (EF1) Paul Barratt E10D (EF21) Terri Frost E10J (EF22)	Ellie Winstanley S10H (SF1) Myfina Mortimer-Davies S10K (SF4) Rachel Lally S10A (SF7)	Tori Haines C10L (CF8) Joanne Small C10F (CG8) Patrick McMurrin C10AA (CF2)
11	Pauline Brierley D11A (DF7) Suhayb Mirza D11L (DF5) Melina Antoniou D11G (DF6)	Said Hasan E11AA (EG4) Jack Taylor E11F (EG3) Georgina Keyworth E11K (EF5)	Joanne Heckford S11C (SG6) Gary Craney S11D (SG7) Millie Stonehouse S11H (SG8)	George Cliffe C11B (CPOD) Stephanie Ansell C11E (CF6) Rachel Jennings C11J (CG3)
12	Jamie Parsons D12A (KF1) Gerry Madden D12B (LF2) Katie Hunt D12C (KF12) Katie Smith D12D (KF6)	Matt Mills E12A (LG5) Alexandra Burns E12B (LG11) Hannah Amin E12C (LG16) Kirsty Kennedy E12D (KF7)	Charlotte Andrews S12A (LG4) Beth Rix S12B (LF18) Amy Davison S12C (LF3) Fiona McClafferty S12D (LF1)	Phoebe Rogers C12A (LF12) Tom Pell C12B (LF7) Anthony McCusker C12C (LF8) David Hobday C12D (LF6)
13	Asad Rehman D13A (KF11) Finn Page D13B (KF8) Hayley Hultum D13C (LF9) Teni Odugbesan D13D (LF16)	Joanne O'Neill E13A (LF5) Ciaran Phillips E13B (KF2) Lawrence Winter E13C (LF17) Natasha Casey E13D (LF10)	Catherine Stevens S13A (LG3) Mathew Llewellyn S13B (LG13) Leann Collingwood S13C (LF14) David Brennan S13D (LG2)	Mark Gardiner C13A (LF4) Philip Oakley C13B (KF10) Snuber Azam C13C (LF11) Emily Fair C13D (LG6)
	SUPPORT TEAM	SUPPORT TEAM	SUPPORT TEAM	SUPPORT TEAM
	Sharon Davies Rob Crossley Ellie Stollery Mohammed Mumtaz Sarah Kelly Manar Elsisí Aboubakr Sheiti Shaza Idris Fatima Al Bar Ahmed Husein Zakar Mustafa Zainab Karim Anyia Kinnear Hannah Spurling Scott Danby Charlotte Walmsley Safwan Maulavi  Sophie Munro	Clare Hall Nicky Barber Susan White Kristen Bishop Dina Rahal Katharine Gracey Clare Robson Laura Reidy Wendy Adams Lauren Bradford Isobel Beighton Karen Rowe Freddie Woodward Reuben Reid  Stefan Treble Kevin McLean	Charlotte Abbott Kate Rickson Ebrahim Rawat Mike Randall Rachael Byrne Charlotte Roxburgh Durandt Gerber Sam Wormald Ivy Photiou Stevie-Leigh Bennett Jasmine Northover Harisah Khaliq Levi White Matthew Knox	Luke McHale Abigail Mann Emma-Jane Weighell Nahed Atassi Phillipe Delattre Ahmed Ramadan Marwa Rezzq Mohammed Ibrahim Nadia Alasaily Samah Darweesh Muna Hussein Mabrouka Missawi Eleanor Beer Ashley Glover Rebecca Corish Megan Hyde Daniel Totty  Mitchell Burke

Since DESC opened in 2005, Teaching and Learning is the foundation of what we do on a day-to-day basis and has been the cornerstone of our success as a College. The DESC vision, where we ‘strive to nurture independent, confident and resilient learners who respond to challenge and reach their full potential,’ is at the heart of our Teaching and Learning Centre (TLC), which we believe provides the key components necessary for excellence.



Our aim is to ensure our students are ‘future ready’ and are prepared to thrive in life beyond the College. To help us achieve this DESC teachers plan student-centred, interactive, inclusive lessons that are appropriately challenging for all students based on the Universal Design for Learning principles. It is through these well-planned lessons that students develop their learning and critical-thinking skills, alongside a deep understanding of the curriculum. The inclusion of the Science of Learning within all lessons and the introduction of effective study skills across all year groups have helped us to further prepare DESC students for the rigours of employment, vocational pursuits and lifelong learning.

All of the DESC T and L initiatives stem from this TLC, and each category has corresponding descriptions for what lessons always, aim to, and aspire to include. We encourage teachers to readily use these to evaluate their practice and understand what could be included for them to move forward, continuing to strive for excellence.

# ASSESSMENT

Please click here for a video regarding Assessment at DESC

Please find a number of Frequently Asked Questions regarding assessment at DESC:

How do we track student progress and attainment at DESC?

We use an online assessment platform called Go4Schools.

Go4Schools is used at DESC to:

- Track student progress and attainment across the curriculum
- Identify students who are showing signs of underperformance and provide personalised support
- Identify, analyse and monitor trends in student performance across our College community
- Enable students to login and view their own progress across all year groups at the College.



Parents should download the Go4Schools app by clicking on the icon (above)



As a parent, what can I expect from the Go4Schools app?

- Student performance against their MEG across the curriculum.
- 'At A Glance' progress report (brief snapshot of student assessment profile - see below).
- Detailed data for each subject that will appear as the academic year goes on.

Progress Summary

Subject name | Grade value

Arabic	9.7	Art	9.6	Comput...	9.8	Design a...	9.6	Drama	9.6	English ...	9.6	Food & ...	9.5	French	9.8	Geograp...	9.6	History	9.6	Islamic ...	9.8	Mathem...	9.8	Music	9.6	Physical...	9.4	Science	9.7	UAE Soc...	9.7
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Grades

Compact view (main grades only) | Broad view (all grades) | Detailed (main grades plus marksheet grades)

Subject	Minimum Expected Grade	Current Attainment
Arabic, Mrs N Alasally (I)	9.5	9.7
Art, Miss M Antoniou (I)	9.7	9.6
Computing, Miss C Phillips (I)	9.7	9.8
Design and Technology, Mrs K Bishop (I)	9.6	9.6
Drama, Mr R Lynch (I)	9.7	9.6
English Language, Miss L Howell (I)	9.7	9.6
Food & Nutrition, Mrs C Robson (I)	9.7	9.5
French, Mrs E Beer (I)	9.6	9.8
Geography, Mrs S Page (I)	9.7	9.6
History, Miss R Byrne (I)	9.7	9.6
Islamic Education, Mrs M Sarwat (I)	9.6	9.8
Mathematics, Mrs S Rowlands (I)	9.8	9.8
Music, Miss M Stormont (I)	9.7	9.6
Physical Education, Mr P Khan (I)	9.4	9.4
Science, Mr S Trebra (I)	9.7	9.7
UAE Social Studies, Mr P Oakley (I)	9.7	9.7

An example of a student profile on Go4Schools

MEG | Current Attainment | Assessments

Minimum Expected Grade	Current Attainment	DESC Residual Scheme	LIT 1 - LORD OF THE FLIES	LANG 1 - PAPER 1 SECTION A	LIT 2 - MACBETH	LANG 2 - FICTION WRITING	LIT 3 - UNSEEN POETRY	LANG 3 - NON-FICTION WRITING
9.5	9.5	On MEG	9.4	9.5	9.5	-	9.5	9.5
9.4	9.5	Above MEG	9.4	9.5	9.4	-	9.5	9.6
9.5	9.5	On MEG	9.4	9.5	9.5	9.4	9.6	9.6
9.4	9.5	Above MEG	9.4	9.4	9.5	9.4	9.6	9.5
9.6	9.6	On MEG	9.5	9.5	9.6	9.6	9.6	9.6
9.5	9.4	Below MEG	9.3	9.4	9.4	9.4	9.4	9.5
9.5	9.5	On MEG	9.5	9.5	9.5	9.4	9.4	9.5
9.5	9.5	On MEG	9.4	9.5	9.6	9.6	9.6	9.6
9.5	9.5	On MEG	9.5	9.4	9.5	-	9.5	9.4
9.4	9.4	On MEG	9.4	9.4	9.5	9.4	9.5	9.5
9.5	9.5	On MEG	9.4	9.5	9.5	-	9.5	9.6
9.4	9.4	On MEG	9.4	9.4	9.4	9.4	9.5	9.4
9.4	9.4	On MEG	9.3	9.4	9.5	9.4	9.3	9.4
9.6	9.6	On MEG	9.5	9.5	9.6	9.6	9.6	9.6
9.5	9.4	Below MEG	9.3	9.4	9.4	9.4	9.4	9.5
9.7	9.5	Well below MEG	9.3	9.5	9.6	9.5	9.6	9.5
9.6	9.5	Below MEG	9.5	9.5	9.5	9.5	9.6	9.6
9.5	9.5	On MEG	9.5	9.5	9.4	9.5	9.6	9.6
9.5	9.6	Above MEG	9.5	9.6	9.6	9.6	9.6	9.7

Exemplar teacher markbook

### Key information for parents:

- Students have a **Minimum Expected Grade (MEG)** for each subject that they study. This is not a target grade and represents what a student would be expected to achieve if they make average progress based on their starting point.
- Assessments undertaken throughout the year contribute to a 'rolling average' known as **Current Attainment**.
- Some **assessments are weighted differently** to reflect how subjects differ (e.g. some subjects place different emphasis on skills and/or knowledge)
- Please keep in mind that **some subjects will be entering data at different times due to the nature of their curriculum and assessments**. After **Progress Week 1**, for example, there may only be a **Current Attainment** showing for CORE subjects.
- Remember: Learning is a complex and unpredictable process. Progress and attainment are never straightforward. Students are expected to make progress, but sometimes this can take time and rarely happens in a linear fashion.

Below are some useful videos regarding a) how assessment works at the College b) the role of MEGs in the assessment process and c) how current attainment works:

Please click on the icons (right) to access basic introductions to how DESC Assessment works



How does assessment work at DESC?  
The basics



What is a MEG?  
Key terminology explained



Current Attainment  
How to use Go4Schools effectively

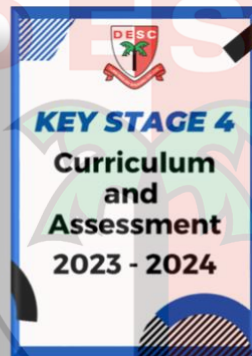
Where can I find information regarding the different assessments that my son/daughter are undertaking across the curriculum at Key Stage 3, 4 and 5?

### Key Stage 3 (Years 7-9)



At Key Stage 3, parents will find all of the information required for KS3 assessments in the Key Stage 3 Recognise sheets. In this booklet, you will find information regarding Progress Weeks, how to prepare, the topics to revise, and the types of assessments that will be taking place in each

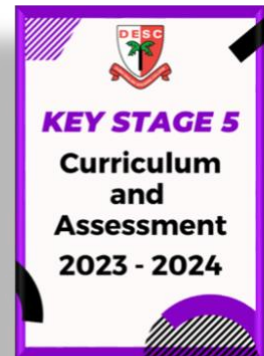
### Key Stage 4 (GCSE)



At Key Stage 4, parents can find all of the assessment information for all GCSE subjects in the Curriculum and Assessment Calendar. For each subject, this document contains information on:

- **Assessments and data releases**
- **Exam boards**
- **Exemplar materials**
- **Revision resources**

### Key Stage 5 (A Level)



At Key Stage 5, parents will be sent a similar Curriculum and Assessment Calendar to the Key Stage 4 document, and the information relates to A Levels and BTEC qualifications.

## How will DESC communicate with me regarding my son/daughter's progress and attainment?

### Progress Reports

## Reports



Y10 Progress  
Report 1, 3  
Nov 2022



Y10 Progress  
Report 2, 24  
Feb 2023



Y10 Progress  
Report 3, 19  
May 2023

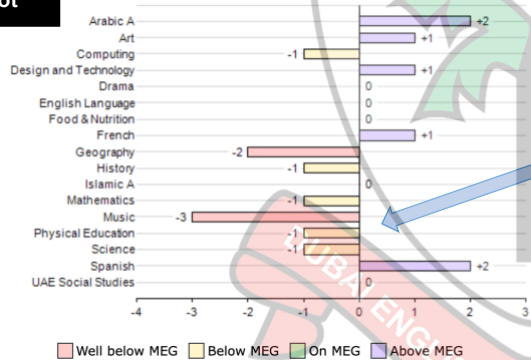
At Key Stages 3, 4 and 5, students receive three Progress Reports during the course of an academic year. These can be found on Go4Schools by clicking on the Reports tab and then on the PDF document. These reports are released at different times depending on the Key Stage. For example, Years 7, 8 and 9 receive one Progress Report after a Progress Week at the end of each term.

This ensures that you as parents receive a 'snapshot' of how your son/daughter is getting on. Please keep in mind that you can login to Go4Schools at any time to check on your son/daughter's progress (the data is live).

Go4Schools: What does a 'Snapshot' demonstrate?

The 'Snapshot' within the Progress Report allows you to see a clear visual representation of your son/daughter's progress as measured against their Minimum Expected Grade. Please note a '0' (zero) represents expected progress, whilst a positive or negative number would represent either excellent or less than expected progress. Please see example below:

#### Exemplar 'Snapshot'



Go4Schools helps to provide a 'snapshot' of attainment against a student's MEG in each subject.

Learning is never 'linear' and occasionally students will fall below their MEG in a subject. This will then 'trigger' intervention from their teacher in that subject.

It is important to view this data in the wider context of an academic year and Key Stage. MEGs are not targets, and students should always aspire to reach and exceed their MEGs across all subjects as they work their way through assessments.

## Attitude to Learning

The final part of a Progress Report is an A2L grade. This reflects how well a student has worked in each subject. The following is a summary of how A2L grades are decided:

<b>Exemplary Learners</b>	<b>4</b>	A highly motivated exemplary student. A reflective learner who works hard and is highly organised.
<b>Consistent Learners</b>	<b>3</b>	A motivated student, who demonstrates a keen interest in their work and is determined to do well.
<b>Inconsistent Learners</b>	<b>2</b>	A student who has an inconsistent attitude to learning. They have displayed some motivation and initiative and have sought assistance at times. Their behaviour may have a negative impact on their learning.
<b>Disengaged Learners</b>	<b>1</b>	A student who lacks initiative or motivation. They may have shown the capacity to learn but at times have chosen not to do so. Their behaviour can have a negative impact on other people's learning.

## Parent Consultation Evenings

Parent Consultation Evenings are carefully woven into the College calendar so that when you have received a Progress Report, you can then meet with your son/daughter's teachers to discuss their performance. Teachers will discuss how students have performed against their MEG, identify strengths and highlight areas for development. DESC teachers set assessments as a formative and developmental process, and students should consequently use feedback from teachers and their progress reports to help enhance their performance in future assessments.

### What happens if my son/daughter falls below their MEG?

Students occasionally find that they are working below their Minimum Expected Grade in a subject. In these circumstances, their teachers will provide personalised intervention in order to ensure that students are on track.

### What other types of testing occurs during an academic year? What are these tests for? Does my son/daughter need to participate?

Students at DESC undertake a wide range of testing. Some testing has obvious and practical rationale (such as the CAT4 testing that is used in conjunction with previous data to establish students' Minimum Expected Grades across all Key Stages). Other testing is government mandated by the Knowledge and Human Development Authority (KHDA). An example of statutory testing are the PISA and TIMMS testing.



**Below you will find useful definitions of the types of testing that occurs at the College:**

<b>Go4Schools</b>	<b>Assessment tracking system (DESC)</b>	An online data tracking system that allows us to monitor students both individually and collectively. It helps us to identify trends in student performance and ensure that data drives teaching and learning. Both parents and students can log in and track progress/attainment.
<b>GCSE</b>	<b>General Certificate of Secondary Education</b>	Students undertake these qualifications during <b>Year 10 and 11</b> (14-16).
<b>A Level</b>	<b>Advanced Level Qualifications</b>	Students undertake these qualifications during <b>Year 12 and 13</b> (16-18).
<b>Key Stage 4 and 5 Curriculum and Assessment Calendar</b>	<b>An overview of key assessments at GCSE and A Level</b>	A calendar that details assessments that contribute to current attainment on Go4Schools (separate booklets for KS4 and 5)
<b>Progress Weeks</b>	<b>Five calendared weeks during which assessments take place at Key Stage 3</b>	Progress Weeks are there to protect key assessment opportunities for students. Year 7,8 and 9 students undertake assessments during these weeks, and then reflect on their work during RISE WEEKS.
<b>Recognise Sheets</b>	<b>Key Stage 3 assessment information booklets</b>	These are produced by each subject in order to outline the key content and skills required for assessments during Progress Weeks. They are published for parents in order to help them to provide support for assessments.
<b>CAT4</b>	<b>Cognitive Ability Tests (GL)</b>	Taken by students in 7, 10 and 12 in order to establish future learning potential/MEGs. (Four 'batteries'/key areas tested).
<b>MEG</b>	<b>Minimum Expected Grades</b>	Each student will be issued with a MEG per subject at each key stage (at GCSE this is 9-1, at A Level this is A*-G). These are generated by the CAT4 testing.
<b>PASS</b>	<b>Pupil Attitudes to Self and School Survey (GL)</b>	The PASS test gives us an indicator about a child's attitudes to school. This information is used to identify any potential barriers to learning.
<b>NGRT</b>	<b>New Group Reading Test (GL)</b>	This is a standardised test that is taken by students in order to establish how able they are at reading against national averages. It allows us to also determine key data such as reading ages.
<b>PTS/M/E</b>	<b>Progress Tests in Science/Mathematics /English (GL)</b>	KHDA mandatory tests. The data from the tests allows us to compare ourselves with schools nationally and internationally. We also use it alongside teacher assessment data and to inform

		school development action planning. Students take these tests at the end of every year from Year 4.
<b>BTEC</b>	<b>Work related qualifications (vocational)</b>	Some students opt to undertake these instead of traditional A Levels. They are career focused qualifications that develop the skills, knowledge and behaviours that universities and employers are looking for.
<b>PISA</b>	<b>Programme for International Student Assessment</b>	Mandatory International Assessment that focuses on students' ability to use their reading, maths and science knowledge and apply it to real world situations. <b>Students are selected at random from Year 10 (must be 15 years old) every three years.</b>
<b>TIMSS</b>	<b>Trends in International Mathematics and Science Study</b>	Mandatory International Assessment taken in <b>Year 5 and Year 9</b> every 4 years to measure trends in Science and Maths.
<b>SEND</b>	<b>Special Educational Needs and Disabilities</b>	SEND students are those who require additional support at the School and College. This could be due to a disability, disorder, impairment or anything else that might affect a student's ability to engage with education.

## Where can I find additional information about the public examinations at Key Stages 4 and 5?

### GCSE and A Level Examinations

Students at DESC sit both internal and external assessments and examinations. Students from Years 10 to 13 sit external examinations (a small number of Year 9 students also sit examinations). These external examinations are the GCSE and GCE (A Level) examinations. The fees for the external examinations are in addition to tuition fees and are charged based on the subject entries for each student.

Further details regarding examinations can be found in our Exams Guidebook, which can be found on the Examinations section of our website [HERE](#). On the website, you will find useful information regarding:

- 1. GCSE and A Level Results:** A detailed breakdown of our exceptional results across Key Stages 4 and 5.
- 2. DESC Examinations Guidebook:** All of the information that both parents and students require before embarking upon their GCSE and A Level examinations.
- 3. DESC Exam Pack:** A list of equipment that all GCSE and A Level students require for their examinations.

### Study Leave

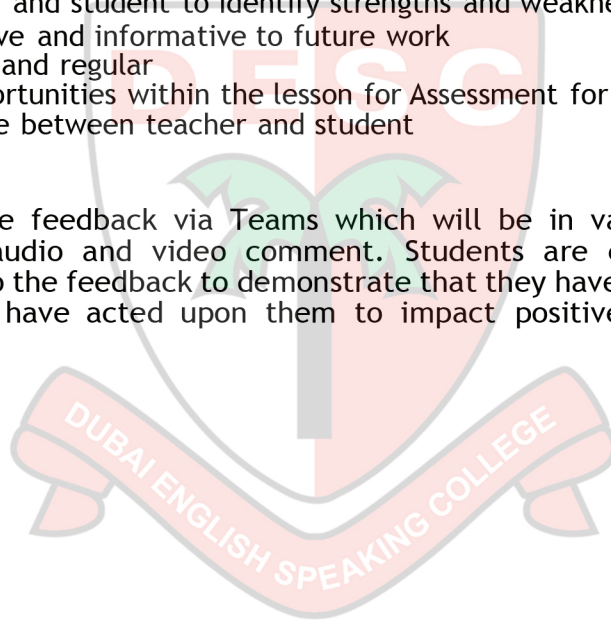
Year 11 and 13 students will be given official study leave periods, which will be notified in writing. For other year groups, and for examinations that occur outside of official study leave periods, students may have the day of an exam off from College to study. This is classed as authorised absence. Any further time taken off from College for studying will be classed as unauthorised. For mock examinations (sometimes referred to as End of Year Exams), students may be given study leave.

DESC provides regular feedback so that students know how they are performing, and personalised guidance about how to move forward. Written feedback is typically provided every 2 to 3 weeks, with verbal feedback on a lesson by lesson basis.

The purpose of marking at DESC is to:

- improve learning
- provide feedback to student and teacher
- help teacher and student to identify strengths and weaknesses which is constructive and informative to future work
- be frequent and regular
- provide opportunities within the lesson for Assessment for Learning
- be a dialogue between teacher and student

Students will receive feedback via Teams which will be in various forms including written, audio and video comment. Students are expected to provide a response to the feedback to demonstrate that they have understood the comments and have acted upon them to impact positively on their learning.



Please click [here](#) for an information video on the DESC curriculum.

The DESC curriculum is organised to maximise time spent learning in the classroom and to ensure a personalised and inclusive experience for all students.

The College follows the British Curriculum and therefore offers GCSE, A level and BTEC qualifications. Over the course of a week, students are taught 29 timetabled lessons.

### KS3 Curriculum

DESC's KS3 Curriculum is innovative. With a focus on creating memorable, active and diverse learning experiences for our students, there are extensive opportunities to ensure that talents, aspirations and interests are nurtured. The overall structure of the Key Stage is based on a rhythm with Progress (assessment) and RISE (reflection) weeks built in to compliment the natural learning cycle and to provide students with the opportunities to make sustained progress. Transfer of learning between different subjects is systematically planned to ensure that students are increasing both their knowledge and their skill, in interesting contexts.

Emphasis is placed on the transition in and out of this vital Key Stage to ensure that it is seamless and meaningful. Schemes of work are regularly and rigorously reviewed to keep the Curriculum fresh, exciting, relevant and in line with National and Emirate priorities. Our inclusive ethos ensures that experiences are personalised and that students are prepared and eager for the next stage in their DESC journey.

### KS4 Curriculum

DESC's KS4 curriculum prepares our students for their GCSE examinations whilst not compromising on their personal and emotional development. Our inclusive ethos ensures that the acquisition of knowledge is complimented with development of skill and understanding across an extensive range of choices and pathways. Cross curricular links are purposeful and lead to a significant enhancement of transfer of learning between different subjects. KS4 has recently undergone a rigorous review, instigated by changes to exam specifications, resulting in an acute focus on Reading Literacy, Entrepreneurship and ensuring that learning experiences are grounded in real world contexts. The curriculum is also multi-faceted: Daily, Extra, Super and Cross which ensures that there is breadth and balance as well as personalisation and coherence.

### KSS Curriculum

Post 16 provides further personalisation and choice for all of our students. The Curriculum is progressively structured to offer both academic and vocational pathways for our inclusive intake of students. Through innovative sequencing and systematic planning, students develop their critical thinking and research skills in meaningful and interesting contexts. The DESC Post 16 curriculum champions independent learning alongside collaboration whilst enthusing rather than just preparing our students for the world of work or further education. All stakeholders (staff, parents, students) are involved in regular, holistic reviews of the curriculum and the latest educational research is also used to ensure that it remains cutting edge. The DESC curriculum is continuously evolving to ensure that the needs of all, not most, are not just met but exceeded. Recent adaptations include our EPQ programme, which has enhanced our outstanding provision.

# KS3 CURRICULUM RHYTHM 2023- 2024

				DIVERSE	EMIRATI	SPECIALIST	CORE			
WEEK	DATE	EVENTS	ASSESSMENT	REPORTS DATA	PARENTS' EVENINGS	DRAMA, MUSIC, ART, DT, IT & FOOD	MORAL, SOCIAL & CULTURAL STUDIES, ISLAMIC	MFL, PE, GEOGRAPHY, HISTORY	ENGLISH, MATHS, SCIENCE, ARABIC A & ARABIC B	
TERM ONE (14)	7 (34)	0B 28.08.23				SETTLE	SETTLE	SETTLE	SETTLE	
		1A 04.09.23	CAT 4							
		2B 11.09.23								
		3A 18.09.23							UNIT 1	
		4B 25.09.23	PROPHET'S BIRTHDAY 29.09			YR 7 TUTOR 360				
		5A 02.10.23		KS3 PROGRESS 1 CORE						PW1
		6B 09.10.23					RISE WEEK			RISE WEEK
	16.10.23	INSED DAY 16.10					UNIT 1	UNIT 1		
	7A 23.10.23			YR 7						
	8B 30.10.23									
	9A 06.11.23								UNIT 2	
	10B 13.11.23									
	11A 20.11.23		KS3 PROGRESS 2 ESC				PW2	PW2	PW2	
	12B 27.11.23	COMMEMORATION DAY 01.12				RISE WEEK	RISE WEEK	RISE WEEK	RISE WEEK	
13A 04.12.23			YRS 7,8 & 9			RISE WEEK	RISE WEEK	RISE WEEK		
11.12.23										
18.12.23										
25.12.23										
TERM TWO (11)	6 (30)	14B 01.01.24	FIRST DAY T2 02.01.24							
		15A 08.01.24	YEAR 9 OPTIONS EVE 11.01							
		16B 15.01.24				YR 9			UNIT 3	
		17A 22.01.24				YR 8 TUTOR 360				
		18B 29.01.24		KS3 PROGRESS 3 CORE						PW3
		19A 05.02.24					RISE WEEK	RISE WEEK	RISE WEEK	RISE WEEK
	12.02.24						UNIT 2	UNIT 2		
	20B 19.02.24									
	21A 26.02.24									
	22B 04.03.24								UNIT 4	
	23A 11.03.24	RAMADAN STARTS 10.03.24								
24B 18.03.24	RAMADAN									
25.03.24	RAMADAN									
01.04.24	RAMADAN									
08.04.24	INSED DAY 08.04 EID 09-12.04									
TERM THREE (12)	12 (57)	25A 15.04.24		YRS 7,8 & 9						
		26B 22.04.24								
		27A 29.04.24				YR 9 TUTOR 360				
		28B 06.05.24								
		29A 13.05.24				YR 7				
		30B 20.05.24		PROGRESS TESTING				UNIT 3	UNIT 3	UNIT 5
		31A 27.05.24	INSED DAY 31.05			YR 8				
		32B 03.06.24								
		33A 10.06.24								
		34B 17.06.24	EID 17-18.06							
		35A 24.06.24		KS3 PROGRESS 4 ESC				PW4	PW4	PW4
		36B 01.07.24	LAST DAY 05.07		YRS 7,8 & 9		RISE WEEK	RISE WEEK	RISE WEEK	RISE WEEK

As can be seen from the year plan above, the academic year is rhythmic with **Progress** and **RISE** weeks denoting weeks of assessment and exceptional experiences respectively.

During **Progress** weeks the College calendar will be kept calm whilst students are completing assessments. On the other hand, **RISE** weeks may include themes or trips for the students to take part in without jeopardising curriculum time.

Advice for Progress and RISE weeks is shared with all involved in the form of 949 practical advice.

### Progress Week Students

1. Know when your assessments are
2. Pack your bag carefully the night before
3. Go to bed early all week
4. Eat a healthy breakfast each morning
5. Stay hydrated throughout the day
6. Get outside and relax for at least 30 mins each day
7. Take a deep breath if any assessment questions are tough
8. Remember that you are brilliant and can do this!
9. Plan something you enjoy as a treat at the end of the Progress week

### Progress Week Parents

1. Organise the family calendar carefully
2. Set earlier bed times
3. Enjoy a healthy family meal each evening
4. Get outside each day and enjoy some physical activity together
5. Ask how their assessments were and reassure them
6. Fill the fridge with healthy snacks and water
7. Pop a motivational note in their bag or lunchbox
8. Monitor their screen time and keep it to a minimum
9. Plan a family treat at the end of the Progress week

### RISE Week Students

1. Unplug yourself - breathe and reset
2. Enjoy your lessons and bring enthusiasm and energy
3. Engage with your assessment feedback- don't be afraid to ask...
4. Take the opportunities to Lead and work as a Team
5. Group yourself with someone you haven't worked with before
6. Consider trying a new ECA.
7. Stay active - keep doing what you love
8. Drink even more water - you're going to need it!
9. Enjoy your well-earned break

### RISE Week Parents

1. Introduce a fun morning ritual
2. Play some uplifting music or the radio to brighten up the school run
3. Let your son/daughter teach you something new
4. Enjoy a 'treat' meal as a family
5. Don't forget those dinner time conversations
6. Ask - 'What made you smile today?'
7. Pack an unexpected treat in their school bag or lunch box
8. Treat them to a 'Holiday Read'
9. Enjoy a well-earned family break

# DESC KS4 CURRICULUM PLAN 2023- 2024

		WEEK	DATE	CALENDAR	YEAR 10	YEAR 11	
TERM ONE (14)	7 (34)	0B	28.08.23				
		1A	04.09.23				
		2B	11.09.23				
		3A	18.09.23				
		4B	25.09.23	PROPHET'S BIRTHDAY 29.09			
		5A	02.10.23			PROGRESS REPORT 1	
		6B	09.10.23			PARENTS' EVENINGS	
			16.10.23	INSED DAY 16.10			
	7 (34)	7A	23.10.23				
		8B	30.10.23			PROGRESS REPORT 1	
		9A	06.11.23				
		10B	13.11.23			PARENTS' EVENINGS	
		11A	20.11.23			SIXTH FORM OPEN EVENING	
		12B	27.11.23	COMMEMORATION DAY 01.12			
13A		04.12.23			PROGRESS REPORT 2		
		11.12.23					
		18.12.23					
		25.12.23					
TERM TWO (11)	6 (30)	14B	01.01.24	FIRST DAY T2 02.01.24			
		15A	08.01.24			MOCK EXAMS	
		16B	15.01.24				
		17A	22.01.24				
		18B	29.01.24				
		19A	05.02.24			PROGRESS REPORT 3 AND PARENTS EVE	
			12.02.24				
	5 (25)	20B	19.02.24			PROGRESS REPORT 2	
		21A	26.02.24				
		22B	04.03.24			PARENTS' EVENINGS	
		23A	11.03.24	RAMADAN STARTS 10.03.24			
24B		18.03.24	RAMADAN				
		25.03.24	RAMADAN				
		01.04.24	RAMADAN				
		08.04.24	INSED DAY 08.04 EID 09-12.04				
TERM THREE (12)	12 (57)	25A	15.04.24				
		26B	22.04.24				
		27A	29.04.24			GOOD LUCK ASSEMBLY 07.05	
		28B	06.05.24			STUDY LEAVE & PUBLIC EXAMINATIONS	
		29A	13.05.24				
		30B	20.05.24				PROGRESS REPORT 3
		31A	27.05.24	INSED DAY 31.05			
		32B	03.06.24				PROJECT 10.5
		33A	10.06.24				
		34B	17.06.24	EID 17-18.06			
		35A	24.06.24				
		36B	01.07.24	LAST DAY 05.07			PROJECT 10.5

\*Key Stages 4 and 5 also follow a rhythm for their subjects with mock examinations and study leave planned for in advance. Please refer to the Curriculum and Assessment Calendar for more information on individual subjects.

# DESC KS5 CURRICULUM PLAN 2023- 2024

		WEEK	DATE	CALENDAR	YEAR 12	YEAR 13	
TERM ONE (14)	7 (34)	0B	28.08.23		INDUCTION DAYS		
		1A	04.09.23				
		2B	11.09.23				
		3A	18.09.23				
		4B	25.09.23	PROPHET'S BIRTHDAY 29.09			
		5A	02.10.23				
		6B	09.10.23				
			16.10.23	INSED DAY 16.10			
	7 (34)	7A	23.10.23		PROGRESS REPORT 1	PR1 & PARENTS' EVENINGS	
		8B	30.10.23				
		9A	06.11.23		PARENTS' EVENINGS		
		10B	13.11.23				
		11A	20.11.23				
		12B	27.11.23	COMMEMORATION DAY 01.12			
13A		04.12.23					
		11.12.23					
		18.12.23					
		25.12.23					
TERM TWO (11)	6 (30)	14B	01.01.24	FIRST DAY T2 02.01.24			
		15A	08.01.24				
		16B	15.01.24				
		17A	22.01.24			PROGRESS REPORT 2	
		18B	29.01.24				
		19A	05.02.24				
			12.02.24				
	5 (25)	20B	19.02.24				
		21A	26.02.24		PROGRESS REPORT 2	MOCK EXAMS	
		22B	04.03.24				
		23A	11.03.24	RAMADAN STARTS 10.03.24		PROGRESS REPORT 3	
24B		18.03.24	RAMADAN				
		25.03.24	RAMADAN				
		01.04.24	RAMADAN				
		08.04.24	INSED DAY 08.04 EID 09-12.04				
TERM THREE (12)	12 (57)	25A	15.04.24			PARENTS' EVENINGS	
		26B	22.04.24				
		27A	29.04.24		PROGRESS REPORT 3		
		28B	06.05.24			GRADUATION AND PROM	
		29A	13.05.24			STUDY LEAVE & PUBLIC EXAMINATIONS	
		30B	20.05.24		FOCUS FORTNIGHT		
		31A	27.05.24	INSED DAY 31.05			
		32B	03.06.24		END OF YEAR EXAMS		
		33A	10.06.24				
		34B	17.06.24	EID 17-18.06			
		35A	24.06.24				
		36B	01.07.24	LAST DAY 05.07	PROJECT 12.5 OFF SITE		

\*Key Stages 4 and 5 also follow a rhythm for their subjects with mock examinations and study leave planned for in advance. Please refer to the Curriculum and Assessment Calendar for more information on individual subjects.



# DESC TRANSPORT SERVICES

Our Student Transport Service is provided by STS, a well-known bus provider across the GCC.

STS operates in compliance with all specifications and regulations as recommended by the Roads and Transport Authority (RTA) and Knowledge and Human Development Authority (KHDA). All buses are installed with smart bus technology which includes GPS tracking, CCTV systems and RFID scanners.

All STS staff, including the Drivers and Bus Guardians, are fully trained and hold regulated RTA issued permits and licences which are reviewed and renewed annually.

Our dedicated DESC Bus Coordinator, liaises with parents, students and STS staff to ensure that the Student Transport Service is safe and operating effectively. The Bus Coordinator's office is located in F Block and they can be contacted via the following email: **descbuses@dessc.sch.ae**. Parents will also be sent a phone number in case they need to contact the Bus Guardian during the bus journey; this will be shared once applications have been approved.

The Student Transport Service includes two journeys per College day, to and from the College site. We ensure that your child(ren) arrive safely and promptly to school and return home later that day in the same manner. The Pick Up and Drop Off times vary between buses and details of these times will be sent to you when you inquire about the service. All buses leave the College site at the same time: Mondays - Thursdays at 3:15pm and Fridays at 12:10pm.

We also offer a limited 'ECA Bus' service which Bus Users can use if they are taking part in Extra Curricular Activities (ECAs) after College hours. This service leaves the College at 4:30pm (2:00pm on Fridays) and serves several areas - the Bus Coordinator will share the locations and times with you when you apply for the Student Transport Service. Unfortunately, we do not offer a one-way service.

We expect all parents to read the guidelines carefully below before committing to a place on the Student Transport Service.

## Pick Up and Drop Off Protocols

All bus routes have designated Pick Up and Drop Off points which are determined between our Bus Coordinator and STS. These points are selected with student safety and RTA regulations in mind. Unfortunately, we cannot provide a door-to-door service and drivers must always follow the designated routes. Students will only be permitted onto and off the bus service at their designated locations. Please see guidelines below should you wish to change a location.

It is the responsibility of parents to ensure their children are at the Pick Up location on time. Buses will not leave the Pick Up location ahead of schedule. However, due to timing pressures, buses will not wait more than one minute past the scheduled Pick Up time before moving on to the next location.

We request that parents do not block the Pick Up and Drop Off locations when waiting to collect their child, as this can delay the service.

In the unlikely event that the bus is delayed by more than 15 minutes parents will be notified via the STS Parent App or by SMS.

The daily route and travel times may vary slightly during the year depending on student numbers and road alterations. You will be notified by email of any changes.

If your child is not using the bus service one morning, for example they are unwell and not attending College, it is courteous to inform the Bus Guardian by sending them an SMS prior to your usual Pick Up time.

## **Changes to the Bus Arrangements**

Students should always use their designated Pick Up and Drop Off Locations. If a child requires an alternative location on the same bus route, a request must be sent via email to the Bus Coordinator. This location will not be changed until you receive email confirmation from the Bus Coordinator. Please note that students in Years 12 and 13 can request an alternative Pick Up and Drop Off Location without prior consent from their parents.

If you would like your child to use an alternative bus temporarily, you must inform the Bus Coordinator via email ([descbuses@dessc.sch.ae](mailto:descbuses@dessc.sch.ae)) prior to the day of the requested change. Students will not be allowed to change buses without prior approval.

If your child would like to bring an additional student on the bus who is not a regular bus user, you must send a request for this via email to the Bus Coordinator ([descbuses@dessc.sch.ae](mailto:descbuses@dessc.sch.ae)) prior to the day of the requested change. Additional students will not be allowed to use the bus without prior approval. If/when this has been approved, the additional student must obtain a single Journey Bus Pass at 30AED from the Bus Office located upstairs in F Block.

If you move to a new house or require a different bus for any other reason, please inform the Bus Coordinator at least one week before the scheduled change using the Moving Request Form. Only the Bus Coordinator can approve these requests.

Please note that although we will try our best to accommodate all requests, we cannot guarantee any changes to daily bus arrangements. Incorporating a new location among existing bus routes and/or providing a seat on a different route will not always be possible and seats may not be available. It is advisable to check in advance if the service will be available; please email the Bus Coordinator with any queries.

## **Student Code of Conduct**

Please refer to the DESC Student Transport Service Code of Conduct and ensure your child(ren) are aware of the behaviour expected on the school buses. The Code of Conduct will be sent to both parents and students prior to using the bus service for reference. The Bus Guardian will report any student who does not follow the Code of Conduct to the Bus Coordinator. The incident will be recorded and dealt with by the relevant House Team.

Please refer to the Code of Conduct for more details on etiquette, health and safety and behaviour on the bus.

## Fees

The cost of the bus service varies between bus routes. Details of the cost will be sent to you when you inquire about the service. Please note that the service is an annual charge, split between two payments scheduled in **September and January**.

The Student Transport Service fee will cover the service from the first day of the academic year until the last day of the academic year, as per the published calendar.

When you have registered your child for the Student Transport Service you will be sent an invoice from DESSC accounts team. Payment will be expected within 30 days of the date on the invoice. If term has started and you are still within the 30-day payment window, your child is welcome to use the bus.

Any fees not paid by the due date will incur a suspension from the bus service until payment is made.

If you arrange to change buses during the academic year, and the new bus runs at a higher cost to what you have already paid, we will not charge you the difference.

Any bus users who do not take the bus whilst on Study Leave, Remote, Blended or Distance Learning, or for any other reason deemed beyond the control of the College, will not be entitled to a refund or discount during this period.

If a student would like to use the bus service mid-way through the academic year, a pro-rata cost will be calculated from the start of that month. For example, if the service is to be used from the third week of October, the charge will be calculated from the beginning of October.

Our usual methods of payment will be detailed on the invoice.

### **Terminating your contract:**

If you no longer wish to use the bus service, we require written notice at least one month in advance of the last date of travel. Notice can be sent via email to the Bus Coordinator ([descbuses@dessc.sch.ae](mailto:descbuses@dessc.sch.ae)).

We cannot guarantee a refund of fees paid if you remove your child from the service. If we can find a replacement user for the service, then a refund will be given for the remaining months following the notice you have sent us. If we cannot find a replacement, no refund will be issued.

If you are leaving the College permanently, a refund will be given to you based on the number of full months remaining in the academic year. For example, if your child's final day is mid-way through March, a refund will be calculated from the beginning of April.

# DESC TRANSPORT CODE OF CONDUCT

Please note that all students must remain in their designated seats, wear seatbelt at all times whilst on the bus.

This Code of Conduct has been written to ensure that both Bus Users and Staff are safe and happy whilst travelling on the bus to and from the College. All students are to adhere to the usual DESC protocols whilst on the bus, however, this document highlights those specific to the use of student transport.

Please read this document thoroughly and ensure that your child is aware of the protocols we expect of all bus users at DESC.

## Health and Safety

The Health and Safety of our staff and students is of the upmost importance. Therefore, students must follow all Health and Safety protocols carefully and report any concerns they may have.

- Students must follow the instructions of the Bus Guardians at all times.
- Students must wear their safety seat belts at all times when seated.
- Students must sit in their allocated seat.
- Under no circumstances must any student move from their seat when the bus is in motion. Students must wait until the bus has completely stopped before attempting to get off the bus. This includes when collecting personal belongings from the overhead shelves.
- The windows of the bus should remain closed.
- All students must adhere to the 'stop' signs used by drivers and remain on the pavement until the Bus Guardian tells them it is safe to get onto the bus.
- Students must walk to the bus in an appropriate manner. Students should not run for the bus or step out in front of a bus, even when that bus is stationary.

## **Etiquette**

Whilst on the bus, students are representing the College and therefore must behave appropriately as they would do during the school day.

- Bus Guardians are tasked to ensure the safety and discipline of all students whilst using the bus service. Students must follow all instructions given by the Bus Guardians.
- Students must be courteous and respectful to drivers, Bus Guardians, and other passengers.
- Cold food and beverages are permitted on the bus, however students must ensure no litter is left on the bus and use the bin provided.
- In cases where poor behaviour is reported, the DESC House Teams will investigate and sanction following the DESC Behaviour Policy. We have the right to remove students from the Bus Service for a specific number of days if we feel their behaviour is unacceptable and not improving.
- If a student's behaviour is deemed highly unacceptable and/or there is a serious breach of health and safety, then it is at our discretion to terminate your Student Transport Contract immediately.
- Any student caught vandalising or deliberately damaging any part of the bus will have their contract terminated and their parents will be invoiced for any repair works.

## **Personal Belongings**

- All bags must be stored in either the overhead stowage or in the footwell. All personal items and devices taken onto the bus are solely the responsibility of the student. The College nor STS can be held accountable for any loss or damage.
- Any lost property found at the end of a journey will be handed to the Bus Coordinator. Items which include student names will be returned, items without will be taken to the DESC Lost Property bins outside the Auditorium.
- Students are not to bring any flammable or harmful items onto the bus.

## **Reporting an issue**

If a student would like to discuss any questions or issues regarding the bus service, they should see the DESC Bus Coordinator. The office is located upstairs in F Block.

# YOU SAID WE LISTENED

## ‘You Said We Listened’

We welcome feedback regarding any aspect of our provision. Often, your Parent Liaison will be able to assist you in providing feedback to certain members of staff, especially when this is directly linked to your child’s experience at the College.

However, there may be times you wish to make a suggestion or perhaps provide more general feedback to the College and therefore we have created an email inbox for you to direct your comments to: **[desc\\_parentvoice@dessc.sch.ae](mailto:desc_parentvoice@dessc.sch.ae)**.

This mailbox will be checked on a weekly basis and your suggestions will be forwarded on a relevant member of staff to respond.

Students are also welcome to make suggestions and provide feedback using a similar system - details of which will be shared with them by their tutor.





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