



SAFA
COMMUNITY
SCHOOL

Primary Parent Handbook

Our Vision:

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

Welcome Message

Welcome to Safa Community School which is driven by student voice and ownership. Where we treat every child as a unique individual whose ideas, opinions and questions are valued and drive the direction of the school.

Through child led learning experiences, our learners grow to be passionate, caring human beings who show empathy and respect for others and the world around them. As a forward thinking school, environmental education is embedded in our curriculum, which enables and inspires children to make a difference in the world, by making sustainable and innovative choices.

Our dedicated staff are encouraged and supported to provide high quality learning experiences which ignites a passion for learners to be: scientists, mathematicians, engineers, authors, leaders, advocates, artists, musicians and sports people.



COVID-19 Protocols

Please visit the following link for our school's COVID protocols, response team, and general information:

<https://www.safacommunityschool.com/covid-19/>

Parent Contact Details

Would you please inform the School Reception if there are any changes to your contact details as we may need to get in touch in the event of an emergency?

It is also vital that the school is told about any health matters, especially allergies relating to your child. You should have completed and returned the Medical Form to the school prior to your child starting at school.

Primary Senior Leadership Team



Jemma Hudson
Head of Primary
jhudson@safacommunityschool.com



Hannah Howard
Head of Foundation Stage
hhoward@safacommunityschool.com



Linda Marmion
Assistant Head: Year 1-2
lmarmion@safacommunityschool.com



Mark Tiley
Assistant Head: Year 3-4
mtiley@safacommunityschool.com



Dawn Wearing
Assistant Head: Year 5-6
dwearing@safacommunityschool.com

Primary Senior Leadership Team



Cherene Green
Assistant Head
Learning & Teaching
cgreen@safacommunityschool.com



Jack Luukas
Assistant Head
Curriculum & Assessment
jluukas@safacommunityschool.com



Oliver Lukeman
Assistant Head
Islamic and Arabic
olukeman@safacommunityschool.com



Useful Email Contacts

Principal – Ms. Leanne Fridd
principal@safacommunityschool.com

Principal PA – Ms. Leander Le Grange
pa@safacommunityschool.com

Reception – Ms. Penny Morgan
reception@safacommunityschool.com

Reception – Ms. Nikki Dominguez
receptionadmin@safacommunityschool.com

Primary Absence
absence@safacommunityschool.com

FS Absence
fsabsence@safacommunityschool.com

Primary PA – Ms. Rana Ghazal-Laghoutis
rlaghoutis@safacommunityschool.com

Registrar – Ms. Lesley Bradley
registrar@safacommunityschool.com

Bursar – Ms. Marlize Pather
bursar@safacommunityschool.com

Activities – Ms. Marlize Pather
activities@safacommunityschool.com

Medical Team
clinic@safacommunityschool.com

Transportation Team
transport@safacommunityschool.com

Inclusion – Ms. Nadine Hutchinson
nhutchinson@safacommunityschool.com

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

Pastoral Care

At Safa, a child's social and emotional well-being is at the centre of everything we do. We have a dedicated team of leaders who monitor the pastoral care of our learners. If you have any concerns or questions, then please do not hesitate in contacting one of our team.



Jemma Hudson
Head of Primary
jhudson@safacommunityschool.com



Hannah Howard
Head of Foundation Stage
hhoward@safacommunityschool.com



Linda Marmion
Assistant Head: Year 1-2
lmarmion@safacommunityschool.com



Mark Tiley
Assistant Head: Year 3-4
mtiley@safacommunityschool.com



Dawn Wearing
Assistant Head: Year 5-6
dwearing@safacommunityschool.com

Child Protection Team

Please see below our child protection team. If you have any concerns or queries regarding the safety of any child, then please make contact with one of our team.



Mathew Ashton
Child Protection Officer
Deputy Headteacher
Secondary
Head of Middle School
mashon@safacommunityschool.com



Leanne Fridd
Principal
principal@safacommunityschool.com



Michael Davies
Head of Secondary
headofsecondary@safacommunityschool.com



Dawn Wearing
Assistant Head: Year 5-6
dwearing@safacommunityschool.com



Nadine Hutchinson
Assistant Principal
Personalised Learning
nhutchinson@safacommunityschool.com



Jemma Hudson
Head of Primary
jhudson@safacommunityschool.com



Hannah Howard
Head of Foundation Stage
hhoward@safacommunityschool.com



Linda Marmion
Assistant Head: Year 1-2
lmarmion@safacommunityschool.com

Inclusion

At Safa, our highly inclusive ethos drives everything that we do. If you require support for your child, or any information on SEND, do please contact our inclusion team.



Nadine Hutchinson
Head of Inclusion
nhutchinson@safacommunityschool.com



Hayley Martin
KS2 Inclusion
hmartin@safacommunityschool.com



Sarah Morrissey
FS – Year 2 Inclusion
smorrissey@safacommunityschool.com



Academic Calendar for 2022–2023

Term 1	Dates
A-Level Results Day	Thursday, 18 th August 2022
GCSE Results Day	Thursday, 25 th August 2022
Year 7 and Year 12: Induction Day on school site	Friday, 26 th August 2022 09h00 to 11h00
Year 2 to Year 13: New students' drop-in session	Friday, 26 th August 2022 09h00 to 10h00
ALL FS1 to Year 1 Students: Playdates on school site	Friday, 26 th August 2022 Two sessions: 09h30 and 10h30 (Details to follow)
Start of Term 1 for ALL Students	Monday, 29th August 2022
*Prophet's Birthday	Saturday, 8 th October 2022
Half Term	Monday, 17 th October 2022 to Friday, 21 st October 2022
*Commemoration Day: School Closed	Thursday, 1 st December 2022
*National Day: School Closed	Friday, 2 nd December 2022 to Saturday, 3 rd December 2022
End of Term 1	Friday, 9 th December 2022

Term 2	Dates
Term 2 Starts	Monday, 2 nd January 2023
Half Term/ PD Week	Monday, 13 th February 2023 to Friday, 17 th February 2023
*Ramadan Begins	Wednesday, 22 nd March 2023 (evening)
End of Term 2	Friday, 24 th March 2023

Term 3	Dates
Term 3 Starts	Monday, 10 th April 2023
*Eid Al-Fitr: School Closed	Thursday, 20 th April and Friday, 21 st April 2023
Staff INSET: School Closed	Friday, 26 th May 2023
*Arafat Day: School Closed	Tuesday, 27 th June 2023
*Eid Al-Adha: School Closed	Tuesday, 27 th June and Wednesday, 28 th June 2023
End of Term 3	Friday, 7 th July 2023

All national holidays will be announced in the press by UAE authorities.
*Actual dates are subject to change - please do not book any holidays until confirmed by the school.

Our EYFS Framework

The Early Years Foundation Stage (EYFS) Framework sets out the standards for development, learning and care of children from birth to five. It is important that all children are given the opportunity to experience the best possible start to their education.

We need to ensure that our children enter school having established solid foundations on which they can build. Children will start in our Foundation Stage having had a range of different experiences. Within the FS1 and FS2, learning experiences of the highest quality are planned, considering children's needs and achievements and the range of learning experiences that will help them make progress. Well-planned play is a key way in which children learn with enjoyment and challenge, both within the indoor and outdoor learning environments. The Foundation Stage prepares children for learning in Key Stage 1 and is consistent with the National Curriculum.

For more detailed information on our FS curriculum, please click [here](#).



Primary Overview

At SCS we follow the National Curriculum of England, and the primary school is broken into two key stages: Key Stage 1 (Year 1 and 2) and Key Stage 2 (Year 3 – 6).

Our creative, child led curriculum is designed around overarching concepts, which provide students with real life context that integrates and connects all curriculum areas.

As a school, we ensure that we offer a consistent and seamless progression as the children transition across the different phases throughout the primary school.

Primary Subjects

CORE SUBJECTS

- English
- Reading Across the Curriculum
- Mathematics
- Science
- Arabic A & B
- Islamic A & B
- UAE Social Studies
- Moral Education

SPECIALIST SUBJECTS

- PE
- Swimming
- Computing / STEAM (Year 2 – Year 6)
- Art & Design
- Music
- Modern Foreign Languages
- Performing Arts (Year 3 – Year 6)
- Free Flow
- PCART

Please click [here](#) for detailed information on each core subject



Learning Gears

At SCS we provide our pupils with the skills to thrive and succeed in this changing world. We believe that children benefit from learning about their own learning. We encourage children to reflect on the way their minds work and make conscious decisions based on these reflections. At Safa, we develop the characters and attributes of our students, alongside their knowledge and understanding of the curriculum.

Our SCS Learning Gears are interwoven throughout the curriculum and daily life at Safa. The Learning Gears provide the learning skills and values that our students need not only to successfully shape their own lives but also to contribute positively to the lives of others and the planet.

Safa is a community of learners.



The skills that we embed but are not limited to:



IDENTITY

Celebrating uniqueness,
Cultural Identity,
Daring to be different



SELF MANAGERS

Crafting and improving,
Resilience, Reflecting critically,
Developing techniques



TEAM

Contributing positively,
Turn taking, Partnerships,
Sharing the product



THINKING AND QUESTIONING

Inquisitive, Wondering and
Questioning, Exploring and
Investigating, Challenging
assumptions



TALKING ABOUT LEARNING

Collaborating,
Cooperating appropriately,
Giving and Receiving Feedback



CONNECT THE DOTS

Imaginative, Using Intuition,
Making connections,
Playing with Possibilities

Foundation Stage Overview and Approach

In the Early Years, we focus on fostering a love and excitement for learning at a young age while instilling a growth mindset, a passion for following their interests and leading their own learning.

Our aim is to nurture each individual child, finding and enhancing their strengths as well as supporting them to develop new skills.

At SCS, children learn through exploration and play in our stimulating, exciting and well-resourced indoor and outdoor environments. Each Early Years classroom boasts a generously proportioned outside terrace that spans the length of the classroom and affords every class with instant access to the outdoors.

Our skilled Early Years practitioners plan enabling environments with a strong emphasis on using natural and familiar materials to explore, learn and play. Children are encouraged to take ownership over their environment with lots of opportunities for self-selection. Environments are warm, nurturing and inviting to ensure happy and settled learners.

Environmental Education

As Safa Community School is an internationally recognised Eco School, we do have our own care code and like to encourage the following:

- Limited use of plastic – try and use reusable containers for lunch.
- Recycling: As part of our community, it is important that we all use our recycling bins.
- Sustainable practices at home – Conserving water, carpooling and say **NO** to plastic bags



Positive Reinforcement

At Safa Community School, we use positive reinforcement and have a "stepped approach" for managing behaviours in the classroom or on the playground.

Reminder

Anyone who is causing disruption to learning or play will be reminded that this is not acceptable. Praise will be given to model good behaviours as a result of this reminder.



Talk Time

If a reminder is not enough, the child will be spoken to by the teacher. This will include clearly stating why the behaviour is not acceptable and giving the reasons why. Once again, if the behaviour improves, praise will be given.



Think Time

If the disruptive behaviour continues, then think time will be given in an agreed space and set amount of time. After some thinking and reflection time, the child will be welcomed to return to the lesson or playtime. At an appropriate time, the teacher or member of staff will discuss the events with the child.



Evaluation

If behaviour is persistent, the Head of Year or a member of the Pastoral Team will talk to the child to ensure that positive choices are made. These behaviours should be recorded on the pastoral concerns document and next steps will be implemented depending on the behaviours.



Monitoring

The appropriate member of the pastoral team will work alongside the child, teacher and parents to monitor behaviours to ensure that positive steps are made.





School Timings (Mondays – Thursdays)

Year Group	Morning ECA's	Bus Arrival	Morning Drop Off	Pick Up	Bus Departure	Sibling Club	ECAs
FS1		07:30	07:25-08:10	13:30	13:00	13:30-14:30	
FS2		07:30	07:25-08:00	14:10	14:40	14:10-14:30	
Years 1 – 3	06:40-07:25 (Y3 only)	07:30	07:25-07:50	14:30	14:40	14:30-15:30	14:40-15:20
Years 4 – 6	06:40-07:25	07:30	07:05-07:40	14:40	14:40	14:40-15:30	14:40-15:20
Years 7 – 13	06:40-07:25	07:30	07:05-07:40	15:30	16:10	–	15:30-16:10

Year Group	Morning ECA's	Bus Arrival	Morning Drop Off	Pick Up	Bus Departure	Sibling Club	ECAs
FS1		07:20	07:20-08:00	11:20	12:00		
FS2		07:20	07:20-07:50	11:20	12:00		
Years 1 – 3	06:40-07:25 (Y3 only)	07:20	07:15-07:30	11:40	12:00		12:00-13:00
Years 4 – 6	06:40-07:25	07:20	07:05-07:30	12:00	12:00		12:00-13:00
Years 7 – 13	06:40-07:25	07:20	07:05-07:30	12:00	12:00		

School Timings (Fridays)

- Parents are only permitted to arrive during their year group times.
- Parents with multiple siblings arrive at the earliest time with all their siblings.
- The protocols issued by KHDA permit parents to only be on site for 10 minutes.
- Only one parent/carer/guardian is permitted on site with each child e.g. if you have two children, two adults are permitted in order to take the children to separate drop off areas/collect from separate pick up points and to leave within the permitted 10-minute window.
- Only parents in FS1 to Year 3 are permitted on site. Year 4 to Year 13 students to make their own way in.
- Please do not arrive early before Gates opening times



Absence

When a child is unwell, parents should email the school before 8:00am on the first day of absence informing the school of the reason for absence. Please contact the school by email on either of the following addresses:

FS1 & FS2 Absence

fsabsence@safacommunityschool.com

Y1-Y6 Absence

absence@safacommunityschool.com

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.



Late procedure

If your child does arrive late to school, please ensure they are taken to reception where they will receive a sticker so the teacher knows they have been signed in.

They will be escorted to class by a member of staff. Your child must be 'registered' as attending each day in case of a fire or emergency.

Lateness is monitored by the Pastoral Team and the KHDA.



Early pick up from school

If you are collecting your child early from school (for example a medical appointment), please inform Reception and the class teacher 24 hours prior to pick up (if possible). You will collect your child from Reception and NOT the classroom. You will need to sign your child out in the Student Exit book located in Reception.



Late pick ups

If an unfortunate event occurs and you are late to pick up your child, then please give a courtesy call to the office.

Children will remain supervised and will be safely kept at the reception until the parent arrives. Attendance and punctuality will be monitored closely and parents will be contacted by a member of the Pastoral Team should there be any concerns.



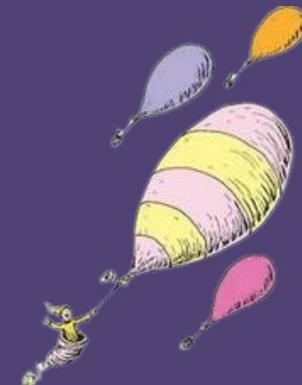
Application for Leave During Term Time

The school recognises that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents should apply in advance to withdraw pupils from school for a holiday. No more than one period of holiday of no more than five (5) days in any academic year can be authorised. Holidays are not authorised during the first and last week of each term.

To request a holiday during term time, you will need to complete our '[Application for Leave of Absence from School](#)' form which you can collect from reception. If you require the form to be emailed, please request this from reception:

absence@safacommunityschool.com

When an absence is authorised, parents will be provided with written permission. If your request has been unauthorised, and you wish to discuss further, please email Ms. Rana Ghazal-Laghoutis
primarypa@safacommunityschool.com





School Uniform

All items of uniform should be clearly labelled. Children are asked to wear navy or white socks and sensible black shoes – not trainers please (other than for PE).

Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears. All children, irrespective of gender, will be asked to tie back long hair. Colourful hairband, bows etc are not allowed. Uniform hairbands may be worn.

Girls

Purple and white striped short-sleeved dress or skirt (skirt/shorts combined) and purple and white striped short-sleeved shirt. *Long trouser option for girls from Year 5. White socks and navy/black shoes, navy sweatshirt or cardigan. Swim suit, swim hat and swim bag. Navy blue PE uniform, mainly white trainers. Sun hat. FS1-Y2 any colour book bag. Y3-6 backpack.

Boys

Purple and white striped short-sleeved shirt, navy shorts or long trousers. White socks and navy/black shoes, navy sweatshirt or cardigan. Swim suit, swim hat and swim bag. Navy blue PE uniform, mainly white trainers. Sun hat. FS1-Y2 any colour book bag. Y3-6 backpack.



School bags

All children may bring a bag of their choice (e.g. backpack) to carry other belongings; however, bags with wheels are NOT permitted.



Houses

All Safa Community School students are allocated to a house team. This is used as part of our positive behaviour management but is also linked to sports days and other cultural events throughout the year. House points are earned in line with our learning qualities and school values. House competitions will run throughout the year.

Fridays are House Days, and students from Year 1 to Year 6 are permitted to wear their House tops. These can be purchased online via this link: [Surridge and SCS](#). Additional sportswear and backpack sports bags are available for purchase [here too](#).



Healthy Eating



The school promotes a healthy balanced diet to help children stay focused and attentive during the school day.

All children need to have a mid-morning snack. We encourage fruit and vegetables, and would ask you not to send your child with chocolate, crisps or sweets of any kind.

The school has a **NO NUTS** policy due to the number of children who suffer from nut related allergies.



Water

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school daily, in a spill-proof refillable bottle.



School trips

For extra-curricular opportunities provided in school, which require a payment from parents for trips and/or performances, we ask to adhere to the cut-off dates provided to secure number and bookings. Any trips that require a deposit, when paid, will not be refundable unless agreed directly with the compay provider. For school day trips, venues and bus bookings need to be secured prior to the trip cut-off date. If your child is absent on the day of the trip, a medical certificate will be required in order for a refund to be considered.



Tuck Shop Catering

FS – Year 3

Children can bring in a packed lunch with their familiar foods from home. Alternatively, they can have lunch provided by the canteen, which is delivered to the classroom as a packed snack and lunch.

Year 4 – 6

Children will have the option of packed lunch or hot food from the canteen. Year 4-Year 6 students can use a prepaid card to pay for “Grab & Go” type foods or hot lunches. The Tuckshop Café will be cashless for students, with monies added to cashless ID cards that will be created for each child.

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



Lost property

Naming all items reduces the risk! Any items of lost property are put in the 'Lost Property Box' which is located near Reception. If your child has lost something then please check there. We will keep lost property for a reasonable period of time but it is often difficult to identify items that are not named. Displays of lost property will be made at the end of each term.



Smoking

We operate a **no-smoking policy**. Please **DO NOT** smoke anywhere within the school grounds.



Parent / Teacher Association

Safa Community School has a dedicated PTA group who lead a number of initiatives throughout the school. They are always looking for volunteers so if you would like to be involved please email them at pta@safacommunityschool.com



The Medical Clinic

Communicable Disease – If your child has a diagnosed contagious disease, then a medical certificate needs to be sent to the medical team. If there are two confirmed cases of the same disease, then those parents in the same year group will be notified.

If your child is absent from school for 3 or more consecutive days, then you must submit any documentation from the doctor. Your child can then return to school when he/she has been 24 hour symptom free.



Safe Words

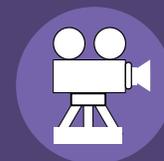
At the beginning of the academic year, all parents are to provide their classroom teachers with a safe word which should be used if they are to be picked up by a family member unknown to the school.



@safa_scs



@Safa Community School



Photography, Video, Recordings & Social Media

Students are regularly photographed, voice recorded and filmed during a school day (during learning activities, social events). These will be shared on Seesaw to parents as a way of keeping you updated in your child's learning.

At times, this content may be used for marketing and promotional purposes for instance in school displays, on the school website, on social media channels and other media.



Social Media

Safa Community School maintains official social media accounts across multiple channels. Our presence on social media not only allows us to share messages, updates and news with the public, it presents an important opportunity for us to engage directly and instantaneously with our parents and other UAE communities. These official SCS channels are consistent with our ethos, values and brand identity. Our purpose is to present the school and our education mission in a positive and informative way.

Representing the School, logo or information in an untrue or inaccurate way are not permitted and are against UAE law.



Media Consent Form

At the start of school, you can complete the Photo Consent Form to give permission for the image of your child to be used by SCS.

Failure to return the completed Photo Consent Form to your child's homeroom teacher may result in your child's inclusion in a photograph or recording and will be treated as consent for the school to utilise that photograph or recording accordingly.

The school retains a list of students whose parents have objected to or who have placed any restrictions or limitations on the use of their child's media recording. Staff members familiarise themselves with the names of the students on that list.

When you submit a completed Photo Consent Form, you are also responsible for removing yourselves and your child from areas in which photography, recording and filming is taking place, or notifying the camera operator of your opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the school to utilise that photograph or recording accordingly.

Communication at Safa Community School

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



iSAMS

The Parent Portal and iParent App are methods Safa Community School have introduced to communicate with parents. The Parent Portal can be accessed by clicking this [link](#).

All existing Safa parents will have their login details. All new parents will be issued the login details upon their children starting at Safa Community School. One Portal registration will provide access to the data of all students in one family currently at SCS.

In addition, you can also download the iSAMS iParent App. Please check the Portal or App daily for updates, as new information will be posted regularly. The school code for the iSAMS App is SAFA. The App provides a convenient way to view the same data as available on the Parent Portal in a cut down mobile version.



WhatsApp Groups

Each class will have a WhatsApp group managed by a Class Parent Representative. The sole purpose of these groups is to further enhance the communication between home and school. All parents will be asked to sign a WhatsApp Group Guidelines-Agreement Form at the beginning of each academic year to ensure the guidelines are adhered to.



Seesaw

Seesaw is our main learning platform which provides a digital portfolio of your child's learning and it is also a simple parent communication tool. Parents and children will be provided with their own login details at the commencement of the school year.





This Week We Are Learning To...

Each Thursday afternoon, classroom teachers will post on Seesaw a copy of your child's 'This Week We Are Learning To' which will be titled (for example) Year 1 W.B. 09.09. As we know you all have very busy home lives, so therefore to enable flexibility, home learning runs from a Thursday to a Thursday.



My Learning, My School

Throughout the Academic Year, parents are invited to participate in a variety of activities across different subject areas such as Sports Day, Freeflow, Parent Reading Sessions and more. This allows the parents to discuss learning with their children where they will gain the understanding of what is being taught at school.



Parent / Teacher Meetings

These take place on a regular basis, however, initially to support with Government initiatives these will be completed via video conferencing.



Reports

Parents will receive two formal school reports each year, once at the end of Term 1 and the other at the end of Term 3.



Parent Feedback & Complaints

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

We will give prompt and serious attention to any areas of dissatisfaction. We anticipate that most concerns will be resolved quickly in an informal manner by approaching the appropriate member of staff. If this does not achieve the desired result, we have a procedure for dealing with concerns.

Please click [here](#) to view our philosophy towards complaints.



Student Policies

Kindly click [here](#) to view all our policies related to:

- Child Protection and Safeguarding
- Wellbeing and Pastoral Care
- Health & Safety
- Admissions
- Communications
- Learning & Teaching
- Staff
- EYFS
- Social Media



THANK YOU

<https://www.safacommunityschool.com/>