



DUBAI INTERNATIONAL ACADEMY

DREAM  INSPIRE  ACHIEVE

Primary School

Student & Parent Handbook

2022 - 2023



DUBAI INTERNATIONAL ACADEMY
EMIRATES HILLS

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**DUBAI INTERNATIONAL ACADEMY
EMIRATES HILLS**

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Our Core Values

- To empower students Achievement
- Collaboration
- Innovation
- Integrity
- Respect
- Responsibility

Our Philosophy

- To empower students To be recognised by the success of our students in achieving their personal goals.
- To make student development the centre of all school decisions.
- To aspire to the highest internationally recognised performance standards.
- To build and celebrate a culture based on internationalism.
- To enable staff to become life-long learners through the development of their professional practice

Our Moto





**DUBAI INTERNATIONAL ACADEMY
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Dubai International Academy, Emirates Hills	
Secondary School Calendar Outline 2022-2023	
Teachers return to School for Orientation and Training	22 August 2022
Secondary School New Student and all Year 7 students Orientation	29 August 2022
All Students return	30 August 2022
Year 7 parent online information session (5:30pm)	5 September 2022
Year 8 & 9 parent online information session (5:30pm)	6 September 2022
Year 12 parent online information sessions (5:30pm)	7 September 2022
Year 10 parent online information session (5:30pm)	8 September 2022
Year 11 parent online information session (5:30pm)	12 September 2022
Year 13 parent online information sessions (5:30pm)	13 September 2022
BridgeU online session for Year 10 – 13 parents (5:30pm)	3 October 2022
Year 7 – 13 Parent Focus groups (8am – 9am)	10 – 14 October 2022
Mid-term Break	19 – 21 October 2022
Face-to-face Parent Teacher Consultations SS (No school for SS Students)	14 November 2022
Parent Teacher Online Consultations SS (3:30pm – 5:00pm)	15 - 17 November 2022
Winter Break	12 – 30 December 2022
All Students return	2 January 2023
Year 7 – 13 Parent Focus groups (8am – 9am)	6 – 10 February 2023
Mid-term Break	16 – 17 February 2023
Parent Teacher Online Consultations SS (No school for SS Students)	6 March 2023
Face-to-face Parent Teacher Consultations (3:30pm – 5:00pm)	7 - 9 March 2023
Spring Break	27 March – 07 April 2023
Eid Al Fitr **TBC	20 – 21 April 2023
End of year for students and teachers	26 June 2023
Eid Al Adha **TBC	27 – 30 June 2023



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School Timings for KG

Monday - Thursday	Lesson
KG1 07:15 - 07:30 KG2 07:00 - 07:30	Drop off
07:30 - 07:40	Registration
07:40 - 08:20	Lesson 1
08:20 - 09:00	Lesson 2
09:00 - 09:40	Lesson 3
09:40 - 10:00	Break
10:00 - 10:40	Lesson 4
10:40 - 11:20	Lesson 5
11:20 - 12:00	Lesson 6
12:00 - 12:40	Lunch
12:40 - 13:20	Lesson 7
13:30 - 14:15	CCA

Friday	Lesson
KG1 07:15 - 07:30 KG2 07:00 - 07:30	Drop off
07:30 - 07:40	Registration
07:40 - 08:20	Lesson 1
08:20 - 09:00	Lesson 2
09:00 - 09:40	Break
09:40 - 10:00	Lesson 3
10:00 - 10:40	Lesson 4
10:40 - 11:20	Lesson 5
11:20 - 12:00	Lesson 6



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School Timings for Primary

Monday - Thursday	Lesson
07:00 - 07:30	Drop off
07:30 - 07:40	Registration
07:40 - 08:35	Lesson 1
08:35 - 09:30	Lesson 2
09:30 - 09:50	Break
09:50 - 10:45	Lesson 3
10:45 - 11:40	Lesson 4
11:40 - 12:35	Lesson 5
12:35 - 13:15	Lunch
13:15 - 14:10	Lesson 6
14:10 - 15:05	Lesson 7
15:10 - 16:00	CCA

Friday	Lesson
07:00 - 07:30	Drop off
07:30 - 07:40	Registration
07:40 - 08:35	Lesson 1
08:35 - 09:30	Lesson 2
09:30 - 09:50	Break
09:50 - 10:45	Lesson 3
10:45 - 11:40	Lesson 4
11:40 - 12:00	Lesson 5 (Homeroom)



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Applications

Students Coming from Abroad

All new students must be registered with the KHDA and parents are required to sign the KHDA Parent-School contract before joining the school. Below is a list of required documents and procedures to complete your child's registration.

Transfer Certificate* and school report from leaving school (only required from Year 2 and upwards)
Copy of sponsor's passport (if student's visa and Emirates ID are still in process)
Copy of residence visa (to be produced within 45 days of starting date)
Original Emirates ID of Main Sponsor and Student (to be produced within 45 days of starting date)
Sign the KHDA Parent-School Contract before your child's first day in school.

* Children transferring from a school within the GCC Countries (Saudi Arabia, Kuwait, Bahrain, Qatar and Oman), must have the original Transfer Certificate attested by the Ministry of Education located in the country of their leaving school.

* Children coming from other countries should have the original Transfer Certificate attested by the Educational Authorities, Ministry of Foreign Affairs and the UAE Embassy, all located in the country of their leaving school. Exempted are Canada, USA, Western Europe, Japan, Australia and New Zealand.

* Should you be unable to produce your and your child's Emirates ID card by the 45-day grace period you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to the KHDA.

Students Coming from Another Emirate Within the UAE

Transfer Certificate from leaving school attested by Educational Zone
Copy of Emirates ID of Main Sponsor and Student
Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school.

*Should you be unable to produce your and your child's Emirates ID card by the 45-day grace period you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to the KHDA.7



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Dubai Inter-School Transfer – KG2 upwards

KHDA Leaving Certificate and school report from leaving school
Copy of both parent's and student's Emirates ID
Sign the KHDA Parent-School Contract before your child's first day in school. Instructions will be sent to you by the school.

* Should you be unable to produce your and your child's visa and ID card by the 45-day grace period you would need to obtain written permission from the KHDA for your child to continue in our school. We strongly suggest that you try and arrange a fast track visa and Emirates ID card to avoid having to report to KHDA.

Online Registration

Parents will be informed via email of when registration opens and provided with a direct link to the activities and online enrollment form. Please ensure that you enroll your child within the time frame to avoid disappointment.

Activities will be allocated on a first come basis subject to the available capacity, we will try to assign the activities as per the preference indicated.



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School Procedures

School Uniform

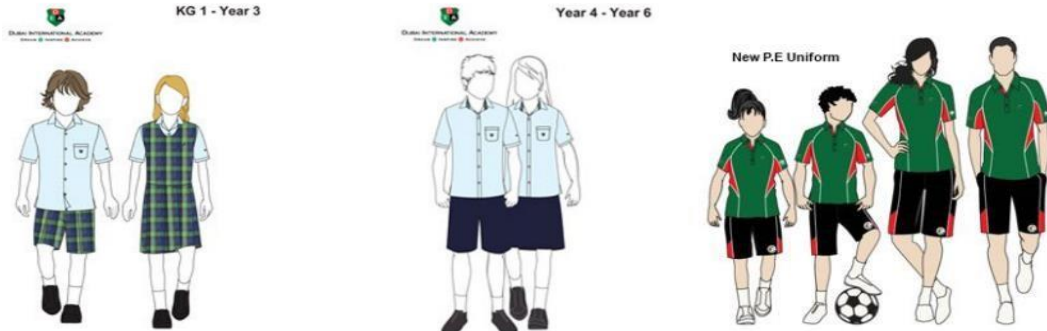
- School uniform, only available from our uniform supplier, ZAKS, is obligatory for ALL students from KG1 to Year 6 and any alterations to the school design will not be accepted.
- Students should be clean and neat in their appearance at all times.
- Exaggerated or extreme hair-styles are not allowed. Hair that is touching the collar for either boys or girls, should be tied back for the student's safety.
- In winter girls may wear black or dark blue tights during cooler months. DIA warm fleeces and tracksuit pants are available for purchase from ZAKS. If after reminders from staff, a student does not respect the DIA dress code, parents will be notified.
- Jewellery, consisting of a simple chain necklace inside the school shirt and one pair of earrings of a stud or small loop style is permitted. Piercings should be acquired during the summer term to allow them to settle in as earrings should be removed during PE. The school does not accept any responsibility for any lost jewellery items.
- All hair should be kept tidy and with extreme styles and colour avoided.

Year	Boys	Girls
KG1, KG2, Years 1, 2 & 3	Regulation plaid shorts, Sky blue shirt	Regulation plaid tunic dress Regulation Skort Sky blue blouse
Years 4, 5 & 6	Regulation navy shorts or trousers	Regulation navy skirt or culottes or trousers
	Sky blue shirt with plaid inside collar	Sky blue blouse with plaid inside collar
Swimming	Speedo or mid-thigh shorts Swim cap	One-piece swimsuit Swim cap
PE	PE T shirt with the correct house logo on the sleeve. There is also a choice of tracksuit pants and top for the cooler months which are optional items. Trainers with non-marking soles.	
Footwear	Black footwear with non-marking soles.	
Cap	It is recommended that all students wear a cap when playing outside.	
Bag KG1 and KG2	DIA navy blue book bag	
Bag Year 1 to Year 6	Any appropriate bag into which school books and other school day items can be fitted.	

NB: All items of school uniform must be clearly labelled with the student's name.



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PE Days

Your child's timetable will indicate on which days PE lessons will take place.

- Jewellery is not permitted during PE days. Please remove or tape earrings on these days. Teachers will not assist in the removal of earrings but will provide tape if available.
- Primary School students should wear their PE Kit to school on these days.
- All hair longer than shoulder length should be tied back.

Uniform Supplier

ZAKS is located in Al Barsha in the building next to Al Zahra Hospital. Please see the school website for a more detailed map.

Phone Number: 04-379 2575 or 800-ZAKS (9257).

Opening Hours: 10:00 AM – 06:30 PM, Nonday – Friday

DIA Uniforms can be viewed and bought online at www.zaksstore.com

A free home delivery service is offered by ZAKS.



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Enrichment

Co-Curricular Activities

DIA supports the philosophy that education is not limited to the classroom environment. Consequently, a varied and exciting range of extra-curricular activities (ECAs) are available to all students, supported by well qualified staff and excellent facilities. Activities are scheduled for before school, lunchtime and after school with new activities appearing on a regular basis. The programme goes hand-in-hand with our sports and PE provision, often giving students the extra training or impetus they need in a sport to make the squad and represent the school. Therefore, the school's intention is to help our students to grow as individuals and to develop a range of skills and interests that will set them up for life. When students sign up to an CCA, they are expected to commit to it and attend every session. Some examples of activities that have run in the past are:

Netball	Swim
Chess	Football
Writing	Multisports
Eco	Lego
Student Council	Mindfulness
Choir	Art
Debate	Drama

Activities change 3 times each year in line with the school terms. In line with weather and facilities we aim to ensure a careful balance of activities that allow children to have both social and skill enhancing opportunities. Activities are assigned on a first come basis, outlined in our CCA and Enrichment brochure.

All details of school led and external provider enrichment programs are on the school's website.

Field Trips

DIA is fortunate to be located in a uniquely innovative city, and this offers our students additional educational enhancement beyond the classroom.

We encourage our teachers to seek opportunities for their classes to actively engage in educational experiences that support class learning. Within the clear curricular objectives, field trips provide an authentic and real context to units of inquiry, and extend and stimulate student interest by connecting classroom based learning with the world outside.

Prior to a field trip, all parents will be sent a letter from the school, detailing the trip. Payment of the trip is considered consent towards the outline of the trip. All trips are subject to risk assessments and are approved by the Head of Primary.

Home Learning

In Primary School, children work very hard all day, engaged in actively learning. They take part in a wide range of activities and after a busy day learning, they are (usually) physically and mentally exhausted. At DIA we want students



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to develop into rounded individuals with a range of interests, so time after school can be spent pursuing them. We also want children to have time to relax, to be with families, and to reflect on what they have learnt that day.

As such Primary School homework at DIA includes:

1. Regular reading with an adult – an enjoyable shared experience
2. Giving students the opportunity to talk about their learning at home, consolidating and reflecting on how their learning can be applied to the real world
3. The choice to practice skills through specific apps

Inclusion

Our inclusion team are committed to providing additional support and opportunity to students who find the curriculum challenging to access as well as those who require further depth. This is done through our Wave program and our ALPHA program. For further details on this please refer to our Inclusion Policy.

Equipment

KG1-2	All equipment is provided
Year 1-6	A pencil case is recommended to include pens (blue or black for written work) pencil sharpener highlighter, HB pencils.
BYOD Year 3-6	iPads are the device of choice at DIA.



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Attendance

Arrival and Days of School

Expected attendance in the Primary School is five days a week (Monday to Friday) from morning registration submitted at 7:40 am, to school dismissal at the appropriate time, depending on year group. Exceptions are made for the Kindergarten settling in period, teachers will discuss this with the parents when the child starts.

As per the UAE Ministry of Education regulations, Year 2 and above students who miss 25 days or more in any school year may be at risk of not being promoted to the next year group unless they have been legitimately excused from school as a result of special circumstances. These special circumstances must be clearly communicated and agreed upon with the Primary School Principal prior to the absence. Examples include extra-curricular participation, field trips or extended illness. Excused and unexcused absences are recorded in each student's individual records and reports.

If your child is ill, please notify the school in the morning of each day of absence, either by completing the online link <https://tinyurl.com/y33w6rke>

If you intend for your child to be absent due to holiday or other reasons during the semester, please notify the Primary School office in advance advising if you intend for your child to arrive late or leave early on any particular day.

The school has an automated system to alert parents of student absences as an additional level of security. SMS messages will be sent to all parents of students recorded as being absent without explanation by 10:00 am each school day.

Late Arrivals

Students arriving to their homeroom after 7:40am will not be marked on the register. Therefore the school records children entering the school from 7:38 to ensure they are checked as present by the school office. Recurring tardiness will warrant a formal notice and will be noted in the students report.

Early Dismissal

Parents who need to collect their children before normal dismissal time will need to come to the Primary School office to complete an Early Dismissal Form. This form needs to be signed by the classroom teacher and Primary School Principal, and handed to security on the way out of the school buildings. No child will be allowed to exit the premises without this form.

Collection

If you are going to be late collecting your child for any reason, please inform the Primary School office in good time (an hour in advance of dismissal) to ensure messages can be passed through to the teacher. Children who are not collected promptly at dismissal will be brought in to wait in the Primary School office.

Whilst we do appreciate the traffic and parking situation at collection time is very busy, we ask that parents collect their children within 10 minutes of their dismissal time.



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Conduct of Students and the Community

Expectations

The members of the Dubai International Academy community: students, parents, faculty, staff and guests are expected to demonstrate respect for each other at all times. The community members will be respectful of the customs and traditions of other cultures and religions, personal feelings and genders. All community members are to contribute to maintaining an environment where everyone is free to learn, teach and work. This environment is based on mutual respect and trust, and is safe and non-threatening to all members. All members are responsible for their own behaviour and are expected not to interfere with the right to learn and work in a safe environment.

Bullying and Harassment

Dubai International Academy does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe and supportive environment, based on the school's values of learning, respect and cooperation.

Parents are actively encouraged to support the policy through:

- discussion of its meaning and implications with their children
- accepting the School's actions when their children are found to be involved in harassment
- work in partnership with the School toward resolution of these difficulties

There are many forms of bullying and harassment, which must also be repeated and targeted:

Physical:	hitting, pushing, tripping, spitting on others
Verbal:	teasing, using offensive names, ridiculing, spreading rumours
Non-verbal:	writing offensive notes or graffiti about others, rude gestures
Exclusion:	deliberately excluding others from the group, refusing to sit near someone
Extortion:	threatening to take someone's possessions, food or money
Cyber bullying:	using information and communication technologies to support deliberate, repeated hostile behaviour

A student subjected to bullying or harassment should instigate the following procedure:

- Tell the person that they object to the behaviour, and do not want it to be repeated
- Report the incident to their parent or to a member of staff, for example, their teacher who will advise on strategies for dealing with the issue and escalate to the relevant member of staff if needed.

DIA takes displays of anti-social behaviour very seriously and encourages students to work together to eliminate bullying in our school. DIA expects all instances of bullying to be brought to the attention of a staff member without delay.

The following procedure will apply to the person whose behaviour constitutes bullying:

- Through discussions with the teacher, the pupil is helped to understand the offence caused by his/her behaviour and to cease it immediately.
- In the absence of a satisfactory response, appropriate disciplinary action involving the Deputy Heads, Head of Primary or Principal will be undertaken.
- An agreement will be drawn up and signed by parents and students.
- Further details are outlined in the school Behaviour Policy.



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Conduct on School Buses

Whether the students have paid to use the daily school bus service to and from school, or whether they are using them for transportation to an after school activity, sports events, excursion or field trip, the expectations detailed in the **DIA Code of Conduct and Behavioural Expectations** section apply. In addition, students must ensure that:

- A seatbelt is worn at all times (one belt per student)
- They follow all instructions given by the driver and/or bus monitor
- They are considerate and respectful towards other students, the staff and driver on the bus
- Food and drink (except bottled water) is not consumed on the bus
- Only approach the bus once it has stopped and the bus driver or monitor has given permission to board
- Litter is removed from the bus when they leave, and then properly disposed of
- They are aware that they are financially liable for any damage to the bus they have caused

Rights of Students

Every member of the DIA community has rights and responsibilities that enable members of the community to coexist, and to realise his or her goals. It is through mutual acceptance of responsibilities that rights exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right. Based on this view, DIA holds the following to be true:

Every student has a **RIGHT** to quality education. Every student has a **RESPONSIBILITY** to:

- take appropriate materials to class
- complete and submit assignments on time
- give every task his/her best effort

Every student has a **RIGHT** to a positive learning environment. Every student has a **RESPONSIBILITY** to follow class rules by:

- being seated by the time class starts
- listening attentively
- following directions
- giving others an opportunity to learn
- remaining in class until dismissed by the teacher
- moving through the buildings in an orderly, quiet and safe manner

Every student has a **RIGHT** to be safe and secure in the school community. Every student has a **RESPONSIBILITY** • to respect the security of others

- to deal with conflict in an appropriate manner

Every student has a **RIGHT** to expect reasonable and socially responsible behaviour from others.

Every student has a **RESPONSIBILITY** to treat himself/herself and others with respect by:

- speaking and acting in a socially responsible manner

Every student has a **RIGHT** to be part of a school of which he/she can be proud. Every student has a **RESPONSIBILITY** to take pride in the school by:

- keeping his/her own appearance neat
- following the school dress code



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Every student has a RIGHT to his/her good name.

Every student has a RESPONSIBILITY to respect the reputation of others.

Any behaviour that is inconsistent with these rights is outlined in the school Behaviour Policy.



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Communication

Parent Teacher Communication

We encourage regular communication between home and school. As teachers we aim to keep our communication between the hours of 6am – 6pm. This ensures that staff and families can protect their evenings and weekends for family and personal time.

Your primary contact in the majority of cases is your Homeroom teacher. Though the communication guideline outlines other avenues that can be utilized.

Student Led Conferences and Parent Teacher Conferences

The Primary School schedules conference days within the school year. An email is sent from the school to parents before the conference days and this will contain further instructions on how to make the appointments. This communication will also detail the format for the meetings and whether they will be student-led conferences or parent teacher.

Should you wish to speak to your child's teacher or any of the specialist teachers at any other time, please feel free to make an appointment directly with the teacher via e-mail. Appointments may also be made through the Primary School office. Any unscheduled visits to a classroom may interrupt the students and the teacher, and are to be avoided. Stopping in before or after school without an appointment creates an awkward situation, as many teachers have duties before and after classroom hours, as well as during the school day, and so may not be able to adequately prepare or give you the necessary time without prior arrangement being made.

Concerns and Complaints

Should you wish to speak with the Principal, Head of Primary or Deputy Heads, please email, telephone or visit the Primary School office to arrange an appointment. If it is a classroom matter, we would advise parents to first schedule an appointment with the teacher concerned before contacting senior staff. If in any doubt, please speak with the Primary School office about your concerns and they will be able to advise you.



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Arabic and Islamic Studies

Islamic Studies

Islamic Studies is compulsory for all Muslim students until the end of Year 12. Failure to attend or achieve a satisfactory grade in Islamic Studies will jeopardise the student's promotion at the end of the academic year and no exception will be given to any Muslim student.

Arabic students, who are Muslim, will study Islamic A in Arabic. Non-Arabic students, who are Muslim, will study Islamic B in English.

Arabic Language

All students at DIA will attend Arabic classes from KG2. Arabic students will attend Arabic A classes, and non-Arabic students will attend Arabic B classes. Arabic Language, either A or B, is compulsory for all students from Year 2 until the end of Year 10 and optional Years 11 and 12. However, please note below:

In order to gain admission to a number of universities within the UAE and other Arabic countries, it is a requirement that the student can provide an Equivalency Certificate. To acquire the Equivalency Certificate:

- Arabic must be studied until the end of Year 12. This can either be in the form of Arabic A or Arabic B.
- For Muslim students, Islamic Studies must be taken until the end of Year 12. Please note that this is a compulsory subject for Muslim students until the end of Year 12 whether they require an Equivalency Certificate or not.



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Medical Services

The full-time school nurse and doctor is available in the school clinic 7:30am-3:05pm Monday to Thursday and 7:30am-12:00pm on Friday. First aid treatment for illness occurring in school during school hours will be provided by the school nurse, all other medical needs the students should consult their own doctor

Medication should not be carried by students, except inhalers for asthma and epipens. Please inform us if your child has any medical condition and/or is taking regular medication. Any student who requires medication administration during school hours should have a doctor's prescription detailing the medication's name, dose, and times to be administered, plus a written and signed note from parents. This should then be given to the nurse on arrival at the school. It is mandated by the Dubai Health Authority that all medical forms are completed and returned prior to students starting at the school. The school medical staff may not treat a student without this form.

When there is a valid reason for a student not to take part in PE, it is important that parents provide a note explaining the circumstances. All such notes should be written in the student's planner and signed. If this is over a prolonged period, a doctor's certificate will be required. If a genuine note is not presented, students are expected to take part in physical activities, including swimming

Records

Medical records for every child are maintained by the school clinic. A nurse and doctor are available during school hours and the following medical services are provided by the school clinic:

- Basic First Aid Care
- General medical check up
- Vaccinations will be given according to DOHMS (Department of Health and Medical Services), and only after parental consent has been given.
- Medication will only be dispensed by the school nurse.

Head Lice Prevention

From time to time, all schools experience cases of head lice. We ask that parents remain vigilant and take immediate action should head lice be identified in their child's hair. Further information on head lice may be shared by the school medical staff where necessary.

Emergencies and Illnesses During the Day

If a student is unwell during the school day, the school doctor (or a member of staff) will assess him/her and call the parents to collect the child. Students may not call their parents directly to collect them from school. Please contact the school nurse immediately if you receive such a call from your child. Parents are expected to collect their child within 45 minutes of being called to do so.

Emergencies: In the unlikely event of an emergency, the policy of DIA is to call an ambulance to take an injured student to hospital. In this event every attempt will be made to contact parents. Please ensure that the school has your current contact details. If you have any queries or concerns regarding health matters in the school, please do not hesitate to speak to our school doctor.



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Travelling to School

Parking

Parking is provided at the back of the school, in the front of the school and limited spaces are available along the road at the side of the school. Parking is not available in the bus parking area. To assist with the parking situation, DIA have:

- Agreed with Emaar that, for the time being, cars may be parked on the large patch of empty ground at the rear of the school.
- Taken on addition security guards to:
 - Supervise the road-crossing by the side entrance to the Primary school
 - Direct traffic in the main car parking areas
- Opened the school earlier so children can be dropped off from 7.00 am
- Arranged for our staff to help guide the children from cars at the 'kiss n drop' zone at the side entrance of the Primary School, so parents do not have to park
- Placed senior members of staff in and around the car parking areas to direct traffic and oversee safety at the busiest times
- Made sure we are ready to discuss any other initiatives parents suggest, please feel free to contact us.

What parents can do

- Make use of the large parking area at the rear of the school.
- Remain courteous and respectful to other drivers and staff.
- Follow directions given by our security guards and members of staff who direct traffic at the busy times of day.
- Be very careful when driving and parking in the car parks, especially when reversing as small children are not clearly visible if they are standing or walking behind your vehicle.
- Share the school run with other parents who live near you, or setup a cycling/walking group if you live near to the school.
- Consider making use of the school bus service.
- Feel free to come and talk to our front desk staff or other school staff, about any suggestions you may have regarding improving the parking arrangements. Alternatively, please send your suggestions into diafeedback@diadubai.com.
- Assist with traffic flow by observing the 'No U-Turn' signs at the exit at the front of the school.

School Transport (Busses)

School transport is through Arab Falcon. All details relating to busses can be found on our website.



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Break, Lunchtime, Food and Socialisation

School Food

DIA cafeteria provides a selection of hot and cold food including vegetarian options, from 8am until 2pm on regular school days. A menu for each week is posted on the school website, www.diadubai.com.

There is a strict timetable of usage for the cafeteria, arranged by year group. Only students from Year 3 and above will eat in the cafeteria, younger students will eat their snacks and lunch in their classrooms.

KG1, KG2, Year 1 & 2: Bring in a packed lunch and snack for eating in their classroom.

Year 3, 4, 5 & 6: Bring in either a packed lunch and snack, or purchase lunch and a snack from the cafeteria. All students in these classes eat in the cafeteria.

All food provided within the school cafeteria is overseen by the school doctor. DIA does not encourage sweets, chips, popcorn, crisps or chocolate. Soda drinks and nuts are not permitted.

Break times

Break times are a valuable part of children's education. They are where friendships are made and nurtured and where conflicts are learned from. The school has a strict no device policy for break times to ensure that our students focus on traditional methods of socialization.



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Miscellaneous

Personal Possessions

Mobile phones, watches, handheld games, jewellery and other valuable items brought to school by students is done so entirely at the student's own risk. The school does not accept responsibility for any loss or damage that may be incurred. Therefore we advise that they are kept at home. Where students are in 1:1 classes and iPads are required, these will be kept in their classroom when not in use. The care and security of these devices remains the student's responsibility.

Money

It is inadvisable for students to bring in large sums of money without good reason. Where payment has been requested from the school for some matter, the money should be lodged with the class teacher or Accounts office upon arrival at school.

PYP School Reports

All students in the Primary School will be issued with written reports. If parents have any questions regarding their child's report, they may schedule an appointment with the class teacher.

The report is addressed to the parents and sent via iSams. If you do not receive your child's report for any reason, please contact the Primary School office.

Birthdays

In agreement with the Student Council, children have opted to wear their home clothes on their birthdays in place of bringing in treats. We do not permit birthday treats in class as they create pressure for the students that can impact on their mental health. For this same reason we do not facilitate birthday invitations in the class. These must be done through the parents.

Social Media

The school has a range of social media channels. We encourage parents to follow and like these channels to view and share our content. We have a no photograph Form that parents can sign if you do not wish your children to feature individually or in small groups on our channels.

[Facebook](#)

[Instagram](#)

[Twitter](#)



DUBAI INTERNATIONAL ACADEMY
EMIRATES HILLS

Student Council

Houses

Students are allocated houses upon joining. Siblings are kept within the same house and PE tops have the house on the sleeve.

Fire	Red
Earth	Green
Water	Blue
Air	Yellow

Roles and Responsibilities

Students apply and interview for the above positions of responsibility on an annual basis. This process takes place in Term 3.

Head Boy	Head Girl
Deputy Head Boy	Deputy Head Girl
House Captain X2 Fire	House Captain X2 Water
House Captain X2 Air	House Captain X2 Air
Sustainable Goals Committee	Student Council Reps



DUBAI INTERNATIONAL ACADEMY
EMIRATES HILLS

Important DIA Contacts

Administration	
Front Desk Coordinators:	04 368 4111, ext. 3501 or 3503 info@diadubai.com
Admissions:	04 368 4111, ext. 3501 or 3503 admissions@diadubai.com
School Nurse:	04 368 4111, ext. 3550 050 559 0378 nurse@diadubai.com
School Security:	04 368 4111, ext. 3599
Parents Association of DIA (PADIA):	padiadubai@gmail.com
General Feedback:	diafeedback@diadubai.com
To notify of changes to contact details:	info@diadubai.com
For assistance with IT:	helpdesk@diadubai.com

Academic	
School Principal:	Hitesh Bhagat hiteshb@diadubai.com
Head of Primary School:	Tom Collar Tomc@diadubai.com
Deputy Head Pastoral	Manuela Watfa manuellow@diadubai.com
Deputy Head Early Years	James Heard jamesh@diadubai.com
Deputy Head Upper Years	Stephanie Truman stephaniet@diadubai.com
PYP Coordinator	Ruchika Sachdev ruchikas@diadubai.com
Head of Inclusion	Francesca Edwards francescae@diadubai.com
Primary School Office Coordinators:	Arlinda Gracias pssecretary@diadubai.com Cathyrine Balubar pssecretary@diadubai.com 04 368 4111, ext. 3530