



2023-2024



PARENT HANDBOOK



**DUBAI GEM PRIVATE SCHOOL
DEDICATED TO EXCELLENCE SINCE 1973**



Dubai Gem Private School has nurtured, encouraged and cultivated a supportive learning environment where everyone is valued and treated with respect since its inception in 1973.

Motto, Vision & Mission Statement

Strive for Excellence

VISION

To be an exemplary 21st century inclusive learning community whose students are empowered to excel in a complex, interconnected, changing world; to develop life-long learners upholding the core values of the school.



MISSION

Dubai Gem Private School seeks to create a challenging and inclusive learning environment that encourages high expectations for all students. The school community is committed to developing students who are resilient and adaptable, equipped with the knowledge, skills, and disposition to continue their education and become personally fulfilled, interdependent, socially responsible adults.

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PRINCIPAL'S WELCOME

Dear Parents

I extend a warm welcome to each one of you.

This August, Dubai Gem Private School begins its 51st academic year.

Dubai Gem Crèche and Nursery started in 1973. The nursery quickly expanded and moved to its current campus in 1978. The secondary school was established in 1991, and less than a decade later, the first batch of students from Dubai Gem sat for their IGCSE examinations. The school expansion has been systematic and consistent.

What began as a small crèche and nursery in 1973 has grown today to become the Dubai Gem Private School. In fifty years, a lot has changed, but our core purpose has remained the same: to provide children in our community with a caring and nurturing learning environment where they can thrive. Our students have become our global ambassadors, excelling at prestigious universities across multiple continents and are now successful professionals. Our pride in their achievements is matched by our joy.

The ethos and culture of Dubai Gem have been the North Star that has guided our faculty, who have upheld the values that the school was founded on and embraced the ever-evolving demands of the educational landscape. Coupled with the visionary leadership of the school that has steered us through five decades of change, Dubai Gem has established itself as a pillar in the community it serves.

The directors and owners of the school have remained steadfast in their commitment and continue to support and trust the management team to implement their vision and mission. Their unstinting and active involvement in school management is inspiring and motivating.

Our Golden Jubilee in January 2023 was celebrated with a great deal of exuberance and joy. We look back with pride and gratitude and commit to continue to 'Strive for Excellence' as we embrace the challenges of the twenty-first century.

Integral to our past successes and future achievements is your support as parents. This Parent Handbook contains essential information and insights related to school that will assist you in supporting your child's educational journey with us. It represents our commitment to strengthen the partnership between you and our school community.

We encourage you to regularly visit our website and social media platforms to keep track of school events, regular updates, and other important information.

We look forward to working in partnership with you.

Ms. Humera Ibrahim
Principal





The School Leadership Team 2023-2024

School Directors (Owners & Partners)	Madam Bibi Madam Sultana Raana Abbas Redhwana Abbas Mr. Saber Rabi	
School Governors	Mr. Alan Egbert Mr. Kevin Bensusan	
Executive Heads		
Principal Vice Principal Head of Administration Head of Primary	Mrs Humera Ibrahim Dr. Poonam Mahindra Mrs. Sheela Mistry Mrs. Samina Rizvi	principal@dubaigem.ae viceprincipal@dubaigem.ae sheelamistry@dubaigem.ae samina.r@dubaigem.ae
Senior Leadership Team		
Deputy Head - Management and Operations – Whole School	Mr. Jawed Salim	jawed.s@dubaigem.ae
Deputy Head - Foundation Stage	Mrs. Tehseen Kherani	tehseen.k@dubaigem.ae
Deputy Head - Teaching, Learning & Assessment - Primary	Mrs. Fathima Rishana	fathima.r@dubaigem.ae
Deputy Head - Teaching, Learning & Assessment - Secondary	Mrs Naela Nair	naela.n@dubaigem.ae
Deputy Head - Staff & Student Management - Primary	Mrs. Althea Henderson	althea.h@dubaigem.ae
Deputy Head - Staff & Student Management - Secondary	Mrs. Pavitra Shivkumar	pavitra.s@dubaigem.ae
Supervisor-Assessments & Examinations	Mrs. Anie Abey	anie.a@dubaigem.ae
Head of Inclusion – Whole School	Mrs. Anagha Mulay	anagha.m@dubaigem.ae
Counsellors & Wellbeing Leaders		
Counsellor-Primary School	Bhawna Goel	Primary.counsellor@dubaigem.ae
Counsellor-Secondary School	Charlotte Dias	Secondary.counsellor@dubaigem.ae
Medical Team		
School Doctor	Dr. Gehan Sabry	Drgehan.s@dubaigem.ae
School Nurse	Fortunata Lapitan	Fortunata.l@dubaigem.ae
School Nurse	Jomina Thomas	Jomina.t@dubaigem.ae

DGPS Parent Council

The Management is pleased to introduce the Parent Council team created to enhance collaboration between parents and the school on educational priorities. Parents play an integral role in student success. School Parent Councils allow parents to participate in decisions that impact student learning.

Parents actively contribute to the success of the school community by contributing knowledge, perspective, and ideas at school council meetings and through other methods established by the school council, including, but not limited to, participating in surveys, focus groups, committees, project teams, and volunteer activities.

2023-2024

FS / KS1- Yr 1,2	Ms. Karishma Mistry	karishma.m.pc@dubaigem.ae
	Mr. Nitin Bharwani	nitin.b.pc@dubaigem.ae
KS2-Yr 3-6	Ms. Bhawna Goel	bhawna.g.pc@dubaigem.ae
	Mr. Nathan Guntli	nathan.g.pc@dubaigem.ae
	Mr. Kunal Luthria	kunal.l.pc@dubaigem.ae
	Mr. Soni Henry Theophilus Gadde	soni.g.pc@dubaigem.ae
KS3-Yr 7,8,9	Ms. Geetha Kodikal	geetha.k.pc@dubaigem.ae
	Ms. Akanksha Pilani	akansha.p.pc@dubaigem.ae
	Ms. Anagha Ogale	anagha.o.pc@dubaigem.ae
	Ms. Nitu Nagar	nitu.n.pc@dubaigem.ae
Secondary / Post 16- Yr. 10,11,12,13:	Ms. Sukanya Vedavyasa	sukanya.v.pc@dubaigem.ae
	Ms. Savitha Shetty	savitha.s.pc@dubaigem.ae
	Dr. Farhana Qaisari	drfarhana.q.pc@dubaigem.ae

They can be contacted via the email addresses given above



Calendar for the Academic Year 2023-2024-[Click here](#)

KHDA Approved Calendar 2023-2024

DUBAI GEM							KHDA CALENDAR							2023-2024													
August 2023							September 2023							October 2023							November 2023						
Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun
-	1	2	3	4	5	6	-	-	-	-	1	2	3	30	31	-	-	-	-	1	-	-	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	-	-	-	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	-	-	-	
School Days :	4						School Days :	20						School Days :	21						School Days :	21					
December 2023							January 2024							February 2024							March 2024						
Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun
-	-	-	-	1	2	3	1	2	3	4	5	6	7	-	-	-	1	2	3	4	-	-	-	-	1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	30	31	-	-	-	-	26	27	28	29	-	-	-	25	26	27	28	29	30	31
School Days :	5						School Days :	22						School Days :	19						School Days :	16					
April 2024							May 2024							June 2024							July 2024						
Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7	-	-	1	2	3	4	5	-	-	-	-	-	1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30	-	-	-	-	-	27	28	29	30	31	-	-	24	25	26	27	28	29	30	29	30	31	-	-	-	-
School Days :	13						School Days :	23						School Days :	18						School Days :	0					
Academic Year (Total School Days) (Minimum days required to submit the calendar is 182)							Total days							182													
The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.																											
Government holidays are tentative and subject to government declaration.																											

KHDA Recommendations & Guidelines

In accordance with KHDA recommendations and guidelines the following policies will be implemented.

1. [Admission Policy 2022-2023- Click here](#)
2. [Safeguarding & Child Protection Policy 2022-2023- Click here](#)
3. [Inclusion Policy 2022-2023- Click here](#)

Links to these policies will provide you with important information to keep the entire community well informed.

Wellbeing, Health and Safety

The well-being, health and safety of our students is a priority in Dubai Gem. We believe that a safe and nurturing environment enhances student outcomes.

We aspire for all our students and staff to work and play in safe learning environments that promote their health and well-being.

School safety plays a crucial role in students' social and emotional development and academic success. A sense of safety contributes to an overall feeling of connection. School connectedness is measured as feeling happy, safe, close to people, a part of the school, and believing teachers treat students fairly

“There's no better policy in a society then pursuing health and safety of its people.”
Ralph Nader

Policies that are implemented to embed health, safety and wellbeing are available in the links below

[Health and Wellbeing Policy](#)

[Health and Safety](#)

[Behaviour Policy](#)

[Cyber Bullying Policy](#)

[Anti Bullying Policy](#)

[Lockdown Policy](#)

[IT Security Policy](#)

[Social Media Policy](#)

[Visitor Guidelines](#)

For any clarification/ concern with the policies kindly email the [SLT team](#)

Attendance and Punctuality

SCHOOL TIMINGS

Dubai Gem opens its doors at 7:20 am daily with school timings as follows:

Gates Open	7:00 am
FS1 - FS2	8:00 am - 1:00 pm
Y1 - Y13	7:40 am - 2:40 pm

The school week runs from **Monday through Friday**.

School on Friday will be from: **7:40am - 11:00am**.

Our weekend is **Saturday and Sunday**, as per KHDA regulations

BELL TIMINGS – MONDAY – THURSDAY

CLASS TIMINGS											
2022-2023 CLASS PERIOD TIMINGS (MONDAY - THURSDAY)											
FOUNDATION STAGE			KEY STAGE 1			KEY STAGE 2			SECONDARY SCHOOL		
FS1 - FS2			Year 1 - 2			Year 3 - 6			Year 7 - 13		
Period	Time		Period	Time		Period	Time		Period	Time	
Registration	8:00	8:30	Registration	7:40	7:55	Registration	7:40	7:55	Registration	7:40	7:50
1	8:30	9:00	1	7:55	8:35	1	7:55	8:35	1	7:50	8:30
2	9:00	9:30	2	8:35	9:15	2	8:35	9:15	2	8:30	9:10
BREAK	9:30	10:00	BREAK	9:15	9:40	3	9:15	9:55	3	9:10	9:50
3	10:00	10:30	2	9:40	10:10	BREAK	9:55	10:10	4	9:50	10:30
4	10:30	11:00	4	10:10	10:50	4	10:10	10:50	BREAK	10:30	10:55
BREAK	11:00	11:30	5	10:50	11:30	5	10:50	11:30	5	11:00	11:40
5	11:30	12:00	6	11:30	12:10	6	11:30	12:10	6	11:40	12:20
6	12:00	12:30	BREAK	12:10	12:30	BREAK	12:10	12:30	7	12:20	13:00
7	12:30	13:00	7	12:30	13:10	7	12:30	13:10	BREAK	13:00	13:10
			8	13:10	13:50	8	13:10	13:50	8	13:15	13:55
			9	13:50	14:30	9	13:50	14:30	9	13:55	14:35
Buses Leave	12:45		Buses Leave	14:45		Buses Leave	14:45		Buses Leave	14:45	
Own Transport	13:00		Own Transport	14:50		Own Transport	14:50		Own Transport	14:50	

BELL TIMINGS – FRIDAY

2022-2023 CLASS PERIOD TIMINGS (FRIDAY)											
FOUNDATION STAGE			KEY STAGE 1			KEY STAGE 2			SECONDARY SCHOOL		
FS1 - FS2			Year 1 - 2			Year 3 - 6			Year 7 - 13		
Period	Time		Period	Time		Period	Time		Period	Time	
Registration	8:00	8:30	Registration	7:40	8:00	Registration	7:40	8:00	Reg. & M. Ed	7:40	8:20
1	8:30	9:00	1	8:00	8:40	1	8:00	8:40	2	8:20	9:00
2	9:00	9:30	2	8:40	9:20	2	8:40	9:20	3	9:00	9:40
BREAK	9:30	10:00	BREAK	9:20	9:40	BREAK	9:20	9:40	BREAK	9:40	9:50
3	10:00	10:30	3	9:40	10:20	3	9:40	10:20	4	9:50	10:30
4	10:30	11:00	4	10:20	11:00	4	10:20	11:00	5	10:30	11:10
Buses Leave	11:05		Buses Leave	11:05		Buses Leave	11:05		Buses Leave	11:05	
Own Transport	11:10		Own Transport	11:10		Own Transport	11:10		Own Transport	11:10	

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction

We aim for an environment which enables and encourages all the students to reach out for excellence. For our children, to gain the greatest benefit from their education, it is vital that they attend school regularly. Your child should be in school, on time, every day unless the reason for the absence is unavoidable.

The school has targets to improve attendance and each student has an important part to play in meeting these targets. Our target is to achieve 98% attendance which is rated as outstanding by the KHDA. Good attendance is the key to successful schooling and high attainment.

Students are required to swipe their RFID cards in the morning on the machines available at both the gates (# 2 & # 5) to register their attendance.

Students leaving the school premises before the scheduled end of day have to swipe their cards at gate # 2.

Punctuality Procedures:

It is important for your child to contribute to improving attendance at the school, as it is one of our targets.

We aim to achieve an outstanding 98% attendance rating by the KHDA, which is crucial for successful learning and high achievement.

Primary

To ensure a smooth start to the day, it is important to be on time for school and ready to learn. Missing only a few minutes or starting the day 'running late' can be quite unsettling and make a child anxious. School starts at 7:40 am. If a student arrives between 7:40 am and 7:50 am, their Form Teacher will mark them as late. However, if a student arrives after 7:50 am, they must report to the reception to obtain a late pass and be marked as present before attending normal classes. If a child is late more than two times a week, the parents will be requested to attend a meeting with SLT to discuss the matter.

Secondary

Dubai Gem expects students to be present in their Form room during the Registration period, which starts at 7:40 am. If a student arrives between 7:40 am and 7:50 am, their Form tutor will mark them as late. However, if a student arrives after 7:50 am, they must report to the Secondary School Secretary to obtain a late pass and be marked as present before attending normal classes. Frequent or unexplained lateness will result in sanctions, which are listed below:

If a student is late four times in two weeks, they will be given detention:

- 1) You will receive an email informing you of your child's detention and the date.
- 2) The KSL will give after-school detention on Thursdays from 2:35 pm to 3:15 pm.

Excused lateness can be granted for unavoidable appointments through advanced notification to the KSL.

Poor punctuality is unacceptable, as it can cause your child to miss important work and information from their form tutor. Late-arriving students can also disrupt lessons, be embarrassing for the child, and encourage absence.

We ask that you avoid collecting children from school during school hours and/or before the end of the day as it is disruptive and key learning can be missed. Parents are requested to make all appointments (e.g. medical/dental/ophthalmic appointments) outside of school hours or during school holidays/weekends. If such appointments are unavoidable, parents should send an email to the SLT in advance.

[Details of the Policy- Click here](#)

School Uniform Guidelines

SP Garments are the official school uniform distributor. They have now acquired an outlet in Karama. Parents can purchase the uniforms directly from them. Parents and Students concerns with regard to the uniforms have been concerned and addressed.

SP Readymade Garment trading LLC
Karama Gold Building - Shop M-11 - Al Karama – Dubai



The School Curriculum

DGPS CURRICULUM IMPLEMENTATION

Curriculum Philosophy

At school, we believe that the curriculum is a powerful tool that should be used to promote a love of learning and willingness to explore and the time to have fun. Our curriculum reflects our understanding that students learn best when they can connect to what they are learning and where learning is relevant to real life.

EARLY YEARS FOUNDATION STAGE CURRICULUM

Foundation Stage 1 (FS1) and Foundation Stage 2 (FS2)

Ages: 3 years to 5 years

The Early Years Foundation Stage comprises Foundation Stage 1 and Foundation Stage 2. Initiation into the school through fun-filled and stimulating activities by caring teachers helps each student to view schooling very positively, an attitude that contributes immensely towards developing lifelong learning skills.

This ensures that the transition from home to school is easy and enjoyable. Learning in a safe, secure, and happy environment leads to healthy social and interactive skills, greater self-esteem and good development of cognitive and motor abilities.

The key areas of learning and development covered at this stage will be:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The new Early Years programme in the Foundation Stage ensures that children are suitably prepared for literacy and numeracy. Phonic methods and well-graded writing patterns follow a comprehensive foundation-building programme focusing on enhancing skills in reading, speaking writing and listening. Children in the Foundation Stage mainly learn by playing and exploring, being active and creative learners both indoors and outdoors.

Activities for children are planned around the 7 areas of learning according to the needs and interests of children. The focus is on both individual as well as group activities.

Arabic Language: Students in the Foundation Stage are introduced to the Arabic language and dedicated lessons delivered by Arabic specialists take place from FS2.

By the end of the Foundation Stage, children will be confident and comfortable in the school environment and have basic knowledge of core concepts in order to prepare them to begin the National Curriculum of England

THE PRIMARY SCHOOL

Key Stage 1 (Year 1 and Year 2) and Key Stage 2 (Year 3 to Year 6)

Ages: 5 years old to 11 years old

The National Curriculum of England provides students with an introduction to the essential knowledge that they need to be educated citizens. It introduces students to the best that has been thought and said; and helps engender an appreciation of human creativity and achievement. It has a very structured flow of learning that challenges and assesses students to ensure development in key academic areas is being met. It provides an outline of core knowledge around which teachers develop exciting and stimulating lessons to promote the development of pupils' knowledge, understanding and skills as part of the wider school curriculum.

This curriculum is distinguished by two **Key Stages** in the Primary: Key Stage 1 which contains the Programmes of Study for Year 1 & 2, and Key Stage 2 which contains the Programmes of Study for Years 3 – 6.

Key Stage 1: As your child moves into KS1, they will continue to experience play-based learning and, in addition, will be introduced to our more formal curriculum so that they can begin to understand their learning in more depth. We have a stimulating learning environment, both inside and outside, in order to encourage role play, problem solving, creative play and independent learning.

It isn't just repeating what someone else says. Encouraging children to help with the purchasing of small items at the supermarket, or measuring themselves and others, is a great way to start exploring number relationships in Key Stage 1.

Key Stage 2

In Key Stage 2 we will build upon the solid foundations laid in Key Stage 1, with the main focus being to expose students to a broader range of topics in order to better inform their choices when continuing their education in later years. The curriculum provides the structure for students to develop their questioning skills to enable them to broaden their research and investigate with greater precision, develop techniques in collaborative working and independent study, as well as educating them in a well-rounded manner and giving them a chance to develop lifelong interests and skills. Use of technology is a major component in enhancing students independent learning skills. The school focuses on equipping our students with the required skills needed at each Year level in order to meet the age-related expectations. For instance, in Maths, there will be more focus on mental Maths strategies. You are requested to encourage these skills in your children and to help them understand the application of Maths in the real world.

The focus of our curriculum in both the Key Stages is based on two principles: the first being to relate all learning to Real-Life and the second is for Student Involvement in their learning. Through the integration of technology, students are given a myriad of learning opportunities to develop their 'skills', which include the ability to apply knowledge, think creatively and problem-solve; the ability to express oneself articulately; the ability to persevere and develop self-confidence; the ability to collaborate with others, and the ability to learn. We aim to improve our students' critical, creative, rigorous thinking to develop higher order thinking skills, improve communication skills and help children learn to co-operate with others. Children are encouraged to reflect before speaking so that they are accurate in what they really want to say.

In these years of school, students lay a solid foundation for learning that they will use for the rest of their lives.

Subjects taught at the Primary Level are:

- Islamic Education (in Arabic and in English)
- Arabic for Arabs
- Arabic for Non-Arabs
- English
- Mathematics
- Science
- MSCS (which includes Moral Education (Year 2 onwards) and UAE Social Studies)
- Geography
- History
- Personal Social Health Education (PSHE)
- Computing
- Physical Education (PE)
- Art
- Music/Dance
- MFL (Modern Foreign Language) French /Urdu/Hindi (Year 3 onwards)

STEM lessons in Years 5 & 6 add value to students' learning.

Within the Primary, academics is integrated with opportunities to enable students to achieve their full potential and develop skills of reasoning, problem-solving and creative thinking. Learning ensures that all of our students are enthused by what they are learning, and our teachers are passionate about what they are teaching.

Students pursue academic and non-academic prospects through various activities. Socially preferred behaviour patterns are inculcated through a focus on etiquette and values that will lay the foundation for students' social interaction and development.

Key stage 2 students are provided with the opportunities to develop their leadership skills by sharing class and school responsibilities that nurture organisational skills, accountability and team spirit.

The Primary School is the stage of enhanced learning, where the students are constantly evolving and growing, intellectually and emotionally.

Students in Key Stage 1 (Year 2) and Key Stage 2 prepare for the UAE International Benchmark assessments as prescribed by the KHDA, which include CAT4 (selected year groups), GL-Progress Tests, NGRT (3 times a year) and IBT for Arabic.

Clubs & Activities

Students have the opportunity to choose from a slew of clubs which include Drama and Theatre, Health and Wellbeing, Threads and Needles, Dance, Music, Art, Japanese Culture Club and Junior Reporters. These clubs are reviewed at the end of the academic year and may change depending on students interests and preferences. This approach enables students to explore and tap their talents and interests, as well as to experience different activities throughout the academic year.

Additionally, students are given opportunities to take part in a number of competitions such as International Olympiads, STEM Olympiads and competitions, Emirates Literature festival, Mathematics competitions, and others.

Junior Duke Award

Junior Duke Award is an award-winning scheme being offered at DGPS for primary-aged children from Years 3 to 6 to encourage and develop valuable life skills. This Award has been running in schools since 2007 and has helped thousands of children aged 6 to 12 to realise their abilities and, for some, to discover new talents and passions. With the introduction of this award the aim of DGPS is to enhance the overall learning experience for our KS2 students.

The Award scheme offers all of the following benefits to your child:

- Bringing families together
- Creating natural conversation
- Giving a feeling of belonging
- Finding and developing independence
- Discovering self-sufficiency
- Creating opportunities for parental links
- Increasing resilience

THE SECONDARY SCHOOL (Years 7-13)

Key Stage 3 (Year 7 and Year 8)

The Years 7 and 8 curricula integrates the National Curriculum to meet the unique needs of the teenage brains, very often overwhelmed at this stage. It provides a seamless transition from Primary to Secondary Education.

At this stage, the learning goals seek to encourage the holistic development of internationally-minded learners.

Opportunities to experience and practise individual qualities and dispositions like resilience, morality, communication, thoughtfulness, respect and adaptability are built in the learning tasks within the curriculum.

Subjects at this level

- Islamic Education
- Arabic A (for Arabs)
- Arabic B (Non-Arabs)
- English
- Mathematics
- Science
- UAE Social Studies
- Moral Education
- Geography
- History
- Computing
- French / Urdu/Hindi
- Physical Education (PE)
- Art

Enrichment beyond the classroom

Enrichment activities instill key skills and personality traits that can be helpful in other walks of life. Our Clubs and Activities sessions are student-led and they include: Coding, MUN, Best Out Of Waste, Debate, Photography, Bookaholics to name a few.

Opportunities for individual experiences are encouraged as they communicate and actively participate in the world around them; these include DGPSMUN, TEDx YOUTH, university seminars and workshops, and other relevant activities that we feel will add value to student development and preparation.

Key Stage 4 (Year 9 to Year 11)- IGCSE

Key Stage 4 prepares students for the IGCSE Examination. In Year 9, the students begin their IGCSE program. Students study IGCSE subjects as per their choice made at the end of Year 8. Our students are inspired to learn through a range of interesting skills. Independent thinking, research, and resource collection and effective communication are the essential skills focused on at this level.

Core Subjects

- English
- Mathematics
- Arabic (for Arabic students)
- Arabic (for non- Arabic students – till end of Year 10)
- Islamic Education (for Muslim students)
- Computer Science or Information Communication Technology
- Physical Education
- Moral Education
- Social Studies

OPTIONAL SUBJECTS

Furthering our commitment to individual student-development, we offer a variety of elective subjects for students to select from when designing their curriculum. These electives include:

- Biology
- Chemistry
- Physics
- Economics
- Business Studies
- Travel and Tourism
- Accounting
- English Literature
- Environmental Management
- Geography
- French
- Arabic IGCSE
- Art and Design
- Sociology
- History
- Islamiyat

Post -16 Level

Key Stage 5 (Year 12 & 13): AS & A Levels

The final two years of school significantly shape and prepare DGPS students for years ahead at the university. By this stage, individual competencies have been developed significantly and the students have a greater responsibility in designing their curriculum around their strengths, competencies and interests. They are involved in the decision-making process that will become a significant part of their lives. Students are encouraged to seek support when selecting the subjects to suit their requirements or to match their graduation expectations.

As the pursuit of individual excellence is our commitment, the following are the range of subjects available for students to study at this stage.

- Islamic Education
- Arabic (for UAE university requirements)
- General English (AS level)
- English language
- Mathematics
- Physics
- Chemistry
- Biology
- Accounting
- Psychology
- Business Studies
- Economics
- Computer Science
- ICT
- Geography
- Sociology
- Travel and Tourism
- French
- Environmental Management (AS level)
- Art and Design

ACCOUNTS DEPARTMENT

Accounts Department Contact Details

Contact Person: Bharti Sharma

Tel No: 04-3376661-Extn: 209

Email: accounts@dubaigema.ae

Payment Details and Methods:

- The school fees are due prior to the start of the academic year and payable at the start of each term. Please note, all fees are in accordance with the fee structure established by Dubai Gem Private School under the guidance of KHDA established School Fee Framework.
- Transport fee is applicable and charged for ten months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
- There is no one-way transport available.

- Transport Service will not be available for Year 11, Year 12 & Year 13 unless paid for full Academic Year in September

Cash Payments:

Cash payments can be made at Accounts office during school hours.

Cheque Payments:

Cheques must be crossed “account payee” and made payable to “Dubai Gem Private School”, with your child’s name and roll number 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 Gem Private School
Bank Name	: Dubai Islamic Bank
Address	: Deira, Duabi
Account No	: 1520140214501
IBAN No	: AE660240001520140214501
SWIFT Code	: DUIBAEADXXX

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

- Your child’s full name and roll no as detailed on the invoice
- If you make an online bank transfer, please email a payment remittance/proof of transfer to accounts@dubaigem.ae

Receipts:

The Accounts Department will generate a receipt for payments and it will be available on the Parent Portal.

Withdrawal:

- A 'Leaving Certificate request' must be submitted online through the parent portal to formally notify the school about your child leaving. There is a fee of AED 150 for all students transferring within Dubai to another school, or outside of the Emirate or to another Country.

Refund:

Fees refunds follow the KHDA bylaws for Private Education. Therefore, if a student withdraws or leaves school for any reason, the refunds will be processed as follows:

- If a student attends school for 2 weeks or less, they will be charged one month’s school fees.
- If a student attends school for more than 2 weeks and less than one month, they will be charged 2 months’ school fees.
- If a student attends school for one month or more, they will be charged 3 months’ school fees.
- Tuition will be refunded only after the parent or guardian has submitted the request in writing to the school admissions office. Tuition refunds are provided to the original payee.

Refundable deposit paid at the time of registering the student should be collected within 5 years of the student leaving the school.

Transport Services

The students transport has been outsourced to Guardian One Passenger Transport company. Transport is provided to various areas within Dubai.

All the drivers and nannies follow the guidelines laid out by RTA for school buses. They have also taken all the necessary training required to efficiently take care of the students who commute to school by bus. All safety protocols are followed in line with the list of rules and regulations shared by the RTA / KHDA.

Canteen Services

M/S Caesars Restaurant and Confectionary have been given the contract to run the school canteen w.e.f. January 2023. This was a milestone since the canteen had been closed since March 2020 due to the pandemic.

The canteen is being run by trained staff from the service provider and is serving food in line with the Dubai Municipality protocols. The school also has a trained person-in-charge from the school clinic who is designated to constantly check on the services being provided by the vendor. List of students with allergies has been shared with the person in charge and are kept in mind by the staff.

Lanyard Policy

General Guidelines for School Parents

1. Signing in with Security Staff

All Parents/Visitors who intend to access the school premises must have to pass through the security post at the main entrance to provide purpose of his visit and to complete the signing in process.

- Tell him/her who you are
- Tell him/her why you are there
- Show your identification
- Who you are visiting
- Sign the visitor's book (if needed)
- Comply with all necessary requirements for access to a school as informed by the security staff
- Wear and display your IDs at all times while visiting the school
- Deposit any of the following original valid IDs: (not required if Emirates ID card reader is available at each premises) - Driving license, Emirates ID card (UAE only), Labour card or Any other ID issued by the Government

2. Access control (to be implemented)

- Security staff will inspect the school approved ID lanyard and Badge on the main gate before granting access to the premises.
- Parents failing to bring their ID lanyard/badge will go through the visitors' access process (explained under this document # 1) to seek access in the premises.
- Security team at the school will conduct the access control checks to ensure compliance and will challenge anyone not wearing and displaying their ID.
- Confronters will be escorted to the exit gate and requested to leave the school premises.

3. Student I.D Cards

- In order to ensure identification and safeguarding, all students must carry and wear the student I.D. cards to gain access to the school premise.
- Student have to swipe the ID at the biometric meter to register their clock-in and clock-out of the school premises.
- School staff will inspect the school approved ID and lanyard on the main gates before granting access to the premises.
- Comply with all necessary requirements for access to a school as informed by the security staff.
- It is expected from students to wear and display your ID at all times.

4. Access to School during Non-Office Hours

- Any visit during the below stated timings will be considered as non-office hours;
- Saturday and Sunday including public holidays (24 hrs.)
- Monday to Thursday (4:00 PM to 7:00 AM) and Friday (11:00 AM onwards).

ADMINISTRATION TEAM

Administration

Coral D'Souza -Secondary School

dgps@dubaigem.ae

Khansaa Salah – Arabic Secretary-Primary

khansaa.s@dubaigem.ae

Dalia Fahim-Arabic Secretary-Secondary

dalia.f@dubaigem.ae

Naina Padukone-PA to the Principal

naina.p@dubaigem.ae

Accounts

Bharti Sharma

accounts@dubaigem.ae

Admission Enquiries

Delna Bharucha

admissions@dubaigem.ae

Transport /Facilities

Ian/Ali

Transport@dubaigem.ae



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