

PARENT HANDBOOK



SECONDARY SCHOOL

2025 - 2026



BE KIND. BE GREAT. BE YOU.

www.southviewschool.com

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WHAT'S INSIDE

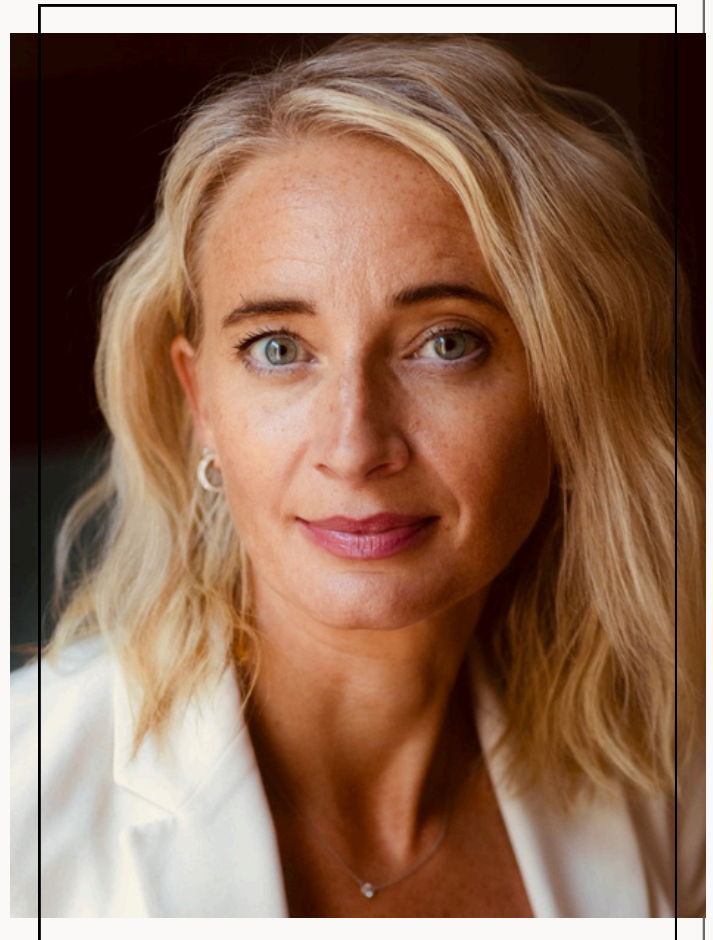
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PRINCIPAL'S NOTE

It is with immense pleasure and pride that I welcome you to South View School!

Who are we? We are a true community school in every sense of the word, located in the heart of Remraam. Our school is a vibrant and diverse tapestry, woven from the rich experiences of over 89 nationalities. We celebrate this diversity, recognizing it as one of our greatest strengths. At South View, we are committed to being true to ourselves and to the community we serve.

We focus on nurturing the unique potential within each of our students, enabling our students to turn their passions into professions and to equip them with the skills, knowledge, and confidence to be truly world-ready.



At the heart of South View is a culture of support, happiness, and togetherness. We believe in the power of community – a community where everyone feels valued, respected, and empowered to thrive. Our ethos is encapsulated in our guiding principle: **Be Kind, Be Great, Be You**. This is not just a slogan; it is a call to action for every member of our school – students and staff alike.

As the school Principal, my aim is to continually improve the quality of our education here at South View by remaining authentic, staying true to the values of the remarkable community we serve and to the dedicated community of staff I work with every day.

If you have any further questions, please contact us via reception@southview.ae and we will direct your enquiry to the appropriate place. We are delighted you are joining us this year at South View School.

NAOMI WILLIAMS
Principal

CURRICULUM

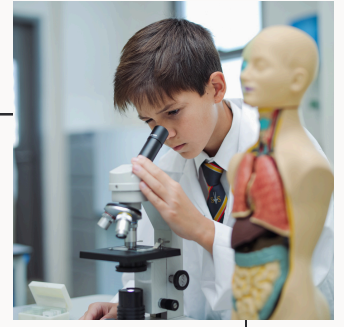
Students at South View School follow a broad and rich curriculum, which maintains a significant degree of consistency with other British Curriculum schools around the world. This enables us to ensure a continuity of study for all of our students.

The academic programme is based on the National Curriculum for England, delivered in English, and adapted to take into account our international context and local circumstances. Arabic is an important language for all of our students to learn and Islamic Studies is delivered to our Muslim students, as directed by the Ministry of Education.

South View School is committed to ensuring that the 'whole child' progresses, and so we do not focus only on the academics. Our student- centered approach nurtures the individual abilities of our students; students are taught to utilise their own initiative and innovation and to actively participate in the learning process in a reflective and evaluative way.

Our Year 7 to 13 students are taught by a range of British Curriculum specialists, using various assessment methods, both summative and formative to ensure solid progress. The school recognises the importance of KS3 as the preparation for IGCSE and A Level programmes that will follow for SVS Students.

SVS VISION



The SVS Way

The SVS Way is built on **academic excellence**, underpinned by our core values of kindness, respect and integrity. We ask our students to **do the basics brilliantly** to develop the knowledge, skills and character traits they need to succeed in life and make a positive contribution to our **community** and society.

With **high expectations, and inspirational teaching**, our goal is for every student to achieve academic excellence and personal growth within a supportive, community-focused environment.

Guided by our motto, **Be Kind. Be Great. Be You**, we encourage every student to be the very best version of themselves.

The SVS Culture

- Our culture is authentic and grounded in our shared values of **kindness, respect, and integrity**.
- Our ethos is one of mutual respect, where **high expectations** are balanced with care, and every individual is empowered to be themselves, contribute meaningfully, and strive for **greatness**.
- We believe in celebrating diversity, nurturing resilience, and cultivating a **community** where every student is seen, heard, and inspired to **do the basics brilliantly** in all they pursue.

The SVS Goal

At SVS, our shared common goal is to ensure that the **standard of teaching and learning is exceptional** in every classroom, every day.

Outstanding education for all our students is driven by outstanding educators, and we are committed to creating life-long learners through the recruitment and retention of high-quality staff who embody our values and bring passion, expertise, and innovation to their practice.

We want to establish South View School as the school of choice for all families within our local **community**, recognised for providing an exceptional foundation for learning in primary education that leads seamlessly into one of the most sought-after sixth forms in Dubai.

NOTABLE CHANGES FOR THE UPCOMING ACADEMIC YEAR

Please note, the following updates and changes are being implemented from the start of this academic year:

Lesson 1 Start Time

- The first lesson of the day will now begin at **7:50 AM**.
- Students arriving after this time will be marked as **late from 7:51 AM**.
- Morning form time will now take place between **10:35 AM and 10:55 AM**.

Updated Mobile Phone Policy

Please refer to the new mobile phone policy document for full details on usage expectations, consequences for misuse and procedures.

Revised Uniform Expectations

- Students are no longer required to wear a tie.
- Shirts may be worn untucked when not wearing a branded jumper or zip-up jacket. Although our current shirts will remain in use next year, we kindly ask parents to select the correct size carefully, as oversized shirts do not achieve the smart look we are aiming for.
- Students who fail to meet uniform expectations, after appropriate sanctions and parental communication, may be asked to wait in reception or return home to change into the correct uniform.

New School Management System

- We are moving from Engage to iSAMS as our Management Information System.
- This change is intended to improve communication, streamline administrative processes, and enhance the user experience for both staff and families.

ACADEMIC CALENDAR

WINTER TERM (TERM 1) 2025

Induction Day for new students	Friday, August 22
First Day of Term	Monday, August 25
Prophet Muhammad's Birthday	Friday, September 5*
Half Term	Monday, October 13 - Friday, October 17
Commemoration Day	Sunday, December 1
National Day weekend	Monday, December 2 - Tuesday, December 3
End of Term	Friday, December 12

SPRING TERM (TERM 2) 2026

First day of Term	Monday, January 5
Ramadan begins	Monday, February 18*
End of Term	Wednesday, March 18
Eid - Al - Fitr	Thursday, March 19 - Sunday, March 22*

SUMMER TERM (TERM 3) 2026

First day of Term	Monday, April 6
Half Term	Monday, April 27 - Wednesday, April 29
Arafat Day & Hajj Assembly	Tuesday, May 26
Eid - Al - Adha	Wednesday, May 27 - Sunday, May 31*
Islamic New Year	Tuesday, June 16*
End of Term	Friday, July 3

***Actual dates are subject to change due to lunar sightings or government order.**

CLASS TIMINGS

Classes for Term 1 of Academic Year 2025 - 2026 will begin **Monday, 25th August**. We have many new families joining us this year, and our teaching staff are well prepared to support your child as they transition into their new environment and return to a new year group.

The class timings for each year group are:

Year 7 - 13 **07:50 AM - 03:35 PM**

Form Time **10:35 AM - 10:55 AM**

DAILY DROP-OFF

The below information is subject to change and any updates will be communicated swiftly.

Gate Timings **07:15 AM - 08:00 AM**

Year 7 - 13 students proceed to their form rooms at **07:40 AM**. Students can wait in the quad / canteen until then.

STATIONERY LIST



All students should bring the following items into school from their first day:

YEAR 7 - 13

- Reusable water bottle clearly labelled with the student's name.
- Lunchbox clearly labelled with your student's name if they are not using the school canteen's pre-paid meal service. Children with packed lunches also need their own cutlery.

Equipment

Students should also bring the following equipment:

- Planner (supplied by the school)
- Pencil case
- Pens
- HB pencils, sharpener, eraser
- Ruler
- Colouring pencils
- Highlighter pack
- Glue stick
- Pack of black pens for writing
- An advanced calculator, such as the Casio Fx-MS
- Geometry set, including protractor, set square, and compass.
- Device and charger

LAPTOP REQUIREMENTS

SVS is a BYOD (Bring Your Own Device) school. These are used regularly in class alongside school technology resources. The focus of this initiative is digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

YEAR 7 - 13

You can choose any educational Windows or Mac laptop for your child. The following specification is the minimum requirement:

- **Processor** - i7 or i5
- **RAM** - 8GB or more
- **Screen size** - 11" / 12" / 14"
- **Hard disk** - SSD card (256 GB or above)
- **Operating System** - Windows 10 Home / Pro (Window S mode is not allowed)

The minimum requirement for the laptop is specified, though parents may choose to upgrade to a higher configuration if desired. Students are not permitted to bring other devices, such as iPads, into school.

However, iPad Pros that meet or exceed this specification are allowed, provided they are accompanied by a connecting keyboard.

Laptops must be fully charged each day prior to arriving to school. Headphones are also required for class sessions.

The school has multiple systems in place to ensure the safety of devices and accessible content, including firewalls, blocked sites, and digital safeguarding measures. We request that parents ensure there is no active or installed VPN on the student's device.

If you have any questions, please contact itsupport@southview.ae



MOBILE PHONE POLICY

In response to growing concerns about the impact of mobile phones on student wellbeing and learning, we will be adopting a stricter approach to mobile phones. We are introducing a new **"opt-in / opt-out pouch system"**.

Opt-In

If parents choose to opt in, students will be required to purchase an **SVS branded, lockable phone pouch** for **AED 100**. These pouches block all connectivity (Wi-Fi, Bluetooth, Cellular) and prevent phones from linking to other devices such as smartwatches or laptops.

Opt-Out

If parents choose to opt out, students **will not be allowed to bring a mobile phone to school**.

Sanctions

If a student is found with a phone a high-level sanction will be applied, please refer to our behaviour policy.

Purchase

Pouches can be purchased at our finance desk and will be distributed on the first week of term.

Students will lock their phones manually in their pouches upon arrival and will unlock them at the end of the school day at our unlocking stations.

COMMUNICATIONS AND MARKETING

Whole school information is shared via email using iSAMS portal, while the Seesaw app is used by class teachers and Heads of Years to communicate with parents about class-specific updates and year group information.

SOCIAL MEDIA USE AT SOUTH VIEW SCHOOL

South View School actively uses social media platforms including Facebook, Instagram, LinkedIn, and YouTube to share updates, celebrate student achievements, promote events, and connect with our wider school community, including prospective families.

We encourage all parents to follow and engage with our official channels. Social media is a powerful tool for community-building, and we ask that everyone interacts thoughtfully and respectfully.

PHOTOGRAPHY AND VIDEOGRAPHY CONSENT

If you allow your child's photos and videos to be used, you will be agreeing to the following:

- Allowing the photos and videos to be uploaded to South View School's social media platforms, including Instagram, Facebook, LinkedIn, YouTube.
- Allowing the photos and videos to be used on the South View School website.
- Allowing the photos and videos to be included in the school's communications, which consist of newsletters, parent handbooks, presentations, and flyers.

If you don't consent to this, please inform our Admissions team at admissions@southview.ae

If you don't consent to the use of your child's photos and videos, they will not be used for any purpose or uploaded on any of our social media platforms. This includes exclusion from group photos, class photos, solo photos and videos, any achievements of the student, and photos and videos of school activities, events, and trips that are uploaded on social media and / or used for any of the above mentioned purposes.

If no response is provided, either granting or withholding consent, South View School will assume that consent is not given, and your child will be added to the 'no consent list'.

CONTACT DETAILS

Please ensure that we have the correct and up-to-date contact details for you at all times. If your email address, phone number, or location address changes at any time, please email reception@southview.ae with your new details.

For all **accounting / finance queries**, please contact accounts@southview.ae

For all **admissions queries**, please contact admissions@southview.ae

For any queries, questions, messages of thanks or concerns, parents should contact the class or specialist teachers in the first instance, as they are often best placed to address these. If required, class teachers will escalate some aspects to the Head of Year or the Senior Leadership Team.

PAYMENTS

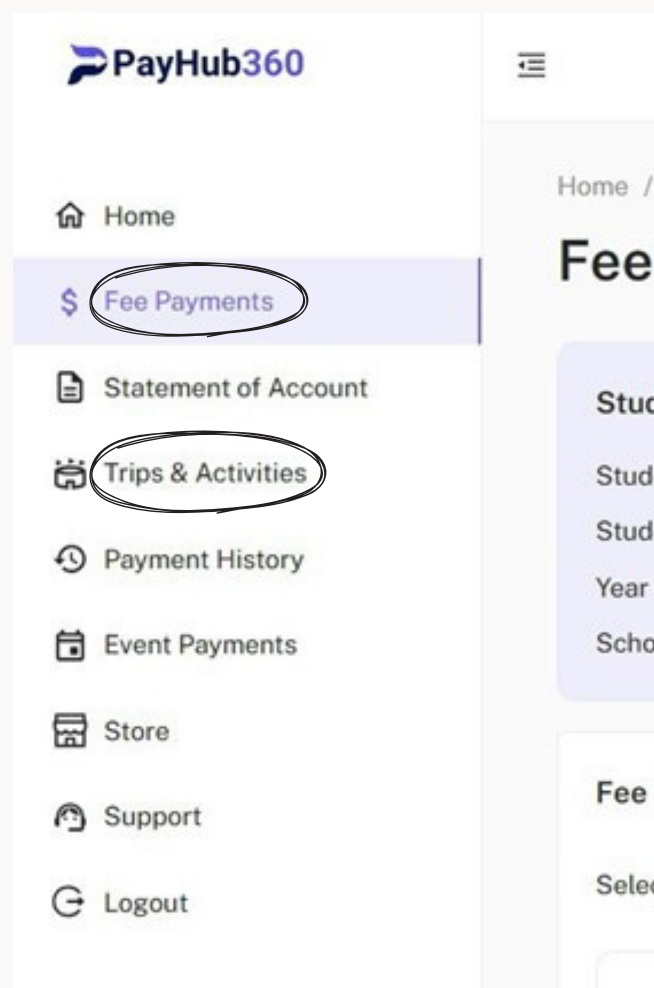
Payments for tuition fees, along with payments for all trips and events, is done through **Payhub360**.

You can log in to PayHub360 using the email address registered with the school. The general password is **“school”**. If you have changed your password and need assistance, you can click on the “Forgot Password” option to reset it.

PayHub360 Link: <https://payhub360.com/>

- Once logged in click on **Fee Payments** to pay the tuition fees.
- Click on **Trips & Activities** to get the payment link.

If your email is not registered, kindly contact our Accounts department to update the system. For any further issues, please feel free to contact accounts@southview.ae



KHDA REGISTRATION

As part of the KHDA (Knowledge and Human Development Authority) requirements, students can only attend school in the new academic year once they are officially registered in the KHDA system and the Parent-School Contract has been signed.

The school will begin the registration process on your behalf once we receive all the necessary documents. To ensure a smooth start, we kindly ask that you submit the documents **at least three weeks before school begins.**

The required documents are:

- Attested Transfer Certificate from the previous school
- Most recent school report
- Clear copies of Emirates IDs (front and back) for both student and parents
- Clear copies of passports for student and parents
- At least one UAE mobile number of the parent submitting their passport and Emirates ID
- Clear copies of residence visas for student and parents
- Clear copy of the student's birth certificate

KHDA REGISTRATION

Transfer Certificate Requirements:

- For students already in the UAE: A Transfer Certificate from their current school is mandatory for all grade levels.
- For students joining from outside the UAE (Year 3 and above): A Transfer Certificate / Report Card is required from the last grade/year attended, and it must be attested as per the guidelines based on the country of issue.

If this certificate is from another country, endorsements and ratifications must be provided according to the table below:

STUDENT TRANSFERRING FROM	This is what they'll need on their transfer certificate:
Another emirate in the UAE or any GCC country	1. School principal's signature and school stamp 2. Attestation by the Educational Authority in that Emirate or attestation by the Ministry of Education in the GCC country.
North America, Western Europe and Australia	1. School principal's signature and school stamp.
Middle East (excluding the UAE), South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand	1. School principal's signature and school stamp.

If any documents are missing, the school may provisionally accept the student upon the parent signing an undertaking letter (signed and stamped) agreeing to submit the pending documents within 2 months.

Please note that failure to provide the required documents will result in restricted access to your child's report card and other official records related to their school enrollment and registration.

For any questions or clarifications regarding the required documents, feel free to contact us at admissions@southview.ae.

SCHOOL CANTEEN

South View School's cafeteria provides healthy school meal options to students at an additional cost. Menus will be available to parents throughout the school year. We request that all students bring a water bottle to school each day regardless of whether they are purchasing from the canteen or bringing food from home. South View School promotes healthy eating, and we encourage parents to help us in our aim. When providing a packed lunch, please include only healthy food choices.

Our cafeteria is open from **7:00 AM to 4:00 PM**.

COFFEE IN THE CANTEEN

We encourage our community to share and enjoy our facilities as often as possible. Parents are welcome to use the school canteen at the below times:

08:00 AM - 08:45 AM

Parents wishing to socialise after drop-off can use the school canteen at these times. We politely ask that they arrive just before 08:00 AM, to ensure parking outside the school is maximised for school drop-offs.

02:45 PM - 03:35 PM

Parents who have students in Primary and Secondary may wish to collect their child in Primary at 02:45 PM and then wait with them in the canteen for the 03:35 PM Secondary pick-up time.

HEALTHY EATING POLICY

A balanced diet is important for good health. It is recognised that there is an important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. South View School recognises the value of promoting healthy eating habits and the important role this plays in the prevention of illnesses therefore enabling students to achieve their full potential at school.

The Healthy Eating Policy at SVS reflects the medical, ethical, allergenic, and religious requirements of pupils and staff. South View School has a strict **NO NUTS** and **NO PORK** policy, and this must always be adhered to.

MEDICAL POLICY

South View School is committed to providing the very best health care for our pupils. We have full-time DHA licensed Nurses and Doctor within the school clinic located by the side of the administration block.

SCHOOL CLINIC

When a child visits the clinic, they will be registered and assessed by the medical team and appropriate treatment and advice will be administered. You are welcome to contact our medical team to discuss any health concerns you may have regarding your child by visiting the clinic or emailing

clinicgroup@southview.ae

Should a student visit the clinic, the parents will be contacted by phone when necessary and a daybook log will be issued on Engage advising the parents of the assessment, treatment, and outcome as appropriate. As the phone is the primary mode of communication for the medical team it is important you inform the school of any changes in your contact details. Where a child is required to go home due to illness or injury the parents must collect their child as a matter of priority. Please note we cannot put a child that is ill or in distress on a school bus.

INFECTION AND ILLNESS POLICY

South View School aims to prevent the spread of infection and illness among students. Students must feel well enough to participate in school in order to learn effectively to gain the most out of the school day. Students recover more quickly at home with adequate rest, nutrition, and hydration. A child returning to school who has not fully recovered not only exposes other students to the illness, but it also delays their own recovery time. If a child is diagnosed with a communicable infection, the medical team must be notified at the earliest.

GENERAL EXCLUSION PERIOD

- A fever is considered a temperature greater than 37.5C, a child with a fever will be sent home.
- A child may return to school after they have been free from fever for 24 hours without the use of antipyretics such as paracetamol.
- A child who has diarrhea or vomited in the previous 24 hours must stay at home.

SCHOOL UNIFORM

Our school uniform is not just about appearance, it plays a key role in promoting school identity, pride and organisation. By maintaining high uniform standards, we ensure that students develop self-discipline and consistency that will serve them in all areas of life. We ask for your support in ensuring that students arrive each day wearing the correct uniform which contributes to a positive and professional school environment.

Uniforms and PE kits must be purchased online or from **Sumeru** store in J3 Mall. Shoes can be bought elsewhere but have to comply with our footwear requirements detailed below.

For more information please visit <https://shopatsumeru.com/>

YEAR 7 - 11

- Girls and boys should wear white SVS-branded shirts. Shirts can be worn untucked.
- Girls have the option of dark grey trousers or dark grey knee-length skirts.
- Boys have the option of dark grey trousers or dark grey shorts (shorts option available only for Year 7 – 9 students).
- Girls and boys can wear SVS jackets and jumpers.
- Boys must wear plain black socks.
- Girls can wear plain black or plain white socks.
- Approved shoes are detailed on the following pages. Shoes should be formal in style and black in colour; training shoes or other casual wear are not permitted.

SIXTH FORM (YEAR 12 - 13)

Sixth Form students don't wear the regular uniform. Instead, they wear approved smart business attire*. See the guidelines on the following pages for full information.

*Attire is subject to the discretion of the Head of Sixth Form, in consultation with the Head of School.

PE KITS

- SVS-branded PE top
- SVS-branded PE shorts
- Trainers with non-marking sole (any colour)
- White sports socks
- Plain black legging or jogging trousers

SCHOOL UNIFORM

SQUAD KITS

- Customised grey and yellow t-shirt / top
- Black SVS customised shorts

The PE team will provide details on the requirements upon your child's selection to the squads. The squad kit can be purchased at South View School's Finance Counter (located next to the Reception).

ACCESSORIES

- SVS Cap: Non-SVS branded caps or hats are not allowed
- PE / Swim Bag: Optional. Students may buy their own bags

For more information on the school uniform, please visit:

<https://shopatsumeru.com/>

Location of the Sumeru Store : <https://www.google.com/maps/dir/J3+Mall+-+Al+Wasl+Rd+-+Al+Manara+-+Dubai/@25.1470821,55.1402959,12z/data=!4m8!4m7!1m0!1m5!1m1!1s0x3e5f6bc9556a7efb:0xd9c9dc36a5fa3784!2m2!1d55.2103362!2d25.1470986?entry=ttu>

SCHOOL UNIFORM

SECONDARY SCHOOL UNIFORM POLICY (YEAR 7 - 11)

	STANDARD	ALLOWED	NOT ALLOWED
Shirt	SVS school shirt from Sumeru.	<ul style="list-style-type: none"> Shirts may be worn untucked when not wearing a branded jumper or zip-up jacket. Ties of any description 	No other variations. Stained clothing.
Trousers	SVS school trousers from Sumeru.		No other variations allowed.
Skirt	SVS school skirt from Sumeru.	Knee length.	Hems taken up above the knee; No other variations allowed.
Shorts	SVS school shorts from Sumeru.	Year 7 - 9 only.	Not allowed for Y10 - 11; No other variations allowed.
Jumpers and jackets	SVS branded from Sumeru.		Year 6 hoodies are not part of the secondary uniform; No other variations allowed.
Shoes	Plain black leather school shoes.	See below for options.	<ul style="list-style-type: none"> Trainers Suede shoes Canvas shoes Patterned shoes Heels Coloured Laces
Socks	<ul style="list-style-type: none"> Plain black socks for boys. Plain black or white socks for girls. 	<ul style="list-style-type: none"> Black socks with trousers. Black or white socks with skirts and shorts. Sports Socks 	<ul style="list-style-type: none"> Any other colour socks. Knee High Socks

SCHOOL UNIFORM

	STANDARD	ALLOWED	NOT ALLOWED
PE Kit	SVS Branded PE kit	SVS Branded Squad kit	Grey Jogging trousers, crocs.
Hats	No hats when inside.	SVS branded caps when out in the sun.	Hats of any description.
Hair	Neat and tidy at all times and a natural colour*.	Hair may be worn down, provided it is neat and tidy*.	<ul style="list-style-type: none"> Overly excessive hair accessories. Unnatural colours Excessive, unmaintained facial hair for boys*.
Makeup	No visible signs of makeup or nail varnish.	Foundation or other face makeup that is flesh-coloured and not noticeable.	<ul style="list-style-type: none"> Coloured makeup or any makeup that is immediately noticeable. Nail varnish of any colour including clear and / or French nails.
Jewellery and tattoos	Some jewellery is allowed (as outlined).	<ul style="list-style-type: none"> 1 pair of stud earrings (1 in each lobe). 1 watch. 	<ul style="list-style-type: none"> Nose piercings. Any other visible piercings other than one per lobe. Bracelets. Ankle bracelets. Visible necklaces / chains. Tattoos of any kind.

*At the discretion of the Head of Year and / or Assistant Head - Pastoral.

SCHOOL UNIFORM

ACCEPTABLE FOOTWEAR - GIRLS



ACCEPTABLE FOOTWEAR - BOYS



UNACCEPTABLE FOOTWEAR



SCHOOL UNIFORM

SIXTH FORM UNIFORM POLICY

Students are expected to present themselves smartly and in the spirit of the school culture in 'approved business attire'. Sixth Formers are role models for younger pupils and the way they dress is very important to the whole school. Expectations are based around the type of clothes and appearance that would be accepted in the workplace.

COMPULSORY ITEMS AND COLOUR GUIDELINES

Trousers, skirts, dresses, jumpers and blazers: Either plain / solid colour only (black, grey, navy), or predominantly black, navy or grey with an understated pattern.

Shirts: White / cream / pale / pastel colours only, either plain, with a light stripe, or understated, traditional pattern.

MALE STUDENTS

- Collared shirt, short or long sleeved, suitable for wearing with a tie, to be tucked in.
- Smart full-length trousers
- Plain black / brown formal leather or leather style shoes

FEMALE STUDENTS

- Smart formal blouse or collared shirt, short or long-sleeved but not sleeveless, with a fairly high neckline.
- Smart full-length trousers.
- Smart shirt, knee-length or below the knee.
- Dresses, with capped, short or long sleeves and a fairly high neckline, knee length or longer.
- Plain black / brown formal leather or leather style low-heeled* or flat shoes.

OPTIONAL (MALE / FEMALE)

- Tie - solid coloured or with an understated, traditional pattern
- Plain belt with modest buckle
- Long-sleeved jumper or cardigan, finely knit
- Jacket or blazer

SCHOOL UNIFORM

JEWELLERY, PIERCINGS, MAKEUP, AND HAIRSTYLES

- 2 pairs of stud earrings – two per ear maximum.
- 1 plain bracelet, 1 plain necklace, 1 ring, and 1 watch.
- Makeup should be subtle and natural, and nail varnish may be worn but the colours must be subtle and natural*.
- Hair should be neat and tidy at all times, and hair colour should be natural.

NOT ALLOWED

- Tight fitting or revealing items.
- Jeans/denim, or denim-like material.
- Lycra or other stretchy materials.
- Skinny trousers.
- Cropped or $\frac{3}{4}$ length trousers.
- Skirts above the knee or excessive skirt slits.
- Bare midriffs and off-the-shoulder tops.
- Blouses with low necklines, slits or cut-outs.
- Polo, sports or sweat shirts.
- Bold stripes, checks or patterns.
- Rolled-up sleeves.
- Tops of ties displaying large logos, emblems, lettering or slogans.
- Metallic - coloured zips.
- Trainers or patterned shoes
- Embellishments on shoes such as metal bars
- High heels
- Overly excessive hair accessories
- Visible undergarments
- Tattoos
- Prominent nose or cartilage piercings

*It is the Head of Sixth Form's discretion on what constitutes appropriate.

CLASS LISTS

CLASS LISTS: PROCESS AND CONSIDERATIONS

The process of creating class lists is a highly complex exercise that involves balancing a wide range of factors. While we understand the value our students place on friendships and social groups, these cannot be the primary drivers of our decisions.

Class groups must be designed to align with our **curriculum planning and timetable requirements**, taking into account the following variables:

- Gender balance.
- Modern Foreign Language (MFL) choices.
- Previous academic performance.
- Core curriculum alignment.
- Islamic education participation.
- Arabic language levels.
- SEN and in-class support needs.
- Class size limitations.

For incoming **Year 7 students**, we view the transition to secondary as an important fresh start. We believe it is beneficial for students to build new connections and friendships as they settle into their new environment.

It is also important to note that, unlike in primary, class groupings in secondary are more fluid. Students will be set in several subjects and will have regular opportunities during break and lunch times to interact with their wider friendship groups.

Class lists will not be finalised until Monday 25/08/25. Anything you see on ISAMS or Teams before this date, will not be the final class list

LOCKER KEYS

LOCKERS FOR SECONDARY STUDENTS

Lockers are **optional** for all secondary students. If your child would like a locker:

- They should bring a **20 AED deposit** and give it to their **form teacher**.
- Their **Head of Year** will then assign them a locker and key.

Please note:

- Students are responsible for **keeping their key safe** and **maintaining a clean and tidy locker**.
- If the key is lost, a replacement key will cost **20 AED**
- When the key is returned before we break for summer, and the locker is in good condition, the **deposit will be refunded**.








Lockers are a great way for students to store books, PE kits, and other items safely during the school day.

LOST PROPERTY

Any item that is lost will be placed in the 'lost property' box, generally situated in the school's quad area. Students and parents are encouraged to check the lost property box if they realise any of their items have been misplaced. Periodically (end of each term), the lost property box is emptied, and items will be discarded, or clothing will be washed and kept in the clinic for emergencies.

Any food items, lunch boxes or water bottles found will be thrown away at the end of each week should they not be claimed. The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school cannot assume responsibility for loss or damage to personal property brought to school.

SCHOOL LANYARDS AND THEIR MEANINGS

	<p>Staffs</p>
	<p>Parents</p>
	<p>Students</p>
	<p>Home Alone Students</p>
	<p>Contractors</p>
	<p>Visitors</p>
	<p>Visiting Inclusion Professionals</p>

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential to academic success and student wellbeing. South View School is committed to promoting a culture of high attendance and ensuring that all students have consistent access to learning. Frequent absences and lateness disrupt teaching and learning and can significantly hinder a student's academic and social development.

At South View School, we are committed to fostering a culture where excellent attendance is the norm and every student feels valued, safe, and supported. Developing strong habits of attendance and punctuality is critical to students making the most of their time in school.

OUR AIMS

- To encourage prompt daily attendance.
- To support all students in achieving an attendance rate of 98% or higher.
- To identify and respond swiftly to patterns of absence or lateness.
- To work in partnership with parents/guardians to overcome barriers to attendance.
- To meet and exceed the KHDA's expectations for student attendance in Dubai private schools.

PROCEDURES

1. Attendance Registration

- a. Attendance is taken at the start of every period.
- b. Registers are completed on iSAMS and monitored daily by our school secretary and relevant Heads of Year.

2. Reporting Absence

- a. Parents/guardians must notify the school by 7:30 AM if a child is going to be absent.
- b. Absences should be reported via the school's designated communication platform (e.g., email or parent portal).
- c. For absences exceeding 2 consecutive days, a medical certificate is required.
- d. For planned absences (e.g., family emergencies or travel), a Leave of Absence Request Form must be submitted in advance to the Head of Secondary.

3. Punctuality

- a. The school day begins promptly at 7:50 AM.
- b. Students arriving after this time will be marked as late.
- c. Repeated lateness will trigger a review with pastoral leaders and may result in formal intervention.

ATTENDANCE AND PUNCTUALITY

INTERVENTION & SUPPORT

- Attendance falling below 95% will trigger a first-stage review by the form tutor.
- Below 90%, a formal letter will be issued, and parents will be invited to meet with the Head of Year.
- Continued poor attendance or persistent lateness may result in:
 - Pastoral support plan
 - Referral to the safeguarding team (if concerns arise)
 - Reporting to KHDA, in accordance with regulatory requirements

KHDA GUIDELINES

As per Knowledge and Human Development Authority (KHDA) expectations:

- Parents are responsible for ensuring their child's regular attendance.
- Schools are expected to actively monitor and intervene where attendance is poor.
- Prolonged or unauthorised absences may affect student progression, assessment, and re-enrolment.

REPORTING AN ABSENCE

In the event of a student absence, parents or guardians must notify the school as early as possible on the day of absence. Clear communication helps ensure student safety and allows staff to support continuity of learning.

How to Report an Absence

You may report your child's absence through one of the following methods:

- Phone: Call 04 589 7904 Please provide your child's full name, class, and the reason for the absence.
- Email: Send an email to absence@southview.ae Include your child's full name, class, and the reason for the absence.

UNREPORTED ABSENCES

If your child is absent and the school has not received prior notice, our administrative team will contact you on the first morning of the absence to confirm the reason. This procedure is part of our safeguarding commitment to ensure all students are accounted for.

STUDENT BEHAVIOUR

South View Secondary School has very high expectations for all our students in relation to behaviour. The purpose of this policy is to ensure that all students feel safe and can thrive in an environment which allows them to reach their full potential.

We adopt a proactive approach built on the foundations of kindness mutual respect and integrity. Building and sustaining positive relationships between all members of our school community is at the heart of this policy and our high achieving culture.

We **teach and model** the behaviour we expect to see, and our expectations are regularly shared with all. If a student chooses not to change their behaviour following corrective measures and restorative conversations, **proportionate** sanctions will be issued to allow time for reflection and to help students make better decisions moving forward.

LEADERSHIP AND MANAGEMENT

The Senior Leadership Team are responsible for ensuring the policy is implemented fairly and consistently across the secondary school. This is done through regular staff CPD sessions and a yearly review of the policy.

TEACHERS

All teaching staff have a responsibility to know and follow the policy. We ask staff to adopt a **warm strict** approach to behaviour management. Working within the policy, teachers have the autonomy to run their classrooms and set their own rules.

BEHAVIOUR LOGGING

Merits and behaviour points are logged on ISAMS. These are closely tracked by Form Teachers and Head of Years on a weekly basis. Merits are accumulated and the students and classes who receive the most merits will be recognised every half term at our Celebration of Success Assemblies. Merits accumulated over the course of the year can be used as currency to purchase selected rewards towards the end of Term 3. We operate a hybrid model for reflections.

Central reflections are issued for generic issues relating to organisation, morning punctuality, uniform and higher level behaviour issues.

Teacher led reflections are specifically for classroom related issues. When a student receives 3 Behaviour Points from a class teacher or falls significantly short of teacher's expectations, they should be issued with a reflection. It is the classroom teachers' responsibility to engage in restorative conversations and contact the parents when necessary.

STUDENT BEHAVIOUR

ROLE OF THE FORM TEACHER AND STUDENT INTRODUCTION

Form Teachers will regularly spend time going over expectations in relation to behaviour, punctuality, attendance and uniform. These will be revisited throughout the year.

Form teachers, with the help of Head of Years will regularly check behaviour points and merits and engage students in conversations when necessary.

Form teachers will address morning punctuality, uniform, and general organisation.

Head of Year 7	Mr. Altaf
Head of Year 8	Ms. Matharu
Head of Year 9	Mr. Cook
Head of Year 10	Ms. Rahilly
Head of Year 11	Ms. Hughes
Head of Year 12	Ms. Quick
Head of Year 13	Mr. Gavin
Head of Sixth Form	Mr. Burgess

LEVEL	EXPECTATIONS Students should:	OUTCOMES
Level 1	<ul style="list-style-type: none">• Be on time for lessons and display a positive attitude towards learning.• Be respectful towards students and staff. (Potentially level 1 accumulation outcome)• Be in the correct school uniform with all equipment required for that day (form teacher).• Use toilets at appropriate times (form, break or lunch). Not gather in groups during lessons.• Hand homework in on time and meet deadlines.• Refrain from eating outside of break and lunch times. Refrain from chewing gum.• Move quietly and safely through the corridors and stairwells.• Tidy up after themselves and refrain from dropping litter.	<ul style="list-style-type: none">• 1 Behaviour Point on ISAMS.• Central reflection for those written in bold.• Potential ban from Astro/ECA/Library that day.
Level 1 Accumulation	3 x behaviour points per department in a half term.	<ul style="list-style-type: none">• 20-minute teacher led lunchtime reflection with class teacher.• Parents/guardians will be informed.

STUDENT BEHAVIOUR

LEVEL	EXPECTATIONS Students should:	OUTCOMES
Level 2	<ul style="list-style-type: none"> • (6 x level 1 behaviour points in a half term) • Behave in a non-threatening way (verbal, cyber or physical) towards fellow students and staff. (Potentially level 3 depending on the situation). • Respect all cultures and races. (Potentially level 3 depending on the situation). • Respect school property. • Respect other students and staff property. • Have mobile phones switched off in pouch. • Always attend lessons when in school. • Only submit their own work (plagiarism). • Refrain from carrying any dangerous items or substances. • Respect the schools and other students Teams, internet and email access. 	<ul style="list-style-type: none"> • 25-minute Lunch time central reflection. • Mobile phone confiscated, returned to parents. • Potential Ban from ECA/Squads. • Parent/Guardian meeting with HOY or HOD. • Department report. • Head of Year Report.
Level 2 Accumulation	<ul style="list-style-type: none"> • Change their behaviour after Level 2 sanctions. • (9 x level 1 behaviour points in a half term) • (Using mobile phone a second time following level 2 sanction). • Submit their own work/ follow exam protocols during examination/ assessment. • (Persistent bullying / intimidating behaviour) 	<ul style="list-style-type: none"> • Change their behaviour after Level 2 sanctions. • (9 x level 1 behaviour points in a half term) • (Using mobile phone a second time following level 2 sanction). • Submit their own work/ follow exam protocols during examination/ assessment. • (Persistent bullying / intimidating behaviour)
Level 3	<ul style="list-style-type: none"> • (Accumulation of 20 behaviour points) • Refrain from truanting from school. • Refrain from using mobile phone to video on the school campus and or post on social media. • (Persistent bullying / intimidating behaviour despite level 2 intervention). • Refrain from using racist language directed at a student or member of staff. • Refrain from smoking, vaping or possessing any related, prohibited or illegal substances. • (No or unacceptable effort to change behaviour from previous sanctions) 	<ul style="list-style-type: none"> • Parental meeting with Head of Pastoral and Head Teacher. • Internal Exclusion • Longer fixed day internal exclusion. • Longer fixed day external exclusion. • Official Warning letter. • Permanent exclusion/no re enrollment.

EXTRA - CURRICULAR ACTIVITY PROGRAMME

By taking part, students will:

- Develop their independence and confidence with new challenges.
- Become more resilient with increased perseverance.
- Consider a more holistic approach to the environment and community.

Further information will be shared with parents at the start of the academic year.

TRIPS AND EVENTS

The school offers a wide range of local educational and residential trips, as well as visiting production companies, inspirational guest speakers, and community events. We aim to communicate most of these before the end of summer break to avoid any hidden costs.



Trips for Academic Year 2025–2026:

9th–14th February 2025

Georgia: Year 7 - 13

Sri Lanka: Year 7 - 13

Madrid: Year 7 - 13

SCHOOL TRANSPORTATION

We currently have school transportation running to most areas across Dubai. If you wish your child to ride on the school transportation please contact transport@southview.ae for further details. Applications are on a first come first serve basis and are subject to seat availability. Once the forms have been processed, you will receive your preliminary bus timings. If you agree to these timings, you will then be sent an invoice for the agreed service.

It is very important that you do not submit payment until you have received the proposed timings and invoice as this is a non-refundable payment. If your child is sick and will not be attending school on that day, we request you to message or call the bus assistant a minimum of 30 minutes prior to designated pick-up time.

CHANGE OF ADDRESS

If there is any change of address, please email transport@southview.ae and inform us of the exact location. Our transport team will then advise new pick-up and drop-off times. If the change of timings impacts any of our other students, we will require 5 working days to amend pick-up and drop-off if possible.



www.southviewschool.com

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