

30 August 2017

Dear Parents

I do hope you enjoyed a restful and safe break with your families. My staff and I look forward to welcoming you all back to the new Academic Year 2017/2018. To ensure the first day back runs as smoothly as possible, **please note the important information below:**

1. Parent School Contract

It is a KHDA requirement this year that you must sign your child's Parent School Contract before 15 September 2017. Please ensure you visit the Registration Department to sign your contract before the above date. Failure to do so could affect your child's registration.

2. Start Date & Times:

- Years 1 to 12 start on Tuesday 5/9/2017 from 7:30am to 2:45pm
- FS1 and FS2 will be starting from Sunday 10/9/2017 – date and timings to be confirmed by your child's class teacher by telephone. You should have received a phone call by end of day Monday 4/9/2017.

3. Bus Service:

Bus will be available for Years 1 to 12 from Tuesday 5/9/2017, if you have confirmed your registration for this service. Please be aware that you should by now have received a phone call from the Bus Assistant giving you your child's pick up time for Tuesday morning.

FS1 & FS2 bus service will commence on Wednesday 14/9/2017 and parents will be informed of their child's pick up and drop off timings.

4. Communication

We would like to remind you of our many communication channels:

General Emails: infoprimary@srs.ae, infosecondary@srs.ae

Assistance Emails: primaryassist@srs.ae, secondaryassist@srs.ae,
medicalassist@srs.ae,
contactgovernors@srs.ae

Urgent Assistance SMS: 9236

Please note there are allocated FS/Primary and Secondary Student Supervisors to assist with any queries you may have. They are stationed throughout the school corridors, primary and secondary. Their direct line and extension numbers will be published on 5/9/2017. Please do leave a message if they are unavailable, they will contact you as soon as possible to assist you.

5. Drop off, Pick up & Parent Parking

Please ensure your child is dropped off and collected at the correct gate:

- FS/Primary Years 1, 2 & 3 - Primary Main Gate A
- Primary Years 4, 5 & 6 only - Primary Gate B (accessible through secondary parking area)
- Secondary Girls (Years 7 to 13) - Secondary Girls Gate
- Secondary Boys (Years 7 to 13) - Secondary Boys Gate

These gates also apply for early collection of students. We will be enforcing high punctuality from day one so gates will be closed at 8:00am in the first instance and can be accessed by parents at the following times:

- FS - 1:00pm
- Years1-13 - 2:45pm

Please ensure your child arrives at school on time each day and is in class for the first lesson which starts at 7:30am. If your child is late they are missing valuable learning time.

As of Tuesday 5/9/2017 the Primary Library will be open and supervised from 7am for early drop-off (FS-Yr3 only). Parents who are unable to drop-off/pick-up their children should encourage secondary siblings or the house assistant to take and collect FS1/FS2, Yr1-3 from their classes.

Please note the main gate will not be used for student drop off and pick up. Secondary boys, girls and primary gate B at the rear car park are for students with brothers and sisters and families to drop off and pick up. Main primary gate is for FS1/FS2 and primary only not secondary.

Maids & Drivers

To ensure a safe environment at the beginning and end of the school day, please assign one maid only to drop-off and pick-up your child for the whole academic year. Male drivers will not be allowed to drop-off and pick-up students within the school.

Please ensure maids are dressed appropriately in keeping with the school environment.

6. Student Cash/ID Cards:

Please ensure that your child brings his/her cash/ID card on the first day of school. If the card has been lost, your child will be informed by the teacher when they may visit the IT department to have the card replaced.

7. Student Cafeterias/Lunch Service:

Cafeteria Service will be available for Years 4 to 12 from Tuesday 5/9/2017. Please note, as per school rules no cash will be accepted and student cash cards should be used at all times. New student cards will be distributed in class on Tuesday 5/9/2017 therefore please ensure your child brings cash to upload onto their card on the first day of school.

Students in Year 1 to 3, who have registered for the 'trolley service' will be provided with lunch from Tuesday 5/9/2017. FS1 and FS2 will be provided with lunch from Sunday 10/9/2017.

8. End of day procedure

All families will be issued with new ID cards to ensure greater student safety and security for your children. Each family will be given one ID card and additional cards can be purchased from accounts at a cost of Dhs 20 each card. Please use the same gate picking up but not the main entrance this is too dangerous. FS1/FS2 children can be collected from the classroom but only by entering the main primary gate. Please note, maids and drivers must display and ID card at all times.

9. Delivery of lunch boxes, PE Kit etc during the school day

Please visit the Primary Office (opposite the Primary PE Hall/Swimming Pool) from 7:30am-2:30pm when delivering primary student bags or for early collection of students.

Secondary Boys and Girls deliveries should be delivered to the gate room at the Girls and Boys gates.

10. Early Collection

Please ensure the nominated person collecting your child has appropriate ID card authority as per the school system. Please enter through the primary main gate and report to the primary ground floor office near the PE hall/swimming pool when collecting FS, Primary students. Please enter through the Secondary Boys and Girls gates and report to the boys and girls supervisors' desks at the atriums when collecting secondary students.

Please visit the school's website www.srsdubai.ae for further information or call the main reception on 04 6011011 for further assistance.

Yours sincerely



**Nan Billingham
Principal**