



DUBAI INTERNATIONAL ACADEMY

DREAM  **INSPIRE**  **ACHIEVE**

New Parents Welcome Pack 2011-2012

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A VERY WARM WELCOME

Dear Parents,

On behalf of the Dubai International Academy (DIA) family, I would like to personally welcome you and your child/children into the school.

We understand that, as a new parent at Dubai International Academy, you may have a lot of questions and concerns. This Welcome Pack has been put together to cover most of the essential information you need and to make your children's transition into Dubai International Academy as smooth as possible.

DIA has been established since 2005, and it has been a tremendous few years during which we have celebrated our status as an IB World School, the first in the UAE with formal authorisation to offer the continuum of the three IB programmes – Primary Years; Middle Years and IB Diploma. In addition we have attained the status of Regular Membership of the Council of International Schools (CIS).

Beyond academic rigour, DIA has proudly sent representatives to Model United Nations conferences across the world, as well as hosting our own here in Dubai; our Duke of Edinburgh Programme has had another successful year and our sports teams are competing successfully in leagues amongst some prestigious and long-standing Dubai schools.

In a large part, DIA's accomplishments are due to the collective efforts of students, parents and the larger DIA community, as well as DIA staff, and we warmly encourage your participation and involvement to maintain the pace and success to which we are growing accustomed!

Once again, a warm welcome to the DIA family.

Sincerely,

Poonam Bhojani
Director

OUR PHILOSOPHY & OBJECTIVES

Our Motto **Dream Inspire Achieve**

Our Mission

To empower students with a holistic education for success in an ever changing world.

Our Core Values

Achievement
Collaboration
Integrity
Respect
Responsibility

Our Philosophy

- 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 celebrate our diversity of cultures, backgrounds and perspectives.
- To create a learning environment that will positively contribute to international and local communities.
- To implement the IB Learner Profile in an innovative way.

Our Beliefs

- We believe that a healthy mind and body, a positive attitude and behaviour help one focus and learn.
- We believe in the pursuit of excellence whilst balancing the academic, aesthetic and athletic facets of education.
- We believe that teamwork between students, teachers and parents is critical to the overall learning process.
- We believe in encouraging students to take pride in their achievements and applaud others' achievements.
- We believe that effective teaching in a safe, positive school environment enables children to develop academically and socially.
- We believe that the IB Learner Profile leads to the holistic development of students.

Our Approach

- By benchmarking with the highest internationally recognised performance standards.
- By developing each student's individual potential for leadership.
- By empowering students with a global and a local perspective.
- By responding sensitively to the full range of students' educational needs.
- By using technology to enhance learning.
- By utilising the IB curriculum and reinforcing the core of the programme models for our curriculum.

The IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB learners strive to be:

Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.



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COMPLETING THE REGISTRATION PROCESS

The Admissions Office at DIA sends out placement letters via email to parents of students who have undertaken the assessment test.

Upon receiving your acceptance letter, please read through it carefully to ensure you are aware of its contents and provisions.

Documentation

For full registration of each student with the Knowledge and Human Development Agency (KHDA) that regulate Private Schools within Dubai, the following is required:

- 2 x **copy** student's passport
- 2 x **copy** of student's UAE residency visa page in passport
- 2 x **copy** of student's birth certificate (English or Arabic)
- 4 x passport photographs
- 1 x **original** Transfer Certificate* (for students joining Year 2 and above)
- 1 x **copy** of previous two years of student's school reports in English
- 1 x **copy** of immunisation records

ALL documentation must be provided BEFORE the student begins at DIA. If you have any questions or concerns about anything to do with this please contact the Admissions Office without delay. admissions@diadubai.com or 04 368 4111 x 107/114

Transfer Certificate

All students joining Year 2 or above MUST supply DIA Admissions Office with an Original Transfer Certificate before joining the school.

This document is compulsory for registering students with the Knowledge and Human Development Agency (KHDA) who regulates Private Schools within Dubai. Failure to supply the correct documentation, inhibiting this registration process, will lead to steps being taken which may result in non-promotion of the student at the end of the academic year, school reports being withheld and non-issue of any documentation from the school should the student leave.

What is a Transfer Certificate?

A Transfer Certificate (TC) is not the same as school records, reports or school transcripts. A TC should clearly state to which grade/year a student is promoted at the end of the year (if enrolling in September), or in which grade/year the student is currently enrolled (if enrolling mid year). Please use the sample provided (see next page) to assist your school in composing a TC if they are unfamiliar with the requirements.

Which stamps do I need for my Transfer Certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:



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North America, West Europe, Australia or New Zealand, North Europe

- School stamp and signature only

Middle East (except the UAE), South and Central America, Asia, Former Russian States, Eastern Europe and Africa

- School stamp and signature
- Ministry of Education (in the country of the school's location)
- Ministry of Foreign Affairs (in the country of the school's location)
- UAE Embassy (in the country of the school's location)

Another Emirate of the UAE

- School stamp and signature (TC must be in Arabic)
- Educational Zone of the Emirate

Dubai

- School stamp and signature (TC must be in Arabic)

Transfer Certificate - Sample

The Original Transfer Certificate MUST be on **original school letterhead, signed by a school official and stamped.**

It should be issued by the school which the student is leaving from, prior to joining DIA.

Any problems in obtaining a Transfer Certificate, or the correct stamps, must be referred to the Admissions Office at the earliest convenience. A valid Transfer Certificate is required for **every student** joining DIA from Year 2 to Year 13.

The information it must contain is:

ORIGINAL SCHOOL LETTERHEAD PAPER

Name of Student:	<i>Ann Brown</i>
Nationality:	<i>British</i>
Date of Birth:	<i>6 June, 1996</i>
Curriculum Followed:	<i>IB Curriculum</i>
12 or 13 year school system: (generally the final year of high school)	<i>13 year system</i>
Last day school was attended:	<i>17 December, 2010</i>
**Current Grade (if leaving during the academic year) OR ** Passed and Promoted to (if completed the academic year)	<i>Currently in Year XX</i>

Signature of Principal / Head Teacher / School Director or other school official

School Stamp

** one or other to be used, dependant on whether the student is leaving at the end of an academic year or during the academic year.

FEE PAYMENTS AND REFUNDS

Payments are accepted by cheque, cash or bank transfer.

Semester Fees are payable on or before the first day of each Semester:

Cheque 1 should be submitted by 1 September, 2011

Cheque 2 should be submitted by 1 February, 2012

Alternatively, you can pay by bank transfer or cash, on or before the dates indicated above.

For Bank Transfers, the following account details should be used:

Account Name:	Dubai International Academy
Bank Name:	Mashreq Bank
Account Number:	0493150923
Swift Code:	BOMLAHAD
IBAN Number	AE860330000010493150923
Branch:	Al Riqqa, PO Box 1250, Dubai, UAE
Required Remittance Information:	Student Name and Year Group

It is very important to state the required remittance information so payment can be traced and credited correctly.

All cheques should be made payable to: **Dubai International Academy** (in full).

The Parent/s or Guardian/s whose signature/s appears on the Application for Admission Form (or the Terms and Conditions, once enrolled), shall be jointly and severally liable to DIA for the payment of outstanding school fees.

If a student has attended any part of a Semester then fees or refunds owing shall be collected / refunded as per DIA's Terms and Conditions, in accordance KHDA (Knowledge and Human Development Authority) guidelines. Books, uniforms, ESL fees and other sundry expenses as outlined in Schedule B in this section of the Welcome Pack, and on the website: www.diadubai.com), are not subject to refund.

For the full terms and conditions regarding fee payments and refunds, please refer to our website at: www.diadubai.com, and to the Terms and Conditions pages at the end of this welcome pack.



Schedule 'A' School Fees Academic Year 2010-2011
UNDER REVIEW FOR 2011/2012 Academic Year

FEES 2010-2011	Annual Fee	Advance payment	Semester 1	Semester 2
		Adjustable against Semester 1 fees	Payable 1 Sept 2009	Payable 1 Feb 2010
	AED	AED	AED	AED
KG1	32170	500	15585	16085
KG2	36280	500	17640	18140
Year 1	36620	500	17810	18310
Year 2	41470	500	20235	20735
Year 3	41470	500	20235	20735
Year 4	41470	500	20235	20735
Year 5	41470	500	20235	20735
Year 6	41470	500	20235	20735
Year 7	46650	500	22825	23325
Year 8	46650	500	22825	23325
Year 9	46650	500	22825	23325
Year 10	51840	500	25420	25920
Year 11	51840	500	25420	25920
Year 12	57000	500	28000	28500
Year 13	57000	500	28000	28500

Item	AED Amount		Refundable
Entrance Test Fee, Advance Payment - New Students	500	One-off payment, prior to taking the test, prior to admission to DIA, adjustable against Semester 1 fees	No
Annual Re-enrollment Fee, Advance Payment - Returning Students	500	Annual payment, adjusted against Semester 1 fees	No
English as a Second Language (ESL)	4500	Annual payment made when student starts ESL. If student requires ESL (determined by DIA teachers) then this is a condition of admission	No

SCHEDULE B

1. Stationery
2. Educational and field trips that may be organised from time to time may incur additional costs which will be intimated on a case by case basis. Fees payable for such trips will be payable separately to all other fees
3. Voluntary excursions or sports tournaments in which costs are incurred
4. School uniforms; Team kits and other necessary sporting attire or auxiliary items
5. External examinations
6. Meals
7. Transportation
8. Other activities for which costs accrue to the school
9. Insurance: It is suggested that parents maintain health, accident and liability insurance for their children
10. Textbooks for Secondary School Students required to be purchased on a needs basis (non-mandatory)

Some of the above items are available from independent suppliers and subject to their Terms and Conditions for refund.

STUDENT PLACEMENT

Year Group

Correct year groups for students are identified through consultation with the Admissions team. It is our intention to always place students in the year group most appropriate to them to thrive both academically and socially in their new environment.

During this phase the following will be taken into account:

- Previous schooling to date and student's previous school reports
- Assessment test results (and interview if applicable)
- Age of student
- Information provided on the student's Transfer Certificate

Schools around the world use different numbering conventions as well as following different curriculums. It is common to find North American schools and those following the US Curriculum using a 12 year numbering format, and British schools and those following the National Curriculum for England and Wales using a 13 year numbering format. In addition, there are other numbering conventions as well as those mentioned.

In the UAE there are many schools offering different curriculums and following different numbering conventions. Below is a table indicating DIA's numbering convention and how this equates to the IB Programme, as well as the 'equivalent' numbered class in a school following a 12 year numbering convention:

Typical Age of student ⁽¹⁾	13 year ⁽²⁾ (DIA)	IB Programme ⁽³⁾	12 year ⁽²⁾
17 – 18	13	IB Diploma Yr 2	12
16 – 17	12	IB Diploma Yr 1	11
15 – 16	11	MYP Yr 5	10
14 – 15	10	MYP Yr 4	9
13 – 14	9	MYP Yr 3	8
12 – 13	8	MYP Yr 2	7
11 – 12	7	MYP Yr 1	6
10 – 11	6	PYP	5
9 – 10	5	PYP	4
8 – 9	4	PYP	3
7 – 8	3	PYP	2
6 – 7	2	PYP	1
5 – 6	1	PYP	KG 2
4 – 5	KG 2	PYP	Pre K
3 - 4	KG 1	PYP	

NOTE 1: At DIA the cut-off date for determining Year Group is **15 September**. The ages shown here are typical, and there may be occasional exceptions.

NOTE 2: The IB Programme does not prescribe a particular numbering system, however:

- The Primary Years Programme (PYP) is designed to meet the educational requirements of students aged between 3 and 12.



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- The Middle Years Programme (MYP) is designed to meet the educational requirements of students aged between 11 and 16.
- The Diploma Programme (DP) is designed to meet the educational requirements of students aged between 16 and 18.

NOTE 3:

Please refer both to the school website: www.diadubai.com and the International Baccalaureate website: www.ibo.org for further information of the IB curriculum and its various stages. It is not the same as any national curriculum, but is designed to provide a rigorous, high-quality programme of international education for school children of all ages.

Class / Homeroom

At the end of each academic year, it is DIA's policy to mix and reallocate all classes throughout the school. This process is undertaken to ensure an even spread of age, gender, nationality and ability across the classes. It also helps to ensure that new children who are joining DIA have the chance to make friends and that existing students are able to expand their social network.

Classes are composed by class teachers who endeavour to ensure that each student is placed with some familiar students (if already enrolled), whilst also being in the right group for his or her specific requirements.

Requests from parents for particular teachers will not be entertained as it disrupts the process stated above and may result in students being placed in inappropriate groups.



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USEFUL CONTACTS

Front Desk/Switchboard:	info@diadubai.com 04 368 4111
Admissions:	admissions@diadubai.com 04 368 4111 ext 114 / 107
Accounts:	accounts@diadubai.com 04 368 4111 ext 119 / 120 / 118
Feedback:	Diafeedback@diadubai.com
Elementary School:	04 368 4111 ext 105 / 108
Secondary School:	04 368 4111 ext 206/209
Medical Office:	04 368 4111 ext 135 / 050 559 0378
Website:	www.diadubai.com

Please do feel free to contact us with any questions you may have prior to your child starting at DIA, and browse our website for information about the school, the calendar, the curriculum, Parent/Student handbooks, events and newsletters.

STUDENT AND PARENT HANDBOOKS

There is both an Elementary School and Secondary School Student and Parent Handbook available for download from our website: www.diadubai.com or please do not hesitate to contact the Admissions Office who can email you the document as a *pdf* file. We would suggest all new parents and students take the time to read the handbook and familiarise themselves with its contents.

The handbooks contain further information on subjects such as:

- Academic Programme
- Bullying and Harassment
- Code of Conduct
- Useful Contacts
- Medical Services

PARENTS ASSOCIATION OF DIA

The Parents' Association of DIA (PADIA) welcomes all new parents to the school. PADIA arranges coffee mornings so that new parents have the opportunity to meet with each other, and exchange details and information about the school, and Dubai.

PADIA organise some extremely popular and successful social events held throughout the school year such as an Iftar event; Winter Souk; and the evening celebration on International Day. In addition, PADIA also runs a 2nd hand uniform shop in the school.

The PADIA office is located in the Elementary School in room number PS047 on the ground floor. Alternatively, they can be contacted via their email: padiadubai@hotmail.com.

DAILY TIMINGS

All students should be in school by 7:35 am. Different year groups finish their school day at different times from 12:45 pm. Please ensure you drop off and collect your child promptly at the start and end of each school day.

7:35 am	Arrival
7:40 am	Registration
7:50 am	First Lesson or Assembly Commences
12:45pm	KG1 and KG2 dismissal
2:30 pm	Year 1 to Year 13 dismissal

School timings will change during Ramadan

Six Day Cycle

Throughout DIA we have implemented a six day cycle over which the school timetable runs. This means that your child's timetable will refer to Day 1; Day 2; Day 3; Day 4; Day 5 and; Day 6 rather than the days of the week. The key benefits of working the timetable over six days rather than a traditional five is that it provides greater flexibility in scheduling the breadth of subjects and also that it spreads the timetable more evenly over public holidays which typically occur on Thursdays and Sundays and for the early finishes on the second Monday of each month.

For example:

Week 1:

Sunday = DAY 1

Monday = DAY 2

Tuesday = DAY 3

Wednesday = DAY 4

Thursday = DAY 5

Friday and Saturday = WEEKEND

Week 2:

Sunday = DAY 6

Monday = DAY 1

Tuesday = DAY 2

...

Your child's teacher will be able to provide a timetable for their class, and it will also be available on Edline for your information.

UNIFORM

At Dubai International Academy, the uniform is worn with pride. It is an outward sign of the choice that students have made to join the DIA community and a way to demonstrate daily their commitment to fully embrace the values and spirit of DIA.

The daily uniform is as follows:

Year	Boys	Girls
KG1, KG2, Years 1, 2 & 3	Regulation plaid shorts Sky blue shirt	Regulation plaid tunic dress 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
Year 7 to Year 13	Regulation navy trousers and grayish blue shirt, short or long sleeve, with plaid on the collar	Regulation navy skirt or trousers, and grayish blue shirt, short or long sleeve, with plaid on the collar
Swimming	Professional style swimsuit (not baggy nor longer than mid-thigh) and swimming cap	One piece professional style swimsuit and swimming cap
Footwear	Black leather shoes. These should be with non-marking soles. No sandals, ankle-high trainers or boots are permitted.	
PE	White sports polo shirt (or house T-Shirt) with the school logo and blue shorts with red stripes for girls and boys. Tracksuit pants and top are available for the cooler months. Students must wear white sport shoes with non-marking soles.	
House T-Shirts	House T-shirts will also be available in Green (Earth), Red (Fire), Yellow (Wind) and Blue (Water)	

We recommend at least two complete sets of the uniform per child and please ensure that all clothing is clearly labelled with the name and the year.

Uniform Supplier

ZAKS, The Green Community Town Centre, Tel: 04 885 3316

Opening hours: 10:00am to 6:30pm, Saturday to Thursday, closed Friday

Website: <http://www.zaksstore.com/index.htm>



STATIONERY

Below is a list of stationery recommended by the teachers for the start of the school year. Other items may be requested in the future, and your child may have special requests to add to their pencil case.

Please note that KG1 and KG2 do not require any stationery.

Year 1	Years 2 - 4	Years 5 - 6	Years 7 - 13	Extras for Years 9 – 13
Chair Bag - Available from PADIA	1 box of HB2 lead pencils	1 box of HB2 lead pencils	2 black and 2 blue pens	Hole punch
	Washable colour marker pens	Pencil case	2 HB pencils	A4 plastic wallets
	Coloured pencils	30 cm ruler	Pencil sharpener	Large post-its
	Scissors	2 x glue sticks	Eraser	Stapler
	Pencil sharpener	Geometry Set	15 cm ruler	Paper clips
	Eraser	Simple calculator	30 cm ruler	If your child does not have a calculator then please do not buy one as the Maths teacher will advise as to which is the correct one to purchase
	1 x blank CD (for IT)	12 colour pencils	Geometry set	
	Pencil case	12 colour markers	Coloured pencils	
	30 cm ruler	Set of thick coloured markers	Coloured pens	
	2 x glue sticks	Set of highlighters	Glue stick	
	Geometry Set (years 3 & 4)	Scissors	Pencil case	
	Simple calculator (Year 4 only)	3 flip files with a minimum of 40 pages	Cellotape or similar	
	Reading bag (available from Zaks)	2 pads of A4 writing paper	Highlighter	
	Chair Bag - Available from PADIA	Small note pad	Scissors	
		Pencil sharpener	Pocket size translation dictionary if English is not your mother tongue	
		'post it' notes	Reliable watch	
		English Oxford student dictionary for homework	Padlock for lockers	
			Memory/USB stick	

PARKING

There is only limited parking available at DIA and so at the morning and afternoon drop-off and collection times it gets extremely busy. DIA staff are present in these areas at the busiest times, and please do follow their directions as they are there to ensure the safety of our students as the priority.

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.

What we have done

- Agreed with Emaar that, for the time being, parking can be done on the large patch of empty ground at the rear of the school.
- Placed security guards to:
 - Supervise the road-crossing by the side entrance to the elementary school
 - Direct traffic in the main car parking areas
- Opened up earlier so children can be dropped off from 7:30am
- Arranged for our classroom assistants to remove the younger children from cars at the 'kiss n drop' zone at the side entrance of the elementary school, so parents do not have to park, but can drive through.
- 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 carparks, 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 cycling/walking groups together 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, or send your suggestions into diafeedback@diadubai.com.



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AFTER SCHOOL ACTIVITIES

DIA is proud to offer a wide range of activities and we encourage participation in various After School Activities (ASAs) to aid the holistic development of our students by building their self-esteem and improving their performance in academics, sports and other extra-curricular fields.

A variety of activities are scheduled during the year. Classroom teachers conduct many of these activities. Others are offered by community members and organisations. Some activities may have fees charged. Students are required to participate in at least one extra-curricular activity each semester and participation is noted on student reports. Buses will be available after activities for those who utilise the bus service. Further information regarding after school activities, and other activities such as Duke of Edinburgh, Model United Nations, Student Council, can all be found on the school website: www.diadubai.com

On Line Registration

Parents will be informed by email when registration is open, 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.

The allocation of activities will be done on a first come basis. Subject to the available capacity, we will try to assign the activities as per the preference indicated.



HEALTH INFORMATION

Medical Check-Up

The Department of Health and the School require that all students in the school have a general medical examination. Parents will be informed if their child requires any special medical attention.

Medically Unfit Students

Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chicken Pox, Conjunctivitis, Mumps etc., they should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted an infectious disease.

Medical Records

The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

A copy of the student's immunisation record is required to be submitted to the school as part of the admissions procedure.

If your child needs to take any medication during school hours, please ensure that this medication is stored in the School clinic, with the nurse, and that it also includes exact directions of how the medication should be administered, amount and frequency required.

Head Lice

A check will be done if a case of head lice is reported in any particular class for the Elementary students. Parents should not be offended, this is a common condition amongst children, and can be easily treated. Your co-operation in administering treatment to your child when required would be highly appreciated.

Medical Documentation

Please complete the four medical forms (*School Health Record; Infection control Policy; Medical Treatment -Paracetamol and Authorisation for Medical Treatment*) and return them to the School Nurse as soon as possible once your child has started at the school.

Contacting the School Nurse

The nurse can be reached via the school main number: 04 368 4111 x 135,
Or the dedicated mobile number for the school nurse is: 050 559 0378.



SCHOOL HEALTH RECORD

In order to complete your child's DIA Medical Record please provide the following details:

Student's Name

Health Card No Male Female

Nationality Date of Birth (dd/mm/yy)

Mother's Name Mother's Tel No

Father's Name Father's Tel No

Residence Tel No Fax No/Email

1. Does your child have any known medical problem or disability? Yes No
2. Does your child wear glasses or contact lenses? Yes No
3. Does your child have any hearing difficulties? Yes No
4. Does your child take any medication other than vitamins? Yes No
5. Does your child have any allergies? Yes No

If you have answered YES to any of the above, please provide further details and indicate clearly whether this condition will, in your opinion, affect your child's ability to participate in any aspect of school life, EG regular classes, sport classes, field trips, after school activities etc.

Signs and Symptoms:

Medication taken to prevent further reaction:

Other information:

.....

6. Previous school in Dubai (if one attended):

7. Consent given for medical examination by School Doctor or Nurse? Yes No

Please provide:

8. One Passport-sized photograph of your child
9. Copy of vaccination records for information.



Has your child suffered from any of the following? If no, please **✓** under the 'No' box.
If yes, please indicate the date(s) under the 'Yes' box.

Illnesses	Yes(Date)	No	Conditions	Yes (Date)	No
Chicken Pox			ADHD		
Diphtheria			Allergies/Eczema		
Infective Hepatitis			Bronchial Asthma		
Measles			Congenital Heart Disease		
Mumps			Diabetes Mellitus		
Poliomyelitis			Epilepsy / Seizures		
Rheumatic Fever			Frequent Gastric Problems		
Rubella			Frequent Headaches		
Scarlet Fever			Hearing Problems		
Tuberculosis			Nocturnal Enuresis		
Whooping Cough			Serious Accidents		
Other			Thalasaemia/G6PD		
			Vision Problems / Glasses		
			Other		

For any 'Yes' responses, please provide more details, including treatment, dates and any medication taken on a regular basis.

Note: If your child commences any new medication, treatment, or changes his/her existing medication, the School Nurse must be informed accordingly.

Family History (Please **✓** the appropriate box)

Diabetes Hypertension Stroke Tuberculosis Others, please specify:

.....

Name of Parent: Signature of Parent:

Date: (Day / Month / Year)

INFECTION CONTROL POLICY

In order to reduce and minimise the spread of illnesses in the School, the following regulations shall apply.

1. Please do not send your child to the School if they have:

- A fever
- A skin rash
- Vomiting (not to return to School for 24 hours after the last vomiting episode)
- Diarrhoea (not to return to School for 24 hours after the last diarrhoea episode)
- A persistent cough
- A heavy nasal discharge
- Red, watery and painful eyes

2. If they have an infected sore or wound, it must be covered by a well sealed dressing or plaster.

3. If your child is assessed by the School Doctor and/or School Nurse, and deemed to be a possible source of infection to other students, you will be contacted to bring them home immediately.

Please inform the School if your child has been or is being treated for a medical condition.

I have read and understand the above Infection Control Policy.

Parent's Name Date (dd/mm/yy)

Parent's Signature

Medical Treatment – Paracetamol

Student's Name Year

I consent / do not consent to my child being given Paracetamol, should it be considered necessary by the school doctor or nurse.

If your child is unable to take this medication, please contact the school doctor or nurse to discuss the use of an alternative medication.

The medical staff will contact you if there are any concerns.

Parent's Name Date (dd/mm/yy)

Parent's Signature

Authorisation for Medical Treatment

In the event where parents cannot be contacted and consulted, we, the undersigned do hereby authorise and empower the School Nurse or School Doctor to make any and all decisions concerning the medical and / or surgical care of my child, which may include taking the child to a doctor or hospital for treatment.

I consent that my child named in year maybe taken to the nearest doctor or hospital in the event of an emergency.

Parent's Name Date (dd/mm/yy)

Parent's Signature

THE ABOVE FORMS MUST BE RETURNED TO THE DIA SCHOOL NURSE'S OFFICE