

PARENT HANDBOOK

AY 2025 - 2026



EVERYONE COUNTS,
EVERYONE CONTRIBUTES,
EVERYONE SUCCEEDS

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A Warm Welcome from our Principal, Mr Stephen Quinn

I am delighted to welcome you to Horizon International School (HIS). As Principal, I feel incredibly proud to lead a school community where students are energised, staff are deeply committed, and our shared values shape everything we do.

Visitors often tell us that there is something special about HIS—the sense of warmth, enthusiasm and purpose that is felt the moment you walk through our doors, whether in the classroom, on the sports field, or in our creative and social spaces.

At HIS, relationships matter. The rapport between staff and students creates an environment where every child feels supported, valued and able to thrive. Our ethos—*Everyone Counts, Everyone Contributes, Everyone Succeeds*—guides everything we do.



We are proud to offer a learning experience that nurtures both academic success and personal growth. We want our students to be confident, independent thinkers who are ready to embrace the future and make a positive impact on the world.

While our website offers a glimpse into life at HIS, we would love to welcome you in person. Come and experience what makes our school truly special.

I look forward to meeting you.

VISION, BELIEFS AND VALUES

Vision for the School

HIS is a supportive, student focused, international community school. We strive to challenge and inspire all learners to develop their skills and nurture values through a love of learning so that they can responsibly embrace the diverse challenges of tomorrow.

Motto:

Everyone counts. Everyone contributes. Everyone succeeds.

The core beliefs that drive the culture and ethos of our school are:

Aspirations matter

- Hard work influences success
- There is no substitute for exceptional teaching
- Intelligence is not fixed
- People make a difference
- What we do matters
- We need strong relationships to succeed

MONTHLY VALUES:

MONTH	VALUE
SEPTEMBER	AMBITION
OCTOBER	HAPPINESS
NOVEMBER / DECEMBER	RESPECT
JANUARY	POSITIVITY
FEBRUARY	KINDNESS
MARCH	DIVERSITY
APRIL / MAY	RESILIENCE
JUNE	HONESTY

EXECUTIVE LEADERSHIP TEAM



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ANDREW CLIFFORD

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HIS LANYARDS

At HIS we are focused on the safety and security of all our students. In line with other schools in Dubai, we have colour-coded lanyards:

Blue lanyards are for HIS Staff

Pink lanyards are for Parents

Yellow lanyards are for Post 16 (Year 12/13)

Red lanyards are for Visitors

Orange lanyards for Contractors

Our objective is to ensure that any person on school property can be accounted for and is identifiable.

Each family is allocated two pink lanyards. These will be made available to new families at the start of the new academic year.

Our security will not allow any adult into the school who is not wearing a lanyard - parent or visitor - through any of our gates.

If you have not yet collected your lanyards, please to go to Reception to sign for two lanyards per family.

If you have forgotten your lanyard, you will be required to go to Security, provide a form of identification and be issued with a temporary red visitor's lanyard.

If you do not have a lanyard, the security team will stop you from entering school. We request that all parents respect this process and behave in a manner that is appropriate when politely challenged by our security team. They are doing their job. Please follow their request and either return to your car to collect your lanyard or sign out a visitor lanyard. We thank you in advance for your support.



SCHOOL TIMINGS

MONDAY – THURSDAY TIMETABLE

Foundation		Primary		Secondary	
Time	Period	Time	Period	Time	Period
7:30 - 8:00	Registration	7:25 - 7:55	Registration	7:40 - 7:50	Registration
8:00 - 8:45	Period 1	7:55 - 8:45	Period 1	7:50 - 8:45	Period 1
8:45 - 9:40	Period 2	8:45 - 9:40	Period 2	8:45 - 9:40	Period 2
9:40 - 10:00	BREAK	9:40 - 10:00	BREAK	9:40 - 10:00	BREAK
10:00 - 10:55	Period 3	10:00 - 10:55	Period 3	10:00 - 10:55	Period 3
10:55 - 11:50	Period 4	10:55 - 11:50	Period 4	10:55 - 11:50	Period 4
11:50 - 12:30	LUNCH	11:50 - 12:30	LUNCH	11:50 - 12:30	LUNCH
12:30 - 1:25	Period 5	12:30 - 1:25	Period 5	12:30 - 1:25	Period 5
1:25 - 2:20	Period 6	1:25 - 2:20	Period 6	1:25 - 2:20	Period 6
2:20	Dismissal	2:20 - 3:00	Dismissal	2:20 - 3:00	Form Time
				3:00	Dismissal
8:00am onwards - LATE		7.55am onwards - LATE		7.50am onwards - LATE	

FRIDAY TIMETABLE

Year	Arrival / Registration	7:50-8.35	8:35-9:20	9:20-9:45	9:45-10:30	10:30-11:15	11:15-12:00
Foundation	7:30 - 8:00	Period 1	Period 2	BREAK	Period 3	Period 4	Collection from 11:15
Year 1-6	7:25 - 7.50						Year 1&2: collection from 11:30
							Year 3-6: collection from 11:45
Secondary	7:40 - 7.50						Period 5

DROP-OFF PROCEDURES

PLEASE READ CAREFULLY

The school gates will NOT open until 7:25 am each morning.

1

Foundation 1 and 2 students can be brought to school between 7:20 am and 8 am and be handed over by the parent to the teacher at the classroom (adult to adult) by 8 am. Entrance to school can be from Gate 1 or Gate 2.

2

Year 1 students can be brought to school between 7:25 am and 7:50 am and handed over by the parent to the teacher at the classroom (adult to adult) before 7:50 am.

3

Years 2 to 6 students can be dropped off at the school from 7:25 am. They should enter the school building by themselves via Gate 2 or 3 and parents should use Stop. Drop. Go. System.

4

All Secondary students can enter and exit school independently via Gate 5 or Gate 2 from 7:25 am, entering through Gate 5. They are expected to be in form by 7:40 am at the latest, when the register taken.

5

If your child arrives late, that is, after 7:50 am, they must proceed to Gate 2 where he/she will be given a late slip and signed in at Gate 2.

6

ALL Foundation and Primary parents are expected to pick up their children promptly from the collection points at the end of the school day.

IMPORTANT NOTES

1

A sibling in Year 2 or lower CANNOT be left to look after a younger brother/sister at drop-off time. The handover of a child to a teacher must be done by an adult.

2

For health and safety reasons, the rear school gates are not accessible to students nor parents between 7.00 am and 4.00 pm.

3

FS and Primary students should be collected promptly at the end of the school day. Please be aware that teachers will keep the children in class in exceptional circumstances only for a further 10 minutes. This should not be a regular occurrence and will be addressed by a member of the Leadership Team should it persist. Students not picked up by 3:15 pm will be sent to Star Club, and you may be charged.

4

Secondary students leave school independently through Gate 5 where parents should wait to collect them.

5

Please note that if your child is collected from class, he/she is not permitted on the school grounds without adult supervision. If older siblings have an after-school activity, younger siblings must be collected by an adult.

6

Please inform Reception if you are running late to collect your child from school.

7

PARENT LANYARDS MUST BE WORN AT ALL TIMES WHILST VISITING THE SCHOOL. Please be supportive if we challenge you if you are not wearing this. We are trying to keep all students safe. Should you have forgotten your lanyard, you will need to sign out a visitor's lanyard at the Security desk, using a valid form of ID.

School Office Hours

In term time, our office hours are:

■ **Monday to Thursday: 7:15 am - 4:00 pm**

■ **Friday: 7:15 am - 12:15 pm**

In the school holidays, our office hours are generally 8.00 am to 2.00 pm. Kindly phone Reception to confirm before visiting school in the term breaks. The school office is closed on public and religious holidays.

FINAL REGISTRATION DOCUMENT REQUIREMENTS

All new students joining Horizon International School in the new academic year are required to submit the following documentation so that we can complete their registration with the KHDA (Ministry of Education).

We would appreciate it if you could submit these documents to the administration team that the school can meet the required deadlines.

- Emirates ID card back & front copy for your child and one parent
- Passport copy for your child and one parent
- Residency visa copy for both child and one parent
- A copy of your child's immunization card and completed medical form (this will be provided to you by the school).
- If your child is coming from overseas and is offered a place in Year 3 or above, we will require a transfer or leaving certificate (attestations and requirement detailed below).

Transfer Certificates Guidelines

When enrolling your child in any UAE private school, it is a legal requirement to register your child with Knowledge and Human Development Authority (KHDA). Transfer certificates (TC) are an integral part of the registration process.

Students coming from countries other than America, Australia, Canada and West Europe should have the original transfer certificate attested by:

- Previous School stamp and signature
- Ministry of Education (from country of TC origin)
- Ministry of Foreign affairs (from country of origin)
- UAE Embassy (from country of origin)

If there is no UAE Embassy in the issuing country, attestation is done through the issuing country's embassy in the UAE and the Ministry of Foreign affairs in the UAE.

Students coming from Saudi Arabia, Kuwait, Bahrain, Qatar and Oman must have their original TC attested only by Ministry of Education from country of the TC.

Students from Dubai require a transfer certificate from their previous school to Horizon international School.

Students coming from nurseries should either submit a TC or request from their nursery to delete their KHDA registration.

Students from other Emirates in the UAE must submit a transfer certificate with a school stamp, signature and Ministry of Education stamp at that Emirates.

Transfer Certificate Details

- Written on School letter head
- Full Name of Child & date of birth
- Year group completed & year group promoted to
- Date the child left the school
- School Stamp and Signature

Reminders:

- Please can we remind you that if you have not already submitted a completed school medical form and provided your child's immunisation records, you will need to do so by 1st August, as we cannot allow any student to be in school without this information for health and safety reasons.
- It is essential that the school have up-to-date (local) contact numbers for both parents and alternative emergency contact numbers in the event that we are unable to reach both parents. Please ensure that you have provided this information to the school.
- Term 1 fees must be paid before the start of term. Your child will not be able to join class on first day of school if at least the seat reservation deposit has not been paid. Any students who arrive on the first day and whose seat deposit has not been secured will be sent to Reception. Parents will be called to either come and pay or collect their child. We understand how this impacts the positive start to school and thus we appreciate your support in avoiding this.
- If your child has a special educational need, this must be declared as part of the admissions process.

SIGNING THE KHDA CONTRACT

If you are new to our school, you will be required to register with our Arabic Secretary. This process takes 5 to 10 minutes. Please remember to bring your mobile phone, one parent's Emirates ID and your child's/children's Emirates ID/s.

We recommend that you follow one of the first two options if you have already been registered with the KHDA.

You have three options:

- Download the KHDA app from Google Play or iTunes
- Go to the KHDA website
- Come to the school and sit with Mrs Nazik Elhaj, Arabic Secretary

What you will need:

- The Emirates IDs of the parent registered with the KHDA and child/children
- Mobile number and phone that you registered with the KHDA

Navigating the app or website:

- If you have forgotten your password, you need to click on 'Get my password'. The KHDA will send it through to you.
- The app or website will recognise your mobile number and any children that are registered under that number.
- You would select your child for the contract signing on either the app or the website.
- At the bottom of each page you will need to tick that you have read the page before moving to the next page. There are a few pages so it will take a few minutes to go through the process.
- At the end you will be asked to sign on behalf of your child and an authorisation code will be sent to you via SMS for finalisation.
- You will need to go through the process for each child.

ATTENDANCE

Regular attendance at school is expected. In accordance with the rules of the Ministry of Education and KHDA guidelines, 92% attendance is the minimum requirement for children to be promoted to the next school year. A member of the Leadership Team will request a meeting with you to discuss lower-than-expected student attendance as it has significant impact on learning. The school's minimum expectation for attendance is 96%.

Students arriving LATE on a regular basis will be monitored, and parents will be requested to attend a meeting to discuss this. It is crucial that children are not missing learning at the start of the day. Moreover, it is a time where friendship groups are established and consolidated.

Please consult the Attendance and Punctuality Policy available on iSAMS for full information and details regarding attendance and lateness at Horizon International School.

Leave and Absence

To enhance the efficiency of our reception team enabling them to attend to all queries and provide optimal support for our existing and prospective parents, we kindly request your support by following the guidelines outlined below for a smooth and streamlined operation across the school.

Absence reporting: For student absences, we kindly request that you use the ISAMS Parent portal to record the absence no later than 7:45 am, instead of contacting the reception directly. To report an absence, please log in to the ISAMS Parent portal, click on 'Info,' then navigate to 'Bookmarks & Weblinks,' and select 'Report Absence from School.'

Early pick and planned appointments: Report early pick-ups 24 hours in advance or a minimum of 3 hours ahead by following the same process above using ISAMS Parent portal and email class teacher . This allows us to organize and ensure a smooth pick-up process .

If you encountered any issues please contact the reception team email reception@hisdubai.ae

Items deliveries to classes If you need to deliver items to your child class, please note that there are two designated time slots, either at 9:30 AM or at 12:00 PM, to ensure the availability of a dedicated person for assistance.

General enquiries when calling the school Press zero to connect directly to the reception team for any general queries.

School Policies

We strongly urge parents to familiarise themselves with our key school policies.

These are available on our school's website: www.hisdubai.ae.

These policies can also be downloaded from the Documents & Files section from the ISAMS Parent Portal / iParent app.

These detail key aspects of the operation of the school as well as support and guide you as members of our community in understanding our procedures.

SCHOOL CLINIC

The safety and well-being of all students at Horizon International School is of prime importance to us. The school has a fully-equipped clinic with all the necessary equipment and basic first-aid medications.

We have one full-time doctor and two full-time nurses available to administer necessary first-aid treatments as well as offer advice and health education when needed. All first-aid cases receive immediate attention, and, in the event of an emergency, an ambulance will be called.

If your child feels unwell during the school day and the clinic deems it necessary for him/her to go home, the clinic will contact you. Parents are required to collect a sick child within an hour. If you are unable to collect your child within this timeframe, you must make alternative arrangements for him/her to be picked up from school.



SCHOOL SNACKS AND LUNCHES

Horizon International School promotes a healthy diet policy throughout the school. With this in mind, we ask parents to give special thought when preparing food so that snacks and lunches are nutritious as well as delicious.

We ask parents to support this healthy diet policy and ensure that they do not provide students with fizzy drinks, sweets, biscuits, cakes of any kind, crisps, flavoured milk, custard or chocolate of any kind, including chocolate cereal bars and chocolate puddings. Kindly note that we do NOT operate treat days at school.

We ask you to adhere to the healthy eating policy. The school nurse and school staff will make regular checks of students' lunches and, if items from the 'do not provide' list are included in your child's lunch, a letter will be sent home.



Birthday & other Celebratory Treats

Please note that the school operates a policy that **does not** allow food to be brought into school as birthday or other celebratory treats. Students are welcome to bring in a party bag with non-food items. Kindly note that students should wear their regular school uniform on their birthday; coming to school in non-school uniform is **not** allowed.

Allergies

Thank you for helping to keep the school allergy aware. Our aim is to minimise the risk of a reaction occurring in a food-allergic student. We would like to remind you of some of the foods to avoid in your child's lunchbox.

Please do not include nuts of any kind, peanuts, hazelnuts, Brazil nuts, walnuts etc., peanut butter, Nutella, fruit and nut cereal bars or any foods which state they contain nuts.

Where possible avoid the use of sesame. Please remind your child that sharing snacks is not allowed in school.

Kindly ensure you inform the school of any allergies your child has.

We thank you for your support in helping to keep our students at Horizon International School happy and healthy.

Meals Programme

We are pleased to offer all Primary and Secondary students the Swiss Canonica hot lunch programme. Swiss Canonica provides a tasty, healthy and nutritious four-course hot meal at a reasonable cost.

For more information, you can contact Swiss Canonica directly at canteen-horizon@swisscanonica.ae.

Lunch order forms are available to download from the ISAMS Parent Portal / iParent app.

Foundation Stage

During the school day, children in FS will have two opportunities to eat. They will have an early snack of fruit or vegetables, with lunch later in the day.

Please provide your child with fruit or vegetables for their first snack. If your child requires the fruit to be prepared (e.g. chopped) it should be provided in a plastic pot labeled with your child's name.

All FS children will also need to bring in a healthy lunch. Students will have ample time to eat this. The class will eat together to promote communication and the social aspect of meal times.

To conclude, please note:

All students are expected to come to school having eaten breakfast.

Students should bring a healthy and nutritious snack and lunch to school.

All students must bring a water bottle labeled with their name to school each day. These bottles should contain water ONLY. Students have free access to them to ensure they remain hydrated.



SCHOOL UNIFORM GUIDELINES

Students must wear school uniform at all times during the day and when representing the school for any occasion. Please note that nail polish, make-up and jewellery other than studded earrings are not permitted in school.

Hair longer than shoulder length must be tied back. All hairstyles must also be appropriate for school and no hair dye or extreme hairstyles are permitted.

Foundation to Year 2



Blue polo shirt



Navy blue cargo shorts
(For boys + girls)



Navy blue skorts
(for girls)



OR Trousers



Black trainers
(Velcro fastenings for FS)



School cap or hat (students
will not be allowed to play
outside without a school hat on)



Swimming & PE Kit bag from
FS2 upwards (FS1 students have
PE in their school uniforms)



School winter fleece
(Optional. However, if your child requires
an extra layer of warmth, then it must be
the school winter fleece or trousers)



White socks
(for boys)



Book bag or backpack
(black or navy blue)
School backpack are also available at
uniform shop



Year 3 to Year 4



Blue shirt (boys) / Blouse (girls)



Navy Blue shorts OR Trousers
(for boys + girls)



Navy blue skirt or skirt
(for girls)



School cap or hat
(Students will not be allowed to play outside without a school hat on)



Black socks
(for boys)



White socks
(for girls)



Swimming and PE Kit bag for FS2 upwards (FS1 students have PE in their School uniform)



Formal smart black shoes
(no canvas or leisure shoes)



School winter fleece
(Optional. However, if your child requires an extra layer of warmth, then it must be the school winter fleece)



Book bag or backpack
(black or navy blue)
School backpack are also available at the uniform shop

Year 5 to Year 6



Blue shirt (boys) / Blouse (girls)



Navy blue shorts / Trousers
(For boys + girls)



School cap or hat
(students will not be allowed to play outside without a school hat on)



Navy blue skirt or shorts
(for girls)



Black socks
(for boys)



Swimming and PE Kit bag for FS2 upwards
(FS1 students have PE in their School uniform)



White socks
(for girls)



School winter jumper
(Optional. However, if your child requires an extra layer of warmth, then it must be the school winter fleece or trousers)



Formal smart black shoes
(No canvas or leisure shoes)



Book bag or backpack
(black or navy blue)
School backpack are also available at the uniform shop

Year 7 to Year 11



White shirt
(for boys)



White blouse
(for girls)



Navy blue skirt or trousers
(for girls)



Navy blue trousers
(for boys)



School cap or hat
(students will not be allowed to play outside without a school hat on)



Navy blue school tie
(for boys + girls)



Black socks
(for boys)



White socks
(for girls)



Swimming and PE Kit bag for FS2 upwards (FS1 students have PE in their School uniform)



School winter jumper
(Optional. However, if your child requires an extra layer of warmth, then it must be the school winter fleece or trousers)



Formal smart black shoes
(No canvas or leisure shoes)



Book bag or backpack
(black or navy blue)
School backpack are also available at the uniform shop

Post16 (Years 12-13)

Please refer to the Post 16 dress code available in the Post 16 Handbook or from the Documents & Files section from the iSAMS Parent Portal / iParent app. Male students are expected to wear a tie.

Physical Education



PE T-shirt



PE shorts (for boys + girls)



PE skort (for girls)

Please refer to the uniform policy from the Documents & Files section from the iSAMS Parent Portal / iParent app. The school PE kit is compulsory for students in FS2 and above. Students can wear their PE kit to school on PE days.

Kindly note students are required to have proper, supportive, sport-suitable trainers for PE. **NO fashionable street shoes or canvas trainers such as Converse shoes are allowed.**

If your child wishes to wear leggings or long sleeve t-shirts under the PE uniform, please ensure they are navy blue in colour.

Swimming

- The school's white swimming cap is compulsory (available from the uniform shop). Navy blue swimming caps are for members of the school swim squad
- One-piece navy blue or black swimming suit for girls. (FS2 children can wear any colour, but it must be one-piece)
- A navy blue or black pair of swimming shorts for boys. No baggy or Bermuda-style swim shorts are permitted
- Swimming goggles
- Anti-slip shoes (flip-flops or crocs)
- Towel
- Students should use the school-branded swimming/PE kit bag available from the uniform shop

SCHOOL UNIFORM SHOP

We are a 'uniform' school and greatly value the support of parents to ensure our children come to school in the correct uniform. Sumeru will continue to be our uniform provider for 2023/24.

Sumeru has a store located in J3 Mall, Al Wasl Rd, Jumeirah. This store is **open from 10am-18:30hrs Monday-Saturday, closed on Sunday.**

Online orders can be made via their website: <https://shopatsumeru.com/>. Please register and login in. This service was developed last year and has proven very successful in supporting families by having uniform delivered to your residence. There is an additional 20 - 25AED delivery charge for this service.

If your child is entering a new Key Stage and requires a change in uniform, you can donate your preloved uniform to the FOHIS online store. Donated items can be left at Gate 1.



EXTRA-CURRICULAR ACTIVITIES

Students at Horizon International School have access to an extensive extra-curricular programme. There are numerous activities on offer throughout the week. Some activities are provided by our own staff (internal clubs) and others by qualified, experienced external activity providers (external extracurricular activities).

Sports and performing arts are the main features of the paid extra-curricular provision. Football, swimming, gymnastics, karate and dance are examples of the programmes on offer. Parents are invited to meet some of our providers during 'moving in' morning (dates communicated via ISAMS).

A full programme offering will be shared with parents at the start of term together with registration details.

After School Club (Star Club)

Star Club is an after-school childcare facility run within our school, offering quality care in a safe, fun and informal play setting. Activities include arts and crafts, story time, fine motor play, singing, role play, outdoor/indoor play plus much more. Primary students are also encouraged to do supervised homework.

Star Club is available to all students from FS1 up to and including Year 6, opening daily from 1:15 pm until 5 pm (Monday to Thursday) and until 3pm on Fridays. The staff-to-student ratio does not exceed 1:10 at any given time. Star Club may be required if:

- Parents wish to collect both their Foundation and Primary children at 3.00 pm
- Working parents are not able to collect their children at the end of the normal school day
- You are running late to collect your child
- Your child has an extra-curricular activity which commences at a later time than our school finish time
- You wish for your child to socialise in a supervised environment beyond school hours

Parents interested in using the Star Club facility must register their child/ren from iSAMS, or by contacting the club directly. Please note that places are limited and allocated on a priority basis.

For more information:

Phone: 0585 891890

Email: info@starclubdxb.com

FRIENDS OF HORIZON INTERNATIONAL SCHOOL (FOHIS)

Friends of Horizon International School is a non-profit organisation run by and for the benefit of everyone involved with the school.

Mission Statement

Our aim is to help the school community through a number of activities and events, as well as encourage and facilitate the participation of parents in the school community.

All members of FOHIS are volunteers who meet on a regular basis to support the school in its activities and events.

At the moment FOHIS consists of a Chairperson, a Treasurer and various volunteers, each responsible for a specific area or event such as the FOHIS Café, the Winter Fair and Quiz Night.

Friends of Horizon Event

FOHIS volunteers are instrumental in the organisation of well-attended school events such as the parents' quiz night and our popular Winter Fair.

FOHIS volunteers also run a café during all major school and sporting events, such as International Day, Sports Day, Pink Day and the annual school theatre production.

The funds raised flow back into the school community through financial support of various projects such as award and graduation ceremonies, school council initiatives, etc.

FOHIS Volunteers

FOHIS is always looking for new volunteers to get involved, share their ideas and expertise, and come and support meetings. If you would like to volunteer, whether you have a specific talent, just a few hours here and there OR wish to be fully immersed, the team would love to hear from you. It's a great way to make new friends and is very sociable.

Your Class Link should be able to put you in touch with a member of FOHIS; alternatively, send an e-mail to fohisdxb@gmail.com.

Class Links

Class Links are another great support to the school and FOHIS. As a Class Link you facilitate communication between school and other parents in your child's class.

The role primarily entails creating and managing the class Whatsapp group, sending out reminders/drumming up support and/or volunteers for class or school events, collecting money on behalf of your class for teacher gifts and serving as a bridge between FOHIS and the parents.

If you would like to find out more about being a Class Link, kindly speak to Mrs. Cregan.

SCHOOL TRANSPORT

We work very closely with a reputable bus company called Shanawaz Buses Rental, to provide a first-class transportation service for children that opt to take the bus. With getting to school, safety is our utmost concern and as such we ensure that our buses meet and exceed KHDA and RTA requirements through the following:

- State of the art real-time
- GPS tracking Personalized parent login to a mobile application
- CCTV monitoring

Additionally, a dedicated Support Assistant will always be on the bus with your children to make sure they are seated with their seatbelts fastened. The Support Assistant will also make sure students move to their classrooms on time and arrive home safely from the bus.

All families who wish to use the bus service are kindly asked to complete the School Bus Service Registration Form.

You will then be contacted to be advised of the routes, timings, and service.

Our buses operate the following routes:

It is important that parents ensure that the school office has up-to-date emergency contact details. It is also essential that the school is provided with at least one emergency contact other than the child's parents in the event that neither parent is reachable.

ZONE	RESIDENTIAL AREAS SERVICED
Route 1	Al Badaa, Al Wasl, Al Safa, Jumeirah 1, Jumeirah 2, The Greens, Umm Suqeim, Tecom, Al Hudaiba
Route 2	Dubai Hills, The Gardens, Jumeirah Park, Al Sufouh, Business Bay, Discovery Gardens, Downtown, Dubai Marina, Emirates Hills, Flamingo Villas, Internet City, Jumeirah Beach Residence, Jumeirah Islands, Jumeirah Lakes Towers, Knowledge Village, Meadows, Motor City, Palm Jumeirah, Satwa, The Springs, The lakes, Trade Centre, Sheikh Zayed Road, Al Qouz, Media City
Route 3	Oud Metha, Jumeirah Golf Estate, Jumeirah Village Triangle, Bur Dubai, Jebal Ali Village, Jumeirah Village Circle, Karama, Sports City, Town Square, Mudon, Remraam, Mira Community, Mira Oasis, Damac Hills, Serena Community, BurJuman, Production City/IMPZ

For more information on registering your child for our Transport Service, please contact:

hisbus@shanawazgroup.com



COMMUNICATION CHANNELS AT HIS

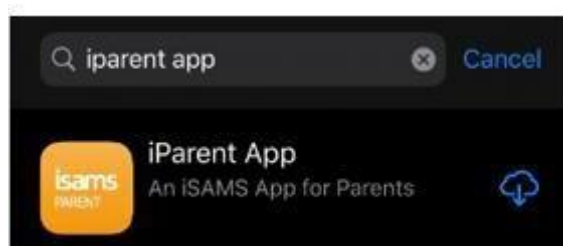
We are continually working towards ensuring that communication meets our school community's needs. However, in order for us to provide effective communication, we need the support of all involved. The school provides a number of convenient channels for communication. Out of respect for the environment, we try to minimise paper communication.

iSAMS Parents Portal / iPARENT App

At HIS, our preferred tool for communication is the iSAMS Parent Portal, with its corresponding mobile application, the iParent. When your child/children start at HIS, you will receive an email with an activation code to create your Parent Portal account.

This platform will contain published school news, updates from the Principal and senior members of staff, as well as notices and reminders about calendar events, policies, deadlines and school closures. In addition, your child/children's school reports will be published through this channel, enabling the convenience of access, anytime and anyplace.

The web-based Parent Portal is accessible with a laptop or desktop computer on <https://hisdubai.parents.isams.cloud/>. Once you have created your Parent Portal account, you are then able to use the same username and password on the mobile iParent app. You can download the app from either Apple App Store or Google Play Store by searching iParent app.



Please note the minimum operating system required on your mobile device to be able to download and install the iParent app is listed below:

- Apple iOS: version 11.0 or later - compatible with iPhone and iPad
- Android: version 6.0 and above

List of Tabs to navigate iParent App:

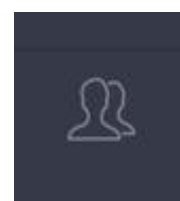
Home:

- ☐ Today's Events
- ☐ News Items



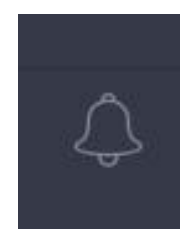
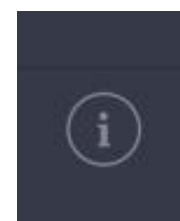
My Children:

- ☐ Students Record
- ☐ Key School Contacts (for Child's Teachers)
- ☐ Reports
- ☐ Attendance
- ☐ Reward & Conducts



Information:

- ☐ School News
- ☐ School Bulletins
- ☐ School Calendar
- ☐ Documents & Files (School information/Documents stored here)
- ☐ School Directory – (Whole school staff Email ID's available)
- ☐ Bookmarks & Web Links (Online Forms are available here):
 - ❖ Report Absence from School
 - ❖ Leave Request Form
 - ❖ Update Details Form
 - ❖ Star Club
 - ❖ Transfer Certificate Request Form



Notifications: of all new items posted.

- ☐ Read
- ☐ Unread

If you are unable to login and need to reset your password, please go to <http://hisdubai.parents.isams.cloud/> and click **Forgotten your details?**

Should you require assistance with your Parent Portal account, please contact Systems Manager.

Email

Below are the administrative e-mail addresses you may require:

- For any general emails related to children being sick/absent, early pick-ups, appointment requests, leave notifications, lost property, etc.: reception@hisdubai.ae
- For admissions enquires, leaver notifications and report requests: registrar@hisdubai.ae
- For fees, payment and invoicing information: cashier@hisdubai.ae
- For transfer certificate requests and queries regarding the KHDA Parent-School Contract: nazik.elhaj@hisdubai.ae
- For requesting a meeting with the Principal: PrincipalPA@hisdubai.ae
- For assistance with Parent Portal: Savita.fernandes@hisdubai.ae

Teacher's Email Addresses

Teachers will provide their e-mail addresses to parents to ensure that communication channels are open and accessible. Please be aware that teachers do not attend to e-mails during the school day as they are teaching. Teachers will acknowledge e-mails within 24 hours of receipt.

Parent-Teacher Meetings

Our school is a community nurtured by the quality of the relationship and communication between home and school. This is encouraged at both informal and formal levels.

The informal can be as simple as the dropping off and collection from the classroom, at the beginning and end of the day, when the class teacher is available for the passing on of messages.

If a longer discussion is necessary, then a meeting appointment should be arranged. The most regular examples of these are the parent-teacher meetings offered following the distribution of students' progress reports. Parents are always invited to meet with the teacher to discuss the contents of the report so that families and the school can work together to support a child's next steps in learning. However, there is no need to wait for these meetings if there are concerns that arise in between.

Social Media



@HISDubai



@HISDubai



@horizonintlschool



@HISDubai

These are used to highlight achievements and celebrate what goes on within the HIS community.

Many teachers and departments have their own Twitter and/or Instagram accounts in addition to the school's Facebook account. Kindly contact your class teacher/form tutor for more information.

Car Park

Our car park is owned by the RTA and, at the time of going to press, enhancements are underway. Our car park is clearly marked with entry and exit signs. The flow is in a one-way direction with the entrance located next to Gate 3, closest to Al Wasl Road. The exit is at Gate 1, closest to Sheikh Zayed Road.

Secondary drop-off at Gate 5 or Gate 2. Secondary pick up is at Gate 5 only.

Vigilance and patience are critical while using the car park as there are children and parents crossing the car park and entering the school. Speeding is forbidden, and we request that everyone respect the safety of those around. There are dedicated disabled parking spaces outside the gates for those parents or students of determination. Please ensure that you adhere to the signs in the car park as well as to any instructions given to you by our security guards. They are present to ensure the safety and wellbeing of everyone.

Emergency Contact Information

It is important that parents ensure that the school office has up-to-date emergency contact details for your family. It is also essential that the school is provided with at least one emergency contact other than the child's parents in the event that neither parent is reachable.

Please remember to inform us of any changes to mobile or home phone numbers, and/or e-mail addresses

TUITION FEES

The fees below are applicable for 2025 – 2026 Academic Year.

Grade	Term 1	Term 2	Term 3	Total Tuition Fee 2023-2024	Books and Resources	Total payable 2023-24 Tuition + Books and Resources
FS1	15,532	11,650	11,650	38,832	350	39,182
FS2	15,532	11,650	11,650	38,832	400	39,232
Y1	17,828	13,372	13,372	44,572	600	45,172
Y2	17,828	13,372	13,372	44,572	700	45,272
Y3	20,343	15,260	15,260	50,863	850	51,713
Y4	20,343	15,260	15,260	50,863	850	51,713
Y5	21,751	16,313	16,313	54,377	900	55,277
Y6	21,751	16,313	16,313	54,377	900	55,277
Y7	24,635	18,476	18,476	61,587	1,100	62,687
Y8	24,635	18,476	18,476	61,587	1,100	62,687
Y9	24,635	18,476	18,476	61,587	1,100	62,687
Y10	26,550	19,912	19,912	66,374	1,300	67,674
Y11	26,550	19,912	19,912	66,374	1,300	67,674
Y12	29,250	21,937	21,937	73,124	1,300	74,424
Y13	29,250	21,937	21,937	73,124	1,300	74,424

- Resources includes notebooks, stationary supplies and some online subscriptions. Field trips, uniforms and extra-curricular fees are charged separately, and information will be sent to parents at the relevant times. The cost of replacing any library books a student has lost will be invoiced to parents.

- The fees are due on or before the following dates:

- Term 1 - 1st August 2025
- Term 2 - 1st December 2025
- Term 3 - 1st March 2026

TERMS AND CONDITIONS

APPLICATION & TUITION FEES

1. A non-refundable application fee of AED 500/- +VAT per child is payable on submission of application documents.
2. Upon acceptance of the offer of a place, the registration deposit of 10% payable against annual tuition fees
 - a. The registration deposit will be deducted from your child's (children's) first-term fees.
 - b. As per KHDA guidelines, this amount is non-refundable if the offered place is not taken up.
3. A re-enrolment deposit of 5% of the annual tuition fees per child must be received by the school to secure a place for your child for the following academic year. If this payment is not received by the school, your child's place will be withdrawn for the following academic year.
 - a. The re-enrolment deposit will be deducted from your child's first-term fees
 - b. As per KHDA guidelines, this amount is non-refundable if the offered place is not taken up.

REFUNDS & NOTICE PERIOD

If a student withdraws or leaves the school for any reason, parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance. In the event of withdrawal, school fees will be refunded in accordance with the KHDA fees policy & Ministry of Education bylaws as listed below:

- Refunds will be calculated and returned to the original payee.
- If a student withdraws before the start of the academic year, the balance of the first term fees paid will be refunded, except the application fee, registration deposit or re-enrollment fee.
- If a student withdraws during the school term, then the tuition will be refunded in accordance
- with the KHDA fees policy & Ministry of Education bylaws as follows:
 1. Fees will be charged for one full month if a student attends school for two weeks or less.
 2. Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
 3. Fees will be charged for the entire school term if a student attends school for more than one month.
 4. One full month's notice of leaving is requested to support with administration.

Refund of any other fees, including re-enrolment fee paid by students leaving the country, is subject to management approval.

DATES & DEADLINES

School fees are payable in three instalments:

- Term 1 - 1st August 2025
- Term 2 - 1st December 2025
- Term 3 - 1st March 2026

Failure to pay school fees by the due date may result in the loss of the student's place in school; withholding of his/her school reports, library books, references, examination results; exclusion from extra-curricular activities and school trips; as well as temporary or permanent exclusion from school.

Parents who pay the full year's fees on or before 15th September 2025 will get a full payment discount of AED 500 per child.

OTHER FEES

In addition to tuition fees, the following annual fees apply:

- Books and resources, uniforms, field trips, extra-curricular activities, after-school care provision and school events are charged separately, and information will be sent to parents as and when applicable.
- Fees for IGCSE/GCSE (Year 10 and Year 11) and AS/A Level examinations (Year 12 and Year 13), or any external examinations such as music, instrumental and dance are not included in annual tuition fees. These will be invoiced separately and charged on an individual basis.
- As from 2nd April 2017, the KHDA charges AED 120 for all transfer requests, such as transfer certificates, leaving certificates, good conduct certificates, continuation certificates etc. This fee is payable by the parent with the addition of 5% VAT.

SIBLING DISCOUNT / CORPORATE DISCOUNT

Sibling Discount:

The sibling discount is applicable if more than two children take admission from a family of the same parents. In such cases, the third child onwards receives a 10% discount on his/her tuition fees. Sibling discounts are only ever applied to the lowest invoiced school fees, that is, those of the youngest child/children, with the following conditions:

1. The discount is valid only for those who have paid all school fees on or before the due date.
2. Sibling discounts are applicable to children with the lowest school fees. If any payments are late, the discount will be revoked.
3. If a cheque is dishonored due to insufficient funds, the discount will be revoked.
4. A student will not be entitled to more than one discount

PAYMENT METHOD

School fees can be paid by the following methods:

1. Online payment through school website - <https://www.hisdubai.ae/payments/>

2. Credit/Debit cards

3. Wire transfer:

Account name: Horizon International School LLC
Account number: 1005059496
IBAN number: AE910230000001005059496
Bank: Commercial Bank of Dubai
Branch: 6 - Sharjah Branch, King Abdul Aziz Road, Sharjah
Swift Code: CBDUAEAD

** Please notify us of any payment made by bank transfer and send us a transfer advice slip in order for us to track your payment.*

4. Cash Payment

5. Cheques – made payable to '**Horizon International School LLC**'

6. Multiple cheque payment – Parents may pay in multiple cheques up to a maximum of 10 post-dated cheques dated 1st September to 1st June. Books fees must be included in the first monthly payment. All cheques must be provided by the beginning of the academic year or when your child joins the school.

Please note the following:

If a cheque is returned by the bank for insufficient funds, then an AED 250 + 5% VAT fine will be applied and only cash will be accepted from the parents for all future payments. The school will not accept responsibility for any returned cheques. Please keep a record of all your cheques.

The school will not hold back cheques for any reason. All cheques will be deposited in the school account on time.

ACADEMIC CALENDAR 2025/2026

WINTER TERM 2025	
A Level Results Day	Thursday 14 th August
Induction - New Staff	Friday 15 th – Sunday 17 th August
All Staff Return	Monday 18 th August
GCSE Results Day	Thursday 21 st August
Moving In Morning (New Students Only)	Monday 25 th August (details to be confirmed)
Term 1 Starts - All Students	Tuesday 26 th August
Prophet's Birthday*	Thursday 04 th September*
Half Term	Monday 13 th - Friday 17 th October
Commemoration Day*	Monday 1 st December*
National Day	Tuesday 2 nd - Wednesday 3 rd December
End of Term	Friday 12 th December
SPRING TERM 2026	
Term Starts	Monday 5 th January 2026
Ramadan begins*	Wednesday 18 th February (evening)*
Eid Al-Fitr	Thursday 19 th – Friday 20 th March*
End of Term	Friday 20 th March
SUMMER TERM 2026	
Term Starts	Monday 6 th April
Eid Al-Adha*	Tuesday 26 th May – Friday 29 th May*
Islamic New Year*	Tuesday 16 th June*
Last day of Academic Year	Tuesday 30 th June

***Actual dates are subject to change - Do not book any holidays until confirmed by the regulatory body/government.**

USEFUL CONTACT

School	Telephone	E-mail
PA to Principal	+971 4 348 3314	PrincipalPA@hisdubai.ae
Admin Office	+971 4 348 3314	reception@hisdubai.ae
		nurse@hisdubai.ae
		Nazik.elhaj@hisdubai.ae
		cashier@hisdubai.ae
Admissions	+971 4 348 3314	registrar@hisdubai.ae
Facilities Supervisor	+971 4 348 3314	amor.katimbang@hisdubai.ae
Systems Manager	+971 4 348 3314	savita.fernandes@hisdubai.ae
After School Club	+971 5 879 3539	info@starclubdxb.com
Shanawaz Buses Rental	+971 56 5150987	hisbus@shanawazgroup.com
Website	www.hisdubai.ae	