



Year 7 – 13
Secondary
Parent Handbook
2026 - 2027

Everyone Counts. Everyone Contributes. Everyone Succeeds.

Principal's Welcome



Stephen Quinn

I'm 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's something special about HIS - the sense of warmth, enthusiasm and purpose that's 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're 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'd love to welcome you in person. Come and experience what makes our school truly special.

Yours Sincerely,
Stephen Quinn

Headteacher's Welcome



Nic Walters

It is a sincere privilege to welcome you to the Secondary phase at Horizon International School (HIS). As I begin my first year as Head of Secondary, I am excited to build on our school's excellent foundations and to collaborate with a community that embodies our mission: "Everyone Counts, Everyone Contributes, Everyone Succeeds."

My leadership is guided by humility, integrity, clarity and compassion. I am committed to open, honest communication and invite you to reach out with any questions or reflections - no matter how small they may seem. While adolescence is a time for growing independence, it is also a phase when young people require the combined support and guidance of families and teachers. Your partnership is essential as we nurture curiosity, resilience and responsibility in every student.

At Horizon, our values-based approach and data-informed practices ensure every student is known, supported and inspired to reach their full potential. I am honoured to lead our talented secondary team and I look forward to our partnership as we help our students flourish into the very best versions of themselves.

Yours sincerely,
Nic Walters

Values & Beliefs

Vision

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.

School Motto:

Everyone Counts. Everyone Contributes. Everyone Succeeds.

Core Beliefs:

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

Strong relationships are vital for all success

Value of the Month:

Our values of the month shape our activities in tutor time and can shape the theme of our assemblies but the purpose of our values is to encourage the development of character traits in our young people.



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

Orange lanyards for
Contractors

Red lanyards are for
Visitors

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

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 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.



Our Vision

At Horizon International School, we believe that success extends beyond academic achievement. We are committed to developing well-rounded young people who demonstrate integrity, resilience, respect and responsibility in all aspects of school life.



Values

At Horizon International School, we believe that success extends beyond academic achievement. We are committed to developing well-rounded young people who demonstrate integrity, resilience, respect and responsibility in all aspects of school life.

Our community is built upon mutual trust, positive relationships and a shared commitment to learning. Every member of our school community contributes to creating an environment where students feel safe, supported and inspired to succeed.

Secondary Senior Leadership Team



Mr Quinn
Principal

stephen.quinn@hisdubai.ae



Mr Walters
Vice Principal
Head of Secondary School

nicolas.walters@hisdubai.ae



Miss McNamee
Assistant Principal
(Pastoral and Wellbeing)

caroline.mcnamee@hisdubai.ae



Mr Clifford
Assistant Principal
(Curriculum)

andrew.clifford@hisdubai.ae



Mr Petkar
Assistant Principal
(Data and Assessment)

zareef.petkar@hisdubai.ae



Mrs Gilhooley
Assistant Principal
(Learning & Teaching)

kellie.gilhooley@hisdubai.ae



Pastoral Care

The wellbeing of every student is central to life at Horizon International School. We recognise that students achieve their best when they feel safe, connected and supported.

Our pastoral system provides students with trusted adults who know them well and work closely with families to support each student's holistic growth. Through proactive wellbeing programmes, mentoring and guidance, we help students build resilience, confidence and positive relationships.

Pastoral Team

Miss Emily Williams

Head of Year 7

emily.williams1@hisdubai.ae

Mr Dominic Lenihan

Head of Year 8

dominic.lenihan@hisdubai.ae

Ms Charlotte Pease

Head of Year 9

charlotte.pease@hisdubai.ae

Mr Yousuf Rana

Head of Year 10

yousuf.rana@hisdubai.ae

Ms Jo Brandariz

Head of Year 11

joanna.brandariz@hisdubai.ae

Ms Sanaa Harb

Head of Sixth Form
(Y12 & 13)

sanaa.harb@hisdubai.ae

Ms Sanaa Harb

Future and Careers
Guidance Lead:

sanaa.harb@hisdubai.ae

Mr Riaz Jamadar

Student Advisor



Inclusion

At Horizon International School, we believe every student should feel valued, supported and empowered to succeed. We celebrate diversity and provide an inclusive learning environment where all students can participate fully, develop confidence and reach their potential.

Guided by our vision of Everyone Counts, Everyone Contributes, Everyone Succeeds, we work in partnership with families to ensure every learner feels a strong sense of belonging and achievement.

Inclusion Team

Mr Michael Cornelly
Head of Secondary
Inclusion

michael.cornelly@hisdubai.ae

**Ms Melanie
MacLennan**

Secondary Inclusion Teacher



Academic Calendar 2026/2027

HORIZON INTERNATIONAL SCHOOL - ACADEMIC CALENDAR 2026/2027

(Approved by KHDA – 20.04.26)

WINTER TERM 2026	
All Staff Return	Monday 24 th August
Moving In Morning (New Students Only)	Monday 31 st August
Term 1 Starts - All Students	Tuesday 1 st September
Half Term	Monday 19 th October – Friday 23 rd October
National Day	Wednesday 2 nd and Thursday 3 rd December
End of Term	Friday 11 th December
SPRING TERM 2027	
Term Starts	Monday 4 th January
Ramadan begins*	Monday 8 th February - Wednesday 10 th March
Eid Al Fitr*	Thursday 11 th March – Friday 12 th March
End of Term	Friday 2 nd April
SUMMER TERM 2027	
Term Starts	Monday 12 th April
Eid Al-Adha*	Monday 17 th May – Tuesday 18 th May
Last day of Academic Year	Friday 2 nd July

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

Attendance and Punctuality

Excellent attendance is one of the strongest indicators of academic success and student wellbeing. We expect students to attend school every day unless prevented by illness or exceptional circumstances.

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. The school's minimum expectation for attendance is 96%. Student attendance will be closely monitored and parents will be requested to attend a meeting to discuss concerns, if necessary.

KHDA Attendance Metrics				
Unsatisfactory	Acceptable	Good	Very Good	Outstanding
Below 92%	92% - 93%	94% - 95%	96% - 97%	98%

We we ask families to support high attendance and communicate promptly with the school regarding any absences. Heads of Year and Assistant Principal, Pastoral & Wellbeing monitor attendance and punctuality closely and will request meetings when there are concerns.

Secondary students enter via Gate 5 from 7.25am and tutor time begins with registration at 7.35am. Period 1 begins at 7.50am, arriving after 7:50am students must report and sign in at Gate 2. All students MUST be registered for Health and Safety & Safeguarding reasons.

Being punctual is an essential life lessons therefore, we place high importance on attendance and punctuality at HIS. In Secondary School, students are considered late after 7.35am. Two or more lates in 1 week will result in a 'late detention' with their Head of Year. Four or more lates in 1 month will result in a 'late afterschool detention' with a member of the Senior Leadership Team. Parents will always be informed of such detentions at least 48 hours in advance.

Secondary Timings of the School Day

AY 2026-	Mins	Mon	Tues	Wed	Thurs		Mins	Fri
Morning Registration	25	7:25	7:25	7:25	7:25	Reg	25	7:25
P1	50	7:50	7:50	7:50	7:50	P1	50	7:50
P2	50	8:40	8:40	8:40	8:40	P2	50	8:40
Break	20	9:30	9:30	9:30	9:30	Break	20	9:30
P3	50	9:50	9:50	9:50	9:50	P3	50	9:50
P4	50	10:40	10:40	10:40	10:40	P4	50	10:40
P5	50	11:30	11:30	11:30	11:30	Finish		11:30
Lunch	40	12:20	12:20	12:20	12:20			
P6	50	13:00	13:00	13:00	13:00			
P7	50	13:50	13:50	13:50	13:50			
Secondary Form/ Primary Dismissal	20	14:40	14:40	14:40	14:40			
Finish		15:00	15:00	15:00	15:00			

Leave/ Absence During Term Time



HIS recognises that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents should apply in advance to withdraw pupils from school for a holiday. No more than one period of holiday of no more than five (5) days in any academic year can be authorised. Holidays are not authorised during the first and last week of each term, or days that are linked to half-term or national holidays.



If your child is ill, we would ask you to notify the school by 7:30 am on the first day of absence. Either call 04348 3314 or e-mail reception@hisdubai.ae providing your child's name, form and nature of illness.

If your child is absent due to illness for two or more days, a medical certificate will be required for him/her to return to school. If your child is absent with a contagious illness, we request that you obtain written consent from your family doctor before returning to school. This should be handed in to the school nurse or school administration team.

Authorised leave may be requested by completing a Leave of Absence Form, which is available from reception or can be downloaded from the ISAMS Parent Portal / iParent app. Please note that leave will only be granted in exceptional circumstances. Authorised leave must be requested at least one week in advance.



Leaving for Appointments



If you need to take your child out of school during school hours for an appointment, e.g. dentist or doctor, please inform reception in advance. They should be collected from, and returned to, reception and be signed out and in accordingly. To avoid impact on learning, situations like this should be kept to a minimum.



You will need to state the following:

Students Full Name

Their year group and tutor group

The reason for the appointment



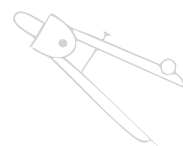


DROP-OFF PROCEDURES

- The school gates will not open until 7:25 am each morning.
- 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 7:35am and will be registered as 'late' after 7.35am.

PICK UP PROCEDURES

- Students will be dismissed at the end of tutor time at 3pm.
- Students are free to leave independently via Gate 5.
- If students are waiting for a sibling who is attending a club, students must wait in the library so we can account for all students on the premises at all times.
- Students are not permitted to freely roam the premises after 3am, they must be in an ECA Club or in the library, this includes if they are waiting for their transportation.
- Students are not permitted to leave the school premises at 3pm (e.g., to go to the shop) and return to their ECA at 3.15pm. When students are under our care we are responsible for their health and safety as such, if they leave the premises during these 15 minutes, HIS can not be responsible for their safety. 'Parents' support' with this message is appreciated.
- Students will only be contactable via their phones from 3pm after they have unlocked their phone pouch (more information can be found on this further in this handbook).



Horizon International School Communication

Parent Communication Style

Strong communication between home and school is essential to student success. We value open, respectful and constructive relationships with parents and are committed to keeping families informed about academic progress, wellbeing and school events. Together, we create a supportive network that enables every student to flourish.

The main forms of communication:

iSAMs Parent Portal for events and information

Emails to your registered email address

To ensure that all enquiries receive the attention they deserve, parents can expect a response to emails and telephone messages within 48 working hours. If a matter is urgent, please contact the School Reception directly.

Please note: If a parent emails a member of staff about their, please state the name of the child and the child's tutor group at the beginning of the email. Often it's difficult for staff to quickly identify the student name purely by the parent's name/ email therefore, this supports with accurate identification and supports a quicker response time to your query.

Useful emails:

Staff Role	Email	Reason
Reception	reception@hisdubai.ae	For any general emails related to children being sick/absent, early pick-ups, appointment requests, leave notifications, lost property, etc.
Registrar/ Admissions	registrar@hisdubai.ae	For admissions enquires, leaver notifications and report requests
Cashier	cashier@hisdubai.ae	For fees, payment and invoicing information
KHDA Parent School Contact	nazik.elhaj@hisdubai.ae	For transfer certificate requests and queries regarding the KHDA Parent-School Contract
Principal PA	principalPA@hisdubai.ae	For requesting a meeting with the Principal
Data & iSAMs Support	savita.fernandes@hisdubai.ae	For assistance with Parent Portal
Facilities Manager	amor.katimbang@hisdubai.ae	

Effective Student Communication Style

Microsoft Outlook 365: All students are provided with a Horizon International School email account, which can be used to communicate appropriately with teachers when support or clarification is needed. Students will also have access to Microsoft Teams groups for each subject, which will be used to share resources, homework assignments and key information. However, the 'chat' function on Microsoft Teams is not available for student to student or student to staff communication.

Student Planners: To support students in becoming independent and responsible learners, every student will receive one planner at the start of the academic year. The planner plays an important role in helping students organise their learning, manage their time and communicate effectively. Should a planner be misplaced or damaged, replacement copies can be purchased at the expense of the parent/ guardian.

Horizon International School Parent Communication

Strong communication between home and school is essential to student success. We value open, respectful and constructive relationships with parents and are committed to keeping families informed about academic progress, wellbeing and school events. Together, we create a supportive network that enables every student to flourish.

The main forms of communication:

iSAMs Parent Portal for events and information
Emails to your registered email address

To ensure that all enquiries receive the attention they deserve, parents can expect a response to emails and telephone messages within 48 working hours. If a matter is urgent, please contact the School Reception directly.

Polite request: If a parent emails a member of staff about their, please state the name of the child and the child's tutor group at the beginning of the email. Often it's difficult for staff to identify the student name purely by the parent's name/ email therefore, this supports with accurate identification.

Year 7 – 11 School Uniform

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.

Purchase the school uniform here: <https://www.shopatsumeru.com/product-list/5>

Please use the above website to find pictures for this page but the below pictures are the secondary school uniform



WHITE SHIRT
(FOR BOYS)



NAVY BLUE TROUSERS
(FOR BOYS)



BLACK SOCKS
(FOR BOYS)



NAVY BLUE SCHOOL TIE
(FOR BOYS + GIRLS)

PHYSICAL EDUCATION



PE T-SHIRT



PE SHORTS
(FOR BOYS + GIRLS)



PE SKIRT
(FOR GIRLS)



WHITE BLOUSE
(FOR GIRLS)



NAVY BLUE SKIRT
OR TROUSERS
(FOR GIRLS)



WHITE SOCKS
(FOR GIRLS)



FORMAL SMART BLACK
SHOES (NO CANVAS OR
LEISURE SHOES)



SCHOOL WINTER
JUMPER
(OPTIONAL. HOWEVER,
IF YOUR CHILD
REQUIRES AN EXTRA
LAYER OF WARMTH,
THEN IT MUST BE THE
SCHOOL WINTER FLEECE
OR TROUSERS)

Example of acceptable shoes for boys:



Example of acceptable shoes for girls:



Example of shoes that are NOT acceptable:



Year 7 – 11

School Uniform FAQ

Footwear:

We understand there are numerous brands who now make shoes which are suitable for school shoes. Shoes should be black and polishable. Brands/ logos should not be visible. Material black shoes are not permitted.

Jewellery:

Our jewellery expectations are designed to promote safety, minimise distractions and maintain a sense of equality and professionalism within our school community.

Students are permitted to wear one pair of stud earrings. All other types of jewellery (included hooped earrings) are not permitted for health and safety reasons. Students will be asked to remove jewellery when worn inappropriately.

Exceptions can be made for religious reasons but this request must be sent to the Head of Year for approval.

Horizon International School does not take responsibility for any jewellery lost on school property.

PE Kit:

Students should wear their formal uniform to school and bring their PE kit. They will get changed for PE at the beginning of the lesson.

Exceptions:

- If a student has a sports ECA/ club in the morning and has PE period 1, the student can remain in their PE kit until after the PE lesson.
- If a student has Dance or PE on a Friday, they should wear their PE kit to school.
- If a student has PE and Dance on the same day, they are permitted to remain in their PE kit in between the lessons however, they must have their formal uniform to change back into unless the final lesson is P7.

This supports the hygiene and physical health of our students.

Make-up:

Students are not permitted to wear make-up unless it's subtle. Students will be asked to remove their makeup when it's obvious.

Hair Colour:

Hair should be of a natural colour. Artificial, extreme or brightly coloured dyes (including but not limited to blue, green, pink, purple or multi-coloured styles) are not permitted.



Sixth Form (Post 16) School Uniform

Our Sixth Form students are role models within the school community. A high standard of dress promotes professionalism, pride, respect, and readiness for future education and employment.

Students and parents are expected to work in partnership with the school to ensure that all Sixth Form students consistently meet these expectations throughout the academic year.

General Expectations for All Students

Clothing Must Be Formal

The following standards apply to all students:

- Clothing must be professional, smart, and suitable for a formal educational environment.
- Formal shirts and formal blouses are expected.
- Clothing should be loose-fitting and appropriate for a workplace setting.
- Garments should fasten with buttons and/or a zip where appropriate.
- Smart formal shoes must be worn.
- Yellow school lanyards must be worn around the neck and visible at all times for safeguarding purposes.

Clothing That Is Not Permitted

The following items are not acceptable:

- Casual clothing of any kind.
- Hoodies, sweatshirts, cardigans, polo shirts, tracksuits, joggers, leggings, or sportswear.
- Denim clothing, including jeans or denim skirts.
- Trainers, canvas shoes, sliders, flip-flops, or sports footwear.
- Ripped, distressed, or heavily embellished clothing.
- Crop tops, strappy tops, T-shirts, or casual tops.
- Clothing displaying inappropriate slogans, graphics, or logos.
- Baseball caps, hats, or non-religious headwear worn indoors.



Sixth Form School Uniform

Specific Uniform Expectations

Males

- Tailored formal trousers.
- Formal collared shirt.
- Quarter-zips are only permitted if worn with a formal collared shirt.
- Smart, formal shoes.
- A tie is not required unless specified for a formal event.
- Shirts should be worn appropriately and maintain a professional appearance.

Females

- Tailored formal trousers or a formal skirt.
- Formal blouse or formal collared shirt.
- Smart, formal shoes.

Please see the Post 16 Uniform Policy for more detail, if required.

Sixth Form Students are the oldest role models in our school community therefore, we hold them to the same behavioural expectations standards as all other secondary students. Any policies specific to Sixth Form will be shared by Ms Harb at the beginning of the school year and can be shared on requested.



Parent Information: Phone Pouches

What is a Phone Pouch?

The phone pouch is a padded fabric pouch used to store and secure mobile devices with a magnetic locking system. Mobile devices are placed inside the pouch and locked to prevent access. The pouch is able to be unlocked by using a magnetic unlocking station to access the device.

How does it work?

At the start of the school day, students place their device inside the pouch and lock it using the built-in retractable magnetic locking pin*. At the end of the school day, students tap the lock on an unlocking station to release their device.



*only use the locking mechanism as intended and ensure that the locking pin is fully retracted before accessing the pouch.



How to unlock the pouch

1. Locate the rounded side of the lock



2. Press the pouch lock down on top of an unlocking station



3. Allow the pin to pop open and access your device



FAQs

Why is the school introducing phone pouches?

At HIS we are prioritising the creation of a focused learning environment. To achieve this, we are implementing the phone pouch system, designed to eliminate distractions caused by mobile devices thus increasing attention. This initiative aims to enhance student concentration and promote healthier face-to-face interactions among young people. Research indicates that reduced phone usage correlates with improved academic performance and overall wellbeing.

How will students contact parents during the day?

As per our regular communication process, in the case of urgent matters, parents can contact the school reception, which will relay any messages to the student.

What happens in case of an emergency?

In emergencies, adhering to the school's safety protocols is often the safest option for students, rather than relying on their phones. School staff will communicate directly with parents through the school's emergency contact procedures. This approach allows students to concentrate on safety measures without the distractions that mobile devices can create.

How will students receive their phone pouch?

Parents purchase the phone pouch as outlined by the school. Students are responsible for keeping their pouch in their schoolbags throughout the day. Students are responsible for bring their pouch to and from school, daily. Parents will have the option to 'opt' out. By choosing to opt out the student and parent must understand that mobile phones onsite outside of the pouches are strictly prohibited and will be sanctioned in line with our Behaviour and Phone Free Policy.

What if a student forgets their pouch or damages it?

If a student forgets their pouch, they will need to turn in their phone to the Pastoral Office for safekeeping until the end of the day. If the pouch is damaged, the parent will need to purchase a replacement through the school.

What if a student needs access to their device for medical reasons?

Students with documented medical conditions that require access to their devices will be handled on a case-by-case basis, directly by the school. Please contact Miss McNamee via caroline.mcnamee@hisdubai.ae and the medical clinic (doctor@hisdubai.ae) to ensure this is noted on the student's individual care plan.

Phone Pouches: Additional Frequently Asked Questions

Will students still be able to access websites and social media via their laptops?

At HIS students bring their own device following our BYOD policy. However, when devices are used in lessons this is done under direction by the teacher. In addition to this, at break and lunch time we encourage students to socialise instead of using their device. Finally, internet usage is monitored closely by our IT team – more on this can be found in our IT policies.

My child doesn't bring their phone to school, do they need a pouch?

No, your child doesn't require a pouch if they do not bring a phone to school. You will select the 'opt out' option on the communication sent to parents. However, if your child starts to bring their phone to school parents will need to purchase a pouch.

If my child has their phone turned off and in their school bag, do they still need a pouch?

Yes. No student should have a mobile phone on their person or in their schoolbag without it being inside a pouch.

Is this for all secondary students?

For now, this is for Year 7 – 11 students only. Year 12 & 13 students will still be permitted to use their phones inside the Sixth Form Centre (The Hub).

What if a phone pouch is lost with the phone inside the pouch and the signal blocking prevents us being able to locate it?

The mobile phone and pouch are the student's responsibility; the school is not liable for lost phones unless they are lost while in our possession. The pouches come with a tag for easy labeling with the student's name. If you're concerned about the possibility of your child losing their phone, we recommend leaving it at home. If the phone is needed for pick-up routines and you're worried it may be lost, you can attach an AirTag to make it traceable at all times.

My child needs to use their phone at the end of the day to arrange transportation. Will this be possible?

Yes. At 3.00pm the pouch unlocking stations will be open by security enabling students to unlock their pouch to access their phone. There will be multiple unlocking stations (inside the school and outside the school gates) to support this. Please see a map of the school signposting where the unlocking stations are.

Can my child unlock their pouch throughout the day to contact home?

No. As per our communication process if your child needs to contact home during the school day they should do so via the medical clinic or a member of the Pastoral Team.

How can my child make purchases at HIS Café?

All students will be required to bring a physical bank card or cash to make any purchases at HIS Café.

Can students still wear smartwatches?

Yes as long as the smartwatch is not mobile data operated. Our phone pouches are signal blocking therefore, it will only tell the time and will not cause any distraction due to notifications. However, this will be monitored carefully.

What if my child forgets to unlock their pouch and it's after school hours?

There will be an unlocking station at Gate 1 with security at all times. Our security is 24/7 therefore, you will be able to come to school and security will support with unlocking the pouch.

How will my child know how the unlocking works?

All students will receive an assembly delivered by Miss McNamee explaining all guidance pertaining to the Phone Free Policy. In addition, there will be guidance shared with parents via email and a coffee morning ensuring you understand all guidance too.

Can my child keep their phone pouch in their locker?

We advise all students to keep their phone pouch inside their school bag. Miss McNamee will make this very clear in the introduction assembly.

What if my child forgets their pouch and you carry out a bag search?

If your child forgets their pouch they should bring their phone to the Pastoral Office for safe keeping for the day. At HIS we are passionate about making our environment phone free to support with attention and student wellbeing. As such, the Pastoral Team will be carrying out random spot checks and if phones are discovered the student will be sanctioned in line with HIS' Behaviour Policy.

Are students aware of the consequences about bringing phones to school not in a pouch?

Yes, Miss McNamee will explicitly explain the consequences during the introduction assembly.

Phone Pouches: Additional Frequently Asked Questions

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If my child has their phone turned off and in their school bag, do they still need a pouch?

Yes. No student should have a mobile phone on their person or in their schoolbag without it being inside a pouch.

Is this for all secondary students?

For now, this is for Year 7 – 11 students only. Phone pouches is optional for Year 12 & 13 students for this academic year however, we will strongly encourage Post 16 students to 'opt in' for a phone pouch because of the benefits of them.

What if a phone pouch is lost with the phone inside the pouch and the signal blocking prevents us being able to locate it?

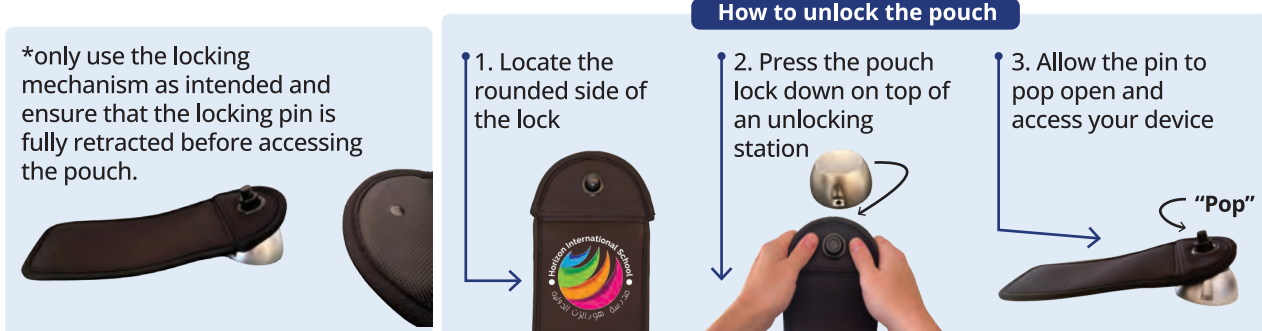
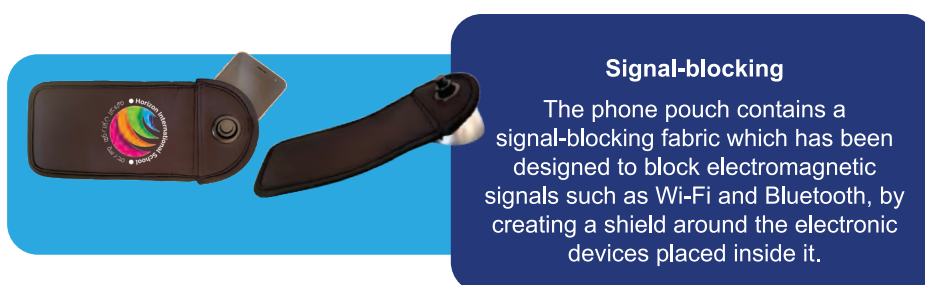
The mobile phone and pouch are the student's responsibility; the school is not liable for lost phones unless they are lost while in our possession. The pouches come with a tag for easy labeling with the student's name. If you're concerned about the possibility of your child losing their phone, we recommend leaving it at home. If the phone is needed for pick-up routines and you're worried it may be lost, you can attach an AirTag to make it traceable at all times.

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Yes. At 3.00pm the pouch unlocking stations will be open by security enabling students to unlock their pouch to access their phone. There will be multiple unlocking stations (inside the school and outside the school gates) to support this. Please see a map of the school signposting where the unlocking stations are.

Can my child unlock their pouch throughout the day to contact home?

No. As per our Phone Free and Communication Policy, if your child needs to contact home during the school day they should do so via the medical clinic or a member of the Pastoral Team.



Phone Pouches: Additional Frequently Asked Questions

How can my child make purchases at the café (Ben's Farmhouse)?

All students will be required to bring a physical bank card to make any purchases at the café (Ben's Farmhouse).

Can students still wear smartwatches?

Yes as long as the smartwatch is not mobile data operated. Our phone pouches are signal blocking therefore, it will only tell the time and will not cause any distraction due to notifications. However, this will be monitored carefully.

What if my child forgets to unlock their pouch and it's after school hours?

There will be an unlocking station at Gate 1 with security at all times. Our security is 24/7 therefore, you will be able to come to school and security will support with unlocking the pouch.

How will my child know how the unlocking works?

All students will receive an assembly delivered by Miss McNamee explaining all guidance pertaining to the Phone Free Policy. In addition, there will be guidance shared with parents via email and a Parent Workshop ensuring you understand all guidance too.

What if my child forgets their pouch and you carry out a bag search?

At HIS we are passionate about making our environment phone free to support with attention and student wellbeing, as such, the Pastoral Team will be carrying out random spot checks and if phones are discovered the student will be sanctioned in line with HIS' Behaviour Policy. If your child forgets their pouch they should bring their phone to the Pastoral Office for safe keeping at the beginning of the day.

Are students aware of the consequences about bringing phones to school not in a pouch?

Yes, Miss McNamee will explicitly explain the consequences during the introduction assembly. These can also be found in our Phone Free Policy and is clear in our Positive Behaviour Management Policy.



Secondary Curriculum and Assessment Calendar at HIS



Our curriculum and assessment calendar has been carefully designed to support high-quality learning, meaningful assessment and student wellbeing across all phases of the school.

Key Stage 3 Progress Weeks at HIS:

Key Stage 3 (Years 7-9) follow a structured assessment calendar, with designated Progress Weeks scheduled throughout the academic year. These provide dedicated opportunities for students to demonstrate their learning across subjects in a coordinated way, helping to avoid unnecessary assessment overload while enabling teachers to evaluate progress and identify next steps.

Key Stage 4 & 5:

Key Stages 4 and 5 (Years 10-13) follow a different model due to the nature of GCSE and A Level courses. Assessment is an ongoing part of teaching and learning throughout the year, with regular examination-style assessments, coursework or non-examined assessments (where applicable), practical work and retrieval activities informing progress. While formal assessment windows are less defined than at Key Stage 3, departments carefully coordinate assessment to ensure students receive regular feedback and are well prepared for external examinations.



Students across all Key Stages will always be aware of their assessments and this will be scheduled as an assignment on each Teams Class Page. Students will also be encouraged to make note of their assessments and other due work e.g., homework, in their physical student planners.

Gold Weeks at HIS:

Gold Weeks provide protected curriculum time for students to reflect on and respond to feedback, address misconceptions and deepen their understanding. Gold Weeks also create valuable opportunities for project-based learning, enrichment activities, educational visits and other experiences that enhance the curriculum beyond formal assessment. Gold weeks take place following a KS3 progress week and will occur at least once a term (usually the final week of a term or half term). Whilst KS4/5 follow a different assessment model due to the nature of GCSE and A Level courses and won't necessarily have 'progress weeks', Gold Weeks run across all Secondary School calendars. As such, for KS4/5, assessments during Gold Weeks will be avoided (where possible). For all secondary students, educational visits and experiences will be scheduled for Gold Weeks, unless unavoidable.

Assessment Support:

To support students throughout the assessment process, families will receive Progress Support Sheets ahead of key assessment points. These provide a clear overview of what will be assessed, the knowledge and skills students need to revise, deliberate vocabulary, recommended revision resources and practical guidance to help students prepare effectively. We encourage parents to use these support sheets to help structure revision at home and promote positive study habits. □

Further information about our curriculum and assessment calendar, including Progress Weeks, Gold Weeks and how families can best support learning throughout the year, will be shared at the beginning of the academic year through a series of parent workshops and information sessions.

Across all key stages, our assessment calendar is designed to ensure that assessment is purposeful, feedback is timely and students are supported to make sustained progress while maintaining a healthy balance between academic challenge, enrichment and wellbeing.



Reporting and Parent Communication

We are committed to keeping parents informed through a clear and consistent reporting cycle.

Students in Key Stages 3, 4 and 5 will receive one formal report each term, providing an overview of holistic attainment and engagement with learning.

In addition to reports, parents will have strategically planned opportunities throughout the academic year to meet with teachers to discuss their child's progress, celebrate successes and agree next steps for learning. These consultation events complement our reporting cycle and help strengthen the partnership between home and school.

A full calendar of reporting dates, parent consultations and other key communication events will be shared at the beginning of the academic year to help families plan ahead and stay engaged with their child's learning journey.

Parents are always welcome to contact subject teachers if they have questions or queries.





Clinic Information



Allergies:

HIS is a nut free school. 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 by contacting doctor@hisdubai.ae



If a child becomes sick at school:

Our School Clinic plays an important role in supporting student health and wellbeing throughout the school day. If a student reports feeling unwell and the clinic assesses that they are not well enough to remain in school, parents will be contacted and arrangements made for collection.

Students should not contact home directly without permission from the clinic or a member of the Pastoral or Senior Leadership Team

In the event that a student sustains an injury as a result of an incident involving another student, parents will be informed as soon as possible. In many cases, this may follow an initial investigation, with further communication and support provided by the relevant Head of Year.

Parent Information:

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.



Meal Provision



Students have a range of options available to them at lunchtime. While the school does not have a traditional canteen, students may avail of one of the following options:

- Bring a healthy packed lunch from home
- Purchase food from our café (Ben's Farmhouse)
- Register for hot meal provision.

Detailed weekly menus, meal plans, pricing, and full implementation information (including the cashless system) will be shared with you in advance of the new academic year.

To ensure fair access for all students, use of the café operates on a year group rota which they will be made aware of. Please note that students will require a physical card, as cashless payments (via their phones) are not available.

Ben's Farmhouse is one of the UAE's leading catering providers. At Ben's Farmhouse, student health, nutrition, and wellbeing are the highest priorities. We have worked closely with the team to ensure their catering services fully align with our high standards for food safety, hygiene, nutritional value, and quality. Their "Farm to Table" approach emphasises fresh, locally sourced produce, sustainable practices, and chef-prepared meals designed to inspire healthy choices and support children's growth and learning.

Key features of the this catering service include:

- Varied & Appealing Meal Options – Fresh daily coffee & convenient Grab & Go kiosks offering salads, sandwiches and snacks
- Flexible Meal Plans – Easy-to-manage primary/nursery meal plans and student canteen cards, all accessible through a user-friendly cashless digital platform with real-time notifications and spending controls.
- Sustainability Commitment – Sourcing high-quality fresh produce from local UAE farms, using eco-friendly packaging, and supporting regional producers to promote environmental responsibility and food security.
- Hygiene & Food Safety – Fully HACCP-certified operations with rigorous hygiene protocols, regular inspections, and strict quality controls to ensure the highest safety standards.
- Dietary & Allergy Support – Clear allergen labelling and suitable alternatives for special dietary needs, vegetarian options, and cultural preferences.
- Professional & Caring Team – Trained chefs and service staff experienced in school environments who prioritise student safety and satisfaction.



Enrichment

Extra Curricular Activities

At Horizon International School, learning extends far beyond the classroom. Our rich enrichment programme provides students with opportunities to explore new interests, develop talents and build lasting friendships through a wide range of sporting, creative, academic and leadership activities.

Our Extra Curricular Activities (ECAs) are led by Mr Alex Tate - alexander.tate@hisdubai.ae, with a varied programme shared with families at the beginning of the academic year. We encourage all students to get involved, try something new and make the most of the many opportunities available as part of our vibrant school community.

Secondary School and Whole School Events

Throughout the year, students have the opportunity to participate in a range of Secondary and whole-school events, including competitions, performances, celebrations, leadership opportunities and community initiatives that enrich school life and strengthen our sense of belonging.

These events are carefully planned and mapped across the academic calendar to ensure that students benefit from a vibrant and engaging school experience while maintaining a strong focus on learning and academic success. Families will be kept informed of upcoming events throughout the year.



Trips

We recognise the invaluable role that educational visits play in bringing learning to life and providing experiences that extend far beyond the classroom. Trips offer students opportunities to deepen their understanding, develop independence and create lasting memories with their peers.

At the same time, we are committed to protecting curriculum and assessment time. Wherever possible, Secondary trips are scheduled during our Gold Weeks, which follow Progress Weeks, allowing students to enjoy enrichment opportunities without disrupting key learning. International trips are typically mapped into Future Ready Week, which takes place during the final week of the academic year.

We recognise that some experiences, such as the Geography Field Trip and Ski Trip, provide exceptional opportunities for learning and personal development and may therefore take place outside of these designated weeks. Families will always be provided with advance notice and clear information to support planning and participation.

Future Ready Weeks

Future Ready Week takes place during the final week of the academic year and reflects our commitment to preparing students for life beyond the classroom. Designed to broaden horizons and develop global awareness, this dedicated week provides opportunities for students to engage in meaningful experiences that foster independence, curiosity and a deeper appreciation of the world around them.

During Future Ready Week, students may participate in local and international trips, cultural experiences, leadership activities and enrichment opportunities that support personal growth and the development of essential life skills. For our Sixth Form students, the week may also include work experience placements, allowing them to gain valuable insight into the world of work and explore future career pathways.

By creating space for these experiences at the end of the academic year, we are able to provide students with memorable opportunities that complement their academic journey while ensuring that curriculum and assessment time remain protected throughout the year. Future Ready Week embodies our belief that education is not only about achieving excellent outcomes, but also about preparing young people to thrive as confident, compassionate and globally minded citizens.



BYOD: Device Specification



Bring Your Own Device (BYOD)

Horizon International School operates a Bring Your Own Device (BYOD) programme for all Secondary students.

All students are required to bring a laptop (not iPad) to school each day. The recommended minimum specifications are:

- Windows 10 laptop or MacBook OS
- Minimum 500GB storage
- 6GB RAM or above
- Wi-Fi and Bluetooth capabilities
- Charger
- Laptop bag
- Wireless or USB mouse
- Headphones or earphones



Having the correct device ensures that students are able to access learning resources effectively across all subject areas from the first day of term. Students will receive their Microsoft Outlook 365 login details on their first day of school.

Our BYOD Policy provides details on our expectations for appropriate device use which is complemented by our Positive Behaviour Management Policy. Websites used on school wifi is monitored closely and example of online misconduct will be investigated fully and sanctioned accordingly, in line with our Positive Behaviour Management Policy.

School Policies

Our policy underpin our daily practice and ensure alignment and clear understanding for all students, staff and parents. School policies are reviewed and updated on an annual basis. Once reviewed and updated these can be found on the school website – normally early in September.

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.

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 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 fohisdx@gmail.com.

Class Links:

Each Tutor Group in Secondary School has a Class Link who can support with questions and reminders. However, we strongly encourage parents to use school communication for being aware of any events/ notices.



School Transportation

Guardian One Transport (G1) has been appointed as the official school transport service provider for Horizon International School commencing from the Academic Year 2026-2027.

Guardian One is one of the UAE's leading specialised school transportation providers, currently serving more than 26 private schools across the country. The company operates a fleet of over 600 school buses and is supported by a dedicated team of more than 650 trained transport professionals, including drivers, bus attendants, supervisors, operations personnel, and management staff.

At Horizon International School, student safety and wellbeing remain our highest priorities. We have worked closely with Guardian One to ensure that the transport services provided to our students meet stringent safety, operational, and service quality standards.

Guardian One's fleet is fully compliant with the requirements of the Integrated Transport Centre (ITC) and is equipped with advanced technology, including GPS tracking, RFID-enabled student attendance systems, and CCTV monitoring. These systems support real-time vehicle tracking, enhanced route supervision, and improved communication with parents.

Key features of the transport service include:

- **Safety and Compliance** – Strict adherence to all applicable transport regulations, supported by regular inspections, preventive maintenance programs, and operational audits.
- **Technology-Enabled Operations** – Parents will have access to a dedicated mobile application providing real-time bus tracking, student boarding and drop-off notifications, and service updates.
- **Professional Transport Team** – Trained and experienced drivers and female bus attendants who undergo regular training in student safety, first aid, emergency response, safeguarding, and defensive driving practices.
- **Reliable and Efficient Service** – Carefully planned routes, continuous operational monitoring, and dedicated support teams to ensure a safe, comfortable, and dependable transportation experience.

The drivers and bus attendants assigned to Horizon International School will be trained on the school's specific safety requirements and operating procedures. Updated route details, bus numbers, pickup and drop-off timings, and access to the parent application will be communicated well in advance of the commencement of services.

Should you have any questions or require assistance, please feel free to contact the Guardian One Transport team via the following channels:

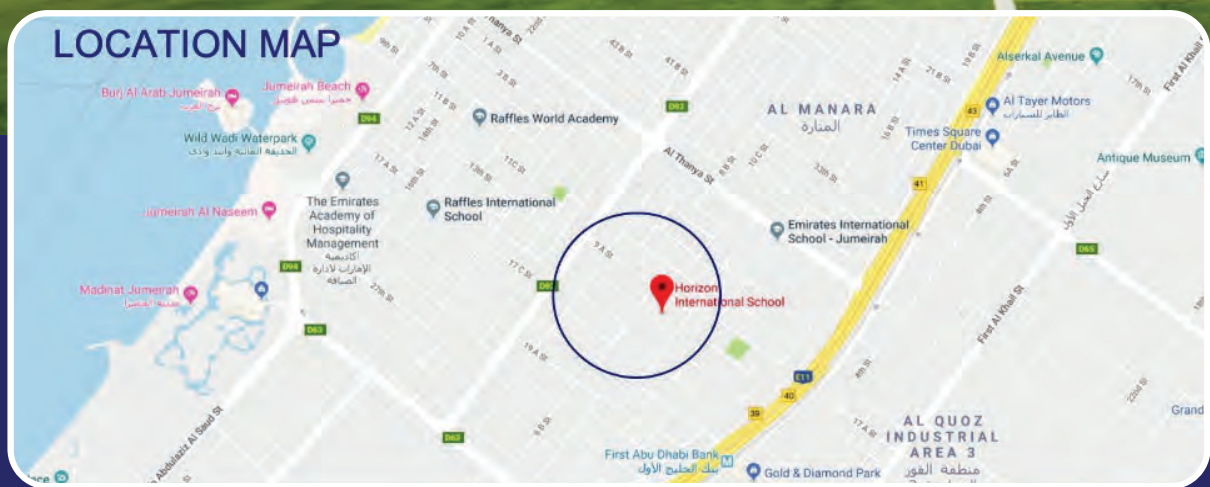
- Email: pre.his@guardianonetransport.com
- Mobile No: 055 231 7684

ZONE	RESIDENTIAL AREAS SERVICED
Route 1	Al Barsha 1, Umm Suqeim, Al Safa
Route 2	Springs, Greens, JBR, Business Bay, Arjan, JVC, JLT, Palm Jumeirah, Dubai Hills, Dubai Marina, Arenco Villas, Sheikh Zayed Road, Al Sufouh, Palm Jumeirah, Downtown Dubai, Greens, TECOM (Barsha Heights), Arjan
Route 3	Al Hudaiba, Al Mankhool, Ras Al Khor, Mira Oasis, Serena Casa, Sustainable City, Gardens, Sports City, Arabella, Mudon, Satwa, Town Square, DAMAC Hills, Discovery Gardens, Al Furjan, Deira, Oud Metha, Bur Dubai, Al Hudaiba

Other Notices

- All information regarding tuition fees is shared by our cashier and admissions team.
- Fees for the following items are not included in tuition fees:
- Certain books and resources which staff will signpost when required/ if needed e.g., food items for cooking lessons.
- Uniform
- Field trips
- Extra Curricular Clubs which are led by non teaching staff
- Fees for IGCSE/GCSE (Year 10 & 11) & AS/A Level (Year 12 & 13) examinations
- 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.
- If a student joins the school in the middle of a term, the tuition fees applicable will be prorated, based on the number of full weeks (commencing from the week of joining) remaining in the term.
- School fee refunds will be made as per the KHDA guidelines. One month's notice is required.





General Enquiries:
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