



مدرسة ابتاون الدولية
UPTOWN
INTERNATIONAL
School



PRIMARY

PARENT HANDBOOK

2026-2027



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WELCOME FROM OUR HEAD OF PRIMARY



Dear Parents,

A very warm welcome to Uptown International School and to the Primary Years Programme (PYP).

As the Head of Primary, it is a privilege to lead such a vibrant and diverse school community. At Uptown, we are proud to offer an education that is rooted in inquiry, driven by curiosity, and focused on developing the whole child. The PYP encourages students to become confident, independent learners who are internationally minded and equipped with the skills they need for the future. We place great emphasis on engaging, memorable learning experiences and are committed to providing a broad and balanced education that inspires every child. We believe deeply in the value of global education and are passionate about helping our students think critically, solve problems creatively and demonstrate empathy and care for others.

We are fortunate to welcome children and families from a wide range of nationalities and cultural backgrounds. This diversity is one of our greatest strengths and plays a central role in shaping our inclusive and respectful school culture. Children learn with and from one another, developing not only academic skills but also collaboration, communication, and intercultural understanding.

We also recognise the importance of strong partnerships between home and school. When parents and educators work together, children thrive. The information that follows will help you and your child settle into life at UIS and understand how we work and what we value. If you have any questions or need any support, please do not hesitate to contact us.

I look forward to working with you over the year ahead and to seeing your children grow, learn and flourish at Uptown.

Michael Dickie
Head of Primary

Contact Details

Please see below for a list of key people you may need to contact at different times throughout the year.

NAME: MICHAEL DICKIE

JOB TITLE: HEAD OF PRIMARY

EMAIL ADDRESS: MDICKIE@UPTOWNSCHOOL.AE

NAME: BE BHOGAL

JOB TITLE: DEPUTY HEAD OF PRIMARY

EMAIL ADDRESS: BBHOGAL@UPTOWNSCHOOL.AE

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JOB TITLE: ASSISTANT PRINCIPAL G1-3

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NAME: GINA RAGUB

JOB TITLE: LEAD NURSE

EMAIL ADDRESS: GRAGUB@UPTOWNSCHOOL.AE

EXTENSION NUMBER: 202

ADMISSIONS

EMAIL ADDRESS:

ADMISSIONS@UPTOWNSCHOOL.AE

EXTENSION NUMBER: 201/206

ACCOUNTS

EMAIL ADDRESS:

ACCOUNTS@UPTOWNSCHOOL.AE

EXTENSION NUMBER: 229/230

REGISTRAR

EMAIL ADDRESS:

REGISTRAR@UPTOWNSCHOOL.AE

EXTENSION NUMBER: 203

MARKETING & COMMUNICATIONS

EMAIL ADDRESS:

COMMUNICATIONS@UPTOWNSCHOOL.AE

EXTENSION NUMBER: 210



WELCOME TO

The Primary Years Programme

Uptown International Schools Primary Years Programme is the programme that best meets our aims and aspirations. The PYP is a curriculum framework; it brings with it a clear educational philosophy and a methodology for young learners. The IB PYP was developed by member schools around the world and is administered by the International Baccalaureate according to whom:

The Primary Years Programme

The IB Primary Years Programme (PYP) is designed for students aged 3 to 12 and provides a holistic, inquiry-based approach to learning. As a transdisciplinary programme, it encourages students to make meaningful connections across subjects and apply their learning to the world around them.

Through transdisciplinary learning, students develop essential knowledge, skills, and conceptual understanding while building the attributes of the IB Learner Profile. The programme empowers learners to become confident, independent, and reflective individuals who take meaningful action and contribute positively to their communities. In the IBPYP there are six transdisciplinary themes that arch over all learning

1. Who we are
2. Where we are in place and time
3. How we express ourselves
4. How the world works
5. How we organise ourselves
6. Sharing the planet

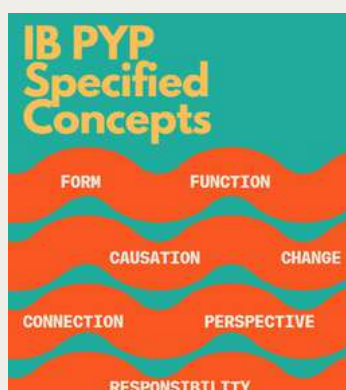


The inquiry process is followed through well-developed units of inquiry, supported by the Learner Profiles, specified concepts and Approaches To Learning skills. Action is an authentic response to learning in PYP. Through student agency, learners are empowered to exercise voice, choice, and ownership in their learning, leading them to take meaningful and purposeful action. By acting on their ideas, interests, and values, students develop responsibility, confidence, and a commitment to creating positive change within their communities.



Curriculum

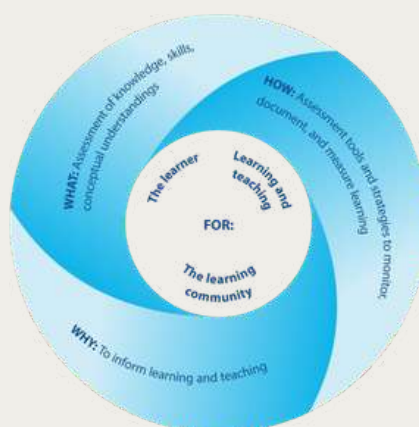
Students inquire, question, wonder about themselves, others and the world around them. Throughout the PYP, a student is an agent for their own and others learning through the concept of learner agency.



Students take initiative, express interest and wonderings, make choices and are aware of their learning goals. They are actively engaged and monitor and adjust their learning as needed. Students offer feedback to others and consult on decisions that affect them. In school, students take responsibility for their learning and collaborate with teachers and other students to plan, present and assess learning needs.



Teachers recognise students' capabilities through listening, respecting and responding to their ideas. They make thoughtful considerations and decisions with an emphasis on relationships, dialogue and respect for one another.



High quality and precise pre-formative and summative assessment is integral to the success of the PYP. School-based assessment and feedback techniques will include student/teacher/parent conferences, writing samples, structured observations, and performance tasks assessed by teachers and self-assessed by students.

Curriculum

In the Primary Years Programme, students spend most of their day learning with their homeroom teacher. The homeroom teacher is responsible for teaching the core subjects and supporting each child's academic, social and emotional development.

As a PYP school, we aim to make learning as transdisciplinary as possible, helping children make meaningful connections between different subjects and the world around them. While many learning experiences are linked through our Units of Inquiry, children also develop specific knowledge and skills within individual subject areas.

Reading

Reading begins in the Early Years with a strong focus on phonics, giving children the building blocks they need to become confident readers. As children move through the school, they develop their fluency, vocabulary and comprehension skills, learning not only how to read but also how to understand, analyse and enjoy a wide range of texts.

Writing

At UIS, we follow the Talk for Writing approach. This supports children in developing confidence as writers by helping them understand how effective texts are structured and organised. Children learn to write for a range of purposes and audiences while developing their grammar, vocabulary, creativity and communication skills.

Mathematics

Our mathematics programme develops confident, capable problem solvers who can apply their understanding in a variety of contexts. Children build strong foundations in number, calculation and mathematical concepts while also developing reasoning, critical thinking and problem-solving skills. Wherever possible, mathematics is linked to real-life situations and learning within the Unit of Inquiry.

Curriculum

Unit of Inquiry

The Unit of Inquiry is at the heart of the PYP. Through engaging inquiries, children explore significant local and global issues while developing knowledge, understanding and key skills. Units are organised around transdisciplinary themes and encourage students to ask questions, investigate ideas, think critically and take meaningful action.

Art

Art provides students with opportunities to explore their creativity, express their ideas and develop confidence as learners. Wherever possible, learning in Art is connected to the Unit of Inquiry, allowing students to deepen their understanding through creative exploration

Alongside learning with their homeroom teacher, students attend a range of specialist lessons throughout the week. These subjects provide opportunities for students to develop new skills, discover talents and interests, and broaden their learning experiences.

Physical Education (PE)

Physical Education promotes healthy lifestyles, teamwork, resilience and physical wellbeing. Through a variety of activities, games and sports, students develop their movement skills, fitness, coordination and understanding of the importance of being active.

Computing

From KG2 onwards, students attend Computing lessons with a specialist teacher. Lessons help students develop digital literacy, creativity and problem-solving skills while learning how to use technology safely and responsibly. Students explore areas such as coding, digital research, multimedia creation and online safety.

Curriculum

Music

Music is an important part of life at UIS. Students explore a variety of musical styles and cultures while developing skills in singing, performing, composing and listening. Music encourages creativity, confidence and self-expression.

French

From KG2 onwards, students learn French with a specialist teacher. Lessons focus on developing confidence in speaking, listening, reading and writing while fostering an appreciation of different languages and cultures.

Arabic

Arabic is taught by specialist teachers in line with UAE Ministry of Education requirements. Students are placed in either Arabic A or Arabic B classes depending on their language background and previous experience of learning Arabic.

Islamic Education

From KG1 onwards, Muslim students study Islamic Education with specialist teachers in accordance with UAE Ministry of Education requirements. Lessons support students in developing an understanding of Islamic values, beliefs and practices.

Moral, Social and Cultural Studies (MSC)

Moral, Social and Cultural Studies helps students develop an understanding of UAE culture, values and citizenship. Native Arabic speakers study MSC in Arabic with a specialist teacher, while other students study the programme with their homeroom teacher in English.



Curriculum

Home Learning

At UIS, we believe that reading is the most valuable home learning activity a child can undertake. Regular reading supports vocabulary development, comprehension, writing skills and a lifelong love of learning. Children are expected to read for approximately 10–30 minutes each evening, depending on their age and stage of development. Students in Grade 1 and above will also take quizzes using our Accelerated Reader platform to support reading progress and understanding.

In addition to reading, teachers may share optional home learning activities through Toddle. These activities are designed to reinforce classroom learning and provide opportunities for further exploration. We encourage families to engage with these activities where possible while maintaining a healthy balance between school, family time and extracurricular interests.

Enrichment Opportunities

Launch Days

Each Unit of Inquiry begins with a Launch Day. These exciting and memorable experiences are designed to spark curiosity, build enthusiasm and introduce key concepts that students will explore throughout the unit. Through hands-on activities, challenges, workshops and immersive experiences, students begin developing the background knowledge needed to engage deeply with their learning.

Memorable Experiences (MEX)

At the end of each Unit of Inquiry, students participate in a Memorable Experience (MEX). These events provide an opportunity for students to celebrate and showcase their learning in meaningful ways. Parents are often invited to attend and share in the experience, allowing students to demonstrate their understanding, reflect on their learning journey and celebrate their achievements with the wider community.

Extra-Curricular Activities (ECAs)

Students from KG2 onwards have the opportunity to participate in a range of Extra-Curricular Activities (ECAs). These vary throughout the year based on student interests and staff expertise. Examples of previous ECAs include STEAM, Digital Creators, Quran Recitation, Chess, Basketball, Reading Club, Creative Writing and many more. Uptown teacher-led ECAs and Memorable Experiences are included within tuition fees.

Inclusion

At UIS, we are committed to creating an inclusive learning environment where every child feels valued, supported and able to thrive. We celebrate diversity and recognise that every learner is unique, bringing different strengths, experiences and needs to our community.

Our teachers work hard to ensure that learning is accessible to all students through high-quality classroom practice, differentiation and personalised support where appropriate. We believe that all children should be appropriately challenged and supported to achieve their full potential.

Students of Determination

UIS welcomes Students of Determination and is committed to providing an inclusive education wherever possible. We work closely with families, teachers and specialist professionals to identify individual needs and implement appropriate support strategies. These may include classroom accommodations, targeted interventions or individual support plans, depending on the needs of the student.

English as an Additional Language (EAL)

As an international school, many of our students speak English as an additional language. Our teachers provide support within the classroom to help students develop confidence and proficiency in English while ensuring they can fully access the curriculum and participate in school life.

Partnership with Families

Successful inclusion relies on strong partnerships between home and school. We encourage parents to share any information that may help us better understand and support their child. By working together, we can ensure that every student feels a sense of belonging and has the opportunity to succeed academically, socially and emotionally.

If you would like to discuss your child's individual needs, please contact your child's teacher in the first instance, who will be happy to guide you through the support available at UIS.

School Life

Nursery and R3

7.15 am – 2.00 pm with optional extended hours

PreK – KG1

7.40 am – 2.00 pm

KG2 – Grade 5

7.40 am – 2.45 pm

Fridays Nursery – KG1

7.40 am – 11.00 am

Fridays KG2 – Grade 5

7.40 am – 11.20 am



School Life



Arrival

Parents may park in either Algeria Street or Tripoli Street carpark and walk their child into school. The school gates open at 7.15am. Registration begins at 7.40am and all students are expected to be in class by this time. On rare occasion if you come after 7:50am you will not be able to accompany your child to class, instead a member of Uptown team will do so in order not to disturb lessons.

Departure

Students are collected from the classroom at the end of the day, with the exception of Grade 4 & Grade 5. They are collected from the bottom of their external staircase.

In the unlikely event that you need to collect your child early, it is essential that prior notice is given. Collection will be arranged from the Primary reception.

Student Collection by other adults

In the event that you will be sending a third party to collect your child, please let us know in advance by writing an email to your child's class teacher and reception primaryoffice@uptownschool.ae. This person will be required to collect the child from reception with identification such as an Emirates ID.

Carpark Safety

Drivers should be mindful of pedestrians crossing the car park and be highly vigilant of small children who are not always seen. We ask that drivers travel at a safe speed when entering or exiting the car park and follow instructions of parking attendants.

Cars should not be left running when the car is empty and must be parked in the designated areas only. Please remember you should not park either blocking the school buses or other parking areas.

School Life

Shorooq Gate Access

There is a gate connecting to the school in the Shorooq community for families to use/access that live within Shorooq. Other families cannot use the gate to access the school. The gate is open Monday - Thursdays from 7:15 to 8:00 am and 1:30 to 4:30 pm. On Fridays, from 7:15 to 8:00 am and 11:30 to 12:20 pm. Primary students are not allowed to pass without an adult, all Shorooq residents require a pass to use this gate.



Bus Transport

Uptown and Taaleem have contracted Arab Falcon Bus Rental LLC, a highly experienced and established bus transportation company. All vehicles used by Arab Falcon follow the strictest Road & Transport Authority (RTA) safety standards and guidelines. All bus drivers are highly experienced and authorised and trained by the RTA. A bus helper/'nanny' will travel with each vehicle. All buses feature CCTV cameras and a Tracking System for the purposes of our students' safety and attendance.

For further information contact Ms. Batool, Transport Manager at csr.uis@arabfalcondubai.ae

School ID Badges

School ID badges must be worn by all adults at all times. If you are visiting the school during the day, please sign in at security and report to reception. If you require extra for extended family or house help these can be requested from reception. If you forget to carry your school badge you need to present your Emirates ID to take a visitors badge from the primary or main reception. You will not be able to access site without this.

School Life

Birthdays

A birthday is an exciting time in our student's lives, so these will be celebrated in the class with teachers and classmates singing 'happy birthday' to your child. Students, parents and teachers are encouraged to make this special occasion by donating a book to the library or a game to the class as a celebration of their birthday. The book/game then has an inscription placed in it, acknowledging the donation and this will remain with the school as a memory of their special day. Kindly note we are not in the position to accept food or cake for birthdays in school time. We ask you not to bring cake or other food due to our healthy eating policy and possible class allergies. Alternatively a small gift can be brought in for each child. Any food brought will be returned.

Fire Drills

In the event of the fire alarm sounding, all on the premises will be asked to evacuate the building in line with the school's evacuation policy. If the fire alarm sounds while you are on campus, please make your way out to the field where a member of staff will guide you.

The Library

Students have many opportunities to visit the library and to borrow books to take home. Please ensure your child returns their books to the library on their assigned Library day, before 7:30am or in their break times, with staff permission. If books are not returned or are damaged then a fine for this book will be given.

Lost and Found

The school is not responsible for any lost items that are left unattended. All items that have been found and are clearly labelled will be returned to their rightful owner. All other basic items (caps, water bottles, etc.) are left for students to claim from 'Lost and Found'. This is located opposite the primary reception.

Parent Volunteers

Uptown Parents (UP) is our wonderful school parent support group. Please see the Toddler or Instagram for details of UP events and meetings. Contact upf@uptownschoo1.ae or Instagram @uptownparents

Attendance and Punctuality

Regular attendance and punctuality are essential to your child's success at school. Consistent attendance helps children build positive routines, develop strong friendships and make the most of every learning opportunity. Even short periods of absence can have an impact on learning and progress.

Absence

If your child is absent for any reason, please email the Primary Office at primaryoffice@uptownschool.ae and your child's homeroom teacher. This ensures that your child's absence is correctly recorded and prevents unnecessary follow-up calls or emails.

Please be aware that family holidays should be taken during school holiday periods wherever possible. Any absence for a family holiday during term time will be recorded as an unauthorised absence.

Punctuality

The school day begins promptly at 7:40am. During registration, teachers share important information about the day ahead, including learning activities, events and key announcements. Arriving on time helps children settle positively into the school day and ensures they do not miss valuable learning opportunities.

Students arriving after 7:40am should report to Primary Reception, where their attendance will be recorded before they are escorted to class. After 7:50am, parents will not be permitted to access the school building and students will be accompanied to class by a member of staff.

Attendance Expectations

The KHDA places a strong emphasis on excellent attendance, and we encourage all students to attend school regularly. The table below outlines the attendance categories used by the KHDA and the equivalent number of days missed during an academic year.

KHDA Definitions	Percentage	Days off per academic year
Outstanding	98% and above	No more than three days
Very Good	96 – 97.9%	No more than seven days
Good	94 – 95.9%	No more than eleven days
Requires Development	92 – 93.9%	No more than fifteen days
Weak	Less than 92%	Fifteen days or more

Student Wellbeing

Nurse's Office

The school nurses are responsible for the assessment, treatment and referral of student injuries and illnesses that occur during the school day.

We ask parents complete a Student Medical Record form prior to admission and to update it annually. It is vital that we are made aware of any medical conditions for the safety and care of your child. If your child has a new medical diagnosis during the academic year, we ask you inform the nurse to ensure our support and care is appropriate.

In case of Injury

In the unfortunate event of a student being injured during the school day the child will be taken to the school nurse. Records of injury are kept with the Nurse. Parents will always be informed by phone. In the event of no answer, you will be emailed.

Nuts & Seeds (Excluding sesame)

The school operates as a Nuts and Seeds Restricted Campus (excluding sesame). This policy has been expanded to include seeds as well as nuts to further reduce the risk of severe allergic reactions among students with diagnosed allergies. We kindly remind all families not to include peanuts, tree nuts, nut spreads, mixed nut snacks, or seeds such as sunflower and pumpkin seeds in lunchboxes, nor bring these items onto campus. Sesame products remain permitted.



Safeguarding

At UIS we take child protection very seriously and any issues relating to safeguarding concerns for a child will be reported to the Child Protection Leads.

The designated Safeguarding Lead for Primary is Be Bhogal, Deputy Head of Primary, please contact bbhogal@uptownschool.ae if you would like to meet to discuss any concern.

Any student who is the victim of abuse or who is concerned about the safety of another child should know that s/he will be supported by the school and that appropriate action will be taken ensuring that her/his dignity, well-being and safety are of the highest importance and urgency. A student who is the victim of abuse or who is concerned about the safety of another is encouraged to seek the assistance of a member of staff they are comfortable talking to. All UIS all staff receive annual safeguarding training.

Student Wellbeing

Sun Protection

Hats must be worn by students when outside and on the school field. We have a "No hat no play" policy, which means if your child does not have a hat, in any grade in PYP they will not be allowed outside to play with their friends.

Water

Students are educated about the importance of drinking water throughout the day and reminded to drink water regularly. Please ensure your child has their own named re-useable water bottle in school every day. Bottles may be re-filled in school at our water dispenser units.

Snack and Lunch Breaks

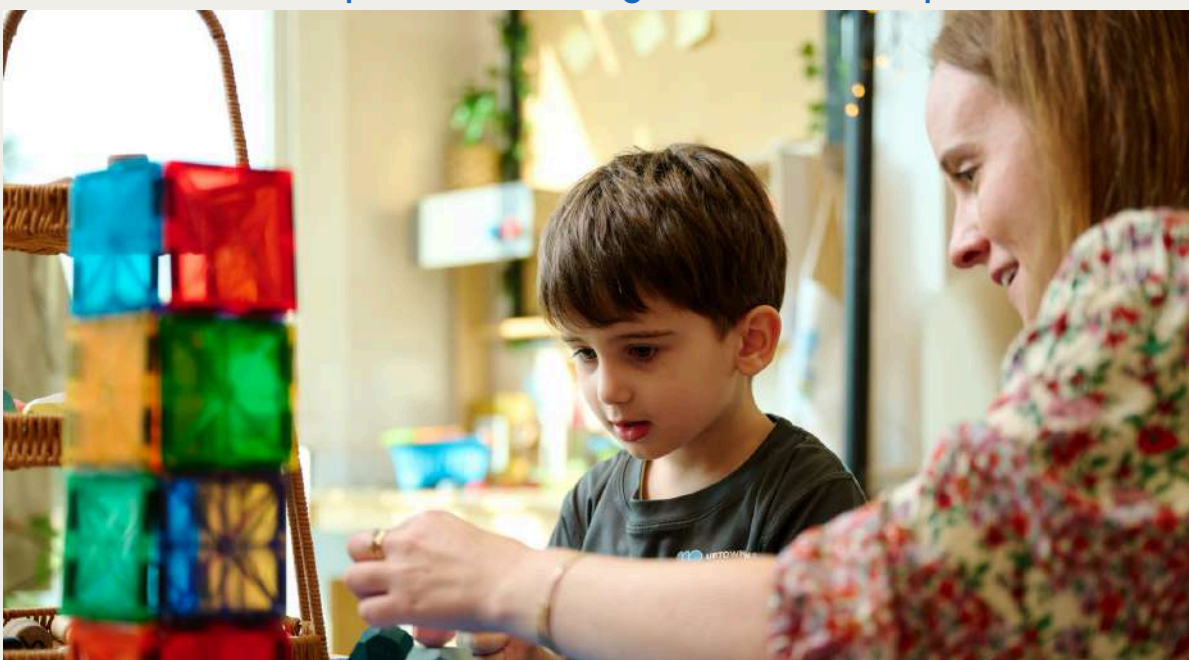
Here at UIS we encourage our students to develop healthy eating habits. Students are encouraged to socialise and practise manners as they eat.

The school canteen is situated between the Primary and Secondary building where students may purchase healthy snacks and lunches.

We ask that parents support our healthy eating policy by ensuring they send their students to school with suitable and healthy packed lunches that will sustain them through the busy school day. Foods such as fresh fruit, unrefined carbohydrates, protein and unsweetened drinks, ideally water.

Packed lunches should not contain nuts, sweets, crisps, cookies, lollipops, chocolate, fizzy drinks or caffeine fueled energy drinks. Students often find it difficult to focus and get the most out of their time in school if they have made poor food choices.

We also ask parents to make their students aware that we do not allow the sharing of food to ensure we are respectful of all religious beliefs and possible food allergies.



What to Bring to School

Children do not need to bring many items to school each day. We encourage families to keep things simple, as all essential learning resources are provided by the school. Students should bring a named water bottle and a healthy snack for break time. If your child is not purchasing lunch from the school canteen, they should also bring a healthy packed lunch. We ask that all items are clearly labelled with your child's name to help us return any misplaced belongings.

Grades G1 to 5 Bring Your Own Device (BYOD)

Students are required to bring in any suitable device, as outlined in the BYOD policy. It is recommended, though not an expectation for your child to have an iPad for their optional device. This mirrors the devices and applications used at school. There may also be a suggestion to purchase a small number of apps to install.

In addition, and consistent with our approach that access to particular sites or applications need to have educational value. Facebook, WhatsApp, Instagram, Snapchat, Tik Tok are not to be accessed with any devices. If a child is discovered on an app they should not have access to, their device will be confiscated and will need to be collected by parents.



School Uniform

Student Personal Appearance (School Uniform)

The school uniform is available from 'Magrudy's' at Mirdif City Centre. All students are required to wear their uniforms from Monday to Friday. We request that every article of clothing worn to school is clearly labelled with your child's name and class (hats, shoes, socks and underwear included) to facilitate the prompt return of lost items. No non school items will be accepted.



Rising 3s (Uniform for Rising 3 is advised but optional)/ PreK / KG1 / KG2

Please see the images below for KG uniform available in store at Mirdif City Centre or online at www.magrudy.com/uniforms



School Uniform

Grade 1 - 5

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



School Shoes

Pre K to K2

Plain black shoes with VELCRO fastenings must be worn by all students on normal days.

On PE days, students must wear their own white sports shoes with VELCRO.



Grades 1 - 5

Plain black school shoes must be worn by all students on normal days. On P.E days, students must wear their own white sports shoes.



School Uniform

P.E. Kit All Grades

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



Hats All Grades

Please see the images below for Grade Level uniform available in store at Mirdif City Centre or online at www.mugrudy.com/uniforms



**Kindly ensure all uniform is clearly labelled with your child's name.
Students may wear their PE Kit to school on P.E. timetabled days.**

School Uniform

Jewellery

Only small stud earrings are allowed to be worn. No necklaces/bracelets are allowed to be worn due to safety reasons and risk of becoming lost.

Hair Accessories

Long hair should be tied for safety when playing. If hair bands or other hair accessories are worn, they must be simple either plain black, white or plain blue in colour.

Hair Colour

Students' hair colour should be ideally natural, if hair is dyed it should be a natural colour.



Behaviour

Positive Behaviour

At UIS, we believe that positive relationships and high expectations create the best environment for learning. We actively teach and celebrate positive behaviour through the values of the IB Learner Profile, helping students develop respect, responsibility, kindness and self-management.

When students make mistakes, we view these as opportunities for learning and growth. Staff work closely with students to help them reflect on their choices, understand the impact of their actions and make positive changes moving forward. Where concerns arise, parents will be informed and involved so that home and school can work together to support the child successfully.

Bullying

UIS is committed to providing a safe, inclusive and respectful environment for all members of our community. We have a zero-tolerance approach to bullying and take all reports of bullying seriously.

Any concerns regarding bullying will be investigated promptly and sensitively. Students involved will receive appropriate support, guidance and, where necessary, consequences in line with the school's behaviour policy. We believe that all children have the right to feel safe, valued and respected at school, and we work proactively to promote positive relationships and prevent bullying from occurring.



Communication

Reporting

Your child's progress will be shared with you throughout the year through a combination of reports, conferences and ongoing communication.

In Terms 1 and 2, parents will receive a report outlining their child's most recent assessment information and progress towards year group expectations. In Term 3, parents will receive a more detailed end-of-year report that celebrates achievements, highlights strengths and outlines next steps for future learning.

Conferences

We believe that strong partnerships between home and school are essential for student success. In addition to formal conferences, parents are encouraged to maintain regular communication with teachers through Toddle, email and face-to-face meetings where appropriate.

We hold three formal conferences throughout the year:

Term 1 – Parent-Teacher Conference

An opportunity to discuss how your child has settled into the school year, celebrate successes and identify areas for development.

Term 2 – Parent-Teacher Conference

A chance to review progress, discuss current attainment and agree on next steps for learning.

Term 3 – Student-Led Conference

Students take the lead in sharing their learning journey, reflecting on their achievements and discussing their goals. This is an important opportunity for students to develop ownership of their learning and showcase their growth.

Throughout the year, we also host a range of information sessions, workshops, forums and coffee mornings to strengthen our partnership with families and keep parents informed about life at UIS.



Communication

Working in Partnership

At UIS, we believe that the strongest outcomes for children are achieved when parents and school work together. We value open, respectful and constructive communication and are committed to resolving any questions or concerns quickly and effectively.

If you have a question or concern, we ask that you follow the process below:

In the first instance, please contact your child's class teacher.

If the matter remains unresolved, you may arrange a meeting with the Grade Level Leader.

If further discussion is required, an appointment can be made with a member of the Primary Leadership Team, including the Assistant Principal, Deputy Head or Head of Primary.

Your child's teacher knows them best and is usually the best person to discuss questions relating to learning, wellbeing, behaviour or classroom routines. Teachers will endeavour to respond to emails within one working day. Please note that teachers spend the majority of the school day teaching and supporting students and may not be able to respond immediately.

Link Parents

Each class has a Link Parent who acts as a liaison between the school and the parent community. Link Parents help share information, support class events and strengthen connections between families and the school. If you are interested in becoming a Link Parent, please speak to your child's class teacher.

Parent Communication

We aim to keep parents well informed while ensuring communication remains purposeful and manageable. Throughout the year, families can expect regular updates through a variety of channels, including:

Principal Newsletter – fortnightly

Head of Primary Update – fortnightly

Grade Level Newsletter – fortnightly

Toddle Updates – weekly

We encourage all parents to read these communications carefully, as they contain important information about learning, events and school life. By sharing information through these regular channels, we aim to minimise additional emails wherever possible.

Thank You

Thank you for taking the time to read this handbook. We are aware that there is a lot of information, so please save this in a safe location so you can refer back to it throughout the year. However, we are always here to help, so please do ask any member of staff to support you at anytime. We are here to help and work as a team with you to ensure your child has a happy, memorable and successful year ahead.



CONTACT US



04 251 5001



primaryoffice@uptownschool.ae



www.uischool.ae



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@UISDubai