



NEW DAWN
— PRIVATE SCHOOL —

Nurture. Develop.
Perform. Succeed.

— *Quality Education for All* —

Parent Handbook
2026-2027

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Welcome to New Dawn Private School

We warmly welcome you and your family to New Dawn Private School. We believe that a strong partnership between school and home is fundamental to every child's success, wellbeing and sense of belonging.

At New Dawn, our commitment is reflected in our guiding principles: Nurture. Develop. Perform. Succeed. We nurture every child by providing a safe, caring and inclusive environment; develop their knowledge, skills, character and confidence; encourage them to perform to the best of their ability; and support them to succeed academically, socially and personally.

This Parent Handbook has been designed to provide families with clear information about our school procedures, expectations, communication channels and the support available to students and parents throughout the academic year.

We ask all parents to familiarise themselves with the information in this handbook and work in partnership with us to maintain a safe, respectful, positive and ambitious learning environment where every child is supported to thrive.

School Vision, Mission & Values

At New Dawn Private School, we are committed to providing Quality Education for All within an inclusive, respectful and ambitious learning community.

Our school culture promotes high expectations alongside care, respect, responsibility and positive relationships. We aim to develop confident, responsible and resilient learners who are prepared to contribute positively to their school, community and wider society.



Nurture. Develop. Perform. Succeed.

remains at the heart of the experience we aim to provide for every student.



School Leadership & Key Contacts

NDPS believes that parents should know whom to contact when they require information or support. Using the appropriate communication channel helps the school respond efficiently and ensures concerns reach the correct team.



Principal - Mr. Michael Hughes

Principal@ndps.ae



Vice Principal Mr. David MacPherson

Vice.principal@ndps.ae

Executive Leadership Team

School Counsellor

Ms. Soumya Koshakal

School.counsellor@ndps.ae



Head of EYFS–FS1 and 2

Ms. Gelina Stepanyan

Eyfs.head@ndps.ae



Head of Assessments

Ms. Nora Amro Ms. Tamima Mufti

Nora.assessment@ndps.ae



Head of Key Stage 2- Primary – (3,4,5,6)

HeadofKS2@ndps.ae



Head of MOE Subjects

Ms. Haleema Othman

Head.moe@ndps.ae



Head of Key Stage 3- Secondary –(7 and 8)

Mr. Francis Hughes

HeadofKS3@ndps.ae



Head of Pastoral and Activities

Ms. Annum Asfandiyar Kayani

Annum.pastoral@ndps.ae



Hr Manager

Ms. Madiha Omar

Hr@ndps.ae



Senior Leadership Team



Head of English

Ms. Poonamdeep Kaur

Poonamdeep.Secondary@ndps.ae

Head of Maths

Ms. Ayesha Farheen

Ayesha.primary@ndps.ae

Head of Science

Ms. Beena Mohsin

Beena.primary@ndps.ae

Head of Humanities and Msc

Mr. Clay Cruz

Clay.primary@ndps.ae

Head of Arabic and Islamic

Mr. Abdel Wahab

Abdelwahab.moe@ndps.ae

Head of Specialist Subjects

Ms. Elisaar Mohamad Ibrahim

Elisaar.french@ndps.ae

Assessment Officer

Ms. Passan Amarasinghe

Pasan.assessments@ndps.ae

Head of E and I

Ms. Katrulnada Alabboud

Katrulnada.innovation@ndps.ae

Head of Innovation

Ms. Nikita Desai

Nikita.secondary@ndps.ae

Senco

Ms. Carna Catingan

Senco@ndps.ae

Administration Team



Head of Admin and Government Relations

Ms. Maryana Abdulaal

Government.relations@ndps.ae

Admissions Officer

Ms. Nerman Mohammed

Admissions@ndps.ae

Social Media Manager

Ms. Huda Ghaleb

Media@ndps.ae

IT Manager

Mr. Murad Ali

It@ndps.ae

Receptionist

Ms. Sharonika Matharage

reception@ndps.ae

Head of Operations

Mr. Shanu Alex

operations@ndps.ae

Transport Officer

Mr. Muhammad Naif

Transport@ndps.ae

Accounts Manager

Mr. Badereddin Mohd

Accounts1@ndps.ae

Accounts Officer

Mr. Oudai Albistanli

Accounts@ndps.ae

Fs- Receptionist

Ms. Aroosa

Eyfs.reception@ndps.ae

School Timings, Arrival & Punctuality

Regular and punctual attendance supports academic progress, positive routines and student wellbeing. Parents are responsible for ensuring that children arrive at school on time and ready to learn.

Arrival Timings:

7:10 am – Doors Open

7:30 am – Registration Starts

7:45 am- Late Arrival Starts

Dispersal Timings:

EYFS – 1:45 pm (Monday – Thursday)

Primary and Secondary Year 1 to Year 8 – 2:30 pm (Monday to Thursday)

Friday Dispersal Timings:

11:30 am

Students arriving late must follow the school's late-arrival procedure and go through main reception. Repeated lateness will be monitored and may result in communication with parents and further pastoral follow-up.

Parents should also ensure children are collected promptly at the end of the school day.

Alternate Guardian Pickup request must be provided to the reception with emirates ID along with an email identifying who will be responsible for the pick-up.

Attendance

NDPS places a strong emphasis on regular attendance. Our whole-school expectation is for students to maintain **at least 94% attendance**, with the school working towards higher attendance wherever possible.

Absences should be communicated to the school promptly. Where appropriate, parents may be asked to provide supporting documentation.

Attendance is monitored regularly. Where attendance becomes a concern, the school may contact parents, arrange a meeting and implement an attendance support plan.

Continued concerns may lead to formal attendance communication in accordance with school procedures.

Drop-Off, Pick-Up & Dismissal

Student safety during arrival and dismissal is a shared responsibility between the school and families.

Parents should follow designated drop-off and collection procedures and avoid removing a child from a class, line or dismissal area without the knowledge of the responsible member of staff.

During dismissal, students are expected to remain in their designated areas until appropriately handed over to their parent, authorised adult or school transport. Any changes to a child's usual collection arrangements should be communicated to the school in advance.

School Transport

Students using school transport are expected to follow appropriate safety and behaviour expectations while travelling.

The bus assistant will be providing you with details to contact in case of emergency.

Parents should ensure that the school has accurate contact details, pickup/drop-off information and any relevant transport information.

Concerning bus arrangements, student behaviour or transport staff should be reported promptly so they can be reviewed and followed by the appropriate school team.

Uniform & Personal Appearance

Students are expected to attend school in the correct NDPS uniform each day and maintain a clean, smart and appropriate appearance.

Parents are asked to ensure that all uniform items and personal belongings are clearly labelled with the child's name.

Main Uniform:

White T-Shirt and Blue T- Shirt

Beidge pants, dress and skirts

PE Unifrom:

White Shirt and Blue Pants

Students should bring only items required for learning. Valuable or unnecessary personal belongings should remain at home.

Parent Communication

Strong communication between home and school is central to supporting students successfully.

Parents should use the school's established communication channels, including ClassDojo, email and other approved school platforms, depending on the nature of communication.

To support clear communication, quicker follow-up and smoother resolution of queries or concerns, we kindly ask parents to contact the appropriate member of the school team depending on the nature of their enquiry.

Please find the relevant contact details below:

Contact Person	Role / Area of Support	Email	Contact Number
Ms. Annum	Head of Pastoral – Student concerns, pastoral matters, behaviour, wellbeing and parent concerns requiring further support – Whole School	Annum.pastoral@ndps.ae	056 509 8719
Ms. Uroosa	Receptionist FS1– Year 1	Eyfs.reception@ndps.ae	0509147039
Ms. Shukriya	Receptionist Year 2– Year 8	Reception@ndps.ae	050 915 1326
Ms. Sharonika	Receptionist Year 2– Year 8	Reception@ndps.ae	050 915 1326
Ms. Soumya	School Counsellor – Student emotional wellbeing, counselling and support	school.counsellor@ndps.ae	056 509 8719
Mr. Badereddin	School Accountant – Fees, payments and account-related enquiries	accounts1@ndps.ae	050 914 8190

All communication between staff and families is expected to remain respectful, professional and focused on the best interests of the child.

ClassDojo & School Communication Platforms

ClassDojo is an important communication platform used by the school, particularly for class-based information and communication.

Parents will receive an invitation to connect to their child's class. Parents should ensure they join the correct class and regularly check school communication.

It remains the responsibility of parents to keep their email address, telephone number and other contact information up to date with the school.

Teaching, Learning & Curriculum

New Dawn Private School is a Cambridge-accredited school following a British curriculum and providing students with a broad, balanced and progressive educational experience.

Our curriculum is supported by internationally recognised programmes and resources. Cambridge provides the curriculum framework, while White Rose is used as a supporting resource for Mathematics and Science, helping to develop strong conceptual understanding, reasoning, problem-solving and practical application. Bug Club Phonics is used to support the systematic development of early reading and phonics skills.

Teaching aims to develop students' knowledge, understanding and skills while encouraging independence, creativity, communication, collaboration and critical thinking.

Students are expected to participate actively in lessons, complete their work to the best of their ability and take increasing responsibility for their learning.

Our Curriculum Partners

— QUALITY RESOURCES | PROVEN APPROACHES | BRIGHTER FUTURES —

 CAMBRIDGE International Education Cambridge International School Cambridge Curriculum We are a Cambridge-accredited school following a British curriculum.	 White Rose Maths A CLEARER PATH TO BRIGHTER FUTURES Mathematics We use White Rose as a supporting resource for Mathematics, providing a structured and research-based approach to learning.	 White Rose Science REAL SCIENCE BRIGHTER FUTURES Science We use White Rose as a supporting resource for Science, developing conceptual understanding, enquiry skills and scientific thinking.	 Bug Club Phonics Phonics & Early Reading We use Bug Club Phonics to support the systematic development of early reading and phonics skills.
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— Quality Education for All —

Homework & Home Learning

Homework and home-learning activities support and reinforce classroom learning.

Parents can support by providing an appropriate environment for home learning, encouraging good routines and ensuring work is completed on time.

Parents should encourage independence rather than completing work on behalf of their child. Homework will be sent out every Friday and must be returned back for marking before Wednesday.

Regular reading at home is strongly encouraged across the school.

Assessment & Reporting

Assessment at New Dawn Private School is used to build a clear picture of each student's attainment, progress, strengths and areas for development. Teachers use a combination of ongoing classroom assessment and standardised assessments to plan appropriate next steps and provide targeted support.

Our assessment approach may include:

Assessment	Purpose
CAT4 – Cognitive Abilities Test	Provides insight into students’ reasoning abilities across verbal, non-verbal, quantitative and spatial areas, helping teachers better understand how students learn and their potential.
GL Progress Tests	Standardised assessments used to measure attainment and progress and help identify strengths and learning gaps.
NGRT – New Group Reading Test	Assesses reading skills and comprehension and helps identify students who may require additional reading support or challenge.
PASS – Pupil Attitudes to Self and School	Provides insight into students’ attitudes towards themselves and school, supporting the identification of potential barriers to learning and wellbeing.
Cambridge Assessments	Used alongside curriculum learning to assess students’ knowledge, understanding and application against curriculum expectations.
Baseline Assessments	Used at appropriate points to establish students’ starting points and support future progress monitoring.
Formative Assessment	Ongoing assessment through questioning, observations, classwork, discussions, quizzes and other learning activities to inform day-to-day teaching.
Summative Assessment	Conducted at identified points during the academic year to evaluate students’ learning and progress over a period of time.

Assessment information is considered alongside teacher judgement, classroom performance and students’ individual needs rather than relying on one assessment alone.

Parents receive regular information about their child’s attainment and progress through school reports, assessment information and parent-teacher meetings. Where additional support or challenge is identified, the school works collaboratively with students and families to agree appropriate next steps.

Positive Behaviour & Expectations

NDPS promotes a positive, respectful and consistent approach to behaviour, with clear expectations that support a safe and productive learning environment for all students.

Students are expected to:

- Show respect to students, staff and visitors.
- Follow staff instructions and school routines.
- Use appropriate and respectful language.

- Keep hands, feet and objects to themselves.
- Take responsibility for their actions and choices.
- Respect school property and the belongings of others.
- Move safely and calmly around the school.
- Contribute positively to the school community.

Positive behaviour, effort and character are recognised and celebrated through initiatives including Star of the Week and Value of the Week.

Where behaviour concerns arise, the school follows a progressive approach to behaviour management, including appropriate interventions, restorative conversations, consequences, monitoring and communication with parents.

Where concerns are repeated, persistent or serious, formal behaviour letters may be issued at three levels:

Level	Purpose
Level 1 – Behaviour Letter	Formal notification of a behaviour concern and the expectations for improvement.
Level 2 – Behaviour Warning Letter	Issued where concerns continue or further incidents occur despite previous intervention and support.
Level 3 – Final Behaviour Warning	Formal escalation where significant concerns persist and previous interventions have not resulted in the required improvement.

Behaviour letters are supported by documented evidence and previous interventions and are reviewed by the relevant school leadership before being issued. Parents may also be invited to meet with the school to agree further actions and support.

Our aim is not simply to apply consequences, but to help students understand their choices, develop self-regulation, repair relationships and make sustained positive improvements in their behaviour.

Pastoral Care

The Pastoral Team supports students' behaviour, attendance, relationships, emotional needs, personal development and overall school experience.

Students may receive pastoral check-ins, targeted interventions, behaviour support, reflection room, friendship support or other appropriate assistance.

Parents are encouraged to contact the Pastoral Team when circumstances at home or school may be affecting their child's wellbeing, behaviour or engagement.

Student Wellbeing & Counselling

Student wellbeing is central to school life at NDPS.

Teachers and the Pastoral Team monitor students' emotional and social wellbeing and encourage children to speak to a trusted adult when they need help.

Where additional support is appropriate, students may be referred to the School Counsellor or relevant support team. The school works collaboratively with families when ongoing support is required.

Inclusion & Additional Support

NDPS is committed to providing an inclusive learning environment in which students are valued, respected and supported.

Where a student is experiencing barriers to learning or requires additional support, teachers work with the school's Inclusion Team and parents to identify appropriate strategies and interventions.

Parents are encouraged to share relevant reports, assessments or information that may help the school understand and meet their child's individual needs.

Safeguarding & Child Protection

The safety and protection of every child is a priority at New Dawn Private School.

All staff have a responsibility to recognise and report safeguarding concerns in accordance with school procedures.

Parents should immediately inform the school if they have concerns regarding a child's safety or welfare. Information relating to safeguarding is handled sensitively and shared only with appropriate professionals in accordance with safeguarding requirements.

Anti-Bullying

NDPS does not accept bullying in any form, including physical, verbal, social or online bullying.

Students are encouraged to report concerns to a trusted adult. Reports will be reviewed and appropriate action taken based on the information and evidence available.

The school distinguishes between disagreements or isolated peer conflicts and patterns of bullying behaviour. Regardless, concerns involving student safety or wellbeing will be taken seriously.

Parents are encouraged to report concerns promptly rather than attempting to address matters directly with another child or family.

Health & School Clinic

The School Clinic supports students who become unwell or require medical attention during the school day.

Parents must ensure that the school has accurate and current medical information for their child, including allergies, ongoing conditions and emergency contact information. Medication should not be sent with students unless arrangements have been made in accordance with the school's medical procedures.

Parents will be contacted where a student's condition requires collection or further medical attention.

Healthy Lifestyle

NDPS encourages students to develop healthy lifelong habits.

Parents are encouraged to provide balanced, nutritious meals and snacks and sufficient water for the school day. Please avoid nuts in meals as we are a nut-free school.

Students are encouraged to participate in physical activity, make healthy choices and understand the importance of personal hygiene, sleep, nutrition and emotional wellbeing.



Mobile Phones & Electronic Devices

Students should only bring electronic devices to school where this is permitted or specifically required.

All devices are collected early morning and placed with head of pastoral and can be collected at the end of day. Use of devices in class is strictly prohibited and taking photographs, videos or recordings of other students or staff without permission is not acceptable.

Educational Trips & Visits

Educational visits provide valuable opportunities for students to extend learning beyond the classroom.

Parents will receive information about relevant trips, including consent requirements and any necessary arrangements.

Students participating in trips remain subject to school behaviour and safety expectations. Appropriate supervision, student information and risk-management procedures are put in place before school trips proceed.

Events & Celebrations

School events provide opportunities to celebrate achievement, culture, creativity, community and student talent.

Throughout the year, students may participate in assemblies, celebrations, themed days, competitions, performances and other whole-school activities.

NDPS aims to provide inclusive opportunities that allow a broad range of students to participate and contribute.

Extracurricular Activities

Extracurricular opportunities complement the academic curriculum and allow students to explore interests, talents and new experiences.

Activities offered may vary throughout the academic year. Parents will receive information regarding available activities, schedules, registration requirements and any applicable arrangements.

Student Leadership & Student Voice

We believe students should have meaningful opportunities to contribute to their school community.

Through student leadership, student voice, surveys, discussions and school initiatives, students are encouraged to share their views, contribute ideas and take increasing responsibility.

Student feedback also helps the school understand students' experiences and identify areas for improvement.

Photography, Video & Social Media Consent

During school activities, photographs or videos may be taken to celebrate learning, achievements, events and school experiences.

Parents will be asked to complete the school's Social Media Permission Form confirming whether they consent to their child's image/video being used for relevant school purposes.

Parents should inform the school if their consent preferences change.



Parent Concerns, Meetings & Complaints

We encourage parents to raise concerns early, respectfully and through the appropriate communication channel.

Where possible, matters should initially be discussed with the staff member or team closest to the concern. If further support is required, the matter may be escalated to the relevant school leader.

Meetings and agreed actions may be formally recorded where appropriate to ensure clarity, accountability and follow-up.

Our aim is to resolve concerns constructively while maintaining a positive partnership between home and school.

Fees & Accounts

Parents are responsible for ensuring that school fees and agreed payments are completed according to the school's payment arrangements.

Questions regarding fees, payments, outstanding balances or post-dated cheques should be directed to the Accounts Team.

Parents experiencing an account-related issue are encouraged to communicate with the school promptly rather than allowing the matter to remain unresolved.

Parent Responsibilities

Parents play an essential role in supporting their child's education. We ask families to:

- Ensure regular attendance and punctuality.
- Ensure children arrive prepared and in correct uniform.
- Keep contact and medical information updated.
- Read school communication regularly.
- Attend requested meetings.
- Support positive behaviour and respectful relationships.
- Communicate concerns through appropriate channels.
- Support learning and reading at home.
- Meet school payment and administrative requirements.
- Treat staff, students and other families respectfully.
- Work collaboratively with the school in the best interests of their child.

Working Together

The most successful outcomes for children are achieved when students, families and school work together.

We value our parents as important partners in the NDPS community and encourage open, respectful and solution-focused communication.

Together, we will continue to **Nurture, Develop, Perform and Succeed**, ensuring that every student feels safe, supported, challenged and proud to be part of New Dawn Private School.