

JBS Parent & Student Handbook 25 -26 (Condensed Version)

2025 – 2026

Document review box and latest revision (<i>WS 001 – Parent and Student Handbook</i>)				
Revision Number	Date	Person responsible for updating	Signature	Date of next review
7	27/06/2024	SMT	SMT/ HOS	27 th June 2025
8	16/06/2025	SMT	SMT/ HOS	16 th June 2026

Table of Contents

1. [Principal Welcome Message](#)
2. [Section A: Everyday Essentials](#)
 - School Timings and Daily Structure
 - Drop-off & Pick-up
 - Procedures for Tardiness
 - Communication with School
3. [Section A: Everyday Essentials](#)
 - Attendance & Absences
 - Uniform & Appearance
 - Homework & Home Learning
 - Technology Use – BYOD (Bring Your Own Device)
 - Safeguarding Measures
4. [Section A: Everyday Essentials / Section B: Termly or Occasional Information](#)
 - Behaviour & Conduct
 - Key Contacts
 - Key Dates
 - Conferences & Reporting
 - Extra-Curricular Activities (ECAs)
5. [Section B: Termly or Occasional Information](#)
 - After School Activities (ASAs)
 - Healthy Eating
 - Birthdays
 - Leela's Lunches (canteen)
6. [Section B: Termly or Occasional Information](#)
 - School Trips & Permissions
 - KHDA Parent Contract
 - Academic Integrity
 - Extended Parent Absence
 - Lost & Found

7. Section C: Infrequent but Important Reference

- School Fees
- Bus Transportation
- Parents and Friends Association (PFA)
- School Advisory Board (SAB)
- Security & Parent ID Badges
- Sharing Parent Expertise

8. JBS Parent Handbook acknowledgment form

Welcome Message

Dear Parents,

Welcome to Jumeira Baccalaureate School.

We are pleased that you have selected JBS as your child's school and believe you have made an excellent educational choice. We provide a diverse, challenging academic and activities programme that creates opportunities for all students.

We recognise that the school years are essential in building a foundation for happiness and success in life. Our enthusiastic, caring and highly qualified professional staff provides students with a safe and stimulating environment.

This handbook has been designed to provide information to students and their parents about procedures and policies in the Primary and Secondary School. A sound understanding on your part will support our efforts to offer our students an outstanding educational experience at JBS. Please take the time to read through the handbook and if you have questions or concerns, please contact us for clarification.

As this handbook is a developmental document, it will be revised during the year and updated versions will be uploaded on the school website and d6 School Communicator (under Resources).

Thank you for your support of our IB World School and we look forward to a fantastic academic year.

Best wishes,

Richard Drew

Executive Principal

Section A: Everyday Essentials

1. School Timings and Daily Structure

- Arrival Time
Monday to Thursday: 7.45–8.00 am
Friday: 7.35–7.45 am
- *All students should be in class by 8.00 am (7.45 am on Fridays).*
- End of Day
Pre-KG–KG1: 2.10 pm (Mon–Thurs), 12.00 pm (Fri)
KG2–G5: 2.50 pm (Mon–Thurs), 12.00 pm (Fri)
G6–G10: 2.50 pm (Mon–Thurs), 12.00 pm (Fri)
G11–G12: 3.30 pm (Mon–Thurs), 12.00 pm (Fri)

2. Drop-off & Pick-up

- PreK to KG2 students must be accompanied to the classroom by an adult.
- Grade 1 children are dropped off and collected from their classroom's external door.
- Grade 2 – Grade 5 are dropped off at the front of the B Building and collected from their homeroom classroom
- Grade 6 – Grade 12 are dropped off at any appropriate gate and make their way to their Homeroom for registration (Mon–Thurs) or their Period 1 class (Fri).

Procedures for Tardiness

- PreK to Grade 5 – children who are dropped off late must go through primary reception where their lateness will be registered by the receptionist
- PreK to Grade 5 - late pickups will be directed to Primary Reception and this will be noted

3. Communication with School

Main platforms:

- Toddler – New for 25-26 to replace existing platforms such as Seesaw (primary) and Managebac (secondary). See parent demo video for more information: [Toddler parent info and demo tutorial](#)
- Email
- Weekly newsletters

If you have a concern:

- Email your child's teacher (homeroom or subject)
- Leadership Team meetings by appointment only

Staff will acknowledge communication within 24 hours, not including evenings and weekends.

4. Attendance & Absences

All absences must be reported via email:

- Primary: reception@jbschool.ae
- Secondary: secondaryoffice@jbschool.ae
- For planned absences, complete the leave request form from the appropriate reception desk
- Authorised absences include medical, compassionate, or religious reasons only.
- All medical absences of 3 days or more require a DHA medical certificate
- All students returning from an extended medical absence must report to the School Clinic before attending homeroom.
- If a secondary students miss a summative assessment a DHA medical certificate must be provided to the class teacher.
- JBS Attendance and Punctuality Policy

5. Uniform & Appearance

- Uniform must be purchased from Magrudy's
- Shoes must be fully enclosed and black (no decoration)
- No hat, no play policy (Primary)
- Hair and appearance should be neat and not distracting to learning.
- PE Kit: JBS-branded only, worn only on PHE days.
- Comprehensive JBS School Uniform Guide, [click here](#)

6. Homework & Home Learning

- Primary (KG2 to Grade 5): Assigned via Seesaw at beginning of each new Unit of Inquiry.
- Primary (PreK to Grade 1): Home Reading Books sent home weekly
- Secondary (Grade 6 – Grade 12): Tasks are posted on ManageBac.

7. Technology Use – BYOD (Bring Your Own Device)

- BYOD will also be mandatory for Grades 3 – 12, and device use will be encouraged in Grade 2.

Safeguarding Measures:

- Devices purchased through JTRS are automatically profiled for school use.
- When connected to school Wi-Fi, these devices restrict access to educational content only.
- Parents may request the same safeguarding profile for existing personal iPads via JTRS.
- Devices are for learning use only.
- We are a zero-tolerance school for mobile phones for students. All phones when entering the campus must remain off and in bags.
- BYOD policy and guidance

8. Behaviour & Conduct

- At JBS, we are a character education school and follow the IB Learner Profile and our school's 4Rs: Responsibility, Respect, Resourcefulness, Resilience
- Our motto is "doing the right thing even when everyone else is doing the wrong thing".
- Through character education and reflection, we promote Positive Behaviour categorised as Level 1 and Level 2.
- Positive behaviour is recognised through house points, certificates, and celebration events.
- Unacceptable Behaviour is categorised as Level 3 (minor) to Level 4 (serious).
- Poor behaviour choices will be reported via CPOMs system, parents to be informed. Repeat offences of unacceptable behaviour will result in sanctions and loss of privileges.
- JBS Whole School Behaviour Management Policy [click here](#)

9. Key Contacts

- Primary Office: primaryoffice@jbschool.ae
- Secondary Office: secondaryoffice@jbschool.ae
- Reception: +971 (0)4 344 6931
- Website: www.jbschool.ae

Section B: Termly or Occasional Information

1. Key Dates

- The academic calendar, including start/end dates and term breaks, is available on the school website.
- A separate Ramadan timetable will be communicated closer to the date
- Homeroom timetables are shared after the Summer Break
- School Events are communicated via newsletters and JBS social media platforms.

2. Conferences & Reporting

- Welcome to the Grade: Held in September to introduce the grade and teachers.
- Parent Conferences: Held in each term to review progress both pastorally and academically.
- Academic Reports are shared on ManageBac at the end of each term.

3. Extra-Curricular Activities (ECAs)

- ECAs run Monday to Thursday
- Offered to KG1– Grade 12 (this includes a combination of free ECAs by JBS staff, and paid options by external providers).
- An ECA Information Booklet will be shared at the start of each term via email

- For information or support with ECAs please contact: ecacoordinator@jbschool.ae

4. After School Activities (ASAs)

- Activities lead by external providers/ sport academies are open to the community
- These are paid activities
- Starting from 4:30pm
- For information about ASAs please contact: ecacoordinator@jbschool.ae

5. Healthy Eating

We are committed to promoting healthy eating habits that support student wellbeing and academic success.

Key Guidelines for Packed Meals:

- Include fruit and vegetables in your child's lunch daily
- Chocolate, candy, large family sized crisps, fizzy soda and energy drinks are not allowed and will be confiscated and returned at the end of the day.
- Strictly no nuts or nut-based products (e.g. Nutella) due to severe allergies
- No pork is permitted on school grounds
- Prioritise healthy, homemade meals over processed or shop-bought items
- Encourage your child to help prepare meals as a fun and educational activity

A healthy diet supports focus, learning, and overall development—thank you for helping us instil positive habits in our students.

6. Birthdays

- No food (cakes, fruit platters or sweets) or toys are to be shared in school for birthdays
- Instead, families are encouraged to donate a book to the class library with the child's name and birthday inside.
- Please avoid handing out invitations at school unless all children are invited

7. Leela's Lunches (canteen)

- To sign up to use the canteen, please download the "Spare" App.
- Meals can be purchased through the Leela's App "Spare" with a prepaid account or termly plan.
- No cash, e-pay, debit or credit cards are accepted at Leela's Lunches
- Grade 2 to Grade 12 will attend the canteen and pay for school lunches through a Leela's Pre-Paid Card
- If students have lost or forgotten their card, they will go to Primary or Secondary reception to get a food token for that day
- PreK to Grade 1 students that have signed up to Leela's meal subscription will have school meals delivered to their homeroom

- Allergy accommodations available (e.g. dairy-free, gluten-free).

6. School Trips & Permissions

- Parental permission is required for all offsite trips
- All trips and sign-up information is shared via email prior to the trip.
- Payment for local trips is done online via a third-party company called Scravel using an app called 'Skiplay'.
- Payment for international trips is done online via a chosen travel operator using a payment link.
- General photo/ video permission is collected during your admission onboarding.

7. KHDA Parent Contract

- All parents must sign the KHDA Parent-School Contract online.
- You will be contacted once it is ready, or you may access it via the KHDA app.

8. Academic Integrity

JBS expects all students to:

- Submit their own work
- Acknowledge sources
- Avoid plagiarism or collusion
- Violations result in academic penalties and, if repeated, may lead to course failure.
- JBS Academic Integrity Policy

8. Extended Parent Absence

- If a parent will be travelling and the student will remain in Dubai, please inform the school in writing.
- Clearly indicate who will have guardianship during this time and provide up to date contact information.

9. Lost & Found

- Please label all student belongings.
- Items are stored in designated lost property areas (Primary: J Building; Secondary: S Building).
- On a Monthly basis lost items will be displayed in designated areas for students and parents to check and hopefully recover lost items.
- Unclaimed items will be donated or discarded at the end of each term.

Section C: Infrequent but Important Reference

1. School Fees

- Tuition fees are paid in three instalments: 1 August, 1 December, and 1 March.
- Fees must be settled before the first day of each term.
- A sibling discount of 10% applies to the third child onward.
- Fees include textbooks (on loan); uniforms and transport are not included.
- IB and BTEC (Pearson) external examination fees are additional fees
- Optional Educational Visits, Trips and Residential Camps: optional educational trips will occur as separate fees.
- *Full details including refund policies, re-registration, and payment methods are available on the school website. *

2. Bus Transportation

- Provided by Arab Falcon in compliance with RTA safety standards.
- CCTV and GPS tracking are in use on all buses.
- Applications must be emailed to: farah@arabfalcondubai.ae
- Misconduct on the bus can lead to suspension from service.
- Full policy and bus behaviour rules are on the Bus Service Application Form.

3. Parents and Friends Association (PFA)

- All JBS parents are members of the PFA.
- The PFA supports community events and strengthens home-school collaboration.
- Contact: jbs.pfa@gmail.com

4. School Advisory Board (SAB)

- A strategic advisory body made up of nominated members, that include parent, school and Taaleem representatives.
- Provides input on school development and supports alignment with JBS and Taaleem values.
- Contact: advisory@jbschool.ae

5. Security & Parent ID Badges

- All parents must always wear their green JBS parent ID lanyard when on campus, if you do not have this you must provide a valid ID to gain entry to the campus.
- All visitors must sign in with a valid ID and always wear their JBS Visitor Lanyard whilst on campus, returning it to security upon exit.
- All campus areas are monitored by CCTV.

6. Sharing Parent Expertise

- Parents are welcome to contribute to class projects, assemblies, work experience opportunities or topic talks.
- Please contact curriculum coordinators if you wish to volunteer your expertise.

Please acknowledge that the JBS Parent Handbook has been received and read by completing the online form below.

[JBS Parent Handbook 25-26 - received and read](#)