



BACK-TO-SCHOOL GUIDE

(Link to French Version [HERE](#))

2025-2026



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TO KEEP IN MIND, FROM THE START OF THE YEAR!

- **Important last-step reminder to new students:** Following local laws and regulations, students may only join the class once the official registration and signing of the KHDA 'Parent-School Contract' is fully completed. In case you doubt having completed this step, please verify with our KHDA coordinator, Sara Atat, compliance@icedubai.org.
- **Plan your transportation.**
- **Label your children's belongings** so that they come back to you in case they are misplaced. If needed please contact the *student life* or the '*objets perdus* | Lost & found'
- **Textbooks and school supplies** are complete, in the school bag, inclusive of the iPad® which is dedicated to *learning only*, starting from grade 4 (details [page 5](#)). For the lists of supplies see [page 5](#), or on the [website](#), or our partner [Culture & Co](#)
- **Hydration & Heat**
 - Always provide a large reusable water bottle labeled with the child's name
 - Provide a cap (uniform's or white), also labeled with the child's name
- **Snacks and meals**
 - 🍎 Have the snacks packed *ready-to-eat* and in the appropriate container.
 - 🍽️ Meals at home must be healthy, balanced, and in a container ('lunch-box') that is temperature-insulating, not leaking, and easy to open.
 - **In Primary (only) dishes cannot be heated.** Preheat them if necessary. **Reheating is possible for the Secondary levels' restaurant only.**
 - Register for the school canteen [with our partner Ben's Farmhouse HERE](#)
- **Wearing the uniform is mandatory** (see [page 4](#)).
- **Familiarize yourself with the academic application PRONOTE®** (contact for help: pa.principal@icedubai.org), and/or **SEESAW in kindergarten** (via the teachers).

ORGANISATION OF THE SCHOOL YEAR START

PRE-K (PS)	Monday, Aug. 25	Tuesday, Aug. 26	Wed. Aug. 27	Thursday, Aug. 28	Friday Aug. 29
Timetables + Parent-Teacher discussion after the first 30 minutes of class	Back to school in half classes, accompanied by parents (about 40 minutes in class per day)		Half class per group (approximately 1h30/day), accompanied by parents		Normal Friday schedule
	Group 1 PS-A: 8am-8:40am Group 2 PS-A: 8:50am-9:30am Group 1 PS-B: 9:40am-10:20am Group 2 PS-B: 10:30am-11:10am	Group 2 PS-A: 8am-8:40am Group 1 PS-A: 8:50am-9:30am Group 2 PS-B: 9:40am-10:20am Group 1 PS-B: 10:30am-11:10am	Group 1 PS-A+ Group 1 PS-B: 7:50-9:20- Group 2 PS-A+ Group 2 PS-B: 9:40-11:10	Group 1 PS-A+ Group 1 PS-B: 7:50-9:20- Group 2 PS-A+ Group 2 PS-B: 9:40-11:10	Normal bilingual timetable 7:55-12:00
Healthy snack, provided by parents ("snack box")	NO	NO	YES	YES	YES
For students who subscribed to the service before Aug. 18 for the restaurant, Aug. 11 for the bus:					
Restaurant (Starts Sept. 1)	NO	NO	NO	NO	NO
Bus transport	NO	NO	NO	NO	YES

KG1 (MS)	Monday, Aug. 25	Tuesday, Aug. 26	Wed. Aug. 27	Thursday, Aug. 28	Friday Aug. 29
Timetables	10:00-14:00	7:55am-3:30pm	7:55am-3:30pm	7:55am-3:30pm	7:55-12:00
For students who subscribed to the service before Aug. 18 for the restaurant, Aug. 11 for the bus:					
Restaurant	YES	YES	YES	YES	NO
Bus transport	NO	YES	YES	YES	YES

KG2 (GS)	Monday, Aug. 25	Tuesday, Aug. 26	Wed. Aug. 27	Thursday, Aug. 28	Friday Aug. 29
Timetables	10:30a-3:30pm	7:55am-3:30pm	7:55am-3:30pm	7:55am-3:30pm	7:55-12:00
For students who subscribed to the service before Aug. 18 for the restaurant, Aug. 11 for the bus:					
Restaurant	YES	YES	YES	YES	NO
Bus transport	Return at the end of the day only	YES	YES	YES	YES


Gr. 1 to 8 (CP-3è)	Monday, Aug. 25	Tuesday, Aug. 26	Wed. Aug. 27	Thursday, Aug. 28	Friday Aug. 29
Timetables	7:55am-3:30pm	7:55am-3:30pm	7:55am-3:30pm	7:55am-3:30pm	7:55-12:00
For students who subscribed to the service before Aug. 18 for the restaurant, Aug. 11 for the bus:					
Restaurant	YES	YES	YES	YES	NO
Bus transport	Return at the end of the day only	YES	YES	YES	YES

High school (2nde-Tle)	Monday, Aug. 25	Tuesday, Aug. 26	Wed. Aug. 27	Thursday, Aug. 28	Friday Aug. 29
Timetable according to pathway and options	Gr.10: 8am-2.30pm Gr.11: no class Gr.12: 8am-2.30pm	Gr.10: no class Gr.11: 8am-2:30pm Gr.12: no class	according to timetables	according to timetables	according to timetables
For students who subscribed to the service before Aug. 18/11:					
School Restaurant	YES	YES	YES	YES	NO
Bus transport	YES (to be confirmed in Aug.)	YES	YES	YES	YES

SCHOOL OPENING HOURS

- Doors open at: 7:45 a.m. – classes start at 7:55 a.m.
- Parents, please leave the school class area premises: before 08:05
- Pre-K to Gr. 9: Monday-Thursday 7:55am-3:30pm, Friday 7:55am-**12:00pm**
- Oud-Metha campus high school: according to the timetable (Friday ends at **12:00 pm**)

CATERING SERVICE (Optional)

- Registration **before Aug. 18, 2025**. Any subsequent registrations will be processed within 7 working days. Contact: mercy@bensfarmhouse.com +971 55 375 4365
- [See how the service starts in the first week of the school year chart on prev. page 3](#)
- This paid service is only for the lunch break (snacks are not included).
- The service is hot; menu details are updated regularly on our [website](#).
- Register via the app  **Spare** (Android only) - download [it HERE](#) - steps [HERE-pdf](#)
- Information from the service provider [Bens'Farmhouse HERE](#)
- From Grade 5 (CM2) onwards, the "Canteen Card" provides access to the kiosk service
- No service on Fridays since classes end at noon.

SCHOOL TRANSPORTATION SERVICE (Optional)

- Registration **before Aug. 11, 2025**, [registration link here](#). Any subsequent registrations will be processed within 7 working days
- [See how the service starts in the first week of the school year chart on prev. page 3](#)
- ATTENTION: students registered for the bus, in classes from KG2 (GS) to Gr. 9 (3ème):
 - **No school bus service on the morning of the first day of the school year, but the return trip at the end of the day is assured**, Monday 25 August.
 - Return journeys from Tuesday 26 Aug. (not for Pre-K [PS] classes)
- Reminder: For safety reasons, it is forbidden to arbitrarily use another bus than the one for which you have registered.
- See the School Bus [Policy HERE](#)

EXTRACURRICULAR ACTIVITIES (ECA)

- BFIS offers many activities after school time, to register per semester.
- To guarantee your place, check the website regularly and register quickly after the publication of the offers (access the page on the website [HERE](#))

UNIFORM

- Wearing the BFIS uniform is mandatory, except on the last Friday of each month, including Aug. 29, 2025. It is composed of a regular outfit, and a sports outfit.
- See the uniform at [Threads Store HERE](#).
- The shop is located in Cityland Mall, next to Global Village ([see on the map](#)).
- Reminder: shoes must be closed, no sandals.
- Phone 800THREADS (8473237), <https://www.threadsme.com>



SCHOOL SUPPLIES AND TEXTBOOKS

- From the start of the school year, students must have the complete list of school supplies and textbooks, as well as the iPad® **for Grade 4 (CM1) and above**, see *details at the bottom of the page* for this item.

The textbooks are available in stores. However, for practicality our pre-made lists are available from our partner *Culture & Co* here: [Back-to-school/ICE](#).

Early Bird discount of 10% for all orders placed between June 21st and July 21st.

- Lists of supplies and textbooks on our website, and here below:
 - [List of textbooks and school supplies Grade Pre-K](#)
 - [List of textbooks and school supplies Grade KG1](#)
 - [List of textbooks and school supplies Grade KG2](#)
 - [Consult the website for grades 1 to 12](#), to be posted early July

- **iPad® Guide – See appendix, (or access it [HERE](#))**

- If your child, does not yet have his or her dedicated iPad® configured by the school, please contact the Information-Technology department at IT@icedubai.org before Aug. 9. Directly purchased devices will be delivered at the school start. This device is a school-work tool and as such, it is limited to restricted and controlled content. If you refuse, contact the student life to buy the printed textbooks.

Note: *Exceptionally, iPad® for **GR. 4** (CM1), which are in their first year of school use, can be configured at school during the first two weeks of the start of the school year.*

Note ! *Unconfigured iPads® will not be allowed, subject to confiscation.*

- **Access the guide for purchase and/or configuration of the iPad®**
- Please refer to the [Digital Tools Policy](#), [Cyber-Bullying Policy](#) and the Internal Regulations ([HERE](#)) which are an integral part of the Parent-School Contract.





PARENT MEETINGS & PARENT-DELEGATES ELECTIONS

- **Meeting with families who are new to BFIS ICE**, for parents accompanied by their children, in person:

Friday 22 Aug. 2025, at 10:00 a.m., Restaurant 2 (Zone 2)

- **Teacher presentation meetings and time for discussion with parents, via Zoom, on the following dates:**

ID : 273 406 0630 – Password: ICE@2024

[\[Link to the meeting for Primary HERE\]](#)

- | | |
|------------------|--------------------|
| ○ Pre-K (PS): | 25 Aug., at 16:30 |
| ○ Grade 1 (CP): | 26 Aug., at 17:30 |
| ○ KG 1 (MS): | 28 Aug., at 17:30 |
| ○ KG 2 (GS): | 1 Sept., at 17:30 |
| ○ Grade 2 (CE1): | 2 Sept., at 17:30 |
| ○ Grade 3 (CE2): | 3 Sept., at 17:30 |
| ○ Grade 5 (CM2): | 8 Sept., at 17:30 |
| ○ Grade 4 (CM1): | 10 Sept., at 17:30 |

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ID: 236 056 3342 - Password: ICE@2021

[\[Link to the meeting for Secondary here\]](#)

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|---------------------------------|-------------------|
| ○ Grade 6 (6 ^{ème}): | 27 Aug., at 17:30 |
| ○ Grades 11 & 12 BFI++: | 28 Aug., at 18:30 |
| ○ Grades 11 & 12 IB: | 1 Sept., at 18:30 |
| ○ Grade 9 (3 ^{ème}): | 2 Sept., at 17:30 |
| ○ Grade 7 (5 ^{ème}): | 3 Sept., at 17:30 |
| ○ Grade 8 (4 ^{ème}): | 8 Sept., at 17:30 |
| ○ Grade 10 (2 ^{nde}): | 9 Sept., at 18:30 |

- **Note:** Parent-teacher meetings in **Primary School** take place on a Friday during a 'non-class day', i.e. students will not have classes during these meetings. Hence, they are invited to come along with their parents to gain awareness of their progress and efforts.
- **The election of Parent Delegates** will be announced during these parent-teacher meetings and finalized via **Pronote®**

SCHOOL CALENDAR

The 2025-2026 school calendar is available on our website, and [HERE](#).

Please note: KG2 (GS), Grades 4, 9 and 12 have a 'Graduation' at the end of June

USEFUL CONTACTS



Stay informed! Join our WhatsApp® Updates Channel '[BFIS | BFIS News](#)' [HERE](#)

Contact the person who can best help you:



Principal, Abir Alaywan, reachable via: pa.principal@icedubai.org


Primary school principal, Laurine Muhl: director.primary@icedubai.org




Admissions Office (information, administrative documents, or any other element relating to school registration), Hasnaa El Kouch: admission@icedubai.org

Regarding the KHDA contract, Sara Stat: compliance@icedubai.org



 **Primary School Life (from PS to CM2)**: For any questions relating to **absences**, **lateness**, **Student Dismissal Permissions**, **early departures**, please contact Julie El Daccache, primary.studentlife@icedubai.org



 **Secondary School Life (middle school & high school)**: For any questions relating to **absences**, **lateness**, exit permits, early departures, **please contact Faouzi Zouggarh**, secondary.studentlife@icedubai.org

Pronote® platform, questions and access (activated at the beginning of September), join Rihabe Razine at pa.principal@icedubai.org or +971 4 337 78 18, or school life (above).



School transport: For any questions relating to registration, deregistration, change of bus or address, please contact: bus@icedubai.org



Clinic: For any questions related to allergies, illness, medications, please contact Dr. Radia Saidi, doctor@icedubai.org or nurse@icedubai.org



School canteen: For any questions relating to the canteen: registration, un-registration, etc., please contact info@bensfarmhouse.com, mercy@bensfarmhouse.com




APS: For any questions relating to the Extracurricular Activities 'APS' (registration, un-registration, schedules, etc.) please contact Mary Jane Alcantara eca@icedubai.org, and consult the list of offers on our website ([HERE](#)).



Accounting: For questions related to tuition payments, billing, transfers, receipts, contact Ahmed Sherkawi, accountant@icedubai.org

Note: payments possible by Skippy, or bank transfers.



IT / iPad: For any technical questions, or concerning your child's email address or the configuration of the iPad® dedicated to lessons ([Guide](#) ) , please contact it@icedubai.org



Students with Special Needs ('SEND' department): For any questions relating to Students with Special Needs, with a PEP (PAP, PPRE), and/or a diagnosis or possible dyslexia, speech therapy, ADD(H), Autism or other learning disability, please contact Wassila Kertouse sendco.ice@icedubai.org



**BONNES VACANCES D'ÉTÉ,
& AU PLAISIR DE VOUS REVOIR
À LA RENTRÉE !**

**HAPPY SUMMER VACATION,
& IMPATIENT TO SEE YOU BACK
AGAIN AT SCHOOL!**





iPad® (Apple product)
exclusive pedagogical tool and constituent of school supplies
for Grades 4, 5, 6, 7, 8, 9, 10 and 11 (CM1 to 1ère)

iPad® pedagogical tool guidelines

Please refer to the updated [DIGITAL TOOL POLICY here](#)

1. Configuration

Students' tablets that have not been appropriately configured for learning and wellbeing by the school will not be accepted on the school premises.

The school's technical engineers will configure the iPad® as a pedagogical tool with all necessary applications and files for learning, which **will not allow installation of a personal choice of applications from the family's or the student's Apple store.**

Instead, a selection of approved pedagogical apps are available to install at school.

The storage will not be sharable with the family's Apple ID(s) as long as the iPad® is used as the pedagogical tool.

Purchasing the iPad® from the school is optional. However, any iPad® provided by the family to become the pedagogical tool will have to be configured by the school's technical department. Please refer to the detailed information "**3. [Personal Device iPad Configuration – BYOD iPad®](#)**" on page 2.

2. Purchase orders through BFIS-ICE

2.1. Purchase : on or before August 09th, 2025, upon request to IT@icedubai.org

Ordered iPads® will be configured and then delivered to the child on the first day of school, or, may be collected by parents between August 19th-22nd, at a time coordinated with IT.

2.2. Two **ICS iPad Packages** are possible:

ICE has partnered with **ICS** to offer an **Combo Educational Package**

Combo Package 01: iPad® 11th GEN **128GB** - 11" A16 Chip 2025 Model, 3D Smart Protection foldable cover, 'Service Support' for two academic years, MDM configuration license, license installation & school configuration setup, all educational programs installed, and administration fee, for a total of 1925.00 AED (VAT 5% & Admin Fees AED 52.94 included)

or

Combo Package 02: iPad 11th GEN **256GB** - 11" A16 Chip 2025 Model, 3D Smart Protection foldable cover, 'Service Support' for two academic years, MDM configuration license, license installation & school configuration setup, all educational programs installed, and administration fee, for a total of 2388.94 AED (VAT 5% & Admin Fees AED 63.94 AED included)

Benefits of purchasing the iPad® through the school:

This procedure simplifies device configuration and software installation, significantly enhancing cybersecurity for iPad® use.

Configured iPad®s will be delivered directly to your child at school, complete with all necessary protection software. ICS Care offers immediate replacement, lower repair costs, and data restoration compared to AppleCare®.



3. Personal Device iPad Configuration - BYOD (Bring Your Own Device)

Parents who wish to provide their own device (iPad® minimum 8th generation, 128GB storage) must book an appointment with the school's IT through the link: [iPad Configuration BookNow](#)

Kindly bring your device to school on or before August 22nd, 2025 to allow enough time for the configuration.

For students joining during the school year, please allow 5 working days for the configuration.

Price: AED 395.00

Included:

- Pedagogical tool configuration of the device
- Subscription to "Care for Personal Device iPad® Configuration" for two years
- Data restoration, including essential Apple System Manager software for the classroom

Kindly note the summary below before proceeding with bringing your own iPad®:

1. Service charge to configure your personal device - 395 AED
2. Save the data on an external device or personal cloud.
3. Erase/remove iCloud account, personal pictures and information, all the added content and settings from the iPad®.
4. Bring the device to the Technical IT Department into its *initial settings* stage.
5. School Personal Device Configuration for the iPad will take 20 mins to 30 mins.
6. From then on, the school supervises the iPad and regularly installs required applications for education through MDM (LICENSE IPAD MDM Mobility Device Management, included).
7. The configuration includes:
 - 200GB of iCloud storage via school Apple ID.
 - Temporary iPad® replacement in case of failure for 10 days
 - Installation & Setup Licenses & all Educational Programs required
8. In case the device is misplaced or lost, the school may use the Location Finder to locate it.

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For all questions and additional information:

Contact Information for all iPad-related queries: it@icedubai.org or

Delivery / Warranty / Technical Information: ipad.support-ice@icedubai.org

Purchase Link:- [Click Here](#)

(Choose your iPad model from the drop-down menu 'iPad School Manager' on the top left)

Thank you & warm regards,

iPad Technical Team

Email: ipad.support-ice@icedubai.org