



King's College

RIYADH



PARENT HANDBOOK

2026-27



WELCOME TO KING'S COLLEGE RIYADH



Dear Parent,

King's College Riyadh is proud to be the first British private school to be established in the Kingdom of Saudi Arabia.

In partnership with King's College in the UK, we offer a premium British education to boys and girls, bringing 145 years of educational expertise and tradition to Riyadh. We welcome children from Pre-School to Year 8 (ages 3 to 12) and will eventually open through to Year 13 (age 18) to ensure pupils can complete their full school education at King's College Riyadh.

We are delighted you have chosen King's College Riyadh and warmly welcome you to our community. We are confident your child will benefit from a first-class, all-round education grounded in the ethos and education of one of the UK's most prestigious private schools. At King's, your child will learn in an environment that promotes and stimulates teaching and learning of the highest quality. Our excellent

facilities offer a unique opportunity for children to build their foundation for future success.

We believe your child's care and education is a shared responsibility - between the pupils themselves, our dedicated teachers, and you as parents. Building a strong, respectful partnership with every family is key to ensuring every child thrives.

This handbook contains essential information about day-to-day life at King's College Riyadh and is designed to answer many of your initial questions. Should you need any further assistance, our Admissions Department is always available to meet you.

We look forward to working closely with you and your family to ensure your child achieves their potential and experiences the full benefits of a well-rounded King's Education.

Jacqueline Doran
Executive Principal

The content of this Handbook is accurate at the date of publication. The Board and/or Executive Principal may make amendments or changes from time to time, as required to facilitate the effective management of the school. All parents will be informed about any relevant changes at the appropriate time.

Our Vision, Aims and Values

King's College Riyadh has a distinctive character. The all-round education we offer is the most valuable gift you can give your child, providing them with a foundation from which they can learn about themselves, their community and the world around them.

Our Vision

Our vision is to set the standard for British education in the region.

Our academic aims provide all our pupils with the opportunity to learn and develop as individuals and to achieve their potential. We promote genuine personal enquiry and intellectual appetite from a young age.

Children throughout the school are nurtured to develop their individual talents and interests within and beyond the classroom, whilst fostering a culture of inclusivity and respect for each other. Our focus on friendliness and community aligns with deep-rooted Saudi values. Our co-curricular programme leads pupils to develop strong character, and the skills needed in a complex, fast-changing, global economy.

Life at King's College Riyadh offers the opportunity to spark and develop interests in a variety of areas in the classroom, on the sports pitch, the stage and beyond. The King's motto is 'Fortis et Fidelis', meaning 'Strength and Faithfulness', key qualities to achieve one's potential at King's.

Our Aims

We aim to:

- offer an outstanding, British-based education, delivered within an international-Saudi context
- provide a challenging, as well as nurturing, educational experience that aims to develop confidence in our pupils
- equip pupils with the skills necessary for future success at university
- inspire pupils to become life-long learners
- prepare pupils to become effective and responsible global citizens
- establish an educational programme based on six key learning attributes:

At the heart of the King's experience is a clear focus on academic achievement and a breadth of co-curricular activities taught through an extended school day. Underpinning this is excellent pastoral care for all pupils.

The school is situated in the historic area of Diriyah in the North of Riyadh. Our school layout creates an innovative and contemporary space, which focusses on harnessing and promoting interaction between all users and visitors to the school. The campus includes two indoor sports halls, a mixed-use outdoor sports pitch, a multi-use central atrium, science laboratories, a dedicated library, IT lab, art, dance, and music studios and specialist Early Years play areas.

Children who join King's will leave as well-rounded young adults, having fulfilled their potential and having gained a place at the UK, US, or local university of their choice. They will have been prepared for life beyond school and will be able to contribute positively to society.

Our Values

We share the core values of King's College UK, which underpin every aspect of school life.

- **Academic Focus**
To inspire all children to achieve their full academic potential and develop a love of lifelong learning.
- **Curiosity**
To encourage intellectual curiosity beyond the classroom.
- **Care for Others**
To promote responsibility, kindness and service to others.
- **Respect and Tolerance**
To foster inclusivity, respect and appreciation of diversity.
- **Endeavour**
To develop self-discipline, resilience and personal responsibility.
- **Leadership, Teamwork and Enterprise**
To nurture creativity, collaboration and future leadership.



Useful Information

Admissions

The admissions team is responsible for managing all pupil admissions and entry procedures. They are your primary point of contact for parents until your child’s first day at school. You can contact them at admissions@kingscollegeriyadh.com or by calling +966 (0) 11 508 8022 ext.101. Our admissions team will be available to help from 7.15am – 4.15pm Sunday to Thursday.

Front of House

During term time, our main reception is open from 7.15am – 4.15pm, Sunday to Thursday. Our Front of House team is happy to help with general enquiries and information about the school. Please note these hours may change slightly during holiday periods.

Medical Centre

The Medical Centre is situated at the rear of Gym 1 and is open from 7.15am – 4.15pm, Sunday to Thursday. If your child falls ill or has an accident during the school day, this is where they will be taken first, and the school nurse will contact you. We do not allow pupils to contact their parents directly to be collected if they feel unwell.

Finance Department

The school’s accounts office is open from 7.15am – 4.15pm, Sunday to Thursday, for all matters relating to tuition fees and other payments. The Finance Department can be contacted by calling +966 (0) 11 508 8022 ext.102 or at finance@kingscollegeriyadh.com The fee schedule can be found on our website and fees are due in full before the start of the term to which they apply.



Contacts at a Glance

Reception By Phone	+966 (0) 11 508 8022	
Reception By Email	info@kingscollegeriyadh.com	
All contacts relevant to your child are listed in the parent portal. You will be able to click on the email address to send an email directly to them.	General Enquiries	info@kingscollegeriyadh.com
	Admissions	admissions@kingscollegeriyadh.com
	School Nurse	medicalclinic@kingscollegeriyadh.com
	Finance	finance@kingscollegeriyadh.com

Reason for contact	Who to contact	How to contact
Safeguarding	Designated Safeguarding Lead (DSL)	In person, by phone or email naomicapewell@kingscollegeriyadh.com
All Absences	Front of House Team	+966 (0)11 508 8022 absence@kingscollegeriyadh.com
Messages in advance or general information	– Pre-School to Year 4: Class teacher – Year 5 to Year 8: Form tutor	Email or SeeSaw Email
Day to day concerns	– Pre-School to Year 4: Class teacher – Year 5 to Year 8: Form tutor	Email or SeeSaw Email
Enquiries about progress in a particular subject	– Pre-School to Year 4: Class teacher – Year 5 to Year 8: Form tutor or specialist subject teacher (copying in the tutor) in the first instance.	Email or SeeSaw Email
Pastoral/Well-being issues	– Pre-School to Year 4: Class teacher – Year 5 to Year 8: Form tutor	Email or SeeSaw Email
Enquiries related to general co-curricular activities	Director of Co-curricular Activities	clubs@kingscollegeriyadh.com
Enquiries relating to sport, and co-curricular sports activities	Head of Sport	nicholasmorgan@kingscollegeriyadh.com
Financial enquiries/fees	Finance Department	finance@kingscollegeriyadh.com +966 (0)11 508 8022 ext. 102
Admissions	Admissions Department	admissions@kingscollegeriyadh.com +966 (0)11 508 8022 ext. 101
After School Care	After School Care Supervisor	aftercare@kingscollegeriyadh.com +966 (0)11 508 8022 ext. 121
Enquiries relating to the schools IT platforms e.g. Parent Portal, SeeSaw, SchoolsBuddy, MS Teams	IT Department	helpdesk@kingscollegeriyadh.com +966 (0)11 508 8022

Contacting School

Staff email addresses follow a common format of firstname.surname@kingscollegeriyadh.com

We strongly encourage all contact with the school to be face to face. We consider this to be more personal, faster and ultimately leads to fewer misunderstandings.

Please note that contact with Class Teachers should be made face to face whenever possible or through your child’s daily planner issued at the start of the school year or when your child joins the school. This book should go to and from school and be checked by teachers and

parents every day. As such, teachers will not typically use email as a form of communication but can call parents during the day (when not teaching) if a message is left in the communication diary.

Contact with specialist teachers can be made via email.

Kindly please note that teachers and teaching assistants will not be able to accept phone calls or reply to emails whilst they are teaching. They will endeavour to respond to you within 24 hours depending upon when the email or message is received.



About King's College Riyadh

Why King's College Riyadh

A pupil educated at King's College Riyadh is well-rounded, ambitious and confident. They are equipped with the skills and qualities needed to tackle complex challenges and grow into leaders of the future.

145 Years of Educational Excellence

King's College Riyadh is the first school in the Kingdom of Saudi Arabia to be partnered by a prestigious UK private school. Pupils at King's College Riyadh benefit from 145 years of history, tradition and educational expertise.

All-round British Curriculum

King's College Riyadh delivers a truly all-round curriculum, based on that of King's UK but adapted to the context of Riyadh. Academic progress is made alongside the development of new skills and interests through sport, music, the arts and a range of other activities.



*Bringing 145 years
of outstanding British education
in Riyadh, for children
aged 3 to 18*



Subject Specialist Approach

In most schools, general class teachers cover all subjects to Year 6. Uniquely, at King's College Riyadh, alongside class subjects taught by our passionate teachers with UK-recognised training and qualifications, we offer subject specialist teaching in Arabic, Music and Physical Education from age 3 throughout your child's education. All subjects are taught by specialist teachers from Year 5 upwards.

Saudi Culture and Arabic Language

The King's approach is tailored to fit with our local Riyadh setting. Arabic language, Islamic Studies and Social Studies are central components of our curriculum. Arabic language, for instance, is offered from Pre-School and delivered by subject specialist teachers.

School Organisation

Phase	Ages	Classes
EYFS	ages 3 to 5	Toddlers Pre-School Reception
Key Stage 1-3	ages 6 to 12	Key Stage 1 Year 1 Year 2
		Key Stage 2 Year 3 Year 4 Year 5 Year 6
		Key Stage 3 Year 7 Year 8

We currently welcome children from Pre-School to Year 8 (ages 3 to 12) at our Diriyah Campus. From August 2027, our new SEDRA Campus will open, creating an additional home for the King’s College Riyadh community and expanding year on year through to Year 13 (age 18). Together, our two campuses will enable pupils to enjoy a complete King’s education in Riyadh, from their earliest years through to graduation.

Calendar

An annual calendar and termly main events are published at the beginning of each term so that you are notified of important dates well in advance. The school calendar for the academic year 2026-2027 can be found on our website.

Class Teaching

Your child will spend much of the day with their Class Teacher and enjoy regular contact with them. This means that our class teachers can really get to know your child well and support them with their talents, interests and ambitions. Your child will also feel supported both academically and pastorally in whatever they want to achieve.

Specialist Teaching

Specialist teaching is a feature of King’s College Riyadh.

From Pre-School to Year 2, children benefit from specialist teaching in Arabic, Islamic Studies, Music and PE.

From Year 4, specialist teaching in ICT is introduced. From Year 5 French and Social Studies are introduced. This focus on specialist teaching extends to all subjects being taught by specialist teachers from Year 5 upwards. This will mean scientists teach Science, mathematicians teach Maths and artists teach Art. Indeed, all subjects will be taught by subject specialists, who offer far greater depth than general class teachers unlocking your child’s full potential.

Role of the Class Teacher / Tutor

Every adult at King’s has the deep belief that children thrive in a caring and supportive environment where the pupils’ well-being is at the heart of every decision.

Pastoral care at King’s is the foundation which enables our pupils to gain confidence in themselves. Everything we do is about ensuring the pupils’ experiences will help them develop within a strong structure of care and support. Your child’s happiness and well-being are very important to us.

King’s class teachers and form tutors play a crucial role in the pastoral care of the pupils in the tutor group. They ensure the pupils’ academic, co-curricular, personal and social development is monitored and supported and often act as the first link between the child, parents and teaching staff.

Your child’s class teacher or form tutor is responsible for developing a caring, working relationship with each individual pupil in the tutor group. This will enable the pupils to have a sense of identity and belonging and to feel that they are valued both as an individual, and as a part of the group.

Houses

At the heart of our pastoral care is the House system, which is a traditional feature of British independent schools such as ours. This is made up of small communities within the larger school community, known as ‘Houses’, in which each child can build friendships with pupils of all ages.

Pupils at King’s will be placed into one of four House groups – Byerly, Darley, Godolphin and Markham. Children from the same immediate family will generally be in the same House. Parents will be informed of the ‘colour’ of the House shirt that you need to purchase before your child starts school.

Pupils will be awarded House points from staff members for good effort, achievement, and behaviour. Each week, the House points will be collected. Pupils will be awarded certificates in recognition of the number of points they collect throughout the year. The certificates will be categorised as follows: Bronze, Silver, Gold, Platinum, and Diamond, depending on the total points accumulated.

Throughout the year, there will be a series of House and inter-House competitions and events designed to foster a strong sense of team spirit across all age groups.

Daily Routines

The structure of our school day ensures there is always enough flexibility within our curriculum to tailor learning to each child’s individual interests and needs.

The school opens at 7.30am and the pupils will go immediately to their classroom having been greeted every morning at the school gates by the senior staff as they arrive to start their school day.

Times of the School Day

Time	Pre-School and Reception	Years 1 to 8
6.30am – 7.30am	Breakfast Club	
7.30am	Pupils Arrive	
7.45am	Registration	
8.00am	Lessons Start	
1.45pm	EYFS Lessons Finish Co-curricular activities start	-
2.35pm	After School Care (paid activity)	Year 1-8 Lessons Finish Co-curricular activities start
3.25pm – 5.00pm	Academy or After School Care (paid activity)	Academy or After School Care (paid activity)

Thursday School Day

Time	Pre-School and Reception	Years 1 to 8
6.30am – 7.30am	Breakfast Club	
7.30am	Pupils Arrive	
7.45am	Registration	
8.00am	Lessons Start	
1.30pm	Pupil dismissal	All year groups (no co-curricular activities on Thursdays)
3.00pm	Aftercare Provision	

Breakfast Club: 6:30am – 7:30am Sunday – Thursday

Parents have the option to drop-off their children from 6:30am, where they will join our Breakfast Club.

After School Care: 1:45pm - 5.00pm Sunday-Wednesday. On Thursday only from 1:30pm to 3.00pm.

After School Care: 1:45pm – 5:00pm Sunday – Wednesday. On Thursday only 1:30pm to 3:00pm.



Category	Frequency	Cost
Casual Session Fee (Single Day)	1 ad-hoc session	SAR 55.00 per hour with 10% discount on the standard hourly rate (payment made on the day of attendance or within the same week)
Full Term 3-Days Package Fee	3 days per week for the full term	SAR 55.00 per hour with a 25% discount on the standard hourly rate (advance payment before the start of term)
Full Term 5-Days Package Fee	5 days per week for the full term	SAR 55.00 per hour with 25% discount on the standard hourly rate (advance payment before the start of term)

Payment Terms

- Discounted rates apply only to payments made in advance (for term packages) or on the day of attendance/within the same week (for casual sessions).
- Accounts invoiced for later payment are charged at the standard hourly rate of SAR 55.00 and are not eligible for discounts.

If you wish to sign up, please complete this [online form](#). If you have any questions, please contact aftercare@kingscollegeriyadh.com



Daily Drop-off and Parking

Year Group	Time
Pre-School - Year 8	07:30 (register at 07:45)

**class teachers use the 15 minutes between 07:30 and 07:45 to consolidate learning from previous days and ensure children are prepared for the day ahead. Parents are required to drop-off their child at 07:30.*

Year Group	Club (Yes / No)	Time
Pre-School and Reception	No	13:45
Pre-School and Reception	Yes	14:35
Years 1-8	No	14:30
Year 1-8	Yes	15:25

Security and Lanyards

The school has security guards on duty 24 hours a day.

School lanyards are colour coded as follows for ease of identification:

- **Red lanyards – Staff**
- **Blue lanyards – Parents**
- **Black lanyards – Visitor**
- **Yellow lanyards - Contractors**

Parents will be given a blue lanyard which must be worn at all times whilst on the school site. Parents and carers are requested to use the school car park when physically dropping off or collecting pupils on the school site. For the safety and convenience of all, please avoid

DROP-OFF

Entrance A: EYFS, Year 1, Year 2 and any parent parking and walking their child into school.

Entrance B: Year 3 and Year 4 drop and go.

Entrance C: Year 5 to Year 8 drop and go.

PICK-UP POINTS (refer to red dots)

EYFS: External classroom doors

Year 1: Building B exits **1**

Year 2: Gym 1 (separate doors) **2**

Year 3: Under shaded area **3**

Year 4: Meeting room door in Building A **4**

Year 5: Next to Entrance B **5**

Year 6 and Year 8: Exit via Entrance A or Entrance B **6**

If any parent / guardian / nanny is walking into the school campus, we ask that you park in the **car park opposite Entrance A**. Please do not park on the roads or ask your driver to wait on the roadside.

parking in residential areas near the school. On entry to school, you will be required to show your school lanyard. All lanyards include pupil names at the back to support the dismissal process. Please provide the school with details of any adults who will be responsible for collecting or dropping off your child, such as nannies or drivers. These individuals will also need to present a school-issued lanyard for identification.

If you forget your lanyard, please sign in at the security desk, where you will be issued a visitor's lanyard. Parents and carers who are collecting pupils will also need to report to the front reception desk to obtain a pupil collection slip.

Late Arrivals

Any pupil arriving at school after 7.45am is considered to be late. If your child is late to school for any reason, you will need to report to the Front Desk in the main building where your child will be signed in as 'late' before going to their classroom. This is essential in case of fire or another emergency. Children are given a 'late note' so that the teachers know that the Receptionist has registered the pupil as being late. This will ensure records are up to date in case of an emergency and will also ensure your child is awarded his/her attendance mark for that session.

Regular late arrival to school has a negative impact upon pupil progress. As part of our pupils' personal development, we do encourage personal organisation, part of which is being punctual. Should your child arrive late to school consistently, you will be contacted by the school and asked to review your drop- off routines.

Pick-up

Parents should arrive at the school no more than 10 minutes before the end of their child's school day. Parents are directed to park outside the school and then collect their child at the outside door of their classroom.

Pre – School to Year 1

The class teacher will only let your child leave the classroom when they can hand them over directly to you. At this point teachers will say "Good Afternoon" to your child, which indicates that they have been passed over into your care and responsibility.

Year 2 to Year 5

The class teacher or specialist teacher will only hand over your child when they can hand them over directly to you from the child's meeting point. At this point teachers will say "Good Afternoon" to your child, which indicates that they have been passed over into your care and responsibility.

Year 6 to Year 8

Year 6 to Year 8 pupils are to exit the school by either entrance A or entrance B where parents should be waiting to pick up their child.

Children attending Co-curricular activities and/or After School Care will be kept in the classroom and taken to their activity either by the Classroom Assistant or another appropriate member of staff. Pupils will be dismissed from the usual pick-up point at 14:35 by a member of staff at the end of the activity, where they can be collected.

Late Pick-Up Arrangements

Pupils who have not been picked up on time will be taken or directed to 'After School Care' where they will be supervised by a member of staff until a recognised adult arrives at the school to collect them. Please note that there is an additional charge for pupils who are supervised in the 'After School Care' room because of late pick-up.

Break and Lunchtimes

A healthy lifestyle and a healthy diet are vital to a child's learning and development. Therefore, it is a priority for the school that our dining and food options offer and promote healthy meals and eating habits.

Classrooms will convert into a dining hall during lunchtime. Here pupils will develop manners and proper eating etiquette as they can sit down and eat with their peers and staff. Further to our healthy school protocols, staff will ensure pupils learn good routines of washing their hands before and after meals.

All pupils are required to bring in their own snack for daily breaktimes. Similarly, all pupils should bring in their own packed lunch or alternatively parents can register for a pre-paid lunch service provided by our catering partners, 'Binge' Lunch menus provided by our catering partner will be designed to international school food standards and there will be some opportunities during the year for parents to join us for lunch.

No Nut Policy

King's College Riyadh is a Nut Aware school as we have children

and adults with allergies to nuts in the school. As such, no products containing nuts should be brought onto the school premises and any nuts may be confiscated for Health and Safety reasons. Thank you for your cooperation in this very serious matter and for keeping all our children safe.

Our Curriculum

At King's, we strive to set high standards for every child in every area of the curriculum, developing the whole child through a truly all-round education. Teachers have high expectations of each child and constantly strive to facilitate each child's potential in all areas. Children learn to develop individual motivation, sustain concentration, and work cooperatively with others.

The King's curriculum is structured on the UK's Early Years Foundation Stage (EYFS) curriculum and the National Curriculum for England, enriched by the curriculum of King's UK and the specialist teaching of Arabic, Islamic Studies and Social Studies, based on the Saudi Ministry of Education's curriculum.

Co-curricular

To achieve our aim of providing a first-class education, Co-curricular activities should be integrated within the main school day. King's College Riyadh's extended school day ensures every child is given opportunities to discover interests and talents beyond the classroom, helping them to build character, teamwork skills and self-confidence.

Throughout the school, pupils can take part in clubs, activities, and trips outside the core curriculum. Each week, we offer a variety of clubs as part of our extensive after-school programme.

We also offer academic clubs to help children target specific subject interests, while developing broader learning skills and fostering a deeper understanding of the wider world around them.

Please note that at the time of writing, pupils are able to select up to two unpaid clubs per week. Additional paid-for activities are available every day of the week to complement the unpaid clubs activity programme. There is no restriction on how many paid clubs a child can register for, subject to spaces being available.

Educational Visits

We believe that children learn best when they are engaged in first-hand experiences. Where there is an opportunity to make an educational visit to support learning, teachers will arrange to take the children. All visits will be related to the curriculum topic being studied. Written permission will be sought, and parents will be asked to contribute to the cost of transport and/or entrance fees to places of interest.

Alongside the Educational Visits programme, King's College Riyadh offers several residential trips both in the Kingdom of Saudi Arabia and overseas. Additional charges borne by the parents for residential trips will apply. Details of the costs for each residential trip will be notified at the time of launching the activity.



Academic Life

Learning at King's

At King's, we inspire a love of learning through a broad, engaging and challenging curriculum. We encourage pupils to be curious, confident and resilient learners while supporting them to achieve their full potential academically, socially and emotionally. Through strong partnerships between home and school, we create an environment where every child can thrive.

Homework

At King's, homework is designed to reinforce learning from school rather than introduce new concepts. Homework is set regularly throughout the school, gradually increasing in quantity and complexity, as children get older. Given the length and intensity of our school day, prep will not be overly onerous. We firmly believe that once the children go home from school, they should have time to relax, eat and sleep well and enjoy family time.

Daily Reading

A crucial part of home learning is daily reading. As a guide, we expect children to read each day. Reading is the key to unlocking so much other learning; so, as well as fostering a love of reading and books, the impact on learning in other areas of the curriculum will be accelerated. A reading record can be found within the school home-school diary.

Assessment

Your child's achievement is under constant review in all areas of the curriculum. This will be done through observation, providing feedback on learning, marking, testing, discussion with children and observations through monitoring. The information gained is used to inform teachers when planning their next lessons, to ensure they are relevant and pitched at the appropriate level for your child.

More formal assessments, including external and internally set examinations, also take place at different intervals throughout your child's school career. The test results along with the on-going teacher assessments will determine a level of attainment for your child in different subjects. Regular assessments help to track the progress of your child and thereby maintain and improve their standard of work.

Reporting to Parents

Throughout the year, parents of all children will receive progress reports.

Parent-Teacher Consultation Meetings are held twice a year. These meetings provide an opportunity for you to meet with the teachers and discuss any aspect of your child's education and progress. The meetings will run on an appointment system, and details will be sent home in advance.

Learning Support

King's admits children with mild to moderate learning needs and our intention is to ensure every child can fully access the curriculum and is integrated into school life. Where there are needs that require external support from clinics and practitioners, these matters will be addressed with individual parents as appropriate.

All provisions is aimed at the pupil's individual learning needs and is cross-curricular wherever possible. Pupil support is often through individual, small group withdrawal systems or in-class support and is carried out by our learning support team who use effective learning strategies and appropriate programmes to help remove barriers to learning in mainstream classes.

An additional charge applies for learning support identified either at the time of your child being admitted or as they progress through the school. Please refer to our school fees policy.

English as an Additional Language

At King's, our language of instruction is English.

We recognise that many of our pupils are learning in their non-native language and therefore offer excellent EAL programmes to ensure that all pupils can fully access the curriculum. Our EAL programmes offer pupils group sessions and one-to-one tuition. We also provide additional teaching and learning resources, online activities,

and mentoring. Pupils attending additional EAL lessons will be consistently monitored, with regular assessments to track progress.

A minimal additional charge is applied for additional EAL support identified either at the time of your child being admitted or as they progress through the school. Please refer to our school fees policy.

Arabic and Islamic Studies

All pupils study Arabic through programmes tailored to their language background, following the Ministry of Education curriculum and supported by additional learning resources and reading platforms. Pupils are enrolled in either Arabic for Native Speakers or Arabic for Non-Native Speakers to ensure appropriate language development.

Muslim pupils also study Islamic Studies and Qur'an. Pupil progress is monitored through ongoing assessment, internal evaluations, and the Arabic Benchmark Test (ABT), which is administered twice annually.

Sports

Sport is one of the key moments of school life. There are structured, weekly sessions in games and physical education. Pre-Prep pupils share the excellent sports facilities of the Prep School and have their own dedicated outdoor play areas.

King's offers a variety of sporting opportunities for all pupils as part of its Co-curricular programme and beyond the school day through its Academy programme.

The school also participates in inter-schools fixtures in Riyadh and wider afield through participation in events such as the BSME games.

Music

All pupils benefit from music lessons on a weekly basis. They also have the opportunity to develop their music through co-curricular and after-school clubs, and private music lessons. Please contact our Music Department for more details.

Caring for Your Child

Rewards and Sanctions

At King’s, we are committed to establishing a safe and caring environment according to our aims and ethos, where the happiness, safety and confidence of pupils are given the highest priority. Our aim is that the school community should be able to recognise and understand what behaviour is expected and why. Rewarding positive conduct and work should always be the priority of the school and unacceptable behaviour should not be allowed to impact on the well-being or learning of others.

We expect children to conduct themselves with courtesy, honesty, and good sense at all times. It is important that all staff, teachers or otherwise, visitors and friends, are treated with the respect and civility we would expect ourselves.

If a child’s behaviour endangers the safety of others, the activity is stopped immediately to prevent the child and/or other children having an accident.

The school’s rewards system focuses on celebrating all positive deeds and actions and includes verbal praise, written praise, and acknowledgment in front of the school.

Anti-Bullying

The school has a clear policy for dealing with bullying and parents must notify the school immediately if they suspect that their child may be being bullied or is unhappy. In most instances, bullying can be prevented by clear and direct action at an early stage. We hold an annual Anti-Bullying Week; this empowers children to tackle bullying and provides opportunities for discussion as well as activities that are centred around role-play.

Parents are actively encouraged to support the school through discussion of bullying and harassment, its meaning, and its implications with their children. We require all parents to cooperate and work in partnership with the school to resolve any difficulties.

In addition, the school will take the lead in any disciplinary matters and request parents not to contact each other where there is an issue between their children.

Safeguarding and Child Protection

Children at King’s should feel safe and protected from any form of abuse or neglect, non-accidental physical injury, sexual exploitation, or emotional ill-treatment.

The school will take all reasonable measures to ensure that we:

- attend Child Protection training annually;
- practise safe recruitment in checking the suitability of staff and volunteers to work with children;
- protect each pupil from any form of abuse, whether from an adult or another pupil;
- be alert to signs of abuse both in the school and from outside;
- deal appropriately with every suspicion or complaint of abuse;
- contribute to supporting children who have been abused in accordance with their agreed child protection plan where appropriate to the role of the school;
- be alert to medical needs of children with medical conditions; and
- operate robust and sensible health and safety procedures.

Please seek immediate advice from your child’s teacher or Form Tutor or Head of Year if you have any concerns regarding a child and their safety. The school has a Safeguarding Team of staff members that are trained in dealing with child protection issues.

Uniform and Appearance

School uniform is compulsory for all children at King’s. It is essential for the appearance of all our pupils to be at the highest standard and all parents are expected to support the school’s uniform requirements. All uniform must be purchased through the school’s uniform provider and alternatives are not acceptable.

All children must wear the school uniform correctly to and from school and normally for all occasions when they are representing the school including school visits and sports fixtures whether these are in school hours or outside of school hours.

It is essential that all uniform and PE kit clothing are clearly labelled with your child’s name. It is inevitable that children will lose some of their belongings, but it will make it virtually impossible to find them if they are not correctly labelled.

Children should arrive at school in their PE kit on the mornings when they have PE (sports).

Children will be asked to wear their House shirts on special occasions such as Sports Day. You will be informed in advance if your child is required to wear this shirt.

King’s College Riyadh operates an online uniform and sportswear service with Zaks Uniform.

This service provides all items of uniform and sportswear, except for those supplied by the parents. The Zaks Uniform store is also located in Atyaf Mall, on the 1st floor, units #27-29, Al Yarmuk, Riyadh 13243, Kingdom of Saudi Arabia.

- Uniform Notes:
- All items listed above are compulsory for all pupils.
 - All items are to be purchased from the school’s uniform supplier except for those items marked *. Items marked * can be bought by parents from a supplier or shop of their choice.



You can access the online store via the following link or scan the QR code: <https://www.zaksstore.com/shop/kingscollegeriyadh/en/>

Uniform List

Pre-School to Year 2

Boys	Crested white polo t-shirt, crested navy-blue pullover jumper, charcoal grey shorts, white ankle socks*, and a pair of black shoes*
Girls	Crested pinafore dress, crested navy-blue pullover jumper, navy scrunchie, optional navy blue leggings, optional navy-blue head scarf*, white ankle socks*, and a pair of black shoes*
Both	Crested medium-sized rucksack, crested book bag, crested water bottle, crested baseball cap and/or crested sun hat
Sports Uniform	White/blue crested polo t-shirt, boys - blue shorts, girls - blue skorts, blue drawstring PE bag, white or navy-blue sports socks*, white trainers*
House Uniform	House colour, crested polo t-shirt

PreP: Year 3 to Year 8

Boys	Crested long sleeve or short sleeve white shirt, crested blazer, school tie, crested pullover jumper, charcoal grey shorts and/or charcoal grey trousers, white ankle socks*, and a pair of black shoes*
Girls	Crested long sleeve or short sleeve white blouse, crested blazer, school tie, crested pullover jumper, tartan skirt, navy scrunchie, optional leggings*, optional navy-blue head scarf*, white ankle socks*, and a pair of black shoes*
Both	Crested large-sized rucksack, crested book bag, crested water bottle, crested baseball cap and/or crested sun hat
Sports Uniform	White/blue crested polo t-shirt, boys - blue shorts, girls - blue skorts, blue drawstring PE bag, white or sports socks*, white trainers*
House	House colour, crested polo t-shirt



Hairstyles

Hair must always be kept neat and tidy. Children with long hair must wear it tied back for school. Girls are required to tie back their hair with a school scrunchie or hairband. Plain coloured hair clips may also be worn. Boys' hair should be kept to a neat and tidy style, not touching the collar. Exaggerated or extreme hairstyles (or unnatural hair colours) are not allowed.

Jewellery

For reasons of safety and hygiene, girls are permitted to wear only one pair of small stud earrings, which must be removed for all PE lessons. Watches may be worn (except for PE lessons) from Year 1 provided

they are clearly named, a simple design and not SIM enabled. Children are not permitted to wear any other form of jewellery to school. The school cannot be responsible for loss or damage to any personal items..

Nail Varnish and Temporary Tattoos

Nail varnish and temporary tattoos are not permitted in school. Children who arrive in school with nail varnish or temporary tattoos will be asked to remove it/them.

Pupil Equipment

Water Bottles

Being hydrated is crucial to a pupil's ability to remain focused therefore all pupils should have a clearly labelled King's water bottle with them every day. Pupils will always be allowed access to their water bottle during classes, break times and lunchtimes and will be given the opportunity to fill their bottles throughout the day when it is appropriate to do so.

Essential Equipment

To ensure pupils are prepared to learn at King's, it is expected that pupils always have the following items at school and at lessons. This list is not exhaustive and contains the basic items pupils should have. Specialist subjects may require additional items.

- A pencil case which contains:
- Pens (Black, Blue and 1 other colour) Year 3 and above only
- HB Pencils
- Eraser
- Pencil sharpener
- Coloured pencils
- Highlighters (At least 3 different colours) Year 3 and above only
- Protractor Year 3 and above only
- Ruler
- Glue stick
- Round-ended scissors

Additional Equipment

- Reading book (from home or the school library)
- Pupil Planner (pupils will be given this on the first day of term)
- We recommend a named long sleeved painting apron with Velcro fastening for messy activities
- Headphones (mic-enabled) to support online assessments

Lost Property

All schools accumulate a lot of lost property during any one term. If your child has lost something, please come into school either at the start or the end of the day and report the loss to Front of House who will help you look for the missing item. Any lost property will be collected and stored near the reception areas. Please ask the receptionist for assistance in this matter. Of course, much of the lost property can be avoided if all items of clothing and possessions are clearly labelled/embroidered with your child's name. Any lost property not claimed is given to charity at the end of each academic year.

Items Not Permitted at King's College Riyadh

Children are not permitted to bring:

- Mobile phones
- Other electronic devices, other than laptops for children in Year 6 and above.
- Jewellery
- Smart watches
- Toys (unless requested by the teacher)
- Any items which should be considered as dangerous
- Nuts
- Valuable items

Mobile Phones

Mobile phones must be kept at home. It is the role of the school staff to contact parents with important or urgent information. If a child brings a mobile phone into school, the teacher will take it to reception where it can be collected by the parent at the end of the school day.

Health and Attendance

ABSENCE FROM SCHOOL

The role of the parent in ensuring high levels of attendance is critical. This is why we expect all children to attend school for at least 97% of the time.

At King’s we hope to maintain close, effective, and positive links with parents and ensure that effective communication links avoid any unexplained absences for your children. Parents are required to complete an absence form for all absences.

The school will not, unless in exceptional circumstances caused by sustained periods of absence, provide additional work for children who are absent from school or additional work if requested by parents.

Please note that by sending your child to King’s College Riyadh, they are expected to attend and participate in all activities. All timetabled lessons and activities are compulsory and not optional.

Sickness

If for any reason your child is sick and unable to come to school, it is important that you contact the school to let them know. Please notify the school of your child’s absence by 7.30 am on their first day of absence via an email to the school reception at absence@kingscollegeriyadh.com and your child’s class or form teacher. In cases of contagious illness, a doctor’s medical certificate may be required to confirm your child is ready to return to school.

Unauthorised Absence

An unauthorised absence is when children are absent but not ill, not receiving treatment, on an authorised holiday or any other reason without gaining prior approval from the Executive Principal. Unauthorised absences can be avoided by communicating with the school and being careful about keeping your child away from school unnecessarily.

Requests for non-educational absence during term time (including holidays) will not usually be approved and will be recorded as ‘non-approved’.

Medical Appointments

Where possible, all appointments e.g., dentist and doctors, should be made outside of school hours. If time does need to be taken during school hours, a note in the school diary / communication book or an email should be sent to the class teacher or tutor notifying them of the details at least 24 hours before the appointment. Children who must leave during school time will be collected from their classroom by a member of the Front of House team and taken to the main reception where parents can collect their child.

Approved Absence

Approval for any planned absence for your child should be applied for in writing to the Executive Principal at least 14 days before the planned absence. Any authorised absence is at the discretion of the Executive Principal. Requests for leave of absence longer than three days can be made on the parent portal and will either be approved or declined. Absence during term time is strongly discouraged. Holidays in term time will not routinely be authorised.

Procedures for children excused from PE/Sport

Any request to be excused from PE must be explained in a note from the parents.

A member of staff may use their discretion when a pupil requests to be excused from a lesson, but who does not have a parental note. Ordinarily, a pupil who has become ill during the day will have been sent to the Medical Centre.

Parents who request a longer period for their child to be excused from PE/Sport, i.e., more than 2 weeks, must produce a formal letter from their doctor. This serves to verify the illness/injury and so prevent

self-determined absence from physical education, whilst enabling the school to understand and assist with the child’s recovery. If appropriate, a member of teaching staff will call parents to establish the nature and extent of injury and in some cases request a case conference with the child and/or their parent.

In most cases, a child who is excused from a lesson will be required to attend and watch the lesson with the rest of the class. Parents are expected to support this protocol. This protocol allows children to observe the work they are missing and recognises the limits of their illness but allows children to assist in a way that is inclusive.

HEALTH AND MEDICAL If your child is unwell at school

If your child becomes unwell in class, he/she will be taken to the Medical Centre where the nurse will assess your child. If your child is well enough to stay in school, he/she will be cared for by the nurse and will return to their lessons as soon as possible.

The nurse will contact you if your child needs to be collected from school. In the event that you are requested to collect your child from school, it is essential to arrive in a reasonable time frame to ensure the safety and well-being of all pupils.

If you are advised to keep your child at home for a period of 24 hours, please follow the school’s guidance and recommendations accordingly.



Accidents and Emergencies

In the unlikely event of an accident, your child will be taken to the nearest appropriate hospital. One member of staff and a school driver will accompany your child to the hospital.

The school nurse will call parents immediately once a decision to take a child to hospital has been made and a senior member of staff will investigate the incident immediately.

Medication

If your child must take regular medication e.g., inhalers, the medication should be clearly labelled with your child’s name and taken directly to the nurse. All emergency medication such as EpiPens should also be provided to school. A letter with precise instructions detailing the dosage and time for medication to be taken should also be given. A Consent Form giving parental authorisation should be signed prior to this.

In some cases, it might be necessary to seek records from previous clinics prior to a child commencing school.

Communications relating to Health and Medical matters

The school nurses are available on-site and can be reached by phone or email at medicalclinic@kingscollegeriyadh.com. Please feel free to contact them with any medical enquiries. They will also be involved in delivering health education to the children in the school.

Medical History

Parents are expected to ensure that children are up to date with all routine vaccinations and that all relevant medical information is shared with school.

Head Lice

Should your child be found to have some live head lice we will ask parents to take their child home and remain absent from school until the condition is treated. If eggs are found, parents will also be informed and asked to treat their child with medication. Upon return to school pupils undergo a follow-up assessment before returning to class.

Contagious Diseases

If your child has been absent from school due to a contagious disease, a letter of discharge from your doctor is required before they will be allowed to return to school. Please submit this to the school nurse.

Please inform the school if your child contracts an infectious disease, including Covid-19, head lice infection (which can spread rapidly), Chicken Pox, Rubella (German Measles), Impetigo or any other contagious illness which can have serious implications for female staff.

If your child has diarrhoea and/or vomiting, they should remain at home for 48 hours from the last episode of diarrhoea or vomiting.



It is our policy that any child considered to be well enough to attend school is well enough to take part in PE, and outdoor provision.



Concerns and Complaints

Please bring any concerns to our attention early before they grow and become more difficult to resolve. If you need to see your child's class teacher, form tutor or specialist teacher, please request an appointment.

It is always better to talk to somebody early on to avoid the prospect of a minor problem or misunderstanding becoming a larger issue.

Please do not try to contact members of the academic/teaching staff directly by telephone during the school day, as our teachers' prime concern is the education and welfare of our children. For urgent matters, please contact the school reception and a message will be taken for a teacher to contact you the same day.

Pupil Records

Confidential records are kept about each child and will be updated regularly. It is important that the school is kept up to date about emergency contact details for your child. It is also important that the school is notified of any medical conditions (if any) or family circumstances that may affect your child in school. Parents should note that the school will share information held on the school's Management Information System, with the Ministry of Education, and as required by Saudi law.

Parent Portal

Our Parent Portal creates excellent communication, provides extensive information and gives you constant peace of mind.

Parents will be able to access their contact information, child's timetable, child's attendance record and school reports through the Parent Portal. Parents can update their own contact details, reset their passwords or usernames when they need to.



King's College
RIYADH

COGNITA