



GEMS Winchester School Dubai



UAE National Anthem Assembly Plan

Person(s) Responsible: Executive Leadership Team

Approved by ELT: August 2026

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1. Purpose

This document outlines how GEMS Winchester School Dubai (WSD) will meet the requirements of the KHDA Standards for UAE National Anthem Observance Policy (June 2026). It has been written in line with this policy, as well as the additional Guidance on the Implementation of the UAE National Anthem Observance Policy (June 2026).

This document should also be read alongside the school's UAE National Anthem Communication and Induction Protocol.

The plan ensures that:

- The UAE National Anthem is played every operational school day;
- Every student has the opportunity to participate in a shared physical gathering for the anthem at least once each week;
- The school's assembly arrangements are clear and consistently implemented;
- Appropriate supervision and safety arrangements are in place;
- Students of Determination are supported to participate meaningfully; and
- WSD can demonstrate compliance to KHDA upon request.

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2. WSD Delivery Model

WSD will use the following approved KHDA delivery model:

Selected Model	Rotational Model
Rationale	WSD use a shared assembly space (either the Primary Hall or Auditorium) at various points in the week to ensure each Year Group receives a weekly assembly.

The selected model will be applied consistently for a minimum of one full term. Any change to the model will be:

- Recorded in this Assembly Plan;
- Approved by the designated senior leader;
- Communicated to staff, students and parents before implementation; and
- Implemented in a way that continues to ensure all students receive a weekly opportunity to participate.

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3. Daily Observance

The UAE National Anthem will be played on every operational school day.

On days when a student cohort is attending a scheduled group assembly, the anthem will also be played as part of that assembly. For cohorts not attending an assembly on that day, the anthem will be played through the

school's Public Address system at the beginning of the school day. The UAE National Anthem will therefore be observed daily, irrespective of whether a formal assembly is taking place.

The National Anthem of any country other than the UAE will not be played as part of normal school observance.

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4. Weekly Group Assembly Requirement

Every student will have the opportunity to participate in a shared physical group assembly for the UAE National Anthem at least once each week. The physical group assembly will:

- Take place in a shared space;
- Involve an identifiable cohort or group of students (e.g. a full Year Group);
- Take place facing the UAE flag where displayed;
- Not consist solely of students remaining within individual classrooms; and
- Be scheduled so that every student cohort has an opportunity to participate each week.

Daily PA observance does not replace this weekly physical assembly requirement.

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5. WSD Weekly Assembly Schedule

The following schedule will be maintained throughout the academic year:

Year Group	Day	Location	Time
FS1	Thursday	FS Playground	7:45 – 8 am
FS2	Friday	FS Playground	7:45 – 8 am
Year 1 (A-F)	Friday	Sensory Garden	9:50 am – 10:30 am
Year 1 (G-J)	Friday	Sensory Garden	8:50 am – 9:20 am
Year 2	Wednesday	Sensory Garden	1:55 pm – 2:25 pm
Year 3	Monday	Sensory Garden	1:55 pm – 2:25 pm
Year 4	Tuesday	Sensory Garden	1:55 pm – 2:25 pm
Year 5	Thursday	Sensory Garden	1:55 pm – 2:25 pm
Year 6	Friday	Sensory Garden	10:50 pm – 11:20 am
Year 7	Monday	Auditorium or Primary Hall	7:45 am – 8:40 am
Year 8	Tuesday	Auditorium or Primary Hall	8:45 am – 9:40 am
Year 9	Wednesday	Auditorium or Primary Hall	8:45 am – 9:40 am
Year 10	Monday	Auditorium or Primary Hall	10:15 am – 11:40 am
Year 11	Friday	Auditorium or Primary Hall	7:30 am – 7:45 am
Year 12 & 13	Wednesday	Auditorium or Primary Hall	11:15 am – 12:10 pm

The Head of School will verify that the schedule provides every student cohort with at least one weekly assembly opportunity.

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6. Assembly Routine

Unless an alternative arrangement has been agreed for a particular cohort, assemblies will follow the routine below:

- Students enter the designated assembly area calmly and under staff supervision.
- Students are positioned appropriately, with clear lines of sight and safe access and egress.
- The UAE flag is prominently displayed or students face the UAE flag where it is displayed.
- Students are prepared for the anthem and reminded of expected conduct where necessary.
- The UAE National Anthem is played.
- Students stand respectfully, remain still and give their full attention, where physically able.
- Singing along is encouraged.
- On completion of the anthem, the assembly continues or students are dismissed in an orderly manner.
- Staff supervise dispersal according to agreed procedures.

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7. Conduct Expectations

Students

During the anthem students are expected to:

- Stand respectfully where physically able;
- Remain still;
- Face the UAE flag where displayed;
- Listen attentively;
- Refrain from talking;
- Refrain from using mobile devices;
- Avoid distracting behaviour; and
- Show appropriate respect throughout.

Staff

All staff are expected to:

- Model exemplary conduct;
- Stand respectfully throughout the anthem;
- Give the anthem their full attention;
- Reinforce expectations consistently;
- Supervise students appropriately; and
- Support students who require reasonable adjustments.

Early Years

For children in the Early Years, expectations will be age-appropriate. This means calm, attentive and respectful participation is expected. Formal posture and accurate singing are not required.

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8. Supervision Arrangements

Each assembly will have sufficient staff deployed to ensure safe supervision. The designated assembly lead will ensure:

- Appropriate staff-to-student supervision;
- Clear responsibilities for entry, assembly and dispersal;
- Appropriate positioning of staff;
- Access and exit routes remain clear;
- Emergency procedures can be activated immediately;
- Students of Determination are appropriately supported; and
- Any identified risks are addressed.

Key Responsibilities

Assembly Lead:

- Responsible for ensuring students and staff attend at the scheduled time and follow agreed procedures.

Teaching and Support Staff:

- Responsible for supervising assigned students and modelling expected conduct.

Inclusion Team:

- Responsible for advising on reasonable adjustments required for individual students.

Facilities / Operations Team:

- Responsible for ensuring that assembly spaces and audio equipment are safe and operational.

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9. Risk Assessment & Emergency Planning

Assembly arrangements will be supported by appropriate risk assessment and emergency planning.

Risk assessment will consider:

- Capacity of the assembly space;
- Safe entry and exit routes;
- Congestion and crowd movement;
- Student supervision;
- Temperature and weather conditions where outdoor spaces are used;
- Accessibility;
- Students of Determination;
- Fire and evacuation procedures;
- Medical emergencies;
- Security arrangements; and
- Safe dispersal.

Emergency procedures always take precedence over routine National Anthem observance. Where an emergency, evacuation, lockdown, severe operational disruption or other exceptional circumstance prevents the anthem from being played, the school will:

- Prioritise safety;
- Record the reason;
- Retain the record as evidence; and
- Resume normal observance at the earliest safe opportunity.

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10. Students of Determination

WSD will ensure that Students of Determination can participate meaningfully and inclusively.

Reasonable adjustments may include:

- Supported seating;
- Adjusted positioning;
- Additional adult support;
- Modified movement arrangements;
- Sensory adjustments;
- Mobility support; or
- Other appropriate accommodations.

Reasonable adjustments must:

- Be appropriate to the individual student's needs;
- Preserve the student's dignity;
- Support participation within the wider school community; and
- Avoid unnecessary segregation.

Relevant arrangements will be recorded where appropriate.

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11. Student Absence

Where a student is absent on the day of their scheduled assembly, the school will not be considered to have failed to provide the opportunity, provided that:

the published Assembly Plan shows that the student was scheduled to participate; and normal school attendance records demonstrate the student's absence.

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12. Distance or Remote Learning

During full or temporary distance/remote learning:

- The UAE National Anthem will be played at the start of the first scheduled synchronous period each operational school day;
- The physical weekly assembly requirement will not apply during full distance learning; and

- Full in-person requirements will resume from the next school day following the return to in-person education.

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13. Monitoring

The schools Executive Leadership Team will periodically check that:

- Daily observance is taking place;
- The PA system is being used on non-assembly days;
- All cohorts are included in the weekly assembly schedule;
- Assemblies are being conducted in accordance with this plan;
- Staff supervision is sufficient;
- Students of Determination are appropriately supported; and
- Any changes or exceptional circumstances have been documented.

Any identified compliance issue will be addressed promptly. Furthermore, WSD will retain appropriate evidence, including:

- Assembly timetables and school calendars;
- Relevant attendance records;
- Risk assessments and supervision arrangements;
- Reasonable adjustment information where appropriate; and
- Records of exceptional circumstances.

The Assembly Plan will be made available to KHDA upon request.

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