

Parent – School Contract Arab Unity School

Introduction:

A constructive relationship between the school and families is key to ensuring that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties, the schools and the families, if these constructive relationships are based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, schools should have effective procedures to address and mitigate parental concerns and complaints, while at the same time parents should also be recognized and used as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it only after all queries have been addressed by the school.

The terms and conditions stipulated in this contract are a reference for dispute resolution. KHDA will uphold the agreement stipulated in this contract when a party refers a matter to KHDA for deliberation and endorsement.

Definitions:

- **Authority or KHDA:** The Knowledge and Human Development Authority.
- **Child:** the child or children (at any age) admitted by the school to be educated and whose name appears in this document.
- **Contract:** this document.
- **Educational Services:** the services that the school provides in order to support the learning and development of the students.
- **Parent:** both parents of the child when both have the legal standing of guardians or are the legal guardian by court order.
- **Policies:** the principles, guidelines and/or rules adopted by a school and shared with all stakeholders for the purpose of achieving specific objectives. These objectives could be related to any issue pertaining to the operation of the school, such as academics, health and safety or students' behavior.
- **School:**

- **School tuition fees:** any amounts owing to the school for a student's enrolment, education and related activities at the school. These fees are clearly communicated and are stipulated in this contract.
- **Student(s):** all those who are admitted and registered at the school to be educated at any grade level.
- **Third party:** the provider, other than the school, of a specific service for the students via the school.

Latest published DSIB Rating for is .

1. Admission:

The management of is pleased to offer a holder of Emirates ID no. enrolment in Grade/Year for the academic year .

Student Special Support

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

Parents are expected to:

Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.

- Notify the principal in writing if you are aware or suspect that your child (or anyone in his or her immediate family) has a learning

difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked

to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the

parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.

- Refer to the school's policies in relation to **Students of Determination and others in need of special educational support.**

2. Curriculum and Educational programmes:

Please refer to table below for detailed information regarding the school's curriculum and programmes. The table also indicates boards and organisations which have accredited or authorised the school **in addition to standard MOE and KHDA requirements regarding Arabic, Islamic Education, Moral Education and UAE Social Studies.** Websites are included if parents wish to seek further information.

Phase/ Cycle: Curriculum/ Accreditation/ Authorisation		
Programme:		
Phase 1 [EYFS]	National Curriculum of England	www.gov.uk
Phase 2 [Year 1-6]	National Curriculum of England	www.gov.uk
Phase 3 [Year 7, 8 & 9]	National Curriculum of England	www.gov.uk
Phase 3 [Year 10 & 11]	Cambridge Assessment International Education (CAIE) and Edexcel	www.cie.org.uk and www.pearson.com
Phase 4 [Year 12 & 13]	CAIE and Edexcel	www.cie.org.uk and www.pearson.com

- a. **Mandatory subjects:** As per the rules and regulations in the UAE, it is mandatory for:

All Muslim students to study Islamic Education from Year 1 to Year 12 inclusive.

2. All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Year 1 to Year 12 inclusive.

3. All students registered at the school with a non-Arab passport to study Arabic as an additional language from Year 1 to Year 9 inclusive.

4. All students to study UAE Social Studies and Moral Education in the required Years.

b. **Subjects offering:**

Phase:	Subjects
Phase 1 [EYFS]	Literacy, Mathematics, Communication and Language Physical Development, Personal, Social and Emotional Development Understanding the World, Expressive Arts and Design
Phase 2 [Year 1-6]	Arabic, Islamic Education or Value Education, UAE Social Studies, Moral Education, English, Mathematics, Science, Computing, PE, Art, Music. Urdu is offered in Year 4 but if selected, it must be followed through to Year 6 at least. Those not taking Urdu take English Literature.
Phase 3 [Year 7, 8 & 9]	Arabic, Islamic Education or Value Education, UAE Social Studies, Moral Education, English, Mathematics, Science, Perspectives, Computing, PE, Art. Urdu is offered in Year 7 but if selected, it must be followed through to Year 9 at least. Those not taking Urdu take a KS3 Course in Enterprise.
Phase 3 [Year 10 & 11]	<p>Year 10 Subjects</p> <p>For all Arab Passport Holders: Arabic as a First Language, Islamic Education, Moral Education, UAE Social Studies, English, Mathematics, ICT and PE</p> <ul style="list-style-type: none"> plus FOUR subjects chosen from the List below. <p>For all non-Arab Passport Holders: Islamic Education or Values Education, Moral Education, Social Studies, English, Mathematics, ICT, Perspectives and PE</p> <ul style="list-style-type: none"> plus ONE subject from Arabic as a Second Language, English Literature, Enterprise , or Urdu

- plus **FOUR** subjects chosen from the List below.

Year 10 Optional Subject List (depending on numbers):

Accounting, Art & Design, Biology, Business Studies, Chemistry, Combined Science, Design & Technology, Economics, Enterprise, Environmental Management, Geography, Global Perspectives, History, Physics, Statistics and Travel & Tourism

Year 11 Subjects

For all students: Arabic as a First or Second Language, Islamic Education or Values Education, Moral Education, English, Mathematics, ICT and PE

- plus **BIOLOGY** and **PHYSICS**
- plus **TWO** subjects chosen from the List below.

Year 11 Optional Subject List (depending on numbers):

Accounting, Art & Design, Business Studies, Chemistry, Design and Technology, English Literature, Environmental Management, Geography, Global Perspectives, Travel & Tourism, and Urdu

Please note: School will make the final decision as to which IGCSE Paper is taken by students in the following subjects, on the basis of students' proven academic ability and after consulting with parents:

- **English** as a First or Second Language – Core or Extended Paper
- **Mathematics** – Core or Extended Paper
- **Biology** – Core or Extended Paper
- **Chemistry** – Core or Extended Paper

Physics – Core or Extended Paper

<p>Phase 4</p> <p>[Year 12 & 13]</p>	<p>Compulsory Subjects (Years 12 and 13):</p> <p>Moral Education, and Community Action or PE</p> <ul style="list-style-type: none"> plus (in Year 12 only) Islamic or Value Education and Arabic as a First Language for Arab Passport Holders. <p>NB. Non-Arab Passport Holders can choose to add Arabic as a Second Language in Year 12 but it is not compulsory.</p> <p>All Year 12 and 13 students then take <u>TWO</u> or <u>THREE</u> further subjects from the list below, subject to demand :</p> <p>Accounting, Biology, Business Studies, Chemistry, CRQ#, Economics, English Literature, IT, Mathematics, Physics, Psychology, Media Studies, Travel & Tourism</p> <p># CRQ (the Cambridge Research Qualification) is generally only open to Year 13 students after review of their Year 12 results</p>
--	--

c. Choice of educational streams:

<p>Year 10 - COMPULSORY SUBJECTS</p> <p>NB All Year 10 subjects will continue into Year 11 (2020-2021)</p>	
<p>Arabic as a First Language (MOE)</p> <p>for Arab Passport Holders</p> <p>Arabic as a Second Language (MOE)</p>	<p>English First Language (EFL)</p> <p>OR</p> <p>English Second Language (ESL)</p>

<p>can be taken as an Optional Subject by non-Arab Passport Holders (see below)</p> <p>Islamic Education (MOE) for Muslim students only</p> <p>OR</p> <p>Values Education for non-Muslim students only</p> <p>Moral Education (MOE) UAE Social Studies (MOE) Physical Education (PE)</p>	<p>Mathematics</p> <p>Information and Communication Technology (ICT)</p>
---	--

ONE ADDITIONAL OPTIONAL SUBJECT (subject to demand) for those not taking
ARABIC AS A FIRST LANGUAGE (see above)
Arabic as a Second Language **OR** English Literature **OR** Enterprise **OR** Urdu

<p>FOUR ADDITIONAL OPTIONAL SUBJECTS (subject to demand)</p>	
<p>Accounting</p>	<p>Enterprise</p>

Art & Design (Girls only)	Environmental Management
Biology	Geography
Business Studies	Global Perspectives
Chemistry	History
Combined Science (not with any other Science)	Physics
Design & Technology (Boys only)	Statistics
Economics	Travel & Tourism

Year 11 - COMPULSORY SUBJECTS	
Arabic as a First or Second Language (MOE)	English First Language (EFL)
	<u>OR</u>
	English Second Language (ESL)
Islamic Education (MOE) for Muslim students only	Mathematics
<u>OR</u>	Information and Communication Technology (ICT)
Values Education for non-Muslim students only	Biology
Moral Education (MOE)	Physics
Physical Education (PE)	

TWO ADDITIONAL OPTIONAL SUBJECTS
continued as per choices made in Year 10 (2018-2019)

Year 12 - COMPULSORY SUBJECTS	
NB All Year 12 subjects will continue into Year 13 (2020-2021)	
Arabic as a First Language (MOE) for Arab Passport Holders Islamic Education (MOE) for Muslim students only	Moral Education (KHDA) Physical Education (PE) or Community Action Independent Research
STREAM 'A' TWO A LEVELS IN ONE YEAR (subjects offered subject to numbers) Biology Chemistry Mathematics Physics	STREAM 'B' THREE AS LEVELS IN ONE YEARS (subjects offered subject to numbers) Accounting, Biology, Business Studies, Chemistry, Economics, English Literature, IT, Mathematics, Physics, Psychology, Media Studies and Travel & Tourism
Non-Arab Passport Holders may also take Arabic as a Second Language if they wish, although this is not compulsory.	

Year 13 - COMPULSORY SUBJECTS

Moral Education (KHDA)

Physical Education (PE)

or Community Action

Independent Research

TWO or THREE ADDITIONAL OPTIONAL SUBJECTS

continued as per choices made in Year 12 (2018-2019),

subject to achieving at least a D Grade in AS Examinations.

The Cambridge Research Qualification (CRQ) may be considered by Year 13 students, in consultation with the school, either as an additional qualification or as a replacement

for one or more A Level subjects.

d. Assessment policy:

The school operates a variety of external standardized tests to support the UAE National Agenda such as CAT4 and GL Assessments in various Phases. Beyond those, we also operate assessments as follow:

EYFS:

Ongoing formative assessments throughout the year against Early Learning Goals, reported to parents in terms of competence in relation to the child's skills and understanding when set alongside their age-related expectations.

Primary (Years 1 - 6):

- Ongoing formative assessments
- End of unit assessments throughout the year
- Term End Assessments (Winter, Spring and Summer), reported to parents to indicate standards achieved against age-related expectations and personal potential

Secondary (Year 7-10)

- In class tests, **research projects** and assessments
- Term End Examinations (Winter, Spring and Summer), reported to parents to indicate standards achieved against age-related expectations and personal potential

Secondary (Years 11 - 13):

- In class tests
- Project work
- Coursework as applicable
- Winter **Term** internal examinations **and tests**, reported to parents to indicate standards achieved against final IGCSE/A Level Grades and personal potential

- **Interim, Mock and** Final IGCSE Exams **(Year 11)**

- **Interim, Mock and** Final A Level/AS Level Exams **(Year 12 and 13)**

Key assessment papers are shared with students after having been marked and

moderated by staff, in order for targets for improvement to be identified.

e. Promotion and retention policies:

1. Promotion / Passing Marks (all Years):

Arabic/Islamic Studies : 50%

All other subjects : 40% or its equivalent IGCSE Grade

Re-tests **may** be required if students fail to register a pass in any subject

2. Retention / Re-entry:

Retention will be actioned where the school judges that remaining in the same Year for

12 more months is in the best interests of the child for any or all of the following reasons:

–Educational Psychologist advice

–Personal and/or Social Development deficit

–Poor attendance record, hindering the child's academic progress

–Failure to achieve the Promotion Marks above

Exceptional consideration for promotion will be given to Students of Determination and others categorized as being in special need who fail to achieve the published Passing Marks.

Parents will be consulted on any such decision, but the final outcome will be decided by the school

Year 11:

Entry

Entry into 'STREAM A' will be dependent upon the student achieving at least a IGCSE Grade A in the subject they wish to take at A Level.

Entry into 'STREAM B' will be dependent upon the student achieving at least a IGCSE Grade B in the subject they wish to take at A Level, or whatever other requirement is deemed suitable by the school if the child has not taken the A Level subject at IGCSE. Other more detailed entry requirements are included in the school's Sixth Form Options Booklet and these form part of the agreement between school, student and parent once the Sixth Form Application and Offer Forms are signed by all parties.

All Year 12 students in STREAM 'B' must take 3 A Level subjects. Students wishing to take only 2 A Level subjects over two years may only do so in exceptional circumstances and must have written permission to do so, signed by the Principal.

All students must achieve at least 6 C Grades in their IGCSE examinations at the end of Year 11. Included in that number must be either a Grade C

in IGCSE English as a First Language or a B in IGCSE English as a Second Language.

Year 13:

Entry

The school's decision will be final as to whether or not the student's Year 12 exam results and attitude to work merit their return to school.

Entry into Year 13 will be dependent upon the student achieving at least an AS Grade D in the subjects they wish to take at A2 Level.

All Year 13 students must take at least 2 subjects at A2.

One-Year A Level students:

Students completing the STREAM 'A' route through Year 12 are welcome to re-apply for a further year of study in school, subject to the appropriateness of their request and their attitude to work and their prior attainment in subjects they wish to take up.

f. Extra-curricular activities and celebrations:

Sr. No	Events	Date
1	Orientation Days	September
2	Founders' Day, Investiture Ceremony and Prizegiving (IGCSE and A Level)	September
3	Sports Days (Primary)	November
4	Career Fair	November
5		

	UAE National Day	December
6	Sports Days (Senior School)	February
7	Annual Day (Primary)	March
8	Celebration Days (Years 5-13)	March
9	Graduation Days	Years 11-13: April FS: June
10	Option Choices for Year 9 going into Year 10 and Year 11 going into Sixth Form	April
11	Summer Prizegiving (Internal Exams)	June

g. Graduation requirements:

Year 11 (IGCSE):

- Minimum 5 IGCSE subjects at Grade E or above
- Pass in the Arabic & Islamic Education (Ministry), as applicable
- 96% attendance (except if valid reasons are given and accepted by school)

Year 12 - 13 (AS/A Level):

- Minimum 2 subjects at AS Level and 1 subject at AL, all at Grade D or above
- Pass in the Arabic & Islamic Education (Ministry) , as applicable
- 96% attendance (except if valid reasons are given and accepted by school)

For the UAE certificate equivalency requirements, please visit the UAE Ministry of Education website (<https://www.moe.gov.ae>)

3. Fees:

Fees will be updated and approved by KHDA on a yearly basis in accordance with DSIB rating and the Educational Cost Index (ECI) which is announced yearly by Dubai Statistics Center (DSC), and it will be communicated by KHDA through various channels.

- a. Responsible/authorised party for payment of fees name .
- b. The School, vouches that no additional mandatory fees will be required from parents during the academic year except for fees clearly indicated in this contract.
- c. The fee structure at for the academic year is as follows:
- d. The following are additional **mandatory** fees required for the academic year :

Mandatory item	Fee (AED)	Due date (dd/mm/yyyy)	Add to installments

- e.
- f. The following additional fees apply for **mandatory** external examinations in the following Grade/Year levels:

Examination	Fee (AED)	Due date (dd/mm/yyyy)	Comments

- g. Parents are required to pay the Board examination fees on a **cost** recovery basis as charged by the **Board examination** itself with no extra charges.
- h. Payment of approved fees is expected in instalments according to the following timetable:

Status	Percentage	Amount (AED)	Date due (dd/mm/yyyy)
First installment	%		
Second installment	%		

Third installment	%		
Fourth installment	%		
Fifth installment	%		
Sixth installment	%		
Seventh installment	%		
Eighth installment	%		
Ninth installment	%		
Tenth installment	%		
Eleventh installment	%		
Twelfth installment	%		
Re-registration fees			Deduct from first installment Deduct from all installments
Sibling Discount	%		
Staff Discount	%		
Other Discount		Amount comment	Deduct from first installment Deduct from all installments
Shift Discount			

i. Total fees for the academic year:

Tuition fees (AED)	Other fees (AED) (mandatory + exams)	Discount (AED)	Total Cost (AED)	Prepayment (AED)	Total due (AED)

j. *Private agreements to "facilitate" payments for some families are to have permanent standing, and not to be altered from year to year.*

Students in Y11-13 will be required to pay the IGCSE, AS and/or A Level examination entry fee for **all of the subjects** which they are registered by the school to study at the **start** of each Academic Year. These fees will become payable in January 2019, as notified by the school to parents.

Returning students:

- For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:
 - This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
 - The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.
 - This amount is deductible from the first term of the academic year.

New students:

- For new students, and according to the Schools Fees Framework, the school will charge parents up to 30% of the total fee amount to be paid within ten (10) days of the issuing of the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year.

Refunds:

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
 - If the student attends school for two weeks or less, one month's fee will be deducted.
 - If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
 - If the student attends for more than a month, three months' fees will be deducted.

**** In case of a change or cancellation of the above discount policy, parent will be given a notice period of one academic year.**

**** The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.**

**** The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.**

4. Communication:

Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication between school and parents happen through different means, such as the school's website, pamphlets and/or newsletters, Circulars and SMS. To target all parents. The language of communication for all schools should be available in the language of instruction at the school and, **as appropriate**, an additional language most suitable to the school community.

The responsibilities of the school include:

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programmes, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports and Parent Teacher **meetings held at least 2 times per year**. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents the opportunity to see and review all of their child's work and assessments **in a manner most appropriate to the school**.

The responsibilities of the parents include:

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school.
- Being courteous in their approach to staff when enquiring about their child.
- Attending meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardise their child's progress and learning experience. Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.

5. Attendance and punctuality:

First academic day for students	Last academic day for students	Term Break 1	Term Break 2	Term Break 3

The daily routine:

Timing of the day:

FS: 07:45 A.M. TO 14:00 P.M

YR. 1 – 13: 07:45 A.M. TO 14:00 P.M.

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and will **do all that it can to** ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

Parents, the students and the school must work together to improve and maintain high attendance rates.

The responsibilities of the school include:

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relations to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.
- **Communicating with parents when a student's absence or lateness is causing either a Health and Safety concern or is damaging their academic progress**

The responsibilities of the parents include:

- Reading, ratifying and implementing the school's policy on attendance and punctuality.

- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.
- Reporting by email before 8.30am to attend@arabunityschool.ae if your child is absent on each and every day of that absence

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five(5) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to student and notify parents. Tardiness will be noted in the students' progress report.
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours.

		<ul style="list-style-type: none"> • A written notice announcing refusal to re-enroll the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	<p>Written warning to student and notify parents.</p> <p>Absent days will be noted in the students' progress report.</p>
	Up to an additional three(3) instances of absenteeism in a short period of time	<p>Parents and student to be called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and student to sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

6. Attitudes and behavior:

Schools strive to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, **the responsibilities of students and parents include:**

- Abiding by the school's behaviour policy which is attached with this contract. This policy will cover expected code of behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.
- Ensuring the student understands the school's expectations and possible consequences that may arise due to breach of the behaviour code.
- Attitudes and Behaviour should be aligned to the Vision and Mission of the school.
- An attitude of diplomacy and camaraderie should be followed at all times.

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school. The matter will be referred to KHDA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy must include, but not be restricted to, the following:

- Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community;
- Parents and students must not use School's name, School Logo or any other official matters related to school in social media forums;

- Parents and students are solely responsible for their public and social posts and may be subject to legal procedures should the post be found defamatory constituting any kind of harassment or discrimination;
- Parents and students should support the School policy on anti-bullying;

Instances of proven and intentional breach of the above will result in sanctions that may include Suspension from the school.

7. Health and safety:

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

The responsibilities of the school include:

- Providing students with appropriate medical care as per the regulations set by Dubai Health Authority.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.
- Vaccinating students as per the guidelines of Dubai Health Authority.

The responsibilities of the parents include:

- Sharing with the school all information related to their child's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to **any** school's policies and guidelines in this regard.
- Ensuring that the students are vaccinated against vaccine preventable diseases.
- Ensuring to inculcate the importance of healthy diet, exercise and hygiene to the students.
- Ensuring students with any infectious or communicable disease like viral flu, chicken pox, mumps, measles, etc are not coming to school until he/she is certified fit by a licensed Physician.
- Ensuring students come neat and tidy to the school with hair clean and nails trimmed.

- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

8. Transportation:

The school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in a school policy, the school will also ensure the full implementation of the guidelines outlined by RTA on the matter.

The following are expectations set by the school for parents at the school.

a. Private vehicles:

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit routes set by the school.
- The safety of children and other pedestrians is our highest priority and careless or reckless driving will be recorded and reported.
- Any abuse of our staff, students and parent volunteers will not be tolerated.
- Car owners of private vehicles should not stop in the middle of the road to drop or pick their wards.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed.

- If a child is not travelling away from school on the school bus at the end of the school day, parents must arrange for their child(ren) to be collected from school by 2.30pm at the latest, except

- a. at the end of an after-school activity (in which case the child must be picked up at the time of the activity ending),
- b. as the result of an emergency, or
- c. with a clear, time-defined and written agreement, signed and dated by the parent and the Principal

b. Buses:

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.

- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.
- RBT reserves the right to decline the provision of service, if students do not adhere to the rules.

Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.

9. Appeal process:

Every school must set up an appeals process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations.

It is expected that parents refer to this process for any conflict resolution within the school:

- a. If a student/parent wants to question a decision made by the school at any level, then the parent should meet the person directly involved in the decision such as a teacher or heads;
- b. If the parent is still not satisfied, then he/she should meet with the head of section such as head of elementary or senior school if applicable;
- c. If the issue is still not resolved, then the parent must meet the principal of the school to try to resolve the issue;
- d. If the issue is still not resolved after this stage, then the parent shall write an official letter to the board of governors. The board of governors will be required to set up a committee comprised of a teacher, a parent, a school leader and a member of the board of governors. None of the members of the committee shall have any connection to the original concern or complaint. The committee shall study the matter and within 10 working days issue a written report to both the principal of the school and to the parent;
- e. Each process from (A to C) should not exceed more than (5) working days. If the parent is still not satisfied, then the parent has the right thereafter to refer the matter to KHDA by contacting ***the Compliance and Resolution Commission*** on CRC@khda.gov.ae.

KHDA has the right to uphold or repeal any and all decisions. Its final decisions are binding to both the school and parents.

This contract is the sole reference for the Knowledge and Human Development Authority to resolve any dispute between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school polices which may conflict with its clauses.

Declaration:

I/We parent/ guardian of hereby certify that I/we have read the terms and conditions and all related school policies and agree to abide by them. I/we agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my child.

Latest published DSIB Rating for is

Please note that signing and returning this contract implies full acceptance of all the above terms and conditions.

Important Information:

- This contract is valid as long as your child is studying in this school. Any future amendment of the contract will be shared with you for review and concerns will have to be raised within four weeks of announcement of changes. Beyond this period the changes will be considered accepted by the parent.

- Should the student resume classes for the new academic year at the same school, the contract will automatically renew for the entire duration of that new academic year.

Principal	Father	Mother	Guardian	Coordinator
Name:	Name:	Name:	Alternative responsibility:	Name:
	Emirates ID:	Emirates ID:	Emirates ID:	