



# مدرسة الأمانة الخاصة Al Amana Private School

*Vision: "Every Child is a God given Amana to be educated and developed into balanced individuals with well-rounded personality".*

## Parental Contract Academic Year 2024-2025

Al Ramla West Street No. 17

Sharjah-UAE, P.O Box 27194

Phone: +971 6 5676783

Fax: +971 6 5676784

Email: [info@amanaschool.com](mailto:info@amanaschool.com)

*Mission: "To discover the student's potential, nurture and transform them into responsible world citizens".*

## **1 Communication:**

- The school will maintain open and regular communication with parents regarding the child's progress, behavior, and any concerns or updates.
- The school will respond to parent inquiries and concerns within a reasonable timeframe, using preferred communication methods specified in this contract.

The school's role encompasses the task of keeping parents and the school community well-informed about various aspects of Al Amana School. This includes sharing updated school policies, rules, expectations, potential changes, programs, and any other essential information. You'll primarily utilize the Al Amana School App, email, SMS, and phone calls for communication purposes.

### **The school's responsibilities consist of:**

1. Effectively communicating the school's timetable and daily routine to parents, while also specifying the mode of teaching and learning, such as live sessions, recorded sessions, or in-school sessions.
2. Ensuring that parents are aware of the key points of contact at Al Amana, along with the most efficient methods to reach them.
3. Providing parents and students with comprehensive information about the exams and assessment platforms, including the expectations and responsibilities of all parties involved.
4. Sharing details about the availability and delivery methods of extracurricular activities, if applicable.
5. Informing parents about tuition fees, as well as any mandatory and optional fees, and ensuring they are aware of the payment deadlines.
6. Setting clear expectations and raising awareness regarding safe online behavior for both parents and students.
7. Regularly updating parents on their child's progress and academic performance.
8. Informing parents about their child's attendance and behavior, when applicable.
9. Keeping parents informed about upcoming school events, ensuring that the organization and details are conveyed clearly.

### **Parent's Responsibilities:**

1. Communication:
  - Parents will maintain open and regular communication with the school, promptly notifying the school of any concerns, changes in contact information, or relevant updates regarding the child.
  - Parents will respond to school inquiries or requests for information within a reasonable timeframe.
1. Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
2. Referring regularly to established means of communications for any updates about the school.
3. Being courteous in their approach to staff when enquiring about their child.
4. Should your child be absent, please notify the section supervisor every day your child is sick so that the register can be updated.
5. Attending all meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardize 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.
6. Committing to paying all financial obligations to the school on time.

## **2. Acceptance of the students' enrolment in the school**

### **2.1 School's Responsibilities:**

1. Reviewing and processing the student's application for admission, ensuring all required documents are submitted.
2. Conducting assessments or interviews, if necessary, to evaluate the student's academic and behavioral suitability for the school.
3. School will register the students on Ministry system (Daleel)
4. Informing the parents about the school's policies, procedures, curriculum, and any specific requirements or expectations.
5. School will provide any requested letters:
  - Continuation letter
  - Fees Invoice
  - Good conduct
  - Transfer certificate
  - Clearance certificate
  - Photograph consent form
6. Providing a safe and inclusive learning environment that promotes the well-being and development of the students.
7. Offering a quality education that aligns with academic standards, including qualified teachers, appropriate resources, and a well-rounded curriculum.
8. Addressing any concerns or issues that may arise during the student's enrollment promptly and effectively.
9. School will provide the assistance to attest the document for the parents from SPEA if required.
10. Ensuring the student's safety and security while on school premises or during school-related activities.
11. Offering extracurricular activities and programs that enhance the student's overall growth and development.
12. Collaborating with parents to create a supportive partnership in the child's education journey.

### **2.2 Parents' Responsibilities:**

1. Providing accurate and complete information during the enrollment process, including the student's personal details, academic records, and any special needs or requirements.
2. Complying with the school's policies, rules, and regulations, as well as supporting the school's mission and values.
3. Paying the required fees and tuition on time and adhering to the school's financial obligations.
4. Ensuring the student's regular attendance and punctuality, and notifying the school of any absences or delays.
5. Supporting the student's academic progress by encouraging homework completion, monitoring study habits, and promoting a positive attitude towards learning.
6. Actively participating in school-related activities, such as parent-teacher meetings, school events, and volunteering opportunities.
7. Communicating with the school about any concerns or issues affecting the student's well-being or academic performance.
8. Promoting respectful behavior and discipline at home, reinforcing the school's values and promoting positive social interactions.
9. Confirm and sign the contract stipulated between the parent and the school.

10. Receiving the application for admission by the school is not considered final acceptance until the admission is approved by the Sharjah Private Education Authority (SPEA)

### **3.School Curriculum**

The School follows EYFS (KG), Cambridge Assessment International Education at primary, lower secondary & upper secondary levels preparing the students for the IGCSE in Year 10/Grade 9 & Year 11/Grade 10.

#### **Kindergarten (FS2/KG1)**

The Kindergarten years are exciting time for a child to explore, interact and learn. This is the time when children need utmost care and guidance. Our Kindergarten programme underpins all future learning by supporting, fostering and developing children for personal, social and emotional well-being. A record of individual student attainment and progress in the following areas is maintained through an ongoing system of spaced oral and written activities and parents are informed of it at the end of each term.

- Personal, Social, Emotional Development.
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of World
- Physical Development
- Creative Development
- Along with Arabic and Islamic Education.

#### **Cambridge Primary Programme (Year 1/KG2 to Year 6/Grade 5)**

Primary programme provides opportunities for all the students to learn and progress. CAIE Primary programme helps in identifying students' strength and weaknesses. It progresses students seamlessly into middle years preparing them for the lower and upper secondary stage. The subjects offered are:

Arabic, Islamic Education, Social Studies, English, Mathematics, Science, Information & Communication Technology (ICT), Art, Physical Education (PE), Moral Education, Tajweed & French/Urdu from Year4/grade3 onwards.

#### **Cambridge Primary Checkpoint Exam Policy**

- Primary checkpoint exam will be conducted in Year 6/Grade 5 in 3 subjects namely, Science, English and Math.
- Syllabus for this will be from year6/Grade5.
- Cambridge Exam fees to be paid for 3 subjects in August along with the school fees.

## Cambridge Lower Secondary (Year7/Grade 6, Year 8/Grade 7, Year 9/Grade 8)

Lower Secondary provides learning from all angles and facets to help each child realize their potential and prepare them for demands of the various IGCSE assessments. The subjects offered are:

Arabic, Islamic Education, Social Studies, English, Mathematics, Science Information and Communication Technology (ICT), Physical Education (PE), Moral Education, Tajweed and French/Urdu.

- Lower Secondary checkpoint exam is a diagnostic and international benchmark will be conducted in Year9/Grade 8 in 3 subjects namely, Science, Mathematics and English.
- The syllabus for this will be from year9/Gr8.
- Checkpoint exam fees for 3 subjects should be paid in August along with the school fees.

## Cambridge Upper Secondary (IGCSE – Year 10/Grade 9 & Year 11/Grade 10)

### Subject selection policy

- In Year10/Grade 9 and Year 11/Grade IGCSE teaching will begin for all the subjects namely, English, Mathematics, Physics/Accounts, Chemistry/Economics, Biology and Business Studies.
- In Year10/Grade 9 students will appear for IGCSE exam in ICT and other optional subjects.
- In Year11/Grade 10 students will appear for IGCSE exam in 5 subjects for Science Stream and 6 subjects in commerce stream.

**Cambridge Upper Secondary** (IGCSE – Year 10/Grade 9 & Year 11/Grade 10)

#### IGCSE SUBJECT SELECTION POLICY

Science Stream		Commerce Stream	
1	English as a second language	1	English as a second language
2	ICT	2	ICT
3	Mathematics	3	Mathematics
4	Physics	4	Accounts
5	Chemistry	5	Economics
6	Biology	6	Business Studies
		7	Biology

Optional Subjects (The subjects mentioned below will NOT be taught at school)	
1. Urdu as a second language	6. Foreign language French
2. Environmental Management	7. First Language Arabic
3. Sociology	8. Islamiyat
4. Literature(English)	9. History
5. Pakistan Studies	10. Geography
• Please visit <a href="http://www.cie.org.uk">www.cie.org.uk</a> for more information.	

## **Approach to Teaching**

- In Year 10/Grade 9 IGCSE teaching will begin for all the subjects namely, English, Mathematics, Physics/Accounts, Chemistry/Economics, Biology and Business Studies.

## **Approach to Examinations**

- All the IGCSE examinations will be conducted in two stages.
- In Year 10/Grade 9 students will appear for IGCSE exam in ICT and other optional subjects.
- In Year 11/Grade 10 students will appear for these mandatory subjects namely Mathematics, English, Physics /Accounting, Chemistry / Economics, Biology and Business studies.
- Students can opt for more optional subjects in Year 10/Grade 9 like Environmental Management, French/Urdu, Arabic (IGCSE), Islamiyat, Sociology, Pakistan Studies, History and English literature and have to make their own arrangement for studies. Subjects which require external moderator and coursework will not be accepted.

## **Additional mandatory MoE subjects**

- Ministry subjects like Arabic, Islamic Education, Moral Education and Social Studies will be taught as usual along with Checkpoint/IGCSE subjects.

## **4. Fees:**

Please refer to the fee and refund policy for the details.

### **School Fees and Refund Policy**

#### **1. Purpose**

The purpose of this policy is to outline the payable tuition fees to schools and other fees in exchange for educational activity services provided to learners, and to regulate fees collection and refunds.

#### **2. Scope and Application**

The scope of this policy includes the private schools licensed by Sharjah Private Education Authority, and beneficiaries of the services provided by these schools.

#### **3. Definitions**

3.1 school fees: Amounts collected by schools in return for providing educational activity services to learners and all the relevant curricular and extracurricular activities related to the curriculum, educational resources and textbooks..

3.2 School transport fees: Amounts collected by schools in exchange for providing school transportation services to the learner from home to school and vice versa, according to the concluded agreement between the school and the parent.

3.3 Other fees: They are the additional fees collected by schools in return for the additional services provided to learners at the request or approval of their parents, and in accordance with the Authority's policies.

3.4 Parent: The person legally responsible for the child or whoever is entrusted with his care.

	Term 1 (Sept-Dec)	Term 2 (Jan-March)	Term 3 (April-June)	Annual Fees
<b>FS2/KG1</b>	3870	2900	2900	9670
<b>Yr1/KG2</b>	3870	2900	2900	9670
<b>Yr2/Gr1</b>	4267	3200	3200	10667
<b>Yr3/Gr2</b>	4258	3192	3192	10642
<b>Yr4/Gr3</b>	4541	3405	3405	11351
<b>Yr5/Gr4</b>	4551	3410	3410	11371
<b>Yr6/Gr5</b>	4780	3584	3584	11948
<b>Yr7/Gr6</b>	4773	3575	3575	11923
<b>Yr8/Gr7</b>	4829	3620	3620	12069
<b>Yr9/Gr8</b>	5160	3865	3865	12890
<b>Yr10/Gr9</b>	5309	3980	3980	13269
<b>Yr11/Gr10</b>	5650	4235	4235	14120

**Transportation fee:**

The Transportation fee will be decided after accommodating changes based on other factors.

**4.1 General Provisions:**

4.1.1. Schools are obligated to collect school fee (tuition and book fee) and transportation fees, provided that, it does not exceed the value approved by the Authority.

4.1.2. The school may apply a system of deducting or exempting from paying fees according to the policy it adopts, with clarifying its conditions and mechanism for parents.

4.1.3. The school shall clarify the total value of the due tuition for each learner of the academic year, as well as the discounts if any. These details shall be mentioned in the contract signed between the school and the parent at the beginning of school enrollment in each academic year.

4.1.4. The school shall be obligated to allow the parent to pay school fee and transportation fees in at least three installments, separated by equal periods of time during the academic year or as agreed upon by the two parties. It is also permissible to pay school fee and transportation fees all at once if the parent so desires.

4.1.5. The school may collect school fee through monthly payments during the academic year.

4.1.6. The school is entitled to collect the first installment of the school fee within one month only before the beginning of the academic year. It shall not compel parents to pay the lump sum before then.

4.1.7. The school shall be obligated to give the parent (or whoever acting on their behalf) a receipt for any cash or electronic amount collected from him/her.

4.1.8. The refund policy of school transportation fees is subject to the terms agreed between the school and the parent upon contracting.

4.1.9. The value of school fee and transportation fees for one month is estimated by dividing the total school fee by 10 months.

4.1.10. If the learner enrolls in school on any date after the beginning of the academic year, school fee will be collected from the beginning of the month in which the student is enrolled (Example: If the student enrolls in the second week of November, then school fee will be collected starting from the beginning of November).

4.1.11. The refund policy mentioned in this policy applies to each semester separately.

4.1.12. The value of school fee is calculated for each semester as follows: – Schools whose academic year begins in September: 40% for the first semester, 30% for the second semester, 30% for the third semester. – Schools whose academic year begins in April: 30% for the first semester, 40% for the second semester, 30% for the third semester.

#### **4.2 Tuition collection in advance:**

4.2.1. The school may collect the enrolment fees for new learners or renew the enrolment of current learners at the school for the following academic year within four (4) months before it starts for the purpose of reserving a seat for the learner. This amount shall be deducted from the school fee of that academic year, provided that it does not exceed (5%) and not exceeding (1000) dirhams of the value of the approved tuition.

#### **4.3 Fees refund:**

4.3.1. The school is entitled to not refund the enrolment fees or the enrolment renewal fees (reserving a seat) in the event that the learner does not attend it, as specified in Paragraph (4.2.1)

4.3.2. If the learner does not attend school during the first week of the academic year, and his parent does not inform the school of this, the school may cancel the seat reservation and reserves the right not to refund the enrolment fees or enrolment renewal fees, and the learner shall lose the seat if there is no vacant seating in the school after that.

4.3.3. If the learner attends the school at the beginning of the academic year and then leaves it voluntarily during the academic year, the fee due to the school will be calculated as follows:

– If a student attends school for a period of two weeks or less, one month school fee shall be charged.

– If a student attends school for a period exceeding two weeks and a maximum of one month, two-month school fee shall be charged.

– If the student attends for more than a month, the value of the entire semester school fee shall be charged.

– Refunded fees are calculated as of the date of the application officially submitted by the parent regarding his/her desire for his/her son/daughter to not continue in school, or the date of the student dropout if it is earlier than the date of submitting the application.

#### **4.4 Other fees:**

4.4.1. The school may charge other fees for additional services provided for the learner and upon request or approval of the parent as in the following cases:

– Entry fees for entertainment places during trips organized by the school for learners in accordance with the policy of extracurricular activities approved by the Authority.

– Fees for extracurricular activities during extended times after official working hours and authorized by the Authority.

– Fees for foreign trips after attaining approval from the Authority.



– Fees for international standardized tests that are not related to the curriculum, as determined by the Authority (circular no. (48) of 2023.

#### **4.5 Fees that schools are prohibited from collecting:**

4.5.1. Except for what was mentioned in this policy, schools are prohibited from charging any fees by any other name. For example, without limitation, admission test fees, website fees, ID fees, level improvement fees, educational materials fees, health services fees, or health insurance fees.

#### **4.6 Parent’s lack of commitment to pay school fee/ other fee:**

4.6.1. In the event that the parent fails to pay the due fee on time, the school has the right to apply the following procedures:

- Refraining from issuing the academic certificate for the learner and not agreeing to transfer him/her to any other educational institution.
- Refraining from renewing the learner’s enrolment for the following academic year until settlement of due fee is made.
- Recourse to the competent judicial authorities to claim its financial rights according to the contracts concluded with parents.

4.6.2. The school may not, even temporarily, suspend the learner from learning, including depriving him/her of taking exams at the end of the semester or academic year, or any other scheduled exams, or depriving him/her of accessing textbooks and educational resources during the academic year in which he/she completed the enrolment or re-enrolment procedures and was enabled to learn since the beginning of the academic year.

### **5. Procedures**

**5.1** The school shall include the due fee in the contract signed between the school and the parent, detailing the due dates for each payment and specifying the date of the student’s enrolment in the school, upon the school’s approval of the student’s enrolment in it.

**5.2** The parent shall submit a documented request in the event that he/she wishes to cancel the student’s enrolment, specifying the date of dropping out.

**5.3** The school shall notify the parent of its approval of the request and set the date of the considered dropout.

**5.4** The school shall implement the financial settlement procedures at the request of the parent and inform him/her of the amount due to or due from the parent.

**5.5** After a financial settlement is reached between the parent and the school, the school shall implement the necessary procedures for the student’s withdrawal from the school and provide him/her with the necessary documents.

## **5 Commitment to the school calendar**

### **5.1 School responsibilities**

Ensure term timings are followed as outlined by the SPEA approved calendar.

To establish a clear and detailed timeline of school days and holidays, to achieve integration between schools and families, according to the best international teaching practices.

Follow the set school timing as approved: School starts 7:00am and finishes at 2.:20pm .

### **5.2 Parent/Guardian responsibilities**

Ensure children are present in school from the 1st day as teaching starts from day 1.

Ensure children arrive ready to start their day at 7.00am. Students arriving after this time are required to report to the relevant Supervisor who will adjust the class register and note the timings. Time keeping is important. Your child's punctuality is recorded on the termly reports.

## **6. Behaviour Management policy**

### **6.1 Behavior management policy approved by SPEA**

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.

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 expulsion of the aggressor from the school. The matter will be referred to SPEA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. 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; Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

At AAPS we follow the student behavior management policy of 2018 regulation for the behavior of students: Behavior and Reward Policy

Behaviour Management Policy

The establishment and promotion of the principles and practices of positive and exemplary behaviour are key to creating effective and productive learning environments for all the students and at all stages of their education; therefore, this policy aims to strengthen the core values of UAE society.

Offences of behavior (for mark deduction)

Behavioural offences are classified into four levels according to their degree, seriousness and impact on the student, the educational environment and society in general. Their respective procedures are implemented according to this policy, each of which shall be documented

According to the approved systems and models, and shall be managed in accordance with the educational systems.

1. Offences of the first degree (minor) - (4) marks each.

Description of the offences

1.1 Lateness to the morning assembly or failure to participate in it without an acceptable excuse, or tardiness to the first period of no more than (10) minutes without an acceptable excuse

1.2 Entering or exiting the classroom during lessons without permission, or not attending classes or school activities without an excuse

- 1.3 Non-compliance with the school or PE uniform, or failure to maintain it
- 1.4 Failure to bring books and school supplies
- 1.5 Failure to follow the rules of positive behaviour inside and outside the classroom, such as: keeping quiet and demonstrating self-discipline during lessons, or making inappropriate noises inside or outside the classroom
- 1.6 Sleeping during lessons or formal school activities without justification or permission (after confirming the health status of the student)
- 1.7 Eating during lessons and during the morning assembly without justification or permission (after confirming the health status of the student)
- 1.8 Non-compliance with the submission of homework and/or assignments on time
- 1.9 Bringing means of communication such as a mobile phone
- 1.10 Misuse of electronic devices such as tablets and others during lessons, including the use of electronic games and headphones in the classroom
- 1.11 Any similar offences at the discretion of the Behaviour Management Committee at the school

## 2. Offences of the second degree (mild) - (8) marks each

### Description of the offence

- 2.1 Repeating a first-degree offence
- 2.2 Absence from school before or after vacations, public holidays, weekends and prior to exams
- 2.3 Exiting school without permission, or truancy during the school day; also considered absence
- 2.4 Inciting fights, threatening or intimidating peers
- 2.5 Committing what shall be considered a breach of the school's common decency or values and customs of the society, such as imitating the opposite sex in clothing, appearance, haircuts, and the use of cosmetics, etc.
- 2.6 School graffiti and vandalism of school furniture or school buses
- 2.7 Photographing and possession, dissemination and circulation of photographs of school staff and students without their permission
- 2.8 Verbal abuse
- 2.9 Smoking on school premises or possession of smoking Paraphernalia
- 2.10 Any similar offences at the discretion of the Behaviour Management Committee at the school.

## 3. Offences of the third degree (serious) - (12) marks each

### Description of the offence

- 3.1 Repeating a second-degree offence
- 3.2 Acquisition, possession, display and promotion of unauthorized physical media or electronic materials in violation of values, morals, etiquette and public order
- 3.3 Defaming and insulting peers or school staff on social media
- 3.4 Bringing or possessing bladed weapons or the like within the school
- 3.5 Sexual harassment within the school

- 3.6 Physical assault on peers or school workers (bullying)
- 3.7 Theft or concealment
- 3.8 Destruction, vandalism or seising of school property and/or facilities
- 3.9 Insulting heavenly religions, or provoking anything that causes sectarian strife in school
- 3.10 Tampering, vandalism or destruction of school buses or harming road users
- 3.11 Any similar offences at the discretion of the Behaviour Management Committee at the school.

#### 4. Offences of the fourth degree (extremely serious) - (20) marks each

##### Description of the offence

- 4.1 Repeating a third-degree offence
- 4.2 Bringing, possessing or using firearms or bladed weapons or the like within the school
- 4.3 Sexual assault within the school
- 4.4 Physical assault leading to injury to peers or school staff
- 4.5 Leaking exam questions or participating in that in any form
- 4.6 Causing fires within the school premises
- 4.7 Impersonating others in school transactions, or falsifying school documents
- 4.8 Insulting political, religious or social symbols in the country
- 4.9 Possessing, bringing, promoting or using drugs, narcotic medications or psychotropic substances within the school, or coming to school under the influence of drugs, narcotic medicine or psychotropic substances
- 4.10 Broadcasting or promoting extremist, expiatory or atheistic ideas and beliefs against the social and political policies of society
- 4.11 Any similar offences at the discretion of the Behaviour Management Committee at the school.

#### **6.2 Behavior management policy approved by the school**

Alongside the By Law of Conduct we use a 4 Stage process for students to rectify their behaviour before it escalates. This involves:

- Verbal Warning
- Name on the board
- Name crossed off (documented)
- Removal by Supervisor (documented)

Within the first 2 stages the student can change their behaviour and the incident will not be documented.

### **7 Health, security and safety**

#### **7.1 School responsibilities**

- Provide and ensure a safe and secure school environment for teaching and learning.
- A full time security controlled access and CCTV cameras are in place to prevent any unauthorised entry.
- Train students for fire drill and ensure emergency evacuation plans placed for the easy access to assembly points during an emergency.

- Ensure health routine requirements monitored, checked, implemented and recorded.
- Providing students with appropriate medical care as per the regulations set.
- 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.

### 7.2 Parent/guardian responsibilities

- To co-operate and support the implementation of health and safety policy and procedure, for a safe and secure school environment.
- Parents are always encouraged to report using prescribed procedures for any unhealthy practice.
- Advise students to take care about their own health, safety and welfare of others.
- Encourage students to report to their class teacher any hazard/threat or any other concerns related to an unsafe learning and teaching environment.
- 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 the school’s policies and guidelines in this regard.

### 8 People of determination

School Responsibilities	Parent Responsibilities
<b>1. Individual Education Plan (IEP)</b>	
<ul style="list-style-type: none"> <li>• The school shall develop an individual education plan for the student, tailored to their specific needs and abilities, in collaboration with the parents.</li> <li>• The school shall review and update the IEP to ensure it remains effective and aligned with the student's progress. The school shall ensure the participation of the parents and the students in the whole process.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall provide their overall suggestions and inputs to the IEP development team as per their observations and findings at home.</li> <li>• The parents shall share the child’s academic strengths and weaknesses.</li> <li>• The parents shall share information on the previous strategies used and their level of success.</li> <li>• The parents shall give their suggestions to the IEP team for setting realistic and achievable IEP goals.</li> </ul>
<b>2. Behavior Modification Plan</b>	
<ul style="list-style-type: none"> <li>• The school shall develop a behavior modification plan to address any behavioral challenges exhibited by the student in consultation with the parents.</li> <li>• The school shall implement and monitor the behavior modification plan to support the student's emotional and social growth.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall share their concerns related to their child with the school especially those they want the school to be aware of.</li> <li>• The parents shall share the strategies that they use at home to control or modify the behaviour of their child.</li> <li>• The parents shall cooperate with the school in the development and effective execution of the BMP/BIP goals.</li> <li>• The parents will help their child to follow behaviour therapies (if required) from an external center.</li> </ul>

<b>3. Interventions and Educational Resources</b>	
<ul style="list-style-type: none"> <li>• The school shall design and deliver appropriate interventions to reduce attainment gaps and enhance the student's educational experience.</li> <li>• The school shall provide and utilize the necessary educational resources, materials, and support services to reinforce the impact of interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall cooperate with the school on the effective implementation of the interventional strategies and will ensure reinforcement at home.</li> <li>• When and where it will be required, the parents shall help the child arrange particular resources for his or her overall development.</li> </ul>
<b>4. Counseling and Wellbeing</b>	
<ul style="list-style-type: none"> <li>• The school shall provide counseling sessions or access to a school counselor to support the overall wellbeing of the student.</li> <li>• The school shall promote a safe and inclusive environment that fosters the student's emotional development and personal growth.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall be responsible for the child's external therapies and consultation with the physician or psychologist (when required).</li> <li>• It will be ensured that the therapies are being followed on time and as per the child's needs.</li> </ul>
<b>5. Policies and Procedures</b>	
<ul style="list-style-type: none"> <li>• The school shall implement its policies and procedures to support students with special educational needs, ensuring compliance with applicable laws and regulations.</li> <li>• The school shall provide a copy of its policy on "special educational needs" to the parents for reference and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall ensure that the school policies related to special educational needs are read and understood carefully by them.</li> <li>• The parents shall ensure that they comply with these policies.</li> </ul>
<b>6. Communication and Collaboration</b>	
<ul style="list-style-type: none"> <li>• The school shall maintain regular communication with the parents, sharing relevant information about the student's progress, achievements, challenges, and any necessary updates.</li> <li>• The school shall involve the parents in the decision-making process regarding their child's education, seeking their input and feedback when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• In order to actively monitor their child's academic development and general well-being, parents shall keep open and constant communication with the school.</li> <li>• The parents shall attend meetings organized by the school, including IEP meetings and progress review sessions, to contribute to the student's educational planning.</li> </ul>
<b>7. Student's Right to Privacy</b>	
<ul style="list-style-type: none"> <li>• The school shall respect the student's right to privacy and will only release information to those who have a genuine need to know it in order to protect or advance the student's welfare or prevent a serious threat to the student or someone else at the school.</li> <li>• Teachers and other school personnel may occasionally need to be made aware of any exceptional condition a student may have.</li> <li>• The school shall inform the relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall provide the school with accurate and updated information about the student's medical, psychological, or educational needs, and they will have their child assessed by an authorized center.</li> <li>• The parents shall understand that such information is essential for the school to better assess and plan for the student's educational needs.</li> </ul>

<p>about the condition of the child to genuinely cater the needs of the child.</p>	
<p><b>8. Additional Needs</b></p>	
<ul style="list-style-type: none"> <li>• The school shall inform the parents in the event of identification or suspicion of any additional difficulty or condition that can affect the child and his learning.</li> <li>• In case of identification of any difficulty, the school will guide the parents through the further procedures of assessment and will help the child meet his or her needs.</li> </ul>	<ul style="list-style-type: none"> <li>• The parents shall promptly notify the principal, vice principal, and school counselor in writing if they become aware or suspect that their child has or might have an additional difficulty or condition that may impact his or her education.</li> <li>• The parents shall understand that providing such information is crucial for the school to appropriately support the student and plan necessary interventions.</li> <li>• The parents shall arrange for a learning support assistant for their child (if required). A learning support assistant will be present with the child during school hours to facilitate teacher support and the smooth execution of intervention plans.</li> </ul>

School will follow all steps that are required support the student, based on (SEND Students Flowchart) as mentioned in the school SEND policy:

- Observing
- Update the parent with the situation
- Set Student Intervention Plan (S.I.P) and share it with the parent.
- S.I.P Regular revising and updating if required according to the set targets
- Refer the student to specialized centers if not showing any improvement Setting up I.E.P/ I.B.P based on the diagnosis, and discussion need to be between the counsellor, parent and teacher to have well understanding to their roles.

**8.2 Parent/guardian responsibilities**

For new admission/existing students: The parents have to notify the school if they are aware or suspect that the student has a learning difficulty and they must provide the school with copies of all written reports.

For current students: Parents must show cooperation with the school in case of observing some academic or behavioral signs of difficulties that need support, by: accepting the school’s request to transfer the student to specialized centers to make a comprehensive assessment to obtain an accurate diagnosis according to the expectations presented

Following the specific role of the parents in the individual plan set for the student and have to continuous communication with the school through periodic meetings.

## **9 Transportation:** Transportation Rules

Students who use the school transport service must follow the School bus safety rules and any act of indiscipline will be severely treated according to School disciplinary policy in compliance with MoE.

1. Students using the school transport service are expected to be at the bus stop at least ten minutes before the arrival of the bus.
2. Buses will not wait for late comers.
3. The drivers are authorized to stop the buses at the designated stops only. Unless otherwise directed by the bus assistant.
4. When the bus is in motion students must not move in the bus.
5. Eating and drinking is not allowed in the bus.
6. Any kind of objects must not be thrown inside or out of the windows.
7. Students will be held responsible for any damage to the buses caused by negligence or vandalism.
8. Students must behave in a befitting manner and refrain from using foul language or fighting in the bus.
9. The driver's attention must not be disturbed.
- 10** Any offence must be reported to the supervisor immediately. Further investigation will be done and the school takes appropriate action which may lead to warning and suspension.
11. Under no circumstances student will be permitted to board another bus.
12. Parents want to collect their children, who normally travel by bus, should inform the transport supervisor and the secretary.
13. We do not provide one way transport service and fee paid in advance will not be refunded.
14. In case of change of residential address, parents should inform the transport department in advance.
15. Violating the transportation rules will result in discontinuation of school transport.
16. Students must be cordial and respectful to the peers, bus driver, assistant and other staff to maintain safety and security.

### 9.1 School responsibilities

- To ensure the safety of students and convenience to our parents, Smart Bus Attendance System 1 (SBAS) has issued an ID card that will register their pick-up time from their home address and their arrival time at school and back again using the SBAS device.
- All buses are equipped with CCTV cameras for monitoring students' activities inside the bus.
- Ensure Cleanliness and hygiene of buses by proper cleaning, sanitization and disinfection of school buses prior to each trip.
- Ensure the safe entrance and care of all students during their journey from home to school and school to home.
- Ensure the bus drivers and bus assistants are having mandatory requirements of government authorities like Occupational Health Cards and all have undergone frequent training for providing quality and better service to our students and parents.



## 9.2 Parent/guardian responsibilities

- If the parent changes the location after signing the contract, he should inform the Transport in Charge of this change.
  - Provide the School with all information and contact numbers and update immediately of any change.
  - Ensure children understand the safety regulations during travel, especially during waiting, boarding and dropping off.
  - In some areas, waiting not permitted for the bus due to RTA regulations. Arrive 5 minutes before bus is due to arrive.
  - If a parent or representative is late in collecting the child at the designated place, the driver and bus assistant will bring the student back to school. The parent will be responsible in collecting the student from the school.
  - Student behavior recorded and monitored by the bus assistants and CCTV. Bus Safety violations documented and reported to the Transport Supervisor. The school is entitled to take disciplinary action where necessary.
  - Any violations of the rules and regulations while using school transport could result in a suspension from the bus. An undertaking signed by parents is required to ensure behavior improves. School has the right to stop the use of transport, if the behavior continues.
  - All parents with children under Year 5/Grade 4 must collect their child from the Bus Assistant at the scheduled time or by his representative.
  - If parents move their location and the new address is out of the range of the school or the new location bus is full, the school can terminate the contract.
  - On occasions, parents may want to collect their children who normally travel by bus; they should contact reception/supervisor before 12.00 p.m. so the necessary arrangements can be initiated.