



**ABU DHABI DEPARTMENT OF EDUCATION AND
KNOWLEDGE (ADEK)
AL- AIN EDUCATION OFFICE
EMIRATES FALCON INTERNATIONAL PRIVATE
SCHOOL (EFIPS)**

Approved by ADEK

21 November,2017

ADEC - Private Schools & Quality Assurance Sector مجلس أبوظبي للتعليم - قطاع المدارس الخاصة وضمان الجودة تفاصيل المستلم - Recipient Details	
Recipient Name	اسم المستلم
Title	الصفة
Mobile	هاتف متحرك
Date	التاريخ

21 November 2017
Reference: 2017/RP/785/LA

Emirates Falcon International Private School Al Ain

تحية طيبة وبعد ...

اعتماد السياسات المدرسية للعام الدراسي 2017 - 2018م

يتقدم مجلس أبوظبي للتعليم بالشكر والتقدير على جهودكم المبذولة في إثراء العملية التعليمية، وعلى التعاون المستمر آملين منكم دوام التوفيق.
وبناء على ما نصت عليه المادة رقم (5) في اللائحة التنظيمية للمدارس الخاصة، والسياسة رقم (3) بشأن حماية الطلبة والتي تنصان على توجيه المدارس الخاصة في الإمارة لإعداد سياسات وإجراءات مدرسية شاملة من أجل حماية الطلبة، ومنع الاستغلال والتسلط والاعتداء الجسدي والجنسي أو الإهانة أو أي نوع آخر من أنواع الأذى الذي قد يتعرض له الطلبة، ومعرفة أولئك الذين يمكن أن يكونوا قد أصيبوا بضرر، ودعم نمو الطلبة ثقافياً واجتماعياً ونفسياً حتى يصبحوا أعضاء راشدين في المجتمع، واثقين بأنفسهم.

نود إعلامكم أنه تم مراجعة واعتماد السياسات التعليمية لمدرسة: الآتية:

#	رقم السياسة	اسم السياسة
1.	السياسة رقم (3):	حماية الطلبة
2.	السياسة رقم (39):	الرسوم الدراسية
3.	السياسة رقم (44):	قبول الطلبة وتسجيلهم وتوزيعهم
4.	السياسة رقم (46):	نقل الطلبة إلى الصفوف الدراسية التالية أو الإبقاء للاعادة
5.	السياسة رقم (50):	السلوك الطلابي
6.	السياسة رقم (54+55):	الحضور والغياب
7.	السياسة رقم (56+57):	مشاركة أولياء الأمور وحقوق الأسرة

وعليه، نرجو من المدرسة الالتزام بالآتي:

- العمل على تطبيق هذه السياسات التعليمية في المدرسة ابتداءً من العام الدراسي 2017 - 2018م وإلغاء أي سياسة تخالف ما تم اعتماده من إدارة التراخيص والاعتماد - قطاع المدارس الخاصة وضمان الجودة.
- نشر السياسات التعليمية المعتمدة على جميع الموظفين والطلبة وأولياء الأمور وأي جهات أخرى ذات صلة وفي الموقع الإلكتروني الرسمي للمدرسة.
- الالتزام بتسجيل الطالب المستمر في أي نظام تعليمي إستناداً إلى تسلسله الدراسي، وتسجيل الطالب الجديد في الصفوف/السنوات الآتية: KG1/FS2 - KG2/Y1 - Gr1/Y2 إستناداً إلى عمره المعتمد في السياسة المدرسية المعتمدة من إدارة التراخيص والاعتماد - قطاع المدارس الخاصة وضمان الجودة.
- الحصول على موافقة من إدارة التراخيص والاعتماد في قطاع المدارس الخاصة وضمان الجودة في حال تعديل أو حذف أو إضافة أي بند على السياسات التعليمية المعتمدة.
- الالتزام بتحديث هذه السياسات التعليمية طبقاً للقرارات والتعديلات الصادرة من مجلس أبوظبي للتعليم.

شاكرين حسن تعاونكم معنا
وتفضلوا بقبول فائق الاحترام والتقدير

إدارة التراخيص والاعتماد
قطاع المدارس الخاصة وضمان الجودة





**ABU DHABI DEPARTMENT OF EDUCATION AND KNOWLEDGE (ADEK)
AL- AIN EDUCATION OFFICE
EMIRATES FALCON INTERNATIONAL PRIVATE SCHOOL (EFIPS)**

Child Protection Undertaking

We , at EFIPS , agree to abide by and support the school Child Protection Policy and comply with the guidelines set out in the Policy





Student Protection Policy (updated July 2017)

Definitions

1. students protection is defined as all those measures, steps and actions that must be taken to avoid subjecting students while at School or outside it, during any School activities and during their transportation to any danger or harm, exploitation, violence, physical harm, sexual abuse, any verbal insult, moral threat or harm of any kind. (ADEC's Policy and Guidance Manual 2014-2015)
2. A Child under this policy is a person who has not attained 18 years old.
3. A school day is the time period spent by a student under school supervision. It includes the time spent by the student inside the school and includes the time spent by the student in school buses from and to the school and in extra-curricular school activities.
4. Abuse refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect
5. Physical abuse is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement, or giving the student drugs not prescribed by a physician to control behavior or to cause harm. Refer to APPENDIX 1 For common signs that indicate physical abuse.
6. Corporal punishment, a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as Physical abuse.
7. Emotional Abuse is the persistent emotional ill-treatment of a student such as to cause severe and persistent adverse effects on the student's emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some levels of emotional abuse is

School Principal
Antwanet Al-Nasrallah





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- involved in all types of ill-treatment of a student, though it may occur in isolation. Refer to APPENDIX 2 For common signs that indicate emotional abuse.
8. Sexual Abuse and Exploitation involves but not limited to forcing or enticing a student to take part in sexual activities. The activities involve, actions including, but not limited to, physical contact, including penetrative or non-penetrative acts. They include non-contact activities such as involving students looking at or in the production of, pornographic material or, watching sexual activities, sexual hinting or encouraging students to behave in sexually inappropriate ways. Refer to APPENDIX 3 For common signs that indicate sexual abuse. Bullying is unwanted aggressive behavior(s) from a student or more to another student and involves an observed or perceived power imbalance and is repeated (or is highly likely to be) multiple times. Bullying, as a form of violence, includes physical (hitting, tripping), verbal (name calling, teasing), relational/social (spreading rumors, leaving out of group), and cyber-bullying aggression (occurs through e-mail, a chat room, instant messaging, a website, text messaging, or pictures or videos sent through cell phones or posted on websites). A student can be a perpetrator, a victim, or both.
 9. Neglect is the persistent failure to meet a student's basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child's health or development. It involves failing of a parent or a guardian to take actions that are considered necessary to care for children including, but not limited to:
 - provide adequate food, clothing and shelter
 - protect the child from physical harm or danger;
 - provide adequate care (including the use of adequate caregivers)
 - provide healthcare and appropriate medical treatment ☐
 - provide education and regular school attendance
 - maintain personal hygiene ☐ ensure adequate stimulation.

PURPOSE(S):

1. To emphasize the protection of students as a core principle, which stems from the moral obligation, and to safeguard them from abuse or harm and to ensure their security and welfare, as required pursuant to applicable laws in force in the UAE.
2. To protect students from exploitation, bullying, physical and/or sexual abuse, insult or harm of any other kind which students may face
3. Emphasize that all ADEC employees and school staff are mandated reporters of cases of abuse and/or suspected abuse inside and outside the school.
4. Define duties and responsibilities of School Principals and school staff for responding to suspected cases of child abuse and/or neglect.

ROLES AND RESPONSIBILITIES

Principals will:

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Comply with the provisions of this policy.

Every private school shall publish a Child Protection policy to protect students from any abuse and neglect provided it meets the minimum requirements of what is included in this policy and does not contradict any of its provisions.

Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders

Ensure the supervision of students at all times while in school's care.

Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions when there is suspicion of cases of student abuse or neglect.

Ensure that students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment.

Ensure that staff and others can safely report their concerns about the potential exposure of any student to abuse and/or neglect without fear of retribution or punishment.

Gain views from students and parents regarding security and protection within the school.

Immediately report any case of potential abuse and/or neglect of students as stated by this policy.

Ensure that all staff and administrators targeted for student protection training are fully attend and participate in all training sessions.

Conduct orientation sessions for parents/guardians upon student registration or enrollment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.

Maintain students' records in compliance with Student Records policy, and ensure confidentiality of open and closed cases.

Immediately suspend any staff member who is suspected of an offence involving student abuse and/or neglect on a temporary basis until the suspicion is adjudicated

All School Staff will:

Report a suspected case of abuse and/or neglect upon immediate discovery

Supervise students at all times while in school's care.

Understand this policy to address suspected or alleged student abuse or neglect cases.

Attend and participate in mandated student protection training.

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Parents/Legal Guardians will:

- Cooperate with the school administration and staff, answer all inquiries related to the student's behavior, academic performance and respond to their feedback and guidance.
- Attend all scheduled school parent meetings.
- Communicate any concerns, observations, or changes in their child's behavior to the school administration or to the concerned school staff.

Policy

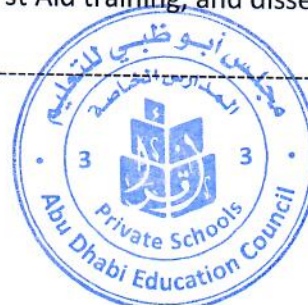
The school recognizes its responsibility to ensure the safety of the students and makes every reasonable effort to provide them with a safe learning environment. Student safety is a shared responsibility of the school board, its employees, parents and students. Students should learn to behave in ways that show respect for the safety and well-being of both themselves and others.

Meanwhile, the school is responsible for the effectiveness of its policy and for the provision required to ensure safe conditions.

The School shall take all possible measures to protect students from any form of exploitation, abuse, oppression and insult and/or any other physical, sexual or emotional threat, danger or harm.

1. The school and the school principal are guardians of the right of students of not being exposed to abuse and neglect. The school principal agrees to act as the guardian of all students while they are under school's care and has to take responsibilities that fall under this role. School management shall ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours,
2. The School shall protect the confidentiality of students' personal data.
3. The School shall protect the confidentiality of reports and investigations related to any kind of student abuse and communications when dealing with the Council and relevant government entities.
4. The School shall follow reporting procedures in respect of any incident affecting the security of students within the School to Parents/Guardians, ADEC and other related government entities.
5. The School shall provide counseling and School support services, enabling students to have access to a trusted professional counselor, or a social worker, or someone in an equivalent position.
6. The School shall ensure the provision of on-going First Aid training, and dissemination of

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- knowledge regarding all health, safety and prevention matters so that all School staff know what is expected of them and what to look out for with respect to the protection and safety of students (e.g. First Aid, CPR).
7. The presence of supervisors in all the corridors of the building and installation of cameras in the corridors for monitoring the safety of students at all times. All areas of the school premises are monitored by supervisors and teachers during class time and break time.
 8. Staff members are to ensure that all operations are performed with the highest regard for safety and health.
 9. Promoting a safe and encouraging learning environment by ensuring that all equipment, furniture and facilities used by the students are safe.
 10. Students are to be trained how to deal with emergency situations such as the fire drill. Students should be advised to walk cautiously in school corridors and in the playground. They must refrain from running to avoid accidents.
 11. Physical conflicts of any kind are strictly forbidden, whether by school staff or other students. In case of any such incident, the teacher should call the supervisor who will accompany the child to the school nurse. The school nurse is responsible for reporting to the parents and to decide whether the child needs only first aid or must be taken to the hospital for follow up. Only the school bus/another car suggested by the management should be used to take the student to the hospital.
 12. Classroom management is primarily the responsibility of the teacher, and he/she must make sure that all the students are out of the classroom during recess time and after school hours.
 13. Staff should not carry or use anything that could harm students such as hot drinks or sharp objects inside the classrooms/corridors or while supervising the students.
 14. The presence of any visitor in classes or corridors is forbidden. If the need arises for any visitor to be there, they should be accompanied by a school official.
 15. Workers who are present in school should always be under the management of a supervisor to make sure that they don't mingle with students.
 16. Students should not be allowed to leave the school alone and must be accompanied by either a parent or guardian. They can leave with their driver if the parent has informed the school.
 17. Staff or supervisors are not allowed to transport any student in their private cars, whether in the morning or after dismissal time for their own safety.

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Reporting of Incidents

1. Schools shall thoroughly investigate and report immediately to ADEC all incidents of abuse which students may face including exploitation, violence and/or any other physical harm, sexual abuse, or any emotional threat, or harm of any kind, all of which will be referred to as "abuse of students".
2. If any such incident is proven or suspected, it is the responsibility of the School's Principal (or in the case of the abuse being carried out by the School's Principal, the Chair of Board of Trustees/School Owner) to:
3. ADEC shall require Schools, when handling cases of student abuse, to conduct an investigation, and to maintain clear and scrupulous communications and actions when dealing with relevant government entities such as the Health Authority – Abu Dhabi ("HAAD"), the social welfare institutions and police departments
4. Schools shall keep relevant records and inform ADEC of such communications if so requested
5. Where the School uncovers a case of severe abuse to a student outside of School, it must take the matter seriously and follow up the case with the social worker. Schools shall take the necessarily steps to protect the student, including by communicating with the Parent/Guardian to discuss the matter, or by forwarding the case to the relevant official entities in the UAE (social support institutions).
6. Schools shall prepare a detailed report concerning the incident and procedures taken in this regard. This report should be kept in the student's folder. If the abuse is a crime, the School is required to notify the relevant official entities

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APPENDICES

APPENDIX 1

Possible signs of physical abuse can include:

1. Unexplained bruises or injuries
2. Injuries which have not received medical attention
3. Repeated abdominal pain
4. Withdrawal from physical contact
5. Arms and legs covered in scalds
6. Fear of returning home
7. Fear of contacting caregivers/parents
8. Self-destructive tendencies
9. Displaying aggression towards others
10. Unusual passive behavior
11. Repeated running away from home
12. Cigarette burns
13. Human bite marks
14. Broken bones
15. Multiple burns with a clearly demarcated edge

APPENDIX 2

Possible signs of emotional abuse can include:

1. Regular tiredness
2. Fear of a new situation
3. Low self esteem
4. High levels of anxiety
5. Unusually passive or aggressive
6. Delayed speech
7. Inappropriate emotional responses to painful situations
8. Running away
9. Lying
10. Neurotic behavior e.g. sulking, hair twisting, rocking
11. Fear of making mistakes
12. Self-harm
13. Developmental delay in terms of emotional progress

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APPENDIX 3

Possible signs of sexual abuse can include:

1. Unusual behavior which could be general or sexual
2. Age inappropriate sexual behavior
3. Sexually transmitted diseases
4. Physical indicators in the genital and anal areas
5. Pain or itching in the genital area
6. Bruising or bleeding near genital area
7. Vaginal discharge or infection
8. Discomfort when walking or sitting down
9. Pregnancy

APPENDIX 4

POSSIBLE SIGNS OF NEGLECT CAN INCLUDE:

1. STEALING
2. POOR SOCIAL RELATIONSHIPS
3. FAILURE TO THRIVE
4. POOR PERSONAL HYGIENE
5. FREQUENT HUNGER
6. UNTREATED MEDICAL COMPLAINTS
7. FREQUENT LATENESS OR ABSENCE FROM SCHOOL
8. INAPPROPRIATE CLOTHING
9. SUBSTANCE OR ALCOHOL MISUSE

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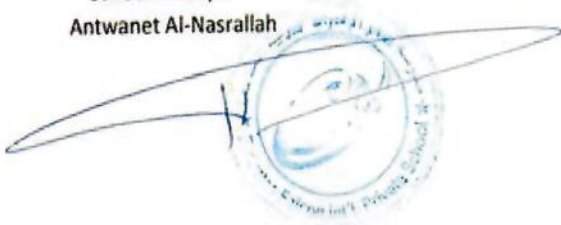
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APPENDIX 5

Process to report a suspected case of abuse and/or neglect in Abu Dhabi schools:

- Recognize the signs of child abuse and/or neglect
 - Refer to possible signs of Child Abuse in APPENDICES 1-4 of the Child Protection Policy
- ↓
- Report the case to the Ministry of Interior – Child Protection Center using the telephone hotline (116111) and the electronic reporting link available on the ADEC website
 - Record the case reference number and the date of reporting
- ↓
- Inform the School Principal when suspect a case of student abuse and/or neglect
- ↓
- Ensure confidentiality and privacy of reported cases
 - Cooperate with the Ministry of Interior – Child Protection Center by implementing the required measures

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Abu Dhabi Education Council (ADEC) - Al- Ain Education Office
Emirates Falcon International Private School (EFIPS)

School Fees Policy

(updated July 2017)

Purpose :

Providing a detailed clarification of school tuition and manner of payment for all parents and guardians

Financial Committee :

Mr Hamad Bin Treis Al-Dhaheri

Chairman

Ms Antwanet Al-Nasrallah

Vice-Chairman

Mr Mahmoud Al-Nasr

Head of Finance

School fees are clearly posted at the beginning of every year and uploaded on the school website for parents and guardians. Parents are informed of any changes in school fees by sms or paper messages .

School fees, together with payment schedules and procedures, must be approved by the Council before they can be announced to Parents/Guardians and collected.

Approved school fees :

Study fees

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Textbooks and stationery
School Uniform
Transport
Methods of collecting fees

registration or re-registration fees are collected up to four months ahead of the commencement of the school year, provided that such an amount is deducted from approved School fees and does not exceed 5% of Council-approved tuition fees.

1. A registration fee of Dh 500 is paid at the time of registration .This fee is non-refundable in the event of a student's withdrawal.
2. School allows tuition fees to be paid in three equal installments in each academic year:
First payment 50% from September to November
Second payment 25% from November to March
Third payment 25% from March to May
3. Fees from students who drop out of school before the end of the year is collected as per ADEC regulations and laws .
4. Students , who did not pay off last year's fees , can never be re-registered without the principal's approval
5. Registration or re-registration fees collected for each student will be retained by the school , should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the parent notifying the school in writing.
6. If the School fails to enroll the student as a result of not having sufficient capacity, the School must reimburse to the Parent/Guardian the full registration or re-registration fees
7. School will refrain from charging any guarantee money or deposit money or application fees or first time enrollment fees from parents/guardians as means to register students or as payment of any of the remaining fees balance, even if such were refundable.
8. If a student attends from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees.
9. If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.
10. If a student attends over six weeks in a term, the school may retain the full-term fee.
11. Official holidays and absences from classes are considered part of the week.
12. The value of one-month tuition is calculated by dividing the total tuition fees for the

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- school year by 10 months.
13. Textbook and uniform fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.
 14. Transport fees should be refunded in the same manner as tuition fees.
 15. The school will not dismiss students due to a delay in payment of school fees.
 16. Schools may suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/guardian.
 17. The school may withhold the students' examination reports cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
 18. School shall not prevent students from sitting for any end-of term or end of year examinations or any examinations assigned during the term as a consequence for non-payment issues.
 19. The school shall not ban any student from using school transport going or coming back from school in the case that the student's guardian did not pay school tuition fees on time.

Fees details

1. Textbooks fees based on classes approved by ADEC
2. Uniform fees AED 300
3. Transport fees :
AED 2500 (Round Trip).
AED 1250 (One way Trip)

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Abu Dhabi Education Council
Education First

Approved School Fees Academic Year 2017-18 Emirates Falcon International Private School – Al Ain

This schedule is valid for future academic years unless it is replaced by a later ADEC approved schedule. The table below shows the maximum level of fees that the school can charge, these fees are operative and applicable from the 2017-18 academic year until any subsequent approval by ADEC. These levels cannot be increased without the prior and written approval from ADEC.

إن الجدول الوارد أدناه صالح للأعوام الدراسية القادمة إلا في حالة استبداله بجدول لاحق معتمد من قبل مجلس أبوظبي للتعليم. إن الرسوم المذكورة أدناه تمثل الحد الأقصى للرسوم التي يمكن للمدرسة تطبيقها إن هذه الرسوم فعالة وقابلة للتطبيق اعتباراً من العام الدراسي 2017-18 حتى أي إشعار آخر من مجلس أبوظبي للتعليم. أن الرسوم المذكورة أدناه لا يمكن زيادتها بدون موافقة خطية من قبل مجلس أبوظبي للتعليم.

Approved Fee Schedule from Academic Year 2017-18

Grades المستويات	Tuition الرسوم الدراسية	Books رسوم الكتب	Buses رسوم المواصلات	Uniform رسوم الزي
KG 1	19,500	500	3,000	300
KG2	20,000	500	3,000	300
G 1	20,500	700	3,000	300
G 2	21,000	700	3,000	300
G 3	21,500	700	3,000	300
G 4	22,000	-	3,000	300
G 5	22,500	-	3,000	300
G 6	23,000	-	3,000	300
G 7	23,500	-	3,000	300
G 8	24,000	-	3,000	300
G 9	24,500	-	3,000	300
G 10	25,500	-	3,000	300
G 11	26,500	-	3,000	300
G 12	27,500	-	3,000	300

Conditions to be met by the school include:

Schools should charge parents fees in a minimum of three installments, and must also ensure that:

- The school fees should be collected as per Private School Policy and Guidance Manual, policy #39
- When charged, registration fees are deductible from the tuition fees. They must not be more than 5% of the annual tuition fee.

The school is prohibited from receiving any financial guarantee or deposit from guardians to enroll their children, even if the same is refundable.

Please note schools are also subject to all applicable private schools regulations and Policies and any future changes that may occur.

الشروط الواجب إتباعها من قبل المدرسة تتضمن :
يتوجب على المدارس تحصيل الرسوم الدراسية من أولياء الأمور على ثلاث دفعات على الأقل، و يجب أن تضمن أيضاً ما يلي :

- الرسوم يجب أن تحصل في ضوء السياسة رقم 39 من دليل سياسات المدارس الخاصة وإرشاداتها.
- إن رسوم التسجيل هي جزء من الرسوم الدراسية، ويجب أن لا تزيد عن 5% من الرسوم الدراسية السنوية.

يحظر على المدرسة تقاضي أي ضمان مالي أو وديعة مالية من أولياء الأمور لتسجيل أبنائهم حتى ولو كانت مستردة.

يرجى العلم بأن المدارس الخاصة خاضعة للوائح وسياسات مجلس أبوظبي للتعليم المطبقة حالياً ولأي تعديلات مستقبلية على هذه اللوائح والسياسات.

G.N.H.



Abu Dhabi Education Council (ADEC) - Al- Ain Education Office
Emirates Falcon International Private School (EFIPS)

Admission and Registration Policy
(updated July2017)

- Students must be registered with the expectation that they will be placed with their peer group in terms of age, whose birthday fall within the defined dates of the school year.
- The school shall allow prospective parents/guardians and their children to visit the school prior to registration so that they may familiarize themselves with it.
- The School has adopted an approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The school will admit students with mild to moderate special education needs and offer additional appropriate learning support as required or needed.
- The school will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.
- School shall have a maximum of thirty student for each class of Grades 1 to 12 (Year 13), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 1.67m squared for schools operating after 2010.
- The school will admit students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.
- The policy reflects the school's order of priority for the admission of students if there are more requests than places available:
 1. Students who attend the school in the previous year or period.
 2. Students with siblings already in the school.
 3. Children of staff in the school.
 4. Students who live near the school.
 5. Emirati students in schools scoring good or higher.
- School shall register all students on the Council's eSIS system in accordance with the dates determined by the Council each year.
- School shall register students at any time of the year at their discretion, after receiving approval from ADEC in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. (Refer to Policy 39)
- School will ensure that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of the admission and registration procedure.

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School shall maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students. It is permissible for students to transfer to other schools between the Emirates after receiving ADEC's approval in case the time permitted for transfers ended.

For new students to join EFIPS they have to take an initial entrance exam in the core subjects: English, math and Arabic. Students who don't pass the test will have no chance to be enrolled. Students with border marks in the exam will get enrolled but will receive some support later to help them cope with the school program.

New students in grade 2 on sit for an entrance exam in core subjects (math , English , Arabic) . Parents are usually informed of their children's results in the exam . In the case of being interested in joining the school ,students are registered upon parent's approval . who in turn completes a registration form .

KG

The school will admit students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.

1. A child is admitted to KG1 if he/she has completed 3 years of age up to 5 years on Sep. 15 and the one who is 3 and 8 months will be admitted effective of the school year 2014-2015 .
2. Only children who are 4 to 6 years old are admitted to KG2 .
3. School shall have a maximum of twenty-five students for each kindergarten class (KG1 or KG2), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 2.16m squared for schools operating after 2010

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The following table shows age-based admission to grades K-12 for the school year 2016/2017

Grade	2014-2015		2015-2016		2016-2017		2017-2018	
	from	to	from	to	from	to	from	to
KG1	3.8	7	3.8	7	3.8	7	3.8	7
KG2	4.8	8	4.8	8	4.8	8	4.8	8
Grade 1	5.8	9	5.8	9	5.8	9	5.8	9
Grade 2	6	10	6	10	6	10	6	10
Grade 3	7	11	7	11	7	11	7	11
Grade 4	8	12	8	12	8	12	8	12
Grade 5	9	13	9	13	9	13	9	13
Grade 6	10	14	10	14	10	14	10	14
Grade 7	11	15	11	15	11	15	11	15
Grade 8	12	16	12	16	12	16	12	16
Grade 9	13	17	13	17	13	17	13	17
Grade 10	14	18	14	18	14	18	14	18
Grade 11	15	19	15	19	15	19	15	19
Grade 12	16	20	16	20	16	20	16	20

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Documents required for registration

Student status	UAE students	Expatriates	Other conditions
New Registration	A photocopy of: 1. Passport 2. ID card 3. 2 photos 4. Birth certificate 5. Vaccination Certificate 6. National Family Book	A photocopy of: 1. Passport 2. ID card 3. 2 photos 4. Birth certificate (certified from Ministry of Foreign Affairs, whether born in UAE or in other countries) 5. Vaccination Certificate 6. Residence visa page	
Transferred from US Curriculum School	A photocopy of: 1. Passport 2. ID card 3. 2 photos 4. Birth certificate 5. Vaccination Certificate 6. Grade Transcript certified from ADEC 7. National Family Book	A photocopy of: 1. Passport 2. ID card 3. 2 photos 4. Birth certificate 5. Vaccination Certificate 6. Grade Transcript certified from ADEC 7. Residence visa page	

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Transferred from MoE curriculum school	A photocopy of: <ol style="list-style-type: none"> 1. Passport 2. ID card 3. 2 photos 4. Birth certificate 5. Vaccination Certificate 6. Grade Transcript certified from ADEC 7. Transfer letter certified by ADEC 8. National Family Book 	A photocopy of: <ol style="list-style-type: none"> 1. Passport 2. ID card 3. 2 photos 4. Birth certificate 5. Vaccination Certificate 6. Grade Transcript certified from ADEC 7. Residence visa page 9. Transfer letter certified by ADEC 	No admission above grade 10
Transferred from Br Curriculum School	<ol style="list-style-type: none"> 1. Grade Transcript certified from ADEC 2. Transfer letter certified by ADEC 3. National Family Book 	<ol style="list-style-type: none"> 4. Grade Transcript certified from ADEC 5. Transfer letter certified by ADEC 	No admission above grade 10

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Abu Dhabi Education Council (ADEC) - Al- Ain Education Office
Emirates Falcon International Private School (EFIPS)
Promotion and Retention Policy
(updated July 2017)

Definition :

Promotion and Retention policy is the policy adopted by the school and upon which all decisions of student promotion or retention are based . As per this policy a student who meets the success requirements in the current class will be promoted with his peers to the next class . The student who fails to meet the success requirements of the current class will be retained in the same class for repetition .

policy purpose :

- a. student learn in the same age group.
 - b. Familiarizing students and parents with promotion and retention policy
 - c. Setting clear rules and guidelines for parents and students concerning promotion exceptions
- Offering regular support to students who need it .

Policy

- All students in KG and Cycle 1 will be promoted to the next grade, except in rare circumstances, and the approval of the guardian.
- Students with special education needs : All students on an Individual Education Plan who meet their objectives progress to the next age-appropriate placement and grade-level sequence. School shall not retain or fail students with special needs in a grade/year level. If a student with special needs is not making the expected progress,

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this would suggest that the goals and objectives set forth in their personal Individual Education Plan need to be adjusted .

policy purpose :

student learn in the same age group.

- Familiarizing students and parents with promotion and retention policy
- Setting clear rules and guidelines for parents and students concerning promotion exceptions
- Offering regular support to students who need it .

Promotion Types :

- Systematic promotion : For this kind a student meets all promotion requirements
- Rule-governed promotion

For the students who exhausted the permissible retention years in the same class or educational stage and for SEN students who are academically impaired .

- Aided-promotion

Students who failed one subject and needs less than 6 marks to pass and those who achieve critical grades (48,49 rounded up to 50 or 58 , 59 rounded up to 60)

Policy

- The school must propose particular ways of helping the student through its interventions, which may include modifications/improvements to the teaching program, to support the student in making the desired progress.
- The school must hold a meeting to discuss measures to be taken to provide the student with additional learning support.
- The school must notify the parent concerning the impact of such interventions on a regular basis.

The school cannot decide to retain a student in the same grade except after the following actions:

- a. Academic Review Committee headed by the Principal

The Academic Review Committee has the following members :

- Chair of Board of Trustees
- Principal

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- Academic Director
- Heads of Departments
- Social Worker
- SEN Coordinator
- Student's Parent/Guardian
- Subject Teacher

Committee duties :

Receiving name lists of students who fail to achieve success requirements in each term

- Preparing individual guidance and learning plans as per the student's special case
 - Communicating with parent to offer support to student
 - Considering namelists of students who fail to achieve success requirements in the current year and making promotion or retention decisions
 - The Academic Review Committee shall consider a variety of possible factors to improve student learning including: social impact and student development that would result if he or she was separated from their peers; school reports which show the student's progress or lack of progress for two or more years, and the Council- approved curriculum.
- b. The final decision is issued based on the collective collaboration of all the teachers who have taught or worked with the student during the current academic year, social workers, heads of faculty, school or special needs coordinators, and the parents/guardians.

The Class Committee

The class committee is comprised of :

- subject teacher
- subject leader
- class teacher
- data entry operator
- Head of section
- social worker

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• School Principal

committee functions

- Termly recording of student results
- listing down students who fail to meet success requirements by the end of each term
- Termly approving of student results
- Preparation of students' termly transcripts
- listing down students who fail to meet success requirements by the end of the year

C . The capacity of the School to provide an improved, differentiated learning experience and support for students who have in the past been retained.

D. Whether or not the student has already been previously retained.

E. Whether a student has been assessed for special education needs, and whether the student is in need of an Individual Education Plan which can better serve his/her individual learning needs

General Promotion Conditions :

1. KG and Primary students (G1-3) are promoted to the higher class . In some exceptional cases retention decision is made as per instructions and parent's approval . For students in grades 4 and 5 ,they have to achieve the pass mark indicated in the final list except for one subject where his/her mark should not go 6 points below pass mark . The student who fail in subjects or less has the right to sit for a make up exam at the end of the school year . In the case the student fails to pass the make-up test in any of the subjects he/she will repeat the class after considering his/her case by the academic Review committee in consultation with parent .

For students who fail in four subjects , a review committee is held to decide whether to help him/her sit for make up exams or repeat the same class after informing parent of the committee's decision .

2. A student is promoted to the next class if he/she achieves the pass marks shown in the table below except for one subject in which his grade should not be 6 marks below pass mark .students who fail in 3 subjects or less have the right for a make up exam and will repeat the class in case they do not pass the exam after individual academic reviewing of the cases ,offering the necessary support to them and notifying their parents . In the case the student fails to pass the make-up test in any of the subjects he/she will repeat the class after considering his/her case by the academic Review committee in consultation with parent .

As for Grade 12 students , they have to meet graduation and certificate equivalency requirements

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Subject and pass mark table :

subject	Minimum mark	Notes
Arabic(Arab/non-Arab)	50%	Marks 48 and 49 are rounded up to 50
Islamic studies(Arab/non-Arab)	50%	English
Arabic Social Studies	60%	
History	60%	
National Education	60%	
Geography	60%	
English Social Studies	60%	
History (English)	60%	
Geography(English)	60%	Math
Science	60%	
Biology	60%	
Physics	60%	
Business Administration	60%	
Accountancy	60%	PE
Music	60%	Art
60%		Activities
60%		conduct
60%		

notes :

- a student will not be promoted unless he/she achieves the required attendance percentage
- retention in the same class must not extend to more than two years
- retention in the same stage must not extend to more than two years

stages of education :

- KG
- Primary
- Preparatory
- Secondary

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Student Behavior Policy

(Updated July 2017)

Policy:

The code of conduct should include details of the school's procedures for promoting positive behaviors and its guiding and disciplinary action to modify misconduct. The school must apply their own basic rules of conduct that would apply while students are at school, or while participating and attending any school field trips and extra-curricular activities.

Any disciplinary action used to address student misconduct should be firm, consistent, clear and in compliance with the relevant

The disciplinary action shall also be in accordance with the nature of the negative behavior and the level of offense that is associated with the behavior.

School staff will ensure that students are given appropriate opportunities to act positively before progressing to disciplinary action.

School must use appropriate guidance and disciplinary actions to encourage students to understand why their behavior is unacceptable and how to behave in the future.

Schools shall take into consideration the students' individual circumstances and personalities, including social, emotional, and psychological factors that may underlie a student's behavior.

Advise student with a clear explanation, with reasons of the changes in behavior that are required of the student by the school.

The School Disciplinary Committee review and discuss student behavior issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.

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All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified in the policy.

The school's Disciplinary Committee shall keep record of the disciplinary offences of each student and the actions taken in response, on the E-sis system, including uploading all supporting reports for all offenses and actions taken. The School, the ADEC and any supervisory authorities shall treat all information about students' behavior as strictly confidential.

The school must adopt strategies and frameworks that recognize, reward and reinforce positive behavior and shall not rely only on a set of rules and punishments with dealing with student misconduct.

Levels of Misconduct

Level 1:

- Behavior that causes disruption of teaching and learning
- Tardiness (lateness/ unpunctuality)
- Unexplained absences
- Not bringing the necessary books and equipment to class
- Incorrect school uniform (including sports uniforms)
- Disruptive behavior in classrooms and in the school
- Breaking the school rules including in classrooms, hallways, playgrounds and buses
- Defying orders from the school management and staff.
- Mocking others
- Disruptive behavior on the school buses (e.g. vandalizing bus seats)

Level 2: Behavior that causes greater disruption of teaching and learning than what is described in level one behavior.

This level covers student behaviors that may lead to physical and mental harm to another person or may lead to property damage.

- Skiping classes or School
- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers
- Fighting with other students and/or bullying them
- Theft.

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Vandalizing School property or the property of others. (e.g: tables, computers, books)
Using cell phones during School time without the School administration's permission
Possessing or viewing pornographic or other inappropriate material
Cheating in exams or assignments
Providing false documents (e.g. forging Parents'/Guardians' signatures).
Misuse or abuse of the School's IT systems

Level 3: Behavior that endangers or otherwise threatens the safety of fellow students, school staff and/or other people. Behaviors in Level 3 are, at times, also violations of UAE Laws

Assaulting Teaching Faculty members, staff or members of the local community.
Distributing (or participating in the distribution of) pornographic material.
Willful damage to, or destruction of, School and personal property
Possessing or selling weapons or explosives
Using or promoting illegal drugs or substances in violation of public order and morals
Exchanging any inappropriate materials, such as letters or photos
Committing major actions contradictory to public morals such as sexual

Disciplinary Action for Misconduct

Student misconduct shall be dealt with as follows:

For Level 1 misconduct, the teacher provides a verbal recognition of the misbehavior, then he/she takes note of the incident in a student report which is available at floor supervisors' desks; after that, he/she provides a verbal reminder of proper conduct. Teachers are not allowed to remove students from the classroom for level 1 misconduct. Students can be removed from the class if they continue the misbehavior after two verbal warnings, and social workers conference.

1-Students get two verbal warnings

2- In case of continuation of misconduct , teacher should report the student to social worker

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- 3.- Social worker holds correction and conference with student
- 4- Call for parents' conference. The School should inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- 5-The student continues to behave unacceptably gets 1 hour detention on Thursday after school. The students will be held in the classroom under the supervision of a teacher. It should not contain more school work as it is banned in ADEC policy. During detention the student will not use any school facilities such as bus and pool. Parents are responsible for transportation.
6. The student continues to behave unacceptably gets one day suspension
7. Suspension (up to 5 days). It shall issue to the student and his or her Parent/Guardian a final warning. School Disciplinary Committee decides the duration of suspension.
8. Final stage is disciplinary transfer/expulsion; If the student fails to modify his or her behavior in accordance with the requirements of the School policy, the School may apply to the ADEC to transfer the student to another School or to permanently exclude the student concerned. In making an application to the ADEC, the School shall include evidence that all these stages have been followed.

For Level 2 misconduct

- 1.The teacher may isolate the student from the group by sending him to section supervisor
- 2.Communicate with students about the possible consequence of his behavior.
- 3.The teacher completes the disciplinary report. Social worker sent a letter parents to explain the consequence of repeating the same/similar action.
4. The student continues to behave unacceptably gets 1 hour detention on Thursday after school. The students will be held in the classroom under the supervisor of a teacher. It should not contain more school work as it banned in ADEC policy. During detention the student will

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not use any school facilities such as bus. Parents are responsible for transportation.

5. Third times the student gets one day suspension.
6. Forth times up to five days suspension. It shall issue to the student and his or her Parent/Guardian a final warning. School Disciplinary Committee decides the duration of suspension
7. Final stage is disciplinary transfer/expulsion; If the student fails to modify his or her behavior in accordance with the requirements of the School policy, the school may apply to the ADEC to transfer the student to another school or to permanently exclude the student concerned. In making an application to the ADEC, the school shall include evidence that all these stages have been followed.

For Level 3 misconduct

- 1- The teacher provides a verbal recognition of the misbehavior and records the incident in a student report; in addition, the student is sent to the Social Worker's Office for behavior management and parents are contacted.
- 2- Next, the student is sent home for the day and a written warning is sent home and has to be signed by the Parents/Guardians.
- 3- Third the student gets up to five days suspension. It shall issue to the student and his or her Parent/Guardian a final warning. (School Disciplinary Committee decides the duration of suspension)
- 4- 4-Final stage is disciplinary transfer/expulsion; If the student fails to modify his or her behaviour in accordance with the requirements of the school policy, the school may apply to the ADEC to transfer the student to another school or to permanently exclude the student concerned. In making an application to the ADEC, the school shall include evidence that all these stages have been followed.

Banned Disciplinary action

1. All form of physical punishment
2. Lowering grades or threatening to do

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3. Removing students outside of school without following school based procedures for sending students outside
4. Punishing group of students for individual misconduct
5. Imposing more school work
6. Mocking and insulting students in private and public
7. Deprived the students by using toilet facilities or meals

Students with Special Educational Needs

Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs must take into account the nature of the student's special education need and the Individual Education Plan for that student.

Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

The implementation of a School code of conduct must not generally differentiate between students with special education needs and other students.

(based on ADEC, Private Schools Policy and Guidance Manual, 2014-2015)

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School Attendance and Absence Policy
(updated July 2016/7)

Attendance Guidelines

Good attendance is essential to providing the greatest opportunity for students to learn and develop habits that result in responsible behavior.

It is a part of our school improvement plan to promote attendance, reduce tardiness and absence.

Students are expected to attend School on every school day as specified in the School calendar

Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.

School will maintain accurate daily attendance data for each student, including timely or late arrival to School.

Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.

When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.

Students are responsible for completing all assignments missed during their absence

Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays

If an absence is authorised, the student has the right to make up the work and tests that were missed. If an absence is unauthorised, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence

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School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

Examples of unauthorized absences and tardiness

1. Oversleeping
2. Transport Problems
3. Alarm clock failure
4. Morning medical appointment
5. Shopping trips
6. Unnecessary Travel

If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly

The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the schools has already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order must be issued by School Principal and approved by ADEC, and the guardian is informed

The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student.

Attendance Rules:

1. Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence. They have to provide evidence of the presence of the student in the place or circumstance addressed to him/her. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.
2. The written departure statement must be made in coordination with the school social worker after receiving the excuse provided by the parents.
3. Students with permits are required to show a written statement to the receptionist and to the main gate guard so that they can leave school before the end of the official hours.
4. Any tardiness, early leave or absence without a written permission is considered a

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violation of school rules and therefore the school administration has the right to take the necessary measures towards the student.

5. In case of repeated absence, tardiness or late arrival the school administration is entitled to take the necessary measures to reduce this phenomenon.
What are the consequences of ignoring the above procedure?

1. *Late arrival more than 3 times and tardiness:*

Student writes her/his name/arriving time and the reason for tardiness on the tardiness log at the reception (from first time of tardiness).

Parents are informed and they write an undertaking that their child will arrive at school on time

If the student continues to arrive late, further action will be taken by the social worker

2. *Not wearing school uniform:*

The above procedure will be used (except writing on/using the tardiness log).

3. *Truancy (skipping lessons without reason):*

Students are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization.

Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Procedure

Undertaking written by the student (section supervisor level)

If repeated, a warning will be given to student by the social worker

In case the problem continues, a three part meeting (parents, student and the social worker) will be held to set a plan for improvement.

An undertaking will be written by the parents to hold the plan

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Abu Dhabi Education Council (ADEC) - Al- Ain Education Office
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Parents Involvement Policy
(Updated July 2017)

Definition

A written parental involvement policy describes how the school highlights the important role of parents in the education of their children. It is developed in consultation with school personnel, and parents. This policy is made available to the local community by being posted on the school website. It is updated annually to meet the changing needs of parents and the school.

Policy

School shall encourage parents to take on voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events, after obtaining ADEC approval for them, and other relevant entities

Schools shall inform parents about all School policies that have an impact on Parents/Guardians and their children, such as the student code of conduct, attendance policy and tuition fees.

Schools shall make opportunities available for parents to visit a classroom in which their child is attending a lesson at least once during each academic year, after informing the Principal and receiving permission to do so, if necessary.

Schools shall make opportunities available for parents to obtain information about the placement of their child in a teaching group, and their right to give their written approval of the proposed arrangements, if necessary.

Types of Parental Involvement :

Research has highlighted the positive impact of arranged or spontaneous parental involvement of their children's educational progress . parental involvement takes the following forms :

1. Providing safe and secure environment at home
2. stimulating the child's mental skills
3. conducting discussions of child's concerns
4. Providing good model of social and educational values
5. contacting school to share information
6. participating in school events
7. participating in the work of the school
8. participating in school governance board (e.g Board of Trustees)

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School – Parent Communication methods :

1. Phone Calls

Parents can call school to have permission to talk with the Principal or a teacher to discuss any issues. On the other hand, teachers may call parent to discuss issues relevant to their children.

2. Personal Meetings

If any parent wants to meet the principal or any of his/her child's teachers, he/she can make an appointment from the school to have a face to face meeting.

3. email, whatsapp and SMS messages

The principal also communicates with the parents through SMS and whatsapp about relevant issues.

4. Surveys

such as parent satisfaction surveys

5. The School Website

Parents can log in and see important files such as the weekly pacing guide

6. Parents evenings

These gatherings are held every term where parents can meet teachers and discuss the progress of their children

7. Teacher's free class

Teachers have special free periods dedicated to meetings with the parents to discuss their children's progress in learning and behavior.

8. Teacher's Reports

The teacher sends a weekly report to parents updating them on their child's progress and achievement

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