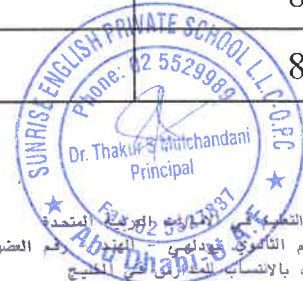




IN-SCHOOL SPECIALIST SERVICES POLICY

Document Type	Policy
Administering Authority	School
Latest Approval/Amendment Date	June 2025
Previous Approval/Amendment Date	March 2024
Approving Authority	Principal
Indicative Time for the next Review	March 2026

Sl.No	Content	Page Number
1	Policy Statement	2
2	Purpose	2
3	Scope	2
4	Referral and Documentation	3
5	Roles and Responsibilities	3-4
7	Registration and Selection of Centres	5
8	Contractual Agreements	5
9	Payments and Management Fee	6
10	Monitoring Student Progress	6-7
11	Dedicated Spaces	7
12	Student Protection	8
13	Information Security	8
14	Monitoring and Evaluation	8
15	Compliance	8





1. Policy Statement

Sunrise English Private School (SEPS) is committed to ensuring that every student who requires specialist services receives them efficiently and effectively within the school environment. This policy outlines the school's obligations regarding the identification, referral, and provision of in-school specialist services, as well as the contractual, monitoring, and reporting responsibilities among the school, approved centers, and parents.

2. Purpose

- Define the responsibilities of SEPS in delivering and overseeing in-school specialist services.
- Regulate access and ensure the qualifications of centers and specialists operating within the school.
- Outline monitoring and documentation procedures to support and track student progress.

3. Scope

This policy applies to:

- Students who may benefit from in-school specialist services.
- Licensed centers and affiliated specialists approved by the Ministry of Community Development (MoCD) and the Department of Health (DoH) in Abu Dhabi.





4 Referral and Documentation

SEPS establish a clear referral process, including:

- Identification by teachers or parents.
- Complete documentation from concern to service initiation. Key elements documented includes:
 1. Type, frequency, and duration of service.
 2. Student evaluation and SMART goals.
 3. Integration of goals into the student's DLP, if applicable.
 4. Specialist progress reports and teacher recommendations.

5. Roles and Responsibilities

a. Sunrise English Private School (SEPS)

- Enter into a formal contract with the approved center for the provision of therapy within the school.
- Verify that both the center and specialist are listed on the ADEK In-School Specialist Services database and confirm that the therapist's license is valid and up to date.
- Appoint an In School Specialist Services Coordinator to oversee and manage all in-school specialist services.
- Ensure that all therapists complete the school's safeguarding and child protection training before initiating services.
- Coordinate with the center to agree on therapy session dates and times aligning with the student's academic timetable.
- Provide a suitable, quiet, and safe space within the school premises for therapy sessions.





- Share relevant student records with the therapist, upon receiving parental consent.
- Monitor each student's progress and provide timely feedback to parents.
- Facilitate communication and coordination between the therapist and the child's teachers.
- Organize and host annual review meetings, inviting the specialist and parents.
- Inform the center in advance of any planned school closures (e.g., holidays or special events) that may disrupt therapy sessions.
- Provide secure storage for therapy materials and confidential documentation.

b. Center / Therapy Provider

- Ensure both our center and therapists are listed on the ADEK In-School Specialist Services database.
- Maintain all required licenses and comply with UAE laws, ADEK regulations, and professional standards.
- Draft and sign a contract with parents, and submit a copy to the school before starting therapy.
- Conduct a comprehensive intake assessment, followed by a report to parents detailing the child's current functioning, therapy type, frequency, duration, goals, and teacher recommendations.
- Monitor the quality of therapy delivered and promptly address any concerns or issues.
- Develop SMART therapy goals for each student and maintain detailed records of progress.
- Provide all necessary therapy materials and equipment, where feasible, for use during school sessions.
- Communicate to the school any resources that are required but not transportable.





- Make the therapist available to attend annual review meetings, whenever possible.
- Keep the school's In School Specialist Services Coordinator informed about any changes in therapist availability.
Handle all billing-related matters directly with parents or as per agreed payment terms.

c. Parents

- Review, sign, and adhere to the terms of the contract issued by the therapy center.
- Complete payments directly to the school
- Understand the therapy goals and actively engage in supporting home-based activities recommended by the therapist.
- Share any therapy reports or updates with the school that may impact the student's educational support.
- Inform both the school and the center in writing if we wish to discontinue therapy services within the school.
- Participate in termly review meetings—either virtually or in person—to discuss the child's progress and future needs.

6 Registration and Selection of Centers

- All centers must be registered with the ADEK.
- SEPS may work with multiple centers, based on direct review and evaluation.
- If the center is ADEK-registered: School and parents must mutually agree.
- If not registered: Center must complete ADEK registration before operating.





7. Contractual Agreements

A formal agreement will be established among SEPS, the center, and parents covering:

- Roles and responsibilities of all parties.
- Data confidentiality and secure record storage aligned with ADEK's Records Policy.
- Damages and liability.
- Full referral and service delivery process.
- Details of service scope and baseline assessments.
- Agreement duration, payment terms, grievance process, and termination conditions.
- Monitoring mechanisms and communication protocols for service quality.

8. Payments and Management Fee

- The school may charge management fees of up to 10% of the center's service fees (per session or package).

9. Monitoring Student Progress

a. Head of Inclusion

- Monitor each student's progress in collaboration with therapists and class teachers.
- Meet regularly with parents and specialists to review ongoing therapy goals and outcomes.
- Oversee the scheduling and coordination of annual review meetings with all key stakeholders, including parents, specialists, and teaching staff.
- Ensure that progress reports from in-school therapy services are reviewed and shared with parents during scheduled parent-teacher conferences.





- Emphasize the importance of receiving all relevant specialist reports from parents; we inform families that failure to share these documents may limit the school's ability to provide effective support.

b. In-School Specialist Services Coordinator

- The In-School Services Specialist Coordinator supports the operational management of therapy services.
- Serve as the primary point of contact between the school, therapy centers, and specialists.
- Coordinate schedules to ensure therapy sessions are integrated smoothly into the student's academic timetable.
- Maintain an organized log of all in-school services provided and ensure it is updated monthly in the ADEK system.
- Communicate changes, session disruptions, or student absences to the therapy centers in a timely manner.
- Ensure dedicated therapy spaces are ready and available for scheduled sessions.
- Assist in organizing safeguarding training for visiting specialists and confirming completion before service delivery begins.

10. Dedicated Spaces

SEPS has a dedicated, secure, and adequately equipped space for delivering in-school specialist services, in full compliance with DoH and other relevant government regulations and standards.

11. Student Protection

- All visiting specialists must sign SEPS's Student Protection Policy
- Specialists are also subject to ADEK student protection guidelines





12. Information Security

- SEPS will ensure the confidentiality and security of all student-related data and assessment materials.

13. Monitoring & Evaluation

- SEPS has developed internal indicators to monitor service effectiveness and use this data for policy and procedural reviews.
- The Head of Inclusion will oversee overall service quality in coordination with school leadership and parents.
- Monthly completion of the In-School Specialist Service Log via the ADEK system is mandatory.

14. Compliance and Review

SEPS is committed to achieving full compliance to the policy by September 1, 2025.

It is recognized that failure to comply may result in legal accountability and sanctions in accordance with ADEK's regulations or any other applicable legislation. ADEK reserves the right to intervene if the school fails to meet its obligations.

Dr. Thakur.S.Mulchandani,

School Director/Principal

