



Sunrise English Private School, Abu Dhabi **Parent–School Contract**

INTRODUCTION

At Sunrise English Private School, Abu Dhabi, we believe that a strong partnership between the school and parents is essential for every child’s academic success and personal growth. This partnership is founded on mutual respect, shared responsibility, and a collective commitment to the holistic development of each student.

In line with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), this Parent–School Contract clearly outlines the roles, responsibilities, and expectations of the school, parents/guardians, and students. It is intended to strengthen transparency, promote accountability, and support a well-regulated educational environment.

This contract also acts as a reference point in case of concerns or disputes, offering clear guidelines for resolution in accordance with ADEK policies. Through open communication and collaboration, we aim to ensure a safe, respectful, and enriching learning journey for all students.

DEFINITIONS

ADEK (The Authority): The Abu Dhabi Department of Education and Knowledge, the regulatory authority overseeing private education in the Emirate of Abu Dhabi.

Child: Any resident of the UAE under 18 years of age

Contract: This legally binding document that outlines the agreed responsibilities and expectations between the school and the parents/guardians, as per ADEK regulations.

Educational Services: The academic programs, activities, and support offered by the school to support student learning and development.

Parent/Guardian: The legal parent(s) or court-appointed guardian(s) responsible for the student’s education.

Policies: School-approved guidelines aligned with ADEK regulations, covering academics, health and safety, conduct, and communication, and shared with all stakeholders.

School: Sunrise English Private School, Abu Dhabi, is a private educational institution licensed by ADEK, offering education under the Asian (Central Board of Secondary Education - CBSE) curriculum.

School Tuition Fees: Fees charged by the school for enrollment, education, and related activities, as detailed in the official fee structure.

Student(s): Individuals enrolled at Sunrise English Private School, Abu Dhabi across any grade level.

Third Party: External providers offering services engaged to deliver specific services or programs to students through a school-facilitated arrangement, (e.g., Transport, enrichment) through school-facilitated arrangements.

ADEK inspection rating for Sunrise English Private School, Abu Dhabi (2024-2025) is 'Good'.

1. ADMISSION GUIDELINES

1.1. Admission Criteria

The school welcomes applications from students of all nationalities and abilities, subject to seat availability and in accordance with ADEK admission regulations. The school is committed to providing equal opportunities in a safe, inclusive, and academically stimulating environment.

1.1.1. Age Eligibility: In accordance with ADEK regulations, students must meet the prescribed age–grade mapping criteria. Age is determined as of 31st March of the academic year of admission.

Grade	Age
Kindergarten 1	4 years old by 31 st March of the academic year of admission
Kindergarten 2	5 years old by 31 st March of the academic year of admission
Grade 1	6 years old by 31 st March of the academic year of admission
Grade 2 and above	Admissions are based on the Term 1 Progress Report of the current academic year. The attested Transfer Certificate and Final Report Card (indicating “Passed and Promoted”) from the previous academic year must be submitted on or before April 15 of the admission academic year.

1.1.2. Submission of Valid Documentation: Parents are required to submit accurate and complete documentation at the time of application, including:

- Emirates ID and passport copy of the student
- Valid residence visa
- Birth certificate
- Previous school report cards or transfer certificate
- Vaccination/medical records

1.1.3. Seat Availability: Admission is contingent upon the availability of seats in the grade applied for.

1.1.4. Behavioral and Attendance Reports: For students applying to Grade 2 and above, behavior and attendance reports from the previous school may be reviewed as part of the admission process.

1.1.5. Sibling Consideration: Priority may be given to applicants who have siblings currently enrolled at the school, provided all other requirements are met.

1.2 Entrance Assessment Criteria

1.2.1. Purpose

As part of the admission process, the school may conduct entrance tests and interviews to assess the student's academic readiness, language proficiency, and any potential need for learning support. These assessments are conducted to support appropriate placement and learning planning and are not used as grounds for denying admission.

1.2.2. Parent/Guardian Acknowledgement

Parents/Guardians acknowledge and agree that entrance assessments serve the following purposes:

1.2.2.1. Assessing students' core academic competencies in English, Mathematics, and Science *on current grade academic year CBSE portions.*

1.2.2.2. Identifying any learning support requirements or areas for language development.

1.2.2.3. Informing appropriate grade placement and the development of individualized or targeted support strategies to promote student success.

1.2.3. Assessment Formats

1.2.3.1. **KG1 and KG2:** Informal, play-based observation and interaction.

1.2.3.2. **Grades 1 to 5:** Written assessments in English, EVS and Mathematics, followed by a brief student interview.

1.2.3.3. **Grades 6 to 12:** Written assessments in English, Mathematics, and Science (if applicable), along with a brief student interview.

1.2.4. Assessment Language:

English is the primary language of assessment.

1.2.5. Based on assessment outcomes, academic records, and parental input, the school will determine grade placement and any necessary support structures.

1.2.6. In cases where significant learning or behavioral needs are identified, the application will be referred to the school's Inclusion Team for review. The team, in consultation with SLT, will assess the student's individual needs in accordance with the School Inclusion Policy to determine the availability of appropriate support and reasonable accommodations within the school.

1.3 Students with Additional Learning Needs (ALN)

1.3.1. Commitment to Inclusion

The school is committed to providing equitable access to education for all students in accordance with the **ADEK Inclusion Policy Framework**. Students with Additional Learning Needs (ALN), including **Students of Determination**, are welcomed and supported through a collaborative and transparent admission process involving the school, parents/guardians, and, where applicable, external specialists.

1.3.2. Parental/Guardian Responsibilities

Parents/Guardians play a vital role in ensuring that the school can make appropriate provisions for their child. They are expected to:

1.3.2.1. Disclosure of Relevant Information:

- Accurately disclose all relevant and up-to-date information regarding the child's learning, behavioral, developmental, or medical needs during the admission process.
- Submit supporting documentation including:
 - Medical and psychological reports.
 - Individualized Education Plans (IEPs) or previous school support plans.
 - Specialist therapy reports (e.g., speech, occupational, behavioral, or ABA therapy).
 - Any formal diagnosis related to learning, developmental, or behavioral challenges (e.g., ADHD, ASD, Dyslexia, etc.).

1.3.2.2. Timely Communication of Updates:

- Inform the school of any newly diagnosed conditions or updated assessments during the child's enrollment.
- Submit all supporting documentation through official communication channels to facilitate timely review and planning.

1.3.2.3. Cooperation in the Support Process:

- Participate in scheduled meetings, reviews, and re-evaluations conducted by the **School Inclusion Team**.
- Collaborate actively in the development, implementation, and monitoring of the child's Individualized Education Plan (IEP), where applicable.
- Arrange for an Individual Learning Support Assistant (ILSA) when required, with the associated expenses to be borne by the parent.

1.3.2.4. Understanding of Non-Disclosure Consequences:

- Failure to disclose relevant information may result in:
 - Delay or disruption in providing appropriate educational support or accommodations.
 - Misplacement or incorrect educational placement.
 - Formal review of the student's continued enrollment or placement in accordance with ADEK and school policies.

1.3.3. School's Commitment:

The school agrees to:

- Review all documentation provided by parents confidentially and professionally.
- Conduct internal observations or assessments, where required, to determine support needs.
- Collaborate with parents/guardians to develop and review an Individualized Education Plan (IEP), when applicable.
- Ensure that relevant staff are trained, informed, and equipped to provide accommodations and differentiated learning strategies.
- Provide a **Learning Support Assistant (LSA)** where deemed necessary, based on assessment and consultation with parents, in alignment with ADEK inclusion provisions.
- Engage with external professionals, when required, to enhance student support and ensure an inclusive learning environment.
- Provide **In-School Specialist Services**, such as speech therapy, occupational therapy, or behavioral intervention, in line with **ADEK's In-School Specialist Services Policy**, to support students' individualized learning and developmental needs.

1.3.4. Maintenance of ALN Records and Regulatory Compliance

- Maintain accurate and up-to-date records for students with Additional Learning Needs (ALN) on the eSIS ALN module, as mandated by ADEK regulations.
- Parents/Guardians acknowledge that:

- The School is required by ADEK to upload and regularly update ALN-related data on eSIS during admission and at each re-enrollment cycle.
- Such data is used exclusively for educational planning, regulatory compliance monitoring, and safeguarding purposes, in full accordance with UAE data protection and confidentiality laws.

1.4 Co-Education Policy

The school will follow a co-educational system up to Grade 5, ensuring a balanced and inclusive learning environment during the foundational years.

2. CURRICULUM AND ACADEMIC PROGRAMMES

The school follows the CBSE curriculum, fully aligned with the regulatory framework set by ADEK. Our academic program is designed to offer a balanced, inclusive, and enriching educational journey that cultivates academic excellence, critical thinking, and holistic personal growth for every student.

2.1 Mandatory Subjects

In accordance with ADEK and CBSE regulations, the following subjects are compulsory for specific groups of students:

- **Islamic Studies:** Mandatory for all Muslim students from Kindergarten to Grade 12.
- **Ministry Arabic:** Required for all students from Kindergarten to Grade 12.
- **UAE Moral, Social and Cultural Studies:** Compulsory for all students from Kindergarten to Grade 9 as part of the UAE National Agenda.

Details of all academic subjects, enrichment programs, and elective options are outlined in the **School Curriculum Policy**, which is based on the CBSE Curriculum Guide. This policy is available on school's website to all parents and guardians for review and reference.

2.2 Skill-Based Subjects (Grades 9–12)

Skill-based subjects will be mandatory for all students from Grade 9 to Grade 12, as per the curriculum framework and availability.

- These subjects are designed to:
- Enhance practical knowledge and career readiness
- Develop critical thinking and real-world skills
- Align with evolving educational and industry requirements

2.3 Subjects Offered by Educational Cycle

Cycle	Grade Levels	Subjects Offered
Kindergarten	KG 1 & KG 2	Pre-literacy and Numeracy, Environmental awareness, Arabic, music, art, physical education.
Cycle 1	Grades 1– 5	English, Hindi, Mathematics, Science, Moral Social and Cultural Studies - Non Arabs, Moral Studies/ Islamic Education, Arabic Language (Non Arabs), Art, Music, Dance, ICT, PE, Malayalam/ Special English (Grade 2 to 5) and Social Science (Grade 4 & 5).
Cycle 2	Grades 6–8	English Language, Mathematics, Science, Social Science, Hindi Language, Arabic Language (Non Arabs), Moral Social and Cultural Studies - Non Arabs, Moral Studies/ Islamic Education, Financial Literacy, Computer Science, Artificial Intelligence, Art, Physical Health Education.
Cycle 3	Grades 9–10	Islamic Education - Non Arabs, Arabic Language - Non Arabs, English Language and Literature, Mathematics (Basic/Standard), Moral Studies - Non Muslim, Moral Social and Cultural Studies - Non Arabs (Grade 9 only), Science, Arabic Language – CBSE, Social Science, Hindi Language, French Language, Information Technology, Computer Application, Art, Painting, Physical Health Education, Home Science, Elements of Business, Carnatic Music.
Cycle 3	Grades 11–12	<p>Commerce: Islamic Education - Non Arabs, Moral Studies - Non Muslim, Arabic Language – Non Arabs, English Core, Accountancy, Economics, Business Studies, Informatics Practices, Salesmanship, Marketing, Home Science, Entrepreneurship, Computer Application, Art, Physical and Health Education & General Studies.</p> <p>Science: Islamic Education - Non Arabs, English Core, Moral Studies - Non Muslim, Arabic Language - Non Arabs, Mathematics, Biology, Chemistry, Physics, Psychology, Computer</p>

Cycle	Grade Levels	Subjects Offered
		Science, Early Childhood Care and Education, Art, Physical and Health Education & General Studies.

2.4 Choice of educational streams

Subject Stream Selection – Grade 11

Students entering Grade 11 will be guided in selecting a suitable academic stream based on their demonstrated aptitude, academic performance, and long-term educational or career goals. Subject stream allocation is determined by a combination of the following assessment outcomes:

- Term 1 Examination
- Pre-Board Examination 1.
- Pre-Board Examination 2.

2.4 Eligibility Criteria for Stream Selection

S. No.	Subject Stream	Minimum Academic Requirement
1	Mathematics / Science	90% and above in both Mathematics and Science
2	Mathematics / Computer Science	90% and above in both Mathematics and Science
3	Science / Psychology	90% and above in Science
4	Commerce / Marketing	75% and above overall average (Term and Pre-Board exams)
5	Commerce / Informatics Practices	85% and above overall average (Term and Pre-Board exams)

Note: Final approval for stream selection is contingent upon academic merit, availability of seats, and the student's overall behavior, attitude, and demeanor.

External applicants are required to undergo an entrance examination and an interview, in addition to meeting all the aforementioned criteria for admission to Grade 11.

In cases where the specified criteria are not fully met, stream allocation will be based on the student's academic performance, following the rank list and the minimum percentage requirements set by the school.

Final decision as per the Principal's discretion.

2.5 Subject Combinations Offered

2.5.1. Science Stream

- Compulsory Subject:
 - English and a skill subject offered by the school.
- Elective Groups (Choose one):
 - Group I: Mathematics, Physics, Chemistry, Computer Science.
 - Group II: Mathematics, Physics, Chemistry, Biology.
 - Group III: Physics, Chemistry, Biology, Psychology.

2.5.2. Commerce Stream

- Compulsory Subject:
 - English and a skill subject offered by the school.
 - Elective Groups (Choose one):
 - Group IV: Accountancy, Business Studies, Economics, Marketing.
 - Group V: Accountancy, Business Studies, Economics, Informatics Practice.
- * Arabic and Islamic Education marks also will be added in the mark lists provided by the ADEK.

Skill Subjects (Grades 11 & 12)

- Salesmanship (Commerce stream).
- Early Childhood Care and Education (Science stream).

2.6 Subject Allocation

- Subject choices will be offered based on feasibility and minimum student enrollment requirements.
- If a subject does not meet the required number of students, it may not be offered.
- In such cases, students will be guided to select from available alternatives.

2.7 Curriculum Compliance

All curriculum and subject-related decisions at Sunrise English Private School align with CBSE standards and ADEK regulations. The school adheres to the CBSE's policies on secondary education, career guidance, and assessment. Students are provided equitable

access to subject streams and supported through continuous academic counseling to make informed and purposeful educational choices.

2.8 Assessment

Student assessment follows the CBSE-prescribed framework, emphasizing both **formative** and **summative** approaches to monitor academic performance and personal development.

2.8.1 Formative Assessments / Periodic Tests (FA/PT):

Conducted throughout the academic year, the assessment schedule includes two Formative Assessments and two Periodic Tests. For Grades 10 and 12, three Periodic Tests are administered, excluding the Pre-Board Examination. These assessments evaluate various aspects of student performance, such as daily learning, class participation, assignments, oral presentations, projects, and portfolio submissions. They serve as essential tools for identifying individual learning needs and implementing timely academic interventions.

2.8.2 Term Examinations (Two Terms):

Held at the end of each term, this assessment evaluates the cumulative understanding of key concepts, skills, and competencies covered during the respective term.

2.8.3 Frequency and Reporting:

Report cards are issued **twice a year**:

- **Term 1 Report**
- **Final Year-End Report**

Reports reflect student performance in both scholastic and co-scholastic areas in line with the CBSE standards.

For details on grading, weightage, and assessment criteria, refer to the **Assessment Policy** available on the school website or through the school office.

2.9 Promotion and Retention

Student promotion is based on academic progress and holistic development, following the standards set by CBSE and ADEK.

- Decisions are guided by the **Promotion and Retention Policy**, which outlines grade-specific academic benchmarks and minimum performance requirements.
- For students on an **Individualized Education Plan (IEP)**, progress is measured against personalized goals instead of standard academic criteria.

Parents are expected to stay engaged through regular reports, assessments, and teacher consultations, and to support interventions when needed (For more information, refer to the Assessment Policy available on the School's website). needed.

2.10 Extracurricular Activities and Celebrations

The school offers a variety of academic, cultural, and sporting events throughout the year to encourage leadership, creativity, civic engagement, and intercultural understanding.

Key annual events include:

- National and International Day Celebrations.
- Sports Day.
- Annual Day.
- Career Guidance workshops.
- Science and Art Exhibitions.
- Talent Shows and Cultural Programs.
- Field Trips and Educational Visits.
- House Competitions and Thematic Assemblies.

These activities are integral to student development and help foster a vibrant and inclusive school community.

2.11 Graduation Requirements

To ensure students are well-prepared for higher education and future careers, the school follows the graduation criteria established by the **CBSE** and regulated by **ADEK**. The following requirements must be fulfilled for a student to graduate:

2.10.1. Completion of Required Grade Levels

- Students must successfully complete **Grades 9 to 12 (Cycle 3)** under the **CBSE-affiliated programs**.

2.10.2 Academic and Curriculum Requirements

- Students must pass the **CBSE Board Examinations**:
 - **Grade 10**: Secondary School Examination
 - **Grade 12**: Senior School Certificate Examination
- Muslim students in Grade 12 must achieve a minimum of 60% in the annual examinations for Islamic Education conducted by the Ministry of Education.

- All students in Grade 12 must achieve a minimum of 60% in the annual examinations for Arabic Language conducted by the Ministry of Education.
- A **minimum of 33%** must be achieved in each subject for theory and practicals separately as per the CBSE guidelines.

2.10.3. Attendance Requirements

- Students should meet the **minimum attendance requirement** of **90%** of instructional days per academic year, unless exempted under valid medical or exceptional circumstances approved by the school and documented accordingly.
- Excessive absenteeism may result in academic consequences or withholding of graduation eligibility.

2.10.4. Class Reshuffling

The school will periodically reorganize students across all grades. This is done to promote:

- Social connection among a wider peer group
- Emotional well-being and adaptability
- Inclusivity and collaborative learning

This approach is non-negotiable and aims to support the holistic development of every student.

3. FEE STRUCTURE

It is important to note that the fees included in this contract, and any increases mentioned, are in line with the school's fee framework published on the school website.

All fee structures, collection procedures, refund rules, and fee increases are subject to ADEK approval and will be transparently communicated to parents/guardians.

3.1. Tuition Fee for the Academic Year 2026–2027

The approved school fees for each grade level are as follows:

Grades	Term 1	Term 2	Term 3	Total Tuition Fee	Book Fee	Uniform Fee	Transport Fee			
							Term 1	Term 2	Term 3	Total Transportation Fees
KG 1 & KG 2	2,600	2,600	3,460	8,660	240	490	1,356	1,356	1,808	4,520
GR 1 to 2	2,430	2,430	3,240	8,100	325	540	1,356	1,356	1,808	4,520
GR 3	2,460	2,460	3,270	8,190	325	540	1,356	1,356	1,808	4,520

GR 4	2,460	2,460	3,270	8,190	500	540	1,356	1,356	1,808	4,520
GR 5	2,460	2,460	3,270	8,190	500	540	1,356	1,356	1,808	4,520
GR 6	2,460	2,460	3,270	8,190	500	540	1,356	1,356	1,808	4,520
GR 7 to 8	2,760	2,760	3,670	9,190	565	559	1,356	1,356	1,808	4,520
Grade 9	2,760	2,760	3,670	9,190	640	559	1,356	1,356	1,808	4,520
Grade 10	2,730	2,730	3,640	9,100	650	559	1,356	1,356	1,808	4,520
Grade 11 & 12	3,830	3,830	5,110	12,770	700	559	1,356	1,356	1,808	4,520

Note: No additional mandatory fee shall be charged during the academic year except those explicitly stated and approved by the ADEK.

3.2. Additional Fees

- **Mandatory CBSE Registration and Examination Fees**
 - CBSE registration fee is applicable to students in **Grades 9 & 11**, while the CBSE board examination fee apply to students in **Grades 10 & 12**.
 - Parents will be informed in advance regarding the exact fee amounts and due dates.

3.3. Payment Terms and schedule

Tuition fees may be paid in a minimum of three (3) equal installments, as per ADEK school fee policy:

Term	Period	Due Date	Details
1	April 26 – Jun 26, 2026	February 28, 2026	Term 1 Tuition Fee + Books + Uniform+ Transportation Fee (Term 1)
2	September 26 – November 26, 2026	August 1, 2026	Term 2 Tuition Fee + Transportation Fee (Term 2)
3	December 26 – March 27, 2026	November 1, 2026	Term 3 Tuition Fee + Transportation Fee (Term 3)
		December 5, 2026	Re-registration Fee

- The school is authorized to collect the first term fee up to one month before the beginning of the academic year.
- Late or non-payment will result in the suspension of student for three days (term wise) after the issuance of three reminder letters via email, and withholding of progress reports in accordance with the ADEK policy.

3.4. Registration and Re-registration Fees

- In house Students: A re-registration fee of 5% of the annual tuition fees is payable within the school's stipulated timelines to confirm seat reservation for the next academic year.

3.5. Refund Policy

In accordance with ADEK's Tuition Fees Framework, the following refund policy applies to student withdrawals:

- Withdrawal within 1 to 3 weeks from the start of the academic term: One month's tuition fee will be deducted.
- Withdrawal within 3 to 6 weeks from the start of the academic term: Two months' tuition fees will be deducted.
- Withdrawal after 6 weeks of attendance: Full term tuition fees are payable and must be cleared.

In case of any eligible refund, the parent agrees to provide the following bank details:

- a. Account Name
- b. Bank Name
- c. Account Number
- d. IBAN
- e. Branch Name

3.6. Fee Discounts and Deductions

3.6.1. Concession on Tuition Fee for Staff Children

Fee concessions may be granted to staff members for their children enrolled at SEPS, based on the staff member's years of service at the school. The concession structure is as follows:

Above 15 years of service	Full fee concession
10 to 15 years of service	75% fee concession
5 to 10 years of service	AED 3,000 concession
3 to 5 years of service	AED 2,500 concession

This policy is subject to review and approval by the school management.

3.7. Mode of Payment

The payment of school fees **shall** be made through any of the following approved modes only:

a. Cash Payments:

Cash payments shall be accepted at the School Fee Counter during official working days and hours as detailed below:

- **Monday to Thursday: 7:30 a.m. to 3:00 p.m.**
- **Friday: 7:30 a.m. to 11:00 a.m.**
- **Saturday: 8:00 a.m. to 11:00 a.m.**

b. Online Bank Transfer:

Fees **shall** be paid through online bank transfer exclusively to the following bank account details:

Account Name	SUNRISE ENGLISH PRIVATE SCHOOL LLC OPC
Bank Name	Abu Dhabi Commercial Bank (ADCB)
Account No	252369920001
IBAN	AE980030000252369920001
Branch	Abu Dhabi

c. Credit Card Payment:

Fee payments **shall** be made using an **ADCB Credit Card** through the **ADCB Mobile Application**, with the option of **12 months' installment at 0% interest**, subject to the bank's applicable terms and conditions.

d. Cheque Payments:

Payment by cheque **shall** be made using a **current-dated cheque** submitted at the School Fee Counter during official working hours.

3.8 Non-Compliance and Fee-Related Consequences

Parents/Guardians are required to ensure timely payment of all tuition and related fees as per the prescribed schedule. Repeated delays or failure to comply with fee payment obligations may result in:

- Withholding of the student's academic records, reports, or Transfer Certificate, and initiation of a block in the eSIS system, in accordance with regulatory guidelines.
- Ineligibility of the student for re-enrollment for the subsequent academic year.
- The school shall notify parents in writing at least three months before the end of the academic year regarding the risk of their child not being re-enrolled for the next academic year, unless all outstanding fees are settled. In case of the student eligible for the discount/ concession will be cancelled for the current academic year, if the failure to pay fees on time.
- The School shall notify parents/guardians in writing at least three (3) months prior to the end of the academic year regarding the risk of non-re-enrollment for the following academic year, unless all outstanding dues are fully settled.
- Any fee concession, discount, or financial benefit granted for the current academic year shall be withdrawn in the event of failure to pay fees within the stipulated timelines.

- Incidents of cheque dishonour (cheque bounce) shall be treated as a serious financial non-compliance and may adversely affect the student's eligibility for re-registration.

4. COMMUNICATION

Clear and consistent communication between the school and parents is vital to support the academic, social, and emotional growth of every student.

Communication Channels:

- School Diary
- Emails
- Social Media Channels
- SMS
- Parent–Teacher Meetings and special review meetings
- Orientation sessions
- Phone calls
- Class WhatsApp group
- School website
- Parent portal updates

4.1. School Responsibilities

The school will:

- Communicate all policies, procedures, and urgent announcements clearly and promptly.
- Keep parents informed about school programs, staff updates, and key events.
- Provide regular updates on student performance through:
 - Two formal academic reports per year
 - Three scheduled Parent–Teacher Meetings annually

4.2. Parent Responsibilities

Parents/guardians are expected to:

- Provide accurate and current contact details and notify any changes promptly.
- Actively check and respond to communication through official school platforms.
- Interact respectfully with school staff when discussing their child's progress.
- Attend all scheduled meetings and reviews related to their child's academic and personal development.

4.3. Students with Additional Learning Needs (ALN)

Parents are expected to:

- Attend all review and support meetings as part of the Individualized Education Plan (IEP).
- Maintain open communication to ensure timely interventions and continued support.
- Attend the Inclusive Open House organized three times a year.
- Avail the In-School Specialist Services (ISSS) as per school policy.

4.4. Academic Calendar

First Academic day for students	Summer Break	Winter Break	Last academic day for students	Spring Break
The dates will be officially communicated to parents each academic year through a formal notification, following approval from ADEK.				

4.5. Online Classes & Distance Learning

- Distance learning is allowed only in exceptional situations, such as temporary school closures or prolonged student hospitalization (as per ADEK guidelines).

4.6. Cyber Safety & Online Conduct

Parents should supervise online activities and promote safe, responsible use of technology.

Guidelines:

- Promote open communication about online interactions
- Establish age-appropriate digital boundaries
- Use parental supervision tools responsibly
- Educate children on privacy and digital safety
- Encourage empathy, accountability, and responsible digital behavior

Violations of UAE laws related to online harassment or defamation may have legal consequences.

4.7. Shared Responsibilities of Parents

- Ensure children arrive on time and avoid unnecessary absences.
- Submit leave requests with supporting documents in advance.
- Reinforce school rules, respect, and responsibility at home.
- Keep unwell children at home and inform the school about medical conditions.
- Teach respect for school property and digital resources.
- Avoid posting negative or defamatory content online.

4.8. School Bag Weight Policy

- School bags should not exceed 20% of the child’s body weight.
- Parents should guide children to carry only necessary materials.

Grade	Maximum Weight (kg)
KG1	Not exceed 2 kgs
KG2	
Grade 1	
Grade 2	
Grade 3	
Grade 4	Not exceed 3 to 4.5 kgs
Grade 5	
Grade 6	
Grade 7	Not exceed 6 to 8 kgs
Grade 8	
Grade 9	
Grade 10	Not exceed 10 kgs
Grade 11	
Grade 12	

4. ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is vital for maximizing learning opportunities and ensuring student success. Consistent attendance supports academic progress, active classroom participation, and overall development.

5.1. School Commitment

The School ensures:

- The Student Administrative Affairs Policy shared with all stakeholders.
- Defined expectations for arrival, daily punctuality, and absence procedures.
- Accurate recording and reporting of all student absences and tardiness.

5.2. Parental Responsibilities

Parents are expected to:

- Read and comply with the Student Administrative Affairs Policy.
- Ensure their child arrives on time and attends all the school days.
- Avoid non-essential absences during instructional time.
- Notify the school immediately in case of absence or emergencies via email.
- Understand that repeated lateness or unexplained absences may lead to interventions or disciplinary measures and could impact eligibility for re-enrollment.

5.3. Daily Routine

School Timings

- Days: Monday to Friday
- Start Time: 7:20 AM (Daily Assembly)

Break Times

- KG:

- **Monday–Thursday:** 20 minutes
- **Friday:** 15 minutes
- Grades 1–12:
 - **Monday–Thursday:** 15-minute first recess AND 25-minute second recess
 - **Friday:** 15 minutes

Dispersal Timings

- KG:
 - **Monday–Thursday:** 11:45 AM
 - Friday: 11:30 AM
- Grades 1–12:
 - **Monday–Thursday:** 2:10 PM
 - Friday: 11:30 AM

5.4. Attendance Categories

In accordance with ADEK regulations:

- **Kindergarten (KG):** Absences exceeding 10% of the academic year (i.e., 18 days) will be flagged.
- **Grades 1–12:** Absences exceeding 5% of the academic year (i.e., 9 days) will be considered a concern.

5.4.1. Excused Absences

These include:

- Illness
- Emergency medical appointments
- Family Loss (1st or 2nd degree relative)
- Official duties
- Competitions or events
- Government public holidays
- Study/exam leave (with ADEK approval)
- Government-mandated closures

5.4.2. Unexcused Absences

These include:

- Family vacations during school days
- Staying home without notifying the school
- Non-emergency medical appointments
- Non-severe weather conditions

5.5. Attendance Monitoring

- All absences and tardiness are recorded and reported as part of student progress.
- The school ensures fairness, transparency, and accountability in managing attendance records.
- Interventions and parental communication will be initiated in case of repeated lateness or unexplained absences.

5.6. Attendance Violations and Consequences

5.6.1. Unauthorized Absences

- A formal notification will be sent to the student and parents.
- The school will convene a meeting with the student and their parents/guardians to understand the reasons for the absences and collaboratively determine appropriate solutions.
- The school will closely monitor student absences to identify patterns and prevent recurrence.”
- For Grades 1–12, if a student’s absences exceed 5% (9 days) of the total school days, it will be considered a cause for concern. For Kindergarten, if a student’s absences exceed 10% (18 days), it will be flagged. In such cases, the student may be identified as being at educational risk, in accordance with ADEK policies.
- In cases where a student’s absences raise reasonable concerns of neglect or maltreatment, the school is obligated to report the matter in accordance with the ADEK Student Protection Policy.

5.6.2. Excessive Absences

- The school will inform parents/guardians that persistent absences may adversely affect the student’s learning and academic progression.
- For students identified as being at educational risk, the school will develop personalized support plans in collaboration with parents, teachers, and relevant staff.
- The school counselors will assess the student’s social, emotional, and learning-related needs to provide appropriate support.
- In cases where absences raise reasonable concerns of neglect or maltreatment, the school is obligated to report the matter in accordance with the ADEK Student Protection Policy.

5.6.3. Patterns of Absenteeism

- The school will arrange a meeting with parents/guardians to review attendance records and collaboratively discuss appropriate intervention strategies.
- The school will conduct regular follow-ups to monitor attendance improvement and ensure continued engagement.

- The school will implement positive reinforcement measures to acknowledge and encourage improved student attendance and responsible behavior.

5.6.4. Students with Additional Learning Needs

- In accordance with the ADEK Inclusion Policy Framework, the school ensures that students with additional learning needs are treated equitably and supported appropriately in cases of attendance concerns. The approach emphasizes support and collaboration rather than punitive measures.

5.6.4.1. School Commitments:

- The school will address attendance issues with understanding and flexibility, ensuring interventions are tailored to the student's individual learning profile and needs.
- Adjustments or exemptions may be made when absences are linked to medical, therapeutic, or specialized intervention requirements.
- Missed academic content will be provided through individualized catch-up programs, resource support, or alternate learning arrangements.
- The Inclusion Team, class teacher, SLT and school social worker will collaborate with parents to identify underlying barriers (medical, emotional, or learning-related) contributing to absenteeism.
- Attendance patterns and progress will be reviewed periodically to ensure the student remains engaged and supported.
- If absenteeism persists despite interventions, the case may be referred to ADEK's Student Happiness Committee for further review and external support.

5.6.4.2. Parent Responsibilities:

- Communicate promptly with the school regarding any medical or therapeutic absences and submit relevant documentation.
- Collaborate actively with the school's Inclusion Team to develop and implement attendance support or catch-up plans.
- Ensure the student attends school regularly except in genuine circumstances justified by documentation.

6. ATTITUDES AND BEHAVIOR

At the school, we are dedicated to fostering a positive, respectful, and inclusive school culture in line with the ADEK Student Behaviour Policy (Refer to the School's Student Behavior Policy). We strive to create an environment where all students feel safe, supported, and valued, enabling them to thrive both academically and personally.

Student success is rooted in a framework of positive behaviour, shared values, emotional well-being, and mutual respect. This culture of excellence can only be upheld through the collective commitment and active partnership of students, parents, and staff members. Together, we aim to promote responsible citizenship, resilience, and a sense of belonging within our school community.

6.1. School Expectations

To uphold a positive and disciplined learning environment, the school expects students to:

- **Follow the School Code of Conduct** at all times. This applies during regular school hours, on school buses, during school-sponsored events (intra/inter-school competitions, field trips, etc.), and while representing the school on **digital platforms or social media**.
- **Maintain respectful and responsible behavior** in all interactions with peers, staff, and visitors, both on campus and online.
- Abide by the **School's Zero-Tolerance Policy towards bullying**, which includes:
 - Physical bullying
 - Verbal bullying
 - Emotional and Psychological bullying
 - Cyberbullying
- Avoid any form of **defamation, harassment, or inappropriate digital behavior** towards any member of the school community. Misuse of school's social media or related platforms to harm, threaten, or defame others will be strictly dealt with as per the school digital policy.
- Understand that **behavioral violations** will be addressed according to the School Student Behaviour Policy and Digital Policy. Depending on the severity of the offense, consequences may include:
 - Verbal or written warnings
 - Temporary suspension from classes or school
 - Escalation to the ADEK

6.2. Responsibilities of Students and Parents

To ensure the success of the school's behavior and discipline initiatives, students and parents are expected to:

- Read, understand, and comply with the School's Student Behavior Policy, which defines acceptable standards of conduct, prohibited behaviors, and the corresponding consequences. The policy is available for reference on the School's official website.
- Actively reinforce the school's core values of respect, kindness, integrity, and accountability—at home and in all interactions.

- Have regular conversations with the child about appropriate conduct, the importance of empathy, and the potential consequences of misbehavior.
- Support the behavioral expectations outlined in the student diary.
- Treat all members of the school community—students, teachers, administrators, and support staff—with respect and civility, both in person and in all digital communications.
- Refrain from any behavior that involves:
 - Bullying or harassment
 - Discrimination or exclusion
 - Spreading false or harmful information
 - Threats or intimidation
 - Breaches of confidentiality or privacy
 - Online misconduct involving the school or its members

7. HEALTH AND SAFETY

At the School, the health, safety, and well-being of every student are of paramount importance. In alignment with the regulations of the ADEK and the Department of Health – Abu Dhabi (DoH), the School and parents must work collaboratively to ensure and maintain a safe, healthy, and supportive learning environment.

7.1. School Responsibilities

The school is committed to:

- Providing immediate **first aid and medical care** on campus through licensed health professionals in line with ADEK and DoH standards.
- **Protecting student privacy** and confidentiality while managing medical needs, allergies, or chronic conditions.
- **Promoting healthy lifestyle habits** through awareness campaigns, physical education, and hygiene practices.
- Ensuring that **facilities, classrooms, and activity areas** meet all health, hygiene, and safety regulations.

7.2. Parent Responsibilities

Parents are expected to:

- Share **complete and updated medical information** regarding their child, including allergies, chronic conditions, medications, and recent diagnoses.
- Notify the **school clinic** immediately of any change in health status that may require special care or monitoring.

- Communicate with the school nurse through official channels regarding any required medication.
- Provide only **healthy meals and snacks** that comply with the school’s **Healthy Eating and Food Safety Policy**.
- Reinforce **personal hygiene and wellness habits** at home to align with the school’s efforts in creating a safe and healthy environment.

8. TRANSPORTATION

8.1. General Provisions

- The school prioritizes student safety and ensures that all transportation procedures comply with regulations from the Department of Transport (DoT), Integrated Transport Centre (ITC), and ADEK.
- School transportation services are available upon parental request and are subject to availability.
- Utilization of school transportation is a **privilege** and **not an entitlement**. Continued access is conditional upon compliance with all transport-related policies.

8.2. School Bus Transportation Services

School Responsibilities

The school will:

- Ensure that all transport services meet required safety, hygiene, and operational standards.
- Deploy trained personnel to supervise students during boarding, travel, and drop-off.
- Enforce safety regulations and student conduct rules in accordance with the school’s Transportation Policy.
- Provide timely information to the parents of any changes in bus routes, schedules, or related protocols.

Parental Responsibilities

Parents are responsible for ensuring that their ward adheres to the following school bus conduct guidelines:

- The student must remain seated with the seatbelt fastened at all times during transit.
- Eating, shouting, or engaging in any form of disruptive behavior on the bus is strictly prohibited.
- The student must follow all instructions given by the bus driver and conductor respectfully and without resistance.

- Parents must ensure that the student is present at the pick-up point at least five (5) minutes before the scheduled bus arrival time. Buses will not wait for late arrivals.
- Parents should understand that the duration of the bus ride will not exceed 60 minutes, and the pick-up/drop-off sequence is based on geographical location, not individual preference.
- Any changes to the student's pick-up or drop-off location must be communicated by the parent to the Transport Coordinator at least five (5) working days in advance.

8.3 Bus Drop-Off Protocol

- Students under the age of 11 must be received by a parent or authorized adult at the designated drop-off point.
- If no responsible adult is present, the student will be returned to the school after completing the bus route.
- **No exceptions** will be made. Letters, phone calls, or emails requesting alternate arrangements **will not be accepted**.

8.4. Private Vehicle Use

Parental Responsibilities

- Follow the school's designated entry/exit routes and adhere to traffic flow instructions provided by school staff.
- Cooperate with school personnel during arrival and dismissal to ensure a safe and orderly process.
- Refrain from unsafe driving practices including, but not limited to:
 - Speeding within the school zone.
 - Double parking.
 - Unnecessary honking or road obstructions.

8.5. Mandatory On-Campus Dispersal Protocol (For Students Under 15 Years)

- Students under the age of 15 are **not permitted to leave the school campus unaccompanied**.
- A parent or **authorized person** must collect the child at dismissal time.
- Siblings aged 15 or above may pick up a younger sibling (except Kindergarten students) only if:
 - A written parental consent form has been submitted.
 - The consent form is duly reviewed and approved by school authorities.

8.6. Non-Compliance and Disciplinary Actions

Failure to comply with the above transport-related policies and safety rules may result in:

- Official reminder will be issued to the parent.
- Temporary or permanent suspension of school transportation privileges.

9. APPEALS AND DISPUTE RESOLUTION

The school is committed to enhancing a culture of transparency, fairness, and mutual respect. Any concerns or disputes raised by parents or students will be addressed professionally and promptly through a structured, step-by-step process.

9.1. Dispute Resolution Process:

Initial Resolution:

- Concerns should be first addressed directly to the class teacher or to the staff member involved.

Escalation to the Lead Teacher:

- If the issue is not resolved, the matter should be escalated to the Lead Teacher of the respective sections.
- A formal meeting will be arranged to discuss and resolve the concern.

Escalation to the Principal:

- If unresolved, the parent may request a meeting with the Principal for further resolution.

Appeal to the School Governing Body:

- If the matter remains unresolved, the parent may submit a written appeal to the School Governing Body.
- An Appeal Committee will be formed, comprising:
 - Principal
 - Vice Principal
 - Two SLT members
 - Head of Inclusion
 - School Social Worker
 - OSH Officer
 - One member of the School Governing Board
 - One school staff member not previously involved
 - The committee will review the case impartially and issue a written decision within ten (10) working days.

9.2. Resolution Timelines

- Steps 1 to 3 must be completed within five (5) working days each, ensuring timely handling of concerns.

9.3. Appeal to ADEK

- If internal resolution is not satisfactory, the parent may escalate the matter to the ADEK.
- ADEK's decision is final and binding on both the school and the parent.

Note: This Parent–School Contract serves as the sole binding document for the school in line with the ADEK policies in the resolution of disputes. It takes precedence over all prior or subsequent verbal or written agreements and over any conflicting school policies.

**School Director/Principal
Dr. Thakur S. Mulchandani**

(The school may prepare the Acknowledgement and Declaration page using a Google Form instead of a paper-based acknowledgement form to reduce paper usage.)

10. Acknowledgment and Declaration

(To be signed by the parent/guardian and returned to the school as confirmation of agreement)

I, _____, the parent/guardian of

(a) _____ (Student's Name), G.R.No: _____

(b) _____ (Student's Name), G.R.No: _____

(c) _____ (Student's Name), G.R.No: _____

(d) _____ (Student's Name), G.R.No: _____

hereby acknowledge that I have read and fully understood all the terms, policies, and expectations outlined in the *Parent-School Contract*.

I confirm my agreement to abide by the rules and regulations of the school and pledge to cooperate with the school in all aspects of my ward's education, conduct, and overall development.

I also understand that the school reserves the right to implement appropriate disciplinary measures in accordance with its policies to ensure a safe, respectful, and academically focused learning environment.

Parent/Guardian Name: _____

Emirates ID Number: _____

Signature: _____ **Date:** _____

Note: This acknowledgment page must be signed and returned to the class teacher within one week of receipt.