



## Al Dhafra Private Schools, Al Ain Parent – School Contract

### Introduction:

A constructive relationship between all members of the school family is key to ensuring that our students' well-being is at the core of an effective educational experience. It is beneficial for everyone if these constructive relationships are based on agreed terms and conditions. These are set out clearly below in a contract form.

Fundamentally, all that we do and the way that we do it at Al Dhafra Private Schools, Al Ain, is underpinned by our core values.

At Al Dhafra Private Schools we believe in:

1. Transparency, Fairness, and Justice – everyone will know what is expected of them, and will understand how performance is judged. We will be clear, sincere, and honest.
2. Respect and Equality – we will treat everyone with respect, value and embrace diversity, and show our appreciation for effort and achievement.
3. Cooperation, Collaboration, and Teamwork – we will work well together and will support each other in achieving the targets and goals of the school.
4. Care and Compassion – we will be tolerant, and will treat people as we would like to be treated ourselves.
5. Honesty and Integrity – we will always act with integrity and honesty, regardless of the circumstances, but will do so in a sensitive and thoughtful way.
6. Accountability – We will accept a culture of professional and personal accountability, in which we strive for the highest standards.

Parents, Students, and School Employees are always expected to behave in a manner that upholds these values.

### Definitions:

Child: the child or children (at any age) admitted by the school to be educated and whose name appears in this document.

Contract: refers this document.

Educational services: it is all the services that the schools provided in order to support the learning and development of the students.

Parent: both parents of the child when both have the legal standing of guardians or the legal guardian by court order.

Policies: the principles, guidelines and/or rules adopted by a school and shared with all stakeholders for the purpose of achieving specific objectives. These objectives could be related to any issue pertaining to the operation of the school, such as academics, health and safety or students' behaviour.

School: means Al Dhafra Private Schools, Al Ain.

School tuition fees: any amounts owing to the school for a student's enrolment, education and related activities at the school. These fees are clearly communicated and are stipulated in this contract.

Student(s): all those who are admitted and registered at the school to be educated at any grade/year level.

Third party: the provider, other than the school, of a specific service for the students via the school.

#### 1. Admission:

The management of **Al Dhafra Private Schools, Al Ain** is pleased to offer (name of student) a holder of Emirates ID no. \_\_\_\_\_ enrolment in Grade/Year----- for the academic year 2018/2019.

#### Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports on entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the Principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the Principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects

that such vital information about special needs has been deliberately withheld.

- Refer to the school’s procedures for “Special Educational Needs” for full details.

2. Curriculum and Educational programmes:

Phase/ Cycle:	Curriculum/ Programme:	Accreditation/ Authorisation (to add website)
KG 1 – 8	English National Curriculum	AdvancEd website: <a href="http://www.advanc-ed.org">www.advanc-ed.org</a>
9 - 13	Either: English National Curriculum with IELTS & Cambridge IGCSE, As, and A level qualifications or American Curriculum with IELTS & SAT qualifications.	AdvancEd website: <a href="http://www.advanc-ed.org">www.advanc-ed.org</a>

Curriculum Design

The curriculum is designed to provide knowledge, skills and understanding through a broad range of compulsory subjects. ICT is integrated as a tool to enhance the curriculum and spans across different levels with a clear vision that all students should learn effectively and progress academically. Students must master the fundamentals to be promoted to the next academic level.

- Mandatory subjects: As per the rules and regulations in the UAE, it is mandatory for:
  - All Muslim students to study Islamic Education from Grade 1 to Grade 12 inclusive.
  - All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade 1 to Grade 12 inclusive.
  - All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade 1 to Grade 12 inclusive.

b. Subjects offering:

KG1	KG2
Islamic Education Arabic English Mathematics Science PE	Islamic Education Arabic English Mathematics Science PE

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
IE Arabic English Mathematics CS Science SS PE Moral Education	IE Arabic English Mathematics CS Science SS PE Moral Education	IE Arabic English Mathematics CS Science SS PE Moral Education	IE Arabic English Mathematics CS Science French SS PE Arts Music	IE Arabic English Mathematics CS Science French SS PE Arts Music	IE Arabic English Mathematics CS Science French SS PE Arts Music

Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
IE	IE	IE	IE	IE	IE
Arabic	Arabic	Arabic	Arabic	Arabic	Arabic
English	English	English	English	English	English
Mathematics	Mathematics	Algebra	Algebra 2	Pre-Calculus	Calculus
CS	CS	Math IGCSE	Math IGCSE	AS Pure Maths	A2 Pure Math
Chemistry	Chemistry	CS	CS	Statistics 1	Mechanics 2
Physics	Physics	Chemistry	Chemistry	Mechanics 1	Statistics 1
Biology	Biology	Physics	Physics	CS	CS
French	French	Biology	Biology	Chemistry	Chemistry
Geography	Geography	French	French	Physics	Physics
SS	SS	History	History	Biology	Biology
PE	PE	Business	Geography	French	French
		SS	Business	History	History
		PE	PE	Geography	Geography
				Business	Business
				PE	PE

Abbreviations: Islamic Education (IE) – Physical Education (PE) – Social Studies (SS) –Business Studies (Business)

c. Choice of educational streams:

Students entering Grade 9 must make a choice between following the British or American system. This is a most important decision (the school will help as required) as changes can only then be made in the most exceptional of circumstances and where numbers allow.

d. Assessment Policy

Terms:

1. There are 3 terms in the scholastic year.
2. Term 1 is immediately followed by Term Exams.
3. Term 3 is immediately followed by Final Exams (FE)
4. Continuous assessment policy is applied in KG1 to Grade 4

Written Work:

1. All graded work is returned to students. (except Final Exam)
2. Graded work happens regularly in all subjects.
3. Parents are encouraged to monitor results throughout the year.

Report Cards:

1. Computer-generated report cards are distributed to all students twice a year.  
Report Cards may also be viewed online through our website.

Tentatively: - First in January

- Second in April

2. Parents may collect Final Report Cards from school in June (after completion of school fees)
3. Parents are encouraged to contact us if they have not received their children's report cards around the listed dates.
4. Grades 6-8 less than 50% = Fail  
Grades 9-12 less than 60% = Fail
- e. Extra-curricular activities and celebrations:  
All extra-curricular activities and/or celebrations will be shared online. These activities include the UAE National Day, Sports days, School Trips, Graduation ceremony, and others
- f. Graduation requirements:  
Successful completion of Grade 12
- g. Graduate certificate:
  - High School Diploma
  - Successful SAT 1 and IELTS results are required for the equivalence of the Diploma to UAE High School Certificate.

**3. Fees:**

a. Responsible/authorised party for payment of fees (parents, company, institution, etc.)

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b. Al Dhafra Private Schools, Al Ain, vouches that no additional mandatory fees will be required from parents during the academic year 2018/2019 except for fees clearly indicated in this contract. The fee structure at Al Dhafra Private Schools, Al Ain for the academic year 2018/ 2019 is as follows:

Grade	School Fees	1st. Inst. In Aug.	2nd. Inst. In Dec.	3rd Inst. In Mar.	Books	Re-Regn / New Regn. Fees
<b>KG1</b>	<b>11,700</b>	4,680	3,510	3,510	800	585
<b>KG2</b>	<b>12,700</b>	5,080	3,810	3,810	1,200	635
<b>1</b>	<b>14,500</b>	5,800	4,350	4,350	1,370	725
<b>2</b>	<b>15,000</b>	6,000	4,500	4,500	1,641	750
<b>3</b>	<b>15,400</b>	6,160	4,620	4,620	1,886	770
<b>4</b>	<b>15,900</b>	6,360	4,770	4,770	2,007	795
<b>5</b>	<b>16,500</b>	6,600	4,950	4,950	2,156	825
<b>6</b>	<b>16,800</b>	6,720	5,040	5,040	2,086	840
<b>7</b>	<b>18,100</b>	7,240	5,430	5,430	2,468	905
<b>8</b>	<b>18,600</b>	7,440	5,580	5,580	2,363	930
<b>9Br</b>	<b>19,200</b>	7,680	5,760	5,760	2,053	960
<b>10Br</b>	<b>20,100</b>	8,040	6,030	6,030	1,811	1,005
<b>11Br</b>	<b>20,400</b>	8,160	6,120	6,120	1,941	1,020
<b>12Br</b>	<b>21,900</b>	8,760	6,570	6,570	1,327	1,095
<b>9Am</b>	<b>18,200</b>	7,280	5,460	5,460	3,228	910
<b>10Am</b>	<b>20,800</b>	8,320	6,240	6,240	3,034	1,040
<b>11Am</b>	<b>21,300</b>	8,520	6,390	6,390	3,123	1,065
<b>12Am</b>	<b>22,800</b>	9,120	6,840	6,840	3,420	1,140

c. Payment of approved fees (.....) is expected in ----- (number of) instalments.

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

d. The following are additional mandatory fees required for the academic year 2018/19

Item	Fee	Due date
Books & Electronic resources	As per published separate list	Upon Registration
Transportation within Al Ain (area 1)	2462	Upon Registration
Transportation outside Al Ain (area 2)	3283	Upon Registration
Uniform	As per published separate list	Upon Registration
P.E. Uniform	As per published separate list	Upon Registration
Activities	As per published separate list	Upon Registration

Additional fees apply for mandatory external examinations in the following Grade/Year levels. These will be published by the school in advance.

**New students:**

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

**Refunds:**

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
  - If the student attends school for two weeks or less, one month’s fee will be deducted.



- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.
- If the student attends school for a period longer than 3 months and the parents opt to withdraw him/her then they shall be credited with the value for the remaining period.
- All deliverables are non-refunded Examples: Books, Uniform, laptop
- All non-mandatory activity fees are non-refundable within a week from commencement
- Fees for after school academic support are non-refundable for sessions taken or skipped.

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

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

#### 4. Communication for effective partnership:

Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means, such as the school's website, pamphlets and/or newsletters, to target all parents. The school will communicate mainly by email or SMS. Parents should check their emails on a daily basis. The language of communication for all schools should be available in the language of instruction at the school and an additional language most suitable to the school community.

#### The responsibilities of the school include:

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programmes, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (at least 3 times per year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents the opportunity to see and review all of their child's work and assessments.

#### The responsibilities of the parents include:

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
- To check their emails every day.

- Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school.
- Being courteous in their approach to staff when enquiring about their child.
- Attending all meetings, conferences and reviews related to their child's progress and performance. Failure to do so may put their child's progress and learning experience at risk. Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.

## 5. Attendance and punctuality:

### The daily routine:

#### Schools Hours

School begins at 07:30 sharp. The first bell rings at 07:40. Students are required to attend the morning assembly at 07:40.

#### For KG:

School begins at 07:30 and end at 13:00 every day.  
Fridays and Saturdays are off.

#### For Grades 1 through 12:

School begins at 07:30 and ends at 14:20 (Primary) and 14:25 (Secondary) every day.  
Fridays and Saturdays are off.

Students' punctuality and attendance levels affect the school's ability to provide an effective education. Consistently late or absent students also disrupt the learning experiences of other students in the school.

Similarly, the attendance of teachers is imperative to provide continuous and progressive learning experiences for all students. The school will monitor teachers' attendance and ensure that students receive the highest possible standards of educational provision at all times.

Parents, students and the school staff must collaborate to improve and maintain good punctuality and high attendance rates.

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

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

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

**The responsibilities of the school include:**

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school’s expectations in relations to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.
- Sharing and implementing a school policy on attendance and punctuality
- Clarifying to parents and students:
  - The definition of a school day
  - Expectations about punctuality throughout the school day
  - The definition of absenteeism
  - List of acceptable and authorized absence

**The responsibilities of the parents include:**

- Reading, ratifying and implementing the school’s policy on attendance and punctuality.
- Promoting their child’s attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school’s policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students’ chances of enrolment for the upcoming academic year.

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
	The first five(5) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to student and parents. Tardiness will be noted in the students’ progress report.

Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	Up to an additional three (3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the Vice Principal, Deputy Principal, or Principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following:

		<ul style="list-style-type: none"> <li>• Community hours at the school or beyond.</li> <li>• Detention during school break or after school hours.</li> <li>• Temporary expulsion for up to three days where the student will receive a “zero” on any test administered during expulsion days.</li> <li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>
<b>Offence</b>	<b>Frequency</b>	<b>Implications</b>
	The four (4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and parents. Absent days will be noted in the students' progress report.

Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	Up to an additional three(3) instances of absenteeism in a short period of time	Parents and student to be called to a meeting with the Vice Principal, Deputy Principal, or Principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students’ progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"> <li>• Community hours at the school or beyond.</li> <li>• Detention.</li> <li>• Temporary expulsion for up to three days where the student will receive a “zero” on any test</li> </ul>
		administered during expulsion days. <ul style="list-style-type: none"> <li>□ A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>

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

#### 6. Attitudes and behaviour:

Al Dhafra Private Schools is committed to offering all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for us to achieve this objective, the responsibilities of students and parents include:

- Abiding by the school rules as per the Parents’ Guide to Regulations Rules 2017 which is attached with this contract. This policy will cover expected code of behavior during the school

timings, during extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.

- Abiding by the ADEK Behaviour Marks as outlined in Managing Student Behaviour (attached to this contract)
- Ensuring the student understands the school's expectations and possible consequences that may arise due to breach of the behavior code.

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

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums.

- Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community;

Instances of proven and intentional breach of the above will result in sanctions that may include expulsion from the school. The matter will be referred to ADEK for approval and ratification.

All sanctions issued by the school will be in line with the ADEK Managing Student Behaviour, which is attached.

It should be noted that the school expects total support from parents when dealing with disciplinary matters. In some circumstances parents will be required to sign undertakings with the school to help ensure their child's good behaviour. A failure to sign such an undertaking will be seen as a loss of trust in the school and is most likely to lead to the school not accepting re-registration for the following academic year.

#### **7. Health and safety:**

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

**The responsibilities of the school include:**

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

**The responsibilities of the parents include:**

- Sharing with the school all information related to their child's medical condition and history.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

**8. Transportation:**

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

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

a) Private vehicles:

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit routes set by the school.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed.

b) Buses:

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.
- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.

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

**9. Appeal process:**

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

- a. If a student/parent wants to question a decision made by the school at any level, then the parent should arrange an appointment through the Parent Communication Officer in order to meet the person directly involved in the decision such as a teacher or supervisor;
- b. If the parent is still not satisfied, then he/she should meet with the head of section such as head of primary or senior school if applicable;
- c. If the issue is still not resolved, then the parent must meet the Deputy or Vice Principal of the school to try to resolve the issue;
- d. If the issue is still not resolved, then the parent must meet the Principal of the school to try to resolve the issue;
- e. If the issue is not resolved within 2 working weeks of the meeting with the Principal, then the parent has the right thereafter to refer the matter to ADEK.

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

This contract contains the entire agreement between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses. 8



### Contact Information

Please complete the following contact information.

Student name	
Student date of birth	
Father's name	
Father's mobile number	
Father's email address	
Mother's name	
Mother's mobile number	
Mother's email address	

**Declaration**

I/We parent/ alternate named carer responsible (if not a parent, then please specify with documents authorising responsibility) of (name of student)

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

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

Father’s name

\_\_\_\_\_  
Father’s signature

Mother’s name

\_\_\_\_\_  
Mother’s signature

I (the student’s full name \_\_\_\_\_), acknowledge reading the contract.

Student’s Signature

\_\_\_\_\_  
For students 15 years old on December 31<sup>st</sup>, 2017

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Alternate responsible (specify name and relation)

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Signature

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Date

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The school stamp and insignia