

Parent – School Contract

Introduction:

A constructive relationship between the school and families is key to ensuring that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties, the schools and the families, if these constructive relationships are based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, schools have effective procedures to address and mitigate parental concerns and complaints; while at the same time parents should be recognized and used as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are encouraged to read this document carefully and to ratify it only after all queries have been addressed by the school.

The terms and conditions stipulated in this contract are a reference for dispute resolution. KHDA will uphold the agreement stipulated in this contract when a party refers a matter to KHDA for deliberation and endorsement.

Definitions:

Authority or KHDA: the Knowledge and Human Development Authority

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

Contract: refers to this document.

Educational services: it is all the services that the schools provide 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 the **Pakistan Educational Academy**

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 Pakistan Educational Academy is pleased to offer (name of student) a holder of Emirates ID no. _____ enrolment in Grade/Year----- for the academic year 2015/2016.

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 to 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 policy on “special educational needs” for full details.

2. Curriculum and Educational programmes:

Please refer to table below for detailed information regarding the school’s curriculum and programmes. The table also indicates boards and organizations which have accredited or authorized the school. Websites are included if parents wish to seek further information.

Phase/ Cycle:	Curriculum/ Programme:	Accreditation/ Authorization
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PEA Curriculum Phase I KG1-KG2	Early Childhood Education aligned with British and National Curriculum of Pakistan	http://www.pea.ae/Academic_kg_wing.php
PEA Curriculum Phase II Grade 1-Grade 5	National Curriculum of Pakistan	http://786times.com/ttsskpr/Pakistan-NATIONAL-CURRICULUM-Syllabus-for-schools.php
PEA Curriculum Phase III Grade 6- Grade 8	National Curriculum of Pakistan	http://786times.com/ttsskpr/Pakistan-NATIONAL-CURRICULUM-Syllabus-for-schools.php
PEA Curriculum Phase IV (Grade 9 - Grade 12)	Federal Board of Intermediate and Secondary Education	http://fbise.edu.pk/

- a. **Mandatory subjects:** As per the rules and regulations in the UAE, it is mandatory for:
1. All Muslim students to study Islamic Education from Grade 1 to Grade 12 inclusive.
 2. 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.
 3. All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade 1 to Grade 9 inclusive.

a. **Subjects offering:**

Grade	Subjects
PEA Phase I KG1-KG2	English, Urdu, Science, Mathematics, Social Studies, Computer, Art, Physical Education, Library
PEA Phase II Grade 1-Grade 5	English, Urdu, Science, Mathematics, Social Studies, Arabic, Computer, Islam, Art, Physical Education, Library
PEA Phase III Grade 6- Grade 8	English, Urdu, Science, Mathematics, Social Studies, Arabic, Computer, Islam, Art, Physical Education, Library.

<p>PEA Phase IV (grade 9 - grade 12)</p> <p>Grade IX (Grade 9)</p>	<p>Science Group : English, Urdu / Geography of Pakistan, Mathematics, UAE Social Studies, Arabic, Computer Science / Biology, MOE Islamic Studies Islamiat Compulsory / Ethics, Physics, Chemistry, Physical Education, Library</p> <ul style="list-style-type: none"> • Humanities Group : English, Urdu / Geography of Pakistan, Mathematics, UAE Social Studies, Arabic, General Science, MOE Islamic Studies Islamiat Compulsory / Ethics, Food and Nutrition, Home Economics (for girls only) Physical Education, Library • Commerce Group: English, Urdu / Geography of Pakistan, Mathematics, UAE Social Studies, Arabic, General Science, MOE Islamic Studies Islamiat Compulsory / Ethics, Economics, Computer Science, Physical Education, Library
<p>Grade X (Grade 10)</p>	<ul style="list-style-type: none"> • Science Group: English, Urdu / Geography of Pakistan, Mathematics, Arabic, Computer Science / Biology, MOE Islamic Studies, Pakistan Studies, Physics, Chemistry, Physical Education, Library • Humanities Group : English, Urdu / Geography of Pakistan, Mathematics, Arabic, General Science, MOE Islamic Studies, Pakistan Studies, Food and Nutrition, Home Economics (for girls only); Physical Education, Library • Commerce Group: English, Urdu / Geography of Pakistan, Mathematics, Arabic, General Science, MOE Islamic Studies, Pakistan Studies, Economics, Computer Science, Physical Education, Library
<p>Grade XI (Grade 11)</p>	<ul style="list-style-type: none"> • Science Group : English, Urdu / Pakistan Culture, Mathematics / Biology, Arabic, Computer Science / Chemistry, MOE Islamic Studies, Islamiat Compulsory, Physics, Physical Education, Library • Humanities Group : English, Urdu / Pakistan Culture, Psychology, Arabic, Computer Science , MOE Islamic Studies, Islamiat Compulsory / Civics, Home Economics, Physical Education, Library • Commerce Group: English, Urdu / Pakistan Culture, Principles of Commerce, Arabic, Principles of Economics , MOE Islamic Studies,

	Islamiat Compulsory, Business Mathematics, Principles of Accounting, Physical Education, Library
Grade XII (Grade 12)	<ul style="list-style-type: none"> • Science Group : English, Urdu / Pakistan Culture, Mathematics / Biology, Arabic, Computer Science / Chemistry, MOE Islamic Studies, Pakistan Studies, Physics, Physical Education, Library • Humanities Group : English, Urdu / Pakistan Culture, Psychology, Arabic, Computer Science , MOE Islamic Studies, Pakistan Studies, Home Economics, Physical Education, Library • Commerce Group: English, Urdu / Pakistan Culture, Arabic, MOE Islamic Studies, Pakistan Studies, Principles of Accounting, Banking, Business Statistics, Commercial Geography, Physical Education, Library

b. Choice of educational streams:

Grade IX-X (Grade 9 -10)

1. Science Group : Physics, Chemistry, Computer Science/Biology
2. Humanities Group: Mathematics, General Science, Economics, Food & Nutrition.
3. Commerce Group: Mathematics, General Science, Economics, Comp. Science.

Grade XI-XII (Grade 11 -12)

1. Science Group :
 - Pre- Medical: Physics, Chemistry, Biology
 - Pre Engineering: Physics, Chemistry, Mathematics
 - General Science: Physics, Chemistry, Computer Science
2. Commerce Group:
 - 1st Year: Principles of Accounting, Principles of Economics, Principals of Commerce, Business Maths
 - 2nd year: Commercial Geography, Banking / Computer Studies, Business Statistics
3. Humanities Group:
 - Psychology, Education, Computer Science, Home Economics, Economics, Comp. Science,

c. Assessment policy:

Assessment is an important component in the teaching and learning process as it provides us the information whether students achievement level commensurate with their potential or there is

requirement of corrective measures. Assessment helps us in measuring student progress and attainment. It also allows us to differentiate instructions based on the results.

PEA's assessment focuses on two types of assessment:

1. Formative assessment (assessment FOR learning):
 - To monitor students' learning to provide ongoing feedback.
 - Used by teachers to improve their teaching.
 - Used by students to improve their learning.
2. Summative assessment (assessment OF learning):
 - Such as end of unit tests, end of unit projects, mid-terms, finals.
 - Teachers also employ information from a variety of formative assessments, including projects, presentations and quizzes, to analyze needs of the individuals and groups of students with varying educational needs.

For More details on the assessment policy please refer to the school web link below.

http://www.pea.ae/Academic_boys_wing.php

d. Promotion and retention policies:

Policy for Promotion to next Grade:

Minimum Pass Percentage is 40% in all subjects except for Arabic and Islam for which pass percentage is 50%.

Policy for Retention in the same Grade:

Grades I to III: Students are not retained in grades I to III; however, if a student shows extreme weakness in all areas/ subjects, the matter is discussed with parents. With their consent, the child may be retained to repeat the class. For this, parents have to sign an undertaking.

Grades IV & V (Grade 4 -5): Students must pass in all compulsory subjects; however if they don't, they have to take a Re-Test on failing subjects. If a student is unable to make up; he is retained to the same class.

Grades VI to VIII (Grade 6- 8): It is a mandatory to pass Mathematics, English and Science examination.

- If any student fails in any Mathematics or Science or English, he/she will take the re-test within two (2) weeks after the Annual Examination result.
- In case he/she could not pass the re-test, he/she will not be promoted to the next grade.
- Similarly, if a student fails in any two (2) or all of the above-mentioned subjects, he/she will not be promoted to the next grade.

Re-Test of three compulsory subjects is permissible in Annual Examinations, provided that the student has got through all other subjects as per Ministry rules.

e. Extra-curricular activities and celebrations:

f. Event	Day	Date	Remarks
English Speech and Drama club's participation in Club Jamboree	Thursday	23-04-2015	All Grades
Educational Trip Week	Thursday	30-04-2015	Grades VI to VIII (Boys)
	Sunday	03-05-2015	Grades IV to VIII (Girls)
	Monday	04-05-2015	Grades I to V (Primary)
Story Telling and Poetry Recital	Thursday	14-05-2015	All Grades I to VIII
Inter – House Greeting Card Competition	Thursday	24-09-2015	Grades I-VIII
Projects Exhibition	Thursday	01-10-2015	All Grades
Environment Awareness Week	Sunday To Thursday	18-10-2015 To 22 -10-2015	Grades I-VIII
Picnic	Wednesday	28-10-2015	Grades XI-XII (Girls)
	Thursday	29-10-2015	Grades XI-XII (Boys)
UAE National Day (Poster Competition)	1 st Week of November	01-11-2015 To 05-11-2015	All Grades
Picnic	Thursday	26-11-2015	Grade IX-X (Boys)
	Sunday	28-11-2015	Grade IX -X (Girls)
Event	Day	Date	Remarks
Sports Week	Sunday	13-12-2015	KG Wing
	Monday	14-12-2015	Primary Wing
	Tuesday	15-12-2015	Girls Wing
	Wednesday	16-12-2015	Boys Wing
Spellathon	Thursday	07-01-2016	Grades IV-VIII

Seerat-un-NABI (S.A.W)	Thursday	14-01-2016	All Grades
Picnic Week	Sunday	24- 01-2016	Primary Wing
	Wednesday	27-01-2016	Grade IV-VIII (Girls)
	Thursday	28-01-2016	Grades VI-VIII (Boys)
Inter- Schools Qirat Competition	Thursday	04-02-2016	Grades VI-VIII
Universities Career Fair	Thursday	11-02-2016	Grades XI-XII
Creative Writing Contest	Sunday	07-02-2016	Grades VI-VIII
Umrah Trip	Monday	14-03-2016	Grade XII (Boys)
Annual Result Day Home Economics & Art Exhibition	Wednesday	30-03-2016	Grades I-VIII

Note: The dates mentioned above in the calendar of activities are tentative and are subject to change.

g. Graduation requirements:

In order to graduate from Pakistan Education Academy, a student of grade 12:

- Must pass in all subjects from the F.B.I.S.E. (Federal Board of Intermediate and Secondary Education –Islamabad)
- Must pass in Islamiyat & Arabic subjects as per Ministry of Education standard.

Note:

PEA continues to serve as a Center of Examination for those students of grade 12 who fail in the final board exams if they get registration in FBISE to appear in the next examination. However, they are not allowed to attend regular classes.

h. Graduate certificate:

Grade 12 students receive certificate from Federal Board of Intermediate and Secondary Education to get admission in professional colleges and universities

3. Fees:

It is important to note that fees structure included in this contract and any increases noted are in line with the Schools Fees Framework published on the KHDA website.

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

- b. The PEA (Pakistan Educational Academy) School, vouches that no additional mandatory fees will be required from parents during the academic year 2015/2016 except for fees clearly indicated in this contract.
- c. The fee structure of PEA (Pakistan Educational Academy) for the academic year 2015/2016 is as follows:

Grade	Year level	Age range	School fees
KG I	FS I	4-5	Dhs.5,204
KG II	FS II	5-6	Dhs.5,204
Grade 1	Year 1	6-7	Dhs.5,093
Grade 2	Year 2	7-8	Dhs.5,093
Grade 3	Year 3	8-9	Dhs.5,093
Grade 4	Year 4	9-10	Dhs.5,093
Grade 5	Year 5	10-11	Dhs.5,093
Grade 6	Year 6	11-12	Dhs.5,315
Grade 7	Year 7	12-13	Dhs.5,315
Grade 8	Year 8	13-14	Dhs.5,315
Grade 9	Year 9	14-15	Dhs.5,928
Grade10	Year 10	15-16	Dhs.5,928
Grade11	Year 11	16-17	Dhs.7,139
Grade12	Year 12	17-18	Dhs.7,139

- d. Payment of approved fees (.....) is expected in ----- (number of) instalments according to the following timetable.

Status	Percentage	Amount	Due date
First instalment	35%	xxxx	5 th of every month

Second instalment	30%	XXXX	5 th of every month
Third instalment	35%	XXXX	5 th of every month
Re-registration fees	10%	XXXX	5 th of every month
New admission	30%	XXXX	5 th of every month

e. The following are **additional mandatory fees** required for the academic year 2015/2016

Grade	Admission Fee At the time of admission	Amenity Fee Once in a year	Computer Fee Monthly
KGI-KGII	300	300	NIL
Grade 1-5	300	300	35
Grade 6-8	300	300	35
Grade 9-10	300	400	75
Grade 11-12	300	500	75

f. The following are **additional optional fees** required for the academic year 2015/2016

Item	Fee	Due Date

g. The following additional fees apply for **mandatory external examinations** in the following Grade/Year levels:

Grade	Examination	Fee	Due Date
Grade 9-10	Annual	500	December-2014
Grade 9-10	Supplementary	500	July-2015
Grade 11-12	Annual	550	January-2015

Grade 11-12	Supplementary	550	August-2015
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Returning students:

- For returning students, and according to the School's fee Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:
 - This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
 - The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.
 - This amount is deductible from the first term of the academic year.

New students:

- For new students, and according to the School's fee Framework, the school will charge parents up to 30% of the total fee amount to be paid within 10 days of the issuing of the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year. First term fee is nonrefundable.

Refunds:

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the School's fee 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.

The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly 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 KHDA.

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Sibling policy:

It is the policy of the school that siblings shall receive discounted fees. The deductions apply to school fees only and do not include other fees stipulated in this contract. This is a binding promise for the 2015-2016 academic year and until otherwise specified in another binding school- parent contract. Deductions are to be calculated as follows:

Sibling	Deduction rating
Sibling 3rd Child	10 %
Sibling 4th Child	15 %
Sibling 5th child onwards	20%

Discount policy/Scholarship policy:

Staff Concession	
1 st child	100% of tuition fee
2 nd and onward child	50% of tuition fee
Orphan Concession	100% tuition fee for all children of the family
Scholarship: 50% of tuition fee	
a.	Students who obtain 90% and above marks in Grade 10 th and 11 th in board classes
b.	Students who secured 1 st position in the class in annual examination with 90% or above marks.
c.	KG II to Grade 1 who holds the first position in annual examination with 90% or above marks.

4. Communication for effective partnership:

Effective communication is essential to build a school-parent partnership which will strengthen the student’s learning experience. Communication happens through different means, such as the school’s website, SMS service, School facebook page, phone calls, meetings other than Parent-Teacher meetings and newsletters, to inform all parents. The language of communication for school is the language of instruction at the school, which is English 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 expectations, programmes, and any other information deemed necessary by the school.
- Informing parents of their child’s progress through regular assessment reports (at least thrice 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.
- 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 and reviews related to their child’s progress and performance. Failure to do so may jeopardise their child’s progress and learning experience. Parents’ level of participation, involvement and responsibility in their child’s learning will affect his or her chances for re-enrolment the following year.

5. Attendance and punctuality:

The daily routine:

KG SECTION (KG 1 –KG 2):

MORNING CIRCLE: 7:45 AM to 8:00 AM
 LESSON TIME: 8:00 AM to 10:00 AM (3 Lessons each of 40 Minutes)
 SNACK/PLAY TIME: 10:00 AM to 10:30 AM
 LESSON TIME: 10:30AM to 11:50 AM (2 Lessons each of 40 Minutes)
 CLOSING CIRCLE: 11: 50 AM to 12:00 PM

PRIMARY SECTION (GRADES I TO V):

MORNING ASSEMBLY: 7:20AM-7:40AM
 LESSON TIME: 7:40 AM to 9:40 AM (3 Lessons each of 40 Minutes)
 BREAK: 9:40 AM -10:00 AM
 LESSON TIME: 10:00 AM to 12:00 PM (3 Lessons each of 40 Minutes)

BREAK: 12:00 PM -12:20 PM
LESSON TIME 12:20 PM to 01:40 PM (2 Lessons each of 40 Minutes)

GIRLS SECTION (GRADES 6 TO 12):

MORNING ASSEMBLY: 7:20AM-7:40AM
LESSON TIME: 7:40 AM to 10:20 AM (4 Lessons each of 40 Minutes)
BREAK: 10:20 AM -10:40 AM
LESSON TIME: 10:40 AM to 12:40 PM (3 Lessons each of 40 Minutes)
SALAT BREAK: 12:40 PM -01:00 PM
LESSON TIME 01:00 PM to 01:40 PM (1 Lesson of 40 Minutes)

BOYS SECTION (GRADES 6 TO 12):

MORNING ASSEMBLY: 7:20AM-7:40AM
LESSON TIME: 7:40 AM to 11:00 AM (5 Lessons each of 40 Minutes)
BREAK: 11:00 AM -11:20 AM
LESSON TIME: 11:20 AM to 01:20 PM (3 Lessons each of 40 Minutes)
SALAT BREAK: 01:20 PM -01:40 PM

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 as well.

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 work together to improve and maintain high attendance rates.

The following must be abided by the students:

- a. It is mandatory for the students of grades IX - XII (Grade 11 -12) to appear in Send-up and Mock examinations. If any student is absent without any prior approval from the section head or principal, s/he won't be eligible to appear in the Federal board's exams.
- b. Attend school, classes and other school activities punctually. Skipping any of the above will be treated as truancy.
- c. Absence from all school activities must be substantiated with a valid medical certificate.

- d. In case where medical certificates are not applicable, parents/legal guardians are to approach the school requesting that their child / ward be excused.
- e. Permission to leave school before official dismissal may be granted for special cases.
- f. Permission must be obtained from the Head of the Wing or Head of the School.
- g. Permission to leave school (T.C. Form) before the end of term may be granted for special cases. Permission must be obtained from the Principal or Vice-Principals **at least one month beforehand.**
- h. Students must write an application explaining his/her reasons for absence. Such a letter must have his/her parents' signature as a confirmation.
- i. If any student is absent for more than three consecutive days, she/he must inform the school office and/or class teacher for a record. If sick, a letter from a doctor is required.
- j. Students from KG to Grade VIII must have more than or at least 92% attendance in an Academic Year, while of Grade IX to XII must have 75% to appear in Federal Board Examination

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 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.
- Behavioral Policy: refer to school policy in http://www.pea.ae/Students_discipline.php

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 notify 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 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"> • Community hours at the school or beyond. • Detention during school break or after school hours. • Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days. • A written notice announcing refusal to re-enrol the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	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 notify parents. Absent days will be noted in the students’ progress report.
	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 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"> • Community hours at the school or beyond. • Detention. • Temporary suspension for up to three days where the student will receive a

		<p>“zero” on any test administered during suspension days.</p> <ul style="list-style-type: none"> • A written notice announcing refusal to re-enroll the student in the school for the following academic year.
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These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

6. Attitudes and behavior:

The school strives to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. For school, in order to achieve this objective, **the responsibilities of students and parents include:**

- Abiding by the school’s behaviour policy which is attached with this contract. This policy will cover expected code of behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and students’ participation in social-media forums.
- Ensuring that the student understands the school’s expectations and possible consequences that may arise due to breach of the behaviour 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 will result in immediate expulsion of the aggressor from the school. The matter will be referred to KHDA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy must include, but not be restricted to, the following:

- 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 KHDA for approval and ratification.

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.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard
- To send their ward in neat and proper uniform as described by the school. Use of jewelry, hairstyling and makeup is not allowed.
- Cell phones and other gadgets are not allowed in the school. If found, will be confiscated and will be returned to the parents after undertaking and their assurance.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.
- Reference (http://pea.ae/Students_discipline.php)

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.
- 1 Students who avail school bus, if leaving early or on private vehicle, have to get written permission from the section head.
- 2 Stops of student once decided will not be changed unless there is a proven case of shifting of residence of the parents.

Refer to (http://pea.ae/Students_transport.php) for more details.

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

9. Appeal process:

Every school must set up an appeals process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations.

It is expected that parents will 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 meet the person directly involved in the decision such as a teacher or supervisor along with either the Section Head or Academic Coordinator
- b. If the issue is still not resolved, then the parent must meet the principal of the school to try to resolve the issue;
- c. If the issue is still not resolved at this stage, then the parent shall write an official letter to the board of governors;
- d. The board of governors set up a committee comprised of a teacher, a parent, a school leader and a member of the board of governors. None of the members of the committee shall have any connection to the original concern or complaint. The committee shall study the matter and within 10 working days issue a written report to both the principal of the school and to the parent;
- e. Each process from (A to C) should not exceed more than (5) working days. If the parent is still not satisfied, then the parent has the right thereafter to refer the matter to KHDA by contacting ***the Compliance and Resolution Commission*** on CRC@khda.gov.ae.

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

This contract is the sole reference for the Knowledge and Human Development Authority to resolve any dispute 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.

Declaration

I/We parents/ alternate 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 /Guardian's

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 July 31st, 2015

Alternate responsible (specify name and relation)

Signature

Date

The school stamp and insignia

KHDA has ratified a registered copy of this contract.