



# FUTURE LEADERS

International Private School

Madinat Zayed, Muroor Road - Branch 2

## School-Parent Contract

<b>Approved By</b>	Board of Trustees
<b>Review Date</b>	August 2024
<b>Next review Date</b>	June 2025

# Introduction

A constructive relationship between the school and families is the 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 and are set out clearly in a contract form.

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

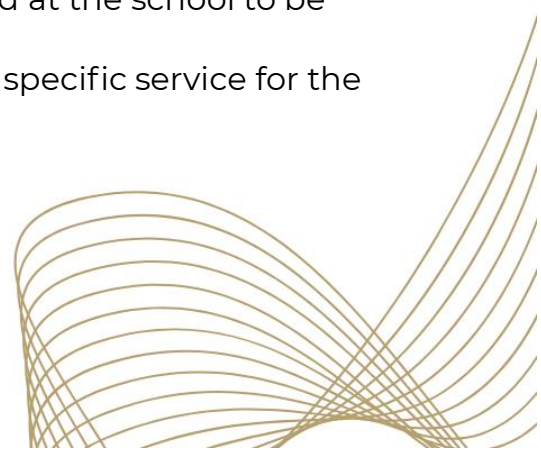
To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it only after all queries have been addressed by the school.

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

## Definitions:

- ADEK: Department of Education and Knowledge.
- Child: the child or children (at any age) admitted by the school to be educated and whose name appears in this document.
- Contract: this document.
- Educational Services: the services that the school provides 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 are 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' behavior.
- School: Future Leaders International Private School – Branch 2
- 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 level.
- Third party: the provider, other than the school, of a specific service for the students via the school.

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## 1. Admission

The management of Future Leaders International Private School – Branch 2 is pleased to offer \_\_\_\_\_ holder of Emirates ID no. \_\_\_\_\_ enrolment in Grade \_\_\_\_\_ for the academic year 2025 - 2026.

Student Special Support

- ☐ Yes
- ☐ No

To ensure a productive learning experience for all students at the school, including those with additional learning needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

### Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports before 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 medical reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal, the Head of Inclusion 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.

## 2. Curriculum and Educational Programmes

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

Phase/Cycle	Accreditation
KG1 to Grade 12	AIAA <a href="https://www.aiaasc.org/about-aiaasc">https://www.aiaasc.org/about-aiaasc</a>
KG1 to Grade 12	WASC <a href="https://www.acswasc.org/">https://www.acswasc.org/</a>

- a. **Mandatory subjects:** As per the rules and regulations in the UAE, it is mandatory for:
- All Muslim students to study Islamic Education from KG 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 9 inclusive.
- Studying arabic in Grade 10 to Grade 12 is optional.

**b. Subjects Offered:**

Cycle	Subjects
KG	Arabic, Islamic Education, English, Mathematics, Science, Arts, Music, Physical Education
Elementary (Grade 1 – 5)	Arabic, Islamic Education, UAESS, English, Mathematics, Science, ESS, Moral Education, French, ICT, Arts, Music, Physical Education
Middle School (Grade 6 – 8)	Arabic, Islamic Education, UAESS, English, Mathematics, Science, ESS, Moral Education, French, ICT, Arts, Music, Physical Education
High School (Grade 9 – 12)	Arabic, Islamic Education, UAESS, English, Mathematics (Algebra I, Geometry, Algebra II, Precalculus, Calculus), Biology, Physics, Chemistry, History, Geography, Moral Education, French, Nutrition, Design and Technology, ICT, Psychology, Economics, Accounting, Physical Education

**c. Assessment policy:**

- Assessments throughout the school will include, but not limited to those listed below. Refer to the school's policy on "Assessment" for full details.
- Ongoing Formative assessments based on the grade level expectations of the Common Core State Standards (California) or Next Generation Science Standards.
- Formative assessments can include guided reading and running records, anecdotal evidence, and checklists of observations against observable skills, project work, and end of unit assessments.
- A mixture of formative and summative assessments includes class tests, quizzes, project work, presentations, portfolios and End of Term Examinations.
- External and international testing (MAP, TIMSS, IBT, PISA, PIELS, etc...)

**d. Promotion and Retention policy**

- Assessment takes place throughout the year by a series of assessments including projects, quizzes and formal testing.
- The end of the year, feedback from the summative exams (Grades 6 – 12) continuous assessment (Grades 1 – 5) in all courses is used to determine whether a student is to be promoted to the next class.
- Automatic Promotion up to Grade 5 assuming students comply with the Attendance Policy.
- Students in grades 6 – 12 must pass all subjects for promotion.
- If a student is on an DLP, his/her progress will be measured by goals and objectives met

**e. Graduation requirements:**

- MOE requirements
  - SAT Math: 450
  - IELTS: 5.5 or TOEFL 61
  - Passing with an average of 60% and minimum grade of 60% on each subject
  - Passing the thanawiya A'ma Arabic (Arabs and if non Arabs are taking Arabic B) and Islamic exams (Arabs and Non-Arabs)
- School requirements
  - 20 hours volunteering
  - 10 hours workshops
  - 1 week work placement in Grade 12

### 3. Fees

It is important to note that fees included in this contract and any increases are approved by ADEK.

- The fee structure is as follows:

Grades	Tuition	Books	Buses	Uniform
KG1	23000	415	5000	350
KG2	23000	1530	5000	350
Grade 1	25000	2255	5000	360
Grade 2	25000	1860	5000	360
Grade 3	23080	1870	5000	360
Grade 4	25080	1740	5000	360
Grade 5	25080	2250	5000	360
Grade 6	28080	2770	5000	360
Grade 7	28080	2840	5000	395
Grade 8	28080	2840	5000	395
Grade 9	30080	3720	5000	395
Grade 10	30000	3720	5000	395
Grade 11	30000	3720	5000	430
Grade 12	30000	3720	5000	430



#### 4. Communication

- 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 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 of and parents' conferences.
  - 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, conferences 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.
  - Provide the school with valid Emirates ID cards for the child and one parent prior to the child starting school. Students transferring from overseas will be given a grace period of 30 days.
  - **In case of failure to submit the same, the school reserves the right to refuse re-registration for the following academic year**

## 5. Attendance and Punctuality

	KG	Cycle 1	Cycle 2	Cycle 3
Arrival	7:30 A.M.	7:30 A.M.	7:30 A.M.	7:30 A.M.
Dismissal Monday - Thursday	1:00 P.M.	2:45 P.M.	2:45 P.M.	2:45 P.M.
Dismissal Friday	11:45 A.M.	11:45 A.M.	11:45 A.M.	11:45 A.M.

- Students' absenteeism and tardiness affect the school's ability to provide effective educational services, limits the achievements of consistently absent or late students and disrupts the learning experiences of other students in the school.
- Parents, the students and the school must work together to improve and maintain high attendance rates.
- Parents are expected to ensure their children arrive at school on time and are collected promptly at the end of the day.
- 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.
- 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.



- Tardiness and absenteeism
  - Are level one offences and will be dealt with as per the Behavior Management Policy.

## 6. Attitudes and Behaviors

Schools strive to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, the responsibilities of students and parents include:

- Abiding by the school's behavior policy. 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.
- 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 may result in immediate expulsion of the aggressor from the school. Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school sets a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy includes 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 Suspension from the school.**

## 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. This includes wearing a visitor's pass or student lanyard when in the school grounds.

- 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, including medications started before or after enrolment. A care plan approved by the family doctor must be provided to the school clinic.
  - Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.
  - 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 the school policy, the school will also ensure the full implementation of the guidelines outlined by DOT on the matter.

- 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.



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

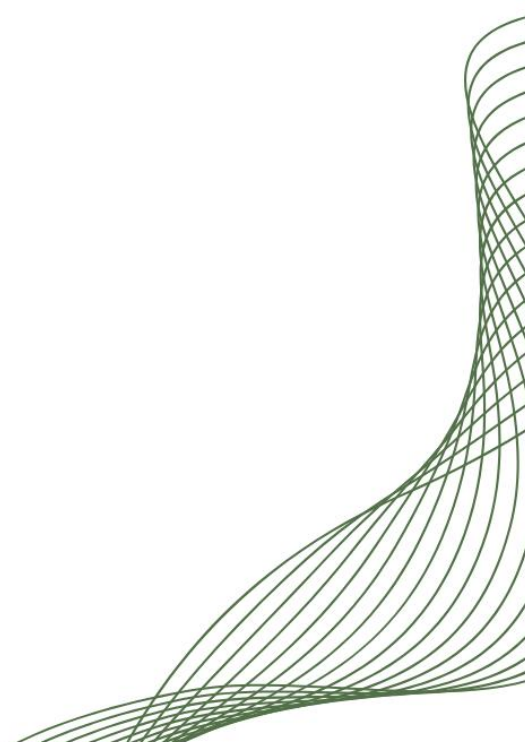
**Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.**

## **9. Uniform**

Students are expected to be in uniform daily. On the days that PE classes are scheduled, students are expected to be in their PE kit.

The uniform guidelines have been shared at the beginning of the school year. Refer to the student dress code on Orison

**Failure to comply with the Student Dress Code will result in disciplinary actions as per the student behavior management policy.**



**Declaration:**

I/We parent/ guardian of \_\_\_\_\_ hereby certify that I/we have read the 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.

**Principal****Father's Name****Mother's Name**

Elham Al Abed

**Father's Emirates ID****Mother's Emirates ID****Signature****Signature****Signature**