



مدرسة قادة المستقبل الدولية الخاصة- فرع

ربدان

**Future Leaders International Private School**

Rabdan Branch



# Parents Information Package

<https://futureleaders.sch.ae/rabdan/>

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مدرسة قادة المستقبل الدولية الخاصة - فرع ربدان

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# Welcoming Message



Dear Families,

Welcome to Future Leaders International Private School Rabdan! We are a new inclusive and exciting school community that allow students to realize their full potential and become the best they can possibly be. We are a proud new member of the ever-expanding Future Leaders school group, and we are pleased that you have opted to join our community.

Our globally recognized curriculum and passionate teachers provide outstanding learning opportunities that set us apart from other schools. We are building a diverse community, welcoming families from all over the world and aiming to provide learning opportunities that appropriately challenge the unique needs of each child, allowing them to happily learn in a safe and caring environment.

We pride ourselves on our strong, varied educational program that challenges students to excel on their learning as they grow and develop their creativity and character. Our extensive program affords students many opportunities to engage in a wide variety of activities that help to nourish individual potential and inspire all to achieve their best

In addition to the regular academic program that will be delivered through the Virginia State Standards of Learning we will also be providing opportunities for students to participate in a number of clubs and extracurricular activities to extend and enrich a wide variety of student interests in fun ways.

We are grateful for your commitment to Future Leaders thus far and we are excited at the prospect of learning with you.

We look forward to seeing you at school.

Thank you.

## **Leadership Team**

Future Leaders International  
Private School – Branch 1



## Vision

To empower students to participate and contribute to the global world.

## Mission

To prepare students for life through learning experiences within a safe, positive and productive school environment.



To ensure that children acquire an enduring love for knowledge and a desire for excellence, a world-class education.



Ensuring our curriculum and teaching methods are consistent with contemporary research on the best and most appropriate strategies for effective learning and for the personal development of students.



Respecting the cultural and religious identity of each child.



Promoting understanding, tolerance and friendship among all nations, racial and religious groups.



Utilizing information and communication technology from the early stages of a child's learning program.



Facilitating and enabling graduate students to enroll in the best and most appropriate international institutions of higher education.



# Core Values

## FLIS – Rabdan Values

- FLIS – Rabdan is founded on the core values of respect, honesty, tolerance, care and resilience. These values drive our approach to education and managing student behavior.
- FLIS – Rabdan will manage student behavior to support the teaching and learning process and to uphold and reinforce commonly accepted standards of behavior. Managing student behavior assists students to develop personal, school, and community responsibility. To put this plan into practice, the following procedures are provided.

The conduct of FLIS students and parents should reflect standards of citizenship desired by members of the community. Respect for the laws and customs of the people of UAE is fundamental and therefore expected.

### HONESTY

- relies on own knowledge and completes work
- speaks truthfully
- maintains integrity

### RESPECT

- We adhere to class and school rules and obey instructions.
- We demonstrate respect for others both on the field and in the classroom, taking turns and sharing.
- We show respect when communicating with others.

### TOLERANCE

- accepts individual differences
- displays cultural sensitivity
- We embrace and practice tolerance towards our peers.
- We aim for peaceful solutions when disagreements arise.

### CARE

- We ensure all supplies are bought in our bags.
- We responsibly handle books and resources both at home and in school.
- We provide support and encouragement to fellow students when necessary.
- We engage in thoughtful reflection and demonstrate eagerness to learn.

### RESILIENCE

- Recognize that growth stems from learning from mistakes.
- Demonstrate independence and flexibility when addressing challenges.
- Strive to do our best.



# Parent Portal Information

## Parent Portal

A key part of communication at Future Leaders International Private School Occurs through the Parent Portal. Use the following website to access the portal: <https://www.orison.school/auth/login>

Through the portal you will be able to:

- View attendance information
- Send and receive messages with subject teachers
- View your child's assessment data
- School calendar/events
- Access your child's termly report.

**Note: More detailed information and videos will be shared with parents.**

We regular communication with parents ' via Seesaw and Email. Please ensure we always have your preferred email address updated, so that you do not miss any key information.

## Curriculum Information

At Future Leaders International Private School, we offer an American curriculum based on Virginia State Standards of Learning and Next Generation Science Standards (NGSS). This is an academically rigorous curriculum with UAE heritage culture and values embedded throughout program.

Future Leaders offers a wide range of subjects and has a broad curriculum provision. Students will also follow all components of the mandatory Ministry of Education (MOE) subjects which includes Arabic, Islamic, Social Studies and Moral Education which are typically taught in Native and Non-Native groups.

Life outside the classroom will be rich and varied for Future Leader students. Many opportunities will be available , including soccer, basketball, swimming, vocal music, drawing, mathematics, French, Quran, just to name a few.

### ECA (Extra Curricular Activities)

- Drama Club
- Music Club
- Cultural Club
- Environmental Club
- Football Club





## School Day (Timing)

### **KG 1 – KG 2**

Monday to Thursday

7:30 AM – 1:00 PM

Friday: 7:30 AM – 11:40 AM



### **Grade 1 – 4**

Monday - Thursday:

7:30 AM - 2:45 PM

Friday: 7:30 AM - 11:50 AM



# Morning Drop Off

Parents are welcome to drop their children at school from 7:20 AM onwards.

## Arrival / Departure Procedures

- Students are expected to arrive to the school by **7:30 a.m.**
- Kindergarten students are to use the kindergarten gate for entry, while elementary students should use the elementary gate.
- Parents or guardians are kindly requested to accompany their kindergarten or elementary children to the respective gates, where they can hand them over to the appropriate personnel.
- In case your child arrives after 7:50 am, please use the main gate and stop at the reception to obtain a late arrival slip.
- For your child's safety outside the school's gates, please make sure that your child is accompanied by an adult at all times.
- During dismissal, parents are expected to pick-up their children from the same gates. Elementary students from the elementary and kindergarten students from the kindergarten gate.
- Bus students should use the assigned bus gates for arrival and departure.

## Leaving School Early

- Students who leave early during the school day must be accompanied by a parent or guardian and have an early dismissal slip from the KG/elementary office. Parents should collect their students from the reception office, not directly from the classrooms.

## Late Attendance (Tardy)

- Punctual arrival at school is an important part of a smooth transition start to the day. Classes begin at 7:50am. A student is considered tardy at 7:55 am. Students arriving late must obtain a tardy pass from the reception.



# Gate Opening Hours

- To ensure the safety and punctuality of our students, we have attached the gate opening hours for both the elementary and kindergarten sections. We kindly request that you notify us in advance if your child is going to be late, absent, or needs to be picked up early. Your cooperation in ensuring that our students arrive on time, stay for the entire day, and are picked up promptly is greatly appreciated.



## KINDERGARTEN

**MONDAY – THURSDAY  
MORNING**

**OPENS FROM 7:15 AM – 7:55 AM**

**AFTERNOON**

**OPENS FROM 12:50 PM – 1:20 PM**



## ELEMENTARY

**MONDAY – THURSDAY  
MORNING**

**OPENS FROM 7:15 AM – 7:55 AM**

**AFTERNOON**

**OPENS FROM 2:35 PM – 3:05 PM**

**FRIDAY**

**MORNING**

**OPENS FROM 7:15 AM – 7:55 AM**

**AFTERNOON**

**OPENS FROM 11:30 AM – 12:00 PM**

**FRIDAY**

**MORNING**

**OPENS FROM 7:15 AM – 7:55 AM**

**AFTERNOON**

**OPENS FROM 11:40 AM – 12:10 PM**

## When Children Should Stay Home from School

Children must stay home if they have symptoms of possibly contagious or serious illnesses that they might spread to other children, including:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

## Medication Policy

If a child requires medication during school hours, it is imperative for parents to ensure that the medication is handed over to the school nurse for safe administration. All medication must be clearly labeled with the child's name. While we do maintain a stock of pharmacy medicines on the premises, should the need arise to administer ant to you child, we will promptly contact you to obtain your consent.

## When Children Will Be Sent Home from School

When a child complains of illness, it is the responsibility of the school nurse to note and communicate common symptoms, such as fever, vomiting, and diarrhea to parents. The school is not equipped to care for an ill or injured student for an indefinite amount of time. Parents are responsible for picking up their child in a timely manner once notified by the school. If parents cannot come when notified, they must inform the nurse who they are allowing to act on their behalf to pick up their child.



# School Supplies

To view the supply list for each grade level please click on the links below:

- [Stationery List KG 2024 - 2025.pdf](#)
- [Stationery List Grade 1 2024 - 2025.pdf](#)
- [Stationery List Grades 2-5 \(2024 - 2025\).pdf](#)

Additionally, items that should be brought to school daily are as follows:

- a reusable water bottle (labeled clearly with the child's name)
- a non-wheeled backpack large enough for their daily folder
- a nourishing snack and lunch or a well-funded canteen card. Please refrain from sending chocolate, chips, candies, or any categorized unhealthy food.

# Catering Policy

Heritage Village Catering Services was established in 2014 and the aim was to provide nutritious, innovative food offerings bursting with flavor to school across Abu Dhabi. Heritage Village Catering uses only quality raw products and all products are made from scratch, ingredients are non-processed, additive-free and use healthy fats over trans-fats that are found in many processed foods

Food served is in our cafeterias, and menus are rotated on a monthly basis to ensure variety and a nutritious program.

## Canteen Payment Process:

- Students can pay for Canteen food using their Student ID Cards.
- Parents /Guardians can top up the Student ID Cards through the school's finance office using cash, card or bank transfer.
- Student ID Cards will be distributed to parents via the school's store, together with the uniform and textbooks.
- If you wish to avail of the canteen services on the first day of school please be sure to top up your child's Student ID card before August 28<sup>th</sup>, 2023
- Parents/Guardians can check the balance on the Student ID cards through the Orison parent portal.

	<b>HERITAGE VILLAGE CATERING SERVICES LLC</b>	Effective Date: 01.03.2020
	Document Title:	Document Code: HVCS/FSMS/IS/0095
	<b>Food Menu</b>	Rev:00

School Food Menu						
1st Week						
	Monday	Tuesday	Wednesday	Thursday	Friday	
BREAKFAST	Manakeesh	Cheese Manakeesh 7 aed	Cheese Manakeesh 7 aed	Cheese Manakeesh 7 aed	Cheese Manakeesh 7 aed	Cheese Manakeesh 7 aed
	Assorted Pastry	Plain Waffle 12 aed	Mini Pizza 6 aed	Zattar & Cheese Manakeesh 7 aed	Pancake 6 aed	Kraft Manakeesh 7 aed
	Assorted Pastry	Kraft Manakeesh 7 aed	Labneh fatayer 7 aed	Kraft Manakeesh 7 aed	Zattar Manakeesh 7 aed	Margaritta 7 aed
	Fruits	Fresh Fruit 3 aed	Fresh Fruit 3 aed	Fresh Fruit 3 aed	Fresh Fruit 3 aed	Fresh Fruit 3 aed
	Beverage	Low Fat Milk 3 aed	Low Fat Milk 3 aed	Low Fat Milk 3 aed	Low Fat Milk 3 aed	Low Fat Milk 3 aed
	Cereals	Choco/Corn Flakes 8 aed	Choco/Corn Flakes 8 aed	Choco/Corn Flakes 8 aed	Choco/Corn Flakes 8 aed	Choco/Corn Flakes 8 aed
	Sandwiches	Chicken Fajita Wrap 12 aed	Egg Omlot Sandwich 12 aed	Scrambled egg Wrap 12 aed	Chicken Shawarma 10 aed	Chicken Club Sandwich 12 aed

	Monday	Tuesday	Wednesday	Thursday	Friday
LUNCH	SALAD	Tabouleh salad 9 aed	Greek Salad 9 aed	Cut Fruits 9 aed	Rocca Salad 9 aed
	Chicken meal (Chicken, Rice, Salad/Cut fruit, yogurt)	Shish Towk 16 aed	Butter Chicken 16 aed	Chicken Majboos 16 aed	Chicken Kofta 16 aed
	Meat meal (Meat, Rice, Salad/Cut fruit, yogurt)	Meat Bamia 18 aed	Lamba Kofta 18 aed	Lamb Mandhi 18 aed	Lamb kebab 18 aed
	Pizza	Veg Pizza 11 aed	Grill Chicken Pizza 11 aed	Pizza margheritta 11 aed	Veg Pizza 11 aed
	Cut Fruits	Watermelon 9 aed	Sweet Melon 9 aed	Mix Fruit 9 aed	Honey dew Melon 9 aed
	Vegetables	Roasted Potato Wedges 6 aed	Sweet Corn with Butter 6 aed	Breaded Cheese Stuffed Potato ball 6 aed	Potato Cubes 6 aed
	Beverage	Mango Juice 9 aed	Orange Juice 9 aed	Watermelon Juice 9 aed	Pineapple Juice 9 aed
	Pasta Meal	Cream & Tomato Sauce Pasta 14 aed	Spaghetti Bolognese 14 aed	Italian Tomato 14 aed	Meat Lasagne 14 aed

\*\*\* Menu will Depend on Raw Materials Availability.

# Nutrition Policy

We are committed to fostering a positive attitude towards healthy eating. Our educational approach includes teaching children about making nutritious food choices and encouraging them to explore diverse tastes. We urge parents to collaborate with us in promoting healthy eating habits, ensuring that any food brought to school in lunch boxes aligns with these principles. FLIS-Rabdan strictly adheres to an anaphylaxis policy, prohibiting all foods containing nuts or traces of nuts. Please refrain from including peanuts, peanut butter, or products with peanut oils in your child's lunch. Parents are encouraged to communicate any dietary concerns or special requirements with the staff. Families with children on special diets should provide a letter from a medical practitioner or dietitian outlining the specific condition or allergy.

Unhealthy food items, including cookies, sweets, chips, and fizzy drinks, are not permitted at school. If a child brings such items, they will be withheld and returned at the end of the day. Parents are not allowed to send food to other children in the classroom, and any such attempts will result in the confiscation of the food, which will be returned to the parent by the end of the day.

## School Events and Celebration

During special occasions such as national and cultural celebrations, we may request parents to contribute specific types of foods. However, parents who prefer their children not to participate in such activities should communicate this preference to their child's classroom teachers.

## Birthday Parties and Personal Celebrations

Please be aware that birthday and personal gift bags are not permitted and will be returned home with the student. We value the cooperation of parents in following this guideline to prevent any potential disappointment for the students.

Concerning birthday invitations, they will not be placed in students' bags unless the entire class is invited or only students of the same gender are included. Excluding a few students from a classmate's birthday celebration can be distressing and disruptive to the class.

The only gifts considered appropriate are those typically exchanged during specific national and cultural events such as UAE National Day, Flag Day, Hag Al Laila, or Eid. These gifts should be simple, safe, intended for all students, and not expensive.

## Gifts for staff member

Expressing gratitude through simple and considerate gestures, such as a flower, a card, or a thank-you note, is more than sufficient. We truly value your generosity in providing thoughtful gifts for our staff members and teachers. However, it's crucial to emphasize that we do not accept high-cost items or gifts with significant value. Your understanding and adherence to this guideline are greatly appreciated.

# INDIGO TRANSPORT

Bus transportation fees are outlined in the school admissions packet and can be found by contacting FLIS Bus Services at [br1-bustransportation@futureleaders.sch.ae](mailto:br1-bustransportation@futureleaders.sch.ae)

Students riding the buses are expected to follow behavior and safety guidelines and instructions from the bus monitors and drivers. Riding the bus is a privilege, and any infractions may result in losing the privilege.

## Bus Information



# Behavior Guidelines

Students and staff are expected to uphold these values to ensure teaching and learning are the primary focus and to allow students every opportunity to excel.

This plan is based on the premise that students will be responsible for their actions. Students should understand they will be held accountable and face consequences for inappropriate behaviors.

Consequences for inappropriate behavior will, as much as is practicable, be immediate, relative, cumulative and consistently enforced.

While consistency is a key component when managing student behavior, it is understood that each case is unique. Also, the FLIS-Rabdan school community, local community, and wider environment are to be considered when applying this plan and its procedures.

This plan is applicable during regular school hours or when students are associated in anyway with FLIS, such as travelling to or from school or when attending any school associated activity.

FLIS cannot be held responsible for the actions of its students in the wider community outside of regular school hours school associated activity. However, any student action at any time that harms the reputation of the school may result in a consequence consistent with this plan.

Relevant staff will be informed about a student that is involved in a significant discipline issue so that staff members are aware to provide support to the student if needed.

This plan should be read in conjunction with other relevant policies such as information technology, academic honesty code, etc.



# Procedure

The following procedures are provided to give a clear understanding of how student behavior will be managed.

All teachers and staff have a responsibility to address inappropriate student behavior to maintain a positive teaching and learning environment at Future Leaders International School – Rabdan (FLIS - Rabdan). The response from teachers and staff will be appropriate in relation to the student behavior that is being addressed and consistent with this plan.

Teachers and staff should always try to address behaviors at the lowest possible level.

We believe every student can be successful. Discipline is not punishment. It is training for making appropriate, positive choices in life. Behavior and redirection management is a shared responsibility involving parents and a school personnel.

One of the most important lessons education should teach is self-discipline. While it will not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

# Behavior Policy and Procedures

This places an emphasis on the small things and signals that these are important in day-to-day life at FLIS-Rabdan. Things like punctuality, appropriate behavior, and a clean environment set the tone for maintaining high standards.

Teachers and staff will address students with courtesy and respect while assisting the student to discover why their behavior is inappropriate and does not meet the standards of FLIS-AD and conflicts with its values.

Once the student is aware of their behavior and its unacceptability, teachers/staff will outline to the student the consequences of their actions.

## Behavior Matrix

Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. General consequences and procedures are followed for typical behavioral issues. However, as the frequency, intensity, and individual behavioral needs become more apparent, the response must also change to influence those behaviors. Therefore, there may be times that teacher and administrative response to behavioral challenges are individualized to produce the desired learning experience for the student. Fair does not mean the same consequences for all students.





Behavior Matrix	Behavior Responses
<b>1. Mild or Moderate</b>	
<p>Category 1 behaviors are actions that are not in line with the FLIS-Rabdan values and indicate a need for reflection and correction.</p> <p>Examples of Category 1 behaviors may include:</p> <ul style="list-style-type: none"> <li>• Classroom disruptions</li> <li>• Running in hallways</li> <li>• School uniform violations</li> <li>• Inappropriate behavior</li> <li>• Repeated instances of unexcused tardiness</li> <li>• Annoyances that disrupt learning</li> <li>• Failure to bring books and school supplies and neglecting assignments</li> </ul>	<p>Responses to these actions may include any of the following:</p> <ul style="list-style-type: none"> <li>• Students will receive a verbal warning</li> <li>• Student will be reminded of the behavior expectations and encouraged to modify his/her behavior accordingly</li> <li>• Conference with teacher, parent, and/or child</li> <li>• Reflection sheet</li> </ul> <p>Administrators may adjust consequences based on the individual circumstances and the student's age. Whenever feasible, consequences will be directly related to the inappropriate behavior to enhance learning. Persistent or recurring Category 1 behavior will be treated as Category 2 responses.</p>
Behavior Matrix	Behavior Responses
<b>2. Serious Chronic</b>	
<p>Category 2 behaviors are actions that violate FLIS- Rabdan values, or which infringe substantially on others' rights or opportunities to learn comfortably and productively at FLIS- Rabdan.</p> <p>Examples of Category 2 behaviors may include:</p> <ul style="list-style-type: none"> <li>• Academic Dishonesty / Dishonesty</li> <li>• Inappropriate response to peers and staff</li> <li>• Violations of technology usage rules</li> <li>• Disruptive actions on school bus</li> <li>• Use of offensive language</li> <li>• Inappropriate gestures</li> <li>• Verbal assault</li> <li>• Behaviors conflicting with societal values and customs</li> <li>• Deliberate disruption of the learning process</li> </ul>	<p>In addition to Category 1 responses, administrative responses to these actions may include the following:</p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Conference with both the parent and the student to sign a pledge. Additionally, the following progressive actions will be enforced each time the child repeats the behavior: <ul style="list-style-type: none"> <li>1<sup>st</sup> time: Initial alert</li> <li>2<sup>nd</sup> time: warning</li> <li>3<sup>rd</sup> time: last warning</li> </ul> </li> </ul> <p>Category 2 behaviors may be recorded and tracked in Orison for potential pattern tracking and cause identification. This Orison record follows a student through their education at FLIS-Rabdan.</p> <p>Chronic or repeated Category 2 behavior will result in treatment as Category 3 responses.</p>

Behavior Matrix	Behavior Responses
<b>3. Severe / Dangerous</b>	
<p>Category 3 behaviors are actions that are significant infringements on FLIS-Rabdan values or the rights of others.</p> <p>Examples of Category 3 behaviors include:</p> <ul style="list-style-type: none"> <li>• verbal abuse</li> <li>• bullying</li> <li>• cyber-bullying</li> <li>• fighting</li> <li>• Intimidation</li> <li>• theft</li> <li>• Plagiarism</li> <li>• destruction of property</li> <li>• unsafe behavior towards self or others</li> <li>• acts of extreme defiance</li> </ul>	<p>In addition to the Category 1 or 2 responses, administrative response to these actions may include:</p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Conference with student and parent</li> <li>• Individual behavior plan/chart</li> <li>• Behavior Contract</li> <li>• School-based community service</li> <li>• Replacement/repair of damaged property</li> <li>• Restriction of privileges and activities</li> <li>• Internal or external suspension</li> <li>• Referral to the Principal, placement on a Conditional Enrollment Contract (CEC)</li> </ul> <p>Category 3 behaviors will be recorded and tracked in Orison for potential pattern and cause identification. This Orison record follows a student through their education at FLIS-Rabdan.</p>

# Playground Rules

We believe that the playground is an extension of the classroom and the rules that apply while students are on the playground. We expect students to play respectfully, be kind, share, and, most importantly, play safe.



KG Playground



Elementary Playground

# Online Education Platforms (One logins)

- **Seesaw**

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share with families.

- **Orison**

Orison’s parent portal allows parents to have real-time access to their child’s academic details, attendance records, timetables, and exam grading system, along with financial requirements.

- **Bravo Bravo**

This application is designed to enhance the reading skills in Arabic of our students.

- **Raz Kids**

Reading A to Z program, to enhance our students' reading skills. This platform provides your child with a wide range of leveled books and interactive activities to reinforce their reading skills.

- **Mcgraw Hill**

For educational content, software, and services for pre-K through postgraduate education.

- **Nahla wa Nahil**

This application is designed to enhance the reading skills in Arabic of our students.



## Parents Security Pass

Kindly fill the collection Authorization form using the following link.

- <https://forms.office.com/r/e3FvnXMrza?origin=lprLink>

Please note a maximum of 3 security passes can be issued per child. Additional and replacement for lost cards will be subjected to 50 AED fees. Please collect your Parents Security Pass from the school receptionist.

# School Uniform

To start the day, it's important for students to come to school looking tidy and fresh. All students are required to wear the FLIS uniform. When it comes to shoes, safety is key. It's recommended that students wear shoes that cover their toes completely. Sandals like flip flops or Crocs are not allowed at school. Shoes in black, blue, or white are acceptable. If students want to take part in active activities like running or sports, they need to wear sneakers, also in black, blue, or white.

On days when Physical Education (PE) classes are scheduled, students from Kindergarten to Grade 4 should come to school in the PE uniform along with suitable sports shoes. On swimming days, students should bring a swimming cap and bring a towel.

At the beginning of the school year, the uniform can be purchased from the FLIS - Rabdan campus. We'll make sure to provide all the necessary information to parents as soon as it's available. For Kindergarten students, please prepare an extra set of clothes with your child's name clearly marked on them. These spare clothes could be really helpful in case of emergency situations.



# School Uniform & PE Uniform

PARENTS INFORMATION PACK | 2023-20



## SCHOOL UNIFORM

Future Leaders International Private School



### CORE UNIFORM KG TO GRADE 12



KG1 to Grade 8  
Dark Grey Full Elastic Trousers



White Short Sleeve Shirt

### UNISEX PE UNIFORM KG TO GRADE 12



White Polo T-Shirt

### Navy blue unisex winter jacket



Navy blue PE Trousers

Store opening hours will be as follows:

Monday – Thursday & Sunday  
9:00 AM – 3:00 PM

Friday  
8:00 AM – 12:00 PM

**Note:**

We kindly ask that you verify the sizes before collecting these items from the Storekeeper to ensure a comfortable fit for your child.

## School Fees Payment Options

Dear Parents,

At Future Leaders International Private School, we are committed to providing convenient and secure methods for parents and guardians to pay school fees. We understand the importance of a seamless payment process, and we offer a variety of options to suit your preferences. Please find below our School Fees Payment Methods:

**Bank Transfer** - Please include the Student Codes and Invoice References in the payment description fields and please send an email confirmation of the payment to the school's finance email address.

**Cash and Cheque Payments** - For those who prefer in-person payments, we accept cash and cheque payments at the school's administrative office. Please make cheques payable to "Future Leader International Private School" and include the student's name and registration number on the back.

**Card Payments** - If you prefer to make the payment in person, we offer virtual Point of Sale (POS) terminals at the school's accounts office. Simply visit the office, provide the necessary details, and complete the payment using your credit/debit card.

Please remember to keep your payment receipts and transaction details for future reference. If you have any questions or concerns regarding the school fees payment methods, our dedicated finance team is always ready to assist you.

At Future Leaders International Private School, we aim to make the school fees payment process as smooth as possible, enabling you to focus on your child's education and growth. Thank you for entrusting us with your child's future.

**Kind Regards,  
FLIS – Finance**

## Payment Information

We are pleased to offer convenient and secure methods for paying school fees at Future Leaders International Private School. We understand the importance of a seamless payment process for our students and their parents/guardians. To facilitate this, we provide various options for payment via card. Please find below the available payment methods: School fees can be paid via cash, cheque, online bank transfer, or direct deposit at the bank.

Please note that payment can be done by bank transfer through the following details:

**Account name:** Future Leaders Intl PVT School BR1

**Bank name:** First Abu Dhabi Bank

**Branch name and address:** Abu Dhabi Main Branch

**Account Number:** 4031005815093001

**Account type and currency:** AED

**IBAN:** AE760354031005815093001

**Account opening date:** 20/05/2023 up to date

**FAB Swift:** NBADAEAXXX





# FLIS - Rabdan Educational Communication Protocol

The FLIS - Rabdan Educational Communication Protocol is designed to promote direct, open and respectful communication so that concerns can be addressed efficiently and effectively among the parties involved.

We strongly encourage students and parents to follow this protocol. In turn, our staff members commit to handling your concerns with sensitivity, ensuring confidentiality and respond in a timely manner. By working together, we can continue and strengthen our commitment to excellence.

## Parents and Students

### STEP 1: COMMUNICATE WITH THE TEACHER



Students are urged to communicate their concerns directly with their teachers. As a parent, if you have any concerns regarding your child's education, classroom experience, or grades, please get in touch with the teacher directly. You can reach all teachers through Seesaw. They will respond promptly, typically within 48 hours. If you don't receive a response within that timeframe, please move on to the next step.

### STEP 2: COMMUNICATE WITH THE SOCIAL WORKER/SECTION SUPERVISOR



The Social Worker at FLIS-Rabdan supports students and parents with social and emotional concerns. Their expertise contributes to a positive and inclusive school environment. Reach out to them for assistance in resolving these concerns effectively.

**Elementary: [br1-lana@futureleaders.sch.ae](mailto:br1-lana@futureleaders.sch.ae)**

#### STEP 2: CONTACT THE SOCIAL WORKER/SECTION SUPERVISOR

The Social Worker at FLIS-Rabdan provides support to students and parents dealing with social and emotional concerns, fostering a positive and inclusive school atmosphere. Reach out to them for effective assistance.

For Elementary, contact **[br1-lana@futureleaders.sch.ae](mailto:br1-lana@futureleaders.sch.ae)**

For KG Parents, please reach out to the Section Supervisor at **[br1-mervat@futureleaders.sch.ae](mailto:br1-mervat@futureleaders.sch.ae)**, who will then involve the Social Worker if necessary.

### STEP 3: COMMUNICATE WITH THE HEAD OF SECTION:



Most problems will have been resolved by this point. If you still need to speak with someone about your situation, however, please contact your Head of Section.

### STEP 4: COMMUNICATE WITH THE SCHOOL PRINCIPAL



If your problem has not been resolved through the Head of Section, contact the School Principal.



# Communication Channel

We value open and effective communication between parents and our school community. Kindly use the attached contact details and do not hesitate to reach out to us with any questions, concerns, or feedback. You will soon receive details about the parent and student credentials for our school management system, "Orison," and the Seesaw learning platform. These tools will help streamline communication and keep you informed about your child's progress and school activities.

DEPARTMENT	EMAIL
Principal	<a href="mailto:br1-principal@futureleaders.sch.ae">br1-principal@futureleaders.sch.ae</a>
Head of Section	<a href="mailto:br1-natalie@futureleaders.sch.ae">br1-natalie@futureleaders.sch.ae</a>
KG Section Supervisor	<a href="mailto:br1-mervat@futureleaders.sch.ae">br1-mervat@futureleaders.sch.ae</a>
Social Worker (K-5) Elementary Section Supervisor	<a href="mailto:br1-lana@futureleaders.sch.ae">br1-lana@futureleaders.sch.ae</a>
Accountant	<a href="mailto:br1-accounts@futureleaders.sch.ae">br1-accounts@futureleaders.sch.ae</a>
IT Department	<a href="mailto:br1-it@futureleaders.sch.ae">br1-it@futureleaders.sch.ae</a>
Receptionist	<a href="mailto:br1-info@futureleaders.sch.ae">br1-info@futureleaders.sch.ae</a>
Registrar	<a href="mailto:br1-registrar@futureleaders.sch.ae">br1-registrar@futureleaders.sch.ae</a>
Storekeeper	<a href="mailto:br1-storekeeper@futureleaders.sch.ae">br1-storekeeper@futureleaders.sch.ae</a>
Nurse	<a href="mailto:br1-clinic@futureleaders.sch.ae">br1-clinic@futureleaders.sch.ae</a>
Health & Safety Officer	<a href="mailto:br1-ohs@futureleaders.sch.ae">br1-ohs@futureleaders.sch.ae</a>
Bus Transportation Supervisor	<a href="mailto:br1-bustransportation@futureleaders.sch.ae">br1-bustransportation@futureleaders.sch.ae</a>



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