



مدرسة قادة المستقبل الدولية الخاصة- فرع
ربدان

Future Leaders International Private School
Rabdan Branch



Elementary School (Grade 1-5) Family Handbook

2024-2025

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

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Welcoming Message

Dear Families,

Welcome to Future Leaders International School - Rabdan! We are thrilled to embark on this educational journey with you and your child.

Our school is dedicated to nurturing a love of learning in students from Grade 1 to Grade 5 through a comprehensive and enriched curriculum. We offer a well-balanced blend of core academic subjects and specialized programs designed to foster intellectual growth, creativity, and overall student success.

Our commitment to excellence is reflected in the challenging and supportive educational environment we provide. We strive to meet the highest standards of academic achievement while also prioritizing the social and emotional well-being of every student. We believe that a well-rounded education is key to developing confident, compassionate, and capable individuals.

This handbook is your guide to understanding our school's programs, policies, and procedures. We encourage both parents and students to familiarize themselves with its contents, as it will help you navigate the school year successfully.

At Future Leaders International School - Rabdan, we believe that education is a partnership between the school and families. We value open communication and collaboration, and we are here to support you every step of the way. Together, we can ensure that your child not only reaches their academic potential but also thrives in all aspects of their development.

We are excited about the year ahead and look forward to working closely with you to provide an exceptional educational experience for your child.

Sincerely,

Ghazwa Mohammed
School Principal



Our Vision

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

Our Mission

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



Curriculum Information

The FLIS - Rabdan offers a K-5 American-based curriculum that is aligned to the Common Core standards for English, Mathematics, Physical Education, Art, Social Studies, and Music. The FLIS uses the New Generation Science Standards (NGSS) as the basis for curriculum design in Science. The ICT curriculum is based on the International Society for Technology in Education (ISTE) standards. The FLIS follows the Ministry of Education standards and curriculum for Arabic, Islamic, Arabic Social studies & Moral Education. The school offers Arabic, Islamic and Arabic Social Studies for Non-Arab students.

The FLIS - Rabdan curriculum is enriched with diverse resources, including digital tools, to foster authentic, independent, and inquiry-based learning. Through cross-curricular connections, performance skills, and co-curricular activities, we strive to offer a richer and deeper learning experience for all students. Our regular advising sessions ensure continuous guidance and support for learners at all grade levels. Additionally, the curriculum incorporates elements of National Identity along with a range of competencies and values designed to instill a deep-rooted understanding of UAE culture, develop 21st-century skills, and prepare students for the future.





School Day (Timing)

Grade 1 – 5

Monday - Thursday

7:30 AM - 2:45 PM

Friday

7:30 AM - 11:50 AM

FLIS - Rabdan
School Timing 2024-2025

Grade 1-3		
Monday - Thursday	Reading / Advisory	07:30 - 07:50
	Period 1	07:50 - 08:35
	Period 2	08:35 - 09:20
	Break	09:20 - 09:50
	Period 3	09:50-10:35
	Period 4	10:35-11:20
	Period 5	11:20 - 12:05
	Lunch	12:05 -12:30
	Period 6	12:30-01:15
Period 7	01:15- 02:00	
Period 8	02:00- 2:45	

Friday	Reading / Advisory	07:30 - 07:50
	Period 1	07:50 - 08:35
	Period 2	08:35 - 09:20
	Break	09:20 -09:35
	Period 3	09:35 - 10:20
	Period 4	10:20 - 11:05
Period 5	11:05 - 11:50	

FLIS - Rabdan
School Timing 2023-2024

Grade 4-5		
Monday - Thursday	Reading / Advisory	07:30 - 07:50
	Period 1	07:50 - 08:35
	Period 2	08:35 - 09:20
	Period 3	09:20-10:05
	Break	10:05 - 10:35
	Period 4	10:35-11:20
	Period 5	11:20 - 12:05
	Period 6	12:05-12:50
	Break	12:50 -01:15
Period 7	01:15- 02:00	
Period 8	02:00- 2:45	

Friday	Reading / Advisory	07:30 - 07:50
	Period 1	07:50 - 08:35
	Period 2	08:35 - 09:20
	Period 3	09:20 - 10:05
	Break	10:05 -10:20
	Period 4	10:20 - 11:05
Period 5	11:05 - 11:50	

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.

ELEMENTARY

Monday – Friday

Morning

Opens from 7:15 am – 7:50 am

Afternoon

Opens from 2:40 pm – 3:00 pm

Friday Opens from: 11:55 AM – 12:00 noon

Note: Please use the main gate once the Elementary gates are closed.



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.**
- Pre-K and 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.

Collection Authorization and Parent Information

Each year, the school compiles and maintains an up-to-date emergency contact list, as well as a list of individuals authorized to collect your child. In the event of an emergency, it is crucial that we can reach you promptly. Therefore, it is essential that we have your current contact information and home address on file. Please complete the form that will be provided to you, and inform the school administration of any changes to your details that occur during the academic year. This ensures that we can contact you without delay if necessary. Change of Address or Telephone Number It is very important for us to have your updated contact details and address.

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 late arrival pass from the reception.
- If a student is late three or more times within an academic year, the school will take appropriate action in accordance with the ADEK Student Behavior Policy.



Attendance Policy

We prepare for students to be present in class each day. If they miss school, they miss out on important aspects of their learning. Regular attendance is essential for a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a barrier to their learning. The Elementary School student absence procedures are intended to accommodate sick days and family emergencies, but not necessarily for additional vacation time.

We anticipate that student absences will not exceed 5% for grades 1-5 and 10% for Kindergarten out of the total 182 teaching days. If a student's absences approach these limits, families will receive reminder letters, may be asked to meet with the administration to discuss strategies for improving attendance. In some cases, a student may need to reapply or risk losing their enrollment spot.

Our objective is to ensure every student has a productive and successful school year, fully engaged in learning. Regular attendance with minimal absences is key to achieving academic success. If an extended absence is anticipated, parents are requested to submit a written explanation to the administration and coordinate with the homeroom teacher to address any missed learning.

For students who are unwell, we encourage parents to ensure they have adequate time to recover fully before returning to school.



National Anthem

At 7:45, the UAE National Anthem is played throughout the school. It is a sign of respect and national pride for everyone to stand during the anthem. If you happen to arrive at school while the anthem is playing, it is important to stop immediately and remain still until the anthem has concluded.

We emphasize the importance of students being present and punctual to participate in this daily salute to the UAE. This practice not only fosters a sense of unity and respect within the school community but also reinforces the values of discipline and national pride.



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.

Student' Activities

Morning Assemblies

Morning assemblies for all sections are assigned on certain days where all students are required to attend. On occasions, parents are invited to attend Kindergarten and Elementary students' assemblies to celebrate children's achievements and accomplishments and watch them perform.

KG: Every Monday and Wednesday

Elementary: Every Tuesday & Thursday

Special Events and Celebrations

Throughout the year, we organize special sessions for students to celebrate a variety of holidays and events, including National Day, Flag Day, Commemoration Day, Eid, Ramadan, Hag Al Leilla, Sports Day, Happiness Day, Earth Day, International Day, Colors/Shapes Days, STEM Festival, and more. We regularly celebrate learning through events such as assemblies or events.

Additionally, we host learning celebrations across all grade levels throughout the year. These events are designed to enhance students' overall school experience and encourage meaningful community involvement.

ECA (Extra Curricular Activities)

FLIS-Rabdan offers an Extra Curricular Activities (ECA) program each term for students in grades 1-5. The ECAs run for eight consecutive sessions per term and require pre-registration. Some activities have grade level or student number limitations. The school will provide registration instructions.

Once assigned to an activity, students are expected to remain in it until completion. They cannot attend unassigned activities or change activities once sessions have started.

Certain sports activities may require staying after school or attending events and competitions as needed, with detailed information provided to parents.

Additionally, the school offers paid ECAs, with more information provided to parents after the school year begins. Some sessions may be held during school hours, while others might take place after school hours.

Bus services are not available for students registered in the bus service.

Field Trips

Educational field trips are a crucial part of FLIS-Rabdan. These carefully planned excursions help students connect the curriculum with their everyday experiences, promoting learning in real-world contexts. The FLIS-Rabdan team is dedicated to providing opportunities for children to explore, investigate, and solve problems in real-life settings, with several trips planned throughout the academic year

Once we have approval from the venue and ADEK, we send a letter to parents at least three days before the trip. This letter includes trip details and a permission slip. Only students who return signed permission slips to their teacher are allowed to participate. Those who do not attend the trip will engage in alternative activities at school for the day..



Student Council

The Student Council is a service organization in the Elementary School. It is supervised by least the school social worker from Grade 4 & 5.

The members are elected at the beginning of the year. The students themselves, under the guidance of the social worker, run the weekly meetings.

This organization helps develop leadership and encourages the students to take an active role in their school and community. It also builds awareness of service activities which encourages student participation.

Red Crescent Committee

The Red Crescent Committee welcomes students from Grades 1-5, focusing on nurturing community service and leadership skills. Activities include organizing collection drives, promoting environmental awareness, participating in national competitions, and engaging in community outreach. Students, guided by school staff, help plan and execute various club initiatives. The club operates through committees and meets as needed for specific projects.

Enrollment in this committee is based on demonstrated leadership skills, volunteer experience, and a strong willingness to assist others.

The committee's goal is to cultivate a generation that is compassionate, inclusive, and eager to volunteer and support individuals of diverse needs, backgrounds, and abilities. Meetings are held at least twice a month with the social worker to plan and implement events based on a well-structured and purposeful plan.

Environmental Club

The Future Leaders International School is recognized as a sustainable school and is a part of the Environment Agency in Abu Dhabi. The school's Environmental Club is dedicated to raising awareness among students about various environmental issues, following the environmental calendar provided by the Environmental Agency. There are no specific requirements for students to join the club. Here are some examples of ongoing activities:

- 1.Arts & Crafts Using Recycled Materials: This activity is designed for students in Grades 1-5, encouraging them to creatively recycle materials into art projects.
- 2.Plastic Challenge: An initiative led by the Environmental Agency, aimed at combating plastic pollution by engaging students in various awareness challenges.
- 3.Awareness Sessions
- 4.Virtual Tours
- 5.Planting Activities



Homework Guidelines and Expectations

At Future Leaders International School, our dedication is rooted in research-based practices, which consistently reveal that fostering strong reading habits directly influences future academic success. Children may be periodically assigned projects, reading assignments, math practices, complete performance tasks or asked to reflect on their learning. On occasion, children may need to complete unfinished schoolwork, and should additional support be necessary, the teacher will promptly contact you.

Homework Rules

Homework comprises activities or assignments that students can complete independently with minimal adult assistance within a reasonable timeframe. Assignments are purposeful and relevant. Daily activities, including independent reading, games, math practice, and enrichment, should not exceed 20 minutes for grades 1-2, 30 minutes for Grade 3, and 40 minutes for Grades 4, and 50 minutes for grade 5

Parent Guidelines

Parents are encouraged to create a quiet space and provide basic materials for homework completion. Teaching time-management techniques, monitoring productivity, reviewing expectations and assignments with students, and communicating promptly with teachers regarding consistent difficulties are suggested actions for success.

Student Guidelines

To maximize success, students are advised to complete homework by the due date, seek clarification when needed, use class and home time efficiently, and submit neat, high-quality work.

Bag Weight Policy:

In consideration of children's wellbeing, it is recommended that a child's school bag does not exceed 5-10% of their body weight to prevent adverse effects on their spine and body. Books are left in the classrooms, and students use them based on the homework schedule. Books are sent with students only when assessments are scheduled.



Internal Assessment

All subjects are assessed continuously throughout the academic year. **Arabic, Islamic studies, Social & Moral Studies marks distribution is based on ADEK's expectations.**

The table below shows how the marks calculation and distribution for grade 1-5.

Each Term: 100%			
End of the year Average= Term 1+ Term 2 + Term 3 /3			
Standardized Tests	Formative 55%		Summative 45%
*MAP test *Arabic Benchmark test	Assignment & Raz Kids	Performance Tasks Project, Presentation, Research, Portfolio, Report,	Assessment and Quizzes End of Chapter / Unit tests / **Mid Term /End of Term
5%	15%	40% -45%	45%
*MAP for grade 3-5 English, Math and Science only * Arabic Benchmark Test for grades 3-5 Arabic only			** Grade 5



Assessment & Reporting

Standardized Assessment

MAP

Students in Grades 2 - 5 are assessed using the Northwest Evaluation Association's (NWEA) assessment known as Measures of Academic Progress (MAP). This assessment is aligned with Common Core standards in English and Math and with NGSS standards in Science.

The assessments are computerized adaptive tests that accurately reflect the instructional level of each student and measure growth over time. Test items dynamically adjust to a student's performance level. NWEA utilizes a web-based program that adapts the level of the question complexity based on a student's response.

Arabic Benchmark test

Students in Grade 2-5 are assessed in Arabic using the Arabic Benchmark test. The test is an international assessment in Arabic for Arabs and non-Arabs. The assessment is aligned with the UAE. It takes place at least 2 times a year.

Reporting

Students from Pre-K to Grade 5 receive report cards three times a year, at the end of each term.

These report cards can be viewed on Orison. Parents will be provided with detailed instructions on how to access and download the report cards.

Parents and Teacher Conference

Held once each term, these conferences foster regular communication between educators and families. This ongoing dialogue allows for the exchange of observations, assessment of children's progress, and collaboration on strategies to support learning both at school and at home.



Students Support Services

Students with a Special Educational Needs Support

- If the student does not make adequate progress, despite the support provided by the school, then parents are advised to seek a comprehensive assessment by external support agencies.
- The resulting diagnosis will be supported by an Individual Educational Plan (IEP), written by the Head of Inclusion in consultation with the parents, SEN teacher, the social worker, the student's teachers, subject leaders, nurse, and, where appropriate, the student.
- The school will provide the student with specialized intervention by the SEN teacher.
- Members of the student support team will review the progress on a termly basis.

Student Support Programs

We believe all students have the right to benefit from the school's support programs. Our goal is to help every student fully engage with the curriculum, reach their potential, and make necessary progress.

For students needing non-traditional teaching methods, we will:

- Provide suitable learning resources
- Facilitate appropriate educational activities
- Encourage independent/diagnostic learning
- Implement adjustments for specific learning needs

Students with persistent learning challenges will join support programs, receiving help in small groups or individually, during or outside school hours. The support team, including teachers, teaching assistants, special needs teachers, and the head of Inclusion, will tailor these programs to each student's needs.



Students' Health

When Children Will Be Sent Home from School

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 to you child, we will promptly contact you to obtain your consent.

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.

Health & immunization

We maintain health immunization and screening records for every child. Parents must provide a health status update when registering their child for each school year and are encouraged to inform the school health clinic of any significant health changes. Occasionally, immunizations may be offered at school through SEHA.

Head Lice

If a student has lice, the student will need to go home to be treated with a lice-removing agent and manual removal of nits. The student may return to school the following day provided all of the nits have been removed and a lice treatment has been completed. Students must be cleared by nurse before returning to the classroom.



General Information

Lost and Found

School Supplies

[Stationery List Grade 1 \(2024 - 2025\).pdf](#)

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

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

A supply list for each grade at the beginning of each school year. 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.
- According to our school policy, a child's school bag should not exceed 20% of their body weight to prevent potential harm to their spine and overall body health.

The Lost and Found is located in the section's administration office. Please label all items and check periodically for your child's missing items. Items not claimed within a school term will be donated.

Toys, Mobile Phones, and Smart Watches

Students should not bring toys, electronic devices, smart watches, or any item to school that may potentially interfere with their learning. Students in the lower grades may bring special belongings to share on "Show and Tell" days.



Physical Education & Swimming

The FLIS-Rabdan Physical Education program is carefully designed to meet the Society of Health and Physical Educators (SHAPE) America standards, ensuring that our students gain essential knowledge and skills in physical education.

Swimming classes are part of the Physical Education curriculum for all students in grades 1-5. The grades from swimming will contribute to the overall Physical Education marks. These swimming classes are offered in Term 1 and Term 3.

On PE days, students in Pre-K to Grade 5 must wear the PE uniform to school with appropriate sports shoes.

During swimming days, students must also bring the following items, each clearly labeled with with your child's name:

Towel, Goggles, Sandal (Crocs), Swimming Suit (short and T-shirt combination), Head Caps (For Girls and Boys)

Library

The school library program are to enable students to learn independently, to support critical thinking in research, and to foster a love of reading

All students in grade 1-5 have a flexible library schedule. Students are welcome to check out up to four books. Overdue notice will be sent to parents.

End of year report cards are withheld until the accounts for all lost or damaged library materials have been settled. Books that are lost or damaged are charged the cost of the item and AED 20 for shipping and processing fees.



School Cafeteria

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. Students can choose to pack their food or purchase meals from the school cafeteria using their ID Cards.

Food served is in our cafeterias, and menus are rotated monthly to ensure variety and a nutritious program. The monthly menu will be published on school website and will be sent on emails.

Canteen Payment Process:

- Students should 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 the school, please be sure to top up your child's Student ID card before August 26, 2024
- Parents/Guardians can check the balance on the Student ID cards through the Orison parent portal.
- It is the parent's responsibility to ensure sufficient funds are available for their child to purchase food.

School Cafeteria (MENU)

[School menu 2024-2025.pdf](#)

Snacks and Lunch

Within the daily schedule, two breaks will be set aside for eating. Please ensure your child comes to school daily with enough food and drink to cover the time he/she is at school, as the school does not provide food. Children should bring refillable bottles to school with names clearly marked on them. Water is available to refill the bottles throughout the day. Students are encouraged to stay hydrated and can drink water whenever they need to. Due to space limitations and health and safety concerns, it is not possible to store children's snacks/lunches in the refrigerator or to heat food in a microwave. We emphasize healthy food and drink so that children have balanced energy to learn and play throughout the day.



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 bought 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.



Bus Information

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

Students riding the buses are expected to follow behavior “Rules and safety guidelines for School Bus” as well as all instructions from the bus monitors and drivers. Riding the bus is a privilege, and any infractions may result in losing the privilege.

Please note that Bus services are available for KG1- Grade 5 students.



Online Education Platforms (One logins)

- **Seesaw**

Seesaw is a platform for student engagement. Seesaw provides both relevant announcements and documentation of your child's learning journey. You will receive frequent updates about what is happening in class through the announcements function; it is important that parents read these announcements as this will help keep you informed about learning, events being organized, and materials you may need to send in.

- **Orison**

Orison's parent portal allows parents to have real-time access to their child's academic details, attendance records, report cards, library, registration forms, along with financial requirements.

- **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.

- **Houghton Mifflin Harcourt (HMH)**

For educational content, software, and services for Grade 1 through 5

- **Nahla wa Nahil**

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

If you would like more information about accessing the platforms , please contact the IT Support at br1-it@futureleaders.sch.ae

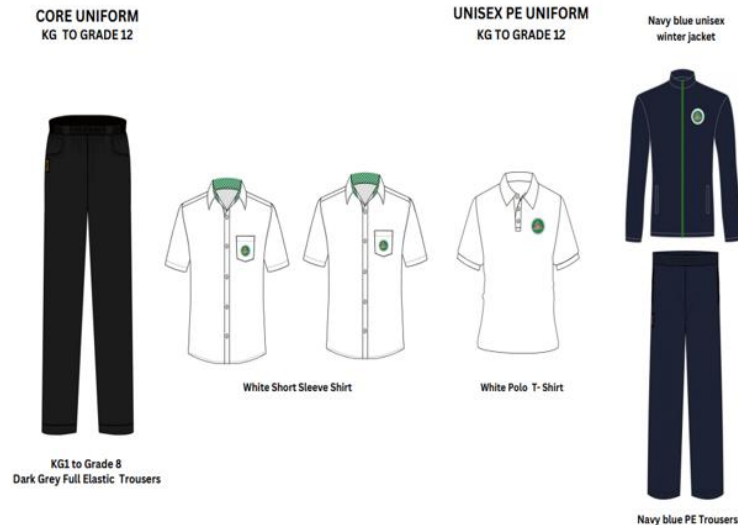


School Uniform

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. In Pre-K and KG, we recognize that students often cannot tie their shoes independently. Therefore we ask that children wear shoes with velcro or no-tie laces at school.

On days when Physical Education (PE) classes are scheduled, students 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.



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 request that you verify the sizes before collecting these items from the storekeeper to ensure they fit your child comfortably.

Items that have been removed from their original packaging, have missing labels, or have been washed or tailored cannot be returned or exchanged



Back to School Orientation

This event is scheduled at the beginning of the school year for each section. It provides an opportunity for parents to meet their child's teacher, explore the classroom environment, and learn about the academic program and classroom routines.

Technology

We place a strong emphasis on integrating technology as a key tool for teaching and learning across all subject areas. Both digital citizenship and essential technology skills are taught collaboratively by the IT teacher and classroom teachers, ensuring that students are well-equipped to navigate the digital world responsibly.

Our students use iPads and have access to various school learning platforms, enrichment programs, and e-books. While using these tools within the school, students are expected to adhere to the guidelines and expectations outlined in the Student Behavior Policy. This includes responsible use of the school's iPads and digital resources, ensuring a safe and productive learning environment for everyone.

School Closure and online learning

In the event of a school closure, we will make every effort to inform families promptly. If classes transition to online learning, we will notify families as soon as possible. During online sessions, students are required to attend **all classes** with their cameras on, and attendance will be recorded as usual. Students who do not attend all scheduled classes will be marked as absent.

In emergencies where parents lack Wi-Fi access or face connectivity issues, they should inform the school administration immediately so we can provide necessary support. Students must attend lessons and submit assigned tasks to be marked as present; otherwise, they will be considered absent.

Parents and students can access online classes via Teams using the school's email addresses provided at the beginning of the year. The online learning timetable will be shared with parents at the start of the year. Students will be trained in using these platforms at school to ensure they are prepared. Additionally, a training session will be available for parents if needed to support them in navigating online learning platforms.



School Fees Payment Options

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.

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



Student's Protection Policy

The Future Leaders International School thrives to protect & safeguard every child under its roof, and is mandated to report concerns related to maltreatment of students to the Child Protection Unit (CPU) inline with the Dama Al -Aman Policy.

Children have rights, most importantly the right to be safe from danger, happy and respected; the right to parental guidance not negligence, protection from all forms of violence, good health & health services, the right to education, leisure, play & culture. All these rights must put into practice in a warm & loving environment which comprises the family/ home & the school that the child is attending.

The Child Protection Coordinator (CPC) assumes the responsibility of being fully committed to safeguarding & promoting the welfare of all children of all ages. The CPC is trained and knows how to handle abused children and Immediately report any case of abuse and/or neglect of students to the Child Protection Unit and relevant authorities.

Emergency Drills / Fire Drills

Emergency and fire drills are practiced on a regular basis. Safe exit procedures are posted throughout the school. Teachers and students regularly practice the safe exiting procedures when the alarm is sounded.

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

Volunteering

If you have a few spare hours each week or month, or if you have special talents or hobbies, please consider volunteering. We would love to utilize your skills to benefit the school in various ways. Please complete a Volunteer Form (which will be provided later) and return it to the office. We will use this information to schedule activities that align with parent preferences as much as possible. Information about volunteering opportunities will be sent home. The Volunteer Form must be completed and returned to the school so we can organize activities based on your availability and interests.

Parent-Teacher Association (PTA)

The Parent-Teacher Association (PTA) at Future Leaders International School plays a crucial role in fostering a strong partnership between families and educators. Our PTA is dedicated to enhancing the educational experience of our students by organizing events, supporting school programs and new initiatives, and facilitating open communication between parents and the school. By actively participating in the PTA, families contribute to a vibrant school community, ensuring that every child at Future Leaders International School receives the best possible education and opportunities for personal growth. The PTA is guided by an elected Executive Board consisting of a president, vice-president, head of committees, and members. We encourage all parents to get involved and make a difference in our school's success.



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.

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.



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 any way 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
1. Mild or Moderate	
<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"> • Classroom disruptions • Running in hallways • School uniform violations • Inappropriate behavior • Repeated instances of unexcused tardiness • Annoyances that disrupt learning • Failure to bring books and school supplies and neglecting assignments 	<p>Responses to these actions may include any of the following:</p> <ul style="list-style-type: none"> • Students will receive a verbal warning • Student will be reminded of the behavior expectations and encouraged to modify his/her behavior accordingly • Conference with teacher, parent, and/or child • Reflection sheet <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
2. Serious Chronic	
<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"> • Academic Dishonesty / Dishonesty • Inappropriate response to peers and staff • Violations of technology usage rules • Disruptive actions on school bus • Use of offensive language • Inappropriate gestures • Verbal assault • Behaviors conflicting with societal values and customs • Deliberate disruption of the learning process 	<p>In addition to Category 1 responses, administrative responses to these actions may include the following:</p> <ul style="list-style-type: none"> • Individual counseling • 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"> 1st time: Initial alert 2nd time: warning 3rd time: last warning <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
3. Severe / Dangerous	
<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"> • verbal abuse • bullying • cyber-bullying • fighting • Intimidation • theft • Plagiarism • destruction of property • unsafe behavior towards self or others • acts of extreme defiance 	<p>In addition to the Category 1 or 2 responses, administrative response to these actions may include:</p> <ul style="list-style-type: none"> • Individual counseling • Conference with student and parent • Individual behavior plan/chart • Behavior Contract • School-based community service • Replacement/repair of damaged property • Restriction of privileges and activities • Internal or external suspension • Referral to the Principal, placement on a Conditional Enrollment Contract (CEC) <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.



Elementary Playground

Parent 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 communicate 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.

Seesaw is the primary communication platform with parents for all students.

As parents, you are considered partners in educating your children. We value your input and strive to maintain open communication regularly and in various ways. Should you ever have any questions or concerns, we encourage you to arrange a time to discuss these with the teacher.

Please be sure to call the office with time-sensitive information (such as a change in dismissal), as our teachers do not always get to their email while they are with the children.

E-Mail

Email is used for individual communication about your child between the school and parents. Please feel welcome to contact us by email with information, questions, and concerns related to your child. Email is also used for occasional whole-section communications, such as important announcements, news, school events, letters, reminders, policies...etc.

School Calendar: [FLIS Rabdan Calendar 2024 - 2025 \(Parents Copy\).pdf](#)

All email should be responded to within 24-48 hours. Please review our communication protocol.

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

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**

For KG Parents, please reach out to the Section Supervisor at **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	br1-principal@futureleaders.sch.ae
Head of Section	br1-natalie@futureleaders.sch.ae
KG Section Supervisor	br1-mervat@futureleaders.sch.ae
Social Worker (K-5) Elementary Section Supervisor	br1-lana@futureleaders.sch.ae
Accountant	br1-accounts@futureleaders.sch.ae
IT Support	br1-it@futureleaders.sch.ae
Receptionist	br1-info@futureleaders.sch.ae
Registrar	br1-registrar@futureleaders.sch.ae
Storekeeper	br1-storekeeper@futureleaders.sch.ae
Nurse	br1-clinic@futureleaders.sch.ae
Health & Safety Officer	br1-ohs@futureleaders.sch.ae
Bus Transportation Supervisor	br1-bustransportation@futureleaders.sch.ae



إعداد قادة المستقبل Preparing Future Leaders

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

