

Elementary School (Grade 1-7)

Family Handbook

2026-2027

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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 7 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 content, 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.

Yours respectfully,
Hiba Sleit Kharouf
School Principal

Our Guidance Statements

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.

Curriculum Information

The FLIS - Rabdan offers a K-7 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)

Monday – Thursday: From **7:30 AM – 2:45 PM**

Friday: From **7:30 AM – 11:50 AM**

FLIS - Rabdan School Timing 2026-2027 Grade 1-5			
Monday - Thursday	Reading / Advisory	20 min	07:30 - 07:50
	Period 1	45 min	07:50 - 08:35
	Period 2	45 min	08:35 - 09:20
	Break	30 min	09:20 - 09:50
	Period 3	45 min	09:50-10:35
	Period 4	45 min	10:35-11:20
	Period 5	45 min	11:20 - 12:05
	Lunch	30 min	12:05 -12:35
	Period 6	45 min	12:35-01:20
	Period 7	45 min	01:20- 02:05
	Period 8	40 min	02:05- 02:45
Friday	Reading / Advisory	20 min	07:30 - 07:50
	Period 1	40 min	07:50 - 08:30
	Period 2	40 min	08:30 - 09:10
	Break	15 min	09:10 -09:25
	Period 3	40 min	09:25 - 10:05
	Period 4	40 min	10:05 - 10:45
	Period 5	40 min	10:45 - 11:25

FLIS - Rabdan School Timing 2026-2027 Grade 6 -7			
Monday - Thursday	Reading / Advisory	20 min	07:30 - 07:50
	Period 1	45 min	07:50 - 08:35
	Period 2	45 min	08:35 - 09:20
	Period 3	45 min	09:20-10:05
	Break	30 min	10:05 - 10:35
	Period 4	45 min	10:35-11:20
	Period 5	45 min	11:20 - 12:05
	Period 6	45 min	12:05-12:50
	Break	30 min	12:50 -01:20
	Period 7	45 min	01:20- 02:05
	Period 8	40 min	02:05- 02:45
Friday	Reading / Advisory	20 min	07:30 - 07:50
	Period 1	40 min	07:50 - 08:30
	Period 2	40 min	08:30 - 09:10
	Period 3	40 min	09:10 - 09:50
	Break	15 min	09:50 -10:05
	Period 4	40 min	10:05 - 10:45
	Period 5	40 min	10:45 - 11:25

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.

Grade 1 – 7

- **Start of the day:** Monday to Friday – from 7:20 to 7:50 AM
- **End of the day:**
    - Monday to Thursday – 2:45 to 3:00 PM
    - Friday – 11:50 AM to 12:05 PM

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 at 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 gate 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. 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 is essential to ensure a smooth and respectful start to the school day. At 7:45 a.m., the National Anthem is played, and all students are expected to be present and participate. Classes begin promptly at 7:50 a.m. Any student arriving after this time will be marked as tardy and must obtain a late arrival pass from the reception.

- Being late to the morning assembly more than once, failing to participate without an acceptable excuse, or repeatedly failing to attend classes on time without an acceptable excuse is considered a punctuality violation under the school's expectations and the ADEK Student Behavior Policy.
- If a student is late more than once during the academic year, or repeatedly demonstrates the above behaviors, the school will take appropriate action in accordance with the Student Behavior Policy.

Attendance Policy

At Future Leaders International School – Rabdan, we expect students to attend school every day and arrive on time, as each day of learning is important for their academic and personal growth. Regular attendance is essential for success, while frequent absences can disrupt learning and progress.

Student absences should not exceed 5% of the total 182 instructional days for Grades 1–7, and 10% for Kindergarten, in line with ADEK regulations. Absences are permitted for medical reasons or family emergencies but not for additional vacations.

Parents must inform the school by 9:00 AM if their child is absent. Failure to notify the school will result in the absence being recorded as unauthorized. A warning letter will be issued for every three (3) unauthorized absences, and parents will be asked to provide a written explanation and sign a pledge of commitment.

If a student's total absences (authorized and unauthorized) exceed 10% of the school year, the student may be identified as "at educational risk" and supported through an Attendance Intervention Plan developed with the parents.

In line with ADEK policy, the school may recommend expulsion for students who are absent for 10 consecutive or 15 non-consecutive days without valid justification, after completing all required communication and intervention steps.

For full details on attendance procedures and ADEK requirements, please refer to the Attendance Policy available on the school website.

National Anthem

At 7:45, the UAE National Anthem is played throughout th school. It is a sign of respect and national pride for everyo 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 value of discipline and national pride.



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.

- First grade - Seventh grade: Morning assembly is held on Tuesdays and Thursdays.

Special events and occasions

Throughout the academic year, we organize a wide range of special sessions and events to celebrate important occasions such as National Day, Flag Day, Commemoration Day, Eid, Ramadan, Hag Al Leila, Sports Day, Happiness Day, Earth Day, International Day, Colors and Shapes Days, the STEM Festival, and many more.

We also celebrate students' learning achievements through assemblies and various themed events. In addition, learning celebrations are held across all grade levels throughout the year to enrich students' school experiences and promote meaningful engagement within the school community.

ECA (Extracurricular Activities)

FLIS-Rabdan offers an Extra Curricular Activities (ECA) program each term for students in grades 1-7. The ECAs run 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 provides 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 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 to 7.

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

This organization helps develop leadership and encourages 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 Private 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 1-7, 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 & 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, completing 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
- 40 minutes for Grades 4
- 50 minutes for grade 5
- 60 minutes for grade 6
- 60 minutes for grade 7

We also provide enrichment activities through educational platforms such as IXL aimed at addressing specific learning gaps and further enriching students' academic skills.

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

At Future Leaders International School – Rabdan, we prioritize the health and physical well-being of our students by adhering to ADEK's school bag weight guidelines. To prevent potential strain or long-term effects on students' spines and posture, it is recommended that a student's school bag does not exceed 5–10% of their body weight.
Books are generally kept in the classrooms, and students take them home only when assessments are scheduled, or specific homework tasks require it. All students have access to the digital versions of their MOE books, as well as their English, Math, and Science textbooks. Students are required to use a non-wheeled backpack of a suitable size. Teachers plan homework assignments and digital activities carefully to minimize heavy loads, while the Health and Safety Officer and supervisors conduct periodic bag weight checks to ensure compliance.

Recommended school bag limits:

- KG1 – Grade 2: up to 2 kg
- Grade 3 – Grade 5: up to 3–4.5 kg
- Grade 6 – Grade 7: up to 6–8 kg

Assessment & Reporting

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 the marks calculation and distribution for grade 1-7.

Each Term 100%	**End of year grade is the average of three terms**			
Evidence category	**Components**	**G1–2**	**G3–5**	**G6–7**
Summative (Mastery)	**Assessments** (Quizzes + Unit Tests + Final Exam) *	20%	30%	40%
	Performance Tasks (Project, Presentation, Research, Portfolio, Report)	10%	10%	10%
Formative (Ongoing Checks)	Classwork	70%	60%	50%
Standardized Tests	MAP Tests for Grades 3 and above (English, Math and Science) IBT – ACER Arabic Test for Grades 3 and above			

* Final Exams and Unit Tests are from Grades 3 and above. Grades 1 and 2 will be doing small quizzes only.

Standardized Assessment

MAP

Students in Grades 3 - 7 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 to the level of the question complexity based on a student's response.

Arabic Benchmark test (ABT)

Students in Grade 3-7 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 1 time a year.

Reporting

Students from pre-K to Grade 7 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.

Parent 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 Additional Learning 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 a Documented Learning Plan (DLP), written by the Head of Inclusion in consultation with the parents, Inclusion 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 Inclusion teacher.
- Members of the student support team will review the progress on a termly basis.

Students with Additional Learning Needs Support

At FLIS – Rabdan, we believe every student deserves access to high-quality education and the support needed to achieve success. The school provides a comprehensive system of academic, social, and emotional support to ensure that all students — including those facing learning challenges or other barriers — can fully engage with the curriculum and reach their potential. FLIS adopts a tiered model of support that provides increasing levels of assistance based on each student's individual needs:

Tier 1: Universal Support
All students benefit from inclusive, differentiated teaching and regular progress monitoring within the classroom. Teachers use a variety of strategies and resources to support diverse learners and promote engagement.

Tier 2: Targeted Support
Students who require additional help beyond classroom strategies receive small-group or short-term interventions. These sessions focus on specific academic, behavioral, or language needs and are closely monitored for progress.be

Tier 3: Intensive Support
Students with persistent or significant learning challenges receive personalized, one-on-one interventions. The school's support team — including the Head of Inclusion, inclusion teachers, ELL teacher, social worker, class teachers, and lead teachers — collaborate with parents to develop a Documented Learning Plan (DLP). This plan includes specific goals, accommodations, and strategies to promote measurable progress.

Specialized interventions may take place during or outside regular school hours. The Head of Inclusion oversees the coordination and review of all support programs, ensuring alignment with ADEK's Inclusion, Student Protection, and Mental Health policies.

Social Emotional Support

At FLIS – Rabdan, we are committed to providing comprehensive social-emotional support for every student. Our dedicated social worker works closely with teachers to foster students' social-emotional growth within a collaborative and supportive environment.

Support is offered through small group activities, whole-class discussions, and one-on-one sessions, delivered by the social worker and teachers. These sessions help students develop problem-solving skills and strengthen their social competencies. In addition, tailored Social-Emotional Learning (SEL) lessons are conducted across all grade levels, equipping students with essential life skills and promoting holistic development within a caring educational framework.

Our Commitment to Wellbeing

At FLIS-Rabdan, we believe that student success begins with a healthy mind, body, and spirit. Our Wellbeing Strategy outlines how we support every child's physical, psychological, social, intellectual, digital, and environmental wellbeing. This strategy is embedded on our daily school life, from lessons and activities to community events, and ensures that all students, including those with additional learning needs, are fully included.
Families are encouraged to read the full Wellbeing Strategy, available on our school website, to understand how we work together to promote a safe, supportive, and inclusive environment. By

partnering with parents, we aim to help every student thrive academically, socially, and personally.

Mental Health Referral Pathway

At Future Leaders International School – Rabdan, we are committed to ensuring that every student's mental health and well-being are supported promptly, confidentially, and with compassion.

Concerns related to a student's mental health may be raised by a teacher, parent, inclusion team member, or through student self-referral. Referrals can be made through the school's referral form or directly to the social worker or head of section.

Once a concern is reported, it is reviewed by the School Mental Health Committee, which determines the level of support required and the appropriate intervention. Possible actions may include counseling sessions, parent meetings, a support plan, or referral to an external licensed specialist when necessary.

If there are any child protection concerns, the case is immediately referred to the School Child Protection Officer, in accordance with ADEK's Student Protection Policy.
All actions are documented confidentially, and parents are engaged at every stage, in line with the best interests of the student.

For more information, please refer to the Mental Health Policy available on our school website.

Student Health

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

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.

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

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 the nits have been removed, and a lice treatment has been completed. Students must be cleared by the nurse before returning to the classroom.

Healthy Eating & Food Guidelines

At FLIS – Rabdan, we promote healthy eating habits to ensure our students have the energy, focus, and well-being needed for learning and growth. In line with ADEK's Healthy Eating and Food Safety Policy, parents are requested to follow these guidelines:

1. Hydration

- Children must bring a refillable water bottle to school each day, with their name clearly labelled.
- Drinking water stations are available around the school for refilling bottles throughout the day.
- Students are encouraged to drink water freely during lessons and breaks to stay hydrated.
- Metal bottles are not allowed for students' safety.

2. Packed Lunches and Snacks

Parents are encouraged to pack balanced, nutritious meals that include fruits, vegetables, whole grains, and healthy proteins.

The following foods and drinks are strictly **prohibited**:

- Soft drinks or drinks containing caffeine.
- Candy, chocolate, potato chips, fried foods, or highly processed foods.

3. School Canteen Services

Our school partners with Heritage Village Catering Services to provide healthy, fresh, and additive-free meals.

- Meals are prepared daily from high-quality ingredients.
- Meals comply with the Department of Education and Knowledge's standards for nutrition and food safety.
- Menus are updated monthly and sent to parents via email and are also posted on the school website.

4. Payment Mode

- Students purchase canteen food using their Student ID Cards.
- Parents can top up Student ID Cards through the school's finance office by cash, card, or bank transfer.
- Parents can check balances through the Orison Parent Portal.

5. Nutrition Awareness

- Our aim is to promote a culture of healthy eating through lessons, activities and awareness workshops for both students and parents, within the school's health and wellbeing curriculum.

General Information

School Supplies List

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:

To view the supply list for each grade level please click on the links below:
Stationery list Pre-KG - Grade 1 (S.Y 2026-2027)
Stationery List Grades 2-7 (S.Y 2026 - 2027)

- A reusable water bottle clearly labeled with the child's name. Metal bottles are not allowed.

- Students are required to use a wheeled school bag that is spacious enough to carry their daily essentials. The weight of the school bag should not exceed 5-10% of the student's body weight for safety and comfort.

Lost and Found

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 lessons are part of the physical education curriculum for all students from first to sixth grade, and their grades count toward the overall physical education grade. Swimming lessons are offered during the first and third semesters.

On physical education days, students from pre-kindergarten through fifth grade must wear the school's official athletic uniform with appropriate athletic shoes.

On swimming days, students must bring the following supplies, with the student's name clearly written on each one:

- Towel
- Swimming goggles
- Sandals (such as Crocs)
- Swimsuit (consisting of shorts and a T-shirt)
- Swimming cap (for boys and girls)

Library

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

All students in grade 1-7 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 with the cost of the item and AED 50 for shipping and processing fees.

School Events and Celebration

During special occasions such as national and cultural celebrations, we may request parents to contribute to 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.

School Transportation

Bus transportation fees are detailed in the School Admissions Packet and may also be obtained by contacting FLIS Bus Services at **br1-bustransportation@futureleaders.sch.ae**.
All students using school transportation must adhere to the Rules and Safety Guidelines for School Buses and follow all instructions given by bus monitors and drivers. Riding the school bus is considered a privilege; failure to comply with safety and behavior expectations may result in suspension or permanent removal from bus services.
For full details, please refer to the Transportation Guidelines for Parents and Students provided below.

Transportation Guidelines for Parents and Students

Eligibility and Registration

- Only registered students who have completed the transportation application form and paid applicable fees are eligible to use school transport.
- Parents must ensure that all contact and address details are accurate and updated with the school.

Pick-Up and Drop-Off

- Students must be ready at the agreed pick-up location at the scheduled time. Buses will wait a maximum of 2 minutes.
- Parents/guardians (or an approved adult) must be present to receive KG and Grade 1 students at drop-off.

Student Conduct on the Bus

Students must:

- Remain seated with seat belts fastened at all times.
- Follow the driver's and bus attendant's instructions.
- Speak quietly and avoid distracting the driver.
- Keep the bus clean; no food or drink (except water) is allowed.
- Bullying, fighting, or unsafe behavior will result in disciplinary action, including suspension from bus services.

Safety Provisions

- All buses meet ADEK safety requirements (e.g., seat belts, CCTV, GPS tracking, emergency exits, speed limiters).
- Bus attendants are trained in first aid and student supervision.

Absence or Change in Travel Arrangements

- Parents must inform the transport coordinator or bus attendant in advance if the child will not use the bus on a particular day.
- Any changes in drop-off arrangements must be communicated in writing.

Delays or Emergencies

- In case of delays or emergencies, parents will be notified via the school communication system.
- Parents must keep emergency contact numbers active and reachable.

Termination of Service

- Repeated breaches of safety rules may result in temporary or permanent withdrawal of transport services.
- Parents must provide written notice if they wish to discontinue bus service

E-learning platforms (single sign-in)

- ## 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.

- ## Houghton Mifflin Harcourt (HMH – Ed Platform)

  Our school uses the HMH Ed Platform to support teaching and learning in KG2 through Grade 7. This digital learning tool provides students with access to interactive lessons, engaging activities, and personalized practice in core subjects. It allows teachers to track progress and tailor instruction to meet each student's needs, helping them succeed both in class and at home.

- ## IXL

  IXL is an online learning platform used at FLIS – Rabdan for students in KG2 through Grade 6 to practice and strengthen skills in English, Math, and Science. It provides personalized questions that adapt to each child's level, helping them learn at their own pace.

- ## Kutubee

  Kutubi offers students a fun and interactive way to strengthen students' Arabic skills. Through games, stories, songs, and creative activities, students build confidence in reading, writing, listening, and speaking, while deepening their appreciation for the beauty of the Arabic language and culture.

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

School introductory meeting

This event, held at the beginning of the school year for each class, provides parents with the opportunity to meet their child's teacher, explore the classroom environment, and learn about the academic program, class routine, and expectations for the school year. This meeting aims to foster collaboration between school and family to ensure a successful and comfortable start for all students.

Use of technology and digital responsibility

At Future Leaders International School – Rabdan, technology is an essential part of the teaching and learning process across all subjects. Students use iPads and a number of digital platforms such as Shopee, Seesaw IXL, HMH Ed, Nahla & Nahil, and Kutubi to foster creativity, collaboration, and independent learning.

Beginning in the 2026–2027 school year, all students in grades 1 and up are required to bring their own iPad (9th through 11th generation) with a Secure Protection certification. Devices must be in good condition and fully charged.
Daily, and used for educational purposes only. Parents who cannot afford to purchase the device may apply to borrow an iPad from the school for one academic year.

Responsible use

Students are required to adhere to digital safety guidelines and responsible behavior when using iPads and other digital tools at school, including:

- Use devices for educational purposes only.
- Communicate respectfully online.
- Do not photograph, record, or share images of others without permission.
- Do not install unauthorized applications or change device settings.

The school monitors all devices to ensure safe and appropriate use, in accordance with the Digital Safety Regulations issued by the Department of Education and Knowledge. Any misuse of technology will result in disciplinary action in accordance with the Student Conduct Policy.

Parental responsibilities

Parents play a key role in supporting the responsible and balanced use of technology by:

- Monitoring their children's use of iPads at home.
- Encouraging the safe, respectful, and balanced use of devices.
- Inform the school immediately in case of any malfunction, damage or loss of the device.
- Attending awareness sessions organized by the school on digital citizenship and cyber safety.

Through shared responsibility and continuous communication, parents, students, and teachers work together to maintain a safe, innovative, and responsible digital learning environment that equips each student with the knowledge, skills, and values necessary for future success.

School closure and distance 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 that 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 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 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:
Sunday-Thursday: 8:00 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.

School fees and 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:



lent Codes and Invoice References in the payment
nail confirmation of the payment to the school's finance

who prefer in-person payments, we accept cash and
istrative office. Please make cheques payable to "Future
d 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: NBADAEAAXXX

Student protection policy

Future Leaders International Private School is committed to protecting, ensuring the safety and care of all children, and is required to report any cases of student abuse or neglect to the Child Protection Unit (CPU), in line with the “Always Safe” policy adopted in the Emirate of Abu Dhabi.

Children have basic rights that must be respected and implemented, the most important of which are:

- The right to safety and protection from any danger,
- The right to happiness and respect,
- The right to proper parental carefree from neglect,
- Protection from all forms of violence,
- The right to health and adequate health services,
- The right to education, play, leisure, and culture.

These rights must be exercised in a warm, safe, and loving environment that includes the family, home, and school to which the child belongs.

The Child Protection Coordinator (CPC) is responsible for ensuring the safety and well-being of all children in school.

The coordinator has received specialized training on how to deal with cases of abuse or neglect and is committed to immediately reporting any report in a case of violence, abuse or neglect to the Child Protection Unit and the competent authorities.

For more information, please refer to the Student Protection Policy available on the school's website.

Emergency Drills / Fire Evacuation 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 given to faculty members

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.

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.

Awareness sessions for parents

During the school year, sessions will be offered specifically for parents, aiming to strengthen the home-school partnership. These sessions cover a variety of topics such as curriculum, student development, and mentoring support.

Please follow the school's official communication channels—such as Seesaw, email, or the FLIS Rabdan – Events and Activities WhatsApp group—to receive announcements and details related to each event.

Parent-Teacher Association (PTA)

The Parents-Teachers Council (PTA) at Future Leaders International School is an essential element in strengthening the partnership between

Family and school. The council aims to develop students' learning experience through:

- Organizing family events and activities,
- Supporting new school programs and initiatives,
- Enhancing effective communication between parents and the school.

By participating in the council, parents contribute to building an active and collaborative school community that ensures all students have the best opportunities for education and personal growth.

The council is governed by an elected executive board consisting of a president, vice president, committee chair, and several other members.

We encourage all parents to join and actively participate in making a positive difference in the school's success and continued excellence.

Our Values and Student Behavior

Future Leaders International School – Rabdan is built on a set of core values, including respect, honesty, tolerance, caring, and resilience. These values form the foundation of our approach to teaching, learning, and behavior management, contributing to the development of students into responsible, compassionate, and confident individuals.

At Future Leaders School - Rabdan, student behavior management is part of the educational process aimed at guiding students toward making positive decisions, assuming responsibility, and contributing to a respectful school environment. Students and parents are expected to demonstrate the highest standards of citizenship, while demonstrating respect for the laws, customs, and traditions of the United Arab Emirates.

- **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 that 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

At Future Leaders International School – Rabdan, we believe that excellence in behavior is achieved through responsibility, respect, and accountability. Our Behavior Plan is founded on the principle that students are responsible for their actions and must understand that inappropriate behavior results in fair and consistent consequences.

Consequences for inappropriate behavior are designed to be immediate, relevant, cumulative, and consistently applied whenever possible. While consistency is important, we recognize that each situation is unique and will be handled with fairness and understanding. The plan also takes into consideration the values of the FLIS–Rabdan school community, local traditions, and the wider environment.
This plan applies to all situations during regular school hours and at any time students are representing the school — including traveling to or from school or participating in any school-related event or activity.

Although the school is not responsible for students' actions outside of school hours or non-school activities, any behavior that negatively affects the reputation of FLIS–Rabdan may result in consequences aligned with this plan.

Relevant staff members will be informed when a student is involved in a significant behavioral matter, to ensure that appropriate support and follow-up are provided.
This plan should be read in conjunction with related policies, including the Technology Policy, Academic Honesty Code, and Student Behavior Policy
.

Daily Standards at Future Leaders School - Rabdan

At Future Leaders International School – Rabdan, attention to small details helps maintain high standards across the school community. Everyday habits such as punctuality, respectful behavior, and maintaining a clean environment reflect our shared commitment to excellence. These practices are essential to creating a positive atmosphere where teaching and learning can thrive and where students are encouraged to take pride in their school.

Guiding Students Toward Positive Behavior

Teachers and staff address all students with courtesy and respect while helping them reflect on their actions. When behavior does not align with the school's standards or values, staff will guide students to understand why it is inappropriate and discuss the impact of their actions. Once students recognize the behavior and its consequences, teachers and staff will clearly explain the outcomes that follow, ensuring that every disciplinary response becomes a learning opportunity.

Behavior Matrix and Response Framework

Behavior Matrix

At Future Leaders International School – Rabdan, we believe that every student has the ability to make positive choices and demonstrate self-discipline. Our approach to behavior management is not about punishment but about teaching responsibility, respect, and good decision-making.

The Behavior Matrix is part of the school's Behavior Policy and outlines expectations, responses, and consequences for Grades 1–5 and Grades 6 and above. It serves as a guide for maintaining a safe, respectful, and supportive learning environment.

Students are expected to follow the school's Code of Conduct to ensure their well-being and that of others. While the school applies to consistent standards, responses to behavior may vary depending on the frequency, intensity, and individual needs of the student. Fairness means addressing each situation appropriately rather than applying identical consequences.

Behavior management is a shared responsibility between the school and parents, with support from the school's social worker when needed. Together, we help students build self-control, character, and respect for themselves and others—skills that prepare them for success both in school and in life.

For detailed behavior expectations and consequences, please refer to the FLIS – Rabdan Behavior Policy available on the school website.

Behavior Response Framework

To support the behavior matrix, Future Leaders School – Rabdan follows a structured framework for addressing behavioral concerns:

- For minor issues, teachers handle them directly through reminders, reflection, or short conferences with the student or parent.
- For repeated or serious behavior, cases may be referred to the social worker or administration for further action, in accordance with the school's Behavior Policy.
- Actions may include verbal or written warnings, parent meetings, counseling, behavior of contracts, restricted privileges, community service within school, or suspension.
- Severe or unsafe behaviors may lead to immediate administrative action, including suspension, conditional enrollment, or referral to ADEK as per regulations.

All behavioral incidents are handled in accordance with the detailed Behavior Policy available on the school website.

Playground Rules and Expectations

At Future Leaders International School – Rabdan, we believe that the playground is an extension of the classroom; therefore, the same rules and expectations apply. We expect students to play respectfully, show kindness, share with their peers, and—most importantly—play safely.

During break times, school staff actively supervise students to ensure their safety and promote positive interactions. Playground rules are regularly reviewed with all classes to ensure consistent understanding and adherence.
In the event of an incident, students are expected to immediately report it to the teacher on duty. The teacher will speak with the student to address the situation, and depending on the nature of the incident, possible actions may include:

- A short time-out during break.
- Temporary loss of certain break privileges, in coordination with the classroom teacher.
- Referral to the matter of the school administration.

If a student is referred to the administration, they will be given the opportunity to reflect on the incident, explain their perspective, and propose a constructive way to move forward. In most cases, when a referral occurs, the parent may also be notified.

Cultural Consideration

At FLIS – Rabdan, we value and respect the cultural values, norms, and traditions of the UAE.
We expect all parents to:

- Support and model cultural respect at all times.
- Follow appropriate dress codes during school events.
- Communicate respectfully with the school community.
- Ensure children's internet use at home avoids inappropriate content.
- Report any cultural non-compliance to the school or ADEK's Parent Hotline (800 2335).

For the complete list of parental responsibilities, please refer to the Parent–School Agreement.

Parent communication

Parent Information

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 your child's attendance information
- Access your child's assessment data
- View and download your child's termly report
- Recharge your child's canteen account

Seesaw

Seesaw is the primary communication tool between school and parents for all students.

We consider parents as partners in their children's education, value their contributions, and strive to maintain continuous and effective communication in a variety of ways.
If you have any questions, concerns, or comments, we encourage you to schedule an appointment to discuss them with your teacher.

Please contact the school office directly for urgent or urgent information (such as changes to dismissal schedules), as teachers may not be able to check their email while with students.

E-Mail

Email is used for individual communication between 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.

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

Note:

The school communicates with parents regularly via Seesaw and email.
Please ensure your preferred email address is always up to date so you don't miss any important information or notifications from the school.

School Calendar

The FLIS – Rabdan School Calendar 2025–2026 lists all key academic dates, holidays, exam periods, professional development days, and school events. Please review it carefully to stay informed and plan family commitments accordingly. Any updates or changes will be communicated promptly via Seesaw and email. Please find the link below to access the calendar

2026 - 2027 - FLIS Rabdan School Calendar V3.pdf

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 responding 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.

• For the primary stage section:

br1-nora.ketaz@futureleaders.sch.ae

• For Kindergarten stage section:

Please contact the department supervisor via email:

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 be resolved by this point. If you still need to speak with someone about your situation, 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 Kindergarten	br1-michelle@futureleaders.sch.ae
Head of Elementary	br1-hos2@futureleaders.sch.ae
Head of Inclusion	br1-inclusion@futureleaders.sch.ae
KG Section Supervisor	br1-mervat@futureleaders.sch.ae
Social Worker – Elementary Section Supervisor	br1-nora.ketaz@futureleaders.sch.ae
Accountant	br1-accounts@futureleaders.sch.ae
IT Support	br1-it@futureleaders.sch.ae
Administration	br1-info@futureleaders.sch.ae
Receptionist	br1-receptionist1@futureleaders.sch.ae
Registrar	br1-registrar@futureleaders.sch.ae
Bus Transportation Supervisor	br1-transportation@futureleaders.sch.ae