

Pre-KG & Kindergarten Handbook

S.Y 2026 - 2027

Welcome Message **3**
Our Guiding Statements **4**
Vision 4
Mission 4
Curriculum **4**
School Day **5**
Gate Opening Hours
5
Morning Drop-Off **6**
Arrival / Departure Procedures 6
Collection Authorization and Parent Information 6
Leaving School Early
6
Late Attendance (Tardy) 6
Attendance Policy **7**
National Anthem 7
Student' Activities **8**
Morning Assemblies
8
Special Events and Celebrations 8
Extra-Curricular Activities (ECA) 8
Field Trips 8
Assessment and Reporting **9**
Assessment 9
Reporting 9
Parent & Teacher Conferences 9
Students Support Services **10**
Students with a Special Education Needs Support 10
Students Support Programs
10
Students' Health **11**
When Children Should Stay Home from School 11
Medication Policy 11
When Children Will Be Sent Home from School 11
Health & Immunization 11
Head Lice 11
General Information **12**
School Supplies 12
Daily Reading and Weakly Enrichment Activities
12
Toileting 12
Lost & Found 13
Toys, Mobile Phones & Smart Watches 13
Physical Education 13
Healthy Eating & Food Safety Guidelines **14**
School Events & Celebration 15
Birthday Parties & Personal Celebration 15
Bus Information **16**
Bus Guidelines 16
Online Education Platforms (One logins) 17
Back to School Orientation 17

School Closure & online learnings 17
School Uniform 18
School Fees & Payment Options 19
Payment Information 19
Student's Protection Policy 20
Emergency Drills / Fire Drills 20
Gifts for Staff Member 20
Volunteering 20
Cultural Consideration 21
Parent Education Session 21
Parent-Teacher Association (PTA) 21
Our Values & Students' Behaviour 21
Social & Emotional Development 21
Playground Rules 22
Parent Communication 22
Parent Information 22
School Calendar 22
FLIS-Rabdan Educational Communication Protocol 23
Communication Channels 24

Welcome Message!

Dear Families,

Welcome to the Kindergarten Section at Future Leaders International School – Rabdan (FLIS-Rabdan). On behalf of our entire team, we extend a warm welcome to you and your family. We are delighted that you have chosen our Early Childhood program and entrusted us with your child's care and education. Our goal is to provide a safe, nurturing, and stimulating environment where your child can grow, learn, and thrive.

Our program is built on hands-on, experiential learning that inspires curiosity, creativity, and a lifelong love of learning. We recognize that every child is unique, and we are committed to delivering a personalized learning experience that reflects individual needs, strengths, and interests.

In partnership with parents, and through open and transparent communication, we are dedicated to helping every learner reach their full potential. Our aim is to provide the highest quality education and support for each child, and we look forward to working closely with you throughout the school year to achieve this shared goal.

As you explore this handbook, you will find valuable information on policies, routines, and resources designed to support your child's development. We encourage you to refer to it throughout the year and to reach out with any questions or suggestions.

Thank you for choosing FLIS-Rabdan. We look forward to building a strong partnership with you and making this an exciting and successful year for your child.

Yours respectfully,

Hiba Sleit
School Principal

Our Guiding 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

In our Early Childhood program, we believe in children's capacity to construct meaning through inquiry, play, and collaborative projects. Our developmentally appropriate curriculum reflects children's interests and includes their cultural and language backgrounds. We assess learning authentically by focusing on the process, not just the product.

We follow a play-based curriculum in the early years, encouraging active and imaginative engagement with people, objects, and the environment. Our learning environment acts as a third teacher, promoting collaboration and communication among children, teachers, and parents. Teachers facilitate learning by creating opportunities throughout the day, incorporating guided play, free choice of play, and outdoor play into the daily schedule.

- Play: Teachers design activities to meet learning goals and developmental needs, providing engaging materials and modeling new skills.
- Free Choice: Children set their own goals and follow their interests, with teachers observing to identify learning opportunities for guided play.

Our KG program uses a playful, standards-based curriculum, helping students acquire and apply knowledge across subjects. Literacy and math are taught through developmentally appropriate methods, with a focus on increasing independence and ownership of learning as the year progresses. More details on KG schedules will be provided at Parents Orientation Day.

School Day

Pre-K, KG 1 & KG 2

Monday to Thursday
7:20 AM – 1:10 PM

Friday
7:30 AM – 11:20 AM

FLIS - Rabdan
School Timing 2026-2027
KG

Monday - Thursday	Reading / Advisory	30 min	07:20 - 07:50
	Period 1	30 min	07:50 – 08:20
	Period 2	30 min	08:20 – 08:50
	Break	40 min	08:50 – 09:30
	Period 3	30 min	09:30 – 10:00
	Period 4	30 min	10:00 – 10:30
	Period 5	30 min	10:30 – 11:00
	Lunch	40 min	11:00 – 11:40
	Period 6	30 min	11:40 – 12:10
	Period 7	30 min	12:10 – 12:40
	Period 8	30 min	12:40 – 01:10

Friday	Reading / Advisory	30 min	07:20 - 07:50
	Period 1	30 min	07:50 – 08:20
	Period 2	30 min	08:20 – 08:50
	Break	30 min	08:50 – 09:20
	Period 3	30 min	09:20 – 09:50
	Period 4	30 min	09:50 – 10:20
	Period 5	30 min	10:20 – 10:50
	Period 6	30 min	10:50 -11:20

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.

PRE-KG & KINDERGARTEN

Beginning of the Day:
Monday – Friday: **Opens from 7:15 am – 7:50 am**

End of the Day:
Monday – Thursday: Opens from 1:05 pm – 1:30 pm
Friday: Opens from 11:20 – 12:00

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

Morning Drop-Off

Parents are welcome to drop their children at school from 7:15 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 always accompanied by an adult.
- 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 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

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 1-6 and 10% for kindergarten out of the total 185 teaching days. A warning letter will be issued for every three (3) unauthorized absences or absences without a valid excuse. In such cases, a notification will be sent to parents requesting a formal clarification. The parent/guardian will be required to sign a written pledge, and the student will attend guidance sessions to address the matter. In line with ADEK regulations, the school reserves the right to expel a student who has 10 consecutive days of unexcused absence or a total of 15 non-consecutive days of unexcused absence during the academic year.

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.



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

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 and our "Wow Experience" sessions on Fridays, where students engage in activities like cooking, music, planting, and other enriching experiences.

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.

Extra Curricular Activities (ECA)

FLIS-Rabdan offers an Extra Curricular Activities (ECA) program each term for students in grades 1-6. 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.

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 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.

Assessment and Reporting

Assessment

Assessment is a natural, ongoing, and important part of daily learning. Students are observed in various situations, and various assessment strategies are used including observation, performance tasks, checklist, sample of students' work, end of term checkpoints, photographic evidence…etc. The school uses the curriculum standards and objectives to monitor to facilitate students' growth and the design of relevant learning experiences.

Reporting

Students from pre-K to Grade 6 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 Conferences

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 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 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.

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 nurse before returning to the classroom.

General Information

School Supplies

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:

Stationery list PREKG - KG1&2 (S.Y 2025-2026)

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

- a reusable plastic water bottle (labelled 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 5-10% of their body weight to prevent potential harm to their spine and overall body health.

Daily Reading and Weakly Enrichment Activities

We are excited to partner with you in fostering a love for reading and learning in both English and Arabic. To support your child's literacy development, we are providing access to digital reading programs: "IXL" for English, Math and Science and "Nahla wa Nahil" for Arabic. We encourage you to dedicate just 10 minutes each day to reading with your child using these programs, as well as any reading books or sheets we send home weekly. This daily practice is crucial in building your child's language skills and fostering a lifelong love of reading.

In addition to our reading resources, we will be sending home a weekly "folder" that contains samples of your child's work, including art activities completed in class. This folder will also include a few enrichment activities designed to reinforce classroom learning. These activities are intentionally brief, taking no more than 5 minutes to complete, and offer an excellent opportunity for you to engage with your child's progress and learning journey. Your involvement in these activities is invaluable in supporting your child's educational growth.

Toileting

Children must be toilet trained and not weardiapers/pull-ups to attend FLIS-Rabdan. A child is consideredtoilet trained when he or she can complete thefollowing steps with minimal assistance: Know when he/she needs to use the bathroom Alert the teacher or get to the bathroom on his/her own Know how to get his/her pants and underpants off.

We understand that young children have occasional accidents, particularly during transition times, such as when a child begins school. A child who has had an accident needs to know when he/she has had an accident, alert the teacher. The school does not keep extra clothing, and parents are responsible for providing spare clothing that the child may need throughout the day.

If staff have reason to be believe a child is not completely toilet trained, the teacher will arrange to discuss the matter with parnts; the child may need to stay home until he/she is fully toilet trained. An indication of this may be a student having daily accidents over a period or needing pull-ups.

Lost and Found

The Lost and Found is in the section's administration office. Pleaselabel all items and check periodically for your child'smissing items. Items not claimed within a schoolsemester 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 belonings to share on "Show and Tell" days.

Physical Education

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.
On PE days, students must wear the PE uniform to school with appropriate sports shoes.

Healthy Eating & Food Safety 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 labeled.
- 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.

2. **Packed Lunches and Snacks**

Parents are encouraged to pack balanced, nutritious meals that include fruits, vegetables, whole grains, and healthy proteins.
Unhealthy food items such as sugary drinks, candy, chips, fried snacks, and highly processed foods are not allowed.
Due to health and safety regulations:

- We cannot store food in refrigerators.
- We cannot heat food in microwaves.

Please ensure that all food is packed in a safe, insulated lunchbox to maintain freshness.

3. **School Canteen Services**

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

- All meals are prepared from scratch, using quality ingredients and healthy fats rather than trans-fats.
- Menus are rotated monthly to ensure variety and meet students' nutritional needs.
- The monthly menu will be:

- Published on the school website.
- Sent via email to all parents.

4. **Payment of Canteen Meals**

- 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.
- Student ID Cards are distributed through the school store along with uniforms and textbooks.
- To use the canteen from the first day of school, please ensure your child's ID card is topped up before August 25, 2026.
- Parents can check balances through the Orison Parent Portal.
- It is the parent's responsibility to maintain sufficient funds on the Student ID Card.

For more information, please see our Healthy Eating and Safety Policy on the school website

5. **All food served in the canteen meets ADEK's health and safety standards.**

- Students must not share food with others to prevent allergies and foodborne illnesses.
- Parents should inform the school of any food allergies or dietary restrictions in writing

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.

Transportation Guidelines

- **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 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 always fastened.
    - 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

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.

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

Our school uses the HMH Ed Platform to support teaching and learning in KG2 through Grade 6. 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.

- **Nahla wa Nahil**

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

- **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.

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

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.

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 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.

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
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:

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. For more information, please see our Fees Policy on the school website

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

Students' Protection Policy

The Future Leaders International School thrives to protect & safeguard every child under its roof and is mandated to report concerns related to maltereatment 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. For more information, please see our Student Protection Policy on the school website

Emergency Drills / Fire Drills

Emergency and fire drills are practiced on a regularbasis. 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.

Cultural Consideration

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

- Always support and model cultural respect.
- 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 Education Sessions

Throughout the year, topic-specific parenting sessions will be offered that focus on building our home-school partnership. These sessions often focus on curriculum, counseling, and development. Look for announcements in the Sahifa before the event.

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.

Our Values & Students' Behavior

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.

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.

Social and Emotional Development

Our Early Childhood program understands that conflict, big emotions, and social challenges are a natural and important part of development for children aged 3 to 5. These formative years are when children begin learning to share space, express feelings, and solve problems with the guidance of caring adults. Our teachers support children through these moments using a blend of implicit strategies—integrated into stories, play, art, and daily routines—and explicit instruction when needed. The focus is on fostering accountability and helping children repair and make amends, rather than assigning blame.

When challenges occur, we work in close partnership with families to maintain consistency between home and school, ensuring that every child feels safe, understood, and supported. When necessary, additional team members—such as specialists or the school social worker—may be involved to provide targeted assistance. Together, we share the goal of nurturing your child's social-emotional growth and helping them develop the skills to navigate relationships with confidence and empathy.

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

Parent Communication
Parent Information

Parent Portal – A key part of communication at Future Leaders International Private School occurs through Parent Portal. Use the following website to access the portal: https://sigparent.orison.school/ParentPortal/Auth/SignIn

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.

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

Note: 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.

School 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 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 the teachers through Seesaw. They will respond promptly, typically withing 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 Elementary:
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 need to speak with someone about your situation, however please contact your Head of Section.

Step 4: Communicate with the Principal

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

Communication Channels

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 (K-5) Elementary Section Supervisor	br1-hos2@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