



STUDENT HANDBOOK

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1. Vision, Mission, Core Values and Goals

Vision

Kindergarten “Learning to Learn for Life”

Elementary “Learning to take Responsibility”

Middle & High School “Learning to Lead”

Mission

Nibras International School believes that students must be guided to attain 21st century life skills needed to be successful in future endeavors and develop a global perspective as contributing members of their community, United Arab Emirates and the wider world.

Nibras International School believes that learning empowers each individual to achieve their greatest potential and the driving force for the success of a School's Culture lies in the strength of building positive relationships between administrators, teachers, students, parents and community stakeholders.

Our focus is to foster the well-being of students and to provide for their academic, social, emotional, civic, career goals and physical development through a stimulating and engaging learning environment based on collaboration.

Core Values

- All traditions and nationalities are respected
- All students experience a safe and supportive environment
- All students receive the needed academic support to be successful
- All students and staff work collaboratively and cooperatively together
- All parents consider themselves as members of the “school community”
- All students have access to Extra Curricular activities
- All students have access and opportunities to experience and engage in the wider community

Goals

- Raise the standard of teaching and learning in the school
- Improve the capacity of Middle Leaders (distributive leadership)
- Continue the program of Professional Development for all teachers
- Further develop community links
- Involve all stakeholders of the school in decision-making
- Continue to have all departments involved in the self-evaluation process
- Child protection
- Embed good practice in assessment, linked to International Benchmarking

2. School Stages

The school has 4 main stages:

- **The Kindergarten** Level consists of KG1 and KG2.
A child must be 4 years old by 30th December in order to be accepted in KG1 and 5 years old by the 30th December in order to be accepted into KG2.
- **The Elementary** School consists of Grades 1 to 5. To enter Grade 1 a child should be 6 years old by the 30th December.
- **The Middle School** consists of grades 6-8.
- **The High School** consists of Grades 9 to 12. After the successful completion of Grade 12, students will obtain the High School Diploma, allowing them to enter freshman class (1st year) of any American University, and to study for a Bachelor of Arts or Bachelor of Science.

3. School Terms & Hours

The academic year has 3 terms, each consisting of approximately ten weeks.

Term 1 – Sep - Dec

Term 2 – Jan – Mar

Term 3 – Apr - Jun

Each week has five working days – Sunday to Thursday

- Students should arrive at school **no earlier than 7:30 and before 7:45 a.m.** on school days.
- The first bell sounds at 7:45 am when all students grades KG-12 are expected to be in class.
- There is a 30 minute morning break and 45 minute lunch break.
- KG Students formally complete their learning program at 1:00pm.
- Elementary, Middle and High School Students finish at 3:00 pm.

4. School Timings for KG - Grade 12

KINDERGARTEN	Registration	7:45 – 8:00
	Period 1	8:00 – 8:45
	Period 2	8:45 – 9:35
	Break (30 min)	9:35 – 10:05
	Period 3	10:05 – 10:55
	Period 4	10:55 – 11:45
	Break (25 min)	11:45 – 12:10
	Period 5	12:10 – 1:00
	Home Time	1:00pm
	Snack	1:00 – 1:15
	Paid Sport Activities (Optional)	1:15 – 3:00
GRADES 1- 5	Registration	7:45 – 7:55
	Period 1	8:00 – 8:45
	Period 2	8:45 – 9:35
	Period 3	9:35 – 10:25

	Break (30 min)	10:25 – 10:55
	Period 4	10:55 – 11:45
	Period 5	11:45 – 12:35
	Break (45 min)	12:35 – 1:20
	Period 6	1:20 – 2:10
	Period 7	2:10 – 3:00
	Paid Sport Activities (Optional)	3:15 – 4:15

GRADES 6 – 12	Registration	7:45 – 7:55
	Period 1	8:00 – 8:45
	Period 2	8:45 – 9:35
	Break (30 min)	9:35 – 10:05
	Period 3	10:05 – 10:55
	Period 4	10:55 – 11:45
	Break (45 min)	11:45 – 12:30
	Period 5	12:30 – 1:20
	Period 6	1:20 – 2:10
	Period 7	2:10 – 3:00
	Paid Sport Activities (Optional)	3:15 – 4:15

5. Curriculum

Nibras International School offers an American curriculum via English language instruction for students in KG - Grade 12 that is aligned with the Colorado Academic Standards; one of the top five states for academic standards in the United States.

6. Rights and Responsibilities of Students, Teachers and Parents

Principal and staff have a responsibility to

- implement the Code of Conduct fairly, reasonably and consistently.

Teachers have a right to

- expect that they will be able to teach in an orderly and co-operative environment,
- expect the support of other staff and the administration in fulfilling their professional duties,
- maintain flexibility in their approach to classroom procedures and organization within the framework of school policy.

Teachers have a responsibility to

- treat students fairly and consistently,
- provide an appropriate range of learning strategies,
- undertake the counseling of students and pastoral role when appropriate,
- set clear expectations and outline of consequences
- consistently follow the agreed policies and procedures of the school regarding student management,
- communicate with parents and guardians on matters relating to the educational development and behavior of their children.

Students have a right to

- feel safe within the school,
- learn in a challenging environment to the best of their ability,
- be treated with respect by other students and teachers,

Students have a responsibility to

- know and accept school policies regarding behavior,
- act and work co-operatively with other students and teachers,
- respect the learning needs and differences of other students,
- take progressive responsibility for their own learning, to work consistently and complete tasks as required,
- be punctual and regular in attendance,
- inform parents of educational progress and to ensure that all school communication is effectively delivered.

Parents/guardians have a right to

- expect that their children can interact and learn in a disruption free and secure environment,
- be informed of matters regarding their children,

Parents/guardians have a responsibility to

- encourage children to observe school rules,
- work co-operatively with the school to solve problems,
- provide support for teachers and administrators in implementing the code of conduct, communicate relevant information and concerns to the school.

7. Code of Conduct

Conduct	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty	Zero, warning	Zero, Saturday School	Zero, Suspension (1 day)
Bullying	Warning and counseling	Letter of undertaking, Suspension (1)	Suspension (3)
Classroom Disruption	Saturday School	Saturday School (2)	Suspension (1)
Damage of School Property	Remuneration	Remuneration, Saturday School (2)	Remuneration, Suspension (1)
Disrespect to Staff	Saturday School	Suspension (1)	Suspension (3)
Dress Code Violation	Warning	Saturday School (1)	Saturday School (2)
Eating / Drinking in Classroom	Warning	Saturday School (1)	Saturday School (2)
Failing to Serve Detention	Saturday School (1)	Saturday School (1)	Saturday School (1)
Fighting or Physical Altercation	Suspension (1)	Suspension (2)	Suspension (3)
Habitual Minor Offense	Saturday School (1)	Saturday School (1)	Saturday School (1)
Habitual Major Offense	Suspension (3)	Suspension (3)	Suspension (3)
In Unauthorized Area	Warning	Saturday School (1)	Saturday School (1)
Inappropriate Material	Saturday School	Suspension (1)	Suspension (3)
Inappropriate Physical Interaction	Saturday School	Suspension (1)	Suspension (3)
Late to Class	Warning	Saturday School (1)	Saturday School (1)
*Late to School	Warning	Saturday School (1)	Saturday School (1)
**Other Offenses Not Listed Herein	Discretionary	Discretionary	Discretionary
Profanity	Warning	Saturday School (1)	Saturday School (1)
Profanity Directed at Staff	Suspension (1)	Suspension (2)	Suspension (3)
Public Display of Affection	Warning	Saturday School (1)	Saturday School (1)
Sleeping in Class	Warning	Saturday School (1)	Saturday School (1)
Skipping Class / School	Saturday School (1)	Saturday School (1)	Saturday School (1)
Theft	Remuneration	Remuneration, Saturday School (2)	Remuneration, Suspension (1)
Tobacco Usage / Possession	Saturday School (1)	Saturday School (1)	Saturday School (1)
Unauthorized Use of Mobile Phone	Confiscation of Phone for 2 days	Confiscation of Phone for 5 days	Confiscation of Phone for Two weeks
Unprepared for Class	Warning	Saturday School (1)	Saturday School (2)

All referrals warrant a parent contact
Disciplinary committee or principal has discretion in applying consequences outside of or not aligned with this grid
Saturday School notification to parents must be at least 48 hours of notice
Failure to serve Saturday School will result in automatic suspension
After 3rd offense of major offense, student may be asked to leave Nibras
*Excused with parent note no more than 3 times per term
Major Offense

Sanctions available to teachers

- Verbal warnings
- Isolation of students within the classroom
- Change of seating plan
- Parent contact
- Referral to the counselor
- Confiscation of unauthorized item (according to discipline grid)
- Detentions organized by the teacher
- Extra work
- Temporary removal from classroom after arranging supervision
- Other minor consequences as deemed appropriate and approved by principal
- Referral to phase leader or principal

Sanctions available to phase leaders and principal

- Parent contact / conference
- Referral to the school counselor
- Isolation for the day
- Confiscation of unauthorized item (discretionary withholding)
- Black list for on- or off-campus activities and trips
- Removal from particular classes (temporary or permanent)
- Saturday School – minimum of 48 hours of notice
- Suspension
- Expulsion (Principal only)

8. Parent Involvement in Our School

- Although parent visitation is welcomed all parents must pass through the main reception area to gain access to teachers or make appointments with administration. It is essential that parents do not enter the school corridors during the school day without permission.
- In the interest of student progress communication all parents are issued with a username and password to access the student information system, Global Campus School Management System. Here, parents can see their child's academic profile, view their progress, classroom material being taught and homework assignments being set.
- Parent are further encouraged to join the Parent Teacher Association / PTA to contribute or provide feedback regarding school activities.

9. Punctuality and Attendance

- Punctuality and Attendance are essential for all students.
- All students are required to be in their assigned seats when the period bell rings.
- Students cannot excuse themselves from attending school.
- Student attendance is continually monitored and progression to the next year level or graduation could be affected.
- Unauthorized absences may affect promotion to the next grade level.
- Students are not permitted to leave school during school hours (including breaks) unless they have a written permission from the school's Principal or Assistant Principal / Head of Section.
- Appointments should be scheduled after school hours. In case of emergencies please discuss with the Head of Section.
- Students who are absent for any length of time cannot be accepted back into class without a valid parental written reason or prior permission from the Principal.

All parents and students of age 15 are required to sign the Parent School Contract.

- **Excused Absences Include**
 - ✓ Medical Certificate
 - ✓ Visa Related
 - ✓ Parental written reason with prior permission from the Principal
- **Unexcused Absences Include**
 - ✓ Any absences without informing the school
 - ✓ Any absences without a medical certificate / visa related documentation
 - ✓ No prior permission from the Principal
- **Lateness**
 - ✓ All students must report to the receptionist if they are arriving late to school i.e. after 8:00am.
 - ✓ Students using the School bus should report directly to their Class / Homeroom Teacher.

10. Dress Code

The standard school-produced uniform is compulsory for all students from KG1 to Grade 12. This includes a student PE Kit. In addition, students must maintain a modest, neat and clean appearance at all times. School-uniform look-alikes bought from other sources are not accepted at the school. Parents may purchase all uniforms from the school uniform store.

KG to Grade 5 Uniform

BOYS	GIRLS
School shirt – Tucked into the pants School Shorts School trousers Closed toes shoes Grey or black socks School winter Jersey - Optional	Blouse Knee length school skirt Closed toes shoes Whites socks School Pinafore (KG – 3 girls only) School winter Jersey - Optional

Grade 6 to Grade 12 Uniform

BOYS	GIRLS
School Shirt – Tucked into the pants School Shorts Black belt School Trousers Closed toes shoes Grey or black socks School winter Jersey - Optional	School blouse Choice of full length skirt or school slacks Closed toes shoes White socks School winter Jersey - Optional

Additional Rules for Girls

- Jewelry must be kept to a minimum – no bracelets, excessive ring wear etc.
- Only one pair of stud earrings to be worn in the ear lobe only. No nose/eyebrow studs.

- No excessive hair ornaments should be worn. Long hair must be tied back neatly and held with a simple blue, black, grey or brown clip. Hair should not be brightly streaked.
- No coloured nail polish at all.
- Girls may not wear make-up to school.

Additional Rules for Boys

- No rings, necklaces, bracelets or earrings to be worn at all.
- Boys should have a short classical/conservative haircut. Hair should not be brightly streaked.
- Boys must only wear a white t-shirt under their school shirt. Other colors are not accepted.
- ✓ Students may not come to school or attend classes wearing PE clothes unless they have a timetabled PE Lesson on the said day.

11. Homework

- Homework is an essential component of schooling at Nibras International School. It is important to note that all homework assignments are compulsory unless otherwise communicated by the teacher. Grade 2 – 12 Homework can be seen on the Parental portal each day.

We see homework as a way to:

1. To consolidate learning, review, and application of key information given in class, additional practice of a new skill, etc.
2. To assist in ensuring high standards.
3. To develop independence, responsibility, and initiative for completing work outside school hours.

Recommended Homework per Day Each Grade Level

Grade Levels	Approximate Time	Subjects
KG1 to KG2	20 Minutes	Readers, Alphabet, Phonics, Basic Sight Words
G1 to G3	20 – 30 Minutes	English, Math, Sciences, Social Studies, Arabic, Islamic Studies
G4 to G5	45 – 50 Minutes	English, Math, Sciences, Social Studies, Arabic, French, Islamic Studies
G6 to G8	60 – 75 Minutes	English, Math, Sciences, Social Studies, Arabic, French, Islamic Studies
G9 to G12	90 Minutes	English, Math, Sciences, History, Economics, Business, Geography, Islamic studies, Arabic, French

12. Exam Information

12.1. Exam Protocol

It is important that you read and follow all exam procedures so that you'll be assured of an opportunity to sit for your exams. As a rule, you will need a pencil or pen and perhaps a calculator. Be sure to have that in your possession when you enter the exam hall. Be sure to always check email the day before and the day of exams to be sure that you don't miss important information.

1. Absolutely no talking will be permitted during the exam. Listen carefully and follow all directions of the invigilator.
2. If you have a question regarding a missing page or unclear content, raise your hand until an invigilator recognizes you.
3. School uniform must be worn.
4. No materials such as book bags or other items will be allowed in the exam room.
5. There should be no writing on any body part or it might be interpreted as a cheating attempt.
6. No cell phones, electronic devices or Apple watches allowed.
7. If you are late, you will NOT receive extra time on the exam. You will be allowed only the remaining time in your exam session.
8. If your exam session has passed, you will be allowed to sit for the make-up only if you can provide a valid medical note.
9. Calculators are prohibited for some courses. Be sure you know which courses for which a calculator is permitted. Chemistry: Grades 10, 11 & 12; Physics: Grades 10, 11 & 12
Math: Grades 9, 10, 11 & 12
10. Calculators or writing utensils cannot be shared during exams.
11. You must sign when you receive your exam and when you return the exam.
12. You will not be allowed to leave the exam hall until the invigilators dismiss you. When you are dismissed, you must leave the exam hall very quietly. Failure to do so may jeopardize your attendance in the next exam.
13. If in an emergency you must go to the restroom, an invigilator will accompany you.
14. If you are asked to leave the exam hall, you will not be allowed back into that exam segment, nor will you be allowed to re-sit that exam.

12.2. Exam Retake

In an effort to increase the academic integrity at Nibras, we are implementing a policy governing the practice of retaking exams. Please be advised that this is the policy and that we will steadfastly hold to this throughout the 2016-2017 school year.

1. Students will have only one opportunity for retake per subject exam.
2. Re-take will be given only if the student fails the original exam and attends a Saturday administration of the retake. There will be no make-up of a retake exam. All retakes will be administered on the date announced.
3. The highest mark that can be attained on a retake is the baseline pass mark (60) regardless of mark achieved.

13. Individualized Educational Plans

Students who are referred under the suspicion of special learning needs will be evaluated and if necessary an Individualized Educational Plan (IEP) will be written.

The IEP is written only after a child is assessed externally and a meeting is convened with parents, outside agency representative, classroom teacher, the Learning Support Team (LST), and the SEN Coordinator (and any other staff that can offer insight into the learning style of a student). This meeting is

to discuss accommodations made within the classroom, highlight any academic recommendations made to assist the student in making effective academic progress based on their potential. **All information in the IEP will be kept strictly confidential. It will not be discussed by anyone outside of the LST or IEP meeting, and only for the purposes of helping a student make effective academic progress.**

14. Academic Monitoring & Promotion

- Assessment takes place throughout the year by a series of formative assessments including projects, quizzes and formal testing.
- At the end of the year, feedback from the summative exams (Grades 9 – 12) and formative assessment (Grades 1 – 8) in core courses is used to determine whether a student is to be promoted to the next class.
- A student is required to pass three core subjects to be eligible to sit for a Make Up exam for promotion to the next grade level.{Grades 6-12}
- Students must pass all subjects for promotion.
- If a student is on an IEP, his/her progress will be measured by goals and objectives met.

15. The BYOD – Bring Your Own Device

Nibras International School fully realizes that mobile electronic devices (MED) are now part of everyday life. With the introduction of a range of electronic devices that have the same capability of computers, make instant connectively to the Internet, provide high quality camera and video features, and have options of video or audio telecommunications, MED are here to stay, and have become an integral part of global technology and telecommunications. While electronic devices in school can be disruptive, distracting and have the possibility for cyber bullying, we also realize and embrace the challenge that MED can be used as a useful learning tool in the classroom.

With the potential that MED can bring to the classroom as a learning tool and a method of communication, Nibras will allow Middle and High School students to use their MED in certain circumstances within the school grounds and in the classroom. Here they will be used as a learning tool and under strict supervision of the initiating teacher.

For this policy to work however, students will be required to adhere strictly to the guidelines of the following policy of which will need to be understood, and signed by both the student and parent/guardian. Should students abuse the use of a MED, or have unauthorized use that disrupts and distracts the learners in the classroom, or is used in any way to cyber-bully another person, the right to be MED user will be taken away and MED confiscation levels will apply as stated later in this policy.

RULES for MED USAGE

- All devices must be fully charged when brought to school. Charging of devices must not take place in school.
- MEDs can be used in the classroom under careful supervision by the teacher as a learning tool.
- MEDs can only be used unsupervised before and after school in the playgrounds, or during breaks in the cafeteria.
- MEDs will be switched off in classrooms if not being used as a learning tool.
- Headphone use in the classroom is at the discretion of the teacher. No headphones may be used in the corridors or outside the classroom, due to health and safety issues.
- MEDs cannot be used in the corridors and toilets during school hours.
- MEDs will not be used for taking photographs of others in school and posting these on YouTube or other social networking sites.

- MEDs will not be used in school to cyber-bully any other student.
- Whilst in school, vulgar, derogatory, or obscene language sent via SMS, BBM or similar apps, will mean immediate confiscation.
- Students **must not** use mobile phones or any MED for external communication during the school day.
- The school **will not** accept responsibility for students who lose their MED, have them stolen or damaged whilst on the school premises or on school sponsored trips.
- Parents must not contact their child via their MED during school hours. For any emergencies contact the school receptionist.
- Nibras International School will allow students to have electronic devices on the school premises, with the belief that BYOD usage will not infringe in any manner on personal dignity or the rights of others in the classroom or in the school grounds.

SANCTIONS

First - The MED will be confiscated and locked in the Head of Section's office until 3:00pm the following day.

Second - The parent/guardian will be contacted and asked to collect the MED **in person** from the Head of Section signing a form that states if it is confiscated a third time it will be kept until the end of term.

Third - Any students caught cyber-bullying, using obscene language, taking photos to upload on social websites in school will be subject to the school disciplinary procedures, with possible sanction of suspension. They will also have their MED confiscated until the parent/guardian comes and collects it.

16. School Cafeteria

- The School Cafeteria (Kieta) offers a variety of healthy, nutritious food.
- Lunches are provided every day and snack type foods are available at morning break at a modest cost.
- To further promote healthy eating habits, students are encouraged to refrain from bringing sweets (chocolate, candies, lollipops etc.) chips, soda pop (Pepsi, Cola, etc.) or any kind of non-nutritious food or sweet drink to school. Fruit, a vegetable, dried fruit, and/or nuts represent good snacks.
- KG students are not permitted to purchase food from the cafeteria.
- Due to Compliancy Rules and the contract that we have with canteen caterers, no outside food is to be brought on to the school property for the students.

17. The School Library

- At the heart of our educational community, the library provides access to a variety of types of information, activities, for students, staff and parents.
- Parents will be notified when books are overdue. Students may not check out new books before overdue books have been returned. Parents will be asked to compensate for lost or damaged books.

18. Medical

- In accordance with Ministry of Education and Ministry of Health regulations, Nibras International School houses a well-equipped Medical Clinic.
- **A School Doctor visits the school once a week**, and two school nurses are on site full time.
- Please refrain from sending your child to school if they are sick or have /have had a fever within 24 hours. Please telephone the school when your child will be absent.

The School Doctor

1. Regularly checks the school's environment to ensure of its cleanliness and safety in line with the Dubai Municipality standards.
2. Carries out medical/physical examinations of students, offers referrals as deemed necessary to the Health Centre of DOHMS or to their family physician for further investigation.
3. Provides first aid and emergency care where necessary.
4. Attends the school's immunization sessions.
5. Participates in planning and conducting health educational activities in the school.

The School Nurse

1. Provide first aid and emergency care to sick or injured students in the absence of the School Doctor.
 2. Maintain the supplies of the Clinic.
 3. Assist visiting Medical Officer/s in conducting medical examinations of the students.
 4. Assess students to detect early signs and symptoms of health problems.
 5. Monitor and maintain records of growth and development of students.
- Parents are requested to inform the school nurse in person about any health problem that their child may have in addition to information given on the School's health record.
 - Students, who get sick during the school day, will be taken care of by a school nurse. Parents will be contacted to pick up the student if required. The nurses report students who appear to become sick too frequently to the administration.
 - Should a student require hospitalization, parents will be notified immediately. In the event that a parent is not contactable the student will be taken to the nearest hospital licensed by the Ministry of Health.
Please notify the school at once if there is a change in your address, telephone number, or person to contact in an emergency. This information is vital in case your child becomes ill or injured.

Medicines in School

Our medicine policy aims to protect the safety of all students. Teachers are not to keep medication in the classrooms. All medication (long or short term basis), must be sent to the Clinic where the school nurse or designated staff member will supervise the administration of the correct dose of medicine at the correct time. Students are **not permitted** to keep medication with the **exception** of personal inhalers to prevent/treat asthma attacks and Epipen's for students with life threatening allergies.

19. Valuables

- Valuables, toys, jewellery, and large amounts of money **should not** be brought to school. The school cannot be held responsible for the loss of any item.

20. School Transportation Service

- Nibras International School provides a bus service for all students - door to door with an additional fee payable by the Parents. Buses {11} are owned by Nibras International School.
- Students may travel one way or both ways on the bus.
- All buses have a Bus Monitor to assist with the supervision of students.

- A female Bus Assistant is provided on each bus to help young students with their bags, fix their seat belts and to ensure safety of students whilst travelling in our buses.
- There are three trips each day, one in the morning to school, at 1.00pm for KG students to go home and 3.00pm for Grades 1 – 12 students to go home.
- School buses are also used at other times during the day for field trips.
- Each bus has a seating plan that is strictly adhered to.

Rules for Bus Riders

- Students must remain seated in their assigned seats using the seat belt while the bus is moving.
- Students must remain seated until the bus is completely stopped and the door is opened for them.
- Students must refrain from talking to the bus driver or arguing with the assistant or other students on the bus.
- Students are required to follow the directions of the driver and the assistant on the bus.
- Students must respect everyone on the bus therefore not fight or say bad words in the bus.
- Students are not allowed to talk to other people outside the bus.
- Students must keep their hands and feet to themselves and inside the bus at all times.
- Students are expected to board the bus on time.
- Mobile phones are not to be used on the bus (I Pads, iPods or Tablets can be used with headphones to listen to music).
- Students must go only on their assigned bus to their registered drop point.
- Students must not eat on the bus.
- Students should use quiet voices while on the bus therefore no shouting, screaming, singing or loud noises on the bus.

Consequences

- Meeting with the Transport Coordinator, regarding the rule that was broken.
- If repeated, the parents are contacted.
- If the behavior persists, they may be suspended from the bus for 1 day / 2 days / or service stopped.

Important Note

- Parents provide 2 phone numbers, in case they need to be contacted. These must be kept updated.
- Contact Transport Coordinator with any issues regarding the buses.
- Students are to be ready 5 minutes prior to pick up and waiting at the pickup location. For the benefit of all other students utilizing the service, if students are not at the pickup location at the designated time the driver will not be able to wait and it will be the parent's responsibility to then transport their child to the school.
- For security and safety reasons KG & Elementary students should be accompanied by an adult to the bus pick-up locations.
- If a student using the school's transport service is not attending school the parents are asked to inform Transport Coordinator as early as possible.
- As student numbers increase, specific pickup areas may be reviewed to make the trip more efficient.
- Rates vary according to the distance traveled from school to home. Rates for all areas of Dubai and transport regulations are available from our Accounts Department.

- Where the transport service is partly used by a student, that is, only one way, the full transport cost will be charged as the seat is reserved on the bus.

Registration/Cancellation Procedure

Registration

- Parents who wish their child/children to use the school transport service must complete the Student Transport Request Form available from the Registrar.
- Once the Transport Request Form has been completed- parents must see the Transport Coordinator, who will confirm availability and sign the form.
- The parents proceed to the Accounts Department for the payment.

Cancellation

- Where parents wish to cancel this service, they may do so by advising the Registrar firstly by phone and then by completing the cancellation section of the Student Transport Request Form.
- Thirty days' notice of intention to cancel bus transportation is required.

21. Field Trips and Excursions

- All students who attend field trip must travel by school transport from school
- For your child to participate in the field trip program, you need to sign a field trip permission form at the time of the excursion.
- Field trip expenses are additional to tuition fees and will be covered by parents.
- Bus transportation is free of charge for all school trips.
- Attendance at all School Field Trips is compulsory given they are considered an integral component of the students' educational program of study.
- Parents will be informed in advance of all field trips organized by the school.

22. Extra-Curricular Activities

- The Paid Activities Program offers a wide range of activities including football, gymnastics, swimming, basketball, dance, tennis and music.
- Lunch time activities are offered as unpaid complementary activities.
- Activities are designed to help students develop individual interests and talents as well as develop their social skills.
- Parents are informed of the paid activities and the registration procedure each term through the school website.

Last Updated: January, 2017