PARENT HANDBOOK
2026 - 2027



ISLAMIYA ENGLISH SCHOOL ABU DHABI LLC

The school understands and values the importance of a holistic approach to learning and every staff member strives to materialize the objectives of the institution in providing quality education.

Welcome to the new session Lets' all stand together to face all challenges of the academic year.

THE IES VISION

- To be always and in all respects an institution of Excellent Students.
- Preparing a generation which should be cooperative, creative, committed ethically and scientifically, keeping pace with development, and interacts with society in light of educational standards.

BACKGROUNT TO OUR VISION

To be alive means to keep on learning & growing. To cease learning & growing means to cease to be alive

OUR MISSION

- Provide value based education for tomorrow's global citizens.
- Developing students' basic skills.
- Providing programmes to care for gifted individuals.
- Using modern technology methods.
- Continuous professional development for teachers and workers.
- Instilling values and morals in the souls of our students

HOW OUR MISSION IS FULFILLED

- Through an integrated & result oriented set of curricular & co-curricular programmes for achieving EXCELLENCE in academic performance & moral character alike.
- By growing as an ever-learning, non-profit educational organization with an efficient team of highly qualified people, dedicated to guiding young generations as to how to become self-motivated life-long learners.
- By helping students explore their God-gifted talents and utilize them responsibly & creatively with the sublime purpose of pleasing their Lord, satisfying themselves and serving the humanity at large.
- By equipping students with spiritual insight along with a scientific outlook that would enable them to work for sustainable development and prosperity of our multi-cultural global society.

OUR CORE VALUES

- Honesty of purpose, self-reliance, peaceful co-existence, moral values & academic excellence.
- Commitment to the highest levels of professional ethics.
- Taking responsibility and making an appropriate decision.

- Working as one team

- Applying the scientific, educational and pedagogical aspects.
- We seek to raise the level of quality in educational work and achieve the ambition we aspire to.

SCHOOL PROFILE

- Islamiya English School is a private, non-profit educational institution. It is manage by a Board of Directors and recognized by the Ministry of Education & Youth, UAE under License No. 64/1. It is also recognized by the Cambridge (International Exam Board) for conducting. IGCSE 'O' Level and International Advanced Level Courses.

ENVIRONMENTAL CONTEXT

- Its medium of instruction is English. Arabic, Islamiat and UAE Social Studies are compulsory for all.
- The subjects in the School Curriculum are English Language, Arabic, Islamic Studies, Moral Education, Mathematics, Science (Physics, Chemistry Biology), Social Studies, Global perspective, Commerce (Business Studies, Accountancy, and Economics), ICT, Arts and Physical Education.

- From Yr.-9, the students start preparing for the Cambridge International General Certificate of Secondary Education, Ordinary Level Examination Cambridge (International Exam Board) - (IGCSE, O/L). Students will appear for O/L Board Examination in Yr.-11. It is compulsory for the students to appear in all the subjects offered by the school. Students of Cambridge AS/A Levels will be appear for exams in Yr. 12 & 13.
- The school endeavors to offer a wide range of co-curricular activities to ensure an all-round development of the pupils' personality.
- To discover and foster talent, training in various games, sports and activities in the fields of Art, Elocution, Recitation, Debates, Quiz Competitions, Educational Exhibitions, all clubs activities like Scouts club, Sports club, Chess club, Students club, Drama club, Eco-Science club, Volunteers club, IT club , Technological and Innovation club and Humanitarian Projects are provided. The students are encouraged to participate at school, inter-school & international level. Principles of honesty, trust, co-operation and self-reliance are inculcated through these activities.
- Administration at Islamiya English School LLC is indebted to its founder Chairman, the late Darwish Bin Karam Abdulla Al Qubaisi, who was keen to establish a school for certain population within the perimeters of Abu Dhabi that offers low tuition fees, and after his demise, his family took over the school to which made his legacy live up to today. Mrs. Khadija Darwish Al Qubaisi now chairs the School's Board of Directors, in addition to being one of the owners, the school is also managed by qualified academics that were appointed by the school Board, their Head being the School Principal, the administration also consists of two Vice-Principals, 3 Cycle Heads in addition to a Deputy Director, all are well qualified and were selected due to the expertise in that field.

- All systems are in line with the MOE requirements. The school meets its aims and objectives. Students make sound progress. Exam results are at par with international standards and the curriculum is suitably matched to students' needs. Strong provision is made for the development of students' skills in languages, especially in key skills of speaking, listening, reading & writing in English. Students' personal development is a priority. Premises are safe & secure.

GENERAL OBJECTIVES:

To enable the children:

1. To acquire value based quality education.
2. To become good citizens of the state.

SUBJECTS OFFERED AT Cambridge 'O' LEVEL & IAL:

For Cambridge 'O' Level:

English, Maths, Chemistry, Physics, Biology/Economics, Arabic, ICT, Islamic Education and Global Perspectives

For Cambridge IAL: (International Advanced Level)

Physics, Chemistry, Mathematics/ Biology-(Science Group)

Accounting, Business Studies, Economics - (Commerce Group)

MOE's Compulsory Subjects: Arabic, Islamic Education & UAE Social Studies, Ishtimaiyat & Moral Education are also taught. A minimum of 60% is required to obtain a pass in each of these subjects.

AI LITERACY INTEGRATION :

AI Literacy is being integrated across the school in alignment with the ADEK K–12 AI Literacy Framework. The implementation is planned according to students' age, curriculum structure and subject requirements

From KG to Grade 10, AI Literacy is embedded within ICT through meaningful links with existing curriculum topics. Students progressively develop AI understanding, data and systems awareness, critical evaluation, solution design and responsible use.

For Grades 11 and 12, a Hybrid model is followed because ICT is not offered as a regular subject. Science students integrate AI Literacy through Physics, while Commerce students integrate it through Accountancy, supported by suitable projects, investigations and evaluation activities.

The school follows an outcome-first, student-centred approach in which AI supports learning without replacing student thinking, judgement and accountability.

EDUCATIONAL TECHNOLOGY/IES DIGITAL COMPETENCY

As a leading school in education, it is important that we take learning into the 21st Century. That is why we have adopted innovative teaching approaches that support all learners and ensure that they are prepared for the real world. To ensure that we are supporting our students with their digital literacy skills. We integrate the use of a variety of apps to enhance their learning experience. The use of technology is built seamlessly into our curriculum.

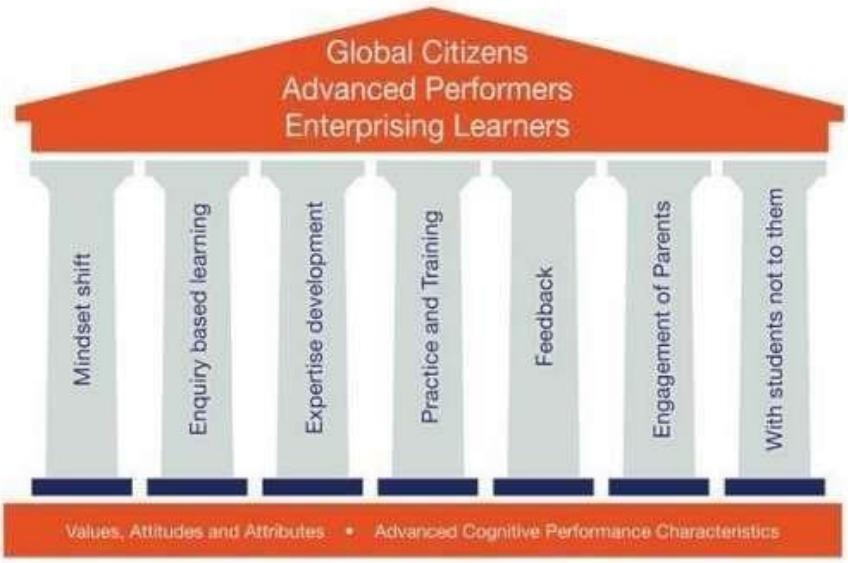
The School is conscientiously aware of the role of computers in the modern world. An upgraded, advanced & comprehensive system is provided for ICT with well-equipped laboratories, separate for Boys, Girls & Primary. In IES the applications and resources are mentioned below

1. Twinkl
2. Seesaw
3. Microsoft Teams
4. Cambridge Digital Resources

All Students from KG's to A-Levels are expected to bring their own devices (Tabs/Laptops) to school as their main Teaching-Learning tool

- Assignments, Quizzes and school's online exams will be carried out through MS Teams.
- International assessments like TIMSS, PIRLS, PISA AND GLA will be conducted on students' own devices

HIGH PERFORMANCE LEARNING AT IES



High Performance Learning (HPL), as a set of thinking skills and a set of attitudes, has enabled us as a school to prepare our students for the world beyond school by focusing on the way that we learn, as well as what we learn. Thinking in this way has enabled us to become a better learning community: working together, collaborating, trying new things and, crucially, learning from our mistakes. From confidence, collaboration and risk-taking to agile-thinking, concern for society and perseverance - we ensure our students are prepared for study, work and life.

Neuroscience research has shown that there is not a fixed level of ability amongst young learners, and that the brain is more malleable than once thought. HPL provides a style of learning that removes barriers to achievement, by giving children an opportunity to develop intelligence in their own time. This reflects our long-held belief that there is 'room at the top' for more students than traditional approaches suggest.

As a school, we have always strived to develop both intellectual and social confidence, encouraging students to show concern for others and to prepare for life's challenges. For us, success is not limited to exam results, it is about achieving academic excellence alongside a much wider set of values and attitudes that sit at the heart of our ethos at Islamiya English School.

HPL identifies key characteristics and attributes that prepare young people to succeed in learning and in life, and categorizes these into Advanced Cognitive Performance characteristics (ACPs) and Values, Attitudes, Attributes (VAAs).

A high-performance learning Tool kit for parents:

Developing Thinking (ACPs)

Encourage metacognition

"How do you know you're on track?"

"Have you used any strategies before which might be useful now?"

"Can you tell me why you were you successful on that task?"

Encourage linking

"Where have you seen this sort of thing before?"
"How might someone else see this differently?"
"Is there a bigger picture here?"

Encourage analyzing and critical thinking
"Why do you think that happened?"
"How could you work this out?"

"Could you explain that to me?

Encourage creative thinking and curiosity

"What would happen if…?"

"Is there a different way of looking at this?"
"I wonder why …?"

"I wonder how…?"

"What if…?"

Developing Behaviors (VAAs)

Encourage resilience

"I know it's hard now; you can do this if you keep

trying."

"You can't expect to always understand it first time."
"Don't get flustered: what do you know that could help you here?"

Encourage risk taking and open mindedness

"Is there another way of doing this?"
"What's the worst that could happen?"

"Can you apply a different set of criteria to this

Encourage collaboration

"Would working with a friend help both of you?" "Could you explain this to me?"

Encourage empathy

"How might people in a different culture see this

problem?"

"What would you say to someone who disagreed with you about this?"

"How could you help somebody you know?"

Encourage practice and confidence
"You're really good at that now, what's the next step?"
"Don't worry if you don't get it first time…have another go."
"What an interesting idea! "
"I would never have thought of that – well done!"

High Performance Learning
World Class School

OUR VALUES

Academic performance is important for many reasons. It can open the door to opportunity and pave the way for future success, both in higher education and professionally; alongside academic success, we at IES believe in a values-based.
IES values-driven international education is expressed through core values which are woven into every academic and extra-curricular activity at IES. We live and breathe values that form the basis of everything we do. They include:

- Honesty of purpose
- Self-reliance
- Peaceful co-existence
- Moral values & academic excellence

With these values at our core, IES encourage independent learning and empower students to embrace responsibility. Students at our school learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

National Identity is at the core of our values and ethos at Islamiya English School. Students, parents and staff demonstrate and celebrate the cultural diversity of different nationalities. UAE culture, heritage and values form the very basis of our educational experience. We at IES live by our values of respect, compassion, and global understanding, inspired and carrying forward the legacy and vision of the late Sheikh Zayed bin Sultan AL Nahyan.

The following three domains of **National Identity frameworks** are embedded across IES curriculum planning and lesson plan implementation.

1. Values
2. Culture
3. Citizenship

The educational experience is further enriched weaving all the following elements

Respect	**Arabic Language**	**Belonging**
Compassion	**History**	**Volunteering**
Global Understanding	**Heritage**	**Conservation**

SUPERVISED STUDY CLASSES:

In order to help the slow learners & some newly admitted students to progress at the pace of the whole class, special attention is given to them. Special classes/Remedial classes/Focus group classes at no extra fee are held for such students.

House System:

To inculcate a sense of loyalty, team spirit and healthy competition, students are divided into four houses, viz. Falcon house, Oryx house, Ghaf house, Tribulus house. Each House is headed by a House Master, House Mistress, House Captain and Prefects. Every student is allotted a particular House. Several activities are conducted on an inter-House basis.

Pastoral Care/Wellbeing at IES:

The school considers the protection, safety and well-being of every pupil in its care a major priority & responsibility. Issues including health, social & moral education, behavior management and emotional support are taken care of. Islamiya English School is committed to fostering the wellbeing of all its stakeholders, including students, staff, parents, and the wider community. In recognition of this dedication, the school earned the prestigious Anti bullying Award from UNICEF in April 2024. This accreditation highlights the school's comprehensive approach to mental, emotional, and physical health, ensuring that everyone in the school environment feels supported and valued. By promoting a culture of inclusion, resilience, and care, the Islamiya English School demonstrates its ongoing commitment to creating a positive and nurturing atmosphere for learning and personal growth

Facilities for Students:

The School provides the following facilities catering to the all-round development of the pupils.

I. Physical Development:

1. Children's Park for the Pre-Primary and playgrounds (separate for boys and girls).
2. Chess
3. Gymnasium for Indoor Games.
4. Fitness training facilities.
5. Training in indoor games like basketball, volleyball, badminton and Squash.
6. Training in outdoor games like football & cricket.
7. Summer camps.
8. Regularly instructions on Building Evacuation, Disaster Management (Fire & Earthquake drills)

II. Academic Development:

1. Well-equipped Science Laboratories for Physics, Chemistry, Biology
2. ICT Lab: Separate for Boys, Girls & Primary Sections.
3. A full-fledged School Library.
4. Audio − Visual Teaching Aids
5. A Spacious Auditorium for conducting workshops and School functions.
6. Restaurant
7. Mosque
8. Resource Rooms

9. Activity Rooms for all Sections. Activity Rooms are equipped with Audio-visual aids, Multimedia, Computer.
10. Activity Based Teaching.

ACADEMIC YEAR: The academic session commences from September.

1st Term	: August - December
2nd Term	: January - March
3rd Term	: April - July
Winter Vacation	: 4 Weeks: December - January
Spring Vacation	: 2 Weeks: March - April
Summer Vacation	: 2 Months: July - August

Other holidays for major Muslim festivals and those declared by the Ministry of Education, U.A.E. are:

1st Muharram	1 day
12th Rabi-ul-Awal	1 day
29th Ramadan to 3rd Shawwal	4/5 day (Eid-ul-Fitr)
9th, 10th, 11th & 12th Dhul al Hijjah	4 days (Eid-ul-Adha)
2nd & 3rd December	2 days (UAE National day)
1st January	1 day

RULES FOR ADMISSION

Registration/Admission: Registration is done prior to Admission.

Grades	**Age Group**
FS-2 (KG-I)	4 years old by December 31 of the admission year
Yr. - 1 (KG-II)	5 years old by December 31 of the admission year

Registration for admission to the FS-2 Class begins in the month of March/ April.
Registration for admission does not ensure admission to a particular class. The school reserves the right to reject applications without assigning any reason.

Withdrawal:

1. One month's written notice of intention of withdrawal is to be submitted to the school authorities.
2. "Clearance Form" duly completed is to be submitted at the school office after the letter of intent. One month's fee in lieu of notice will be charged if written notice is not given.
3. Transfer Certificate will be issued only after all dues have been cleared.

Expulsion:

The students will be expelled from the school for the following:

1. For Disciplinary Reasons:
    a) If he/she commits deeds against honour, honesty and any religious value.
    b) If he/she consistently violates the school rules.
    c) If he/she deliberately damages the school property.
    d) If he/she is indisciplined & doesn't mend ways.
2. For Non Disciplinary Reasons:
    a) If the student remains ABSENT for NO REASON or for UNACCEPTABLE reason for 20 consecutive or 25 non-consecutive days.
3. Students expelled for disciplinary reasons will not be re-registered at all.

SCHOOL FEE:

For details please see the School website

1. School Fee is payable in three equal instalments by-
    a) 31st August
    b) 10th of December &
    c) 10th of April
2. Students will not be permitted to attend the School if their fee is not paid after two written reminders by the Class Teacher and warning letter by the Principal.

TRANSPORT:

School has outsourced the transport facility to a competent service provider.

- Islamiya English School Abu Dhabi LLC has outsourced the school transport service to (Fairway Transport Company) to ensure that the journey between home and school is convenient and safe.
- Each bus is equipped with seat belts, GPS tracking, CCTV cameras, DOT Approved bus driver and a bus monitor who ensures that children are always safe as the bus moves through the busy streets of Abu Dhabi.
- Our bus service covers most areas within the Abu Dhabi city.
- Transport Application Forms can be collected from the school's Front Office and the same can also be downloaded from the school website and submitted either personally in the school office or by the following e-mail: isl.fairwaytran@gmail.com
- Tel: +971 52 930 6734

SCHOOL UNIFORM:

All students are expected to attend the school in the proper uniform. Wearing of the prescribed school uniform is compulsory for all pupils not only during normal school hours but also on all occasions, such as functions, picnics and PTMs'. Failure to comply with the school uniform regulations may result in suspension from classes.

Pre-Primary Section (KG1 & KG2)

Boys: White Shirt, Olive green trousers, Blue T- Shirt and Grey trousers (Sports uniform), Grey Winter Jacket.

Black shoes & White/Black socks as prescribed**.**

Girls: White Shirt, Pink Pinafore, Pink T-Shirt and dark Grey trousers (Sports uniform), Grey Winter Jacket.

Black shoes & White/ Black socks as prescribed**.**

Grades 1- 12.

Boys: Grey Trousers, white Shirt, Blue with grey pattern T-Shirt and Grey Trousers (Sports uniform), Grey Winter Jacket.

Black shoes & White/ Black socks as prescribed.

Girls: White Shirt, Maroon pinafore, Maroon with grey pattern T-Shirt and grey Trousers (Sports uniform), Grey Winter Jacket.

Black shoes & White/ Black socks as prescribed.

All the students will use the prescribed school Jacket in winter. Students are not allowed to wear rings, chains, lockets, long earrings, etc.

Parent-Teacher Meeting/Parental engagement

We strive to work in full partnership with parents, sharing information/progress and achievements throughout the week via our Seesaw App/MS Teams and via meetings/phone calls. We have three formal PTMs across the school year, however we have an open-door policy and encourage parents to meet SLT/ Teachers frequently to discuss progress and next steps in learning

Entry allowed only to those students who are in school uniform.

SYSTEM OF EVALUATION: (From Yr.-5 to Yr.-10)

The academic year is divided into three terms. Regular assessment is made through written, oral and class assignments /weekly tests / monthly tests / monthly tests, project work, records of which are maintained by the teachers concerned besides this, there are term exams at the end of each term. Promotion at the end of the academic year is granted on the basis of continuous evaluation. The weightage for each is as indicated below.

30% First Term
30% Second Term
30% Third Term
10% Internal Assessment

GRADING SYSTEM

A+ : 90% and above
A : 80% and above but less than 90%
B : 70% and above but less than 80%
C : 60% and above but less than 60%
D : 50% and above but less than 60%
U : Less than 50%

Minimum pass marks for Tarbia Islamia & Arabic is 60%
Pupils scoring 50% in all the other subjects are eligible for grading.

School Assessment Policy: The School Assessment policy is formulated for the smooth conduct of the exams and reviewed yearly. As per the policy, strict action will be taken against students resorting to unfair means during the conduct of exams. Passing the Mock Exams is a compulsion for those students appearing in the Board Exams

SYSTEM OF EVALUATION: (From Yr.-2 to Yr.-4)
Regular continues assessment is made through written, oral and class assignments. Besides this, there is an exam at the end of each term. Promotion at the end of the academic year is granted on the basis of continuous evaluation.

GRADING SYSTEM (Primary Section)

DARK BLUE	**Ex**	**Exceeded by grade level**
LIGHT BLUE	**E**	**Exceeded**
DARK GREEN	**M**	**Mastered**
LIGHT GREEN	**P**	**Proceeding to mastery**
YELLOW	**S**	**Support needed**
RED	**N/B**	**Behind by 2+ years**
		N for KG-1 only

DIGITAL DIARY

The purpose of this diary is to foster communication between parents and teachers and to keep parents informed of the academic progress of their children.

Therefore, the parents must:

a) Pay serious attention to any remarks made therein
b) Sign the Term Results positively

BOOKS & NOTE-BOOKS:

Parents are requested to ensure that:

- All the NOTE-BOOKS & BOOKS of their wards are covered & preserved with Plastic Covers (Self-Adhesive)
- All the belongings are labelled with the Students' Name, Grade & Section.

SCHOOL RULES:

All students are expected to conduct themselves in a disciplined manner at all times and in all places. The whole-hearted co-operation of parents/ guardians is expected in the formation of the character of their children/wards. As the student progresses from the lower to the higher classes, he/she will be given increasing opportunity to shift from conforming to impose order to self-imposed discipline.

THE SCHOOL DAY

School starts at 7.30am with the Assembly Time; the UAE National Anthem will be played at the start of the Assembly Time at 7.30am.

It is absolutely essential that your child is in proper school uniform reaches on time, every day as vital information for the day ahead is often communicated by the Class Teacher. Attendance and punctuality to be strictly followed.

There will be one break per day on Monday through Friday for all learners. The break is for 30 minutes in duration. The break on a Friday will be of 20 minutes. The break time allows time for children to eat and to relax and socialize with their friends. Staff will be on duty throughout the duration of the break.

Pre-Primary School Timings:

PRE-PRIMARY

MONDAY TO THURSDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:50 AM	20 MINUTES
FIRST PERIOD	7:50 AM TO 8:20 AM	30 MINUTES
SECOND PERIOD	8:20 AM TO 9:00 AM	40 MINUTES
THIRD PERIOD	9:00 AM TO 9:40 AM	40 MINUTES
1st BREAK	9:40 AM TO 10:10 AM	30 MINUTES
FOURTH PERIOD	10:10 AM TO 10:50 AM	40 MINUTES
FIFTH PERIOD	10:50 AM TO 11:30 AM	40 MINUTES
SIXTH PERIOD	11:30 AM TO 12:10 PM	40 MINUTES
2nd BREAK	12:10 PM TO 12:40 PM	30 MINUTES
SEVENTH PERIOD	12:40 PM TO 01:20 PM	40 MINUTES
EIGHTH PERIOD	1:20 PM TO 2:00 PM	40 MINUTES

FRIDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:40 AM	10 MINUTES
FIRST PERIOD	7:40 AM TO 8:20 AM	40 MINUTES
SECOND PERIOD	8:20 AM TO 9:00 AM	40 MINUTES
BREAK	9:00 AM TO 9:20 AM	20 MINUTES
THIRD PERIOD	9:20 AM TO 10:00 AM	40 MINUTES
FOURTH PERIOD	10:00 AM TO 10:40 AM	40 MINUTES
FIFTH PERIOD	10:40 AM TO 11:15 AM	35 MINUTES

Primary School Timings:

PRIMARY SECTION

MONDAY TO THURSDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:50 AM	20 MINUTES
FIRST PERIOD	7:50 AM TO 8:30 AM	40 MINUTES
SECOND PERIOD	8:30 AM TO 9:10 AM	40 MINUTES
THIRD PERIOD	9:10 AM TO 9:50 AM	40 MINUTES
BREAK (GIRLS' WING)	9:50 AM TO 10:25 AM	35 MINUTES
FOURTH PERIOD	10:25 AM TO 11:05 AM	40 MINUTES
FIFTH PERIOD	11:05 AM TO 11:45 AM	40 MINUTES
SIXTH PERIOD	11:45 AM TO 12:25 PM	40 MINUTES
SEVENTH PERIOD	12:25 PM TO 01:05 PM	40 MINUTES
EIGHTH PERIOD	01:05 PM TO 01:45 PM	40 MINUTES
DIARY & DISPERSAL	01:45 PM TO 02:00 PM	15 MINUTES

FRIDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:40 AM	10 MINUTES
FIRST PERIOD	7:40 AM TO 8:20 AM	40 MINUTES
SECOND PERIOD	8:20 AM TO 9:00 AM	40 MINUTES
BREAK (GIRLS' WING)	9:00 AM TO 9:20 AM	20 MINUTES
THIRD PERIOD	9:20 AM TO 10:00 AM	40 MINUTES
FOURTH PERIOD	10:00 AM TO 10:40 AM	40 MINUTES
FIFTH PERIOD	10:40 AM TO 11:15 AM	35 MINUTES
DIARY & DISPERSAL	11:15 AM TO 11:30 AM	15 MINUTES

Cycle 2 and 3 timings:

BOYS' WING

MONDAY TO THURSDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:50 AM	20 MINUTES
FIRST PERIOD	7:50 AM TO 8:30 AM	40 MINUTES
SECOND PERIOD	8:30 AM TO 9:10 AM	40 MINUTES
THIRD PERIOD	9:10 AM TO 9:50 AM	40 MINUTES
FOURTH PERIOD	09:50 AM TO 10:30 AM	40 MINUTES
BREAK (BOYS' WING)	10:30 AM TO 11:05 AM	35 MINUTES
FIFTH PERIOD	11:05 AM TO 11:45 AM	40 MINUTES
SIXTH PERIOD	11:45 AM TO 12:25 PM	40 MINUTES
SEVENTH PERIOD	12:25 PM TO 01:05 PM	40 MINUTES
EIGHTH PERIOD	01:05 PM TO 01:45 PM	40 MINUTES
DIARY & DISPERSAL	01:45 PM TO 02:00 PM	15 MINUTES

FRIDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:40 AM	10 MINUTES
FIRST PERIOD	7:40 AM TO 8:20 AM	40 MINUTES
SECOND PERIOD	8:20 AM TO 9:00 AM	40 MINUTES
THIRD PERIOD	9:00 AM TO 9:40 AM	40 MINUTES
BREAK (BOYS' WING)	9:40 AM TO 10:00 AM	20 MINUTES
FOURTH PERIOD	10:00 AM TO 10:40 AM	40 MINUTES
FIFTH PERIOD	10:40 AM TO 11:15 AM	35 MINUTES
DIARY & DISPERSAL	11:15 AM TO 11:30 AM	15 MINUTES

Cycle 2 and 3 timings:

GIRLS' WING

MONDAY TO THURSDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:50 AM	20 MINUTES
FIRST PERIOD	7:50 AM TO 8:30 AM	40 MINUTES
SECOND PERIOD	8:30 AM TO 9:10 AM	40 MINUTES
THIRD PERIOD	9:10 AM TO 9:50 AM	40 MINUTES
BREAK (GIRLS' WING)	9:50 AM TO 10:25 AM	35 MINUTES
FOURTH PERIOD	10:25 AM TO 11:05 AM	40 MINUTES
FIFTH PERIOD	11:05 AM TO 11:45 AM	40 MINUTES
SIXTH PERIOD	11:45 AM TO 12:25 PM	40 MINUTES
SEVENTH PERIOD	12:25 PM TO 01:05 PM	40 MINUTES
EIGHTH PERIOD	01:05 PM TO 01:45 PM	40 MINUTES
DIARY & DISPERSAL	01:45 PM TO 02:00 PM	15 MINUTES

FRIDAY		
ACTIVITY	TIME	DURATION
ASSEMBLY	7:30 AM TO 7:40 AM	10 MINUTES
FIRST PERIOD	7:40 AM TO 8:20 AM	40 MINUTES
SECOND PERIOD	8:20 AM TO 9:00 AM	40 MINUTES
BREAK (GIRLS' WING)	9:00 AM TO 9:20 AM	20 MINUTES
THIRD PERIOD	9:20 AM TO 10:00 AM	40 MINUTES
FOURTH PERIOD	10:00 AM TO 10:40 AM	40 MINUTES
FIFTH PERIOD	10:40 AM TO 11:15 AM	35 MINUTES
DIARY & DISPERSAL	11:15 AM TO 11:30 AM	15 MINUTES

ATTENDANCE and PUNCTUALITY

Rating	%
Outstanding	Above 98%
Very Good	96.1% - 98%
Good	94.1% - 96%
Acceptable	92.1% - 94%
Weak	90.1% - 92%
Very Weak	Below 90%

A student's parents are fully responsible for ensuring the highest levels of attendance possible and not less than 97%.

Punctuality

- Systems in place to support the arrival of students to school.
- Additionally, the staff on hand to support will challenge and record late arrivals through a supportive and educational approach – for example "By missing the first 5-minutes of school this has a disruptive impact on the teaching & learning taking place, as well as your child's start to the school day".
- Persistent lateness arriving to school will be escalated to Class Teacher/ SLT.

Punctuality should be strictly observed. Those who come late without valid reasons may not be permitted to enter the classroom. A record of late-comers will be maintained and appropriate action will be taken. Depending upon the frequency of default, a student after reprimand & information to the parent can be suspended/ rusticated from the school with the approval of the Ministry. Parents are requested to co-operate in this regard.

Regular attendance is necessary. **For all Classes 95% attendance is obligatory otherwise they will not be eligible to sit in the qualifying exam.** Absence is not permitted unless leave is applied for on valid grounds and granted by the Principal/H.M.

Parents are expected to inform the school (Leave/Absence Record) while making a request for sanction of leave.
Separate applications should be sent for leave exceeding 3 days.
The names of those who remain absent for one month without permission will be struck off the rolls. Re-admission will be made on payment of re-admission fee, depending on availability of seats. Pupils must attend School from the re-opening day, after the vacation. If absence is due to sickness, a Medical Certificate must be submitted with the leave application.
Pupils suffering from contagious diseases will not be allowed to attend the school.

If a student happens to miss a test/assignment, for any reason, the same shall not be re-arranged for him/her.
A student who fails twice in the same grade will discontinue his/her studies at the school.
No pupil is permitted to leave the school premised during the school hours without obtaining permission from the Principal/H.M.
Speaking English in the class and the school premises is compulsory for all pupils.
Pupils must refrain from running, playing and shouting inside the school building.

The School expects the co-operation of parents to ensure that their children.

a) Come to school regularly on time and are dressed neatly and properly.
b) Bring to school their books and notebooks properly maintained and as per time-table.
c) Prepare for their lessons and do their homework regularly.
d) Pick & drop their wards on time.
e) Offer no gifts to teachers and other staff members.

They are also expected to co-operate with the school authorities by taking active part in the activities of the school. In particular, they should bear in mind that in the interest of their wards, they have entrusted the Principal/H.M./Sectional in-Charge with the authority to admonish and correct the children at their discretion.

Disciplinary action may be taken against children for:

a) Not wearing the proper uniform.
b) Not coming to school on time.
c) Not doing the given home work/class work
d) Repeatedly forgetting to bring the necessary text books, note books etc, to the class.
e) Damaging school property
f) Constantly indulging in misconduct
g) Fighting with class/school-mates.
h) Misbehavior with teachers
i) Cheating
j) Stealing
k) Bunking the class/school
l) Using bad language
m) Any Immoral Act.

n) Use of Whiteners

Parents are advised not to let their children bring expensive articles to school. They should not give them excessive pocket money because the School will not take any responsibility for the belongings of the students.

Students are not allowed to bring mobile phones and other objectionable items to the school. Confiscated items will not be returned at all.

While the Management is extremely careful in taking all safely measures and precautions to avoid and prevent any possible accidents, some mishaps may take place. It must be understood that parents/guardians entrust their children/wards to the school staff at their own risk and the Management shall at no time be held responsible for any such incidents, inside or outside the school premises and during camps, picnics and excursions.

Islamiya English School - Parent Code of Conduct

At IES, we believe that a strong partnership between parents, students, and the school community is essential for the success and well-being of our students. This Parent Code of Conduct outlines the expectations for parents/guardians in their interactions with the school community, ensuring a positive and respectful environment for all.

1. Respect and Courtesy
   - Parents are expected to treat all staff, students, and other parents with respect and courtesy.
   - Inappropriate language, aggressive behavior, or hostility will not be tolerated in any interactions with school staff or other members of the community.
   - Disagreements should be handled calmly and respectfully, seeking resolution through appropriate channels.
   - We kindly remind all parents to dress appropriately and in accordance with the cultural norms of the UAE while on school premises. This ensures a respectful environment that aligns with local customs and values.
   - Parents should refrain from using phones during school events, meetings, or when interacting with staff.

2. **Communication**
   - Communication between parents and school staff should be open, honest, and respectful.
   - Parents should use the proper communication channels (e.g., email, scheduled meetings) to address concerns or questions.
   - Social media should not be used to address grievances or to make negative comments about the school, staff, or students. Instead, concerns should be communicated directly to school administration.
   - Avoid creating or participating in social media groups that spread gossip, rumors, defamatory comments or misinformation about the school or its community.
   - Avoid calling or texting your child during school hours. Please call the School Reception for emergency circumstances. Phones should be used only for educational purposes while on school grounds, as per school policy.
   - Regularly check school communication platforms for updates, news, and important information regarding your child's education.

3. **Support for Learning**
   - Parents are encouraged to be actively involved in their child's education, including attending parent teacher meetings, supporting homework completion, and fostering a positive attitude toward learning.
   - Work in partnership with teachers to reinforce the school's values and rules at home.
   - Encourage your child to take responsibility for their learning, be punctual, and meet deadlines.

4. **Attendance and Punctuality**
   - Ensure that your child attends school regularly and arrives on time. Absences should be reported promptly, and any prolonged absence must be communicated to the school.
   - Support the school's policies on attendance, and make every effort to ensure that vacations or other absences do not disrupt your child's learning.
   - All leave requests should be communicated through Emails with supporting documentation as evidence for leave.

5. **Involvement in School Life**
   - Parents are encouraged to participate in school activities, volunteer opportunities, and events that foster a sense of community.
   - Parents should refrain from entering classrooms or school buildings without prior permission, respecting the school's protocols for ensuring the safety and privacy of students.
   - Parents should wear their visitors ID card, when entering the School.

6. **Behavior Expectations for Students**
   - Support the school's discipline policies and procedures, encouraging your child to follow the Students Behaviour Policy and IES Code of Conduct.
   - Address any behavioral issues with your child constructively and work with school staff to resolve concerns.

7. **Respect for School Property**
   - Encourage your child to respect school property and follow school rules about the use of facilities, equipment, and resources.
   - Parents are responsible for ensuring that any damage caused by their child is addressed according to the school's policies.

8. **Health and Wellbeing**
   - Ensure that your child is well-rested, well-nourished, and prepared for school each day.
   - Inform the school of any medical or special needs that your child may have and collaborate with staff to provide the necessary support.

9. **Conflict Resolution**
   - If issues arise, follow the appropriate steps for addressing concerns, starting with the teacher and escalating to school leadership if necessary.
   - Refrain from addressing concerns directly with other students or their parents. The school is responsible for handling all student-related matters.

10. **Positive School Community**
    - Help foster a positive environment by being a role model of kindness, inclusiveness, and respect for diversity in the school community.
    - Work collaboratively with other parents and staff to promote a safe and supportive learning environment.

11. **Confidentiality**
    - Respect the privacy of all students, staff, and families, especially when participating in school events or discussions. Personal matters concerning other families should not be shared without permission.

Consequences for Breach of the Parent Code of Conduct Failure to adhere to this Code of Conduct may result in:

- Meetings with school leadership to address the behavior.
- Restricted access to school grounds or activities.
- In extreme cases, involvement from local authorities or legal actions as deemed appropriate by the school. Islamiya English School is committed to creating a safe and supportive environment for all members of the community. By adhering to this Parent Code of Conduct, we can ensure that all students thrive and succeed.

Acknowledgment: By signing below, I acknowledge that I have read and understood The Islamiya English School Parent Code of Conduct and agree to abide by the expectations outlined above.

Parent/Guardian Name: _____
Child's Name: _____
Date: _____
Signature: _____