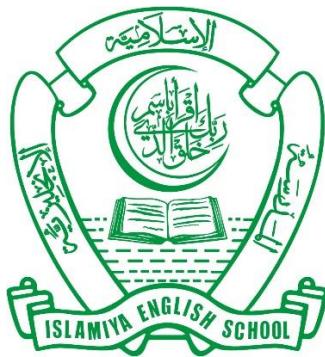


STUDENT ADMINISTRATIVE AFFAIRS POLICY

(Revised in Aug 2025)



Islamiya English School Abu Dhabi LLC



STUDENT ADMINISTRATIVE AFFAIRS POLICY

Introduction

Having effective, supportive, and smooth transitions and administrative processes when joining or leaving a school (admissions), when arriving at and departing from school (attendance), and when moving between grades or cycles (promotion) can have a significant impact on student academic, physical, social, and emotional wellbeing. This policy sets out the minimum requirement that schools must put in place with regard to student administrative affairs.

Purpose

- Ensure that IES make fair and transparent decisions related to admissions and grade placement.
- Ensure that students can transfer between schools with minimal course/ grade repetition.
- Set out ADEK's expectations in relation to student attendance.
- Ensure that IES deal firmly and effectively with concerns related to student absence and punctuality.
- Outline exceptional circumstances under which students may not be promoted or accelerated beyond their age-appropriate grade.
- Ensure appropriate transition support is provided to students at key stages.

Policy

Admissions

School Admissions Policy: IES has developed and implemented an Admissions Policy in line with ADEK policy and is available to prospective parents on the school website. The following elements are considered in IES admissions policy:

1. **Non-Discrimination:** IES has a fair and transparent approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
2. **Open Campus:** IES shall establish protocols to allow prospective parents and students to visit the school's premises.
3. **Procedures:** IES shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
4. **Documentation:** IES shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
5. **Inclusive Admission Practices:** IES shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK Inclusion Policy*.
 - a. IES requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).
 - b. **Inability to Accommodate:** IES is not authorized to decline admissions for students with additional learning needs. However, in exceptional circumstances, where a school considers they are unable to meet the needs of any students with additional learning needs, the school shall submit an inability to accommodate notification to ADEK and the parents.

Admissions Assessments:

Use of Assessment: IES are not authorized to use assessments as a basis for determining student admissions.

- IES are authorized to assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.
- Admission tests are only authorized when school can guarantee a grade placement for the child. The results of the assessments may only be used to inform the level of learning support required.
- In the following exceptional circumstances, school can additionally use formal assessments to determine grade placement:
- Students changing curricula in Cycle 3 (G9/Y10 to G12/Y13).
- Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
- Students who have not attended school for more than two years.

Waiting List: IES shall develop waiting list criteria where the school is oversubscribed and has more applicants than places available. These criteria shall be published on their website and should include the following:

- A transparent selection process and prioritization on waiting lists will be given to Siblings within the School, once it becomes available.
- The maximum number of students that can be on a waiting list.
- Waiting lists shall be refreshed every term.

Offer and Withdrawal of a Place: IES shall issue an offer letter when a student's application is approved by their admissions committee. The period of validity of the offer letters are either 3 or 10 working days dependent on timing of year, we will not withdraw it unless:

- The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or
- It is established that admission was obtained fraudulently.

Registration:

- **eSIS:** IES shall register all their students on the Enterprise Student Information System (eSIS).
- **Required Documents:** Schools shall seek the following valid documents from parents and ensure that they are up to date:
- **Registration Form:** Schools shall require parents to complete a registration form.
 - Child's contact information.
 - Copy of child's birth certificate.
 - Copy of child's passport.
 - Copy of child's Emirates ID or diplomatic card with passport.
 - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
 - **Medical Records:** Schools shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.
 - Schools shall ensure that the nurse creates DOH-compliant medical files for new students from schools outside the UAE.
- **Transfer Certificate:** When a student is transferring to a school in Abu Dhabi and is seeking admission to Grade 2/Year 3 or above (Including transferring mid-year Grade 1), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).

- **Documented Learning Plan (DLP):** If applicable, IES shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *ADEK Inclusion Policy*.
- **Clinical Assessment Report:** If applicable, IES is authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK Inclusion Policy*.
- **Leaving Certificate:** If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.

Other Documents: ADEK reserves the right to request any other documents.

Provision for Exceptions: Non-UAE transfer students are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them; however, IES shall require parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.

Update Student Profile: IES shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).

Record Maintenance: Schools shall maintain and store all student admission files in line with the *ADEK Records Policy*.

Enrollment and Re-enrollment:

Enrollment: IES is authorized to enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.

Re-enrollment: IES shall re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.

IES shall have a clearly published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.

IES shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the *ADEK Fee Policy*, unless parents actively choose to withdraw their child from the school.

Placement of New Students:

Grade Placement: IES shall place all new students in a grade/year corresponding to their age as per **Table 1. Age Cut-Offs for Grades/Years**, unless their placement in a different grade/year has been approved by ADEK.

Table 1. Age Cut-Offs for Grades/Years*

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
Pre-KG / FS 1		3 years	
KG 1 / FS 2		4 years	
KG 2 / Year 1		5 years	
Grade 1 / Year 2		6 to 8 years	

Grade Placement for Transferring Students: IES shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.

- a) IES shall not place students who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
- b) When evaluating the placement of students with additional learning needs, IES shall consider the students' documented learning plans (DLPs), in line with the ***ADEK Inclusion Policy***.

RULES FOR ADMISSION:

1. Students are registered with expectation that they will be placed with their peer group in terms of age, whose birthday fall within the defined dates of the school year. Continuing students are registered in any educational system as per their academic progression. New students' registration in the following grades/years (KG1-KG2- GR.1) are completed as per the admission policy of the school which has been approved by licensing and accreditation.

AGE RANGE FROM Foundation stage (KGI to Grade12) 4 years to 18 years.

<u>GRADE AGE TABLE</u>	
GRADE	Age Criteria
KG-1	4-5 Yrs.
KG-2	5-6 Yrs.
Grade-I	6-7 Yrs.
Grade-II	7-8 Yrs.
Grade-III	8-9 Yrs.
Grade-IV	9-10 Yrs.
Grade-V	10-11 Yrs.
Grade-VI	11-12 Yrs.
Grade-VII	12-13 Yrs.
Grade-VIII	13-14 Yrs.
Grade-IX	14-15 Yrs.
Grade-X	15-16 Yrs.
Grade-XI	16-17 Yrs.
Grade-XII	17-18 Yrs.

2. Registration for administration admission to the KG-1 class begins in the month of April. Parents are requested to provide the Photostat copy of Birth Certificate of the child duly attested as per the requirement of ADEK.
3. Registration for admission does not ensure admission to a particular class. The school reserves the right to reject/accept applications, without assigning any reason.
4. Children seeking admission to class other than KG-1 are expected to have a fairly good knowledge of English. In addition, candidate should also.
 - a) prove his/her entrance suitability
 - b) submit the transfer certificate of the previous school duly attested by the ADEK or Embassy of the concerned country as the case may be.
 - c) have a valid Residence Visa.
 - d) having valid Emirates I.D.
 - e) The school may conduct an interview with the student during the mandatory education stage and may require the student to make certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.
 - f) Policy reflects the school's order or priority for the admission of student if there are more requests than places available.
 - g) The school shall allow respective parents/guardians and their children to visit the school prior to registration so that they may familiarize themselves with it.
 - h) The school has adopted an approach to accepting students from different races and ethnicities to achieve fairness, equality, and transparency.
 - i) Selection is done on merit through a transparent procedure.

FEE STRUCTURE



Approved School Fees Academic Year
2025-2026
9109-ISLAMIYA ENGLISH SCHOOL ABU DHABI L.L.C.-
Abu Dhabi

الرسوم المدرسية المعتمدة للعام الدراسي
2025-2026
المدرسة الإسلامية الانجليزية - أبوظبي ذ.م.م-أبوظبي 9109

- This schedule is valid for future academic years unless it is replaced by a later ADEK approved schedule.
- The table below shows the maximum level of fees that the school can charge, these fees are operative and applicable from the 2025-2026 academic year until any subsequent approval by ADEK.
- These levels cannot be increased without the prior and written approval from ADEK.

إن الجدول الوارد أدناه صالح للأعوام الدراسية القادمة إلا في حالة استبداله بجدول لاحق معتمد من قبل دائرة التعليم والمعرفة.

إن الرسوم المذكورة أدناه تمثل الحد الأقصى للرسوم التي يمكن للمدرسة تطبيقها. إن هذه الرسوم فعالة وقابلة للتطبيق اعتباراً من العام الدراسي 2025-2026 حتى إشعار آخر من دائرة التعليم والمعرفة.

إن الرسوم المذكورة أدناه لا يمكن زيتها بدون موافقة خطية من قبل دائرة التعليم والمعرفة.

الصفوف Grades	رسوم دراسية Tuition	مواصلات Bus	كتب Book	زي مدرسي Uniform
KG 1	7,930	3,510	345	300
KG 2	8,260	3,510	509	300
Grade 1	8,260	3,510	565	300
Grade 2	8,260	3,510	627	300
Grade 3	8,360	3,510	636	300
Grade 4	8,680	3,510	831	300
Grade 5	8,680	3,510	866	300
Grade 6	8,680	3,510	831	300
Grade 7	8,680	3,510	976	300
Grade 8	10,920	3,510	1,650	300
Grade 9	10,920	3,510	1,650	300
Grade 10	10,830	3,510	1,500	300
Grade 11	16,090	3,510	2,160	300
Grade 12	16,090	3,510	2,160	300

* The above fees shall only apply to the grades approved in the school license. Standardized Assessment fee is included in the tuition fees for G3 to G9.

* تطبق الرسوم المذكورة أعلاه على المراحل الدراسية المعتمدة في رخصة المدرسة فقط. رسوم اختبارات التقييم الموحدة متضمنة في الرسوم الدراسية للصفوف من الثالث إلى التاسع.



إدارة التصاريح والتراخيص

* يرجى ملاحظة أن هذه الرسالة أصدرت بالكتاب

Dubai Islamic Bank
A/C No. 010520746272701
IBAN:AE 050240010520746272701

The fee can be paid in three installments the first installment must be paid by 31st of August, the second by a 10th December and 3rd by 10th April of the current academic year.

School Fee (Tuition Fee -Payable in 3 installments)

A school shall have a maximum of twenty-five students for each kindergarten class (KG1 or KG2), with a space of no less than 1.5 m squared per student for school operating before 2010 and space of 2.16 m squared for school operating after 2010.

School shall have a maximum of thirty students for each class of Grades 1 to 12, with a space of no less than 1.5 m square squared per student for schools operating before 2010 and space of 1.67 m squared for school operating after 2010.

School shall register all students on the council's eSIS system in accordance with the date determined by council each year.

A school shall register students at any time of the year at their discretion after receiving approval from ADEK in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.

School ensures that newly enrolled and transferred students submit their vaccination card and medical records as an integral part of the admission and registration procedure.

School maintains and update records of official document, school records from previous year, an individual education plans with relative assessment for all student to include students with special education needs and gifted and talented students.

The school will not refuse or withhold admission of student with chronic health conditions (e.g., diabetes, asthma, congenital heart diseases, epilepsy, and obesity) and shall offer appropriate support as per students' needs.

It is permissible for students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ended.

A non-refundable seat reservation fee will be collected at the end of at every year to reserve seat for next year this will later be adjusted in First Term fee next year.

Withdrawal of new admission:

A written notice of interest of withdrawal of admission is to be submitted to the school authorities at least before the beginning of the session & original receipt of payment will be required for refund. A requisition for the withdrawal of the admission has to be submitted to the school authorities at least one month prior to the issue of the Transfer Certificate.

And they similarly action may be taken against children for:

- a) Not wearing the proper uniform.
- b) Not coming to school on time.
- c) Having long hair.
- d) Not doing the given homework/class work.
- e) Repeatedly forgetting to bring the necessary textbooks, notebooks etc, to the class.
- f) Damaging school property.
- g) Constantly indulging in misconduct.
- h) Fighting with class/school mates.

Transition for New and Transfer Students: Receiving schools shall take all necessary steps to ensure a seamless transition for new and transfer students.

Transfer of Records: IESH shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the *ADEK Records Policy*. In case of transfers within the Emirate, receiving schools shall update the student's registration on both ADEK's eSIS and the school's internal system.

Transferring Curricula: When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the *ADEK Curriculum Policy*.

Equivalency is the process by which the UAE Ministry of Education officially endorses a secondary school certificate and declares it to be equivalent to the UAE General Education Certificate (Al Thanawiya) as per relevant ministerial decrees and their amendments.

Attendance

Requirements: At the beginning of each academic year, IES shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on their website. Schools shall outline the following elements in their policy, at a minimum:

Defining Attendance and Punctuality: IES shall ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.

- a) IES shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
- b) Schools shall establish a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and upon request for students in any grade below Cycle 3, in line with the *ADEK Safeguarding Policy*.
- c) **Cycle 1-3:** IES shall identify students with absence rates above 5% (including authorized and unauthorized absences) of the total calendar days outlined by ADEK as a "cause for concern".

Cycle 1-3 students' absenteeism clarification

Absence rates above 5% include both authorized and unauthorized absence for students in cycle 1-3.

- a) IES shall determine whether to identify the student as being at educational risk, in line with the *ADEK Educational Risk Policy*.
- b) If the absences lead to reasonable suspicions of maltreatment (neglect), the school shall report this in line with the ADEK Student Protection Policy.
- c) **KG Cycle:** For students with absence rates (including authorized and unauthorized absences) above 10% of the total calendar days, schools shall engage with parents to advise them that persistent absences may have a negative impact on student learning and progression. For absences where there is reasonable suspicion of student maltreatment, the school shall report this in line with *ADEK Student Protection Policy*,

IES shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, schools are authorized to accommodate leaves requested for medical or therapeutic reasons.

1. **Ensuring Attendance Compliance:** IES shall outline the procedures via which attendance compliance is ensured, including:
 - a. Recording attendance.
 - b. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
 - c. Recognizing excellent or improved student attendance.
 - d. Reporting attendance to ADEK daily on eSIS.
 - e. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be “light” in the last week before the end of the term in anticipation of student absences).
 - f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

2. **Authorized Absences:**

- a. IES shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

Illness.

Absence due to Illness

- a) Parents should submit a parent- written sick note (daily) if their child is absent for up to 3 consecutive school days, or the absence will be recorded as an unauthorized absence.
 - b) Parents should submit a sick leave certificate from a Department of Health (DOH)- licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence.
 - c) Schools shall authorize a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DOH –licensed physician.
 - d) For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DOH-licensed physician or a relevant health authority, and schools shall consider each case at their own discretion.
 - Death of a first- or second-degree relative.
 - Medical appointment scheduled prior to the absence.
 - Official community task.
 - Mandatory appearance before an official body.
 - Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
 - Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
 - Work in the entertainment industry.
 - Observation of religious holidays that are not defined as public holidays in the UAE.
 - Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
 - Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
 - Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
 - Leave for medical or therapeutic reasons for students with additional learning needs.
 - Government-approved school closures due to extreme weather conditions.
 - Where an absence is authorized, schools shall inform the student of work to be caught up and shall allow the student to complete any assignments

- or tests that they have missed.
- **Absence Rate:** The proportion of **absences** to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.

Punctuality:

- c. IES shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
- d. IES shall have a mechanism in place to approve and manage student punctuality (for instance, requiring students to register at the reception to obtain a late pass).
- e. Where a student is frequently late on many occasions within an academic year, IES shall undertake the appropriate course of action to deal with any frequent lateness in line with the ***ADEK Student Behavior Policy***.

Maintenance of Attendance Records: Schools shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.

Intervention Mechanism for Students at Educational Risk: IES are authorized to identify any students with low attendance as “students at educational risk”.

IES shall work with the concerned students and their parents to implement an intervention plan in line with the ***ADEK Educational Risk Policy***.

Promotion

Requirements: IES shall develop and implement a Promotion Policy, which must outline the following elements at a minimum:

Age Requirement: IES shall set out the age requirements for grade placement as per Table 1. Age Cut-Offs for Grades/Years.

Mandatory Promotion: IES shall promote all students with their peer group sequentially from one grade/year to the next if they fulfill the promotion requirements for the previous year.

Exceptions to Mandatory Promotion: IES shall not retain students in a grade/year in any circumstance, except where a Cycle 2 or 3 student does not meet the promotion requirements as per the ADEK-approved curriculum and fails to make progress following interventions identified in the ***ADEK Educational Risk Policy***.

- Where a student fails to meet the objectives in their DLP but does meet the promotion requirements set out in the ADEK-approved curriculum, IES shall promote them and adjust their DLP objectives accordingly.
- IES is not authorized to retain a student in Cycle 2 or 3 in a certain grade/year more than 2 consecutive times.
- IES is not authorized to retain any student in more than two different grades during the entirety of their school education.
- **Voluntary Grade Repetition:** IES are authorized to exceptionally allow a student to repeat the school grade/year upon the request of the student's parents, and if deemed in the best interest of the student and their wellbeing.
- If parents request grade/year repetition to enable the student to improve their grades, schools are authorized to use their discretion to make the decision.
- Schools shall obtain ADEK's approval before retaining a student.

Exceptions for Students with Additional Learning Needs: IES shall consider, on an exceptional basis, requests by parents of students with additional learning needs for their child to be retained in their grade/year in Cycle 2/3. Such cases must be considered by the school in close collaboration with the parents. This decision must be approved by ADEK.

Supporting Students at Educational Risk: Where a student is identified to be at risk of not being promoted:

1. IES shall abide by the requirements of the *ADEK Educational Risk Policy*.
2. IES shall notify the student's parents and involve them in planning support and intervention measures.

Transition Support

IES shall provide transition support for students throughout their education journey, which includes the following stages/phases:

Admissions: IES shall establish programs to support new students in the school. In particular, targeted transition support shall be provided to:

- a) Students starting school for the first time or coming from alternative early education settings.
- b) Students transferring from specialized provision, homeschooling, or any other type of educational provision.
- c) Students in exchange programs.
- d) Students with additional learning needs in all circumstances, in line with the *ADEK Inclusion Policy*.

Promotions: IES shall develop plans to support students with transitions between cycles and promotions:

- a) IES shall establish targeted DLPs to support individual students who have not been promoted or who have accelerated, in line with the *ADEK Inclusion Policy*.
- b) IES shall develop programs to support students' transition between cycles (or other key stages defined by the school) by preparing them for the new environment (in the year prior) and during their first year in the new cycle.

Graduation and Leaving School: Schools shall develop programs to support students' transition following graduation or switching pathways by preparing them for the new environment. IES shall develop support for individual students transitioning out of the current school into Higher Education, Technical and Vocational Education and Training (TVET), specialized provision, homeschooling, and other non-mainstream education systems, in line with the *ADEK CU Guidance Policy and ADEK Inclusion Policy*.

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 student progress from the lower to the higher classes, he/she will be given increasing opportunity to shift from confirming to extremely imposed order to self-imposed discipline.

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 in the diary and appropriate action will be taken, depending upon the frequency of default. Depending up on the frequency of default of a student after reprimand & information to the parent can be suspended / rusticated from the school with approval with the approval of the ministry parents are requested to co-operate in this regard.

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

Parents are expected to make the necessary entries in the people's diary (leave/Absence Record) while making a request for sanctions of leave.

Separate application 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 you have student happens to miss a test/assignment, for any reason, the same shall not be rearranged 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 premises during the school hours without obtaining permission from the Principal/H.M.

Speaking in English in the class and the school premises is compulsory for all pupils.

The school expects the co-operation of parents to ensure that their children must refrain from running, playing, and shouting inside the school building.

- 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 the timetable.
- 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/Vice-Principal/H.M./Sectional In-charge with to admonish and correct the children at their discretion.

Students are not allowed to bring audio or video cassettes, mobile phones, disks, CDs, cameras, and other objectionable items will not be returned at all.

While the Management is extremely careful in taking all safety 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 incident inside or outside the school premises and during camps, picnics and excursions.

Parents are requested to notify the school if any change in their address or telephone number. They are also requested to attend all PTM(s).

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 students.

POLICY REVIEW

This policy is to be reviewed and checked annually by the SLT.

This policy is also approved by the governing bodies

Draft Date:	03/07/25
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/25

The End.