



مجلس أبوظبي للتعليم  
Abu Dhabi Education Council  
التعليم أولاً Education First



# Rawafed School Policy Guide

Adapted from Abu Dhabi Education Council

To be revised annually يُراجع سنوياً

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# **Vision, Mission, Value**

## **Vision (Philosophy)**

Rawafed Private School creates a safe and caring environment to foster the all-round development of students, enabling them to be effective members of the world community.

## **Mission (Our Mission Statement)**

Rawafed Private School is dedicated to providing an optimum environment for rich independent learning experiences and ensuring the total development of each student to play an active role and utilize the rapid changes in world community.

## **School Values**

- **Diversity**
- **Responsibility**
- **Integrity.**
- **Respect.**
- **ambition**

# Assessment Policy

Assessment is the gathering and analysis of information about student performance. It identifies what students know, understand, can do and feel at different stages in the learning process. It is the means by which we analyze student learning and the effectiveness of our teaching and acts as a foundation on which to base our future planning and practice. It is central to our goal of guiding the child, from novice to expert, through the learning process.

## Why do we assess?

Assessment is an essential part of the instructional cycle. It provides information about student learning and development, as well as a framework for planning, self-reflection, and collaboration.

## RPS believes that assessment:

- Monitors the progress of student learning and achievement;
- Produces coherent feedback for students, parents and external institutions; and
- Informs curriculum and assessment review.

## RPS recognizes that students:

- Have differing learning styles;
- Have different cultural experiences, expectations and needs;
- Perform differently according to the context of learning;
- Need to know their achievements and areas for improvement in the learning process;
- Should receive feedback that is positive and constructive.

## Throughout the curriculum and instructional process assessment should:

- Account for a variety of learning styles;
- Be differentiated to account for the diverse backgrounds of learners;
- Provide a wide variety of different assessment opportunities and to be relevant and motivating to students;
- Be criteria-related using published, agreed, learning objectives and made clear to students by teachers before tasks begin;
- Measure what students understand, what they can do and what they know;
- Be both formative (to assist students in building understanding, skills and knowledge) and summative (to assess students' acquired understanding, skills and knowledge);
- Be on-going and reflective;
- Allow students to evaluate their progress and set targets for improvement;
- Allow the school to evaluate the measure of success in meeting specific learning objectives;
- Be internally standardized both at departmental and grade level, and between the Secondary and Primary School, to ensure consistency;
- Be geared toward appraisal of a broad range of concepts, attitudes, knowledge and skills appropriate to an international and increasingly complex world.

## Students' learning is promoted through:

- Assessing prior knowledge and experience
- Differentiating instruction to meet individual needs
- Engaging learners in reflection to determine strengths and weaknesses and to set goals
- Providing feedback for students
- Expanding student learning opportunities
- Building a profile of children's understanding

## Information about student learning is provided through:

- Examples of student work or performances
- Statistics relating to benchmarks and/or rubrics or test scores
- Test results

## Program evaluation uses a variety of student assessments to:

- Assess the levels of students' current knowledge and experience before embarking on new learning
- Assess new learning
- Guide teacher planning and presentation
- Assess student performance relative to national, state, and local standards
- Focus on closing the achievement gaps among students

## What do we assess?

We assess performance and progress in each of the following subject areas: English language arts, Math, Science, Arabic, Islamic Studies, Social Studies, History, Business, Economics, Psychology, Physics, Chemistry, Biology, and Computer Science.

## When does assessment take place?

Assessment is something that occurs every day in some fashion. A variety of assessments demonstrates our belief that children learn in different ways, at different rates, and at different times. The result of assessment is considered a critical element that influences teacher decision-making and guides student learning.

## Types of Assessments

We have three types of assessments: the first one is the baseline diagnostic assessment that takes place at the beginning of year. The results are used to determine the students' current level and assess previous knowledge.

The second is the formative assessment that plays a key role in a continual ongoing assessment. In addition to that, our formative assessment builds on strengths and develops strategies for overcoming weaknesses and provides regular meaningful feedback to the learner.

The third is summative assessment that measures the overall performance of the student at the end of each term and at the end of the year for cycles 2 and 3.

### Diagnostic (baseline) assessment

Diagnostic assessment occurs before embarking on new learning to uncover prior knowledge and experiences.

### Formative Assessment

Formative assessment is woven into the daily learning process. It provides teachers and students with information about how the learning is developing. It helps the teacher to plan the next stage of learning.

### Summative Assessment

Summative assessment occurs at the end of a teaching and learning cycle. Students are given the opportunity to demonstrate what they have learned by applying their knowledge in new and authentic contexts.

## Tools for Assessment may include, but are not limited to:

- Venn Diagrams
- T-charts and column charts
- K-W-L charts
- Graphic organizers/webs
- Mind maps
- Collaborative brainstorming tools
- Pre and Post reading checklists
- Rubrics
- Checklists

➤ These methods of assessment include a broad range of approaches and have been selected to provide a balanced view of the student.

- **Observations:** All students are observed regularly with a focus on the individual, the group, and/or the whole class.
- **Performance Assessments:** Students are presented with a task that represents the kind of challenges that adults face in the world beyond the classroom. It requires using a repertoire of knowledge and skills to accomplish a goal or solve an open-ended problem. In addition, it entails the thoughtful application of knowledge rather than recalling facts. It has an identified purpose, involves a realistic scenario, it has an established criteria and requires developing an authentic product or performance.
- **Transdisciplinary Skills Assessments** (research, thinking, communication, self-management and social skills): The focus is on the process and skill application rather than on the product. These skills are regularly observed in real contexts using checklists, narrative notes, and inventories.
- **Open-Ended Assessments:** Students are presented with a challenge and asked to provide an original response.
- **Tests/Quizzes:** These assessments provide a snapshot of students' specific knowledge.
- **Portfolios:** An ongoing, purposeful collection is composed of selected student work and is designed to demonstrate growth, creativity, and reflection.

## How do teachers record student progress?

The previously identified assessment strategies are put into practice by using the following assessment tools.

- **Rubrics:** Rubrics are established sets of criteria used for scoring or rating children's tests, portfolios, or performances. The descriptors tell the child and the assessor what characteristics or signs to look for in the work and then how to rate that work on a predetermined scale.
- **Checklists:** These are lists of information, data, attributes, or elements that should be present.
- **Anecdotal records:** Anecdotal records are brief, written notes based on observations of children. These records need to be systematically compiled and organized.
- **Continuums:** These are visual representations of developmental stages of learning. They show a progression of achievement or identify where a child is in a process.

## State and Standardized Assessments:

- TOFEL
- SAT
- IOWA
- PISA
- CIPA
- TIMSS
- EMSA
- Ministry Examinations in Arabic & Islamic Studies

## Examination /assessment marking

Students can earn grades in the following:

1. Tests
2. Homework
3. Short Quizzes
4. Projects
5. Portfolios
6. Class work.
7. Class engagement

## Reporting Criteria & Grading Policy

Grade points are numerical values assigned to each letter grade earned by the student.

## In Kindergarten

There are no formal assessments in the Kindergarten.

As children engage themselves in their day-to-day activities they are assessed formatively in Language, Numeracy, Physical – Gross and Motor, Personal, Social, Emotional, and Creative Domains.

A record of individual student attainment and progress is maintained through an on-going system of spaced oral and written activities and parents are regularly updated of the same.

## Grades 1 to 6

Assessment being an integral component of teaching and learning, ongoing practice opportunities called 'Assessment for Learning' address and promote key learning areas. These are intended to provide feedback with respect to how well the student is grasping the concepts being taught. There are no summative examinations. Assessment tasks are graded and these scores are maintained for the purpose of term end reports.

Grades 1 to 3 students receive letter grades given to represent a student's achievements. The letters A, B, C, and D are used.

- "A" denotes work of the finest quality, produced consistently.
- "B" denotes work of honor quality, produced consistently.
- "C" is used to identify acceptable achievement that meets the goals of the School's curricula.
- "D" designates work which is passing, but indicates a need for significant improvement in both quality and consistency. A "D" serves as a warning of possible failure in the course.

## Effort Grades

Grades 1 to 3 students also receive numerical effort grades on their reports.

The following scale is used:

- 1 = Excellent Effort
- 2 = Good Effort
- 3 = Poor Effort
- 4 = Unsatisfactory Effort

## Letter Grades

The following chart shows the percentage boundaries for each letter grade.

<b>Grades</b>	<b>Grades (%)</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	69 and below

## Grades 7 to 12

The Assessment and Evaluation scheme for Grades 7 to 12 is spread over Formative and Summative Assessments.

## Grades 4 to 12 Formative & Summative Grade Ratio

	<b>4 - 6</b>	<b>7- 8</b>	<b>9</b>	<b>10 - 12</b>
<b>Arabic</b>	50 - 50	40 - 60	40 - 60	30 - 70
<b>Art</b>	50 - 50			
<b>Biology</b>			40 - 60	40 - 60
<b>Business</b>			40 - 60	40 - 60
<b>Chemistry</b>			40 - 60	40 - 60
<b>Computer</b>	50 - 50	40 - 60	40 - 60	40 - 60
<b>Economics</b>			40 - 60	40 - 60
<b>English</b>	50 - 50	50 - 50	40 - 60	40 - 60
<b>French</b>	50 - 50			
<b>Islamic</b>	50 - 50	50 - 50	30 - 70	30 - 70
<b>Math</b>	50 - 50	40 - 60	40 - 60	40 - 60
<b>Music</b>	50 - 50			
<b>P.E.</b>	50 - 50	50 - 50	50 - 50	50 - 50
<b>Physics</b>			40 - 60	40 - 60
<b>Psychology</b>			40 - 60	40 - 60
<b>Science</b>	50 - 50	40 - 60		
<b>History</b>			50 - 50	40 - 60
<b>S. Studies</b>	50 - 50	50 - 50	50 - 50	

## Graduation Requirements

In order to meet graduation requirements and be awarded Certificate of Graduation students must earn a minimum of 24 credits. These must include credits for required courses, a minimum of 9 required alternative credits.

## Required Courses

Credits must be earned in the following subject areas:

- English 10, 11, 12 (1 credit)
- Computer Science 10, 11, 12 ( ½ credit)
- Mathematics 10, 11, 12 (1 credit)
- Arabic 10, 11, 12 (1 credit)
- Islamic Studies 10, 11, 12 ( ½ credit)
- History 10, 11, 12 ( ½ credit)
- Physical Education 10, 11, 12 ( ½ credit)

## Required alternative courses

Humanities or Sciences

- Business or Biology 10, 11, 12 (1 credit)
- Physics or Psychology 10, 11, 12 (1 credit)
- Economics or Chemistry 10, 11, 12 (1 credit)

## Honor Roll

An honor roll containing the names of students who have done excellent work or shown superior effort is established at the end of the academic year

# Enrollment & Admission Policies

The School's Administration opens enrollment annually after the beginning of the Second Term of each Academic Year and enrollment remains open until filling up all vacancies of all stages and in accordance with the fixed number of enrollment by Abu Dhabi Education Council. Enrollment is closed on completion of the required number of students and the reserve number of students.

Announcement of enrollment date is done in different ways (School's website – brochures – School's magazine – ad boards at the School's entrance and other places – local papers)

Enrollment is open for all students of different races with equal opportunity to enroll without discrimination. The students and their parents are allowed to visit school before enrollment. Priority is given to enrollment for the next year for already enrolled students and vacant seats are filled by those who wish to join school from outside school.

## **Age of joining school:**

- |           |   |         |  |
|-----------|---|---------|--|
| - KG 1    | - | 4 years | to be calculated as on 31/12 each year |
| - KG 2    | - | 5 Years | to be calculated as on 31/12 each year |
| - Cycle 1 | - | 6 Years | to be calculated as on 31/12 each year |

## **Enrollment procedures:**

Completion of Enrollment Application + Health Form, including all the student's details.

Availing the following required documents:

- Valid UAE ID + copy.
- Original Birth Certificate + copy (duly attested for certificate issued abroad).
- Copy of the student's passport with a valid visa for non-locals.
- Duly attested School Certificate.
- Copy of Vaccination Card.
- Copy of Family Booklet for non – locals.
- Four photos.

Enrollment application is completed by the parent attached with all the required documents as per the approved enrollment procedures of Abu Dhabi Education Council and submission the same to the Enrollment Section. Applications are sorted out and scrutinized by enrollment section at school and afterwards appointments are given to admission tests for all candidate students each as per their classes and inform the concerned parties thereof. Written tests are conducted for 1<sup>st</sup> Basic Students up to Grade 12. Tests are conducted in three subjects only: (Arabic – English – Mathematics). These exams will be liable to measure the skills of students according to the candidate class.

Personal interview is held to all passing students after specifying the personal interviews as per a prepared program and notifying the concerned persons.

Students having 60% and above are admitted. In case of having more passers than the available seats, students are admitted as per their achievements.

The School's Administration deals with all applicants with the same standards without giving any privileges to any students except for children of the School's staff who are giving admission priority with 10% deduction.

KG students are individually evaluated through a committee formed of specialists to measure some senses features of the students and their mental skills and that such student is ready to learning stage and having no obstacles.

### **Waiting Lists:**

Enrollment section at school prepares the waiting lists in accordance with priority based on the student's marks after enrollment of all students passing the admission exams under the abovementioned grounds and in accordance with vacancies.

Parents of passing students and not enrolled due to non-availability of vacancies, are informed that these students are listed in the waiting lists due to non-availability of vacancies and in should any vacancy emerge, the parent will be contacted and advised of acceptance of child provided that the waiting list students should not exceed 10% per class.

Students are admitted from the waiting lists on availability of seats in accordance with the sequence and priority prepared by the enrollment section based on the result of the student's admission test and the equality principle of giving the chance to all students without discrimination.

Admission of student is not considered final before passing the required exams and provision of all supporting required documents and payment of the prescribed fees on time. In case of breaching these terms and conditions, the School's Administration is entitles to cancel enrollment.

### **School Register:**

Electronic programs and the Council's program (e SIS) are implemented in enrolling students, preparing registers, lists of students and all other data and statistics.

Electronic programs of the School's Register are available.

The School's register includes the following data:

- Student's name.
- Religion.
- Nationality.
- Gender.
- Date of birth.
- Age of student.
- Address of parent.
- tel. No. of parent.
- Date of joining.
- Date of leaving.
- Enrollment status.

# Schools Fees Policy

The School complies with the schools fees approved by Abu Dhabi Education Council and publishes these fees on the School's website and updating the same on any amendments and introducing such fees to parents who wish to enrol their children including: school fees, textbooks, uniform and transportation via pamphlets distributed with the application form and the accountant's office on payment of enrollment fees and re-enrollment.

The School's administration commits to publish the approved school fees for all classes at the enrollment office, accountant's office and at the entrance of the School.

## **Enrollment and Re-enrollment Fees:**

The School collects school fees from students who wish to join the coming academic year and those who wish to re-enroll their children as follows:

### **1. Fresh Students:**

The School opens enrollment with effect from the beginning of the term of each year. On completion and finalizing all enrollment procedures, 5% of the school fees are paid.

### **2. Re-enrollment:**

The School addresses parents in January each academic year to confirm their children's school seats for the coming academic year. Should the parent not refer to school's administration and reserve a seat within (30) days from notice, the student loses its entitlement of the school seat and the School's Administration has the right to enroll a replacement.

Enrollment or re-enrollment fees are part of the entire school fees. The School's Administration is entitled (should the new enrolled student or re-enrolled student not join school) to deduct 5% of these fees. If the student is not accepted due to non-availability of seats, enrollment fees are refunded.

## **School Fees and other Fees:**

School fees are paid by the parents after confirmation of their children's desire to continue their study in the coming academic year or after enrollment of fresh students in the following way:

### **1. Re-enrolled Students:**

Fees are paid on three payments. First payment will be on the 1<sup>st</sup> of August, second payment in September and third payment in January.

### **2. Fresh Students:**

Fees are paid on three payments. First payment will be during June, second payment in September and third payment in January.

### **3. The School is entitled to detain a part of the tuition fees in the following cases:**

- One month school fees if attended school three weeks or less.
- Two full months school fees are paid if attended school more than three weeks and less than six weeks.
- Full school term fees are paid if attended school more than six weeks.
- Textbooks costs are deducted in case of receipt and usage.
- Days off and absence days are included in week's days.
- One month's school fees are calculated by dividing the total school fees on ten months.
- Same conditions are applicable on transportation fees on the student's leaving school or cancelation of enrollment.

### **4. Procedures taken on non-payment of school fees:**

- Student is suspended for three days from school for not payment of school fees. This suspension is repeated should the parent not pay school fees.
- Any school documents are detained from student (marks record – transfer certificate – transferral of student via electronic system – continuation of study ...etc.)

# School's Graduation Policy

- The School's Administration is keen to arrange a graduation ceremony for the 12<sup>th</sup> Grade Students and the KG students due to the importance of these grades and subject to the parents' requirements.
- Graduation ceremony is held annually at the end of school year.
- An organizing committee is formed from the administrative and teaching staff to set forth the ceremony program.
- The ceremony and the paragraphs are well prepared.
- The School arranges reservation of the appropriate hall of ceremony, number of graduates and their parents.
- The School incurs the ceremony's costs such as reservation of the hall and the paragraphs presented.
- The Students have to arrange the graduation outfit.
- A dinner is arranged after the graduation ceremony for those who wish from students and their parents. The dinner is optional for the 12<sup>th</sup> Grade students and their parents and charges for such dinner apply.
- Parents are invited as per the available seats.
- The Graduation Ceremony should adhere to the customs and habits of UAE community.
- Certificates are distributed to the graduates with excellence and appreciation certificates by the guest of honor and the Principal of the School.
- KG ceremony observes the age of students. The goal of such ceremony is entertaining and making the children happy and motivating them to learn and love school life.
- Distribution of appropriate certificates to KG students.

## Uniform School Policy

The School is keen to choose the appropriate school uniform as per the parent's desires and requirements and in accordance with the values of UAE community.

- The School, through entering into agreement with well reputed institutions, prepares the school uniform under annual and renewable contracts binding such institutions to supply the school uniform with specific number and timeframe.
- The School Uniform and sports suits are mandatory to all male and female students. Students are not allowed to attend school in case of non-wearing the School Uniform.
- Students are not allowed to practice sports without wearing the approved sports suit.
- The School's Administration expects full care of parents to ensure their children wearing the School Uniform and sports suits all through the School Year.
- Female School Uniform consists of white shirt or T-shirt bearing the School's Logo + blue skirt.
- Male School Uniform consists of blue pants + white long or short sleeve shirt bearing the School's logo.
- Male sports suit consists of blue sports suit with an orange line and bearing the School's Logo + white vest bearing the School's logo.
- Students should wear black shoes and sports shoes.
- The School's Administration notifies the parents on enrollment how to get the School's Uniform, place of sale and prices.
- Clothes are sold to parents per piece as per their desire and requirements by the School's clothes shop or by the approved company.
- The School supplies clothes to all students in August each year and parents are informed thereof via SMS.
- Jewellery, (whatever) save watches, are not allowed at school and will be confiscated from students.
- We expect students to keep their clothes clean and tidy at all time at School.
- Kindly note that, should the students not comply with the abovementioned School's Uniform Policy, they will be orally instructed, and in case of not responding, the parent will be contacted and then they will not be allowed to School until compliance.

# Students Attendance & Absence Policy

- School attendance is one of the School's priorities. It is so essential that both students and parents should comply with. This issue is specially followed up to achieve the desired goal "A School day Free of Absents". We consider student's attendance very essential which negatively impact the student's academic and conduct performance which made us not tolerate unjustified absence and control procedures and mechanisms are adopted for this purpose.
- The School's Administration expects students to attend school every day according to the school calendar and to arrive at school on time.
- The School's Administration expects all students to attend the morning assembly and actively participate in the national anthem and flag salutation.
- The School's Administration expects the parents to show full keenness to ensure their children's attendance school every day on due time.
- The Parent complies to immediately report to school his child's absence from school for any reason whatsoever.
- The School's Administration takes a set of procedures to ensure following up of students' attendance and absence in the following way:
  - Registering student's attendance, absence and late students by subject teachers at each class on the prepared form.
  - The Supervisor identifies the absent or late students after 15 minutes of starting the first class.
  - Absent students are listed in the approved report form to follow up the daily attendance and parents are contacted to notify them of their children's absence and to identify the reasons and registering the same.
  - Absent students are registered on daily basis in the electronic system of the School to follow up the unjustified absence with the following procedures:
    - Sending an electronic message to parent after 15 minutes of starting school day.

- Absence is entered into the student's electronic page for the parent's perusal.
- Enabling the subjects teachers, via the electronic system, identify the reason of absence (excused – non-excused) to take the appropriate procedure in accordance with the school's by-law of absent students from exams or school assignments.
- If the absence was justified, the parent is informed to provide a certified sick leave to register his absence under "justified absence" item. In case of not providing such sick leave, the student's absence is registered as unjustified absence and the school's sub-law is applied thereof.
- The Student is considered as absent if was absent for one class or more, one day or more (a one-class absence is treated as one-day absence).
- Should the student be absent for 10% of school days without an excuse, he is discharged from school after referring to the Council and having the prior approval in case of not responding to the School's procedures.
- All reports of late students are collected and handed over to the relevant Supervisor's office to be entered in the prepared register for this purpose.
- If, through communication with the student and his family, it was clear that the causes of absence were due to psychological or social reasons, such case is referred to the specialist (social worker – psychiatrist) to study the case and decide the remedial plan.

### **Adopted Actions:**

- On arrival, student is admitted and names delay students are
- Listing the names of delay students in the daily attendance register.
- On completion of following up attendants, absents and delay students, the relevant parent is contacted and notified of his child's absence or delay and asking for the reason and taking note of the same.
- Contact is made after maximum 30 minutes of the first class start.
- Student's absence or delay is registered in the school attendance sheets and referring the same to the official in charge to enter in the electronic system after passing 30 minutes of first class.
- Student's guidance and notification on first absence or delay.
- An oral notice is served to the student at the second and third time with an undertaking of non-repetition.
- On repetition of violation, the parent is summoned against a final written notice to student and parent's signature.
- The Parent is summoned and made aware of the student's non-compliance with the school's regulations and continuation of absence or delay, stressing the bad effect on student and in case of the student's insistence on such behaviour; he will be not enrolled at school for next year through a letter and a serving a second warning.
- On students none responding and insisting on violation, a meeting is arranged with the parent and updating him of the student's absence or delay stressing the fact that the School will apologize from enrolling student for the next academic year. This procedure is done through a prepared letter signed by the concerned supervisor and the parent to be approved by the School's Principal.
- Students with high absence level are reported to the Council along with all procedures taken to discharge student and be transferred to another school.

## **Student's Excused Absence:**

### **1. Sick Leaves:**

- When the student has an excused absence (sick report), it is considered as excused absence provided that an approved sick leave should be submitted.
- The student's sick leave is filed in the relevant file noting and checking (date of leave, date of absence, duration of leave and duration of absence).
- This absence is to be registered under excused absence in the hard and electronic absence sheet and notifying all the student's teachers of the student's sickness to make up the students of any exams taken during his absence.
- Notifying the School's nurse of the sick leave and its reasons to be entered in the concerned student's medical file.

### **2. Student's travel abroad with parents:**

- Student's travel with his parents abroad for no more than (30) days an excused leave subject to the School's Administration approval.
- The parent fills down the application form for his child's leave due to leaving the country.
- The application is referred to the School's Principal for approval.
- The parent is informed by the relevant supervisor with the Principal's opinion.
- On the Principal's approval, the parent is informed to approach the School when coming back with the required supporting documents of the student's travel (copy of passport)
- Student's coming home is followed up, receipt of documents and filing the same in the relevant file.

### **3- Summon by official authorities:**

Official letters are provided to show such official summon with the date of summon and date of coming back.

### **4- Death of first or second degree relative:**

For no more than three days and the necessity of providing the School's Administration with the death certificate to be filed in the excused absence file.

- Any other absence is classified as unexcused absence and subject to the School's rules and regulations. It is noteworthy that unexcused absence cannot be made up especially in respect of exams which are held during the student's absence and of which the student earns zero mark. Excused students are given a second chance noting that the School's procedures are applied not to get students used to absence.

# Student Behavior Policy

RPS Behavior policy is created based on ADEC guidelines and school needs. It contains a policy for attendance and proper appearance. The policy is shared with students, parents and staff in order to ensure a good understanding of its procedures, and there is a behavior committee that has a clear planned management to decrease the level of inappropriate behavior of students.

Our expectations from parents and students:

- Students should be dressed in the correct school uniform at all times including the P.E uniform during P.E lessons.
- Students should respect the school's and other's personal property.
- Respect all religions and beliefs, and avoid any racism or discrimination based on nationality, ethnicity or sect.
- Students should respect others. Do not use inappropriate language or fight with others.
- Students should bring homework and assignments on time and always have the resources needed in class.
- Students should maintain order and discipline on school grounds at all times.
- Parents should be flexible and supportive at the school.
- The school policies issued by the administration should be respected and followed at all times.
- By all means, parents should be informed and aware of details.

And prevent in any way the use of any of the following methods:

- Any type of physical punishment.
- Decreasing or reducing grades in subjects.
- Dismissing student from the class or the school during the school day.
- Punishment of whole class because of an individual behavior.
- Doubling homework.
- Insulting student in front of other students for his negative behavior
- Depriving toilet

## Student Appearance

- Any kind of jewelry, except a wrist watch, is not allowed and will be confiscated during school hours.
- Mobile phones or any other electronic devices are not permitted in school.
- Hair should be neat and in an appropriate style.

## Inappropriate Behavior

Depending on the type of the infraction and the age of the student, the school will take action against inappropriate behavior and try to amend it.

- Lateness.
- Absence without excuse.
- No books and resources.
- Improper uniform, including the P.E uniform.
- Unacceptable behavior in and out of the class.
- Misbehavior on school buses.
- Neglecting to hand homework or assignments.
- Not following school rules.
- Using mobiles during school hours.
- Cheating during exams.
- Leaving school without permission.
- Bullying or Fighting with others.
- Sexual harassment.
- Giving forged documents.
- Using bad language with students or teachers.
- Having or promoting items inconsistent with morals and religion like drugs and weapons.
- Stealing.
- Smoking.
- Threatening or abusing school staff.
- Littering and damaging school or other's property.
- Offending religious and political figures.

**Actions to be taken against the student's disorderly behavior, according to the level and type of infraction as follows:**

- Verbal warning from the teacher or the person who observed the incident.
- Written warning.
- Student's written pledge of discipline and not to repeat the offence.
- Meetings with the guidance counselor to provide advice and guidance.
- Parent will be contacted to be informed of the student's infraction and to make a verbal promise that the student will not repeat the infraction.
- Student will receive a written warning with the parent's present.
- In the case of school property damage, the student should fix, replace or pay the value of the damaged item.
- The student should apologize to the person or people who have been affected by this infraction
- Student will be suspended for a period of up to 3 days depending on the type of infraction and their age. After the suspension, the parents of the student should accompany them to the school.
- The student will receive either a break detention or be refused permission to attend certain trips.
- The student will be given written letter in order to transfer schools by the end of the academic year.
- In case of serious infractions, the student will be expelled with ADEC consent.
- When taking any of the above procedures, the student's age, the repetition of the infraction, the level of the infraction and the damage caused by the infraction should be considered.

# Child Protection Policy

## Definition of Child Abuse:

Child abuse can be categorized into four different types: neglect, emotional abuse, physical abuse and sexual abused.

**Neglect:** can be defined in terms of omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific moment. Staff must inform the DLP if he/she is concerned or suspicious that a child is being neglected.

**Emotional abuse:** occurs when a child need for affection, approval, consistency and security are not met. Emotional abuse can be manifested in terms of the child's behavioral, cognitive, affective or physical functioning. A child may be affected by an event in his/her life and staff must inform the DLP if he/she is concerned or suspicious that a child's emotional needs are being neglected.

**Physical Abuse:** is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child. Staff must inform the DLP if he/she is concerned or suspicious that a child may have been physically abused.

## Sexual abuse:

It occurs when a child is used by another person for his/her gratification or sexual arousal or for that of others. Staff must inform the DLP if he/she is concerned or suspicious that a child may have been sexually abused.

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## Designated Liaison Person (DLP):

Rawafed Private School has appointed School Director as Designated Liaison Person (DLP), Assistant Principal as the deputy DLP. The role of the DLP is to liaise with all relevant agencies, whether in seeking advice, reporting or in follow up consultations. If informed by a member of school community of a concern the DLP should in the first instance seek advice by phone, from a senior child care official/social worker/manager/designated person employed by ADEC.

At this early stage all parties including the DLP may remain anonymous and there is no requirement on the DLP to disclose the names of any party including the name of the school or her own name. However, the DLP should note the name of any ADEC employee who gives advice and their nature of that advice. It is incumbent on the DLP to follow through on all advice from ADEC. Written records should be kept of all advice, phone calls and meetings.

## Basis for Reporting

ADEC should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at a risk of abuse. With regard to emotional abuse and/or physical neglect, consistent indication, over a period of time that a child is suffering from emotional neglect or physical neglect would constitute reasonable grounds for concern.

## Procedure in dealing with a disclosures/ suspicion from a child:

- Teacher who suspects child abuse/neglect should report that concerns to the DLP at the first instance and carefully record their conversation over a period of time.
- Disclosure of child abuse/neglect from a child will be reported to the DLP. If a child starts to tell a teacher about an alleged child abuse incident the teacher will ask them to speak to the DLP. If the person does not inform the DLP the teacher will do so.
- Where a child discloses alleged abuse/neglect to a staff member, the person receiving that information should listen carefully and supportively. It is not

the role of any staff member or DLP to investigate an incident / allegation/ suspicion. His/her role is to listen and report information. Great care must be taken not to abuse the child's trust. This should not be a formal interview.

- Listen to the child
- Do not ask leading questions or make suggestions to the child
- Offer reassurance but do not make promises
- Do not stop a child recalling significant event
- Do not over-react
- Confidentially should be assured – explain that further help may have to be sought. Record the discussion accurately noting:

### What, where and when?

Description and possible sketches for physical injuries

Explanation of injury using direct questions if appropriate

Sign and date the record

Retain the record securely

- Whether cases of abuse/neglect are suspected or confirmed, Confidentiality will be respected. The information on individual cases will be restricted to the teacher immediately involved with the child and will be on a need to know basis.
- The DLP will record the incident. It is not the function of the teacher or the DLP to investigate the issue.
- If the suspected abuser is the teacher or any of the staff then the suspicion and any records will be passed on to the owner who will proceed as per guidelines.
- Informal contact with the designated person in ADEC will be made seeking advice as to whether a referral should be made. The DLP will be explicit that he is requesting advice and not making a report. It is not necessary at this stage to the DLP to disclose his name or the name of the school.

- The advice given by ADEC must be acted upon. If the advice is not to refer, the DLP will record this advice as the reason for non-referral. If the advice from ADEC is to refer the case, the DLP will do so. However, prayer to referring, the DLP will inform the parent of the intention to refer unless the course of action is injurious to the child.
- Following referral, the school will have no further part to play in the investigation.
- If a case conference is required, the DLP will be invited to attend.

All records will be held in a central, securely locked location.

### Allegations against an employee:

- Procedures followed are similar to those of a disclosure.
- Employee is made aware of the allegation against him.
- Employee will be given the opportunity to respond to the allegation in writing and at a meeting of the SLT.
- SLT meeting to review the allegation, giving due consideration to any advice given by ADEC and police.
- SLT will consider placing the employee on administrative leave with full pay pending the outcome of investigation of ADEC and Police.
- On conclusion of any investigation the SLT will then determine the employment status of the employee.

### Organizational Implications and Prevention of Child Abuse

- Police vetting
- All staff will be required to produce copies of the police vetting forms prayer to interview and these will be kept in file in the principal's office.

## Supervision

School supervision policy and routines will be followed by all staff to ensure that there is a comprehensive supervision of children at all breaks.

## Behavior

Children are to be encouraged at all times to play co-operatively and inappropriate behavior will be addressed sensibly, if an incident occurs which we consider to be of a sexually nature we will notify the DLP who will record it and respond to it appropriately.

## Visibility

Teachers will ensure that children are visible in the school yard. Children will not be allowed to spend time in classroom, toilets or sheds where they would not be under adult supervision. They are not to leave the school yard or to engage with adults who are outside of the school yard.

## Visitors

Teacher on yard duty will be aware of visitors entering the school yard and will ascertain their intentions. They will be supervised in the discharge of their business. All school entrance/exit doors are locked after the children enter the school. Visitors can not enter the school without obtaining permission from security man and hold a visitor card.

## Induction of teachers

The DLP will be responsible for informing all new teachers of this policy.

## Dealing with children on a one-to-one basis

If a staff member/visiting professional such as Speech and Language Therapist has to communicate with children on a one-to-one basis, they are requested to have the classroom open if there is not a glass partition fitted on the door.

## Attendance

With regard to child protection we will pay particular attention to the trends in non attendance. We will also monitor non attendance in correlations with signs of neglect/physical/emotional abuse.

## Toileting Accident

Adults working with children with intimate care needs will always make sure that any physical contact is for the purpose of meeting the needs of the child. Adults will always respect the dignity of the child.

# Parents and Family Contribution Policy

- The School's Administration believes that the family's role is very essential in the learning process. It is a complementary role to the School's. The more the family actively contributes in identifying the school's life, the more the parents will feel as part of the school's community and of responsibility.
- The School's Administration struggles to communicate with parents and make them share different fields which surely will positively be reflected on the positive relationship between the School and the family.
- The School works on continuous communication with the family via different means, such as: phone – email- SMS –meetings – periodic meetings.
- The School gives the parent the right to meet their children's teachers to identify all the scientific and behavioral aspects of their children through prior appointments, suitable for both parents and school teachers.
- The School gives the teacher the right to meet the parents and communicate with them to discuss the student's academic and behavioral status and prescribe remedial programs through their mutual cooperation.
- All appointments are arranged by the competent official in charge to arrange meeting teachers, supervisors or principal.
- The School's Administration adopts the open-door policy in receiving parents, listening to their remarks and discussing all issues.
- The School uploads all circulars and pamphlets on the School's website to enable parents easily review the same including all issues related to the syllabus, teaching methods and what are students required to do.
- The School's Administration is keen to invite parents to participate in all ceremonies and parties organized by the School and their contribution in organization or attendance.
- Enabling the parents to follow their children's school results through: periodical meeting at mid-term, marks cards at the end of each school term – individual meetings during school year.
- Parents are allowed to know the School's premises and the environment of their children at suitable times not interfering with the teaching process and

through periodical meetings with parents or at the beginning of the school year.

- On the National Day, the School opens the door to parent's participation on annual basis.
- The School expects the parents to submit initiatives to improve the School's performance and provision of a distinguished environment for teaching and learning.
- The School's Administration expects parents to actively participate in teaching their children as per the School's policy and vision and in accordance with the School's panels and regulations.
- Protection of the child's privacy and not allowing others access to any data related to students except the parent and, further, protecting him from the risks of technology during the School Day.

# Board of Trustees Policy

## Who are they?

RPS trustees are a group of people who have been elected by school members and based on ADEC policy 17 and 18, Trustees will be elected every agreed period of time.

## Roles and Responsibilities:

### Trustees key area of distribution

The Board of Trustees key areas of contribution are to:

- Set and, as needed modify the vision and mission and values of the school.
- Protect the special character of the school.
- Ensure a sensible and feasible Strategic Plan.
- Approve and monitor the Annual Plan.
- Develop and review the general policy direction.
- Monitor and evaluate student learning outcomes.
- Appoint, assess the performance of and nurture the Principal.
- Act as good employers Provide financial stewardship.
- Oversee, conserve and enhance the resource base.
- Approve major policies and programmed initiatives.
- Manage risk.
- Build a broad base of community support.

## All Board members:

- Are accountable to the Chairperson.
- Make themselves accessible and sympathetic to the needs of staff and parents.
- Accept the paramount importance of the Charter.
- Acts and Employment contracts when making decisions.
- Attend Board meetings and various subcommittees meetings as required.
- Are prepared to accept responsibilities within the Board.
- Acknowledge the importance and need for continuous training related to their position.
- Adhere to the Trustees Code of Conduct.

## ROLE OF THE CHAIRPERSON

- The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Boards processes. The Chairperson's role is to oversee all Board activities and to act as spokesperson for the Board. The Chairperson is (re) elected each year following the Annual Meeting.

### Key Responsibilities:

- To provide leadership to the Board of Trustees as well as establish and maintain an ongoing working relationship with the Principal.
- To ensure that the Principals Performance Agreement and Appraisal are completed on an annual basis.
- To ensure that the work of the Board is completed.
- To effectively organize and chair Board meetings.
- To ensure the Board operates within its governance role.
- To assist subcommittees through processes and procedures.
- To promote good communication between the Board and the wider community.
- Ensure that the Board is a 'good employer'.
- Ensure the Principal has the freedom to manage the day to day operation of the school.
- Ensure reports to ADEC are punctual and accurate.
- Through the Principal, or independently, as appropriate, keep ADEC informed of school situations of an unexpected nature.
- Ensure all trustees fulfill their responsibilities and act in accordance with school policy and legislative and contractual requirements.
- Read all official documents from ADEC and through the Board Secretary keep the Board informed of matters which affect the school in any way.

## PRINCIPAL'S RESPONSIBILITIES:

- Attend all meetings of the Board.
- Maintain regular meetings with the Chairperson.
- Work cooperatively with trustees to facilitate responsibilities delegated to them, e.g.: subcommittees.
- Furnish a report on school operations, including curriculum, to the Board.
- Report outcomes of curriculum review to the Board according to the timetable documented.
- Report progress in Staff Appraisal to the Board.
- Provide full and accurate information on all aspects of school operations to enable the Board to make wise decisions.
- Support the Board and foster harmonious relationships between Board and Staff.
- Facilitate opportunities for the Staff Trustee to report Board matters to staff or gather staff opinion for the Board.
- Work within Board policy and contractual obligations.
- Action Board delegations after meetings as quickly and efficiently as possible.

## SECRETARY'S RESPONSIBILITIES:

- Check inwards correspondence at least twice weekly.
- Bring any relevant correspondence to the attention of the Board Chair/Principal etc.
- Ensure meeting Minutes are typed and distributed as soon as possible following any meeting of the Board.
- Ensure one copy of Board meeting documentation (Agenda, Minutes, and Reports etc.) are pasted into the Minute Book.
- Display a copy of the Agenda for the upcoming Board meeting in the foyer of the Administration block.
- Display a copy of the current Board Meeting Minutes in the foyer of the Administration block.
- At least two days prior to the Board meeting, send out to all Board members a copy of all meeting documentation relevant to the meeting.
- Record all inward ADEC correspondence.
- File all correspondence in the Board filing cabinet as soon as possible following the meeting.
- Circulate any ADEC mail outs as necessary for Board information.
- Hold a key for Board filing cabinet.
- Bring Board Minute Book to monthly meeting for Board Chairperson to sign.
- Keep a folder of Board Meeting Minutes available for public perusal.
- Ensure minutes are locked securely in the Board filing cabinet.

## SUBCOMMITTEE RESPONSIBILITIES

- Meet at least once a term, and other times as required.
- Follow normal meeting procedures.
- Minutes, with recommendations of the subcommittees, are to be made available to the Board Secretary to include in Board meeting documentation.
- The resolutions or recommendations of the subcommittees must be approved by the full Board unless prior power to access has been granted.

## GOVERNANCE AND MANAGEMENT

The role of the school Board of Trustees is governance.

### Governance is not the same as management.

Management is an active, usually day to day activity which is concerned with the way things are done. Management is concerned with the 'means' for doing things, or in other words, the process. It is the manager's task to get things done or to implement decisions often made by a higher authority, in the form of programs and services.

### Management is 'hands on' hands in'.

Governance by contrast is not a day to day activity and is less concerned with the way things are done and more concerned with why things are done. Governance is concerned with 'ends' rather than means. Governance is often used interchangeably with ruling, so the governing board is concerned with the rules which determine the way an organization operates. However, after setting the rules, the board then steps back and authorizes others to carry them out. In the organizational context, rules are typically known as policies.