

Al Ittihad National Private School

Abu Dhabi

Students & Family

Hand Book

2017/2018

Reviewed by	Date	Signature

Introduction

Welcome to the Al Ittihad National Private School - Abu Dhabi (INPS).
The INPS provides great educational services to a wide range of students.

We believe parents are the main influence in children's lives. Our goal is to build a relationship with the child and with the family. As your child develops a sense of trust in us and the school environment, they learn to separate from you with confidence knowing you will return at the end of the school day. We respect each person's need to experience the separation process in his or her own way, and are here to help the children express their feelings as they build meaningful relationships with us. We believe that when a child's social and emotional needs are met, he or she can participate fully in the wide range of learning opportunities here at school. Children will become familiar with the routines of a classroom environment and benefit from gaining a sense of what it is like to be part of a larger group.

We invite families to become involved in all aspects of our mission. For more up to date information, we hope that you will view our web site at www.inpsabudhabi.com. We like to build connections between the child's day at school and life at home. We invite you to share your ideas, questions and concerns with us. We hope you will visit the classroom and share aspects of your family life with us. Our goal is to build a sense of community and trust between children, parents, and staff.

The purpose of this Family Handbook is to provide an organized source of detailed information specifically related to the ways that families can partner with the school to ensure a high quality experience for all. Please have all of your children's primary caregivers (e.g., extended family, nannies, etc.) review the handbook and other materials.

We look forward to collaborating with you as our most important partners through this noble journey.

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General Information

Al Ittihad National Private School - Abu Dhabi

The Al Ittihad National Private School - Abu Dhabi (INPS) was opened in 2006. It is a modest facility spanning 11,450 square meters. The school is viewed to serve the educational needs of Abu Dhabi community. Currently our school consists of four sections:

1. Kindergarten Section (KG1 & KG2)
2. Primacy School (1 to 4)
3. Middle & High School - Boys Section (5 to 12)
4. Middle & High School - Girls Section (5 to 12)

Vision Statement

A Generation of Heritage Guardians and Global Thinkers.

Mission Statement

We at "INPS-AD" are committed to the intellectual and personal development of our students by providing programs that inspire and empower them to become active national and global citizens.

Strategies that Support the Vision and Mission

ACTIVE NATIONAL AND GLOBAL CITIZEN We will challenge our students to become active and responsible citizens inspired by their understanding of current issues and concerned with the wellbeing of others both locally and globally.

INTELLECTUAL DEVELOPMENT We will enhance the academic and intellectual development of our students through challenging curricula and teaching strategies that foster learning and thinking skills

PERSONAL DEVELOPMENT We will nurture the social, emotional, and physical development of our students through curricular and extracurricular activities.

COMMUNITY ENGAGEMENT We will develop strong partnerships with the local and global community to provide rich opportunities for students' intellectual and personal development.

SUPPORTING INFRASTRUCTURE We will provide safe and systematic infrastructure, enriched by meaningful technology integration to support student learning, facilitate staff development, and encourage community involvement.

Values

Respect Empathy Integrity Tolerance Care Resilience Belonging & Loyalty

The INPS community is comprised of people of diverse backgrounds. Individually and collectively, members of the INPS community recognize and respect the inherent dignity of every individual. We recognize that each of us shares the responsibility for creating a safe, nurturing and encouraging environment for all of us. We shall recognize and celebrate our strengths and, at the same time, we shall help others to overcome tasks they find challenging.

History

INPS was officially opened in 1976 in Mamzar, Dubai. It was inaugurated by late Sheikh Rashid Bin Saeed Al Maktoum (may God rest his soul in peace).

In 1998, a new campus was opened in Jumeira.

In 2004, Al Ain Branch was established.

Abu Dhabi campus was opened in 2006.

Our Competencies

The attributes and descriptions of the Competencies define the type of learner INPS hopes to develop through its programs. All members of the INPS Community including students, teachers, administration, support staff and parents strive to develop these qualities.

Competency	Descriptions
Collaboration	Collaboration means working together on a problem or a task. Collaborative learning is an approach to learning which asks students to work together in pairs, groups or teams to achieve common goals.
Communication	Communication is the act of transferring information from one place [or person] to another. Having effective communication skills involves the ability to transfer information accurately, clearly and as intended, to suit the audience, task and purpose.
Creativity	Creativity in education refers to a student's ability to use their knowledge and skills imaginatively and in a productive way (i.e. when something new is made, performed or imagined.) What is produced (or created) may be a new object or artefact; an original solution to a problem; an innovative way of using or combining ideas or materials or an interesting way of developing a given starting point.

Critical Thinking	Critical thinking is the ability to use the power of reasoning to arrive at a solution, strategy or proposal. It describes the higher order thinking skills of analysis, application and evaluation. It is closely linked to logic, reasoning and deduction.
Cultural Awareness/ Citizenship	Cultural awareness is about having knowledge and understanding of the history, traditions and beliefs of one's own and others' countries and being sensitive to these in dealing with others. Cultural awareness also exists within countries, e.g. generational awareness, urban versus rural customs, etc. Citizenship involves being aware of one's rights and responsibilities as citizens, and being active participants in communities.
Digital Competence	Digital competence can be broadly defined as the confident, critical and creative use of ICT to achieve goals related to work, employability, learning, leisure, inclusion and/or participation in society
Entrepreneurship	The term 'entrepreneurship' usually refers to start-up business activity involving the development of new ideas or innovations in order to make a profit. In the school environment, this is likely to mean that learners are actively involved in innovative activities and pursuits which have a positive, often financial, impact on the school or local community.
Global and Environmental Awareness	Global and environmental awareness is about appreciating the social, cultural, economic and environmental background of other nations and knowing how to act responsibly and ethically in a local, national and global community
Leadership	Leadership is the ability to lead or influence people, by means of personal attributes and/or behaviors, to achieve a common goal.
Independent Learning	An independent learner has the necessary skills and attributes to complete a task or activity, including knowing when and where to get help, without reliance on others.
Initiative/Self-Motivation	Having or using initiative involves the ability to assess and initiate things independently, a willingness and ability to take on responsibility, make decisions and solve problems without formal direction or instruction. Having initiative invariably means an individual being self-motivated; having the desire and determination to work towards goals and targets without the need to be pushed or driven by others (for example by teachers).

Problem-Solving	Problem-solving as a competence involves discovering and analyzing simple or complex, defined or ill-defined problems or issues, identifying and overcoming obstacles and finding the solution that best resolves the issue.
Self-Confidence	To be self-confident is for a learner to have confidence in their skills and ability to perform a task effectively, or to fully complete an activity or project

Our Aims

- To **educate** a generation to develop into exceptional leaders that can cope with the challenge of an ever-growing global world, while respecting their cultural and religious heritage.
- To **foster** academic achievements, positive attitudes and values, growth of a strong self-image and respect for others through the dedicated efforts of professional staff and the curricula and extra-curricular programs offered by the school
- To **promote** quality and equality
- To **encourage** the students to learn the skills necessary to function both as individuals and as members of a group
- To **offer** a variety of courses within the disciplines of math, science languages and humanities
- To **recognize** that each student has unique needs and abilities and to provide remedial programs when and where necessary
- To **create** a safe, warm, caring and respectful environment that provides a supportive climate for learning.

Code of Ethical Conduct

INPS follows the Abu Dhabi Education Council Code of Ethical Conduct (www.adec.ac.ae).

We share the following core values as guides for interactions:

- We strive to **respect** each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.
- We use direct eye contact, smiles, warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working **relationships**.
- Our **partnership** in learning is supported by regular, reciprocal communication, affirming recognition of effort and accomplishment, predictable, developmentally appropriate responsiveness to initiative, emotion, and concerns, and proactive conflict resolution.

- We are committed to **diversity** and we strive to create an environment of **inclusion** that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child.

Statement of Curriculum

Our school adopts a wide variety of educational program in all grade levels. For instance, the Harcourt American program is adopted in teaching English, Mathematics, and Sciences in K- 6, and the Holt American program is adopted in teaching English, Mathematics (Algebra and Geometry), and Sciences (Physics, Chemistry, and Biology) in Grades 7 through 12.

Moreover, we adopt the Mc GrawHill and Glencoe programs in teaching Humanities (Business, Economics, Accounting, and History) in high school. In parallel, we implement the ESS (English Social Studies) "OR a Better World" series for Grades 1 through 6.

Furthermore, an ICT program called Kidpix is introduced in the KG level, and the project-based program Techno Kids is given to students in Grades 1 through 7. ICDL is taught to students in Grade 9 ,An online 21things4students" project-based program is taught to students in grade 10 , Robotics to students in Grade 11, and Adobe After Effects to students in Grade 12. The curriculum of the Ministry of Education curriculum is put into practice in teaching Arabic Language, Islamic Studies, and Arabic Social Studies.

This curriculum is integrated academically, socially, and personally by carrying out several activities and organizing competitions that help shape students' character.

English is the language of instruction in all subject matters except for Arabic, Islamic Studies, and Arabic Social Studies. All our students are involved and encouraged to participate in advisory and co-curricular programs consisting of an affluent array of activities that form the backbone of our curriculum.

To crown all our achievements and efforts in this area, we are proud to say that throughout the years our students have earned many rewards and prizes from participating in various academic competitions.

It is, thus, worth noting that our school provides ample opportunities to prepare our students to sit for the standardized tests; such as: IOWA, TIMMS, PIRL, TOEFL, MAP, ICDL and SAT.

Teachers at our school are mere facilitators and mediators of learning as well as creators and implementers of student-centered activities and projects. In fact, our teachers incessantly help

students to continuously assess their academic progress and consider feedback an integral part of the teaching-learning process.

The teacher's relationship with students is a nurturing one, reinforced by the school support system to grant student's intellectual, affective, and physical growth. Cooperative learning, critical thinking, learning centers, employing media in teaching, and empowering learners all guarantee life-long learning at our school.

Admission Guidelines

Students will be admitted in accordance with the following guidelines:

Class Size:

In an effort to offer best teaching practices, the INPS limits the number of students per classroom to 25.

Siblings:

Every attempt will be made to consider families. Some preference will be given to applicants whose siblings currently attend the INPS if school requirements are met.

Gender of Child:

A general balance between boys and girls within each class division is sought.

Ability:

The INPS accepts students at varying developmental levels, and does not seek to enroll only high-performing or developmentally advanced children.

Affiliation with INPS:

Children of INPS employees will be given priority for enrollment. The remainder of the students may be admitted from the community, whose parents are not employees at INPS.

Entrance Exam/ Interview:

Admission depend upon the availability of seat as well as the entrance exam /interview results or additional information from any applicant to best determine whether the INPS is a good fit for him/her. The school requests students in grade 1-12 to sit for an entrance exam in the three main subjects – English, Math and Arabic.

Kindergarten children need to sit for an interview.

Notification of Admission

Families of accepted children will have one week to officially notify the school of their enrollment intentions.

Evaluation and Reporting

On-going observations will be gathered about each child throughout the year and will be used to support learning and are usually linked with our daily activities and routines. . Each child is observed on regular basis, weekly and more long term plans are formulated for individual children as well as for the group.

This information is shared formally with the parent (through report card). There are also a number of opportunities for regularly scheduled parent/ teacher conferences throughout the year.

Inclusion

Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified/diagnosed special needs of individual children and offered training to follow through on specific intervention plans.

The teacher makes appropriate professional referrals when necessary. Family members are involved in development and use of individualized education plans (IEP). Staff addresses the priorities and concerns of families of children with special needs.

All students on an Individual Education Plan (IEP) who meet their objectives, progress to the next age-appropriate placement and grade-level sequence. If the SEN student is not making any progress then is school is required to adjust the student's IEP.

Students with learning difficulties

In the event a student faced any difficulties and was unable to achieve the desired progress, the school will:

1. Informing parents about the difficulties faced
2. Providing adequate support and provide possible alternatives, which may include modifications or improvements to the teaching program.

Responsibilities of Parents

Parents play an important role at INPS in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress.
- Communicate regularly with the school.
- Help their child be neat, appropriately dressed and prepared for school in the correct school uniform.
- Install D6 (application)

- Promptly report to the school their child's absence or late arrival.
- Regularly read the School Website.
- Become familiar with the Code of conduct, BEHAVIOUR POLICY and school rules.
- Encourage and assist their child in following the rules of behavior.
- Treat all school employees with respect and respect school rules.
- Assist school staff in dealing with disciplinary issues.

Communication (Home-School Connection)

Regular communication is encouraged among families and the school staff so that multiple perspectives on the child's development and interests can be used to enhance the child's school experience. INPS facilitates communication in the following ways:

Family & Student's Handbook: provides important information that will help both parents and students to have a successful school year.

In addition to important rules and procedures, there is a calendar with important dates including parent conference weeks and school holidays.

Newsletters: INPS (Weekly & Monthly) Newsletter is an excellent way to keep everyone in the community informed and up-to-date. The content of the newsletter is always informative, so that it can best meet the needs of our community.

Kindergarten and Primary Homeroom teachers are a parent's first point of contact in the event of an issue or concern.

SMS: Sent through the School System and it is one of the fastest tools that the school uses for emergencies or reminders.

Official Parent Meeting: are held twice a year and marked at the school calendar.

Scheduled Parents Meetings: Parents are also invited to visit the INPS on an informal basis. We recommend that appointments are made if parents wish to speak to specific staff members; they are encouraged to schedule time through the section administration or adhere to teachers' office hours.

The INPS Website (www.inpsabudhabi.com): The school website is designed to keep parents, students, staff and the community informed of what is happening in and around INPS. This is the place where you will find update information about what your child is learning in class plus it is the source of where you will find your child's homework information.

The School Communicator (D6): INPS uses the School Communicator system to notify parents of special events, reminders or emergencies. Parents are required to install the D6 applications on either their computer and/or smart phone.

Parents' Care Email parents@inpsabudhabi.com: To receive non-academic school issues that parents or a parent group might rise. Qualified staff deals with parents' concerns through this email, record them and try to solve them promptly.

Communication Diary (KG-Grade 6): The school Communication Diary is used for KG- Grade 6 students regularly.

Suggestion Box: Suggestion box is located in the corridor near the executive Secretary's office. If parents have any comments or suggestions, they are advised to fill the forms that are placed next the box and hand them in person or place them in the box.

Class Dojo (KG-Grade 6): Class Dojo is a behavior management tool for the classroom. Each student has a profile – complete with their own avatar – to which teachers can assign positive and negative points (or 'dojos') throughout the lesson. The program can be operated by a teacher from their computer or tablet, and each time they award a point an (optional) sound plays to alert the class. This information is then recorded on students' profiles so that it can be reviewed throughout the year. Parents also have logins so that they can view their child's achievements from home.

Parents must keep the school updated with current contact information, including phone number and email address at all times.

INPS Students' Behavior Policy

The school has a clear and detailed Behavior Policy for the students shared and agreed by all parents.

An Environmentally Friendly School

We recognize the importance of environmental sustainability. We expect members of the INPS community to model environmental responsibility and to take every opportunity to help students develop an awareness and understanding of environmental issues. Part of our initiatives to be an Environmentally Friendly School includes recycling also limit the amount of paper we send home. All communication and homework is communicated online through the weekly planner.

The School Day

All students are expected to arrive on time. The school day begins at 8:00am

Morning Drop Off

Parents are welcome to drop their children at school from 7:30am onwards.

Arrival to School

- Students are expected to arrive to the School at **7:15 a.m.**
- **Kindly do not leave your child unattended in the classroom if you arrive earlier than 7:30 a.m.**
- Adults are kindly requested to accompany their kindergarten and primary children to

their class and not drop them off at the school's main entrance.

- If your child arrives to School later than **8:00am**, please, make sure you stop at the **Reception** to write your child's name in the late arrival log,
- For your child's safety outside the school's gates, especially in the car parking area, please make sure that your child is accompanied by an adult at all times.

Assemblies & National Anthem

Just after the bell (around 7:40 am), the UAE National anthem is played. As soon as the music starts all parents, teachers, staff, students and visitors must stop and look towards the flag. Everyone must show solemn to the national anthem.

Students are expected to be in school to attend the morning assembly, UAE national Anthem as prescribed by the school management. Weekly morning assemblies for all sections are assigned on certain days where all students are required to attend. On occasions, parents are invited to attend Kindergarten and Primary students' assemblies to celebrate children's achievements and accomplishments and watch them perform.

Attendance and Punctuality

Attendance is taken at the beginning of classes in the morning and monitored throughout the day. This is for the safety of the children. Students who are not in the classroom in the morning while attendance is being taken will be marked absent.

Attendance and Absenteeism

Students are expected to be present unless they are ill or have a family emergency. As part of our "Safe Arrival Procedure", our Administrative Assistant calls parents of children who are not present when morning attendance has been taken. To help us keep your children safe and avoid time wasted making unnecessary phone calls, we ask that the parents or guardians to please contact the school if their child will be absent. Illness and extended vacations may interfere with your child's learning.

- Students are expected to be committed and come to school regularly where they should attend around (180 to 190) days according to Abu Dhabi Education Council. Whenever a student is absent, the school shall send a notification message to parents through the (esis) system.
- There are two kinds of recognized absence:
- Excused: Absenteeism with permission of parent/guardian and school administrator. Excused absences are as follows: Sickness, medical appointment, and death in family.
- Unexcused Absence: Absenteeism in one class or more without permission of parent/guardian or school administrator and not approved or pre-arranged with school administration.

Sickness and Accidents

If your child has any of the following symptoms (high fever, inflamed throat, eye discharge, unidentified rash, vomiting or diarrhea) you must keep him/her at home, unless medical clearance has been given.

If your child becomes ill during the day, the parent/guardian will be notified. If medical advice is required we will seek it immediately. In the event of an accident or emergency, the parent or the person named as the emergency contact will be contacted. If the accident or emergency requires a doctor, your child will be taken to the nearest accident clinic.

The procedures listed below will be followed whenever a student is absent

(with the exception of verified medical absences, approved pre-arranged absences, or absences due to suspensions).

- When your child is absent from school for two (2) consecutive days or more, you need to provide a letter explaining their absence or provide a note from the doctor upon return to school.
- If a student has five (5) absences a letter of notification will be sent to parents/guardians along with a copy of the attendance policy.
- On the tenth (10th) absence a letter will be sent requesting a meeting with the student and parent/guardian to reiterate the adverse effects of the student's absences and to devise a plan to rectify the problem.
- On the twelfth (12th) absence the student/parents may be required to participate in a school conference. Disciplinary actions may occur.
- After 15 consecutive absences a student may be withdrawn from school.

Dismissal

Sunday - Thursday:

Kindergarten at 1:15

Grades 1-12 at 2:30

Tuesday:

KG at 12:00

Grades 1-12 at 1:35

Releasing Children

Students in Kindergarten - Grade 4 will only be released by the parent(s) access card or others identified by the parents can pick up a child (such as parents, guardian, older sibling...etc.). Parents provide a signed form listing other authorized persons. Under no circumstances can a child be released to anyone not on the signed form. Teachers will ask for identification if they do not know the person. If someone other than the parent or guardian is to pick up the child, please send a written notification signed by one of the parents to the administration or to your child's teachers

The KG Entrance door will be opened in the afternoon at 1:15 p.m. when you come to pick up your child, please wait at the reception hall then head to your child's classroom. Having people standing in the hall outside classrooms is distracting to the children. It also makes things more difficult for us to monitor "strangers" who might enter the School. Without prior approval of

the administration, parents and guardians are not allowed to go directly to the classes during the school day.

Parents who wish to pick up their children before regular dismissal time should come to the Section Administration's reception office and then one of our staff members will escort the child to the reception area.

In the event of a family emergency or change of plan, please try to contact the school office as soon as possible so that your child and the teacher can be informed of your new arrangements.

Parents should notify their child's Homeroom Teacher if another adult is picking up their child to avoid any issues.

Early Release

Allowing students to leave early due to pressing/urgent reasons

- If students need to leave before the end of the day, the office of the school's principal must be informed. The admin has the right to refuse if not convinced about the reason/excuse.
- Parents/guardians in person must escort/pickup their child, and in the case of the parent not being able to do so, an identification of the parent/guardian will be required for verification purposes and the parent/guardian must be able to be reached by phone.
- The student will be given an Early Dismissal Pass that must be given to Security. (Please note children cannot be released during Buses departure time.

Departing School at the end of the day

- Private Vehicles:
 - Female students should be picked up from the exit gate allocated in their building.
 - Male students should be picked up from the exit gate in their building.
- School Buses: Students should go directly to the assembly point allocated for buses.
- The school must be noticed whether the student needs to leave the school with his/her relatives or friends without informing the Section's administration.
- Students are not allowed to leave the school premises during activities and celebrations without obtaining the section principal's permission.

Bus Rules and Guidelines

1. All buses will be equipped with seat belts. There will be a monitor on each bus to ensure

that all students wear their seat belts and assist them in boarding and exiting the bus. Contact numbers for bus monitors will be provided at the beginning of the school year.

2. Parents will be informed of the exact pick up and drop off timings by the bus driver before the start of the school year.
3. Please contact the bus monitor if a student is going to be absent on any given day.
4. Please do not keep the bus waiting, as it causes inconvenience to other students on the route. The bus will wait for 3 minutes and then continue on the route.
5. If parents meeting a particular student are not waiting at the drop off point at the said timing, then the students will be brought back to school. Parents will then be required to collect the students from school. Due to safety concerns, handing over students on the way is prohibited.
6. Parents will have to wait for the students as per the transportation route. For safety reasons, no student will be dropped anywhere other than their agreed drop off point.
7. If for some reason the student will not be taking the bus home on any given day, please communicate with the school's Front Desk Administrator by midday at the latest.
8. Students should remain seated while bus is moving.
9. Seat belts must be worn at all times.
10. Noise level should not disturb others. No shouting, yelling or talking loudly.
11. Behavior should not annoy others.
12. Students who misbehave on the bus will not be allowed to continue using the transportation.
13. No offensive, profane or insulting language should be used.
14. Physical abuse and bullying are unacceptable.
15. Students' tablets are allowed on the bus but are the responsibility of the student and must remain in their bags at all times. Primary students may not use any electronic items.
16. Food and drink are allowed on the bus.
17. All garbage must be removed from the bus. The bus must be kept clean.
18. Damage or vandalism to the buses will result in repair costs being invoiced to parents and consequences to students.
19. Students are responsible for getting to the bus on time after school; buses will not wait or be called back for students. Kindergarten & Primary students will be escorted by the bus monitors.
20. Students are not allowed to switch buses.
21. Non-bus students will not be allowed on the buses at any time.
22. The bus monitor is in charge of students on the bus. The bus driver and the monitor are to be treated respectfully and their instructions must be followed.
23. While on the bus, students must represent the school with pride.

24. The INPS behavior code and its consequences will apply.
25. Students who violate bus rules may lose the privilege of the bus service.

Only students who pay for the bus service are allowed to use the buses and students must only travel on the bus assigned to them. i.e. students cannot switch buses because they are going to their friend's house.

Parents will be asked to sign the bus rules and guidelines

Medication

All medication requirements must be written in the day book and signed by the parent/guardian. Ensure that medication is given to the School nurse for safety. All medication must be labeled clearly with the child's name. We do keep pharmacy medicines on the premises, which if we have to administer to your child, we will contact you and ask for your permission.

Emergency Information

Please keep us informed and updated of changes in address, home phone number, work phone number, emergency contact numbers and medical information regarding your child. We need to reach you quickly in order to respond properly in case of an emergency.

School Uniform

INPS reserves the right to insist that students wear the school uniform assigned by the school management. Students must abide with **INPS Dress Code and Appearance Policy** of wearing the school uniform during a school day.

Requirements

A. Trousers:

1. Trousers used for boys from grade 1 - 12

- Dark blue trousers with two side pockets 60% polyester 40% cotton
- Should fit properly.

2. Short used for KG1 and KG2 students

- Dark blue short with two side pockets
- Adjustable waist

B. Dress:

1-KG 1 and KG 2 dress

- Striped blue and white dress 80% cotton 20% polyester
- Length: below the knee
- round collar
- 5 x 5 cm School logo on the left side

2- Girls dress from grade 1- 4

- dark blue sleeveless dress – pleated on both side of the skirt
- Length: below the knee
- 5 x 5 cm School logo on the left side

3- Girls dress from grade 5-12

- Dark blue sleeveless dress
- A line shape with two hiding pockets
- Length: below the ankle
- 5 x 5 cm School logo on the left side

C. Shirt Styles for all students from grade 1-12

- A striped blue and white cotton 100% shirt
- Formal collar with one pocket on the left side
- Available as a long sleeves for all girls and short sleeves for boys only
- 5 x 5 cm School logo on the left side

D. PE uniform:

All students from KG 1 to Gr. 12

- Polo-style white 100% cotton shirt
- Shirt should fit properly
- Undershirts, must be white
- Navy blue PE jacket and trousers 80% polyester , 20% cotton
- white side thin strip
- 5 x 5 cm School logo on the left side on the jacket and the polo shirt

E. Shoes

- Athletic shoes, shoes, are all acceptable but must be solid black.
- Sandals or flip flops of any kind are prohibited.
- White Socks
- White insole athletic shoes must be worn in the gym and green field.

F. Sweaters

- Students can wear plain sweaters (white, dark blue, gray, black)

Enforcement

The department principal shall ensure that the policy is enforced in a consistent manner and require the students and the student's parent/ guardian to take appropriate action to remedy situations determined to be in conflict with this policy. Disciplinary action shall be taken for violation of the school uniform and appearance policy in according with Al Ittihad National Private School code of students conduct.

Classroom and Section Rules

Students are expected to follow and implement classroom rules which will be posted in classrooms: (Ref. INPS Behavior Policy)

- Pass Card: Students are expected not to roam around the school during lesson time, except after getting a pass that determines where he is going
- Show respect to teachers, classmates and all workers and avoid bad words and misbehavior.
- Students are expected to show pride in the INPS- Abu Dhabi campus. Classrooms, cafeteria, hallways, bulletin boards, grounds, fields and other shared areas should be kept neat, tidy and clear of rubbish and personal belongings.
- Students are expected to be punctual, arrive to their classes on time and stay calm throughout the lesson.
- Students are expected to take exams as scheduled and do not postpone any exam. Travel related excuses will not be accepted.
- Respect the rights of others by not being disruptive and by not purposely raising your voice during class and especially while the teacher is explaining or instructing.
- Students are not allowed to leave the class without teacher's permission.
- Students are not allowed to go to the cafeteria except during breaks.
- Students are not allowed to bring unhealthy food, fizzy drinks and energy drinks
- Students are not allowed to eat in class and during classes.
- Avoid going to the clinic without their teacher/supervisor's permission.
- Students are strictly prohibited from entering teachers' lounges and walking around the school facilities.
- Students should not be late for their classes especially after breaks

- Students are always expected to behave appropriately, and avoid any behavior contrary to religion, values, customs and traditions
- Avoid cheating in all its forms
- Students are not allowed to bring large amount of money, expensive watches, jewelry and the school will not be held responsible for any loss.
- Personal celebrations such as birthday parties are not allowed in the school

Lost and Found

“Lost and Found” boxes are located in the reception area of each section. By leaving valuable items at home, you can avoid loss of equipment and clothing. All items must have your child’s name on them.

Electronic Devices:

- It is strictly forbidden to bring mobile phones to school.
- If violated, the device will be confiscated and will be given to parents by the end of the academic year.
- Should there is a need for a “laptop” or “camera” be brought to school, it should be kept in the supervisor’s office until use.
- If a device is brought without the knowledge of school officials, the school will not be responsible for any loss or damage.

Promotion of students to the next grade

Kindergarten and Grades 1 to 5

All students in KG and Cycle 1 will be promoted to the next grade, except in rare circumstances. The decision to retain a student in the same grade will be taken after considering the guidelines included in this policy.

Grades 6 to 12

All students in grades 6 to 11 will be promoted to the next grade when they meet the promotion requirements as per the Council-approved curriculum. A student cannot be retained in a certain grade more than two consecutive years maximum and no more than two different grades during the entire school education. The School must provide such student with the necessary learning support.

As part of the graduation requirements in Grade 12, students must:

- Meet the Ministry criteria to pass grade 12, i.e. attaining at minimum the passing grade in all subjects.
- All graduates must seek “UAE Equivalency” status for their High School Diploma and must sit for:
 - TOEFL (Minimum score: 61 or pass the IELTS with minimum 5.5 band.
 - SAT 1 – MATH component (Minimum score: 400) before graduation.

Note: Passing Percentage:

- a- Passing percentage for all subjects for Grades 1-9 is 50%.
- b- Passing percentage for all subjects for Grades 10-12 is 60%

Field Trips

Educational fieldtrips are an extremely important element of Al Ittihad National Private School – Abu Dhabi (INPS). Carefully planned field trips allow the students to make connections between the planned curriculum and their everyday experiences. Field trips promote learning in a real context.

Only students that have submitted permission slips signed by parents will be allowed on the visit. Those unable to attend will be placed in any other activities in the School for the day.

Nutrition Policy

INPS has an anaphylaxis policy that bans all food with nuts and traces of nuts. Please avoid packing peanuts, peanut butter or products that contain peanut oils. Parents should communicate with staff regarding their child’s food intake concerns or special requirements. Families of children with special diets should provide a letter from a medical practitioner/dietitian outlining the condition or allergy.

Cookies, sweets, chips and fizzy drinks are not allowed at school.

Volunteering

Information about volunteering opportunities will be sent home. Adult family members are welcomed. Volunteer Form must be completed and returned back to the office. We will use information provided to schedule activities according to parent preferences as much as possible.

EHS and Child’s Protection Policy

EHS and Child’s Protection Policy will be available in the school website, in the Administration of each department and at EHS Office. All parents are asked to read it and apply.

Suspension or Termination of Enrollment Policy

Termination is always a last resort action which is carried out only when the Director and Teachers feel that such action is in the best interest of the child or the other children enrolled. If the INPS is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a child may be terminated are explained below:

1. The student exhibits extremely aggressive behavior which endangers other student and/or staff.
2. The child's health and safety at the school cannot be assured due to circumstances such as impulsive, risk-taking behavior.
3. Unwillingness of the parent(s) to work with teachers in the management of their child's behavior, and/or refusal to follow the INPS's recommendations for outside support services.
6. Nonpayment of tuition.
7. Continued lateness of parents picking up their child.
8. Parent's display of inappropriate behavior towards staff or students, including but not limited to: disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.
9. Falsifying information on child enrollment forms.

Parents will receive a written explanation of the reasons why, and the circumstances under which the child may return.