



PARENT SCHOOL CONTRACT

ACADEMIC YEAR 2025-26





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Introduction

The constructive relationships between the school and the family are considered a crucial factor in ensuring the offering of effective instructional services for students, focused on providing proper upbringing. It is in the interest of the school and the family to form these constructive relationships based on clear terms in a contract binding on both parties.

The contract aims to set unambiguous contractual clauses in the interest of the educational experience of students and urges parents to be effective in enriching this experience.

The contract will be signed with the parent/guardian on an annual basis after answering any questions raised by the parent/guardian regarding the contractual clauses that clarify the rights and obligations of each of the parties. A copy of the contract signed by the two parties is given to the parent/ guardian (electronically or on paper).

The management of Sharjah International Private School is pleased to offer _____ a holder of Emirates ID no. _____ enrolment in Year/Grade _____ for the academic year 2025/2026.

Admissions:

School Responsibilities:

1. Admitting the students will be according to the completion of their required data, testimonials, and the MOE regulations.
2. An Entrance Exam is a mandatory requirement for admission to SIPS. The school will provide an entrance exam for all new admissions priced at @ AED 50/-. The exams will be held every Saturday of the month. Interviews will also be conducted for new students.
3. The school will offer admission for siblings before accepting new students.
4. The school will register the students on the Ministry system (Daleel).
5. Students' enrollment and re-enrollment are according to a timeline plan and according to the approved school calendar.



Parent Responsibilities:

1. Provide the school with copies of all medical, psychological, and educational assessments or reports before entry to the school. Such materials are a prerequisite for enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school and subsequently result in cancellation of admission.
2. All new students must attend a school entrance interview, sit for the entrance exam, and achieve a pass mark to secure a seat in the school.
3. Provide requested documents (via email or in person), medical forms and fees (cheque) paid before term one starts.
4. Students' re-enrollment is according to the timeline announced by the school.
5. It is important for parents to read and sign the mandatory Parent School Contract.

Important Note: Receiving the application and its attachments is not considered final acceptance until it is approved by the Sharjah Private Education Authority (SPEA).

Curriculum and Educational Programmes:

In adherence to the National Curriculum for England (NCFE) standards and to ensure the delivery of a comprehensive and effective educational program, the school reserves the authority to strategically reorganise students into sections. This organisation is based on a thorough evaluation of student abilities, academic progress, and developmental needs. The school's primary objective is to create learning environments that maximise student potential and facilitate targeted instruction. Consequently, student section assignments are subject to termly or annual review and adjustment as deemed necessary by the school. Parents must acknowledge and agree to abide by the school's decisions regarding student section placement.

In addition to the above curriculum and educational program, the school will offer skill-based Extra Curricular Activities (ECAs), a combination of paid and unpaid options. This ECA is mandatory and encouraged for skill building in Secondary, whereas it remains optional in Primary.

Please refer to the table below for detailed information regarding the school's curriculum and programmes. The table also indicates boards and organisations which have accredited or authorised the school. Websites are included if parents wish to seek further information.

Phase/Cycle	Curriculum/Programme	Accreditation/Authorisation
Phase 1 Foundation Stage 1 (FS1) Foundation Stage 2 (FS2)	EYFS/UK National Curriculum of England and Wales	https://www.gov.uk/early-years-foundation-stage
Phase 2 Key stage 1 (Yr. 1 – Yr. 2) Key stage 2 (Yr. 3 – Yr. 6)	Primary/UK National Curriculum of England and Wales	https://www.gov.uk/national-curriculum
Phase 3 Key Stage 3 & 4 (Yr. 7 - Yr. 11)	Lower Secondary/UK National Curriculum of England and Wales	https://www.gov.uk/national-curriculum
Phase 4 Key Stage 5 (Yr. 12 - Yr. 13) AS/A LEVELS	Secondary/Cambridge (optional subjects) Sixth Form/Cambridge /Edexcel Curriculum	https://qualifications.pearson.com www.cambridgeinternational.org https://qualifications.pearson.com www.cambridgeinternational.org

Mandatory Subjects:

As per the rules and regulations in the UAE, it is mandatory for:

- All Muslim students to study Islamic Education from FS1 to 13 inclusive.
- All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from FS1 to 13.
- All the students registered at the school with a non-Arab passport to study Arabic as an additional language (Arabic B) from year 1 to 10 inclusive, after which it will be optional.
- Social Studies is mandatory from FS1-10 (Arabs & non-Arabs) and Moral Education Yr 11-13 (for Arabs and optional for non-Arabs)

Note: All mandatory subjects are subject to UAE Ministry of Education modification.

Phase	Subjects
Phase 1/ EYFS (FS1 and FS2)	Arabic, Literacy, Math, P.E, Islamic, UTW (Understanding the World), Expressive Arts, ICT, Library, Music, Communication, and Language Personal, Social and Emotional Development, Physical Development
Phase 2/ Key Stage 2 (Primary) Key stage 1 & Key Stage 2 Year 1- 6	Arabic (A or B), Islamic Studies (A or B), Social Studies (A or B), Moral Education (A or B), English, French, Math, Science, ICT, Art, Music, P.E, Humanities (from Year 2), PSHE (from Year 2), Mental Math
Phase 3 (Lower Secondary) Key stage 3 Year 7 - 9	Arabic (A or B), Moral Education (A or B), Islamic Studies (A or B), Social Studies (A or B), English, French, ICT, Math, Science, Art, and P.E., Humanities, PSHE.
Phase 3/Key Stage 4 (Upper Secondary) IGCSE Year 10-11	Arabic (A or B), Islamic Studies (A or B), Social Studies (A or B), Social Studies (Yr 10), Moral Education (Yr 11) (A or B), Biology, Physics, Chemistry, English, ICT, Computer science ,Math, Business Studies, Travel & Tourism, Geography, Environmental Management, Accounting, Arabic As A First Language and Life Skills.
Phase 4/ Key Stage 5 + Sixth Form (AS&A Level) Year 12-13	Physics, Biology, Chemistry, IT, Math, Accountancy (optional), Business Studies, BTEC Business, Arabic as First Language and Arabic B and Islamic Studies for Arabs & Non-Arabs, Moral Education and Life Skills.

Choice of Educational Streams:

- Pre-IGCSE program in year 9 (2025 -2026) for core subjects.
- IGCSE Programme Commencing in Year 10 (2025-2027)
- All students must select at least 5 mandatory subjects. Optional subjects vary according to:
 - Emirati students 1 or more optional subjects;
 - Egyptian Nationality 3 or more;
 - Other nationalities 2 or more.

All students must appear for the IGCSE Modular Examinations in Year 10 and 11.

NOTE: All students will complete all the IGCSE examinations in Year 11- no examinations for any subjects will be carried out in Year 12.

- Students of Year 10 for the academic year 2025-2026 will also be taking the IGCSE Examinations in Year 10 for one Module of all chosen subjects.
- Please note – Selection of subjects will be confirmed by students before the end of Year 9. If any group has fewer than 5 students, that option will not be considered. No subject changes are permitted in Year 10
- Students who receive a grade of D or below in a particular subject in their IGCSE examinations will not be permitted to choose the same subject for their A-Level studies.

Attendance: All students must secure a 98% attendance to register for the IGCSE, AS and A Level examinations.

Sixth Form

Admission to Year 12 and 13 is competitive and is based upon performance in Board Examinations (IGCSE and AS Levels). Preference is given to the existing students at the school who are outstanding performers in the IGCSE Level Examinations. Students from other schools are only considered after SIPS students have been offered a place. The minimum requirement for entry into Year 12 is five IGCSEs with a grade 6 or above in the AS Level subjects chosen. Places will be awarded based upon a thorough evaluation of grades, school reports, performance at the interview stage and availability in their chosen subjects. If successful, a conditional offer will be made and will be confirmed upon submission of final IGCSE/GCSE/AS grades in the month of August.

Admissions Criteria for SIPS Students

All students wishing to enter the Sixth Form at SIPS must have:

- A good record of behaviour;
- Participation in school activities;
- High attendance percentage and punctuality record;
- Grades A* - C/ 9 -4 in the IGCSE examinations.

All Year 12 students who have scored an E/U grade in AS-level external examinations have the following options:

- Retake the Examination in Oct/Nov/Jan of the following year;
- Repeat Year 12;
- Drop that specific subject if they wish to continue A levels at SIPS;
- Only Examinations conducted in June will be considered for AS/ A Level admissions.

Evaluation Policy:

There are a few assessment protocols applied depending on which section of the school the student is enrolled in. Within the EYFS programme (FS1, FS2), the below mentioned assessment protocols apply:

Weekly Tracking of Progression: Teachers track your child's progression through a series of observations, long narrative, snapshots, photographs, and your child's work, which allows the teacher to determine a pace suitable for them.

Learning Journey: Each child will have a learning journey; this is a collection of purposeful observations collated during your child's time at school. This is evidence of your child's attainment and progression that links to the seven areas of learning. We, at SIPS, encourage you, the parents, to be involved in your child's learning journey and education. We will encourage you to bring in photographs of things your child has achieved at home, and for you to write comments and inform us of things that have been of interest to your child. We aim to work together with parents as a partnership to support, extend and enhance your child's learning and development.



Achievement Profile:

At SIPS, we use a selection of materials as evidence of children's attainment, categorised into the 7 Early Learning Goals, which are part of the EYFS Profile.

Development: Each child will make individual progress through a rich and creative curriculum. The Early Years Department has committed professionals who will ensure emotional and academic success for children. Progress and attainment will be communicated to the parents fairly and objectively.

Term report cards are shared through Orison.

Within Phases 2-4, a range of assessments is employed, spanning baseline assessments, formative assessments, summative assessments, and AFLs. These assessments take a variety of forms, depending on the subject and assessment purpose. Annual external assessments (CAT4, PTs) are conducted for various purposes. CAT4 helps identify learner profiles, and based on the data, teachers build their lessons to cater for each student's needs through differentiated instruction. Progress tests in English, Mathematics, and Science for years 3 to 10 provide benchmarks and help track student progress in these core subjects. These assessments are mandatory by SPEA and provided by GL Education, ACER for IBT and Diglossia for TALA. This is alongside the National Agenda assessments required within the UAE.

In all curriculum areas (all phases):

Pre-Assessment:

All teachers will assess the students' prior knowledge and experience before embarking on new learning experiences.

Formative Assessment: Ongoing and regular assessment will be used during the teaching and learning process to inform teachers and children about how the learning is developing. To equip our students with the 21st-century skills where they can apply their knowledge to new contexts, a variety of methods, including but not limited to using online platforms like Century, Nearpod, Khan Academy, TEDx lessons and Ed puzzle, are utilised.

Summative Assessment:

Summative assessment is conducted at the end of each term, and it covers all content taught during the term. Sample questions from SAT, IGCSE papers and questions aiming to develop critical thinking skills are used in these assessments. These assessments are planned. These assessments are designed so that students can show their understanding in authentic contexts in new and flexible ways. All summative tasks are to be completed at school with a proper detailed schedule shared two weeks before these assessments. Students missing these assessments must provide a medical report to take a makeup assessment.

Promotion and Retention Policies:

In general, the school does not seek to retain students unless it is seen as educationally beneficial for them to do so.

Attendance:

- 98% of attendance as per SPEA is mandatory for all students to be promoted to the next year's level. Parents will be notified of the child's absence daily through email and the Mobile App Orison, and a warning letter will be issued to the child if his/her attendance falls below 98%.
- 10 consecutive days of absence or 28 days of absence in the whole year, the school has the right to expel the student from the school.
- 3 Late Attendance is considered 1 day of absence

Assessment:

Students who do not meet the minimum requirements for each term through normal assessment grading are allowed to take a re-sit assessment only in case of emergencies and valid documents submission and evidence, such as Ministry-attested medical certificates, etc.

Malpractice during the Examination- All malpractice will be dealt with as per the MOE Code of Conduct. Additionally, as per the Emirates Foundation for School Education, any students caught in any malpractice during the assessments will face consequences, which will be at the school's discretion in line with the school assessment policy.

Excerpt from the assessment Policy:

“Academic integrity is paramount, and any cheating will result in disciplinary action. Students who are caught cheating will receive Zero (0) marks; parent’s meeting is required.”

Fee:

Annual School Fees British Curriculum and MOE AY 2022 - 2023. Kindly note that the Fee mentioned below is subject to change as per SPEA Approval

ACADEMIC YEAR 2025 - 2026 BRITISH SECTION				
BRITISH SYSTEM	APPROVED TUITION FEE	BOOKS FEE	UNIFORM FEE EXCLUDING VAT	TOTAL
FS1	9,055.00	820.00	480.00	10,379.00
FS2	9,055.00	820.00	480.00	10,379.00
Year 1	9,055.00	820.00	480.00	10,379.00
Year 2	11,181.00	1,164.00	480.00	12,849.00
Year 3	11,183.00	1,162.00	480.00	12,849.00
Year 4	11,213.00	1,162.00	480.00	12,879.00
Year 5	13,452.00	1,368.00	480.00	15,324.00
Year 6	13,495.00	1,355.00	480.00	15,354.00
Year 7	13,642.00	1,353.00	480.00	15,499.00
Year 8	16,782.00	1,663.00	480.00	18,949.00
Year 9	16,817.00	1,663.00	480.00	18,984.00
Year 10	16,820.00	1,660.00	600.00	19,110.00
Year 11	23,230.00	1,500.00	600.00	25,360.00
Year 12	25,112.00	2,588.00	600.00	28,330.00
Year 13	29,870.00	2,000.00	600.00	32,500.00

5% VAT APPLICABLE ON UNIFORM FEE**

Annual School Fees Arabic Curriculum (MOE Section):

ACADEMIC YEAR 2025 – 2026 MINISTRY CURRICULUM (MOE)				
GRADE SYSTEM	APPROVED TUITION FEE	BOOKS FEE	UNIFORM FEE EXCLUDING VAT	TOTAL
Grade 7	13,466.00	744.00	480.00	14,714.00
Grade 8	13,466.00	744.00	480.00	14,714.00
Grade 9	13,464.00	846.00	480.00	14,814.00
Grade 10	16,833.00	877.00	600.00	18,340.00
Grade 11	17,993.00	887.00	600.00	19,510.00
Grade 12	19,089.00	916.00	600.00	20,635.00

5% VAT APPLICABLE ON UNIFORM FEE**

Registration /Re-registration fee is AED 1000/-

Registration Fee of AED 500/ will be adjusted to the first term tuition fee (non-refundable if cancelled) and AED 500/- for extras (refundable if cancelled). For details, please refer to the admissions office.

The Book and Uniform Fee must be paid along with the Term 1 Tuition Fee. 5% VAT will be applicable on it.

If the student enrolls in the school on any date after the start of the school year, the entire school term's fees will be collected.

*BOOKS- Students are required to use notebooks that are specially designed for our school. No other notebooks will be accepted.

Note:

1. The school has the right to change the section of students when deemed necessary.
2. All students are required to wear the correct school uniform. The school reserves the right to deny entry to the examination room, including for board examinations, if a student is not in proper uniform.
3. Every year, uniform fee is part of the school fee, and uniforms must only be purchased from the school every year with no exemption.

Uniform, Headwear and Hair, Cosmetics and Jewellery

1. All students must be in their regular, neat and tidy uniform as per the timetable.
2. Students from Year 7 to Year 13 must use Lab coats during practical lessons. Failure to adhere, the student will not be permitted to join the lab lessons.
3. No trolley bags are allowed for students from FS1 to Year 4.
4. PE/House Colour Uniform must be worn only on the day a PE lesson is scheduled.
5. Winter Jackets with the school logo must be used by all students during winter. No student will be permitted to attend classes if they wear any other jackets
6. Footwear on regular school days: FS1 to Year 13 students must wear black leather polished shoes with no stripes, swishes, or logos with plain white socks. Boots, ballet-style pumps are not to be worn, i.e. no footwear should be above the ankle. Black versions of trainers or tennis shoes are not permissible. Fabric and Canvas shoes must not be worn.
7. Haircuts or hairstyles which draw undue attention to the wearer are not permitted. Multi- coloured or unnatural coloured hair is not allowed. Spikes and hair gel are also not permitted.
8. Boys' hair should be short and neatly trimmed to ensure that the ears and forehead are not covered. The length of the hair should not extend beyond the nape.
9. Girls' hair should not cover the forehead, and if longer than the shoulders, it should be neatly braided/tied in a ponytail.
10. Girls wearing Hijabs are permitted to use only **black and white**, neatly tied and should be worn to meet its purpose.
11. Use of cosmetics (such as foundation, lipstick and eyeliner) is not permitted and will be removed by the student on the instruction of staff members. Nail Polish is strictly prohibited.
12. No Jewellery besides earrings (stud) for girls and a watch (boys and girls) will be permitted.
13. School will not be responsible for any loss of jewellery.

If the Uniform becomes damaged or discoloured, we request that it is not worn, and a replacement be purchased from our uniform stores.

Retention/Promotion/Suspension

1. Students are required to bring a schoolbag, relevant books, a pencil case to school each day and a Laptop/tablet if required.
2. Non-adherence to School Behaviour, Uniform, Attendance, Health and Safety, Anti-bullying and No Mobile Phone will lead to suspension, retention and withholding promotion of the student based on school and ministry policy.
3. Any Malpractice during the assessments will be dealt with as per the MOE Code of Conduct and the school assessments policy.
4. Behaviour Offences & Community Service: Repeated first degree, which is 3 + times or any second degree offence, results in detention with community service (e.g. playground clean- up).
5. Please read the Policies on the school website. * <https://sips.ae/>

Prohibition of Mobile Phones

The school has a No Mobile Phone policy. To ensure compliance with this policy, please note the following disciplinary actions for any violation:

1. **Confiscation:** If a student is found using a mobile phone during school hours, the device will be confiscated.
2. **First Offence:** The mobile phone will be held for one month from the date of confiscation.
3. **Second Offence:** The mobile phone will be retained until the end of the term from the date of confiscation.

Loss or Damage to School Property

Penalties will be levied in case of any kind of loss or damage to the school property by the student.

TRANSPORTATION FEE (In three Installments)

For students registering for Transport service in September. The transport service will start one week after the date of completion of registration.

Location	Sharjah	Ajman	Dubai	Al Dhaid
Fees (AED)	4800	4800	5400	5400

Extra Fee Recipient

IGCSE /AS/A Level Cambridge Examination/Edexcel Examination fee will be collected separately as per UK norms. Parents must ensure to pay the fees by the deadline set to avoid the late fee payment penalty levied by the examination board.

Fee Payment Procedures

To make our payment process as easy as possible with a range of simple payment options: Online payment, Bank transfer or in person at the accounts department by debit/credit card, cheque, or cash.

- Entrance assessment AED 50/- for new admission.
- 1st cheque on/before 1st day of School (Cash, Current dated Cheque, Credit Card, SKIPLY)
- Cheque 2: on/before 2nd Term.
- Cheque 3: on/before 3rd Term.
- Bounced cheque and late fee payment will result in a penalty of AED 100/-.
- PDCs are mandatory to be provided to the accounts department before school starts for parents who have not paid for the school academic year fees.

Fee Refund Procedures:

Amount paid for Books and uniforms is non-refundable.

Tuition/Transportation fee refunds are on an individual basis and follow Ministry of Education rules:

- Attendance of 2 weeks or less: One-month fee to be paid.
- Attendance of 2 weeks to one month: Two months' fee to be paid.
- Attendance of more than one month: Full fee of one semester to be paid.
- If the child is involved in any behavioural incidents on the bus, the bus company has the right to terminate their service without any refund.

School Fee Reduction Policy

Non-attendance of 2 weeks or less: One-month fee reduction for late joining students.

- No Discount on Tuition Fee for 1st child of higher year Group/Classes.
- 2nd Sibling: 5% Discount on Tuition Fee only.
- 3rd Sibling: 6% Discount on Tuition Fee only.
- 4th Sibling: 7% Discount on Tuition Fee only.
- 5th Sibling: 8% Discount on Tuition Fee only.

Scholarship Policy

The school provides scholarships to exceptional students in Grades 10-11/Years 10-12.

Certificate Blocking Mechanism and Transfer Certificate Blocking Mechanism

Parents need to clear all the overdue fees for their child/children to enable them to get the report card and transfer certificate. (Report card and transfer certificate will not be released unless the balance amount due is cleared.)

Financial Sanctions Mechanism

The request letter must be forwarded to the Accounts team. Any fees not paid by the end of the financial year will be dealt with/forwarded to our legal consultant to take necessary legal action. Transfer Fees and certificate attestation fees will be applicable.

Cancellation (Withdrawal Policy)

Cancellation of Registration (Withdrawal): The request Form should be completed by the parent and submitted to the Registration Department.

- The refunded fees are calculated as of the date of the application officially submitted by the parent regarding his/her child not continuing in school, or the date of the student's dropout if it is earlier than the date of applying.
- The discounts are not applicable in case of cancellation of registration during the academic year.
- If the parents wish to cancel the registration, notice of one (1) whole term to the school is required. If it is an immediate withdrawal, the whole term's fee needs to be paid.

Penalties

If the parent fails to pay the due tuition on time, the school has the right to apply the following procedures:

- Refraining from renewing the student's enrolment for the following academic year until settlement of tuitions is made.

Please Note:

- All cheques must be made out in the name SH. INT. PVT. SCHOOL
- Any refund will require twelve (12) working days after all the relevant papers are submitted to the Accounts Department by the parents.
- The school may charge other fees for additional services provided for the learner (extracurricular activities).

Attendance and Punctuality:

Important dates for the Academic Year 2025-2026:

First academic day for students	Last academic day for students	Term 1 break	Term 2 Break	Term 3 Break
25/08/2025	02-Jul-26	08/12/2025 to 4/01/2026	16/03/2026 to 22/03/2026	03-Jul-26

The daily timing of the School from Monday to Thursday: FS1 & FS2

Gates Open	Registration	Gates Close	End of School Day
7:00 a.m.	7:30 a.m.	7:45 a.m.	12:45 p.m.

Late pickup for all students of EYFS must not exceed 1:30 p.m.

Any late pick-up after 1:30 pm will bear standard hourly charges at the rate of AED 20 per hour.

(E.g. if a Parent comes to pick at 2:40, it will be calculated as 2 hours- 1:30 to 2:30= 1 hour and 2:30 to 2:40 as 1 hour as it has started the cycle of another hour.)

Year 1

Gates Open	Registration	Gates Close	End of School Day
7:00a.m.	7:30 a.m.	7:45 a.m.	2:00p.m.

Any late pick-up after 2:45 pm will bear standard hourly charges at the rate of AED 20 per hour.

Year 2 to Year 13

Gates Open	Registration	Gates Close	End of School Day
7:00a.m.	7:30 a.m.	7:45 a.m.	2:30p.m.

- Late pickup for all students of Year 2 to Year 13 must not exceed 3:15 p.m.
- Any late pick up after 3:15 pm will bear standard hourly charges at the rate of AED 20 per hour.
- (E.g. if a Parent comes to pick up at 4:25, it will be calculated as 2 hours- 3:15 to 4:15= 1 hour and 4:15 to 4:25 as 1 hour, as it has started the cycle of another hour.)
- There will also be a Breakfast Club to help parents who drop their children off earlier than the time specified (6:30- 7:15 AM). The charge for the Breakfast Club will be AED 200/-per month. If interested in availing this facility, parents must fill in the Breakfast Club Form.
- There will also be an Afterschool Club to help parents unable to pick up their children later than the time specified (2:30-3:30 PM). The charge for the Afterschool Club will be AED 200/- per Term. If interested in availing this facility, parents must fill in the Afterschool Club Form.
- Students' absenteeism and tardiness affect the school's ability to provide effective educational services and the achievements of consistently absent or late students. Consistent absenteeism and late arrival of students also disrupt the learning experiences of other students in the school.

Attendance Requirements:

Regular attendance is crucial for academic success. According to SPEA guidelines, a 98% attendance rate is mandatory for all students. As per the SPEA rules, students must meet the required attendance average, or they may be required to repeat the year and will not be allowed to sit for the final exams.

All students (FS1 to Year 13 and Grade 7 to Grade 12) registered in the school must attend daily, except in cases of school-declared holidays, illness, or emergencies.

Punctuality:

Punctuality is equally important. Students arriving after 7:45 a.m. will be marked late. Three instances of late arrival will be recorded as one day of absence.

Students with attendance of less than 84% for the month will be issued a warning letter.

Reporting Absences:

Please notify the school in advance of any planned absences. Medical certificates must be provided for absences to be documented and approved in the system.

Early Leave:

If you need to request an early leave for your child, kindly inform the school in advance and provide evidence of the reason. Early leaves will be recorded as half-day attendance.

Additionally, please note the following important points:

- As per SPEA and MOE guidelines, students missing 10 consecutive school days without a valid, documented reason may be removed from the school roster.
- Accumulating 28 days of absence (non-consecutive) within an academic year, even with valid reasons, may also result in removal from the school.

The Responsibilities of the School Include:

- Sharing and implementing a school policy on attendance and punctuality, which stresses that attendance for all students is mandatory on all days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of the registration process in the morning, the school's expectations to punctuality throughout the school day,
- the definition of absenteeism and a list of what is considered authorised and unauthorised absenteeism.
- The attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school.

The Responsibilities of the Parents Include:

- Reading, ratifying, and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school's policy, which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' progress reports as well as the chances of enrolment for the upcoming academic year.

Offence	Frequency	Implications
Tardiness - this refers to being late coming to school at the start of the school day and to instances of being late to lessons within the school day.	*The first five (5) incidents of tardiness in a short period of time such as a month or an academic term.	-Written warning to students and notify parents. -Tardiness will be noted in the students' progress report. - 3 incidents of late attendance will be marked as one (1) day of absence. - Attendance will be marked as half- day of absence for each day of tardiness exceeding 15 mins.
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month.	-Parents and students to be called to a meeting with the Head of Section or a designated person. -Parents and students to sign a written pledge not to repeat the offence. -Tardiness to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following: -Community hours at the school. -Detention during school hours. -A written notice announcing refusal to re-enrol the student in the school for the following academic year.

Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family-related excuse.	The four (4) incidents of absenteeism in a short period of time such as a month or an academic term	-Written warning to students and notify parents. -Absent days will be noted in the students' progress report.
	Up to an additional three (3) instances of absenteeism in a short period of time	-Parents and students to be called to a meeting with the Head of Section or a designated person. -Parents and students to sign a non-repetition pledge. -Absent days to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: -Community hours at the school. -Detention during school hours. -A written notice announcing refusal to re-enrol the student in the school for the following academic year.

Communication:

Effective communication is essential to building a school-parent partnership which strengthens the student's learning experience. Communication can and should happen through different means. Therefore, Sharjah International Private School seeks to use various means of communication for different age groups to target all parents.

- Face-to-Face Parent-Teacher meetings
- School Website: <http://sips.ae>
- Orison-
- Microsoft Teams Platform
- ClassDojo
- Google Classroom
- School Voice
- Telephone Calls: 065882644
- E-mail: info@sips.ae
- Facebook: <https://www.facebook.com/>
- Instagram: <https://www.instagram.com/>
- YouTube Channel: <https://www.youtube.com/>

Parents Council:

A council consisting of 11 members whose aim is to involve parents in the educational process and consolidate relations between them. They meet once termly with the school administration to discuss the educational process and present initiatives, proposals, and possible solutions.

Primary Parent Representative:

Each section in the Primary Department will have one parent representative who will serve as the link between the Homeroom teachers and other parents for common communications and queries, planning of activities, support for teachers, and guidance.

Note:

- Direct communication between parents is not permitted, especially in cases involving student behaviour issues. All concerns regarding student behaviour must be addressed through the school. The school will not be held responsible for any consequences arising from direct parent-to-parent contact regarding such matters.
- The school is not responsible for incidents of cyberbullying or online conflicts that occur outside school hours or premises.
- The school reserves the right to not renew a student's contract if parents engage in negative or damaging comments about the school on social media platforms.

School's Responsibilities (Communication)

- Providing updated information to parents and the school community about school timetables, policies, rules, expectations, possible changes, programs, and any other information deemed necessary by the school. The communication method is mainly through the school APP - Orison, email, SMS and Phone calls.
- Sharing with parents the school's main points of contact, including how best to reach them.
- Informing parents and students of the exams and assessments platforms, including expectations and responsibilities of all parties.
- Communicating availability of extracurricular activities and the mode of delivery, if applicable.
- Informing parents of tuition fees and other mandatory and optional fees, including deadlines for payments.
- Regularly updating parents on their child's progress through PTMs, through the regular assessment report.
- Providing parents with the opportunity to see and review their child's work and assessments.
- Informing parents about their child's attendance and behaviour when applicable.
- Informing parents of school events, ensuring clarity of organisation.

Parent's Responsibility (Communication):

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses, and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communication for any updates about the school or the student and responding to communication on time.
- Being courteous and respectful in their approach to all staff when enquiring about their child in all situations. **The school holds the right to issue a warning letter to any parent for their disrespectful behaviour.**
- **The school maintains a strict policy on social media conduct, aligning with UAE laws against cybercrimes like defamation and slander. Using social media to make personal, defamatory comments about the school or any of its staff is a serious breach of this policy and a legal offence. The school will take immediate disciplinary and administrative action, report the matter to the authorities, and reserve the right to deny re-admission to any student whose parent or guardian is involved.**
- Attending meetings, conferences, and reviews related to their child's progress and performance. Failure to do so may jeopardise their child's progress and learning experience. Parents' level of participation, involvement, and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.
- **Teachers are not available to answer phone calls during school hours. Additionally, contacting teachers on their mobile numbers is strictly prohibited. All communication must be directed through the official school contact channels.**
- Supporting and abiding by all the school policies.

Behaviour Management Policy Approved by SPEA

Our school strives to offer all our students a hazard-free and emotionally safe environment in which they can achieve their full academic and personal potential.

SIPS has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate expulsion of the aggressor from the school. The matter will be referred to SPEA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practised through social media forums. Parents and students in all year levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel). Parents and students must not breach confidentiality, defame, or make threats to any person in the school community; Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

Parents and Students are strictly prohibited from making any discriminatory remarks regarding religion, caste, creed, doctrine, race, colour, ethnic origin or nationality and doing so will be met with severe consequences, which could include warning letters, internal or external exclusion, or permanent expulsion, as per SPEA recommendations. Tolerance is a value that is greatly encouraged at SIPS.

The United Arab Emirates has issued a law against any form of discrimination based on religion, caste, creed, doctrine, race, colour or ethnic origin following a Decree by President His Highness Sheikh Khalifa bin Zayed Al Nahyan. The law, No. 02 of 2015, criminalises any acts that stoke religious hatred and/or which insult religion through any form of expression, be it speech or the written word, books, pamphlets or via online media.

At SIPS, we follow the student behaviour management policy of the 2018 regulation as per the MOE By Law of Conduct.

Behaviour Management Policy Approved by the School- Alongside the By Law of Conduct, we use 4 degrees of offences for students to rectify their behaviour before it escalates. Please refer to the school behaviour policy for details.

Behaviour & Attitude offences/violations are classified into four levels as listed below, according to their degree, seriousness and their impact on the student, the educational environment and society in general. The relevant measures for each of them are implemented according to the provisions of this Regulation, and each of them shall be documented according to the approved systems and forms and dealt with according to values and educational systems.



Level 1 Offences – Maximum of 4 Merit Point Fine

Level 1 Offences	Actions and Support	Exemplary behaviours (1 point)
<ul style="list-style-type: none"> Littering Late coming Skipping classes Not doing assignments Disobedience/ Defiance Leaving class without permission Eating in class/chewing gum Uniform default and grooming (haircut, hair colour, accessories, make up, nail polish) Late submission of work Not equipped with books/ student planner/ stationery for daily learning Disturbance in class. 	<ul style="list-style-type: none"> School Detention (for repeated infractions in level 1) Corrective work Informing parents Reflection session with the counselor for repeated offences Confiscation of item Counselling/warning Performance reports/ daily observation reports Community service if required (clearing the classroom, playground for littering) Other appropriate disciplinary action deemed necessary by the school 	<ul style="list-style-type: none"> Actively participates in class discussions Helps keep classroom and school tidy Encourages peers to stay on task Follows classroom rules and routines Shows basic respect to peers and teachers Waits their turn and practices patience

Level 2 Offences – Maximum of 8 Merit Points Fine

Level 2 Offences	Actions and Support	Consistent Exemplary Behaviours (2 points)
<ul style="list-style-type: none"> Verbal aggression against schoolmates or school staff Using foul/vulgar language Four occurrences of Level 1 offences Unkind remarks/ rude/aggressive Truancy (Bunking Class) Unauthorized use of electronic devices during curriculum hours Abuse of technology Non-compliance with the instructions for using the computers or technical aids in the school. Hitting / kicking/fighting/ physical abuse Misusing and damage of school properties. Bringing mobile phone or misuse any means of communication. Smoking within/near the school premises possession of smoking materials including e- smoking 	<ul style="list-style-type: none"> Counselling Informing parents Warning letter and undertaking Suspension (1-3 days) Corrective work Confiscation Performance report/Daily observation report Community service Other appropriate disciplinary action deemed necessary by the school 	<ul style="list-style-type: none"> Uses polite language (e.g., "please", "thank you") Offers help to classmates or teachers unprompted Welcomes or includes others during group activities Stands up against bullying or unkind behaviour Shares resources generously Compliments and encourages others sincerely Displays consistent honesty and integrity Acts as a peer mentor or buddy to new students

Level 3 Offenses – Maximum of 12 Merit Points Fine

Level 3 Offenses	Actions and Support	Consistent Exemplary behaviours (3 points)
<ul style="list-style-type: none"> Misuse/damaging the fire alarm or firefighting equipment. Truancy (Bunking School) Racist/ lewd comments or behavior Cheating in assessments/tests/exams Bullying or cyberbullying All kinds of threats to the school staff. Defamation of school through social media Possession of illicit materials Vandalism Engaging in actions contradictory to the morals including sexual harassment. Drug/Inhalant Abuse Theft Forgery Gambling Arson Possession of weapons Severe Physical Assault leading physical injury (medical attention needed) Any actions like these violations 	<ul style="list-style-type: none"> Meeting with the counsellor Incident report Immediate suspension, 3-5 days. Warning letter with undertaking Corrective work Recommendation for de-enrolment for next academic year Police assistance Based on Severity Expulsion based on the intensity of the offense. Other appropriate disciplinary action deemed necessary by the school 	<ul style="list-style-type: none"> Leads group work responsibly and fairly Takes initiative in organizing class or school events Displays resilience in face of challenges Consistently completes all tasks with quality Manages conflicts peacefully and constructively Shows respect to all staff (not just class teachers) Volunteers regularly in school/ community activities

Level 4 Offenses – Failure in the Behaviour Subject

Level 4 Offences	Actions and Support	Consistent Exemplary Behaviour (4 points)
<ul style="list-style-type: none"> Defamation of political, religious or social symbols. Promoting anything against ethical values, manners, and the general system. Possessing, bringing, promoting or using drugs, anesthetic drugs, and psychotropic drugs in school. Presence in the school under the effect of drug, narcotic or psychotropic drugs. Assaulting the school mates or the school staff. Counterfeiting the official documents of the school. Defaming religions or provoking what could cause sectarian or religious conflicts in the school. Committing major actions contradictory to the morals such as sexual assault or having sex. Committing acts of public indecency in school. Using firearms or non-firearms and the like in school. 	<ul style="list-style-type: none"> Incident report Warning letter with undertaking Immediate and indefinite suspension Recommendation for de-enrolment for next academic year Police assistance Immediate Expulsion Other appropriate disciplinary action deemed necessary by the school 	<ul style="list-style-type: none"> Inspires and uplifts others consistently Demonstrates exceptional academic or creative achievements Represents school in external events/competitions with grace Initiates impactful projects (e.g., eco-club, peer tutoring) Acts with maturity and emotional intelligence Promotes inclusivity, diversity, and student well-being Upholds school values at all times, in and out of class



Student Suspension

- The school reserves the right to suspend a student for up to three days, depending on the severity of the incident.
- If the school management requires a child to be assessed for behavioral or academic concerns, and parents fail to cooperate or provide the necessary reports, the school may temporarily suspend the student until the report is submitted.

Community Service for Disciplinary Reasons:

- Students who receive disciplinary actions for behavioral issues may be assigned community service as part of their corrective measures.

Expulsion:

- A student can be expelled from the school permanently. This requires SPEA ratification.

Financial Reimbursement:

- A student will be required to reimburse individuals or the school for damage to or destruction of property.

Disciplinary action may be taken by any of the parties below,

- Form/Subject teacher
- Phase Leader
- Head of Section
- Head of Pastoral
- Vice Principal
- Principal

BEHAVIOUR MARKS:

- Behaviour as a Core Subject: Treated like other subjects, behaviour is assessed with a pass/fail system, reflecting students' moral development.
- Behaviour Marking System: Students start each semester with 80 out of 100 marks for positive behaviour, with deductions based on offences committed.
- Regulations & Accountability: Behaviour marks are granted and deducted according to a set framework, ensuring fairness and consistency in discipline.
- 20% of the total behaviour marks are allocated to exemplary behaviour.

An example of the calculation of the semester and final marks of the behaviour subject is shown hereunder:

Behavior Pass Mark: A minimum of 60% is required. Students can regain lost marks by demonstrating exemplary behaviour or avoiding repeated offences.

Behaviour Documentation & Compliance: Student behaviour records are maintained in hard and soft copies. Failing the behaviour pass mark results in review by the Behaviour Management Committee, with possible behaviour modification during summer.

Year 13 (British) Grade 12 (MOE) Behaviour Criteria: Students failing behaviour criteria in the first two semesters may improve their marks before the third semester. If failing in the third semester, a Ministry review determines the final decision.

Behavioural Offences & Community Service: Repeated first-degree (3+ times) or any second-degree offence results in detention with community service (e.g., playground cleanup for one lesson).

Exemplary Behaviour:

Exemplary Behaviour & Evaluation: Exemplary behaviour, worth 20% of total behaviour marks, is assessed each semester based on personal development, respect for cultural and religious values, and social responsibility.

Promotion & Rewards: Positive behaviour is encouraged through immediate recognition, equal opportunities, and moral, material, or educational incentives. High-achieving students may represent the school in programs like "Ambassadors."

Parental Involvement: Guardians receive periodic reports and meet with the school to discuss strategies for behaviour improvement, fostering accountability and a culture of responsibility.

Behavioural Offences:

First-Degree Offences (4 Marks Deducted per Offence): Includes repeated tardiness, uniform violations, missing school materials, classroom disruptions, inappropriate use of electronics, failure to complete assignments, and similar minor infractions as determined by the Behaviour Management Committee.

Second-Degree Offences (8 Marks Deducted per Offence): Includes skipping school, leaving class without permission, inciting quarrels, verbal abuse, inappropriate behaviour, vandalism, misuse of mobile phones, smoking, and refusal to comply with school rules, as determined by the Behaviour Management Committee.

Third-Degree Offences (12 Marks Deducted per Offence): Includes bullying, plagiarism, leaving school without permission, defaming others on social media, impersonation, vandalism, assault without injury, reckless driving on campus, and unauthorised photography, as determined by the Behaviour Management Committee.

Fourth-Degree Offences (Failure in the Subject): Includes unlawful use of social media, possession of weapons, sexual assault or harassment, severe physical assault, planned theft, promoting inappropriate materials, leaking exams, arson, drug use or possession, defamation of public figures, promoting extremism, or religious intolerance. These offences are legally punishable and determined by the Behaviour Management Committee.

Note:

Behavior and Contract Renewal

- The school reserves the right to permanently remove a student from enrollment due to serious behavioral issues, regardless of age.
- Contract renewal may be denied if a student's behavior does not improve despite interventions, or if there is a lack of parental support in academic progress, including poor attendance and weak performance.

For further information, please refer to the Behaviour Policy on the school website: <http://sips.ae>

Health, Security and Safety School

Responsibilities:

- Provide and ensure a safe and secure school environment for teaching and learning.
- A full-time security-controlled access and CCTV cameras are in place to prevent any unauthorised entry.
- Train students for a fire drill and ensure emergency evacuation plans are placed for easy access to assembly points during an emergency.
- Ensure health routine requirements are monitored, checked, implemented, and recorded.
- Providing students with appropriate medical care as per the regulations set.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including the choice of food and practice of exercise.

Parent/Guardian Responsibilities

- To co-operate and support the implementation of health and safety policy and procedure, for a safe and secure school environment.
- Parents are always encouraged to report using prescribed procedures for any unhealthy practice.
- Advise students to take care of their health, safety and the welfare of others.
- Encourage students to report to their class teacher any hazard/threat or any other concerns related to an unsafe learning and teaching environment.
- Sharing with the school all information related to their child's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.

Inclusion

School Responsibilities: Follow all steps that are required to support the student, based on (SEND Wave system, as mentioned in the school's Inclusion policy:

- Observation
- Referral (Internal referral)
- Update the parent with the school's evaluation of the child's additional
- (behavioural/emotional/academic/social) needs.
- Develop and implement an Individualised Education Plan (IEP), Behaviour Modification Plan (BMP) or Individualised Academic Plan (IAP) and share it with the parents and homeroom/subject teachers.
- A regular termly review of the IEP will be done by the school SENCo.

Parent/Guardian Responsibilities

For new admission: The parents must notify the school if they are aware of or suspect that the student has a learning difficulty, and they must provide the school with copies of all written reports/psychological or behavioural assessments.

A baseline SEND assessment will be conducted by the SENCo for new admissions.

For current students: Parents must show cooperation with the school in case of observing any academic or behavioural signs of difficulties that need support, by:

- Signing an undertaking with the school inclusion support team as per the school inclusion policy.
- Accepting the school's request to transfer the student to specialised centres to make a comprehensive assessment to obtain an accurate diagnosis according to the expectations presented.
- Following the specific role of the parents in the individual plan set for the student, and having continuous communication with the school through periodic meetings.

For further information, please refer to the Inclusion Policy on the school website: <http://sips.ae>

Transportation

School Responsibilities

To ensure the safety of students and convenience to our parents, Smart Bus Attendance System (SBAS) has issued an ID card that will register their pick-up time from their home address and their arrival time at school and back again using the SBAS device.

- All buses are equipped with CCTV cameras for monitoring students' activities inside the bus.
- Ensure the cleanliness and hygiene of buses by proper cleaning of school buses before each trip.
- Ensure a safe entrance and care of all students during their journey from home to school and school to home.
- Ensure the bus drivers and bus assistants have the mandatory requirements of government authorities, like Occupational Health Cards, and all have undergone frequent training for providing quality and better service to our students and parents.

Parent/Guardian Responsibilities

- Download the Smart Bus App. If the parent changes the location after signing the contract, they should inform the Transport in Charge of this change in advance to avoid any confusion.
- Provide the School with all information and contact numbers, and update immediately on any change.
- Ensure children understand the safety regulations during travel, especially during waiting, boarding, and dropping off.
- In some areas, waiting for the bus is not permitted for the bus due to RTA regulations. Please use the Smart Bus App on your smartphone to be on time. Arrive 5 minutes before the bus is due to arrive.
- If a parent or representative is late in collecting the child at the designated place, the driver and bus assistant can bring the student back to school. The parents will be responsible for collecting the students from the school.
- Student behaviour is recorded and monitored by the bus assistants and CCTV. Bus Safety violations are documented and reported to the Transport Supervisor. The school is entitled to take disciplinary action where necessary.
- Any violations of the rules and regulations while using school transport could result in a suspension from the bus. An undertaking signed by parents is required to ensure behaviour improves. The school has the right to stop the use of transport if the behaviour continues.
- All parents with children under Year 4/Grade 3 must collect their children from the Bus Assistant at the scheduled time in the afternoon. In the absence of a parent/guardian, the child will be brought back to the school, and the parent will have to pick up the child from the school.
- If parents move their residence to a new location and the new address is out of the range of the school transport, or the bus for the new location is full, the school can terminate the contract. Parents should contact the school transport before moving to a new location to ensure school transportation at the new location.
- On occasions that parents may want to collect their children who normally travel by bus, in such cases, parents should contact the reception/supervisor of the child's section before noon, so the necessary arrangements can be initiated.

Note: A student who receives two warning letters may be suspended from using the school bus service. This suspension will be at the school's discretion.

Procedures for managing and resolving Disputes/Complaints:

All complaints and disputes must be investigated at the school first before proceeding to SPEA or other authorities.
Formal/Informal Complaints

- Parents follow the School Complaint Policy on the website.
- Complaints will be investigated, and a Supervisor or Staff member will contact the parent to explain the outcome of the investigation.
- If there is no solution, a meeting will be held with the parents in person or on Zoom by the HOD or Head of Section.
- If there is no solution, the vice-principal/ principal will deal with the matter personally.

Terms & Conditions:

- In the unlikely event of a government directive instructing schools to return to a distance- learning model, parents will pay distance learning tuition fees, as specified. These may or may not be different from the tuition fees for face-to-face learning.
- If your child has a chronic illness that prevents them from attending school in person, the school will provide them with a distance learning option.
- After the start of the academic year, all refunds will be regulated by the "School Registration and Refund Policy" and applicable to all education models offered.



Declaration

I/We – Parent / Guardian of student:

..... declare that I have read the above and all the relevant school policies, and I/we agree to comply with them and support all the school aspects of educating our child. I/we support the school's disciplinary action against our child when it is necessary and reasonable. In addition, I declare that all the information in the contract, including the contact information, is correct. Kindly note that signing this contract and returning it to school means the parent/guardian's full consent to all the above school policies and all other attached school policies.

Important information: This contract is valid if your child is still attending this school. You will be kept informed of any updates to this contract so that you can review it. The school-parent contract will be renewed automatically at the beginning of every new academic year for the continuing students who resume their studies in the same school. The contract will be breached if the parent or guardian violates any term or condition of this contract.

Parent's Signature

.....

School Principal

.....



Student's Admission to School

We, Sharjah International Private School LLC administration, are pleased to accept the student's admission for the academic year 2025– 2026.

Student's name	ID No	Academic Year/Year	Remarks

Information	(Father, Mother, Guardian if available) Student
Name	
ID no	
Phone No	
Signature	

Formal Consent for Posting Children Photos on school social media platforms.

I hereby grant permission for my children's photographs to be posted on the school's official social media accounts or published on material for educational and promotional purposes. I trust the school to use discretion in selecting images.

Parent's name:

Signature:

