

PARENT HANDBOOK

ACADEMIC YEAR 2025-26

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Principal's Welcome

Welcome to the Parent Handbook for Sharjah International Private School (SIPS). In the following pages you will find a wealth of information that will hopefully help you support your child as he or she passes through the school. Please take some time to familiarize yourself with the handbook as it should answer many of the questions you may have now or in the future.

We have tried to include everything that we think will be useful to parents but if you think there is something we have missed then please do let us know. We always value parents' feedback and will always use it to help make our school better for our children. We read everything you send us and normally reply personally within 48 hours. If you are not sure of the best way to contact us then read on – you will surely find your answer in the following pages!

At Sharjah International Private School (SIPS) we believe in working in partnership with parents as it is only when we are working together that our children get the best possible education.

Whether you are a new parent or have had children in school for many years, I very much look forward to working with you over the coming year. I wish you and your children all the very best for this academic year.

At SIPS we offer a rigorous academic curriculum that combines the best of the British education system with international perspectives, preparing our students to become responsible global citizens. Our commitment to excellence in education is reflected in our dedicated staff, exceptional facilities, and our teaching methods. As a school, we value diversity and inclusivity, and we aim to create a community that celebrates and respects differences. We are proud of our inclusive ethos, which promotes kindness, empathy, and understanding. Our students are at the heart of everything we do, and we strive to create an environment that encourages them to explore their passions and interests.

Principal's Welcome

Through our curriculum and daily interaction with students, we develop the understanding and attitudes which help them to succeed in our ever-changing world. We promote skills such as collaboration, critical thinking, compassion, and creativity amongst others to ensure a high-quality academic education is enhanced by learning how to learn. Our dedicated, highly qualified class-teachers, tutors, and specialists, together with a high staff to student ratio, ensures that everyone receives the individual attention and the support to achieve.

Our school is more than just a place of academic instruction; it's a dynamic hub where curiosity is nurtured, talents are discovered, and lifelong friendships are forged. As the principal, I am honoured to lead a team of dedicated educators who are passionate about inspiring and empowering our students to become well-rounded individuals ready to make a positive impact on the world.

As we embrace innovation and adapt to the ever-changing landscape of education, our commitment to fostering a safe, inclusive, and intellectually stimulating environment remains unwavering.



We encourage open communication, collaboration, and a spirit of continuous improvement to ensure that our students are prepared for the challenges and opportunities of the future.

Let's approach this academic year with enthusiasm, determination, and a commitment to excellence. I am confident that together, we will achieve remarkable accomplishments and create lasting memories.

Lana Koyi - Principal

Here's to a year filled with learning, growth, and success!

OUR VISION & MISSION



VISION

Our goal is to develop independent, confident and resilient individuals with strong ethical values.

MISSION

SIPS is committed to being a leading school with a positive and inclusive culture and delivers highly dynamic, progressive and personalized learning that enables students to be leaders, designers, creators and contributors in our world.

We are committed to co-operation, planning, discussion and teamwork. We believe that this should be a learning school where each of us appreciates that things can always be improved. The SIPS Values play a pivotal role in all our undertakings.

SIPS Core Values



OPEN MINDEDNESS



CREATIVITY



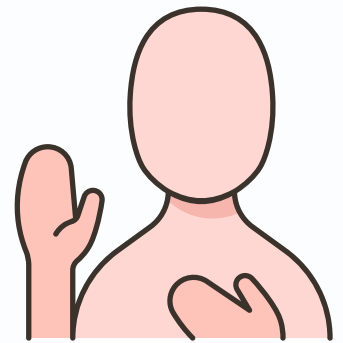
RESPONSIBILITY



SUSTAINABILITY



TOLERANCE



HONESTY



KINDNESS



INTEGRITY



DEDICATION

Senior Leadership Team

DESIGNATION	NAME	E-MAIL
Principal	Ms. Lana Koyi	principal@sips.ae
Vice Principal	Ms. Mini Mathew	minimathew-1334@sips.ae
Head of Teaching, Learning & Assessment and Data	Mr. John Rey Lama Torres	john-1268@sips.ae
Head of Primary	Ms. Rozina Mukhia	rozina-1113@sips.ae
Head of Secondary and Post-16	Ms. Shyja Thaliyil	shyja-1346@sips.ae
Head of MOE Section	Ms. Zein Safa Alkoko	zein-0343@sips.ae
Head of Pastoral Care		
Head of MOE Subjects	Ms. Noha Najjar Abdel Rahem	Noha-0148@sipsbr.onmicrosoft.com
Social Worker	Ms. Shelji K S	Shelji-1342@sipsbr.onmicrosift.com

SIPS Administration Team

Role	Name	E-mail
Secretary	Ms. Merlyn Fernandes	merlyn@sipsbr.onmicrosoft.com
Admission Officer British Curriculum	Ms. Eman Abdul Hamed Abdul Qader	Eman.ah-0052@sipsbr.onmicrosoft.com
Admission Officer MOE Curriculum	Ms. Hiba Mounir Darwich	hiba-0468@sipsbr.onmicrosoft.com
Chief Accountant	Mr. Sanil Idicheria	Sanil-0252@sipsbr.onmicrosoft.com
Doctor	Ms. Amna Ali	amna-1227@sipsbr.onmicrosoft.com
HR	Ms. Alaa Hassan Wais	alaa.wais-1203@sipsbr.onmicrosoft.com
Head of Health & Safety /Operations	Mr. Mohamed Batoush	albtoosh-1375@sips.ae
General Enquiry		info@sipsbr.onmicrosoft.com reception@sips.ae

Role	Name	E-mail
Supervisor Primary (Year 2 to Year 4)	Ms. Samah Monir Mohammed Youssef El	ast.samahmonir@sipsbr.onmicrosoft.com
Supervisor Primary (Year 5 and Year 6 girls)	Ms. Moza Mubarak	Moza-1199@sipsbr.onmicrosoft.com
Supervisor Secondary Girls (Year 7 to Year 13) and Examination Officer	Ms. Tasneem Kaiyum Parkar	tasneem-0717@sipsbr.onmicrosoft.com
Supervisor Secondary Boys (Year 6 & Year 7)	Mr. Khaled Ali Kamel Aboushanab	khaled-0869@sipsbr.onmicrosoft.com
Supervisor Secondary Boys (Year 8 to Year 13)	Mr. Hossam Mohammed Abdel Fattah	Hossam-1979@sipsbr.onmicrosoft.com
Supervisor and social worker MOE Section Boys (Grade7 to Grade12)	Mr. Mohamed Abdelkarim	abdelkarim-1321@sipsbr.onmicrosoft.com
Supervisor MOE Section Girls (Grade7 to Grade12)	Ms. Fatma Mohmad	fatima.toha-1197@sipsbr.onmicrosoft.com

School Communication & Code of Conduct

Effective communication between parents, staff, and the school is crucial for student success, and we appreciate parents cooperation in adhering to these guidelines.

- **Communication with SIPS Staff:** All communication with SIPS staff (teachers, administrators, support staff) must be conducted in a respectful and professional manner. This applies to all forms of communication, including ClassDojo messages, emails, phone calls, and in-person interactions. Raised voices, rude remarks, threats, or any form of verbal abuse will not be tolerated. This is in accordance with the laws of Sharjah and the UAE, which prohibit such behaviour in any setting. We will address any violations of this policy seriously.
- **Communication Between Parents:** We understand that parents may wish to discuss school-related matters. However, we strongly advise against parents approaching other parents directly to discuss issues, concerns, or incidents involving students. All such matters should be brought to the school's attention first. We will then communicate with all parties involved separately to ensure a fair and objective resolution. Direct communication between parents regarding these matters can often lead to misunderstandings and escalated situations which the school will not be responsible for.
- **Safeguarding Students:** Discussing individual students by name in group settings or with unauthorized individuals is strictly prohibited. This practice poses a significant risk to the child's safety and well-being, violating safeguarding principles. All concerns regarding specific students should be directed to the school administration for appropriate action.

- **Prohibition of Unofficial Communication Channels:** We strongly discourage the use of WhatsApp groups or other unofficial communication platforms for discussing school-related issues. These platforms can easily spread misinformation and create unnecessary conflict. All official communication should flow through the school.
- **Respectful Online Conduct:** Please refrain from posting negative comments or opinions about other parents, students, or staff online or within groups. While you are entitled to your opinion, it may not reflect the facts of a situation and can cause harm. Constructive feedback and concerns should be shared directly with the school administration.
- **Communication during Student drop off and pick up:** To ensure a smooth and efficient drop-off and pick-up process, we kindly request that parents refrain from engaging in discussions or extended conversations during these times. If you need to discuss any matters regarding your child, please schedule an appointment with the relevant staff member.
- **Meeting with School Staff:** To ensure that staff can dedicate their time effectively to student instruction and other duties, all meetings with teachers, administrators, or other staff members must be scheduled at least 2 days in advance via email. Please email the relevant staff member directly to request an appointment.

We understand that emergencies can arise, and in such cases, please contact the school office immediately. However, unscheduled visits and meetings are disruptive to the school day and will generally not be accommodated.

The UAE and Sharjah have laws in place that protect individuals from harassment, defamation, and cybercrime. These laws apply to all forms of communication, including online platforms. Disrespectful or threatening communication, whether verbal or written, can have legal consequences. We expect all members of our school community to abide by these laws.

Academic Year 2025 - 26

Important Dates & Timings

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

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 1:45 p.m.

Any late pick-up after 1:45 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.

Details of Entry & Exit Gate

Gate Details for Entry and Exit:

- **MOE Section:**
Gate No. 2: Boys - Grade 7 to Grade 12
Gate No. 3: Girls - Grade 7 to Grade 12
- **British Section:**
Gate No. 5: Year 2 to Year 4, Year 6 to Year 13 Boys
Gate No. 6: Year 5 to Year 13 Girls
Gate No. 7: EYFS (FS1, FS2, and Year 1)

School Timings

SCHOOL TIMINGS AY2025-26														
PRIMARY 2-6			SECONDARY 7 to 11			SECONDARY 12 & 13			MOE 7 to 12 Boys			MOE 7 to 12 Girls		
Registration	7:15 to 7:30	15 mins	Registration	7:15 to 7:30	15 mins	Registration	7:15 to 7:30	15 mins	Registration	7:15 to 7:30	15 mins	Registration	7:15 to 7:30	15 mins
Period 1	7:30 to 8:15	45 mins	Period 1	7:30 to 8:15	45 mins	Period 1	7:30 to 8:15	45 mins	Period 1	7:30 to 8:15	45 mins	Period 1	7:30 to 8:15	45 mins
Period 2	8:15 to 9:00	45 mins	Period 2	8:15 to 9:00	45 mins	Period 2	8:15 to 9:00	45 mins	Period 2	8:15 to 9:00	45 mins	Period 2	8:15 to 9:00	45 mins
Period 3	9:00 to 9:45	45 mins	Period 3	9:00 to 9:45	45 mins	Period 3	9:00 to 9:45	45 mins	Period 3	9:00 to 9:45	45 mins	Period 3	9:00 to 9:45	45 mins
BREAK 1	9:45 to 10:10	25 mins	Period 4	9:45 to 10:30	45 mins	Period 4	9:45 to 10:30	45 mins	Period 4	9:45 to 10:30	45 mins	BREAK 1	9:45 to 10:10	25 mins
Period 4	10:10 to 10:55	45 mins	BREAK 1	10:30 to 10:55	25 mins	BREAK 1	10:30 to 10:55	25 mins	BREAK 1	10:30 to 10:55	25 mins	Period 4	10:10 to 10:55	45 mins
Period 5	10:55 to 11:40	45 mins	Period 5	10:55 to 11:40	45 mins	Period 5	10:55 to 11:40	45 mins	Period 5	10:55 to 11:40	45 mins	Period 5	10:55 to 11:40	45 mins
Period 6	11:40 to 12:20	40 mins	Period 6	11:40 to 12:20	40 mins	Period 6	11:40 to 12:20	40 mins	Period 6	11:40 to 12:20	40 mins	Period 6	11:40 to 12:20	40 mins
BREAK 2	12:20 to 12:30	10 mins	BREAK 2	12:20 to 12:30	10 mins	BREAK 2	12:20 to 12:30	10 mins	BREAK 2	12:20 to 12:30	10 mins	BREAK 2	12:20 to 12:30	10 mins
Period 7	12:30 to 1:10	40 mins	Period 7	12:30 to 1:10	40 mins	Period 7	12:30 to 1:10	40 mins	Period 7	12:30 to 1:10	40 mins	Period 7	12:30 to 1:10	40 mins
Period 8	1:10 to 1:50	40 mins	Period 8	1:10 to 1:50	40 mins	Period 8	1:10 to 1:50	40 mins	Period 8	1:10 to 1:50	40 mins	Period 8	1:10 to 1:50	40 mins
Period 9	1:50 to 2:30	40 mins	Period 9	1:50 to 2:30	40 mins	Period 9	1:50 to 2:30	40 mins	Period 9	1:50 to 2:30	40 mins	Period 9	1:50 to 2:30	40 mins
Dispersal-Bus	2:30 to 2:45	15 mins	Dispersal-Bus	2:30 to 2:45	15 mins	Dispersal-Bus	2:30 to 2:45	15 mins	Dispersal-Bus	2:30 to 2:45	15 mins	Dispersal-Bus	2:30 to 2:45	15 mins
Dispersal-OT	2:45 to 3:00	15 mins	Dispersal-OT	2:45 to 3:00	15 mins	Dispersal-OT	2:45 to 3:00	15 mins	Dispersal-OT	2:45 to 3:00	15 mins	Dispersal-OT	2:45 to 3:00	15 mins

Attendance/ Punctuality

Attendance:

98% of attendance is mandatory for all students to be considered for registration for the next academic year.

Parents will be notified of the child's absence daily through email and Mobile App Orison, and a warning letter will be issued to the child if his/her attendance falls below 85%.

- **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.**
- Parents must inform the school of any absences in advance. Parents must send in the medical certificates for absences to be documented on the system for leave approval.
- Students who are unwell must not attend school during exams. Upon their return, parents must provide a MOH-attested medical certificate to arrange a re-sit for missed exams.
- Students who do not attend the exam without a valid reason will be marked absent and will be given ZERO (0) marks for the missed exam.

Punctuality

Punctuality is equally important.

- Any child who arrives at school after 7:30 am will be marked late.
- Three instances of late in one (1) week will be marked as 1 absent day.

Emergency Leave:

Exemptions for emergency leave will only be granted in the case of **death in the family, major accidents, or serious injuries**. The school will not approve any leave other than the above reasons and sick leave with evidence.

- If you wish for early leave for the child, please inform in advance and with evidence for the cause.
- Early leaves will be counted as half day attendance.

Punctuality is crucial. If your child is late three times in a week, a warning letter will be issued. While occasional tardiness due to traffic or emergencies is understandable, consistent punctuality is essential for your child's education. Late arrival should use Gate 6 (no other gates are permitted).

School Arrival Time:

All students are required to arrive at school by 7:00 a.m.

Gate Closure Time:

The school gates will close promptly at 7:45 a.m. Any students arriving after 7:30 a.m. will be marked late.

Early Leave/Early Dispersal from School:

- No early leave will be granted for students (both MOE and British) at the end of the week example Thursdays. Unless in case of emergencies, or doctors' appointments (evidence to be provided).
- No early leave will be granted for Grade 7 to Grade 12 and Year 1 to Year 13 during the End of Term Assessments.
- Early leave from school: Parents must notify the school not later than 9:30 a.m. The notification must be emailed to your child's Form teacher/Class Teacher/Section Supervisor along with student early leave request form with a valid reason to arrange for the child's dispersal on time as requested. Evidence of early leave to be provided through the child or by email the following day.
- All Early Leave Dispersal students must be picked up from Gate 6 only. No parent will be allowed to drop or pick up their children from Gate 1.
- Exam Absence Due to Illness/Emergencies: Parents must notify your child's Form teacher/Class Teacher/Section Supervisor and Head of Section by email and submit a MOH medical certificate along with the student leave of absence form upon return.

Arrival & Pick-up Policy

Late Arrival Policy:

1. Late Arrivals (7:45 a.m. – 8:15 a.m.):

- Students arriving between 7:45 a.m. and 8:15 a.m. will be marked as late.
- Late students can enter the school premises through Gate 2 and Gate 6.
- Students who arrive three times late between 7:45 a.m. and 8:15 a.m. will be marked absent for a day.
- Gate 2 and Gate 6 will close promptly at 8:15 a.m.

2. Arrivals Between 8:15 a.m. and 9:00 a.m.:

- Students arriving after 8:15 a.m. but before 9:00 a.m. should use Gate 1 for entry and sign the late arrival slip at the School Reception.
- Students arriving after 9:00 a.m. will not be permitted entry without prior permission from the Head of Section for late arrival.

Late Pick-Up Policy:

FS1 and FS2

- Any late pick-up after 1:45 p.m. for students with no siblings, will bear standard hourly charges at the rate of AED 20/- per hour (this will be automatically added to the parents account)

Year 1 - Year 13

- Any late pick-up after 3:15 p.m. will bear standard hourly charges at the rate of AED 20/- per hour. (this will be automatically added to the parents account)

School Dress Code

Uniform: Students must wear neat and tidy uniforms. P.E. uniforms are only for designated P.E. days. Non-compliance will result in warnings or detention. The school tie and cravat are mandatory as part of the regular uniform.

FS1 & FS2 Boys

NORMAL UNIFORM

SHIRT STRIPES SKY BLUE WITH WHITE INNER COLLAR PIPING ON SLEEVE AND POCKET. SCHOOL LOGO ON POCKET & 1 SHORTS & 1 LONG PANT NAVY BLUE CLR

PE UNIFORM

PE T-SHIRT PLAIN WHITE, WITH LOGO IN THE FRON & RED PANT WITH WHITE LINE

WINTER JACKET

ROYAL BLUE WITH SCHOOL LOGO



FS1 GIRLS

NORMAL UNIFORM

FULL DRESS WITH SCHOOL LOGO (TUNIS) SKY BLUE WITH WHITE PIPING ON COLLAR, SLEEVE & POCKET WITH BELT FROM THE SIDES

PE UNIFORM

PE T-SHIRT PLAIN WHITE, WITH LOGO IN THE FRON & RED PANT WITH WHITE LINE

WINTER JACKET

ROYAL BLUE WITH SCHOOL LOGO



FS2 GIRLS

NORMAL UNIFORM

FULL DRESS (Tunis) SKY BLUE WITH WHITE PIPING ON COLLAR, Sleeve with school logo. Belt fixed on waist all round till behind.

PE UNIFORM

HOUSE COLOUR PE Uniform YELLOW/GREEN/RED/BLUE WITH WHITE STRIPS AND SHORT SPORT TROUSER 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

ROYAL BLUE WITH SCHOOL LOGO



YEAR 1 GIRLS

NORMAL UNIFORM

WHITE T-SHIRT PLAIN WHITE WITH SCHOOL LOGO IN THE FRONT & SKORT NAVY BLUE COLOUR ADJUSTABLE ELASTIC ON THE WAIST AND PLEATS IN FRONT

PE UNIFORM

HOUSE COLOUR PE Uniform YELLOW/GREEN/RED/BLUE WITH WHITE STRIPS AND SHORT SPORT TROUSER 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 1 Boys

NORMAL UNIFORM

SHIRT STRIPES SKY BLUE WITH NAVY INNER COLLAR, PIPING ON SLEEVE & POCKET. SCHOOL LOGO ON POCKET & 1 SHORTS & 1 LONG PANT - NAVY BLUE.

PE UNIFORM

HOUSE COLOUR PE Uniform YELLOW/GREEN/RED/BLUE WITH WHITE STRIPS AND SHORT SPORT TROUSER 2 PCS SET (T-SHIRT + TROUSER)

PE UNIFORM

NAVY BLUE WITH SCHOOL LOGO



YEAR 2 TO YEAR 4 BOYS

NORMAL UNIFORM

WHITE COLOUR SHIRT WITH ROYAL BLUE INNER COLLAR, PIPING ON THE SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET & NAVY BLUE TROUSER (PANT) WITH ELASTIC ON THE WAIST AT THE BACK. NO LOOPS. NECK TIE ELASTICATED, NAVY BLUE AND RED AND BALCK STRIPES.

PE UNIFORM

HOUSE COLOUR PE UNIFORM YELLOW/GREEN/RED/BLUE COLOUR T-SHIRT WITH BLACK INNER COLLAR AND BLACK LONG SPORT TROUSER WITH YELLOW/GREEN/RED/BLUE COLOUR PIPING OF ONE LINE. 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 2 TO YEAR 4 GIRLS

NORMAL UNIFORM

WHITE COLOUR BLOUSE INNER COLLAR IN RED WITH RED PIPING ON COLLAR AND SLEEVE. PIPING WITH SCHOOL LOGO ON POCKET & PINAFORE WITH LOGO NAVY BLUE COLOUR WITH PLEATS ALL AROUND AND BUTTONS ON THE WAIST. SCHOOL LOGO IN FRONT & ELASTICATED SHORT RED CARVAT

PE UNIFORM

HOUSE COLOUR PE UNIFORM YELLOW/GREEN/RED/BLUE COLOUR T-SHIRT WITH BLACK INNER COLLAR AND BLACK LONG SPORT TROUSER WITH YELLOW/GREEN/RED/BLUE COLOUR PIPING OF ONE LINE. 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 5 TO YEAR 6 BOYS

NORMAL UNIFORM

WHITE SHORT SLEEVE SHIRT WITH YELLOW INNER COLLAR PIPING ON SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET & NAVY BLUE TROUSER (PANT) WITH ELASTIC ON THE WAIST AT THE BACK. NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES.

PE UNIFORM

HOUSE COLOUR PE UNIFORM YELLOW/GREEN/RED/BLUE COLOUR T-SHIRT WITH BLACK INNER COLLAR AND BLACK LONG SPORT TROUSER WITH YELLOW/GREEN/RED/BLUE COLOUR PIPING OF ONE LINE. 2 PCS SET (T-SHIRT + TROUSER)

PE UNIFORM

NAVY BLUE WITH SCHOOL LOGO



YEAR 5 TO YEAR 6 GIRLS

NORMAL UNIFORM

WHITE COLOUR BLOUSE WITH YELLOW INNER COLLAR, PIPING ON THE SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET (LONG & SHORT SLEEVE OPTION) & TROUSER (PANT) WITH OVERLAPPING SLIT CUT AT THE BOTTOM ON THE RIGHT HAND SIDE NAVY BLUE. CARVAT AS SHOWN IN THE DESIGN

PE UNIFORM

HOUSE COLOUR PE UNIFORM YELLOW/GREEN/RED/BLUE COLOUR T-SHIRT WITH BLACK INNER COLLAR AND BLACK LONG SPORT TROUSER WITH YELLOW/GREEN/RED/BLUE COLOUR PIPING OF ONE LINE. 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 7 TO YEAR 9 BOYS

NORMAL UNIFORM

WHITE SHIRT SHORT SLEEVE WITH PURPLE INNER COLLAR AND PIPING ON THE SLEEVE & POCKET. SCHOOL LOGO ON THE POCKET & TROUSER (PANT) NAVY BLUE, ELASTIC ON THE SIDE, NO LOOPS. NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES.

PE UNIFORM

PE UNIFORMS – T-SHIRT RED COLOUR WITH SCHOOL LOGO AS PER DESIGN. TROUSER BLACK WITH RED PIPING. 2 PCS SET (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 7 TO YEAR 9 GIRLS

NORMAL UNIFORM

WHITE BLOUSE WITH PURPLES INNER COLLAR, PURPLE PIPING ON THE SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET (LONG & SHORT SLEEVE OPTION) & TROUSER (PANT) WITH OVERLAPPING SLIT CUT AT THE BOTTOM ON THE RIGHT HAND SIDE NAVY BLUE & ELESTICATED TIE

PE UNIFORM

PE UNIFORMS - PURPLE COLOUR WITH SCHOOL LOGO AS PER DESIGN. TROUSER BLACK COLOUR WITH PURPLE PIPING. 2 PCS SET – (T-SHIRT + TROUSER)

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 10 BOYS

NORMAL UNIFORM

WHITE SHIRT SHORT SLEEVE WITH NAVY BLUE INNER COLLAR WITH PIPING ON THE SLEEVE. SCHOOL LOGO ON THE POCKET & TROUSER (PANT) NAVY BLUE, ELASTIC ON THE SIDE, NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 10 GIRLS

NORMAL UNIFORM

WHITE BLOUSE WITH NAVY BLUE INNER COLLAR AND NAVY BLUE PIPING ON THE SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET. (LONG & SHORT SLEEVE OPTION) & TROUSER (PANT) WITH OVERLAPPING SLIT CUT AT THE BOTTOM ON THE RIGHT HAND SIDE NAVY BLUE. CARVAT AS SHOWN IN THE DESIGN ELESTICATED

WINTER JACKET

NAVY BLUE WITH RED PIPPING WITH SCHOOL LOGO



YEAR 11 BOYS

NORMAL UNIFORM

WHITE SHIRT, SHORT SLEEVE WITH NAVY BLUE, INNER COLLAR WITH PIPING ON THE SLEEVE. SCHOOL LOGO ON THE POCKET & TROUSER (PANT) NAVY BLUE, ELASTIC ON THE SIDE, NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES

WINTER JACKET

NAVY BLUE WITH SCHOOL LOGO



YEAR 11 GIRLS

NORMAL UNIFORM

WHITE BLOUSE WITH NAVY BLUE INNER COLLAR AND NAVY BLUE PIPING ON THE SLEEVE AND POCKET. SCHOOL LOGO ON THE POCKET. (LONG & SHORT SLEEVE OPTION) & TROUSER (PANT) WITH OVERLAPPING SLIT CUT AT THE BOTTOM ON THE RIGHT HAND SIDE NAVY BLUE. NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES

WINTER JACKET

NAVY BLUE WITH RED PIPPING WITH SCHOOL LOGO



YEAR 12 TO YEAR 13 BOYS

NORMAL UNIFORM

WHITE SHIRT SHORT SLEEVE WITH NAVY BLUE INNER COLLAR WITH SCHOOL LOGO ON THE POCKET & TROUSER (PANT) NAVY BLUE, ELASTIC ON THE SIDE, NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES

BLAZER

NAVY BLUE WITH WHITE PIPPING WITH SCHOOL LOGO



YEAR 12 TO YEAR 13 GIRLS

NORMAL UNIFORM

WHITE BLOUSE WITH NAVY BLUE INNER COLLAR, SCHOOL LOGO ON THE POCKET (LONG & SHORT SLEEVE OPTION) & TROUSER (PANT) WITH OVERLAPPING SLIT CUT AT THE BOTTOM ON THE RIGHT HAND SIDE NAVY BLUE & NECK TIE NAVY BLUE COLOUR WITH BLACK AND RED STRIPES

BLAZER

NAVY BLUE WITH RED PIPPING WITH SCHOOL LOGO



Footwear on regular school days:

FS1 to Year 13 and Grade 7 to Grade 12 students must wear black leather polished shoes with no stripes, swishes, or logos with plain white socks.



White Canvas shoes must be worn on Physical Education (PE) Days only.

Boots, Ballet style pumps are not to be worn i.e. no footwear should be above the ankle. Black version of trainers or tennis shoes are not permissible. Fabric and Canvas shoes must not be worn.

Examples of unacceptable shoes



Headwear and Hair:

- **Caps:** Only allowed on field trips, must be plain and simple.
- **Hairstyles:** No multi-coloured or spiked hairstyles. Hair should be neat and not cover the face.
- **Boys' Hair:** Short and neatly trimmed, not covering ears or forehead.
- **Girls' Hair:** Should be neatly braided or tied if longer than shoulder length. Use only white or blue coloured hairbands.
- **Hijabs:** Plain white or black hijabs with no adornments must be worn.

Cosmetics and Jewellery:

Cosmetics, body paint, and nail polish are prohibited. Only stud earrings are allowed for girls. No other jewellery items are permitted. School will not be responsible for any loss of jewellery brought or worn to school.

Sunglasses:

Not to be worn in classrooms or within the school premises. Unless it is required medically. (supported by medical certificate)

Disciplinary Actions for Dress Code Violations:

- Non-compliant students will be detained from classes, missing important lessons.
- Behaviour points will be deducted from the overall marking.
- Repeated non-compliance will result in the reduction of behavioural score of the child for the term and will subsequently reflect in the final term results.

Uniform & Dress Code Policy

Uniform

- All students must be in their regular, neat and tidy uniform as per the timetable.
- PE/House Colour Uniform must be worn only on the day a PE lesson is scheduled.
- Winter Jackets with school logo must be used by all students during winter. No student will be permitted to attend classes if they wear any other jacket.
- **It is mandatory for students of Year 7 to Year 13 to use Lab coats during practical lessons. Failure to adhere, the student will not be permitted to join the lab lessons.**

Footwear

- 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 version of trainers or tennis shoes are not permissible. Fabric and Canvas shoes must not be worn.

Headwear and Hair

- Haircuts or hair styles 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.
- 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.
- Girls' hair should not cover the forehead and if longer than the shoulders, it should be neatly braided/tied in a ponytail. No fancy colourful hair clips or bands are allowed. All hair accessories worn must be in the school colours only.
- Girls wearing Hijabs are permitted to use **black or white Hijab** only, neatly tied and should be worn meeting its purpose.

Cosmetics and Jewellery

- 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.
- No Jewellery besides earing (stud) for girls and watch (boys and girls) will be permitted. School will not be responsible for any loss of jewellery.

Bags

- No trolley bags are allowed as per the Ministry of Education. It is a risk and a hazard. Only backpacks to be used.

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

Note:

- 1. Parents to ensure that students do NOT bring trolley bags to school as it can be hazardous on the stairs for all.**
- 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.**

No Mobile Phones

Mobile phones are strictly prohibited on school premises. We request parents to ensure that their child/children do not carry mobile phones to school under any circumstances.

Please refer to the directive from the Ministry of Education, UAE, for your understanding:

‘The Ministry of Education in the UAE has issued a directive requiring all public and private schools that follow the national curriculum to enforce strict measures for the confiscation and safekeeping of mobile phones brought by students onto school premises. This decision is part of the Ministry’s ongoing efforts to improve the educational environment and ensure the safety and privacy of both students and teachers, while also reducing distractions in classrooms and preventing the potential harms associated with mobile phone usage. The policy aims to promote positive student behaviour and enhance the overall quality of student life.’

We recognize that there may be instances where children need to be reachable, such as when traveling alone or during emergencies. In such cases, students may use the school phone located at the reception with the help of their respective supervisors.

Kindly take note of the following guidelines:

- Any student found in possession of a mobile phone during school hours will have the device confiscated.
- The phone will be retained until the end of the term. The SIM card will be returned at the time of confiscation.
- A warning letter will be issued to the student, and a parent or guardian must collect the device in person.
- Confiscated devices will be securely stored in the Supervisor’s office.
- Students are expected to comply with the SIPS Code of Conduct regarding mobile phone use.

Student Behaviour & Code of Conduct

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 Khalifabin 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 Offenses – 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 <p>Other appropriate disciplinary action deemed necessary by the school</p>	<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 <p>Other appropriate disciplinary action deemed necessary by the school</p>	<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.

Health & Safety Policy

Sharjah International Private School (SIPS) has rigorous procedures in place for the Health & Safety of students including child safeguarding and protection. All staff are fully aware of these procedures. Besides having a main Safeguarding Policy from the SIPS Education, the school has its own Safeguarding Policy. Annual Professional development sessions for teachers on Health and Safety and Fire Safety keep them updated and provide them with relevant skills and knowledge to ensure health & safety standards are adhered and met effectively.

The school provides a safe, hygienic and secure environment for students and staff through daily intensive cleaning procedures and SOPs, security personnel availability and facility planned preventive measures in place. All school cleaning, disinfection and fumigation is done daily by trained staff after staff/student dispersals to ensure the school is cleaned and disinfected thoroughly.

Health & Safety, Security, Internal and External Audits are conducted annually in the school.

Compliance is ensured in accordance with fire safety procedures, fire evacuation and lock down drills that are carried out by the school at regular intervals therefore ensuring students and staff are safe, secure and aware of the safety procedures at all times.

Internal Canteen audits are conducted to ensure food hygiene and H&S standards are monitored and maintained at all times. Sharjah Municipality Canteen Food Inspection report has rated the school canteen an 'A' for ensuring the canteen facilities are hygienic and maintained as per the guidelines.

Child Protection & Safeguarding Policy

Based on UAE Federal Law No. 3 of 2016 (Wadeema's Law) which protects children's rights to safety, development, and protection from harm.

Key Aims at SIPS

- Foster children's security, independence, and confidence.
- Raise staff awareness of safeguarding responsibilities.
- Monitor at-risk children effectively.
- Enhance communication among staff and with parents.
- Integrate safeguarding into the curriculum.

Roles and Responsibilities

- **Class Teachers:** First responders, maintain accurate records, report concerns to the DSL (Designated Safeguarding Lead).
- **School Nurse:** Communicates medical findings to the DSL.
- **All Staff:** Will identify and report suspected abuse, create a safe environment, understand signs of abuse, and know disclosure response protocols.

Safeguarding Procedures

- React calmly and reassure the child.
- Avoid extensive questioning or promises of confidentiality.
- Record disclosures immediately and report to Designated Safeguarding Lead (DSL).
- Keep factual, detailed, and confidential written records.
- Serious cases e.g. child abuse (verbal, physical or emotional) or child neglect will be reported immediately to the Child Protection Department, Sharjah, by the school.
- Any behavioral concerns that affect the safeguarding of students will be reported immediately to the relevant authorities i.e. Child Protection by the school.

Child Protection & Safeguarding Policy

Confidentiality

- Information to be shared on a need-to-know basis.
- Staff will consult with supervisors/social worker/DSL if unsure about disclosure.

Records and Monitoring

- Secure, well-documented records.
- Monitoring plans decided by DSL and Principal.
- Relevant records passed to the child's next educational phase.

Staff Training

- Mandatory safeguarding training as part of CPD.
- All updates are communicated promptly.

Curriculum Integration

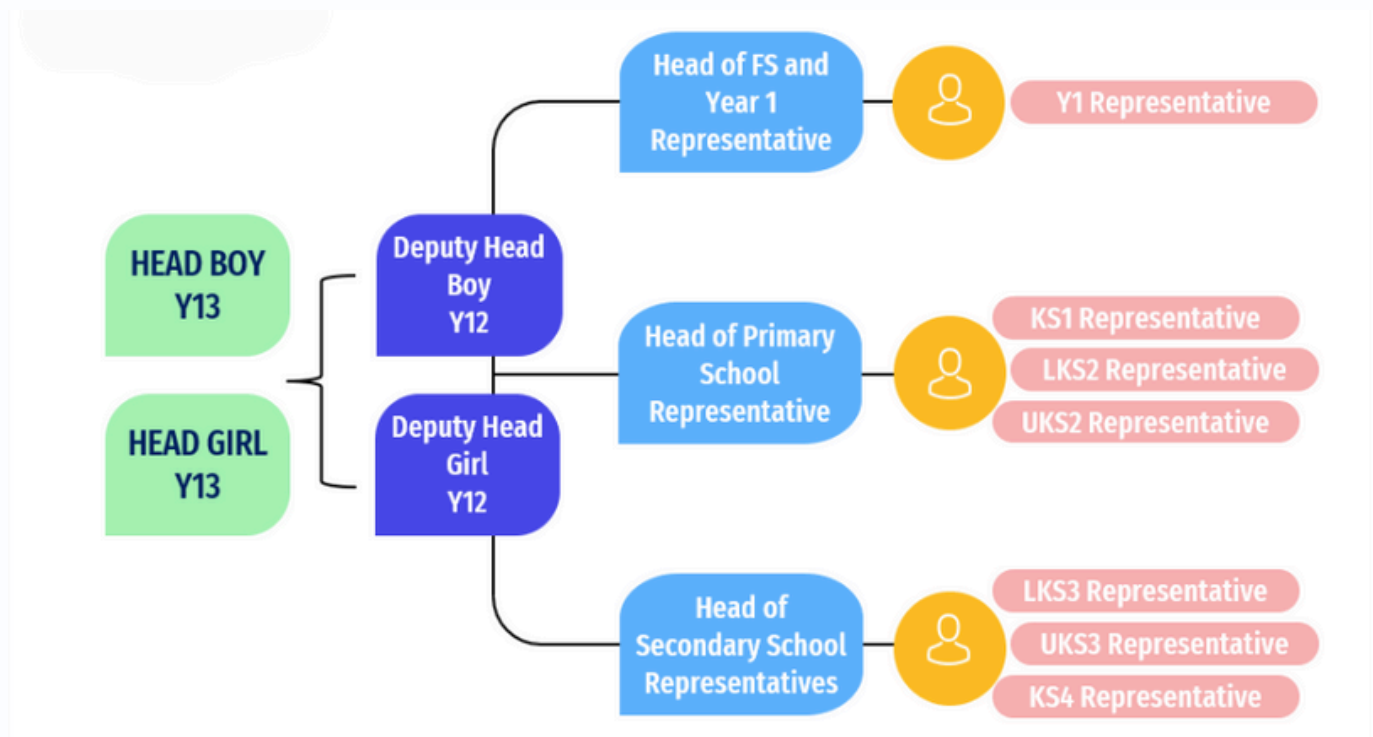
- Focus on self-esteem, communication, risk awareness, personal safety, and boundaries.

Safeguarding Team

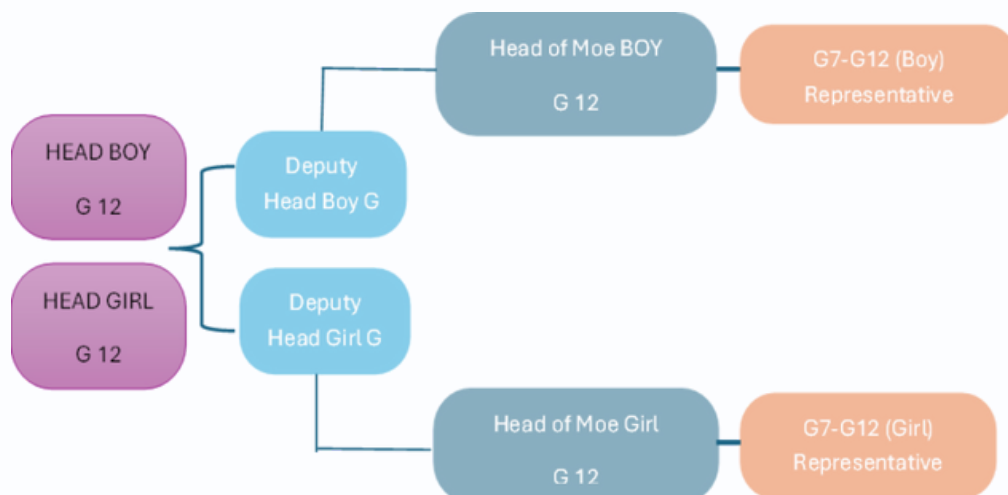
- Lead: Ms. Lana Koyi (Principal)
- Deputy Lead: Shelji K S (Social Worker)
- Team includes Vice Principal, Special Educator, Head of Sections, Supervisor, Health & Safety Officer.

Student Leadership Drive & House Management System

SIPS IN STUDENT COUNCIL



STUDENT LEADERSHIP MANAGEMENT SYSTEM IN MOE SECTION



Student Leadership Drive & House Management System

General Criteria (Applicable to All Positions)

These criteria should apply to all students seeking a position on the student council, regardless of the specific role:

Attendance and Punctuality:

- Students must maintain a minimum attendance of 98% throughout the academic year.
- Consistent punctuality in attending classes, assemblies, and school events is essential.
- Frequent tardiness or unexcused absences may disqualify a candidate.

Academic Standing:

- Maintain a satisfactory academic record, with a minimum overall grade average of B+
- Not be under any serious disciplinary action or probation.

Behavior and Conduct:

- Demonstrate consistent and exemplary behavior, both in and out of the classroom, adhering to the school's code of conduct.
- Show respect for peers, teachers, and school staff.
- Demonstrate responsibility, reliability, and punctuality.

Communication and Interpersonal Skills:

- Possess strong verbal and written communication skills in English (and ideally, Arabic).
- Demonstrate the ability to listen actively and consider the perspectives of others.
- Work effectively as part of a team and collaborate with others.
- Be comfortable speaking in front of groups.

Leadership Potential:

- Show initiative and a willingness to take on new challenges.
- Demonstrate problem-solving skills and the ability to think critically.
- Be self-motivated and enthusiastic about serving the student body.
- Possess strong moral character, honesty, and integrity.

School Involvement:

- Active participation in school activities, clubs, or events is highly desirable.
- A demonstrated commitment to the school community and its betterment.

Endorsements/Recommendations:

- Secure at least one or two recommendations from teachers.
- For higher positions (Head boy/Head girl), a minimum number of student endorsements could be required.

UAE National Values:

- Demonstrate an understanding and respect for the cultural values and traditions of the UAE.

Specific Criteria by Designation

In addition to the general criteria, the following specific criteria should be considered for each position:

House points and Reward System

Categories for Earning House Points:

- **Respect** – Treating others with kindness, listening carefully, and showing good manners.
- **Excellence** – Putting in the best effort in all tasks and striving for high standards.
- **Collaboration** – Working well with others in group activities and sharing ideas.
- **Integrity** – Being honest, fair, and taking responsibility for your actions.
- **Home Learning** – Completing homework tasks on time and to a high standard.
- **Classwork/Tasks** – Engaging actively in class and completing tasks to the best of your ability.
- **Copy Book** – Maintaining neat and organized work in your copybook.

Earning Points:

- The teacher will award house points based on your performance in these categories.
- Points can be earned through daily actions, attitude, and academic effort.

Golden Ticket Reward:

- If the student earns **100 points** during a term, you will be eligible for a **Golden Ticket**. The Golden Ticket comes with a special gift as a reward for your hard work and commitment.

Tracking Points:

- Points will be tracked by your teacher and added to your house total.
- House totals will be displayed in class, so you can see how your house is doing compared to others.

House Competitions:

At the end of each term, the house with the most points will be celebrated and may receive a special prize or recognition.

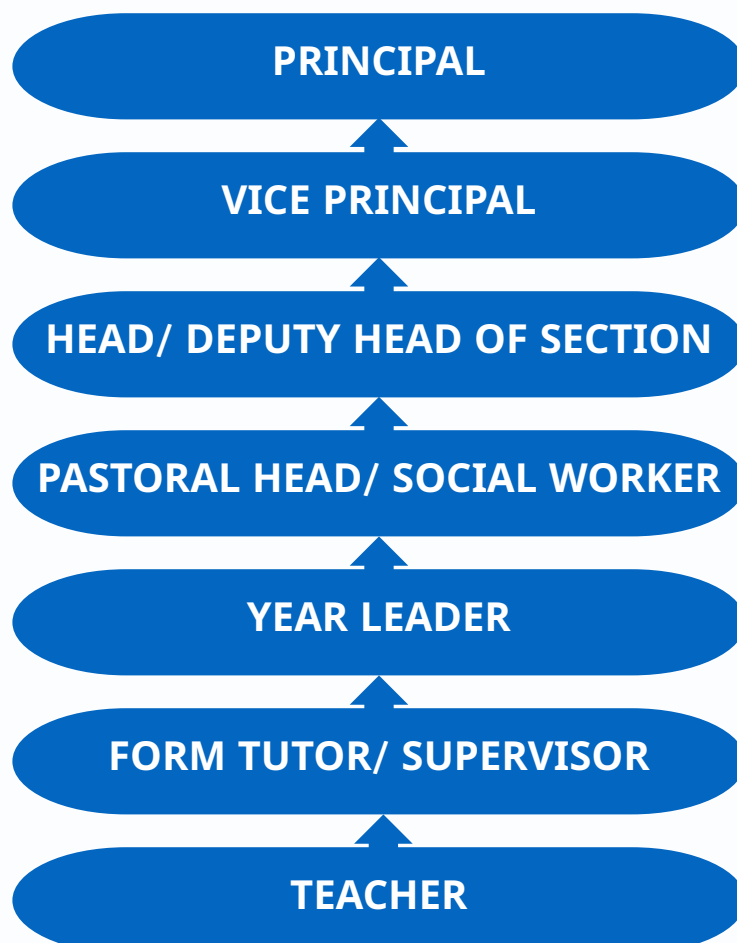
Pastoral system at SIPS

The teaching profession involves so much more than just standing up in front of a class and teaching students about a specific topic. Teachers have a much larger responsibility to nurture the development of every student.

The Pastoral System caters to the holistic development of each and every child which revolves around the well-being of the students in relation to their academic, social and personal needs with special focus on their punctuality and overall behaviour at all times.

The Pastoral System works closely to support the students through special counselling sessions, parental engagement and special talks.

Pastoral Department Organization Structure



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/>

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.

- 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.
- 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.

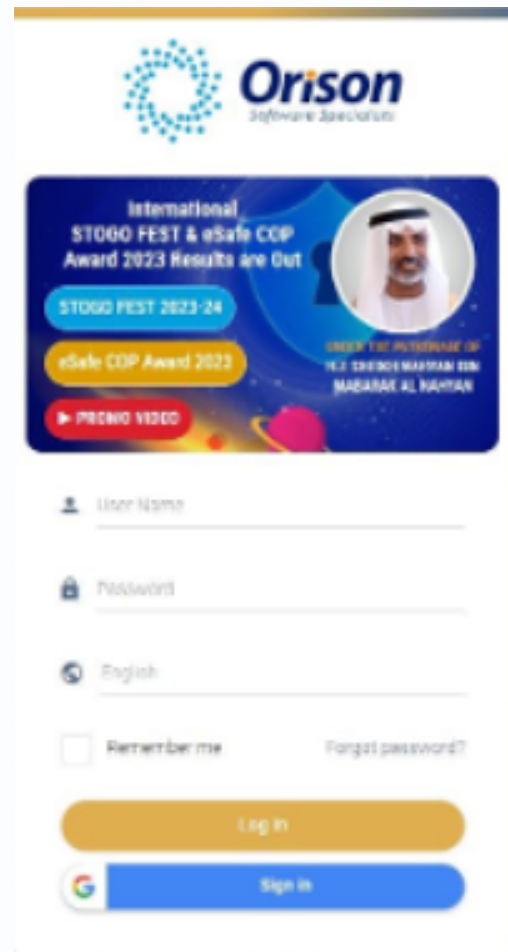
My Learning Platform - ORISON



✓ How do I access?

You can view your child(ren) report card(s) Parents Corner.

Login Screen



Accessing the Portal

1. Open Your Web Browser

Launch any web browser of your choice (e.g., Chrome, Firefox, Safari).

2. Visit the Portal URL

Type <https://orison.school/> into the address bar and press Enter.

3. Log In to Your Account

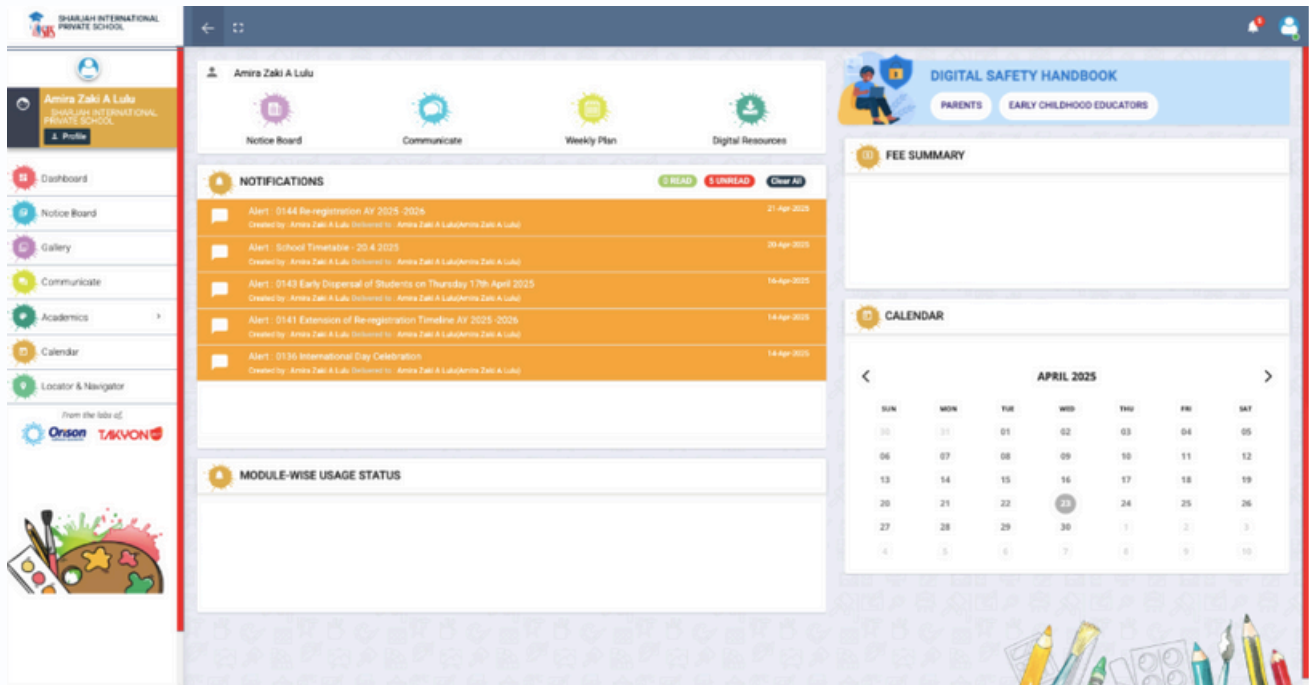
Click on the Login button located at the top-right corner of the homepage.

- Enter your username and password.
- Click Sign In to access your account.

4. Explore the Dashboard

Once logged in, you'll be directed to your personal dashboard where you can access various features and resources.

Dashboard



On the leftmost panel of the dashboard, you'll find various modules designed to help you navigate the portal effectively. These include:

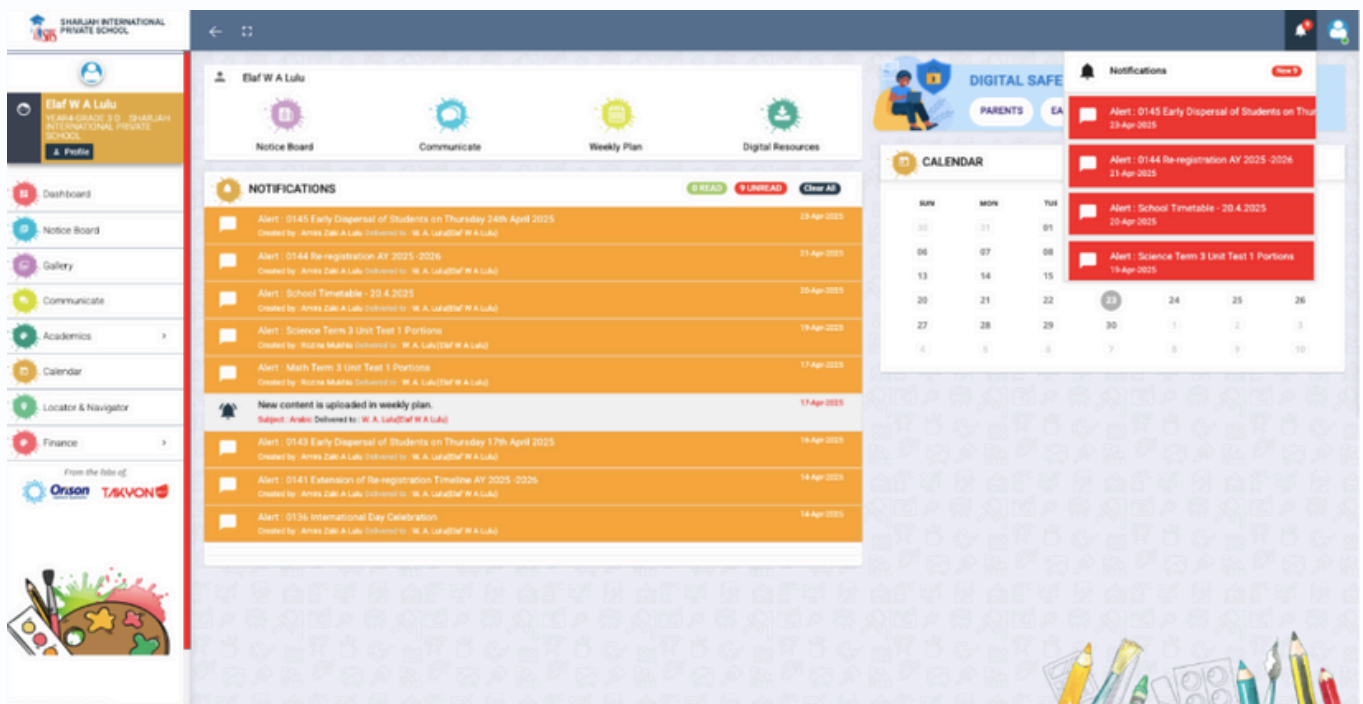
1. **Notice Board:** Stay updated with the latest announcements and important notices.
2. **Gallery:** Browse through photos and media related to school events and activities.
3. **Academics:** Access academic resources, schedules, and course materials.
4. **Communicate and Collaborate Module:** The Communicate and Collaborate module is an integrated messaging system designed to keep you connected with parents, teachers, heads of departments (HODs), and other members of the school community.

And More: Explore additional modules tailored to enhance your user experience.

Accessing Notifications

The notification panel can also be accessed through the notification icon located in the top-right corner of the dashboard.

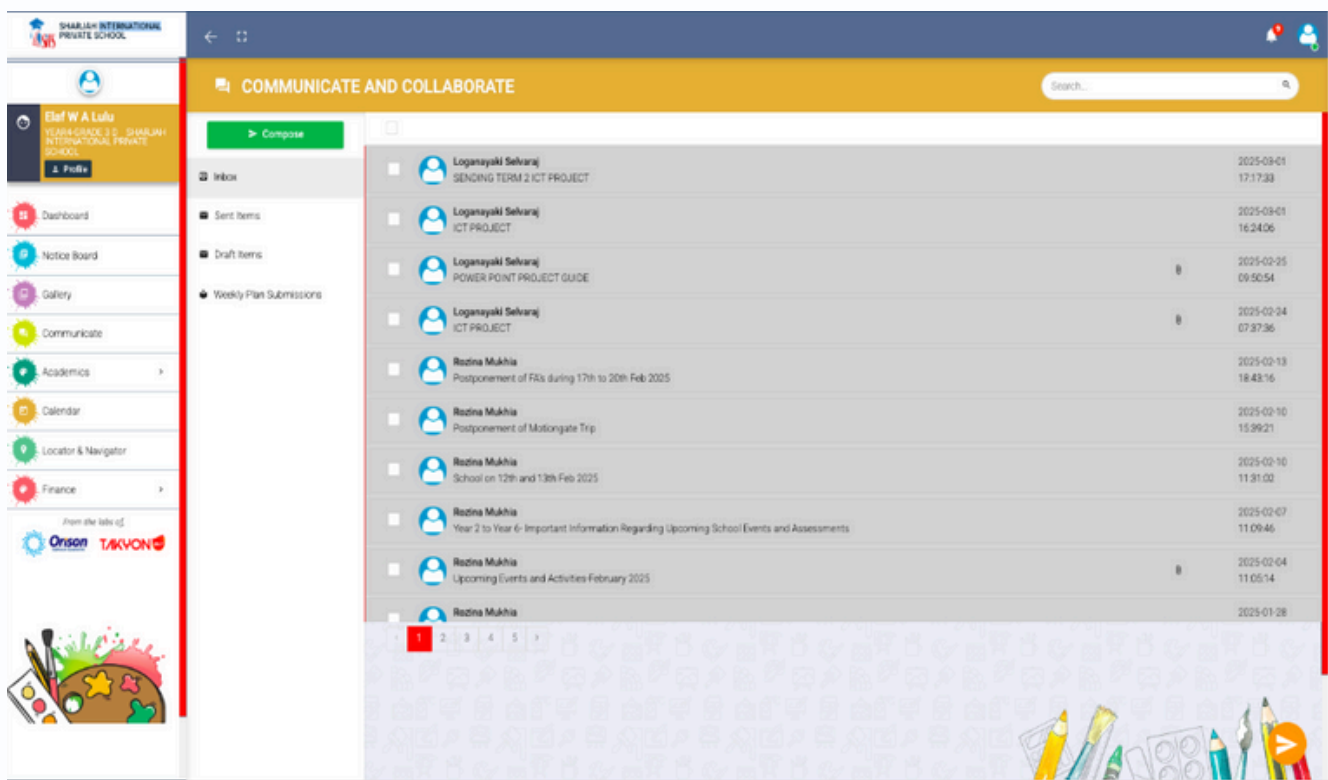
- **Notification Icon:** Click this icon to quickly view the latest notifications, alerts, and important updates directly from the panel.



Communication and Collaborate Module

The Communicate and Collaborate module is an integrated messaging system designed to keep you connected with parents, teachers, heads of departments (HODs), and other members of the school community.

- **In-Mail System:** Use this feature to send and receive messages, ensuring effective communication and collaboration within the institute



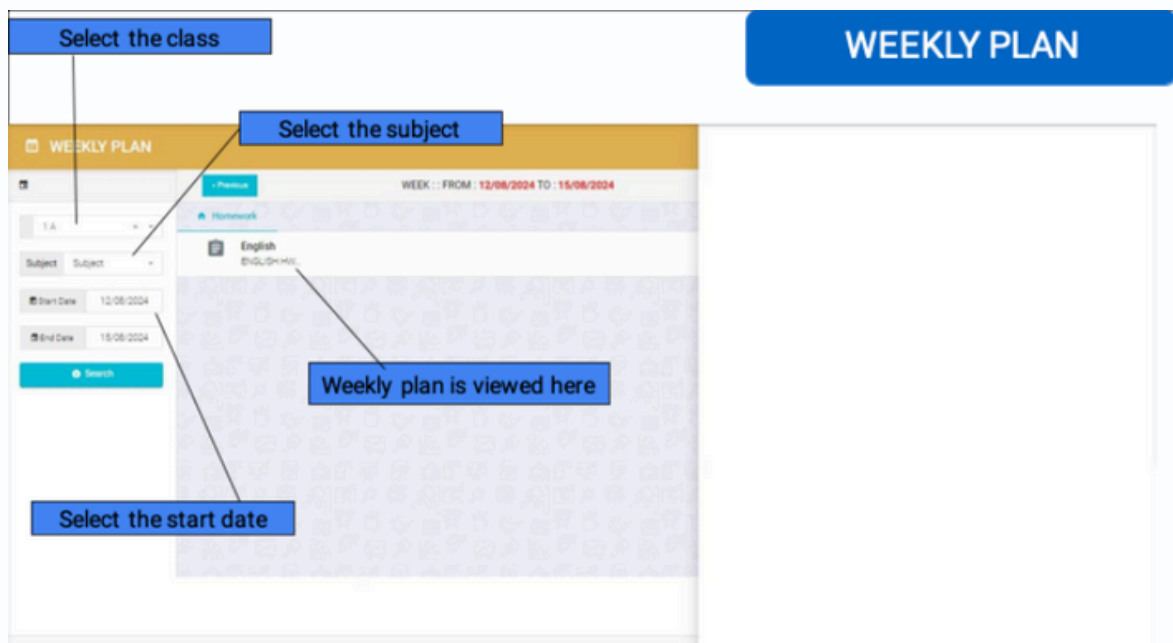
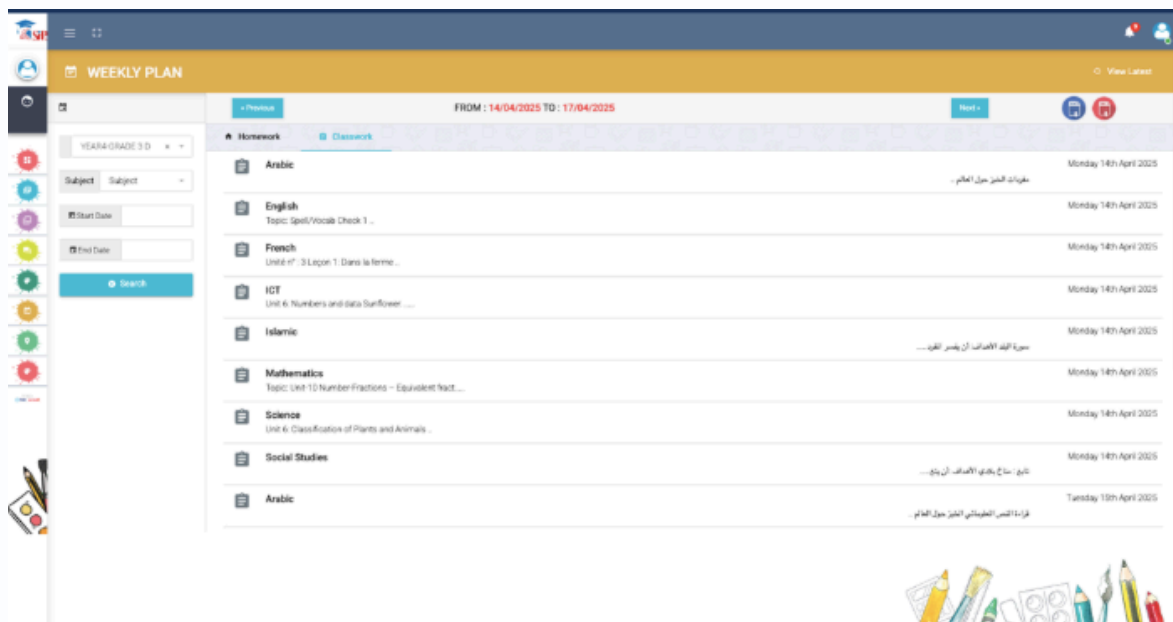
The Communicate and Collaborate module features an in-mail system distinct from traditional email services like Gmail or Yahoo.

1. **Inbox:** View all received messages from parents, teachers, HODs, and others.
2. **Sent Items:** Access a record of messages you've sent.
3. **Drafts:** Check and edit messages that are still in progress or have not yet been sent.

WEEKLY PLAN

In the Weekly Plan module, your teachers will schedule your study activities for the week.

- **View Your Schedule:** Check the plan created by your teachers to see your weekly study activities, assignments, and important tasks.
- **Stay Informed:** Make sure to review the schedule regularly to stay organized and on track with your studies.



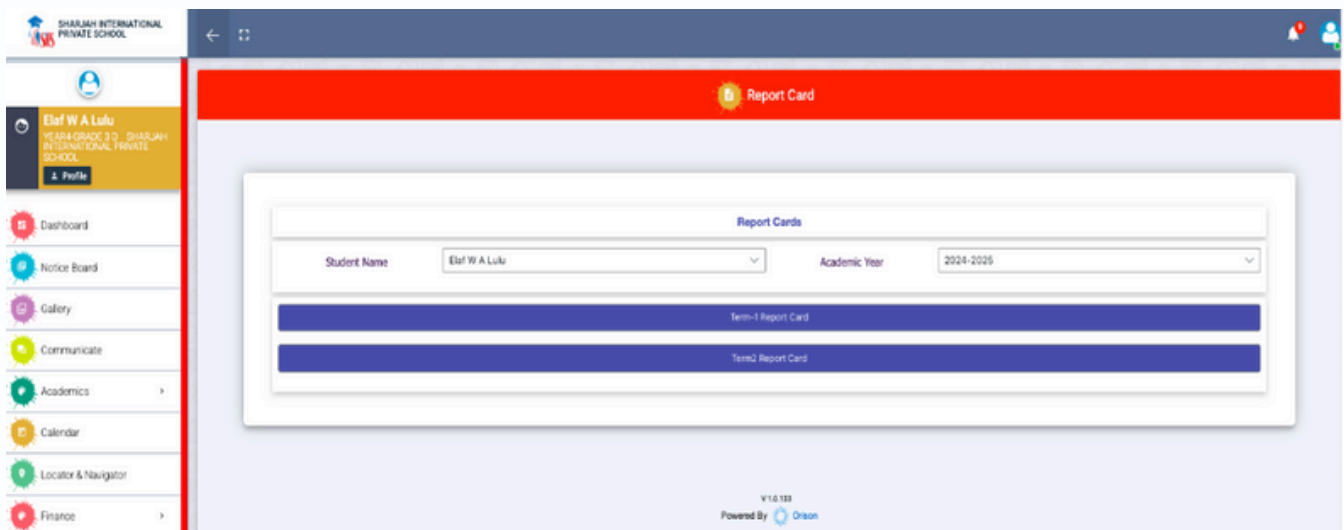
Accessing Notifications

The notification panel can also be accessed through the notification icon located in the top-right corner of the dashboard.

Notification Icon: Click this icon to quickly view the latest notifications, alerts, and important updates directly from the panel.

✓ How Do I View My Child's Report Card?

REPORT CARD

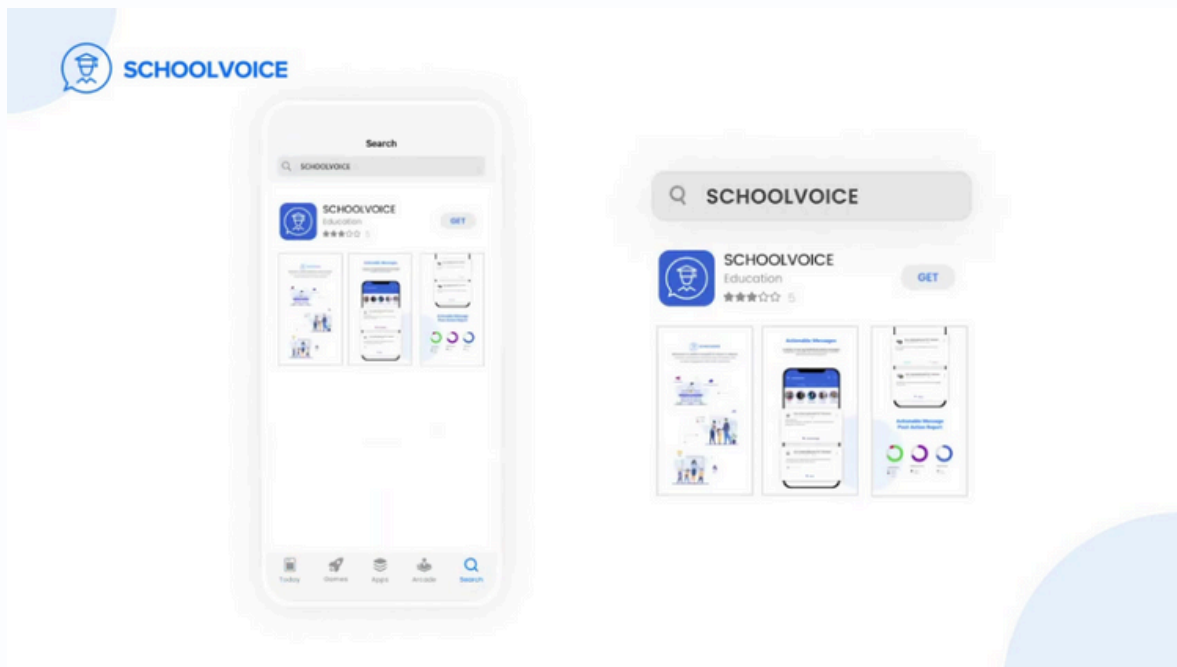


MOE PARENT COMMUNICATION APPLICATION- SCHOOL VOICE



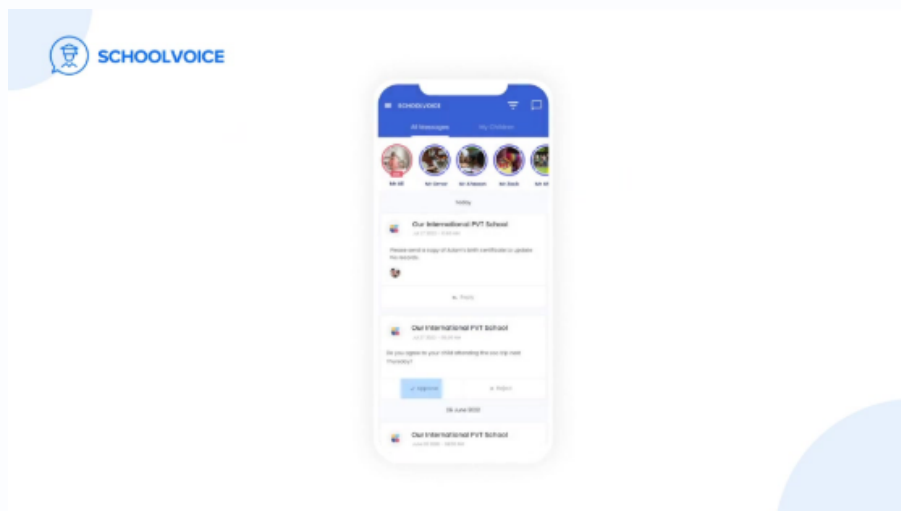
Simplifying communication between schools and parents

- **SchoolVoice** follows a workflow that ensures efficient communication by allowing teachers to instantly reach parents and enabling managers to review messages for quality and compliance.
- **SchoolVoice** app keeps you updated on your child's school life, with features like messages, stories, challenges, and a private social media platform.
- **SchoolVoice** securely protects photos, videos, and personal details shared by students, parents, and teachers, keeping them away from any unwelcome audience.



For Parents

1. Download: The Schoolvoice app from your device's app store (App Store or Google Play).
2. Open: the app and select "Parent".
3. Register: using the same phone number you provided to the school.
4. Enter: The One-Time Password (OTP) sent to your registered phone number.
5. Set: your PIN, which is important for verifying actions.



For schools

Enhance communication and increase parent satisfaction

Reputation

Simple predefined actions for happier parents and higher school enrollment

Reliability

Easy interface and report generation with advanced status monitoring

Cost Efficiency

No more paperwork, expensive communication systems or lost time

For parents

Stay up-to-date with your child at school

Convenience

Receive updates on-the-go and messages from your child's school and reply instantly using a set of predefined responses

Categorized Messages

Messages automatically assorted by child and school name

Critical Situations

Stay informed and be instantly alerted in case of an emergency

Primary School - Parent Communication - CLASS DOJO

ClassDojo is a communication platform designed to connect teachers, students, and families. It offers a simple and engaging way for teachers to share updates, resources, photos, and videos of classroom activities, fostering a sense of community.



- It streamlines communication between teachers and parents through instant messaging, allowing for quick and easy updates and addressing individual concerns.
- Teachers can award students "Dojo Points" for positive or negative behaviors and skills, providing immediate feedback and encouraging a positive and growing classroom environment.
- Teachers can easily share important documents, resources, links, and announcements with parents, keeping them informed about assignments, events, and learning resources.
- Students can create digital portfolios to showcase their work, promoting self-reflection and ownership of their learning.

How to Join Class Dojo

- In the beginning of the year, the Class teacher will add all parents to the Class Dojo Application using the email address noted on the Orison Application. Please ensure the correct email is given to the school.
- Next the teacher will share the class codes or individual codes with all parents on the same email ID

What must the Parents do:

After receiving the invite/code the next steps are noted below:



Join our class!

This year, I'll be using ClassDojo to share fun moments from the classroom and keep you up-to-date with info and events. See you on the ClassDojo app!

— Ms. Rozina



Or type your code

PT2MSRE7B

New to ClassDojo:

1. Download the ClassDojo app for iPhone or Android.
2. Sign up as a parent.
3. Type your code to join the class.

Already on ClassDojo:

1. Open the app and go to the 'Kids' tab.
2. Tap 'add code'.
3. Type your code to join the class.

Use of Class Dojo for Behaviour Management

ClassDojo is a valuable tool for enhancing behavior management and fostering a strong, consistent connection with parents at SIPS. Our goal is to create a meaningful platform that positively impacts classroom management across all teachers.

We have specific positive skills and areas for improvement on ClassDojo, allowing parents to receive live updates on their child's progress and behavior in class.

Below are some of the positive skills and needs improvement that we consider when giving them points.

Positive Skills	Positive Points	Needs Improvement	Negative Points
Attendance	1	Absent	1
Punctuality	1	Tardiness	1
Uniform	1	Not in proper uniform	1
On Task - Activity	2	Incomplete work	1
Participating	2	Not participating	2
Teamwork	2	Noisy in the class	2
English (All skills)	3	Not listening/ Disturbed	2
Math (All Skills)	3	Disruptive	5
Science (All Skills)	3	Fighting	5
Arabic (All Skills)	3	Messy book/ workbook	2
Islamic (All Skills)	3	Disrespectful	2
PE/ Music/ Arts (All Skills)	3		

Redeeming points will happen every month as one of the major factors for selection of "Student of the Month".

How Do I Pay School Fees/ Transport Fee/ Activity Fee Online?

Payment Methods:

Option 1 (Cash payment & Card Payment)

- One-time full payment of full fees Cash/ debit cards/credit cards. Payments should be made at the SIPS Finance Office.

Option 2 (Cash and Cheque Payment)

Tuition fees are collected in three installments separated by equal periods during the academic year.

- Tuition fees are divided as follows: 40% for the first term, 30% for the second term, and 30% for the third term.
- Books and Uniform Fees - full payment of full fees cash/ debit cards/credit cards.
- All 3 installments are given at the same time: 1 cash and 2 post-dated cheques as follows:
- 1st payment: 40% Cash or card payment before the academic year starts.
- 2nd payment: Post dated cheque between December or 1st week of January
- 3rd payment: Post dated cheque between March or 1st week of April. (Cheques should be drawn in the name of SHJ INT PVT SCHOOL LLC SP)
- Online: An online Fee payment facility is available once your child has been registered.

Activity Fee Online- Through Skiply App.

Please download Skiply Application for school fee payment from Apple store/ Play store. First Sign up application in your mobile and go for option (+Add student) and search for our School name as Sharjah intl. Private school LLC SP and register the student with student Id, student full name and full details for payment process.

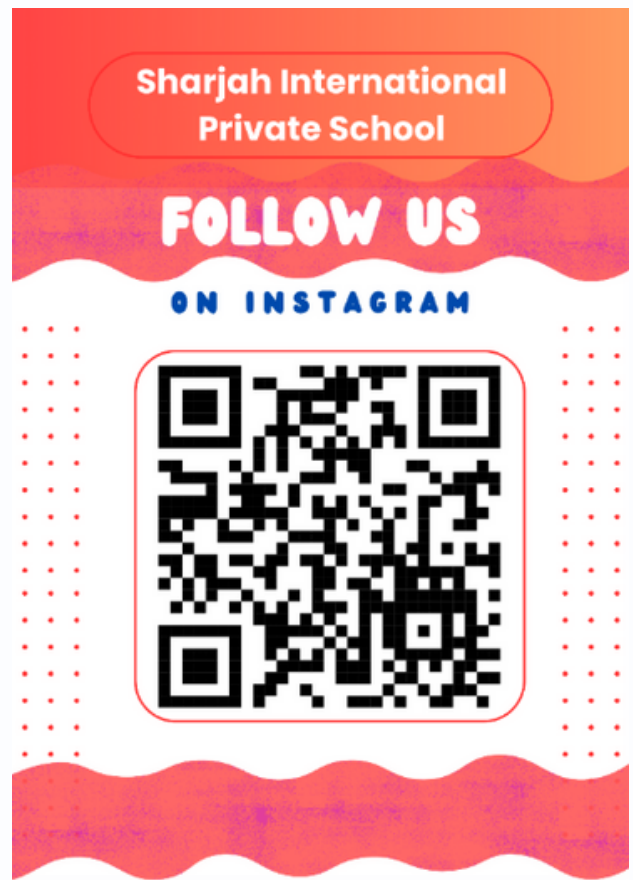
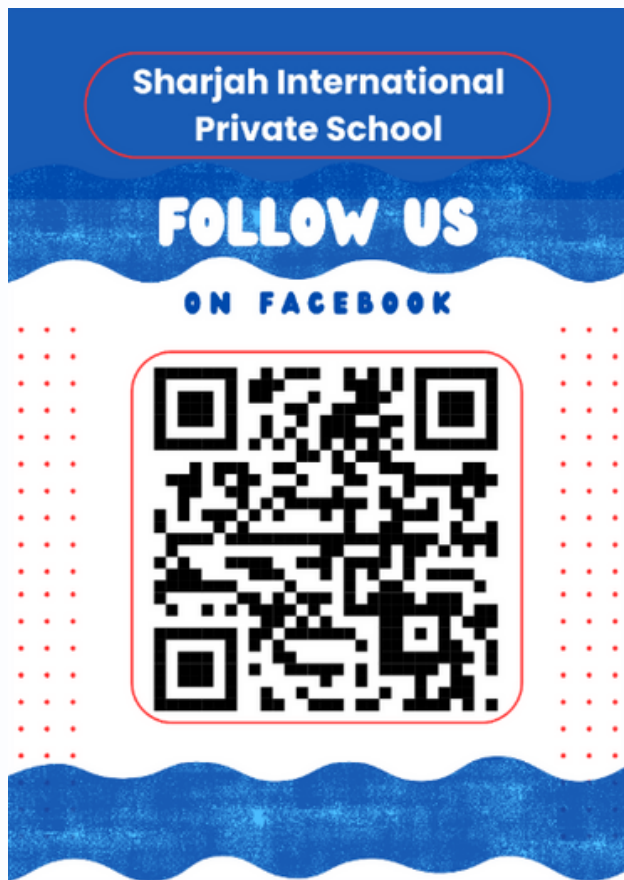
<https://apps.apple.com/ae/app/skiply/id1477629342>

<https://play.google.com/store/apps/details?id=ae.skiply.rakbank>



School Social Media

School Social Media pages



School Website

All circulars, newsletters, resources, Policies and Parent handbook shared by the school can be accessed in the “School Website” (<https://sips.ae/>)

Anti-Bullying Guidance

At Sharjah International Private School (SIPS), we are committed to fostering a safe, respectful, and inclusive environment where all students can thrive. Bullying in any form—verbal, physical, social, or digital—is not tolerated and is treated as a serious offense under the school’s Behavior Management Policy.

Key Points:

- Bullying is classified as a **third-degree offense** and results in a **12-point deduction** from the behavior grade.
- Repeated bullying incidents may lead to **temporary suspension** or escalation to a **fourth-degree offense**, potentially resulting in **academic failure** or **referral to authorities**.
- The school follows a structured escalation procedure: verbal/written warnings, grade deductions, and parental involvement.
- The school follows a structured escalation procedure: verbal/written warnings, grade deductions, and parental involvement.
- The **Behavior Management Committee (BMC)** ensures fair investigation and action on all reported incidents.
- All behavior violations are addressed under the **MOE Code of Conduct** and the **SIPS Student Behavior Code of Conduct**.

Mental Health & Well-being

At Sharjah International Private School (SIPS), we are deeply committed to nurturing a supportive and inclusive environment where every child's emotional and mental wellbeing is a priority.

Our Goals:

- Promote positive mental health and emotional resilience.
- Create a safe, caring space where students feel valued, respected, and comfortable seeking help.
- Encourage open communication between students, staff, and parents.

Support Systems in Place:

- **Wellbeing Team:** Our trained counselors, social workers, and SENCo support students through assessments, counseling, workshops, and referrals if needed.
- **Teacher Involvement:** Teachers track student wellbeing and collaborate with support staff for early intervention when needed.
- **Parental Involvement:** We work closely with parents to support children, especially when home situations may impact their wellbeing.

Our Approach Includes:

- Promoting **equal opportunities** and respecting individual differences.
- Offering regular **wellbeing workshops** for students, staff, and parents on topics like stress management, bullying, and healthy living.
- Teaching **life skills** such as communication, problem-solving, and self-regulation to help children grow into resilient individuals.
- Ensuring **digital wellbeing** through regular assemblies on healthy technology use and awareness of social media impact.
- Conducting **termly wellbeing surveys** for students and staff to monitor needs and improve support.

How We Identify and Help:

- We identify students in need through teacher observations, assessments, student well-being surveys and parent input.
- Individual support plans are developed and regularly reviewed with families.
- All personal information is kept strictly confidential, in line with data protection rules.

For more information or concerns about your child's wellbeing, please contact the school counselor.

School staff may become aware of warning signs that indicate a student is experiencing mental health or emotional issues. These warning signs should be taken seriously and the staff observing any of these warning signs should communicate their concerns to the people concerned immediately.

Possible warning signs include

- Physical signs of harm that are repeated or appear non-accidental.
- Changes in eating or sleeping habits.
- Increased isolation from friends or family, becoming socially withdrawn.
- Changes in activity and mood.
- Lowering academic achievement.
- Talking or joking about self-harm or suicide.
- Abusing drugs or alcohol.
- Expressing feelings of failure, uselessness or loss of hope.
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behavior.
- Skipping PE or getting changed secretly.
- Lateness to or absence from school.
- Repeated physical pain or nausea with no evident cause.
- An increase in lateness or absenteeism.

Working with All Parents

Parents are often very welcoming of support and information from the school about supporting their children's emotional and mental health. To support parents, we will

- Highlight sources of information and support about common mental health issues on our school website
- Ensure that all parents are aware of who to talk to, and how to go about this, if they have concerns about their own child or a friend of their child
- Share ideas about how parents can support positive mental health in their children.
- Keep parents informed about the mental health topics their children are learning about in school and share ideas for extending and exploring this learning at home

This is an uncertain time and any worry or anxiety which you may be feeling is normal. It is important that we look after not only our physical health but also our mental health and in doing so, parents will be better placed to look after children.

Our circumstances may have changed but our children's needs have not - love, attention and opportunities to learn and play. In order to ensure that your child's core needs are met the 'ways to wellbeing' offers a great template for you and your children. Involve them in planning ideas to cover each of these aspects to maintain wellbeing

Social Media Conduct

The school has a detailed policy regarding the use of social media platforms and the conduct of our community members, including parents, in the digital space.

SIPS is committed to fostering a safe, respectful, and positive environment for every student, staff member, and family. This commitment extends beyond our school campus to all forms of communication, including online interactions.

The United Arab Emirates has clear and stringent laws regarding cybercrimes, including but not limited to defamation, slander, and harassment. As an institution operating within the UAE, we are legally bound to uphold these regulations and take serious action against any violation.

Please be advised that the use of any social media platform for the purpose of leaving personal comments, naming, or defaming the organization or any individual associated with SIPS is a serious breach of our school's Code of Conduct. Such actions are not only damaging to the reputation and well-being of the school community but also constitute a legal offense under UAE law.

In the event of such a breach, the school will take immediate and necessary disciplinary and administrative action. Furthermore, reporting the matter to the relevant UAE authorities for investigation and legal proceedings will be done.

The school reserves the right to deny re-admission to any student whose parent or guardian engages in such behavior, as it demonstrates a fundamental disregard for the school's values and regulations.

School Curriculum

Core Curriculum: National Curriculum for England (NCfE)

Language of Instruction: English

Sharjah International Private School (SIPS) has designed its curriculum to empower the learners and create their future. Primarily, we offer the National Curriculum for England. The focus of the NCfE is on the essential knowledge and skills every child should have. The NCfE is a very structured curriculum developed to meet the needs of all learners. The curriculum allows for teachers to challenge and stretch more able students while providing more scaffolded support to those who need it.

At SIPS, we believe that each child can succeed, therefore we tailor our teaching practices with scientifically proven strategies, alongside differentiated teaching and learning activities. We also incorporate the goals and values of SIPS Education and the rich national influence of the UAE. This results in students being offered a modern, exciting, and educationally advanced curriculum. A vibrant & creative learning environment.

The National Curriculum for England is a broad and balanced curriculum applied in over 150 countries across the world. It is based on a structured and broad framework that outlines expected levels of achievement through all stages of a student's school life.

In Foundation Stage 1 and 2 students follow the Early Years Foundation Stage program. In Years 1 to 8, the students' progress through the National Curriculum for England.

Integration of STEAM, coding into the curriculum, International Early Years Curriculum (IEYC), International Primary Curriculum (IPC), and International Middle Years Curriculum (IMYC) is an intrinsic feature of learning across the school from FS 1 to Year 8.

In Year 9, the students do a Pre IGCSE programme where they explore a broader variety of subjects before they make an informed choice of subjects for IGCSE.

Years 10 and 11 students' study IGCSE subjects, Years 12 and 13 AS and A level subjects.

The curriculum lays the foundation for students to pursue university levels of education or professional career paths suited to their abilities, talents and interest. All IGCSE, AS and A level qualification awards are recognized worldwide. The Sharjah International Private School (SIPS) School students move on to higher education across the world, many to prestigious universities.

In addition to the development of specific skills and competencies, the curriculum emphasizes innovation, enquiry, creativity, analytical evaluation, and other 21st century skills needed to meet the challenges of the future.

Through innovative styles of teaching, workshops, projects and experiments students are given the opportunity to explore aspects of the curriculum and develop a variety of practical skills. Under the guidance of their teachers, students learn aspects of management, instruction and leadership, enhancing their knowledge, confidence and skills, so that they can make more defined career choices.

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 ECAs is mandatory and encouraged for skill building in Secondary whereas it remains optional in Primary.

For Assessment policy refer to www.sips.ae

Curriculum

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

Mandatory Subjects:

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

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

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

EYFS (FS1 and FS2) - The EYFS 1 and 2 curriculum is thoughtfully designed to support the development of the whole child socially, emotionally, physically, and intellectually. Children learn through a balanced mix of play-based and structured activities that nurture curiosity, build confidence, and lay strong foundations for future learning. The curriculum promotes exploration, creativity, communication, and early academic skills in an engaging and supportive environment.

- Arabic
- Literacy
- Numeracy
- P.E
- Islamic
- UTW (Understanding the World)
- Expressive Arts
- ICT
- Library
- Music
- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

Key Stage 1 and 2 (Year 1 to Year 6) - The Key Stage 1 and 2 curriculum aims to provide a broad, balanced, and inclusive education that fosters academic excellence while supporting each child's personal, social, and emotional development. It is designed to encourage curiosity, critical thinking, creativity, and a lifelong love for learning. Students are guided to become confident communicators, responsible individuals, and active participants in their learning journey. The curriculum also emphasizes moral values, cultural awareness, and global citizenship.

Subjects offered include:

- 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

Key Stage 3 (Years 7 to 9)- The Lower Secondary phase, covering Key Stage 3 (Years 7 to 9), is designed to build upon the foundational knowledge and skills developed in earlier years. It supports students in becoming more independent, responsible learners and prepares them for the academic demands of upper secondary education. The curriculum promotes critical thinking, collaboration, and personal growth while continuing to develop strong academic foundations across core and specialist subjects.

Subject offered include:

- 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
- P.E.
- Humanities
- PSHE

Key Stage 4 (Years 10 - 11 - IGCSE) Key Stage 4 marks the beginning of the IGCSE program, a crucial academic phase where students specialize in subjects aligned with their interests, strengths, and future aspirations. The curriculum balances core compulsory subjects with elective options, fostering academic rigor, personal responsibility, and life readiness. This stage prepares students for higher education pathways and equips them with the skills needed for success in a global environment.

Subjects offered include:

- Arabic (A or B)
- Islamic Studies (A or B)
- Social Studies (A or B)
- Moral Education (A or B)
- English
- Math
- ICT
- Biology
- Chemistry
- Physics
- Business Studies
- Accounting
- Environmental Management
- Life Skills
- Travel and Tourism
- Geography
- Computer Science

Key Stage 5- Sixth Form (Years 12–13 – AS & A Level) The Sixth Form phase offers students the opportunity to pursue advanced academic study through the internationally recognized AS and A Level qualifications. This stage emphasizes subject specialization, independent learning, critical thinking, and preparation for university and future careers. Students are supported in developing leadership, responsibility, and essential life skills during this final stage of school education.

Subjects offered include:

- Physics
- Biology
- Chemistry
- IT
- Math
- Accountancy (optional)
- Business Studies
- Arabic as a First Language (optional)
- Arabic B (optional)
- Islamic Studies for Arabs and Non-Arabs
- Life Skills
- Moral Education

Subject Choices:

- 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 Nationality:
 - Emirati Students one or more optional subjects
 - Egyptian Nationality 3 or more
 - Other nationalities 2 or more.

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

- All students must appear for the IGCSE Modular Examinations in Year 10 and 11.
- 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 subjects' IGCSE with grade 4 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.
- 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.

School Curriculum - Ministry of Education:

The curriculum adopted in the ministerial department is that of the Ministry of Education, and Arabic is taught as the primary language of instruction, while English is taught as a second language. It teaches mathematics, science and social studies with the latest curricula in the world, and enjoys high quality, as the Ministry is working on continuous updating of curricula in line with the country's vision to reach the level of education in the UAE to the highest level.

The curriculum includes a wide range of learning materials, based on a set of criteria and learning outcomes. The ministerial curriculum is designed in a manner that is in harmony with the national values and culture of the country. Arabic is the language of instruction for all subjects, except English.

The Ministry of Education conducts periodic updates to the curricula to ensure their quality and suitability for modern developments.

The General and Advanced Track curricula in the eleventh grade have recently been integrated into some schools.

For the stages of study approved by Sharjah International School:

Cycle 2	Grade 7 -8
Cycle 3	Grade 9-10-11-12

Curriculum for cycle 2: The curriculum aims to provide a broad, balanced, and inclusive education that fosters academic excellence while supporting each child's personal, social, and emotional development. It is designed to encourage curiosity, critical thinking, creativity, and a lifelong love for learning. Students are guided to become confident communicators, responsible individuals, and active participants in their learning journey. The curriculum also emphasizes moral values, cultural awareness, and global citizenship.

Subjects offered include:

- Arabic
- Islamic Studies
- Social Studies & Moral Education
- English
- Math
- Science
- Math
- ICT
- Art
- P.E

Curriculum for cycle 3: Students specialize in one of the following tracks: General Track or Advanced Track. In each track all subjects are mandatory. While the two tracks include literary and scientific subjects, the advanced track focuses more on mathematics and advanced science. Students can choose their tracks based on their abilities and interests.

Subjects offered include:

- Arabic
- Islamic Studies
- Social Studies & Moral Education
- English
- Math
- Biology
- Chemistry

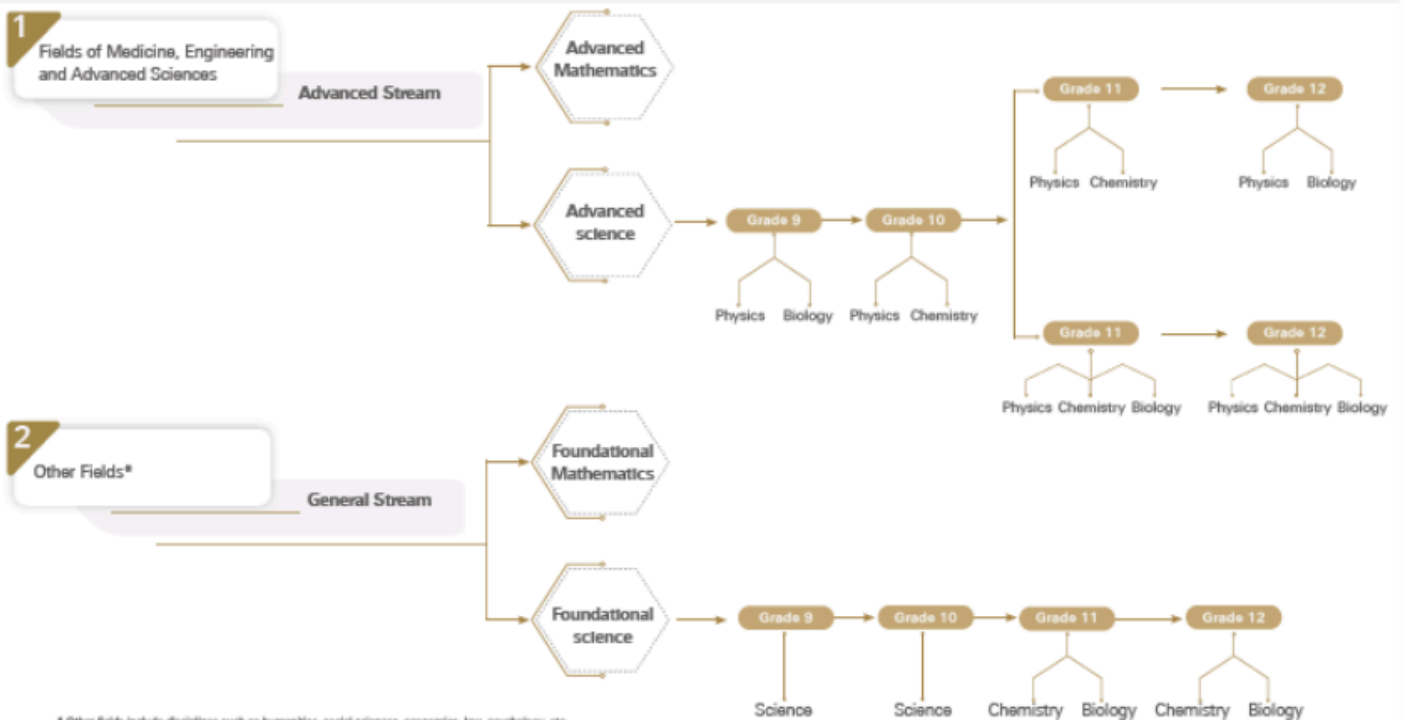
- Physics
- ICT
- Art
- P.E

There are many updates on the educational tracks in the third stage aimed at developing students' skills and making them choose the appropriate subjects according to the specialization of their choice.

Updates on Educational Streams - Cycle 3

The educational streams have been restructured to better align with students' interests and future career aspirations. This restructuring enables students to pursue higher education pathways in either humanities and social sciences or in medicine, engineering, and advanced sciences.

These updates will be implemented in both the general and advanced streams through a carefully planned transition process that includes the elective subjects system.



Scholarships at SIPS

Scholarship Opportunity for Grades 10-11/Years 10-12 Students.

At SIPS we offer a scholarship program for our students in Grades 10-11/Years 10-12. This initiative aims to recognize and reward outstanding students who demonstrate excellence in various aspects of their school life.

Eligibility Criteria:

Scholarships will be awarded based on the following key areas:

1. **Academic Performance:** Consistently high grades and strong performance across subjects will be a primary consideration. Students are encouraged to maintain excellent academic records.
2. **Class Interaction and Participation:** Active engagement in classroom activities, meaningful contributions during discussions, and a willingness to collaborate with peers and teachers will be considered.
3. **Behaviour:** Exemplary conduct, respect for peers and staff, adherence to school rules, and upholding school values are essential.
4. **Positive Attitude:** Demonstrating enthusiasm, resilience, and a proactive approach to learning and challenges.
5. **Uniform and Punctuality:** Strict adherence to the school's uniform policy and regular, timely attendance (98% attendance required as per SPEA) are key evaluation criteria.
6. **Contribution to the School Community:** Active participation in school initiatives, events, and community activities will also be assessed.

Assessments for the scholarship begins from Year 10, allowing the school to evaluate students' consistency and growth over time.

Selection Process: A selection panel, comprising members of the school's academic and administrative team, will carefully evaluate eligible students.

Successful candidates will be notified and awarded a one-year waiver of tuition fees.

Parent Council

The Parent Council plays an important role in bringing a student's home and school together for their holistic development. As a result, we initiated the process of forming our first 'Parent Council' in the different sections of the school.

The Chairperson is responsible to liaise with the school and parent community and work effectively towards enhancing a positive change across the school community.

School leaders and the Parent Council work together in planning towards the progress of the students and the school.

Roles and Responsibilities of Parent Class Representatives

- Ensure meetings start on time – let the Chairperson know if you are going to be late or cannot attend.
- Stick to the agenda – if there is anything you would particularly like to discuss, speak to the Chairperson for an item on the agenda.
- Support the group and work as a team – everyone's contribution is important.
- Listen to each other and respect each other's point of view.
- Discourage domination by one or a few members and encourage quieter members to take part.
- Aim towards constructive discussion and decisions – try not to get 'personal'. If you disagree with someone make clear it is their point of view you disagree with rather than them as an individual.
- Minutes of meetings to be shared with the school with action points.
- It is important to remember that the Parent Council cannot discuss matters relating to individual parents, children or staff members for reasons of confidentiality.

Visitor Policy

General Guidelines for School Parents

1. **Signing in with Security Staff** - All Parents/Visitors who is intended to access the school premises must have to pass through the security post at the main entrance to provide purpose of his visit and to complete the signing in process.

- Tell him/her who you are
- Tell him/her why you are there
- Show your identification
- Who you are visiting
- Sign the visitor's book (if needed)
- Comply with all necessary requirements for access to a school as informed by the security staff
- Wear and display your IDs at all times while visiting the school
- Deposit any of the following original valid IDs: (not required if Emirates ID card reader is available at each premises) - Driving license, Emirates ID card (UAE only), Labour card or Any other ID issued by the Government

2. **Access to School during Non-Office Hours**

Any visit during the below stated timings will be considered as non-office hours:

- Friday and Sunday including public holidays (24 hours).

Clinic Policy & Guidelines

At Sharjah International private school we aim to keep your children safe and healthy. We do this by ensuring a secure and caring environment where we foster a sense of physical, mental, and emotional well-being.

Facilities and Personnel

There is a well-equipped clinic in the school with two full-time registered nurses. SIPS employs a full-time licensed physician who oversees the clinic. In accordance with the regulations of the MINISTRY OF HEALTH (MOH). Automated External Defibrillators devices and First Aid kits are available at various locations of the school campus to provide optimal care in case of emergencies. In case of emergency or illness, the clinic staff will provide parents with a provisional diagnosis. Additionally, the clinic staff provide health education and vaccination services.

- A personal file is regularly updated for each student where all scheduled vaccinations, annual check-ups (height, weight, BMI, BMI percentile, etc.) and any other visits to the school clinics are recorded.
- Parents will be notified in advance about any forthcoming screening that your child may be involved in.
- Students' medical files will always be handled confidentially.

Vaccinations

- Parents are required to provide the school with updated vaccination records for their child/children.
- Vaccinations are usually scheduled twice per academic year.
- A notification will be sent to parents 14 days prior to the actual date of vaccination and asked to sign a consent form and return it to the clinic.
- Should the parents choose not to have their child/children vaccinated at the school, they are still required to provide an up-to-date copy of their child/children vaccination records and inform the school if a child receives any vaccinations outside the school

Medical Reports and Medical Alert Forms:

- A medical report must be submitted to the school where there is any change in health condition or a new medical condition for your child. Changes in certain health conditions may impact on the wellbeing of the student and any treatment given by the clinic.
- If your child has pre-existing medical conditions, the school clinic needs to be notified in advance.
- Additional members of staff who are in contact with such students will be notified about your child's pre-existent condition and trained accordingly.

Other Important Points to Note:

- Only the school clinic can give medication to students.
- Students cannot carry their own medication.
- Parents must give medication to the clinic directly.
- All medication needs to be in its original, labeled container.
- Students on antibiotics may need to stay home.
- Parents must disclose any pre-school medication given to a child.
- Parents of students with special medical needs must discuss them with the school and provide written instructions.
- Parents are responsible for providing and replenishing emergency medication.
- Children with a fever must stay home.
- If a child gets a fever at school, parents must collect them immediately; they will not be sent home on the bus.
- Students with contagious illnesses must stay home and provide a doctor's certificate upon their return.
- For off-campus injuries, the school will notify parents and advise on the next steps.
- Parents will be contacted by phone or email if their child is unwell or if there's a need to discuss medication.
- The school doctor can be contacted via phone or email for emergencies, and parents are welcome to meet with them at any time.

School Transport Services (BBT)

Bus transport for students is an outsourced service and is provided by School Transport Services LLC (BBT) with the aim of providing quality and safe service as per the regulations of the local transport authority. Please click the link for details regarding BBT policy.

Please access <http://www.BBT-group.com> for the Terms and Conditions of service as well as all other relevant information.

Registration for Transport Services

All students who require the services of BBT shall apply in a prescribed form available on the website or at the school (BBT counter at the school).

Direct Payment by Companies

In case of direct payment of transport fee to BBT by the parent's Companies it should be informed at the time of registration

School Policies

All policies on the website can be accessed through the link: <https://www.sips.ae>

School Canteen

Our Canteen is committed to serving and supporting our school, student and parent community safely.

The scope of the guidelines includes delivery of food to ensure students are provided with a safe, hygienic Food & Beverage service. General Health & Safety Guidelines as per UAE & Sharjah municipality will be followed.

Payment Modes:

- Cash payments will be accepted at the canteen counter.
- Register in the **DirectSchool App** for cashless payment system.

Photo & Video Consent

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:



SHARJAH INTERNATIONAL PRIVATE SCHOOL

