



# **AL SAAD INDIAN SCHOOL-AL AIN**

**MANAGED BY BHARTIYA VIDYA BHAVAN, MIDDLE EAST**

**Parent Handbook**

**2025-2026**



## School Working Hours

### School & Office Timings

COHORT	MON-THU	FRIDAY	TUESDAY
KINDERGARTEN	7.30 am - 12.30 pm	7.30 am - 11.45 am	7.30 am - 12.30 pm
G1-12	07.30 am – 02.45 pm	7.30 am -11.45 am	7.30 am – 4.00 pm
Office Timings	07.45 am - 2.45 pm	07.45 am - 11.45 am	07.45 am - 4.00 pm

#### **To meet the Director/Principal/VP.**

They are available to meet parents on all working days. A prior appointment can reduce waiting time.

#### **To meet Teachers**

Parents may meet the Kindergarten teachers between 12:00 noon and 1:00 p.m. on all working days. Parents may meet teachers of Grades 1 to 12 by prior appointment or only with the permission of the Supervisor concerned, during normal working hours.

*Attendance at Open Houses is strongly encouraged.*

#### **To meet the Counsellors**

The School Counsellors and Special Educators are available to meet with parents during office hours by prior appointment only.

# Uniform

The uniform is worn with pride. It is an outward sign of the choice that students have made to join the school and a way to demonstrate daily their commitment to fully embrace the values and spirit at our school. Students must wear the uniform which is approved or provided by the school. Students must understand that wearing the uniform without all accessories is considered as incomplete and will be a reason for getting cautioned or being reported to the Parent.

We recommend at least two complete sets of the uniform per child. Parents are expected to purchase the school uniforms/attire prior to students attending school.

- Students must have a **valid identity card** issued by the school throughout their presence in the school and during all out-door activities of the school.
- Students from Grade 6 and above are required to wear the **School Blazer** on all days, except when the PE Uniform is worn.
- There are different uniforms for regular classes and physical education classes. **Physical education (PE) uniforms with white canvas shoes should be worn on days when Physical Education and Yoga Classes have been timetabled.**
- Wearing unwashed crumpled or very tight clothes or clothes which are too small for the students is considered as improper uniform. In winter students must wear plain blue sweaters, prescribed by the School and as available in the school stores.
- Boys should have short hair. Any type of trendy hair-cut is not permitted. Girls must make two plaits (braids) or tie two ponytails. No girl will be allowed to keep her hair open unless very short. Ribbons or hair bands, if used, should be plain black only.
- Hats, caps, sweat-bands and sun glasses are not allowed in the school.
- Girls will not be allowed to wear make-up except on special days and when functions are organized. Nail polish and flowers in the hair are not permitted.
- Black shoes of the specified design & Black socks with regular school uniform and white canvas shoes and white socks with track suit will be worn by students.
- Only girls will be allowed to wear small studs in their ear-lobes. Students will be allowed to wear Gold Studs (small) only after a Parent's request (approved by the Principal) and if the child is allergic to other metal or artificial jewellery.
- Only Sikh boys and girls will be permitted to wear a Kada. Any other religious thread or locket, if worn, should be inside the shirt and should not be visible.
- The belt issued or approved by the school only will be allowed. School belts should be worn on all days, except when the PE Uniform is worn.

# Transport Services

Transport services for Students of Al Saad Indian School, is offered our own sister concern- Bhavans School Buses Transportation- Sole Proprietorship LLC-approved by the Department of Transport . To facilitate co-ordination between the Transport Operator and Parents opting for Transport, the school facilitates only collecting Transport Forms (New registration as well as Change of Location) and Transport Fees. An Operations Executive of the Transport Company is always available at the school and parents can meet the Executive during the school day.

*Transport services offered by Bhavans School Buses Transportation- Sole Proprietorship LLC is recommended by ASIS.*

- Bhavans School Buses Transportation- Sole Proprietorship LLC operates the buses in compliance with the guidelines of regulatory authorities.
- All drivers of Bhavans School Buses Transportation- Sole Proprietorship LLC are fully trained, hold DOT issued school bus driving licenses and participate in our ongoing customer care and drivers' training courses.
- The buses are installed with a Video Surveillance System. All buses are provided with a mobile phone. The mobile phone number is available with the school.
- All buses have designated pick up and drop off points.
- **As per the latest guidelines received from the ITC ( Department of Transport, Abu Dhabi ) no child below the age of 11 will be dropped of without the presence of the guardian. If the guardian is unavailable at the drop off point – it is advised that the child is brought back to the school.**
- **No school bus is permitted to drive in reverse gear. This is a punishable offence as per the ITC ( Department of Transport, Abudhabi )**
- Usage of services provided by the school recommended Transport Operator is optional, but usage of other private transporter's services is strictly prohibited for safety and security reasons. Parents not opting for the recommended Transporter, should personally pick and drop their children.
- In case of parents opting to send their children by other transporters – all prescribed documents must be submitted to the school admin office. Any change in the designated person must be intimated to the school and class teacher in advance.
- The students traveling by school buses must behave well during travel.
- Any act of indiscipline or damaging to the vehicle will result in suspension of usage of the Transport services immediately. There will be no refund of the transport fees collected.
- It is the responsibility of the parent(s) to ensure that their child / children is/are at the pick-up point at the designated time. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick-up points after the scheduled time. Due to traffic delays buses may arrive at pick-up and drop-off points behind schedule.

- *Parents are required to inform the drivers/ Operations Executive if a student is absent on a particular day. If a student does not want to use the return trip on any day the parent should hand in a written communication or send an email to the Operations Executive.*
- *For safety reasons, eating and drinking on the bus other than water will not be permitted.*
- *Bhavans School Buses Transportation- Sole Proprietorship LLC reserves the right to decline the provision of service allocation of bus facilities based on the availability of a seat in the bus plying in the area.*
- *Missing the bus will not be a valid excuse for remaining absent from the school.*
- *The bus fees are to be paid term-wise at the beginning of each term along with the tuition fee. Discontinuation during mid-term is not allowed and no claim for a fee refund will be entertained.*
- *A change in residence or spot for pick and drop must be intimated to the school office immediately in writing, by filling in the Transport Application.*
- *Change of location will be done, within 3 days of receipt of Transport Application, at the School office.*
- *Clarifications on Pick up/ Drop off should be done directly with the Transport Operator.*
- *All Bhavans School Buses Transportation- Sole Proprietorship LLC vehicles, drivers and passengers are insured. In case of any claim due to an accident, the company's liability is limited to comprehensive compensation paid by the insurance company, as per the terms of the insurance policy.*
- *Parents or guardians shall compensate the company for any damage caused/ sustained on the bus or to other travelers as a result of inappropriate behavior/ actions by their child.*
- *Bhavans School Buses Transportation- Sole Proprietorship LLC may use e-mail ID/ mobile number of the parents for conveying messages/ sending newsletter/ circulars.*

# Withdrawal from School

Application for withdrawal is to be made in the prescribed form available in the office and submitted to the office on or before –

- 15th April – If the student has to discontinue from June
- 15th September – If the student has to discontinue from the 1st of December
- 1st January – If the student has to discontinue in the new academic year

1. One clear calendar term's notice in writing or one term fees in lieu of such notice must be given before a pupil can be withdrawn.
2. Transfer certificates are not issued until all dues of the school are settled.
3. It is always advisable to write to the school about the problems of your ward for seeking guidance. Your letters will be replied to after discussion with the teachers concerned.

Kindly Note:

The fee is subject to revision at any time of the session as per the instructions issued by the Private Education Department.

**In case of student withdrawal during the term, full term fee will be charged irrespective of the number of days attended.**

## School Houses

House Name	Colour	Attributes	Motto	House Josh
Satya	Blue	Truth	धर्मः सत्येन वर्धते Dharmah satyEna vardhatE	Wisdom is Found in Truth
Shanti	White/Green	Peace	पृथ्वियां शान्तिः Prithviyaan Shantihi	Peace comes from within. Do not seek it without.
Shraddha	Orange	Focus & Determination	ना कदापि खण्डितः Na Kadapi Khandhit	The power of determination will make you unstoppable
Shubham	Yellow	Goodness	एकं जीवनं एकः अवसरः Ekam Jeevanam Ekah Avasarah	Be the reason someone believes in the goodness of people

## School Clubs

Club Name	Activities	Mission
Eco Science Club	Educating and raising awareness amongst students about environmental issues. Empower members to actively participate in various socio-environmental activities.	Through our Eco-Science Club we hope to improve our students' sensitivity to environmental threats and instill strong conservation values in them.
<b>BHAVANS TECH TITANS -</b> Robotics Club	Children explore and learn coding, build robots and make friends along the way, preparing for a future filled with innovation and creativity.	Offers a tailor made ecosystem for children to learn problem – solving, critical thinking and very importantly team work. It serves to ignite their curiosity about technology, fostering STEM skills in a fun, hands on way.
Chess & Carroms Club	Train students for championships	To train and produce young chess champions
Visual Art Club	This club offers special coaching to horn their artistic talents.	To master the art of drawing and painting.

<b>BHAVANS BOOK WORMS -</b> Literary Club	Providing an invaluable opportunity to discover and develop literary creative potentials. Discovering and harnessing the love for the written word and creating an appreciation for various genres of books.	A platform for constructive and positive self-expression and developing bibliophiles. Developing the skill of critically analyzing books and authors & confidently expressing thoughts.
<b>BHAVANS KARDIO KLUB -</b> Health & Wellness Club	Teaching students the concepts, attitudes, skills and behavior for life-long <b>healthy</b> eating habits and physical activity.	Creating an awareness and consciousness of healthy mind and fit body individually and in the community.
<b>MATH PIRATES -</b> Math Club	Making Math – Magical, Fun and linking it to everyday life with logical reasoning and problem solving skills.	Demystifying math is the primary goal
<b>BHAVANS GLEE CLUB -</b> Visual & Performing Arts Club	Visual arts with the addition of performing arts of dance and music make this club give its members a strong cultural ethos.	The platform of visual and performing arts is a comprehensive forum for safe expression , communication, exploration, imagination, cultural, traditional and historical understanding.
<b>BHAVANS QUIZZARDS -</b> Quiz Club	Quiz club is an interactive zone wherein students keep themselves abreast of times – current and historical.	Motivate, inspire, encourage and reward children in their quest for knowledge and provide them with the opportunity to celebrate their knowledge.
<b>BHAVANS SPEECH SQUAD -</b> Public Speaking Club	Public Speaking Club is a platform to hone the oratory skills of the students.	To mould and form young orators with confidence and courage.
<b>BHAVANS TASTEBUDS -</b> Cookery Club	Students who have a flair for cooking are given training for enhancing their culinary skills	To enhance the talents and nurture their love for cooking.
<b>LIGHTS ! CAMERA ! ACTION ! -</b> Dramatic Club	It offers specialized coaching for students to refine their acting skills	To train students to perform with confidence.
<b>BHAVANS SCRIBE TRIBE -</b> Creative Writing Club	This is a platform for students to enhance their writing skills	To develop the writing skills of children
<b>BHAVANS FRATERNIQUE -</b> CULTURE & HERITAGE CLUB	<b>FRATERNIQUE PLEDGE :</b> For the wonders of nature That are mine to protect For the richness of culture That I promise to respect For the heritage That is ours to protect.	To encourage the education authorities to incorporate heritage education into the learning process. To inspire young minds to develop secular, cultural values and contribute to the sustainable growth of our nation.

# Rules and Regulations

## Discipline:

1. Students must always be polite to all fellow-students, teachers and all other non-teaching staff including helping staff and transport staff of the school.
2. Use of abusive language and harsh tones is not permissible in any situation.
3. Students must be punctual to the school. Students should also be punctual in reporting back to class after breaks, activities or classes in the labs.
4. Running, playing or shouting in corridors or classrooms is strictly prohibited.
5. Loitering on campus is not allowed.
6. Students of all classes are strictly prohibited from bringing mobile phones, flash drives, i-Pods or any other gadget to the school.
7. Students should not carry much cash to the school. Students are also requested not to indulge in borrowing or lending of cash to other students.
8. Students should not wear expensive ornaments.
9. Students are not allowed to wear fancy and colourful clothes except on birthdays or when specially permitted by the school authorities.
10. Students must take care of the school property and belongings. Any damage to school property caused by the students will have to be made good at the parent's expense.
11. Students are expected to be environment-friendly. Wastage of electricity, or water and any damage to plants must be avoided at all costs.

## Personal Care/ Hygiene:

1. Students should keep a cotton cloth napkin or small towel for their use before and after food.
2. Students can keep a spare dress with the school store for emergency use.
3. Students should inform the school office or nurse if they are on any treatment.

## Library:

1. Library books will be issued to the students of standard V onwards only during the library period.
2. Students may choose the book from the shelves. No student will take any book out of the library.
3. Students must not carry reading material outside the library.
4. Silence must be always maintained in the library and no food or drinks.

### Academic:

1. The school gives minimum home-work as a matter of practice. However some assignments may be given on weekends to class One and above.
2. In case unexpected holidays are declared by the authorities, the teaching plans may get disturbed. In such cases, some home-work may be given. The parents and students are expected to cooperate with this arrangement in their own best interests.
3. Students must take the initiative in getting his/her work completed if he/she misses a class owing to any reason. Teachers will surely help them, but it is not the teacher's responsibility to remind them in the case of class III and above. Parents are expected to ensure that all missed notes are properly completed.
4. The school has a teacher : student ratio of 1:20, in class and maintains a ratio of 1 : 18 on a whole school level. Hence, the school strives to give individual attention to all students to the maximum extent possible. Parent co-operation in this is also enlisted.
5. Extra reading and widening of the horizons of knowledge is always appreciated by the school.
6. Students' participation in extracurricular activities is appreciated. However participation in extracurricular activities or interschool competitions cannot be used as an excuse for not studying.
7. Students are expected to take the assessments seriously. Students found to be indulging in unfair practices during tests will be dealt with very strictly.
8. Participation in external assessments, tests and competitive exams is purely optional but is recommended by the school.
9. The internal assessment in the school will be carried on as per the recommendations of CBSE and will be changed on the basis of the circulars from the board from time to time. The students and parents will be intimated about the changes, if any.

### Laboratory - Class VI and above

1. Students must not enter the labs if a science teacher or the lab assistant is not present in the laboratories.
2. Students must read and follow the safety measures displayed in the laboratories.
3. Students must bring the record books on all days of practical classes.
4. Students must not touch the apparatus or chemicals unless instructed by teachers.
5. Students must not switch on or off any equipment without instructions from the teacher.
6. Students must not try out any experiment in the absence of a science teacher or lab assistant.
7. Wastage of water or chemicals in laboratories must be avoided.

8. Students are strictly warned against playing pranks and practical jokes with anyone using lab chemicals or instruments.

#### **Computer Laboratory:**

1. Students must not enter computer labs if a teacher or lab assistant is not there.
2. Students must read and follow the rules of discipline displayed in the computer lab.
3. Students must bring the computer notebook or lab records on all days of the computer laboratory period.
4. Students should not load or delete programmes on school computers.
5. Students should access the files and programmes strictly as instructed by the teacher and must not try to access any other programs or files saved in the computers of the lab. Using CDs, external hard disks or flash drives on school computers is strictly prohibited.

#### **Physical Education:**

1. Students must be careful about their own safety and not cause any injury to any one intentionally or unintentionally
2. Obey the Physical Education teachers
3. Maintain sportsman's spirit
4. Do not indulge in foul and unfair practices
5. Participate wholeheartedly in physical activities.
6. Inform the school authorities about any health related problems that may prevent the student from participating in Physical education activities.

#### **Mathematics Lab:**

A well-stocked Math lab is functional to enhance math learning in a more realistic manner. Students get at least one period a week to visit the Math lab.

#### **Tinkering Lab:**

A well-spaced Lab for students where they can experiment with, learn, develop and conceptualize different scientific ideas. This is where their science lessons are taken to next level beyond the classrooms.

## Note to Parents

1. Parents are requested to read and understand the rules and regulations at the onset of each academic year.
2. The Parents must inform the school with their latest contact details and update the office as soon as there is any change. Parents must also update personal information about themselves as well as students on the parent portal and student's portal on their own. If our instructions do not reach you due to change in contact details, the school holds no responsibility for any loss or damage.
3. Renewal of residence permit and ID should be intimated to the office.
4. A copy of the renewed residence page and ID of the parents and the student must be submitted to the office to update the records in the office. These copies are subject to verification from officials of the Ministry of Education frequently. It is the responsibility of the parents to update all the required records.
5. Parents are not allowed to go to the classrooms during class hours. If they have any problem, they are requested to meet the Principal.
6. Parents are requested to make telephone calls to teachers between 05.00 pm and 07.00 pm only or mail them regarding any issue. Conversations are expected to be brief and professional.
7. Parents are expected to check whether the teacher is able to converse at the particular point in time when they call the teacher. We expect Parents to respect the privacy of teachers.
8. Our staff members are trained to answer the parents politely. The parents are encouraged to bring forward their problems in a polite manner. Parents are requested not to raise their voice or behave in an impolite manner to any member of the staff.
9. The school does not recommend tuitions and does not permit its teachers to accept private tuitions.
10. Parents should try to attend all the Parents Teachers Meetings or Open Houses
11. Parents are strictly prohibited from distributing sweets or gifts to students and staff on their ward's birthdays. Buying a book to the school library is encouraged by the school with the child's name on the book.
12. When a student remains absent in school for less than 3 days, a leave note must be sent to the class teacher. If the leave is for more than 3 days, a separate letter addressing the principal should be sent with the student on the day of resuming. In case of planned holidays the leave letter must be submitted before going on leave. In case of absence due to sickness, a medical certificate accompanied by a parent's note should be sent.
13. A child suffering from a communicable disease should be sent to school only after getting a fitness certificate by the treating doctor.

14. If the child has a history of health-problems like asthma or epilepsy, the parents are requested to give details about it to the school, the phone number of their clinic and the doctor's contact numbers for emergencies.
15. Please do not send your child to school when he/she is ill. Instead, send a letter and the doctor's certificate as early as you can.
16. There should be a name tag on sweaters. You may use fabric paint or embroider the child's name on the inner side of the sweaters. Pupils' sweaters might get exchanged after PT classes.
17. Parents must pay the school fees in time. Defaulting parents will lose access to the Parent portal as well as the student portal.
18. Please note that in the event of an unexpected holiday during assessments, the assessments scheduled on that day will be held at a later date. The remaining assessments will be conducted as scheduled.
19. Parents will not be permitted to meet any Management or School official as a group. All issues to be discussed, can only be done individually. The school reserves its obligations only to individual parents and not to groups of parents.

## General Discipline

### 1. Misbehaviour:

- In the classroom with the teacher
- Disturbing the class
- Using abusive language in the class
- Disobeying the teacher in the campus
- Disobeying the teacher in the bus

### 2. Non-adherence to rules conforming to uniform:

- Any student-without proper uniform and without a letter from the parents.
- Boys: elaborate hairdos / hairstyles / military haircut
- Boys and Girls: Colouring of hair
- Girls: Showy Ornaments, fringe hair / untied hair and nail polish & makeup

### 3. Truancy:

- Leaving the campus without proper permission
- Leaving the class without proper permission
- Any interaction accounted for by forged note or signature
- Coming late to class after recess/ break/ PE periods/ art periods

### 4. Miscellaneous

- Damaging school property
- Coming late to school and coming without a proper application for leave after being absent from school (Refer to leave application format)

Actions taken by the school:

- For any act of indiscipline, the students will be given a written warning.
- In the event of the student indulging repeatedly in the same act of indiscipline, the student will be summoned the next day with the parents.
- In all matters of discipline and misbehavior in school, rules applicable in the school will be applied. All decisions of the school will be final.

## POSITIVE AND GOOD ETIQUETTES

- **Listen** and try to **understand**, other people's point of view.
- Work to the best of your ability and take pride in your work
- In class make it as easy as possible for students to learn and for the teacher to teach
  - i) Arrive on time with everything you need
  - ii) Listen carefully and follow instructions
  - iii) Do not interrupt anyone while talking during discussions
  - iv) Help your classmates
- Be polite and courteous to fellow students, members of the staff and visitors to the school.
  - i) Speak politely, quietly and positively to each other
  - ii) Walk quietly and carefully about the school
  - iii) Lining up quietly when queuing up and maintaining the same
  - iv) Treating all adults and fellow students as you would expect to be treated
- Keep the school clean, tidy and attractive so that it is a welcoming place for everyone.
  - i) Put litter in the bins
  - ii) Keep walls and furniture clean
  - iii) Take care of display's and other people's work
  - iv) Ensure your classrooms and corridors are always neat and tidy and take pride in appearance

## PARENT ENGAGEMENT POLICY 2025-26

### INTRODUCTION

The Parent Engagement Policy of *Al Saad Indian School, Al Ain* establishes the framework for building strong, positive and collaborative partnerships between parents and the school. Recognizing parents as vital partners in the holistic development, wellbeing and achievement of students, this policy promotes transparent communication, active participation and shared accountability in fostering a supportive school community.

### PURPOSE OF POLICY

This policy seeks to:

- Define clear guidelines for effective and consistent engagement between school and parents.
- Encourage parents to be active participants in their child's academic, social and emotional development.
- Promote a culture of mutual respect, inclusion and shared responsibility.
- Align all school practices with ADEK's Parent Engagement Policy and the UAE Cultural Consideration Policy.
- Strengthen trust, collaboration and community spirit among all stakeholders.

### AIMS & OBJECTIVES

- Ensure parents are informed, empowered and involved in their child's learning journey.
- Encourage home support for academics, wellbeing and discipline.
- Create multiple avenues for communication, participation and feedback.
- Reinforce the importance of cultural sensitivity, ethical behaviour and UAE national values.
- Promote inclusion of all families, including those of Students of Determination, in all aspects of school life.

### PARENT-SCHOOL AGREEMENT

- All parents shall sign a **Parent-School Agreement** at the time of admission and re-enrollment.
- The agreement outlines mutual responsibilities, rights and obligations of both parties.

- It includes the **Parent Code of Conduct** and an acknowledgment of the **Student Code of Conduct**, ensuring alignment with **ADEK directives, Al Saad Indian School policies, and the UAE Cultural Consideration Policy**.
- Parents agree to comply with the school's rules, policies, and procedures relating to:
  - Admission and Enrollment
  - Tuition Fees and Payment Guidelines
  - Uniform Requirements
  - Daily Schedule and Attendance
  - Punctuality and Behaviour Expectations
  - Academic Standards and Curriculum
  - Assessment Procedures and Feedback
  - Communication Protocols and Etiquette
  - Healthy Nutrition Practices
  - Student Protection and Wellbeing
  - Transportation and Safety Regulations

By signing the agreement, parents affirm their commitment to uphold the values and standards of Al Saad Indian School, promote their child's adherence to school policies, and cooperate with staff to ensure consistency between home and school expectations.

#### **PARENTS' CODE OF CONDUCT**

Parents are expected to uphold the highest standards of conduct to maintain a positive, safe, and culturally respectful school environment.

They shall:

1. Respect the school's vision, mission, values and learning environment.
2. Treat all members of the school community — staff, students and other parents — with courtesy, professionalism and respect.
3. Acknowledge that the education and wellbeing of each child is a shared responsibility between home and school.
4. Model appropriate behaviour, language and manners both in person and online.
5. Resolve concerns professionally, whether verbal or written, by seeking peaceful and constructive communication with school authorities.

6. Refrain from posting defamatory, culturally inappropriate, or misleading comments about the school, students, or staff on social media.
7. Clarify concerns by discussing issues with the school before forming conclusions about a child's version of events.
8. Guide their child's behavior to ensure safety, respect and positive participation in class.
9. Adhere to all school policies, rules, and regulations, including attendance, discipline and dress code.
10. Promote regular attendance and punctuality, ensuring the child does not take extended holidays outside official school breaks.
11. Support academic honesty, ensuring submitted work reflects the child's own effort and ability.
12. Respond promptly and respectfully to teachers' communication and requests.
13. Cooperate with teachers and school authorities in supporting the child's educational, behavioral, and wellbeing programs.
14. Promote adherence to the UAE Cultural Consideration Policy, reminding children to respect the culture, language, and traditions of the UAE.
15. Support uniform discipline, ensuring the child attends school in complete and proper uniform daily.
16. Ensure compliance with the Student Attendance Policy, encouraging the child to maintain high attendance and be actively engaged in learning.
17. Adhere to the School Bag Weight Policy — ensuring the child's school bag does not exceed 5–10% of their body weight and regularly reminding children to carry only necessary materials.

## **PARENT ENGAGEMENT DOMAINS**

### **1. Learning & Academic Development**

- Parents are encouraged to engage actively in their child's learning through Parent-Teacher Meetings, academic workshops and continuous communication with teachers.
- The school will share information about curriculum expectations, learning outcomes, and strategies to support learning at home.

- Student achievements, parental collaborations and co-learning initiatives will be showcased through the Parents as Partners board, monthly newsletter and school magazine.
- The school will organize regular parent orientation sessions and training workshops to empower parents with the knowledge and skills necessary to support their child's educational journey. These sessions focus on key areas such as digital literacy, curriculum awareness, positive parenting, and student wellbeing.

## **2. Wellbeing & Inclusion**

- Parents will be informed of the school's wellbeing programs and encouraged to share feedback through surveys and meetings.
- The school will ensure inclusivity by involving all parents, including those of Students of Determination, in academic and non-academic activities.
- Parents are partners in supporting the child's emotional balance, healthy routines and positive social behaviour.

## **3. Communication & Transparency**

- Official communication will be maintained through school emails, Parent Portal, Whatsapp communication, phone calls and circulars.
- Parents will receive timely updates on their child's progress, events and important announcements.
- The school will maintain a record of all communications for transparency and quality assurance.

## **4. Participation & Volunteering**

- Parents are invited to volunteer in academic and cultural events, reading programs, environmental drives and assemblies.
- The Activity Coordinators & the Parent Communication & Engagement Lead will coordinate all parent involvement activities while ensuring compliance with safety and safeguarding policies.
- Parents will be active contributors to celebrations such as Samarpana, Sportivo, Bhavans Fest, Poetica, Sports Meet, Marathon, UAE National Day, Republic Day, and other cultural observances.

## **5. Governance & Representation**

- A *Parent Focus Group* will be established to represent the parent community in collaboration with the School Leadership Team.

- Parent representatives will serve as communication bridges between parents and teachers, ensuring productive feedback loops.
- The school encourages parents to participate in committees related to sustainability, wellbeing and national identity.
- The school will constitute a **School Parent Council (SPC)** to ensure structured and meaningful parental involvement in school development activities. The SPC serves as a consultative body that collaborates with the school leadership to enhance the overall learning environment and strengthen the home–school partnership.

#### **COMMUNICATION CHANNELS**

- **Digital:** Parent Portal, School Email, Whatsapp, Class & school magazine and Monthly Newsletters.
- **In-Person:** Parent-Teacher Meetings, One-on-One Meeting and Parent Council Forums.
- **Display:** Parents as Partners’ Board, School Reception Displays, Monthly Newsletter, Class Magazine and School Magazine.
- **Feedback:** Online forms and surveys shared quarterly.
- **Emergency Communication:** Phone calls coordinated by the Class Teacher, School Nurse and Student Service Officer.
- **Confidentiality:** All personal data collected through parent interactions, surveys, and feedback mechanisms will be maintained with the highest level of confidentiality. Information will only be used for educational and developmental purposes and will not be shared without prior consent.

#### **QUALITY ASSURANCE & REVIEW**

- The *Parent Engagement and Communication Lead* will monitor implementation and maintain engagement records.
- Monthly review meetings will assess the quality, impact, and inclusivity of parent engagement initiatives.
- Feedback from parents will be analyzed to inform continuous improvement.
- The School Academic Council will evaluate the policy’s implementation annually and recommend revisions as needed.
- The school will conduct an annual **Parent Satisfaction Survey** to gather feedback on academic quality, wellbeing initiatives, communication effectiveness, and overall parent

engagement. The survey results will be analyzed to identify strengths, areas for improvement, and action plans for continuous enhancement. Findings will be shared with the School Academic Council and the Parent Council (SPC) for review and follow-up.

#### **ADHERENCE TO THE UAE CULTURAL VALUES**

All parental interactions, events, and communication must uphold the cultural identity, moral values, and traditions of the UAE. The school community will ensure adherence to the **ADEK Cultural Consideration Policy** and foster respect for diversity and inclusivity.

#### **MONITORING AND REVIEW**

This policy has been discussed and approved by the **Al Saad Indian School Academic Council** for implementation. It will be reviewed annually and updated based on ADEK directives and community feedback.

#### **Student Behavior Policy: Key Points for Parents**

Our school is committed to a safe, positive, and respectful learning environment for all students, in line with UAE values.

#### **As a Parent, Your Role is Essential:**

- You are expected to review, acknowledge, and support our school's full Student Behavior Policy.
- You will be notified of behavioral concerns and involved in developing solutions.

#### **Our Core Expectations for Students:**

Students must follow our **Code of Conduct**, which emphasizes respect, responsibility, positive engagement in learning, and adherence to school rules (including dress code and technology use).

#### **Our Approach to Misconduct:**

We focus on understanding behavior and supporting positive change. Disciplinary actions are **progressive**, based on severity:

- Minor issues begin with warnings and parent meetings.
- Serious offenses (e.g., bullying, vandalism) can lead to suspension or expulsion.
- **Prohibited:** Corporal punishment, psychological punishment, or denying basic needs.

**Bullying Prevention:**

We have a **zero-tolerance policy**. Our school actively works to prevent, identify, and address all forms of bullying, providing support to all involved.

**Support for Students:**

We provide tailored interventions and counseling for students struggling with behavior, ensuring support for those with additional learning needs.

**Your Rights:**

You have the right to **appeal** disciplinary decisions (1 working day for suspension appeals, 10 for expulsion).

**We believe in a strong school-parent partnership for every student's success.**

**Healthy Eating & Food Safety: Key Points for Parents**

Our school is committed to providing a safe, healthy, and sustainable food environment that supports student wellbeing.

**School Commitment:**

- We follow strict hygiene, safety, and nutritional standards aligned with ADEK guidelines.
- We provide healthy food options in our canteen and promote sustainable practices.

**Important Rules for Parents & Students:**

- **Allergen-Free School: Nuts and other major allergens are strictly prohibited** from being brought to school for personal consumption or sharing.
- **Healthy Packed Lunches:** Parents are encouraged to pack balanced, nutritious meals. We recommend avoiding fried foods, high-sugar items, and caffeinated beverages.
- **No External Food Delivery:** Students are **not permitted** to order food from external delivery services (e.g., Talabat) during school hours.
- **Event Food:** For any school-authorized food-sharing events, all items must comply with ADEK food guidelines for educational institutions.

**Managing Food Allergies & Intolerances:**

- Parents **must immediately notify the school** if their child has or develops a food allergy and provide any necessary medication.
- The school maintains confidential allergy records and has procedures to manage allergic reactions.

**Parent Partnership:**

- We will share healthy eating guidelines and any relevant public health updates with you.
- We will communicate any food-related concerns observed at school on the same day.

**Safeguarding Policy: Key Points for Parents**

Our school is committed to providing a safe, secure, and nurturing environment where every child can learn and thrive. Our Safeguarding Policy outlines our shared responsibility for student welfare.

**Our Commitment:**

- We maintain a **zero-tolerance approach** to any form of maltreatment (abuse, neglect, bullying).
- A dedicated **Safeguarding Lead or Committee** oversees our policies and procedures.
- All staff are trained to recognize signs of concern and follow strict reporting protocols.

#### **Key Security & Safety Measures:**

- **Secure Premises:** The school uses **CCTV** (excluding private areas) and controlled access points monitored by licensed security guards.
- **Strict Visitor Procedures:** All visitors must sign in, present valid photo ID, and wear a visitor pass. Unauthorized access to classrooms is prohibited.
- **Safe Departure:** Only **parent-authorized individuals** may collect students. Parents must notify the school in advance of any changes, and IDs will be verified at pick-up.
- **Supervised Hours:** School supervision is provided **45 minutes before and 90 minutes after** the official school day. Outside these times, safety responsibility rests with parents.

#### **Parent Partnership & Your Role:**

- **Share Important Information:** You must promptly inform the school of any changes in your child's circumstances, including health, safety, or wellbeing concerns.
- **Follow Procedures:** Adhere to all school security and pick-up/drop-off procedures for the safety of all children.

- **Report Concerns:** We encourage an open culture. If you have a safeguarding concern about a student or staff member, you can report it confidentially through our **whistleblowing mechanism** without fear of reprisal.
- **Access Policy:** The full Safeguarding Policy is available on our school website.

**Our Shared Goal is to create a community where students feel safe, respected, and supported.**

### **Sustainability Policy: Key Points for Parents**

Our school is committed to fostering a culture of sustainability and environmental stewardship, preparing students to be responsible global citizens.

#### **Our Commitment:**

- We have a dedicated **Sustainability Strategy** aligned with UAE environmental goals and global standards.
- A **Sustainability Committee or Lead** oversees our initiatives and monitors progress.

#### **Integrating Sustainability:**

- **Curriculum & Activities:** Sustainability principles are woven into lessons and through hands-on projects like gardening, recycling, and energy conservation.
- **Sustainable Campus:** We promote energy efficiency, create **wellness spaces** that connect students with nature, and follow sustainable practices in our operations.

#### **Key Initiatives Involving Our Community:**

- **Reuse & Recycling:** We encourage the donation and sanitized resale/loan of **old uniforms and used learning materials**.

- **Responsible Consumption:** We promote sustainable food practices and "zero-waste" goals for school events, minimizing packaging and food waste.
- **Green Choices:** We advocate for sustainable transportation (carpooling, walking) and prioritize digital resources to reduce our environmental footprint.

**Your Role & Partnership:**

- We welcome your feedback and participation in our sustainability initiatives.
- You can support us by engaging in reuse programs, promoting sustainable habits at home, and participating in eco-friendly school events.

**Together, we can empower our students to care for their environment and build a sustainable future.**

**Student Protection Policy: Key Points for Parents**

Our school is unwavering in its commitment to providing a safe, dignified, and nurturing environment for every student. We have a zero-tolerance policy towards all forms of maltreatment.

**Our Core Commitment:**

We prioritize student safety and wellbeing above all else. Our policy is built on three pillars: **Prevention** of harm, **Protection** through clear procedures, and **Support** for affected students.

**What We Mean by Maltreatment:**

Maltreatment includes physical, emotional, or sexual abuse, neglect, exploitation, and all forms of bullying (including cyberbullying).

**How We Ensure Protection:**

- **Trained Staff:** All staff and volunteers are **mandated reporters**, trained to identify and report concerns immediately.
- **Dedicated Team:** A **Child Protection Team**, led by the Child Protection Officer, manages all concerns and ensures a consistent response.
- **Clear Reporting:** Any suspicion of maltreatment must be reported within 24 hours following strict procedures, with immediate police contact in emergencies.
- **Student Education:** We teach students about personal safety, recognizing risks, and how to seek help through the curriculum and counseling.

**Your Vital Role as a Parent:**

- We partner with you to safeguard your child. Please share any relevant concerns about your child's wellbeing with the school.
- You are expected to support safe digital habits, attend relevant meetings, and cooperate with any intervention plans designed to support your child.

**Confidentiality & Your Rights:**

All concerns are handled with strict confidentiality. Staff are protected from retaliation for reporting in good faith. The full **Student Protection Policy** is available on our school website for your review.

**Together, we create a safe community where every child is heard, valued, and protected.**

# Parent School Contract

*(Please complete the consent form)*

## **Parental Agreement**

I have read the Parent Handbook with particular emphasis on pages regarding the Academic Programme / Tuition Fees / Transport Rules / Uniform Policy / Student Behaviour Policy / Rules & Regulations / Notes to parents / Notes on General Discipline/ Parent Engagement Policy. By signing this consent form as a Parent / Guardian and student, I agree to the rules and regulations and accept to abide by the decisions taken by the School Management / MoE.

I agree that my ward :

Name.....Class.....  
can use the Library, Laboratory, Playground and IT facilities of the school and the rules therein will be adhered to by my child.

I also agree that work and photos, as appropriate, can be displayed in school publications, on the School's website and Facebook page.

Signed:.....(Parent / Guardian)

Name:.....Date:.....

# Academic Year 2025-26

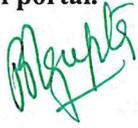
IMPORTANT DATES – ACADEMIC YEAR 2025-26				
SL. NO	DETAILS OF THE EVENT	GRADE	DATE	TIME
HOLIDAYS				
1	Spring Break 2025		24 <sup>th</sup> March – 04 <sup>th</sup> April 2025	
2	Summer Holidays for Students		30 <sup>th</sup> June – 22 <sup>nd</sup> Aug 2025	
3	Winter Break for Students		22 <sup>nd</sup> Dec – 2 <sup>nd</sup> Jan 2026	
4	Spring Break 2026		23 <sup>rd</sup> March – 3 <sup>rd</sup> April 2026	
SPECIAL CLASSES				
5	Special Classes	Gr 9- 12	18 <sup>th</sup> - 21 <sup>st</sup> Aug 2025	9.00am - 1:30 pm
ORIENTATION				
6	Orientation For Academic Year 2025-26 -Online	New G10 & 12	8 <sup>th</sup> March 2025	1.00am– 2.30pm
7	Orientation For Academic Year 2025-26- (New Parents) F2F	PRE KG -G12	5 <sup>th</sup> April 2025	9:30am-11:00pm
8	Orientation For Academic Year 2025-26 - Online	Gr 1-4	4 <sup>th</sup> April 2025	11:30am- 1:00pm
9	Orientation For Academic Year 2025-26 - Online	Gr 5-9	4 <sup>th</sup> April 2025	9:30am-11:00am
10	Orientation For Academic Year 2025-26 - Online	G11	5 <sup>th</sup> April 2025	11:30am-01:00pm
11	Orientation For Academic Year 2025-26 - Online	KG2	28 <sup>th</sup> March 2025	9:30am-11:00am
COMMENCEMENT OF CLASSES				
12	Commencement of Classes for 2025-26	New G 10 & 12	10 <sup>th</sup> March 2025	Ramadan Timing
13	Commencement of Classes for 2025-26	Gr 1-9 & 11	7 <sup>th</sup> April 2025 - Monday	Regular Timing
14	Commencement of Classes for 2024-25	UKG	8 <sup>th</sup> April 2025 - Tuesday	Regular Timing
15	Commencement of Classes for 2024-25	Pre-KG and LKG	9 <sup>th</sup> April 2025 - Wednesday	Regular Timing
16	Reopening For Students After Summer Break	Pre KG – G8	25 <sup>th</sup> Aug 2025	Regular Timing
17	Reopening For Students After Winter Break	Pre KG - 12	5 <sup>th</sup> Jan 2026	Regular Timing
MAJOR EVENTS				
18	Bhavan's Fest	Gr 1-12	June 2025	
19	Founder's day	Gr 10 & 12	6 <sup>th</sup> Sep 2025	
20	Talent Hunt	Pre KG - UKG	June 2025	

21	Literature Fest	Gr 1-9 & 11	Oct/Nov 2025	
22	Annual Day	Gr 1-9 & 11	13 <sup>th</sup> Dec 2025	
23	Annual Day	Kindergarten	Feb 2026	
<b>EXAMINATIONS</b>				
24	Half Yearly Examinations	Gr 10 & 12	5-18 <sup>th</sup> June 2025	8.00am -12.30 pm
25	Half Yearly Examinations	Gr 6-9 & 11	8 <sup>th</sup> Sep -19 <sup>th</sup> Sep 2025	
26	Half Yearly Examinations	Gr 1-5	6 <sup>th</sup> Oct -15 <sup>th</sup> Oct 2025	
27	Final Examinations	Gr 9 & 11	9 <sup>th</sup> - 20 <sup>th</sup> Feb 2026	08.00am -12.30 pm
28	Annual Examinations	Gr 1-8	2 <sup>nd</sup> - 12 <sup>th</sup> March 2026	08.00 am - 12.30 pm
<b>OPEN HOUSE DATES</b>				
29	Open House	Gr 10 & 12	10 <sup>th</sup> May 2025	10:00am -12:00 noon
30	Open House	PRE KG- G12	28 <sup>th</sup> June 2025	9:30am -12:30pm
31	Open House	Gr 6 - 12	4 <sup>th</sup> Oct 2025	9:30am- 1:00 pm
32	Open House	Gr 1 - 5	25 <sup>th</sup> Oct 2025	9:30am- 12:30 pm
33	Open House	Gr 9 & 11	1 <sup>st</sup> Nov 2025	9:30am- 12:30 pm
34	Open House	KG, Gr 5 - 8, 10 & 12	24 <sup>th</sup> Jan 2026	9:30am- 12:30 pm
35	Open House	Gr 1 - 4	7 <sup>th</sup> Feb 2026	9:30am- 12:30 pm
36	Result Declaration	Gr 9 & 11	28 <sup>th</sup> Feb 2026	9:30am- 12:30 pm
37	Result Declaration	KG, Gr 1-8	21 <sup>st</sup> March 2026	9:30am- 12:30 pm

Parents are requested to attend the ORIENTATIONS and OPEN HOUSE Meetings without fail. We believe advance notice of the important dates will enable you to plan and ensure your presence for these important events.

**Note: The above dates are always subject to change as per instructions from ADEK.**

**All important dates and schedules will be available in the School Calendar uploaded on the school portal.**

Sd/   
PRINCIPAL

