

**al ameer**  
English School



**الأَمير**  
مدرسة الانجليزية

## POLICIES AND PROCEDURES

## PREFACE

Al Ameer English School is established under the authority of state law for the purpose of serving school age children who reside within the city limits of Ajman, Sharjah & UAQ and promoting the interests of the children they serve. Those responsibilities are met, in part, by the adoption and implementation of formal policies by which the principles that guide decision making are established.

Policies are generally broad statements of principle and purpose, and are intended to serve as a framework for decision making and administrative action rather than as a manual for day-to- day decision making and action.

Policies should be construed as a whole and with reference to related policies and applicable law. Although policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment.

Responsibility for interpreting these provisions shall solely rest with the Management of the school.

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## *Our Vision*

*Al Ameer aims at giving opportunity to all children to accomplish their full potential And to develop responsibility, with high quality learning experience in a very conducive and congenial atmosphere. The school sets out to develop great scholars, winners of laurels, ideal citizens and above all perfect human being.*

## *Our Mision*

- To develop the ability for critical thinking and fellow feelings*
- To maintain a rapport among students, teachers and parents*
- To embrace diversity and unique talents*
- To instill in our students value based education*
- To foster creativity, understanding, compassion and courage*

## OBJECTIVES

1. To ensure easy and fair admission to the eligible.
2. To ensure safe and congenial educational and working atmosphere to students and staff respectively.
3. To ensure social commitment of staff and students towards conservation and protection of natural resources.
4. To develop and sustain sense of punctuality in staff and students.
5. To promote excellence in staff and students.
6. To instil the appropriate behaviour in staff and students.
7. To ensure effective and efficient child protection within the school at all times.
8. To ensure proper health care measures in school,
9. To ensure protection from cyber misuse/distress/harassment to staff and students.
10. To ensure, develop and promote socially acceptable behaviour in staff and students.
11. To ensure emergency and efficient accident rescue.
12. To identify, acknowledge and promote talent enhancement and achievements in staff and students.
13. To raise standards of overall health and wellness in staff and students.
14. To ensure right person for the right job while providing comprehensive and flexible development opportunities for staff.
15. To adopt and foster safe, secure care and provide quality education for early years.
16. To provide safe and sufficient opportunity for practical training.
17. To provide sufficient educational resources.
18. To promote healthy academic and social changes.
19. To provide physical and emotional reinforcement through indoor and outdoor activities.
20. To provide an inclusive environment for SEN children and students with varied levels of assimilation.

## ADMISSION POLICY

1. Provide help to parents so as to experience effective and hassle free admission procedure.
2. Providing integrated and inclusive education for all.
3. Admissions on the basis of availability of seats to all willing to accept the school ethos.
4. Admission to siblings of existing pupils in case of availability of seats in the grades/ discipline requested is given top priority.
5. Academic year starts in the month of April every year.
6. Enrolments are limited to number prescribed by the MOE UAE.
7. Admissions are based on MERIT and on the grades scored in the schools Entrance Assessment.
8. Provide an entry to obtain holistic and quality education for the enhancement of creativity, understanding, compassion and courage to apply in life.

## PROCEDURE

1. Online enquiry and registration. Details are displayed in the school website:  
[www.alameerschool.com](http://www.alameerschool.com)
2. The Administration Secretaries correspond through SMS / Email with parents regarding meeting the Principal with the ward on an appointed date.
3. The registration will be considered as per the age guidelines given by the Ministry of Education Ajman Zone.

## AGE GUIDELINE FOR NEW ADMISSION

The Age criteria approved by MOE

Category	Classes	Age Limit	
		From	To
Kindergarten Section	KG1	4 years	4 years 11 months 29 days
	KG2	5 years	5 years 11 months 29 days
1st level Primary Section	1	6 years	8 years
	2	7 years	9 years
	3	8 years	10 years
	4	9 years	11 years
	5	10 years	12 years
2nd level Primary Section	6	11 years	13 years
	7	12 years	14 years
	8	13 years	15 years
	9	14 years	16 years
	10	15 years	17 years
Higher Section	11	16 years	18 years
	12	17 years	19 years

## DOCUMENTATION

1. Documents to be submitted with the online Registration Form
  - a. Four recent stamp-size photographs of the child.
  - b. Two sets of copies of the student's passport with the valid UAE visa.
  - c. Copy of the Birth Certificate in English / Arabic.
  - d. Copy of the original mark sheet of the last examination passed at the previous school.
  - e. Two copies of the Student's Emirates ID.
  - f. Copy of Child Sponsor's Passport (With Valid Visa Page)

Students seeking admission to the school from Grade 2 and upwards, are required to submit their original Transfer Certificate/ School Leaving Certificate of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given below:

- i. For students coming from outside the UAE, the following order of attestations must be observed for the Transfer Certificate:
  - a. For students coming from India: The Transfer Certificate has to be verified by the Board or Education Officer of the Zone / District / Area / CBSE, from where the TC has been obtained.
  - b. The seal and signature of the Education Officer has to be attested by the Indian Consulate in UAE .
  - c. The Foreign Affairs Ministry of the UAE is required to attest it.
  - d. If the child has previously studied in UAE, the parents have to attach the School Leaving Certificate from the last studied school in UAE (Northern Emirates eg: Sharjah, Ajman, Umm-Al - Quwain).
- ii. For students coming from Gulf countries other than the UAE, the Transfer Certificate must be:
  - a. Attested by the Indian Consulate in that country
  - b. Attested by the Ministry of Education of that country
  - c. Stamped by the Ministry of External Affairs of that country
  - d. Stamped by the UAE Consulate / Embassy located in that country
- iii. For students coming from Emirates (eg: Dubai, Sharjah, Ajman) :
  - a. Transfer Certificate should be attested by Ministry of Education.
- iv. Students seeking admission after June 15th for grades KG -1 onwards are also required to submit the attested Transfer Certificates as

mentioned in serial no (vii) (a) and (b) for the class in which the child is currently studying.

Submission of Previous School Records Families is required to submit the previous school records (i.e. Half Yearly mark sheets / Final report card) of the applicant. The Admission Team is empowered to halt or cancel the admission process if any document is not provided within time frame.

### **Entrance Assessment**

All incoming students are required to complete an Entrance Assessment in the School in English & Mathematics from KG2 to grade 10.

Higher Secondary applicants will be assessed for English, Mathematics & Science/Commerce.

Students entering KG-1 will be required to attend an interview conducted by the Principal/Vice Principal to determine school readiness.

Students who have cleared the Entrance Assessment will be granted Provisional Admission subject to the:

- a. Availability of Seats.
- b. Discretion of the Principal / Vice Principal.
- c. Age appropriateness for the requested year level as per placement policy.
- d. Successful completion of the previous school year.
- e. Clarity of previous school records.

## ANTI-LITTER POLICY

Works towards:

1. Promoting litter free communities.
2. Teaching respect for the environment (Both natural and manmade) through restriction of vandalism and curbing of littering activities.
3. Promoting an awareness of anti-litter policy through work within the school,
4. Fostering their understanding of the impact of this anti social behavior.
5. Explaining the place of human being within the nature.
6. Growing green and saving energy.
7. Stopping Waste-GO ECO TEAM
8. Maintaining a sustainable environment for future generation
9. Repair where ever possible.

## PROCEDURE

1. Imposing successful litter control.
  - a. Placing litter bins at all strategic points.
  - b. Employ student prefects to monitor activities during snack break and recess.
  - c. Post teachers at strategic points like corridors on each floor, canteen, school ground etc for surveillance.
2. Guidance to dispose waste in proper receptacles.
3. Educate reuse and reduction strategies.
4. Promoting donation of excess.
5. Reducing litter in student and staff circle.
6. Engage children in practical work to foster their understanding of the impacts of this anti social behaviour.
7. Levy fines and suitable punishments like specific area clean up if anti litter rules are violated.

## ANTI-BULLYING POLICY

The school believes that:

1. All children and young people have the right for an educational environment which is free from harassment and bullying.
2. Physical, verbal, emotional, intrusive, innuendo, racist and sexual bullying is to be dealt with very seriously within the frame of existing state law.
3. Promoting a secure, happy and caring environment where kindness and helpfulness are expected and respect should be promoted.
4. Praising and rewarding positive behaviour benefits of the pupils and the community as a whole.
5. Students learn to respect themselves and others if crucial self-esteem is promoted.
6. Reducing emotional distress due to any kind of bullying ensures happy school time for all children

### PROCEDURE

1. The management confirms that appropriate supervision and monitoring practices are in place to prevent and deal with bullying behaviour as per MOE guidelines.
2. Raising an awareness of the importance of anti bullying.
3. Early intervention on detection.
4. Prevention of harassment.
5. Developing students and staff anti bullying forums.
6. Intimations sent to parents in print form to initiate parental involvement.
7. Bullying will be dealt with sternly suspension or expulsion according to the gravity of the offence.

## ATTENDANCE POLICY

The school aims at:

1. Ensuring all staff are fully aware of the actions necessary to promote good attendance.
2. Educating the students and parents of the Attendance requirement prescribed by the MOE.
3. Raising awareness of parents and students on the importance of uninterrupted attendance
4. Creating punctuality in children
5. Awareness of authorized and unauthorized absence and its impact on children and their academics.
6. Availing of permitted leave in dire cases like medical leave when a medical certificate is produced, leave for Hajj, leave for bereavement.
7. Reducing unauthorized and unwanted absence with proper sanctions which may even lead to detention.

## PROCEDURE

1. Students and staff are advised to be punctual in class and office every day.
2. Late student is issued with a remark in the students' handbook to be presented to the class teacher for approval.
3. Early exit is permitted through exit pass duly signed by the Principal/VP at the request of a parent or guardian in person. It is to be presented at the gate.
4. All absences are recorded in the register.
5. Authorized absence is permitted in legitimate and urgent matters.
6. Unauthorized absence for a prolonged period can lead to disciplinary action if detected that the absence was unnecessary.
7. Leaves more than one day are to be sanctioned by the Principal or Vice Principal

## **AWARD POLICY**

The student award policy is to:

1. Encourage excellence among students in curricular and co-curricular activities.
2. Recognize consistent effort and commitment in maintaining excellence.
3. Develop the individual.
4. Develop better sportsman spirit and encourage healthy competition in academics, literary activities and sports.
5. Ensure that student's attendance, efforts, ability and achievement are recognized and rewarded.

### **Award structure of student award**

1. Best student of the month
2. Best speaker of the month
3. Best student of the semester
4. Best speaker of the semester
5. Best academic student of the year
6. Attendance award
7. Talents day overall trophy ( Kala prathiba & Kala Thilakam for boys and girls respectively)
8. Best sports champion trophy
9. Best house trophy

### **PROCEDURE**

1. The school awards individuals or groups on the basis of a continuous evaluation process.
2. Continuous result data analysis is prevalent.
3. Records of participation are maintained.
4. By maintaining public speaking records on stipulated formats.
5. Excellence is the criteria for selection.
6. Punctuality, conduct and attitude, cleanliness and neatness, obedience and discipline are evaluated for selection of students for attendance and best student awards.

## **BEST TEACHER AWARDS POLICY**

It is an annual exercise to comment and reward teachers and heads of departments who demonstrate excellence. This award is to:

1. Promote respect and appreciation of teachers
2. Stimulate interest in teaching as career
3. Promote quality teaching
4. Recognize pleasant and interactive teaching.
5. Enhance use of ICT
6. Ensure error free note book checking accuracy in evaluation and assessments.
7. Enhance lesson planning and completion within the stipulated time.
8. Ensure interest in remedial coaching
9. Ensure ability to serve as students role model
10. Ensure mindfulness about cleanliness of classroom and classroom management.

## **PROCEDURE**

1. Teacher awards are presented on the basis of their subject knowledge, level of student interaction and involvement in their day to day matters.
2. Standards displayed in notebook checking and preparation of question papers and worksheet are evaluated.
3. Accuracy in evaluation and assessment are recorded.
4. Promptness in reporting and updating student's progress to immediate superiors is recorded.

## BEHAVIOUR POLICY

The school aims at:

1. Promoting desirable student conduct and behaviour in lieu with the Students Code of Conduct provided by the ministry of education UAE.
2. Covering expected code of behaviour during the school times, during extracurricular activities, on school bus, during school trips and students participation in social media forums.
3. Promoting and maintaining high levels of discipline among students facilitating the best environment and atmosphere of affective work and learning.
4. Creating a sense of social cohesion within the school.
5. Displaying respect, responsibility, attentiveness and good behaviour at all times.
6. Curbing disrespect shown to teachers, and other students, lingering, fighting, laying rough, using inappropriate language and any other unacceptable behaviour.

## PROCEDURE

Sanctions are imposed in case of inappropriate behaviour.

1. A verbal reminder of the code of conduct
2. Withdrawal of privileges
3. Withdrawal from activities
4. Involvement of department heads
5. Involvement of parents
6. Suspension or dismissal may result in serious case of misbehaviour.
7. Displaying students Code and Conduct instructions approved by the MOE at strategic points which serves as a constant reminder.

## CHILD PROTECTION POLICY

The policy was developed by the education sector regulator in response to UAE Federal Law no.3 on 2016 on child rights.

The school ensures that:

1. The students have a safe, secure and supportive learning environment.
2. Staff wellbeing and safety are monitored.
3. Appropriate child protection issues are monitored and responded to
4. Child protection procedures for staff to follow when responding to incidents of student harm from child maltreatment, harassment, aggression, violent, bullying or misuse of technology are clearly communicated.
5. Protocols for induction of new staff, new students, school safety and well being policies and procedures are clearly defined.
6. Protocols about appropriate and inappropriate adult to student contact and interactions are established and well understood.
7. Strategies for self protection are taught
8. Each child can access the attention of child protection officers and seek necessary help.
9. The students' connectedness to the school is enhanced.
10. Staff modelling and promoting accepted social behaviour within the frame work of Arabic culture and Islamic values is most important.
11. Appropriate parent connectedness to school is pres
12. Demonstration of respect and support for our students diversity within the schools actions and structures are assure
13. Incidents reported or communicated by the students are maintained confidentially.
14. The students on going safety and well being are the primary focus of decision making.
15. Protection and promotion of the cultural and spiritual identity of a student with a view to improve Peer and family relationships.
16. Emotions are managed in a positive way
17. Intervention is provided immediately and efficiently

## PROCEDURE

1. Intervention in needy cases.
2. Strict disciplinary action will be taken against any student or staff violating child protection rules.
3. State police will be informed for further help and necessary action in case of severe violation.
4. Serious violation of Child Protection rules in the form of physical abuse of any form will result in dismissal from school or termination from service.
5. Record and review of reported cases periodically.
6. A child protection committee comprising of Principal, Vice Principal, Supervisors, Academic coordinator and Curriculum Head review and refer cases to specific departments for investigation and solutions..
7. Incident reporting is followed up with necessary measures and record is maintained for the same in a specified format.
8. Surveillance is continuous through appropriately placed cameras.

## CLINIC POLICY

The school health service aims at:

1. Promoting physical and emotional health of students thereby maximizing the student's efficacy.
2. Generating awareness of the importance of health and hygiene with emphasis to oral and physical hygiene.
3. Ensuring proper weight and body mass maintenance.
4. Create awareness about the adverse effects of obesity.
5. Vision and hearing clarity through frequent tests.
6. Providing timely medication with parents consent in case of necessity.
7. Providing immediate first aid in case of accident and emergency.
8. Providing immunization through vaccination.
9. Maintaining accurate health records of students.
10. Teaching the benefits of physical mental emotional and social health
11. Providing safe drinking water through regular laboratory analysis.
12. Providing First Aid and necessary medical aid throughout school hours.

## PROCEDURE

As per advice of MOH U.A.E.;

1. By maintaining records
2. By providing medical assistance and reference to hospitals in case of emergency.
3. Regular vision and dental check-up conducted with help of doctors from the school clinic.

## **CYBER SECURITY POLICY:**

The school ensures,

1. Cyber security for all student and staff.
2. Critical use of technology delivered to the appropriate user groups.
3. Users understand their IT security.
4. A culture of security awareness and persistent maintenance program to ensure continual awareness is built.
5. Responsible, safe and intelligent use of Information Technology.
6. Sensitive information is protected from unauthorized disclosure.
7. Integrity is maintained through accuracy, completeness, consistence and timeliness of data.
8. Safeguarding necessary resources and associated capability.
9. Cyber bullying is totally curbed.
10. Investigation into incidents of cyber bullying.
11. Parental and peer support for cyber safety.

## **PROCEDURE**

1. Dent in confidentiality of records will result in suspension or dismissal/ termination for a term /year/permanently.
2. Cyber bullying will be dealt with severe disciplinary actions.
3. Improper use or display of information technology in school will initiate serious disciplinary action.
4. By ensuring age appropriate data in smart board aided education.

## **DISCIPLINE POLICY**

The school has adopted a comprehensive discipline policy to

1. Inculcate spirit of self discipline in students.
2. Carefully develop behaviour acceptable to society.
3. Decrease and eradicate offences.
4. Establish clear and defensible principles to set boundaries of acceptable behaviour.
5. Provide and firmly apply guidelines for action.
6. Implement suspension or expulsion when violation of rules and regulation are noticed.
7. Avoid misbehaviour in school premises or at any other school or schools' sponsored program.
8. Eradicate the use of obscene act, habitual profanity and vulgarity.
9. Prohibit possession, sale or use of any controlled substance, intoxicants of any kind.
10. Avoid disrepute to school or valid authority of school.
11. Avoid physical or mental harassment threat or intimidation.

## **PROCEDURE**

1. Students are reprimanded verbally.
2. Students are warned.
3. Students and staff are issued with intra school memos.
4. Students and staff are issued with ministry memos.
5. Parental intervention with duly signed under taking demanded by the school.
6. Students may be suspended/ expelled on display of prohibited and unacceptable behaviour as per the discretion of the disciplinary committee headed by the Principal / Vice Principal.

## **FIRE EVACUATION POLICY**

This policy is to

1. Ensure safety of students, staff and visitors.
2. Provide safe exit to the students and staff in case of fire during school hours.
3. Ensure efficient and faultless evacuation in case of an emergency.
4. Provide rescue management training for staff and students practiced through regular mock drills.
5. Educate students and staff about the proper and prompt use of fire extinguishers provided in each floor of the respective blocks.

### **PROCEDURE**

1. As per ministry instructions.
2. Display evacuation plan in all classroom.
3. Arrange mock drills periodically.
4. Arranging ramp for the physically challenged.
5. Arranging fire safety sessions with the help of Ministry of Civil Defence.

## **GIFTED AND TALENTED POLICY**

The school is committed to the facilitation of achievement of students of all ethnic groups.

This policy is formulated to

1. Promote and encourage students who possessed or demonstrate potential abilities in intellectual creative, specific academic or leadership ability or in the visual and performing arts and sports.
2. Encourage and enhance multiple gifts or talents in students.
3. Encourage and develop talents in emotional intelligence.
4. Provide educational provision for gifted and talented students.
5. Match staff roles and responsibilities with gifted and talented students support program.
6. Enhance higher order cognitive and intellectual skills

### **PROCEDURE**

1. Children and teachers' talents are identified.
2. Checklists are maintained.
3. Scrutiny of work and performance.
4. Participation and achievement in academic activities observed.
5. End of year examination and school reports used as evidence.
6. Achievements in extracurricular activities taken into consideration.
7. Record of inter school participation in extracurricular activities maintained.
8. Maintains talent bank.

## HEALTH AND WELLNESS POLICY

This policy is introduced to

1. Modify students' behaviour towards the attainment of optimum health.
2. Provide physical education which caters to physical fitness, an important component of wellness.
3. Enhance sense of wellbeing.
4. Create an awareness to maintain ideal body weight.
5. Educate the need to prevent disabling, chronic health conditions.
6. Influence the habits, attitude and knowledge relating to an individual and community.

### PROCEDURE

1. Provision for safe drinking water.
2. Physical education practices provided.
3. Nutritional Educational, Dance, Yoga, Wellness, Swimming, Obesity awareness
4. Clubs formed.
5. Workshops on fitness conducted periodically.
6. Weight gain, weight loss tips provided.
7. Regular height weight checked and BMI calculated
8. Organizing extra sports activity like Foot ball, Cricket, Swimming, Karate, and Horse riding.
9. Healthy eating habits introduced and reinforced.

## HR POLICY

### The HR policy facilities

1. Appointment of teachers, facilitator and support staff.
2. Instructions and regulations to newly appointed staff.
3. Provisions of probation and confirmation criteria.
4. Formulation of pay allowances and leaves policies.
5. Use of permitted school property for school requirements.
6. Appraisal and promotion annually.
7. Smooth functioning of all departments.
8. 8.'No due' certificate at the time of abandonment of job.

## PROCEDURE

1. Probation period for three months from the date of joining.
2. Yearly appraisal.
3. Casual leave as per ministry specification.
4. Annual leave paid.
5. Maternity leave paid.
6. Staff cannot avail more than one casual leave at a time.
7. Parallel jobs not permitted.
8. No due certificate to be obtained from all departments to avail benefits from the accounts department at the time of resignation.
9. One month notice is to be submitted for resignation.
10. Work Ethics to be strictly adhered to.

## **KINDERGARTEN POLICY**

This policy was formulated to

1. Engage and promote each child's abilities in a positive and creative path.
2. Provide utmost physical and emotional stability.
3. Provide an all-round developmental experience.
4. Establish their abilities to learn from and interact with their environment at an early stage.
5. Provide an attractive and inviting environment which focuses on the interest and choices of little children.
6. Provide a pleasant rich and inspiring environment for the children to easily acquire observational, critical thinking and problem solving skills needed in daily life.
7. Stimulate each child's individual need, abilities and interest.
8. Provide comprehensive through assessments of verbal, literacy and children's responses and reactions during projects.
9. Encourage children to be bold and communicate in moments of danger and report appropriately.
10. To enhance children appreciation of the natural world and extend their learning experiences to stimulate brain activity by using the senses and improve motor activity.
11. To provide opportunity for investigation and inference through sensorial experiences.

### **PROCEDURE**

1. Age at the time of admission is verified.
2. Entrance assessments conducted.
3. Orientation for parents conducted.
4. Official information is communicated through electronic media and school diary.
5. Prior sanction of leave to be obtained.
6. Prolonged absence on medical grounds should be supported by a medical certificate.
7. Uninformed and unauthorized prolonged absence may result in removal or termination.
8. Evaluating their skill development.

## LABORATORY POLICY

This policy ensures

1. The supply of excellent equipment and facilities to meet the requirements of students in Science lab.
2. Facilitation of demonstration, class room illustration and performance designed experiments throughout the academic year.
3. Implementation of theoretical studies into detectable, observable experiments with valid reasonable outcomes.

## PROCEDURE

1. Maintenance of silence and safety expected throughout the practical session
2. Disciplinary action may be initiated against students disrupting the decorum of the school laboratory.
3. Damage or loss to any equipment furniture resources or infrastructure of the laboratory will be compensated from the student/students.
4. Caution deposit of the students may be withheld to compensate laboratory losses incurred.
5. Record maintained for all laboratory equipments and experiments conducted.
6. By the conversion of class room in to a stimulating practical session with hands on experience.

## LIBRARY POLICY

This policy was formulated to

1. Provide information, inculcate ideas and develop knowledge through printed resources.
2. Provide academic resources for all constituents of the school.
3. Make resources readily available and accessible to enhance and promote total growth and development of students.
4. Provide students with opportunities to utilize materials in a variety of formats to develop creative thinking and imagination enabling them to be ideal and responsible citizens.
5. Foster reading habits among staff and students.
6. Encourage all students to reach their full potential as independent learners.
7. Develop awareness in students of the importance of books and other resources as a means of recording and sharing human achievements, aspirations and failures.
8. Contribute to the development of positive personal attributes within each student.

## PROCEDURE

1. Books are issued to students and teachers periodically.
2. Disrespect to the disciplined library atmosphere attracts disciplinary action varying according to the offence.
3. Damage or misuse of the library books will be compensated by the students/staff.
4. A fine of AED 20/- is charged by the school in case of inability to replace a lost or seriously damaged book or the cost of the book, whichever is higher.
5. Fines are levied for delay in renewing or returning the issued books.
6. Replacement or payment of the value of a lost /wrongly handled book is demanded.
7. Books will not be issued in the vacation period.

## **PEER EDUCATORS POLICY**

This policy was formulated to

1. Promote support of healthy change among peers.
2. Share values and behaviour to educate others who may share similar social background or life experiences.
3. Offer counselling support and referral to academic services.
4. Encourage use of positive means to solve disagreement.
5. Encourage positive approach towards peers, teachers and advisors.
6. Help raise awareness, provide accurate information and help their classmates develop skills to change behaviour.
7. Work alongside the teacher and enhance peer ability.
8. Enable peers to meet goals.

### **PROCEDURE**

1. Informal discussions are lead.
2. Individual child is assigned.
3. Daily checking of notes completion and lesson assimilation done.
4. Counsellors' support provided.
5. Referral services provided.

## PHYSICAL EDUCATION

The policy provides

1. Opportunity for participation and enjoyment.
2. Promotion of personal, social and intellectual skill.
3. Knowledge of qualities like co-operation, tolerance and self-esteem.
4. Experience and develop life skills which help the students to express themselves in many different ways.
5. Awareness of physical, social and mental wellbeing.
6. Responsibility for physical fitness, health and personal hygiene in the future.
7. Standards of acceptable behaviour, knowledge of safe practice and instant response.

## PROCEDURE

Weekly period allotted for each class.

1. Physical education is delivered in groups.
2. Strength and weakness are identified and corrected through various stages.
3. Swimming, Horse Riding, Cricket and Football are provided as after school sessions twice a week.

## **SEN POLICY**

This policy complies with the U.A.E Disability Act and Federal Law no:29 of 2006.It guarantees

1. Rights and protection in health, education, work and public services for students with special needs.
2. Equal access to work to a decent education.
3. Meeting the needs of all students who require support to reach their full potential by identifying and removing or mitigating barriers to learning.
4. Positive and nurturing learning environment.
5. All learners make the best possible progress.
6. Implementation of different teaching and learning strategies to maximize achievements.
7. Effective communication between parents and school to inform the parents about their child's special needs.
8. Team approach involving students, parents, specialist teachers, SENCO AND school counsellors' support.
9. Responsibility of all staff to work with students with SEN and other challenged groups.

## **PROCEDURE**

1. Inclusion of children with SEN in all school activities.
2. Curriculum tailored to suit their needs through IEP.
3. Special worksheets and question papers are set.
4. Special support of teachers extended.
5. Guided by SENCO and school counsellors.
6. Referral services provided.