



مدرسة زاخر الخاصة
ZAKHER
PRIVATE SCHOOL



PARENT-STUDENT HANDBOOK

ZAKHER PRIVATE SCHOOL

2026 / 2027

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Principal's Message

Dear Parents and Guardians,

Welcome to Zakher Private School – British Division! It is with great pride and warmth that I welcome both our returning families and those who are new to our school community.

As parents, you have entrusted us with your most precious gift: your child. At Zakher Private School, I assure you that we take this responsibility very seriously. Our dedicated team of educators is deeply committed to providing a safe, nurturing, and stimulating environment where every child from FS1 to Year 8 can grow academically, socially, and morally.

I firmly believe that a strong partnership between school and home is essential for student success. When parents and teachers work together as one team, children truly flourish. That is why I encourage you to stay actively involved in your child's education, communicate regularly with our staff, and participate in school events and activities.

This Parent Handbook has been carefully prepared to help you understand our policies, procedures, and expectations. I kindly ask you to take the time to read it thoroughly and discuss it with your child. Understanding our school's guidelines allows us to work together in creating a positive, respectful, and safe environment for everyone.

At Zakher Private School – British Division, we are committed not only to academic excellence but also to developing character, respect, and a lifelong love of learning in your children. I am truly proud to stand alongside you as your partner in shaping the next generation of leaders.

Thank you for choosing Zakher Private School. I look forward to a wonderful year ahead, working hand in hand with you to ensure your child's success and happiness.

Warm regards,

Principal

Zakher Private School
Mr. Assem Al Ashqar



About Zakher Private School

School Name & Postal Address:

Zakher Private School
Falaj Hazza, Al Ain
Abu Dhabi - United Arab Emirates
P.O. Box 80718

Location:

Falaj Hazza, Al Ain

School Contact Information:

Phone: +971 3 781 0818
Mobile: +971 50 811 8587
Website: www.zps.ae
Admission Email: registration@zps.ae
General Inquiries Email: info@zps.ae
Media Email: media@zps.ae
Careers Email: career@zps.ae

Administration Office Hours:

Days	Operating Hours
Monday – Thursday	7:00 am – 3:00 pm
Friday	7:00 am – 11:30 am
Weekend	9:00 am – 12:00 pm

Vision, Mission and Values

Vision

We envision to promote a sense of belonging amongst our learners towards Zakher Private School Community, nurture them to be responsible citizens of the nation. Our goal is to create an innate desire to be lifelong learners, providing holistic, quality education promoting intellectual, social and cognitive skills, empowering the learners to be future global leaders.

Mission

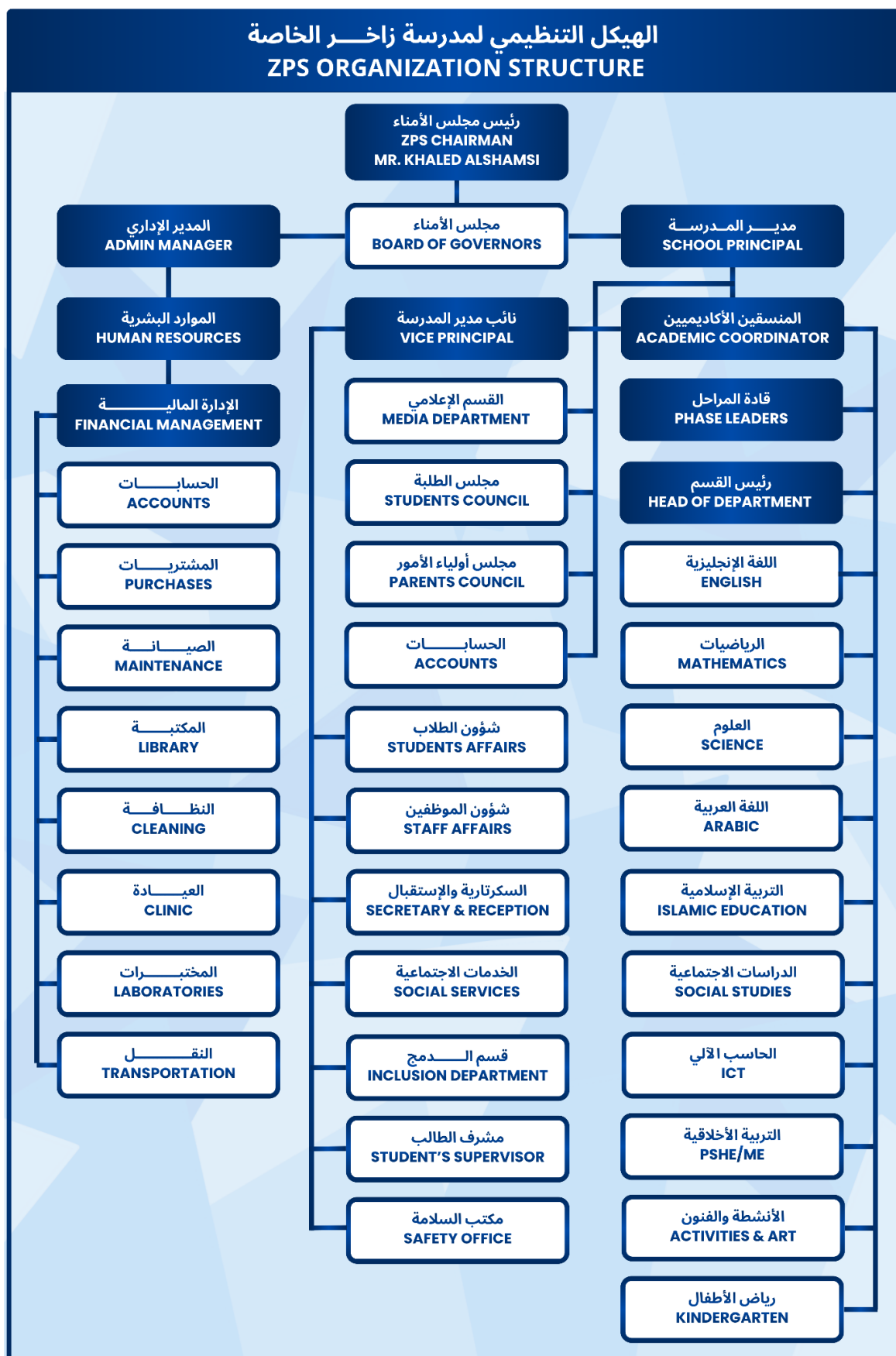
To provide high quality education, maintain an inclusive environment which acknowledges and respects children from diverse family and cultural backgrounds. We are committed to provide our students a secure, safe, healthy environment with a focus on digital citizenship for their safety, happiness and wellbeing.

Values

We believe:

- that all children can learn and are entitled to a safe, caring, and inclusive learning environment.
- that students from many countries and cultures can work together to create a unique and caring learning community.
- in the importance of developing students who become contributing citizens of the UAE and the world.
- in fostering respect, responsibility, resilience, and integrity in every learner.
- that digital citizenship is essential for student safety and wellbeing in a modern world.

School Structure and Leadership



Contact Information

Role	Name	Email and Phone Number
Principal	Mr. Assem Al Ashqar	manager@zps.ae
Vice Principal	Dr. Yahya Farrag	yahya.zakaria@zps.ae
Academic Coordinator	Ms. Celestina Nene	Celestina.Nene@zps.ae
General Inquiries	Ms. Rasha Issam Ms. Kalsum Khan	info@zps.ae 037 810 818
Admissions	Mr. Ahmed Issam	registration@zps.ae 054 530 0264
Accounts	Mr. Abdelkader Ahmed	zps.acc111@gmail.com
Careers	HR Officer	career@zps.ae
Social Worker	Ms. Sally Younes	sally.younes@zps.ae 054 530 0285
Student Supervisor	Ms. Hala Yahya	hala.yahya@zps.ae 056 499 5192
Head of Inclusion	Ms. Anam Naeem	Anam.Naeem@zps.ae
Student Transportation	Mr. Mahmoud Eltantawi	mahmoud.eltantawi@zps.ae 056 660 9976
Safety Officer	Mr. Mohamed Magdy	Mohamed.magdy@zps.ae 050 615 5900
Uniform Store & Book Store	Ms. Hala Yahya	hala.yahya@zps.ae 056 499 5192

Communication Channels (MS Teams, Email, WhatsApp)

Contacting Administration:

- Email official addresses. Reply within 24 hours.
- Immediate reply during school hours (7:00 am – 3:00 pm Sun-Thu).
- Urgent matters: call reception directly.

WhatsApp Policy:

- School-wide announcements only.
- No personal messaging to teachers.
- Groups are moderated and for receiving information only.
- Inappropriate use may lead to removal from the group.

Recording of Communication:

All communications between the school and parents, including emails, MS Teams messages, and WhatsApp group messages, are recorded for the sake of improvement. These records may be used to:

- improve response times and communication quality
- resolve disputes or misunderstandings
- train staff on effective parent communication
- ensure compliance with ADEK and school policies
- maintain a safe and professional environment for all parties

Parents, by enrolling their child at Zakher Private School, consent to the recording and monitoring of school-related communications as described in this section.

Admission Policy

ZPS is committed to a fair, non-discriminatory, transparent admission process aligned with ADEK, Wadeema Law, and the Rights of Persons with Disabilities. No child is denied admission except in cases of full enrollment.

- **Age Guidelines:** FS1 to Year 8. Age cut-offs as per ADEK.
- **Priority:** First-come, first-served. Siblings of current students and staff children get priority.
- **Additional Learning Needs:** Referred to Head of Inclusion. If the school cannot accommodate, an "inability to accommodate" notification is sent to ADEK.

Admission Process:

1. Submit application form.
2. Submit required documents.
3. Assessment/placement review (if applicable).
4. Offer of seat (subject to availability).
5. Acceptance and fee payment.
6. Enrollment confirmation.

Records Keeping: Student registered on eSIS. Medical records kept confidentially. All records stored securely.

Re-enrollment Policy

Re-enrollment opens in the spring term. Parents receive notification with deadlines and procedures.

- Re-enrolling students are automatically placed in the next year, subject to promotion criteria.
- Late re-enrollment may be considered subject to seat availability and a late fee.
- **Rejection possible for:** chronic code of conduct violations, repeated academic dishonesty, non-payment of fees, or failure to meet promotion requirements.

Withdrawal and Transfer Policy

- **Notice Requirement:** Written notice of withdrawal must be submitted in person at reception at least one month before the child's last day.
- **Withdrawal Notice Must Include:** Student's full name, current year/class, last attendance date, reason (optional), and new school name (if transferring within UAE).
- **Outstanding Fees:** All tuition, penalties, and other charges must be paid in full before withdrawal is processed.
- **Return School Property:** Parent security badges, library books, borrowed equipment, uniform items on loan.
- **Transfer Certificate:** Issued within 14 working days after written notice received, fees cleared, and property returned.
- **Request to Another School:** Parent must provide receiving school's name and address. Certificate sent directly or handed in sealed envelope.
- **Withdrawal During Academic Year:** Tuition fees non-refundable. Records and Transfer Certificate indicate last attendance date.
- **Withdrawal Moving Abroad:** Request documents at least two weeks in advance.
- **Re-admission:** Treated as new applicant. Subject to seat availability and standard admission process.
- **ADEK Reporting:** All withdrawals reported to ADEK via eSIS within required timeframe.

Curriculum Overview (British / Cambridge)

ZPS follows the British Cambridge International curriculum, recognized worldwide for academic rigor, critical thinking, creativity, and independent learning.

- **Cambridge Early Years (FS1 & FS2):** Broad, balanced, engaging education. Play-based, thought-provoking, and relevant to real-life contexts.
- **Cambridge Primary (Years 1-6):** Builds a solid foundation in English, Mathematics, and Science. Develops essential knowledge, skills, and understanding across all subjects. Encourages active, inquiry-based learning and critical thinking.
- **Cambridge Lower Secondary (Years 7 & 8):** Builds on Cambridge Primary. Prepares for IGCSE and higher-order thinking.
- **Active and Inquiry-Based Learning:** Students explore concepts, ask questions, conduct research, and draw conclusions. Teachers act as facilitators.
- **Early Years Foundation Stage (EYFS):** For FS1 and FS2. Carefully planned, play-based framework with warm, nurturing support.

Subjects Offered

Subjects Offered in FS1 and FS2 (Early Years Foundation Stage)

The EYFS framework focuses on seven areas of learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Subjects Offered in Year 1 to 6

- English
- Mathematics
- Science
- Arabic A for Arabs
- Arabic B for Non-Arabs
- Islamic Arabic for Arabs
- Islamic English for Non-Arabs
- Second Language (French/Urdu)
- Art
- UAE English for Non-Arabs
- UAE Arabic for Arabs
- Physical Education (PE)
- Moral Science for Non-Muslims
- Moral Education
- ICT
- Humanities / SST-Social Studies

Subjects Offered in Years 7 and 8

Students in Years 7 and 8 study all the subjects listed for Years 1 to 6, with the following additions:

- Humanities
- Chemistry
- Biology
- Physics

In Year 7 and 8, Science is taught as three separate subjects (Biology, Chemistry, and Physics) to prepare students for IGCSE level study.

Moral Science for Non-Muslim Students

Non-Muslim students are not required to take Islamic Studies. Instead, they receive instruction in Moral Science or an alternate moral education program that is appropriate for their beliefs and cultural background.

Gifted and Talented Provision

Students who are able, gifted and talented are given additional opportunities to extend their learning in each subject area. This may include enrichment activities, advanced assignments, participation in academic competitions, and leadership roles within the school.

Teaching and Learning Approach

ZPS follows a **student-centered, inquiry-based** approach. Teachers facilitate learning that encourages critical thinking, creativity, and collaboration. Students discover knowledge for themselves, ask meaningful questions, and make connections across subjects.

- **Differentiation:** Every student is appropriately challenged and supported.
- **Formative Assessment:** Integrated daily. Teachers check understanding, provide immediate feedback, and adjust instruction.
- **Collaborative Learning:** Students work together on projects and learn from one another.
- **Teacher Training:** All teachers are Cambridge-trained and participate in ongoing professional development.

Homework Policy

Our school recognizes the need for a balanced variety of academic and social experiences, including quality family time.

Effective teaching requires ongoing, timely feedback. Teachers assign work to assess understanding and guide learning. Students must complete and submit work on time.

Parent Partnership

Parents support their child by:

- ensuring on-time attendance, proper uniform, completed homework, and adequate supplies.
- providing a quiet study space.
- monitoring completion without doing the work.
- contacting the teacher during assigned hours with questions.

HOMEWORK SCHEDULE

YEAR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FS1	LITERACY	NUMERACY	UTW	ARABIC	LITERACY
FS2	ENGLISH	MATH	SCIENCE	ARABIC	ENGLISH
YEAR 1	ENGLISH ISLAMIC / MSC	MATH SCIENCE	ENGLISH UAE ICT	ARABIC SCIENCE MATH	ENGLISH SCIENCE
YEAR 2	ENGLISH ISLAMIC / MSC	MATH SCIENCE	ENGLISH UAE ICT	ARABIC SCIENCE MATH	ENGLISH SCIENCE
YEAR 3	ENGLISH ISLAMIC / MSC	MATH FRENCH / URDU SCIENCE	ENGLISH UAE ICT	ARABIC SCIENCE MATH	ENGLISH SCIENCE
YEAR 4	ENGLISH ISLAMIC / MSC	MATH FRENCH / URDU SCIENCE	ENGLISH UAE ICT	ARABIC MATH SST	ENGLISH SCIENCE
YEAR 5	ENGLISH ISLAMIC / MSC	MATH FRENCH / URDU SCIENCE	ENGLISH UAE ICT	ARABIC MATH SST	ENGLISH SCIENCE
YEAR 6	ENGLISH ISLAMIC / MSC	MATH FRENCH / URDU SCIENCE	ENGLISH UAE ICT	ARABIC MATH SST	ENGLISH SCIENCE
YEAR 7	ENGLISH ISLAMIC / MSC SST	MATH FRENCH / URDU BIOLOGY	ENGLISH UAE CHEMISTRY	ENGLISH ICT ARABIC	ENGLISH SCIENCE
YEAR 8	ENGLISH ISLAMIC / MSC HUMANITIES	MATH FRENCH / URDU BIOLOGY	ENGLISH UAE CHEMISTRY	ENGLISH ICT ARABIC	ENGLISH SCIENCE

Assessment Policy (FA/SA)

Assessment at ZPS is continuous, supporting student progress and guiding instruction.

Formative Assessments (FAs): Conducted during teaching and learning to provide ongoing feedback and identify areas for improvement.

Summative Assessments (SAs): End-of-term evaluations measuring student learning against curriculum standards. Examples: end-of-term exams, major projects, unit tests.

Academic Year Structure: Three terms. Each term includes 2 FAs + 1 SA.

- Term 1: FA1, FA2, SA1
- Term 2: FA3, FA4, SA2
- Term 3: FA5, FA6, SA3

External Assessments (GL, IBT, TIMSS, PIRLS)

ZPS participates in external exams to benchmark student performance against national and international standards.

Assessment	Subjects	Purpose
GL Progress Test	English, Math, Science	Compare performance with national/international benchmarks
IBT	Arabic only	International benchmark for Arabic proficiency
TIMSS	Math, Science	Compare performance with peers in other countries
PIRLS	Reading literacy	Evaluate and improve reading instruction

Parents are informed in advance of schedules and purposes.

Promotion and Retention Policy

Decisions are based on academic achievement, attendance, and readiness for the next year.

Promotion Criteria:

- Pass (60–69% or higher) in English, Mathematics, and Science
- 90% or higher attendance
- Final decision based on performance across the entire year (assessments, participation, homework, teacher observations)

Retention Criteria (possible if):

- Fail core subjects (<50% after remediation)
- Attendance below 90% with excessive unexcused absences
- Significant gaps in foundational knowledge
- Recommendation by Student Support Team

Remediation Before Retention: Additional academic support, tutoring, summer school, parent-teacher conferences, IEP accommodations.

Appeals: Written appeal to Head of School within 10 working days. Response within 10 working days. Head of School's decision is final.

Notification: Parents notified of possible retention by end of Term 2.

Academic Integrity

Optimum learning requires intention and integrity. Students will learn proper documentation (bibliography, endnotes, quotations), note-taking, and study skills. Parents must ensure children do their own work. Making mistakes is part of learning.

Consequences for Academic Dishonesty:

Instance	Consequence
1st	Teacher notifies student/parents. Replacement assignment under supervision.
2nd	Zero on assessment. No rewrite or replacement.
3rd	Zero on assignment. Administration involved. Further consequences possible.
Continued	May impact re-enrollment eligibility.

Progress Reports and Grading

Progress reports are used to formally communicate student achievement of learning outcomes to students, parents, the school, and ADEK. Grading for reporting requires teachers to summarize a term or a year's worth of learning. Grades or descriptors are used to represent the extent to which the student has demonstrated achievement of learning outcomes. Formal report cards are issued at the end of each term for all students from KG1 to Grade 8. Dates may be found on the official school calendar. Parents will have ongoing access to student grades through the ZPS Parent Portal for Grades 4 to 8. Grades on report cards will be a cumulative grade from the beginning of the academic year. Teacher conferences are scheduled throughout the year to discuss student progress. Please refer to the school calendar for the interview schedule.

Note: Report cards will not be released if school tuition fees are not paid and the documents for students are not up to date.

GRADING SCALE (FS1 TO YEAR 8)		
GRADE	PERCENTAGE RANGE	PERCENTAGE RANGE
A+	90 - 100 %	OUTSTANDING
A	80 - 89%	VERY GOOD
B	70 - 79%	GOOD
C	60 - 69%	SATISFACTORY
D	50 - 59 %	BASIC
F	BELOW 50 %	NEEDS IMPROVEMENT

Student Code of Conduct

Student Code of Conduct

ZPS is committed to upholding UAE Ministry of Education standards and ensuring all students understand their responsibilities.

Applies to: In school, on school grounds, field trips, extracurricular activities, and school buses.

Goals of the Code

Build positive behaviour, promote good conduct, provide a suitable educational environment, raise awareness of obligations, provide a regulatory reference, and rehabilitate violating students.

Core Expectations

Students must:

- comply with all school rules
- behave safely and responsibly
- care for school and others' property
- arrive on time and justify absences
- promote a positive school community
- demonstrate a positive attitude towards learning
- not disrupt the learning of others
- commit to UAE heritage and culture
- show respect to all teachers, staff, fellow students, families, and the community

Prohibited Actions Against Students

Staff are prohibited from:

- corporal punishment of any kind
- preventing a student from having a meal
- provoking or mocking a student
- preventing toilet access
- restricting freedom or holding a student
- reducing or threatening grades as punishment

Behaviour Levels and Consequences

Misconduct is categorised into four levels with point deductions from the conduct score (out of 100).

Level	Type	Points Deducted	Examples
1	Simple	4	Tardiness, uniform violations, not bringing books, eating in class, sleeping, misuse of devices
2	Fairly Dangerous	8	Leaving class without permission, fighting, minor damage, mobile phone use, verbal abuse, tobacco/vaping
3	Definitely Dangerous	12	Bullying, plagiarism, vandalism, leaving premises, false alarms, assault without injury, unauthorised media capture
4	Severely Dangerous	Fail conduct	Weapons, sexual assault, assault with injury, theft, exam leaks, arson, drugs, persistent bullying

Disciplinary Procedure:

- **Level 1:** Verbal warning → written warning → parent meeting → committee review.
- **Levels 2–4:** Written warnings, onsite/offsite suspension, possible expulsion.
- **Rules for Penalties:** Respect student dignity, no collective punishment, maintain confidentiality.

Anti-Bullying Policy

Zero-tolerance for bullying (repeated physical, social, or verbal aggression).

Types: Physical, verbal, social, cyberbullying.

Prevention: School-wide anti-bullying program. Students educated to identify and report bullying. Staff trained to recognise and intervene.

Reporting & Response: Report to any trusted staff member. All reports investigated. Victims receive support. Persistent bullying = Level 4 offence = possible expulsion.

Digital Citizenship & Acceptable Use Policy

Responsible Use of School Technology:

- School devices for school-related tasks only.
- No food/drink near devices.
- No changing settings or downloading software without permission.
- **Phones:** FS1–Year 3: not permitted. Years 4–8: off and in bag.
Unauthorised use = confiscation.

Digital Safety:

- No VPNs.
- Never share personal information online.
- Report unsafe interactions to a trusted adult.
- Cyberbullying = serious violation.

Consequences for Digital Misconduct: Recorded and addressed.

Serious/repeated violations = disciplinary action. Illegal behaviour reported to police.

Uniform and Appearance Policy

All students from FS1 to Year 2 are expected to wear the complete Zakher Private School uniform.

Boys' Uniform

- Caramel colour uniform shirt with the school logo
- Navy blue trousers purchased from the uniform store
- All-black shoes (black dress shoes preferred)
- During the months of December through February, students may wear a winter jacket

Girls' Uniform

- Blue grey shirt worn underneath
- Blue grey and white mixed pinafore-style frock until the knee
- White school leggings
- All-black shoes (black dress shoes preferred)
- During the months of December through February, students may wear a winter jack

PE Uniform

- Red t-shirt with school logo
- Blue pants with red side lines
- White shoes
- Same uniform for both boys and girls
- Separate PE jacket available

STANDARD UNIFORM FOR FS1 TO YEAR 2 BOYS



STANDARD UNIFORM FOR FS1 TO YEAR 2 GIRLS



PE UNIFORM FOR FS1 TO YEAR 2 GIRLS



STANDARD UNIFORM FOR YEAR 3 TO YEAR 8 BOYS



STANDARD UNIFORM FOR YEAR 3 TO YEAR 8 GIRLS



PE UNIFORM FOR YEAR 3 TO YEAR 8 GIRLS



Attendance Policy

Regular attendance and punctuality are essential for academic success. This policy aligns with ADEK regulations and Wadeema Law.

Recording Attendance

Daily attendance recorded by class teacher in school system and reported to ADEK via eSIS. Attendance and late records appear on report cards.

Attendance Requirements

Years	Absence Threshold	Action
FS1 & FS2	>10%	School advises parents. If maltreatment suspected, reported to ADEK.
Year 1 - 8	>5% (>9 days/year)	Identified as "cause for concern". Possible educational risk. If neglect suspected, reported to ADEK.

Reporting Absences

Notify school by **8:00 am** on day of absence via info@zps.ae with: student name, class, date(s), reason.

Absence Due to Illness

Duration	Required Document
Up to 3 days	Parent-written sick note (daily)
4+ days (incl. weekends)	DOH-licensed physician sick leave certificate within 24 hours

Maximum 12 days/year without certificate (exceptions for chronic conditions with medical reports).

Authorized Absences

Supported by official documents: illness, death of first/second-degree relative, pre-scheduled medical appointment, community task, mandatory appearance, urgent family travel, conferences/competitions (Principal's approval), religious holidays, medical/therapeutic leave for SEN students.

- Authorized absences: student informed of missed work and allowed to complete assignments/tests.

Late Arrivals

- School day: Assembly 7:45 am, first period 8:00 am.
- **After 8:00 am:** Sign in at reception for Late Slip.
- **After 10:30 am:** Reported absent to ADEK unless official explanation provided.
- **Excused lateness:** School bus delay.
- **Unexcused lateness:** Heavy traffic not accepted.

Early Dismissal and Afternoon Pick-Up

Early Dismissal Procedure: Parent signs out at reception. Permission slip shown to security.

Afternoon Pick-Up:

- **Mon–Thu:** School ends 1:45 pm. Pick-up 1:45–2:15 pm.
- **Friday:** Ends 11:00 am. Pick-up 11:00–11:30 am.
- Staggered home time: 1:10–2:00 pm.

Usual Pick-Up Places:

- **KG1–2:** Small gate, left side.
- **Grades 1–8:** Left-side gate.

Pick-Up Guidelines:

- Student ID card must be shown at gate.
- Notify school in writing if someone else will pick up.
- Off campus by 2:30 pm (Mon–Thu) / 12:00 pm (Fri) unless in ECAs.

Extended Absence Policy

Family vacations are permitted only during official school holidays. The school does not support extended absences for travel during term time, regardless of flight costs or other circumstances.

Request for Extended Absence

For any absence of more than 3 consecutive days:

- Parents must inform the school at least **2 weeks in advance**.
- Complete the **Student Request for Extended Absence Form**.
- Attach official documentation supporting the request.
- Extended absence is granted **only** for ADEK Authorized Absences.
- School will notify parents of the decision within **5 working days**.

Consequences of Extended Absence

Threshold	Consequence
Attendance below 95% (>9 days/year)	May affect promotion to next grade
Unexplained absences >10 days/year	Reported to Ministry of Education; possible grade retention

- Students are responsible for making up all missed work.
- Parents should review the official school calendar before planning any extended leave.

Students with Additional Learning Needs (ALN)

- Medical or therapeutic leave will be considered.
- Parents must communicate extended absence requests to the **Head of Inclusion**.
- The student's Documented Learning Plan (DLP) will be accommodated during the absence period.

Child Protection and Safeguarding Policy

ZPS has zero-tolerance for all forms of maltreatment (physical/emotional/sexual abuse, neglect, exploitation, bullying, cyberbullying).

Legal Framework

Compliant with Wadeema Law, Federal Decree Law No. (31) of 2021, and ADEK policies. Principal acts as guardian (in loco parentis) for all students under ZPS supervision.

Child Protection Coordinator (CPC) and Team (CPT)

- CPC and CPT appointed and reported to ADEK annually.
- CPC ADEK-trained. CPT includes counselor, social worker, senior leadership.

Reporting Concerns

- **All staff are mandated reporters.** Report concerns to CPC/CPT immediately.
- **All suspected maltreatment cases** reported to ADEK CPU within 24 hours.
- **Emergency (imminent danger):** Police (999) + Principal + Safety Concern Form online.
- **Bullying:** Follows National Policy. Severe bullying = maltreatment.

Confidentiality

Case reports and student data strictly confidential. Shared only with ADEK CPU, FCA, investigative teams, and Abu Dhabi Judicial Department.

Vetting & Training

- All staff, volunteers, visitors vetted (incl. criminal record checks).
- All staff complete ADEK-mandated safeguarding training.
- Age-appropriate student protection resources provided.

Acceptable Adult Behaviors

Staff must not put students at risk of maltreatment. Serious allegations of sexual misconduct reported to Police and FCA.

Parental Responsibilities

Cooperate with staff, attend meetings, communicate concerns, support safe online practices.

Safeguarding in Curriculum

Focuses on self-esteem, self-regulation, respect, communication skills, online safety, self-protection, and responsibility for self and others.

Medical Care and School Clinic

The school maintains a fully equipped, DoH-compliant medical clinic.

School Nurse: Full-time, DoH-licensed. Oversees clinic and student healthcare.

Medical Files: DoH-compliant files with medical history, immunization, allergies, chronic conditions. Parents must update nurse. Records kept confidential.

Health Screenings: Basic (annual: history, BMI, vision) and comprehensive (selected grades: doctor check-up, hearing, oral health, blood tests).

Immunization: School facilitates DoH program. No denial for missing vaccination cards, but parents must complete within enrollment year.

Medication Administration: Written parental consent required (renewed each term). Medication in properly labeled container. DoH standards followed, including emergencies (anaphylaxis, seizures).

Inclusion/Individual Healthcare Plans (IHP): For students with additional learning needs. Developed by nurse, Head of Inclusion, teachers, and parents.

Illness and Infection Control

Ill at school: Report to nurse. If too sick, parents contacted for pick-up. Illness recorded in medical file.

Keep home if sick: Notify school by 8:00 am (info@zps.ae). Remain home until fully recovered.

Head Lice: Checked by nurse. If confirmed, student sent home. Parents in affected class notified. Readmit only when clear. Parents must notify school immediately if found at home.

Infection Control Measures: Handwashing, sanitizers, cleaning/disinfection, ventilation, hygiene education (cover nose/mouth when sneezing/coughing).

Food Allergies: Records maintained and shared with relevant staff. Nut-free FS1–Year 3; nut-aware Years 4–8. Procedures in place for anaphylaxis.

Communicable Diseases: Follow DoH and ADEK guidelines. Parents notified promptly. Measures taken to prevent spread while ensuring learning continuity.

Emergency Procedures

ZPS has comprehensive health and safety procedures for various emergencies. Student, staff, and visitor safety is our highest priority.

Emergency Plan

Principal is responsible for the ZPS Emergency Plan, covering fire, medical emergencies, security incidents, natural disasters, and other potential emergencies.

Fire Safety and Drills

- ZPS equipped with fire detection, suppression, and sprinkler systems (Civil Defense compliant).
- Fire drills conducted annually.
- When alarm sounds: follow teacher directions, move quickly and quietly to the exit, remain in designated assembly area.
- Tampering with alarms or extinguishers = immediate suspension.

Power Outage

Students remain in class unless directed otherwise. No calls to parents for pick-up unless announced by administration. ZPS cannot close without ADEK approval.

Medical Emergencies

Nurse provides first aid. Emergency services contacted if needed. Parents notified immediately. Incident form completed by Health and Safety Officer.

Emergency Communication

WhatsApp messages and emergency announcements. Parents must keep contact information up to date.

Mental Health Support Following Emergencies

Counselor and social worker available to support students and staff in distress (aligned with ADEK Student Mental Health and Staff Wellbeing policies).

Lockdown Procedures

Manual or automatic lockdown system in place. Security breach procedure and response plan led by Safeguarding Committee. All staff trained.

Health and Safety Training

All staff trained in emergency protocols, first aid, and fire safety.

SEN / Inclusion Policy

ZPS is committed to inclusive education. Students with additional learning needs (ALN) will not be denied admission if the school can accommodate them.

Defining ALN: Individual requirements for support, modifications, or accommodations (permanent or temporary). Examples: dyslexia, hearing/visual impairment, twice exceptional, gifted and talented.

Admission & Inclusion: Parents must disclose needs and submit clinical reports. If ZPS cannot accommodate, "inability to accommodate" notification sent to ADEK within 7 days.

Standard Inclusive Provision:

- **Head of Inclusion:** Senior leader coordinating all ALN support.
- **Inclusion Teacher:** At least one per cycle. Push-in and pull-out support.
- **Inclusion Assistants:** Whole-class, small-group, or 1:1 support. Dedicated 1:1 for Tier 3 students FS1–Year 2.

Physical Accessibility: Ramps, accessible bathrooms, evacuation chairs, PEEPs, accessible parking, signage with symbols, flashing evacuation alarms.

Identification, Referral & Tracking: Teachers raise concerns. Standardized screening tools. Documented Learning Plans (DLPs) created, reviewed 3x/year.

Tiered Model of Support:

Tier	Type	Description
1	Universal	All students. Foundational teaching.
2	Targeted	Small-group interventions.
3	Intensive	Individualized. May include external specialists.

Documented Learning Plans (DLPs): For Tier 2 & 3 students. Include IEP, ISP, ILP, BSP, or ALP. Reviewed 3x/year. Annual review for Tier 2/3.

Inclusive Teaching: Adaptive teaching, personalized content, professional development for staff.

Assessment Accommodations: No disadvantage in assessments. Accommodations reflect normal way of working. Assessment Accommodations Policy in place.

In-School Specialist Services: External specialists via ADEK system. Parent pays center directly. School may charge up to 10% management fee.

Additional Fees: For support beyond standard provision. ADEK-approved, up to 50% of tuition. Parental agreement renewed annually.

Parent Engagement: Regular updates, meetings, consent for modified pathways.

Confidentiality & Data Protection: Secure storage. Compliant with ADEK Records Policy and UAE Data Protection Law (Federal Decree Law No. 45 of 2021).

Modified Curriculum Pathways: ADEK-approved. Parents sign undertaking if equivalency requirements not met.

Gifted & Talented Provision

ZPS recognizes gifted and talented students (exceptional ability in one or more domains; talented transform giftedness into performance).

Identification: Teacher observations, classroom performance data, standardized assessments, parent/self-nominations. Twice exceptional students also recognized.

Provision: Enrichment activities, advanced assignments, academic competitions, leadership roles. Reasonable adaptations to provide sufficient challenges. Engagement with competition structures, local sports clubs, and national sports federations.

Acceleration & Enrichment: Faster curriculum progression, advanced courses, independent research projects, mentorship programs, extracurricular activities aligned with talents.

Counseling & Student Support Services

ZPS supports mental health and wellbeing for all students.

School Counselor: Social, emotional, academic support. Individual or small groups. Addresses social skills, emotional regulation, stress management, peer relationships, academic motivation, coping with life changes.

Social Worker: Link between school, home, and community. Evaluates needs and provides support. Not authorized to provide therapy beyond qualifications.

Wellbeing Support: Mindfulness, social/emotional learning (emotional regulation, resilience), stress management, time management, receptive environment for seeking help.

Confidentiality & Parental Consent: Compliant with UAE Data Protection Law. Counselor explains limits of confidentiality. Consent required for regular/structured counseling. Exceptions: unstructured interactions or when parent notification may

harm child. If parent refuses consent and risk of harm exists, reported as neglect to Child Protection Unit.

Referral Pathways: External professionals when needed. School administration informed of concerns. Parents informed in best interest of child. Pathways published in Parent Handbook.

Support During Vulnerable Phases: Exams, transitions, key stages. End-of-semester office hours (one-on-one feedback), workshops for coping strategies.

Support for Students with ALN: Head of Inclusion collaborates with teachers, specialists, parents, counselors. DLPs holistic. Reasonable accommodations: shortened timetable, flexible uniform, close monitoring for teasing/bullying.

Support for Students at Educational Risk: Factors: absenteeism, disruptive behavior, health issues, low achievement, disciplinary problems, retention. Intervention plans aligned with ADEK Educational Risk and Student Protection policies.

Reporting Concerns: Students speak to teacher, counselor, social worker, Head of Inclusion, or trusted staff member. Parents communicate concerns promptly. All concerns taken seriously, handled confidentially and professionally.

Bus Service Overview

ZPS provides school bus pick-up and drop-off services. Support provided for students with additional learning needs.

- **Bus Monitor & Supervisor:** All buses have a monitor. For students aged 11 and under, a bus supervisor is appointed (female except all-male buses). Supervisors hold ITC permits, sign Student Protection Policy, and are registered on PASS.
- **School Transport Coordinator:** Point of contact for delays (fog/accidents), schedule changes, and emergencies.

Salama App: Mandatory for all bus parents. Track bus location, check-in/out, report issues. Registration via SMS from ADEK.

Bus Registration: Submit School Bus Registration Form. First-on, first-off basis. Timings final and non-negotiable.

Maximum Journey Time: Per ITC regulations. Delays caused by students may result in suspension.

Designated Pick-Up/Drop-Off Points: For students under 11, parent/responsible adult must be present at drop-off. If not present, student returned to school.

Bus Rule and Expectations

Bus Rules (Privilege, Not a Right)

1. Only assigned bus.
2. Water only; no eating.
3. Seatbelt always.
4. Respect monitor and students; follow instructions.
5. Be ready on time at stop and after school.
6. Notify school/monitor if not riding. Non-bus students not permitted.
7. Parent liable for damage.

Morning Pick-Up: Buses wait max 2 minutes. Repeated delays → suspension.

Afternoon Drop-Off: Notify school by 2:15 pm (Mon–Thu) / 12:30 pm (Fri) if child not riding. Adult must be at drop-off point or child returned to school.

Bus Discipline Procedures

Report	Consequence
1st	Administrator meets student
2nd	Parents contacted
3rd	1-week suspension (no refund)
4th	Permanent exclusion (no refund)

- Each report logged in school system.
- **Parent Concerns:** Addressed by Principal. Safety is primary consideration.

Daily Schedule

Zakher Private School follows a structured daily schedule to ensure effective teaching and learning while accommodating the needs of students and staff. The schedule is designed to provide a balanced distribution of instructional time, breaks, and extracurricular activities.

Note: Bell timings are subject to change as per school requirements. Any changes to the schedule will be communicated to parents and students in advance through official school communication channels.

REGULAR SCHOOL TIMINGS				
DAY	ASSEMBLY	FIRST PERIOD START	SCHOOL DAY ENDS	PICK-UP TIME
MONDAY – THURSDAY	7:45 AM	8:00 AM	2:00 PM	1:50PM – 2:00 PM (STAGGERED)
FRIDAY	7:45 AM	8:00 AM	11:30 AM	11:00 AM – 11:30 AM

FRIDAY BELL TIMING		
PERIOD	TIME	DURATION
ASSEMBLY	7:45 AM – 8:00 AM	15 MINUTES
1ST PERIOD	8:00 AM – 8:40 AM	40 MINUTES
2ND PERIOD	8:40 AM – 9:20 AM	40 MINUTES
3RD PERIOD	9:20 AM – 10:00 AM	40 MINUTES
BREAK	10:00 AM – 10:20 AM	20 MINUTES
4TH PERIOD	10:20 AM – 11:00 AM	40 MINUTES

FRIDAY BELL TIMING

PERIOD	TIME	DURATION
ASSEMBLY	7:45 AM – 8:00 AM	15 MINUTES
1ST PERIOD	8:00 AM – 8:40 AM	40 MINUTES
2ND PERIOD	8:40 AM – 9:20 AM	40 MINUTES
3RD PERIOD	9:20 AM – 10:00 AM	40 MINUTES
LONG BREAK	10:00 AM – 10:20 AM	20 MINUTES
4TH PERIOD	10:20 AM – 11:00 AM	40 MINUTES
5TH PERIOD	11:00 AM – 11:40 AM	40 MINUTES
6TH PERIOD	11:40 AM – 12:20 PM	40 MINUTES
SHORT BREAK	12:20 PM – 12:30 PM	10 MINUTES
7TH PERIOD	12:30 PM – 1:10 PM	40 MINUTES
8TH PERIOD	1:10 PM – 1:50 PM	40 MINUTES
REVIEW	1:50 PM – 1:55 PM	5 MINUTES

School Calendar

Zakher Private School follows the official ADEK school calendar for the academic year. The school calendar is approved by ADEK and shared with parents once it has been finalized. The calendar is published on the school website and distributed to parents at the beginning of the academic year.

Term Structure

The academic year is divided into three terms. Each term includes two Formative Assessments (FAs) and one Summative Assessment (SA). Important dates such as the start and end of each term, assessment periods, parent-teacher conferences, school holidays, and public holidays are clearly indicated on the school calendar.

National and Islamic Holidays

ZPS observes all national and Islamic holidays as announced by ADEK and the UAE government. These include Eid Al Adha, Hijri New Year, UAE Flag Day, UAE Commemoration Day, UAE National Day, Prophet Mohammed's Birthday, Isra'wal Miraj, Ramadan, and Eid Al Fitr.

Professional Development Days

The school calendar includes professional development days for staff. On these days, students may not be required to attend school. Parents are notified in advance of any such days.

Extracurricular Activities (ECAs)

ECAs increase self-confidence, promote interaction, enrich skills, and support wellbeing.

Range Offered: Academic, cultural, artistic, athletic, intellectual, philanthropic. Some free. Includes sports, clubs, competitions, performances, field trips.

Student Involvement: Encouraged to participate in national/international events. Students may start their own ECAs (develops creativity, problem-solving, leadership, entrepreneurship).

ECA Coordinator: Reviews plans, coordinates supervisors, ensures safeguarding compliance, collects consent forms, oversees risk assessments and emergency plans.

Supervision Ratios (minimum 2 adults, 1 female if girls present):

Group	Ratio
FSI–Year 2	1:6
Year 3–Year 7	1:10
Year 8+	1:15
Students with ALN	1:3 (or higher)
Overseas trips	1:8

Parent Volunteers: Must comply with ADEK policies, safeguarding, and vetting.

Parental Consent & Fees: Written consent required (emergency contact + medical info). Fees reasonable, collected only after ADEK approval.

ADEK Approval Required For: External providers, virtual ECAs, holidays/weekends, during class time, paid ECAs, off-campus overnight, non-educational venues, overseas trips, exchange programs, field trips. Timeframes: 15 working days (regular), 1 month (visitors/service providers), 2 months (overseas/exchange).

Risk Assessment & Emergency Plan: Completed for every ECA. Considers ages, gender, ability, numbers, medical needs.

Health & Safety Incidents: Reported to Principal → recorded on Al Adaa System with root cause analysis.

Records: Participant lists, consent forms, provider details, risk assessments, emergency plans, travel plans, incident reports.

School Trips & Visits

Field Trips: Optional. ADEK approval required. Parent consent required. Transport via school buses or tourist buses (must have seatbelts, fire extinguishers, first aid kits, emergency exits, cameras, comprehensive insurance). ITC informed. Parents informed of bus type.

Overseas Trips: UAE MoFA-approved countries only. Minimise academic disruption. Participants generally Year 5+ (exceptions for gifted/talented). Travel insurance mandatory. UAE nationals register on Twajidi.

Supervision & Ratios: Same ratios as ECAs. Trip Leader = ADEK-approved staff member. All supervisors signed Student Protection Policy.

Transportation for Trips: ADEK Transportation Policy compliant. ITC informed if non-school buses used. Driver fatigue prevention, emergency equipment, first aid kits, firefighting equipment.

Risk Assessment & Emergency Plan: Completed before every trip. Includes adverse weather procedures.

Parental Consent: Signed written consent. Includes trip type, objective, schedule, location, transport, fees, Trip Leader/ECA Coordinator details.

Inclusion: Equal opportunities for students with ALN. Reasonable adjustments. Alternative roles where needed.

Tuition Fees Policy (ADEK Policy 39)

All fees are ADEK-approved, transparent, reasonable, and value-adding.

Fee Components (disclosed during registration):

1. Tuition fees
2. Educational resource fees
3. Uniform fees
4. Transportation fees
5. Extracurricular fees
6. Other fees as applicable

Board Examination Fees: Separate fee possible. Administration fees additional (document processing, invigilation, mailing). Published on website with grade levels.

VAT: Compliant with Federal Decree Law No. (8) of 2017.

Fee Changes: School reserves the right to change fees subject to ADEK approval. Parents advised to contact school before enrollment to confirm current fee structure. Students enrolling after first semester may be charged an additional fee.

Fee Increase Policy:

Type	Requirements
Standard	Valid license, 3+ years operation, audited financial reports (IFRS), application during ADEK window
Exceptional	Operating losses (last 2 consecutive years), 80%+ occupancy, 3+ years operation, valid license, audited IFRS reports

Registration Fee: Up to 5% of tuition. Collected from enrolled students up to 4 months before academic year. Deducted from final tuition fees.

Fee Transparency: Fees, payment schedules, and procedures published on website. School charges within ADEK-approved levels. Source of payment recorded (parents, relatives, charity, companies, scholarships) and reported to ADEK.

Payment Schedule

Installments: 3 or more equal installments (e.g., 3, 4, or 10). First installment may be collected up to 1 month before academic year starts.

Payment Methods:

- Cash (Accounts Department)
- Cheque payable to Zakher Private School
- Bank transfer (details from Accounts Department)

Late/Non-Payment:

- 3 consecutive warning notices (1 week apart)
- After 3rd notice: suspension up to 3 days per term (max once/term)
- School may withhold report cards, transfer certificates (block eSIS transfer), and re-enrollment until fees settled
- Parents informed in writing 3 months before year end of possible non-re-enrollment
- **Students will not be prevented from sitting examinations**
- Confidentiality maintained. School does not discuss non-payment with students

Refund Policy

Registration Fee Refund

Scenario	Refund
School cannot enroll (insufficient capacity or ADEK-approved "inability to accommodate")	Full refund
New student withdraws with written notice 2 weeks before start	Full refund
Enrolled student does not return next academic year	School may retain registration fee

Tuition Fee Retention (by school)

Attendance Duration	School Retains
Part of first week (no written notice)	Registration fee (capped at 5% of annual tuition)
1 week – 3 weeks	1 month of tuition
3 weeks – 6 weeks	2 months of tuition
More than 6 weeks	Full term fee

Other Fees

- **Transportation fees:** Refunded if service not used
- **Other fees:** Refunded case-by-case if items/services not used

Prohibited Collections

No financial guarantees, deposits, application fees, or first-time enrollment fees collected before enrollment.

Staff Fee Arrangements: Special arrangements outlined in staff contracts.

Disclosure of Tuition Information: Source of payment (parents, relatives, charity, companies) reported to ADEK as required.

Parent Rights and Responsibilities

Parents play a vital role in their child's education. ZPS believes parental involvement and support help maintain a safe, happy environment and enable children to become successful learners.

Parents' Rights

- Ensure their child receives proper education and care.
- Be well-received, well-informed, and respected by all school staff.
- Inquire about their child's progress and confer with the school on educational, learning, and behavioural issues.
- Be informed of all developments or changes in their child's behaviour and achievements.
- Approve or reject their child's involvement in extracurricular activities outside school.
- Be invited to various school activities.

Parents' Responsibilities

- Support school efforts in creating an optimal school environment.
- Promote positive behaviour and ensure children are aware of appropriate behavioural practices.
- Respond positively to school instructions and remarks on student behaviour and discipline.
- Read all school regulations and policies and discuss them with their child.
- Show appreciation and respect for all school staff.
- Attend school meetings and information sessions related to student behaviour and discipline.
- Communicate with the school community to discuss and find solutions for behavioural issues.
- Ensure children conform to ADEK and school guidelines, instructions, and disciplinary procedures.
- Comply with the school's educational and administrative regulations.
- Keep the school informed of any emergent or unexpected problems their child may face.
- Pay for expenses needed to fix intentional damage caused by their child to school facilities or property.

- Ensure their child engages in home learning, gets adequate sleep, consumes healthy foods, and engages in physical activity.
- Strive for excellent daily attendance and punctuality (no holidays outside official breaks, respect arrival/pick-up timings).
- Respect academic honesty by monitoring schoolwork for plagiarism and not providing unnecessary assistance.
- Respond to teacher requests to attend parent-teacher meetings and maintain frequent positive communication.
- Cooperate with the school's recommendations for additional learning support when necessary.

Parent Code of Conduct

ZPS requires parents to agree to the following:

- Respect the school's vision, mission, values, and learning environment.
- Treat all school community members (students, staff, security, cleaners, parents) professionally and respectfully.
- Acknowledge that education and wellbeing are joint responsibilities based on positive school-home relationships.
- Set a good example in speech and behaviour. Resolve concerns professionally (no raised voices, offensive language, or using social status to belittle others).
- Refrain from posting culturally inconsiderate or defamatory content on social media.
- Seek to clarify a child's version of events with the school's view for peaceful dispute resolution.
- Correct their child's behaviour if it leads to conflict, unsafe conduct, or limits others' learning.
- Commit to school policies. On school premises, behave and dress respectfully of UAE national identity, cultural values, and legislation.

Consequences for Violation: May be asked to leave premises or denied access.

Complaints and Grievance Procedure

General Principles: Complaints handled promptly, fairly, confidentially. Harassment or disrespect not tolerated.

Step 1 – Teacher: Contact teacher via MS Teams (4:00–6:00 PM school days). Reply within 2 days. Unresolved → request meeting with teacher + Head of Division.

Step 2 – Head of Division: Submit written complaint (initial concern date, summary, steps taken, desired outcome). Acknowledged within 2 days. Resolved within 10 days. Meeting (in person/Zoom) if needed.

Step 3 – Head of School: Submit written complaint. Acknowledged within 2 days. Written response within 10 days.

Step 4 – ADEK: After completing internal steps, escalate to ADEK Parent Hotline or website. School cooperates fully.

Safeguarding/Bullying Concerns: Report immediately to Child Protection Coordinator or administration. Handled via Student Protection and Safeguarding policies.

Fee Complaints: Accounts Department → then Head of School.

Anonymous Complaints: Accepted but may limit investigation.

Record Keeping: Maintained confidentially per ADEK Records Policy and UAE Data Protection Law.

Parent-School Agreement: Signed before enrollment and annually at re-enrollment. Includes Parent Code of Conduct and Student Code of Conduct acknowledgment. Blank copy available from administration.

Distance Learning Code of Conduct

Distance learning is full schooling delivered remotely with the same standards of discipline, respect, and academic integrity as in-school learning.

Student Responsibilities

- Log in on time. Camera ON. Actively participate. Submit assignments on time.
- No eating, lying down, or inappropriate behavior. Use appropriate language.
- Wear school or PE uniform (no home wear).
- Mute mic when not speaking. Raise hand before speaking. Use chat for academic purposes only.

- **Prohibited:** Recording/sharing lessons, inappropriate language, leaving without permission, logging in for another student, misuse of platforms.

Consequences: Verbal warning → parent notification → removal from lesson → loss of participation marks → further disciplinary action (per Student Behavior Policy).

Communication & Wellbeing

- Use official school channels. Respect communication timings. Respond promptly.
- Attend welfare check-ins. School follows up on signs of stress, absence, or disengagement.

Online Attendance Expectations

Same strict attendance requirements as in-school learning.

- Attendance recorded daily (Present/Absent/Late). Reported to ADEK.
- Log in 5 minutes before lesson. Absence report to info@zps.ae before 8:00 am.
- Late = after scheduled start. Repeated lateness → disciplinary action.
- Illness absence: parent sick note (up to 3 days); DOH certificate (4+ days).
- Technical issues: notify school promptly. Not an excuse unless reported.
- Extended absence (>3 days): Extended Absence Request Form (2 weeks in advance).

Digital Behaviour Expectations

Online environment is an extension of the school.

- **Respectful communication:** No offensive/inappropriate language. Do not interrupt. Use virtual hand-raising.
- **Camera ON; mic muted** when not speaking.
- **Chat:** Academic purposes only. School monitors logs.
- **No recording or sharing lessons** (video, audio, chat transcripts). Serious violation.
- **Academic integrity:** Own work. No copying, no AI without permission.

- **Report digital incidents** (cyberbullying, lesson sharing, chat misuse) to teacher, counselor, or trusted adult.
- **Consequences for digital misconduct:** Same as in-school disciplinary procedures.

National Identity and Moral Education

ZPS is committed to preserving UAE national identity, cultural values, and heritage in line with UAE Constitution, Federal Decree Law No. (18) of 2020, and ADEK policies.

Core Values

Respect, Tolerance, Integrity, Inclusion, Innovation, Compassion.

National Identity Protocols

- Daily national anthem. Only UAE flag raised. Portraits of UAE leaders displayed.
- School National Identity Committee (min. 3 UAE National parents).
- Participate in all government-endorsed initiatives.

Community Conduct

Respect UAE norms. No drug/alcohol/violence promotion. No inappropriate symbols. Cover tattoos/piercings. Dress modestly. No rallies/demonstrations.

Moral Education (FSI–Year 8)

Character & Morality, Individual & Community, Civic Studies, Cultural Studies.

Vetting Resources

Resource Selection Committee ensures age-appropriate, culturally suitable content. Prohibited: drug/alcohol, violence, gambling, alternative gender identity, indoctrination.

Controversial Topics

Parents informed in advance. May excuse child with written exemption.

Whistleblowing

Report non-compliant content to school administration and ADEK Parent Hotline (800 2335).

Islamic and National Observances

Islamic Observances

Observance	Description
Ramadan	Month of fasting (Five Pillars of Islam). Reduced school hours.
Eid Al Fitr	End of Ramadan (3 days)
Eid Al Adha	Ibrahim's sacrifice. Greeting: "Eid Mubarak"
Hijri New Year	Prophet's migration from Mecca to Medina
Prophet's Birthday	Birth of Prophet Muhammad (PBUH) in Mecca
Isra'wal Miraj	Night journey from Mecca to Al-Quds to heaven

National Observances

Observance	Description
UAE Flag Day	Flag raised at 11:00 am nationwide
UAE Commemoration Day	Formerly Martyr's Day. Flag lowered, minute of silence.
UAE National Day (Dec 2)	Union of the seven emirates

Data Protection and Privacy

ZPS complies with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and all relevant UAE laws.

Information Collected: Personal (name, DOB, gender, nationality, parent info, address, contact), attendance, academic progress, extracurricular participation, behavioural records, medical information (confidential, school nurse), and any other information required by ADEK.

How Information Is Used: To provide education and care, communicate with parents, comply with ADEK/UAE reporting, support learning and wellbeing, and ensure safety and security.

Confidentiality & Access: All student records strictly confidential. Access only for authorized staff. Parents may request access to their child's records in writing.

Sharing of Information: Not shared with third parties without parental consent, except as required by law/ADEK. For student transfers, parent permission obtained before transferring records to receiving school. School provides data to ADEK as required; parents informed of this obligation.

Duration of Storage: Retained for period required by ADEK/UAE laws. Graduation records kept indefinitely. Student leaving school: records preserved for legally required period then securely disposed.

Parent Rights: Access records, request corrections, withdraw consent for certain data uses (e.g., image publication), be informed about data usage.

Questions/Concerns: Contact school administration.

Use of Images and Media Consent

ZPS follows all ADEK regulations and UAE laws regarding images and media of students.

Consent for Photography/Video Recording: Written parental consent required. Purposes include school publications (brochures, newsletters, yearbooks, website), social media (Facebook, Instagram, Twitter), news media coverage, display boards, promotional materials.

Consent for Publishing Digital Content: Written consent required. School specifies if student will be identified by name. Parents may withdraw consent at any time in writing.

Conditions for Use:

- Used only for purposes specified in consent form.
- Not sold or transferred to third parties for commercial purposes.
- Stored securely; access restricted to authorized personnel.
- Culturally appropriate images only.
- No embarrassing/distressing images.
- Full names not published without explicit parental consent.

Exceptions Without Consent: For internal educational purposes only (classroom activities, assessments). Not published externally.

Withdrawal of Consent: Submit written request to school administration. School will remove existing published images where reasonably possible and will not use future images.

Policy Acknowledgement

Zakher Private School – British Division is committed to providing a safe, supportive, and high-quality learning environment for all students. The success of our students depends heavily on the relationship between school and home, including a mutual understanding of the expectations, policies, and procedures outlined in this Parent Handbook.

By enrolling your child at ZPS, you confirm that you have read, understood, and agreed to all policies, expectations, and procedures contained in this handbook. We respectfully ask that students and parents review the contents of this handbook together.

Student Acknowledgement

I have read and understood the Parent Handbook of Zakher Private School – British Division. I understand the Student Code of Conduct, the Academic Integrity Policy, the Attendance Policy, the Uniform Policy, and all other policies outlined in this handbook. I agree to follow all school rules and regulations, to respect my teachers and fellow students, to maintain good behaviour, and to take responsibility for my actions. I understand that failure to comply with these policies may result in disciplinary action.

Student Name (print): _____

Student Signature: _____

Grade/Class: _____

Date: _____

Parent Acknowledgement

I have read and understood the Parent Handbook of Zakher Private School – British Division. I understand my rights and responsibilities as a parent, including the Parent Code of Conduct, the Attendance Policy, the Fee Payment Policy, the Communication Policy, and all other policies outlined in this handbook. I agree to support the school in creating a positive and safe learning environment, to respect all staff and members of the school community, to ensure my child adheres to all school policies, and to communicate with the school in a respectful and constructive manner. I understand that failure to comply with these policies may result in my child being subject to disciplinary action, including suspension or expulsion, and that I may be asked to leave the school premises.

I also confirm that I have received a copy of this Parent Handbook and agree to keep it for reference throughout the academic year.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Relationship to Student: _____

Date: _____

Please return this signed acknowledgement to the school administration.
