



SUNRISE INTERNATIONAL SCHOOL

SCHOOL POILICIES 2022-23



POLICY -1

REGISTRATION & ADMISSION POLICY

INTRODUCTION:

SUNRISE INTERNATIONAL SCHOOL, is established with the heritage of Sunrise English Private School, one of the most popular and most sought after Indian Curriculum Schools in Abu Dhabi for its indomitable reputation of academic excellence over the last three decades. Purpose of this policy is to provide assurance to parents and students that Sunrise International School will be operating fairly and appropriately in our decisions about admission, registration and placement of students.

POLICY

In order to be fairly available to all those seeking admission in Sunrise International School, this policy emphasize and reiterate that all students who qualifies for admission in accordance with the regulations of ADEK will get an equal treatment and will not be denied admission owing to any differences whatsoever if vacant places are available. We admit all nationalities who are permitted to be admitted in a CBSE school in Abu Dhabi, as per ADEK guidelines.

PROCESS OF ADMISSION

All those who are looking for admission need to register online through our website, www.sisad.org. Parents can also walk into the campus and meet our admission executive who will guide and help to complete the registration formalities.

The admission process is designed/meant to evaluate new applications on a common ground for students from different educational backgrounds.

For all admissions to KG-1 & KG-2, school will schedule a personal interaction of student along with parents and admission will be granted based on the same and availability of seats.

An admission test is conducted for Grades 1 to 9. All students who qualify in the admission test, will be required to attend a personal interaction along with their parents. Final decision on admission will depend upon a combination of **Age Criteria, Aptitude Test results, personal meeting and availability of seats.**

Age requirements for admission to each grade level will strictly be in accordance with ADEK requirement which is given below.

AGE REQUIREMENT FOR ADMISSION

| Grade | Age Requirement | Process |
|-------------------|--|---|
| KG -1 | Must complete 4 years by 31 st March. | Interaction - with student and both parents. |
| KG -2 | Must be 5 years by 31 st March. | Interaction - with student and both parents |
| Grade 1 | Completed 6 years by 31 st March, 2022 | Written test and interaction- Student along with parents. |
| From Grade 2 to 9 | Passed and promoted TC (attested) and last mark statement from previous school | Written test and interaction - Student along with parents |

NOTE:

1. **No age relaxation**, on any ground, will be possible for admissions to KG-1, KG-2 &Gr 1.
2. Admission Test, in all applicable cases, will be conducted on English Science and Mathematics subjects (multiple choice objective type).

ADMISSION FOR STUDENTS WITH SPECIAL NEEDS

Students with **mild and moderate Special Needs will only be admitted** as per their age group and grade sequence in accordance with ADEK guidelines. If any extra support is required/provided school may charge an additional fee, which will not exceed 50% of the approved grade fee, from the Parents.

Admission Procedure:

- Submit online Admission Registration Form (www.sisad.org). School will get in touch with you at an appropriate time with details of further procedure and timings.
- Appear for the admission test or/and interaction on the date which will be fixed and intimated by school well in advance.
- If your ward succeeds in securing admission, pay the Registration Fee for reserving the seat up to a limited period. **Registration fee paid is non-refundable** and it will be deducted from the tuition fee of the third term.

Documents required for admission

- a. Colour Copies of Passports of both parents with valid Visa
- b. Valid Emirates IDs of both Parents – original & colour copies
- c. Valid Emirates ID of Student – Original & Colour copy
- d. Valid Passport copy of the student with valid visa
- e. Copy of Student's Medical Insurance Card.
- f. Immunization Record
- g. 2 copies of recent photographs
- h. Result record from the previous school (for grades 2 and above)
- i. Original Transfer Certificate (attested) from previous school for grades 2 and above.
- j. Copy of Attested Birth Certificate

Note: *Parents also need to submit soft copies of the above documents in an USB, which will be returned later.*

Admission priorities:

If there are more requests for admissions than available places, will be as follow below order of preference:

1. Children of School staff.
2. Students with siblings already in the School.
3. Students who attended the School in the previous year and left due to emergency.
4. Students who live near the School.

IMPORTANT NOTE:

- **SUNRISE INTERNATIONAL SCHOOL**, ABU DHABI will admit students only from within the Abu Dhabi Island.
- **SISAD** is a co-education school, where girls and boys will be learning together in the same classrooms.
- **School Transport** will be available only within the city areas and parents are not permitted to drop students in their own vehicles due to DoT, regulations.
- **School Gates** for the walking students will open only before 15 minutes of their school timing.

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POLICY -2

STUDENT PROTECTION POLICY

INTRODUCTION:

It is a universal fact that Children have the right to be protected from all forms of violence and must be kept safe from any harm. We at Sunrise International School, also believe that children cannot be expected to learn or develop effectively unless they feel safe and secure.

This Safeguarding Policy reflects both our legal and pastoral responsibilities towards every child under our care. We strive to maintain an environment where all members of the school community feel safe, secure and valued. The protection of children from any form of abuse is an integral part of the ethos of this school. We continue to maintain an atmosphere in which children feel safe and are given a voice, are encouraged to talk and are listened to. We remain committed to ensure all our students are protected and cared for in our campus and on transit to and from school.

POLICY DOCUMENT

It is the policy of SUNRISE INTERNATIONAL SCHOOL to protect all children in our care from harm and to ensure their continuing safety in the following ways:

- By making Teachers and school staff responsible for the safety of students while they are inside the school and by making bus supervisor and driver responsible for the safety of students while they are traveling in school approved transport.
- By maintaining written procedures as required by ADEK.
- By making the teaching and non-teaching staff aware of the school's safeguarding procedures and also the signs of possible abuse;
- By designating a teacher and a deputy teacher for Child Protection responsibilities who will be known to all teaching and non-teaching staff;
- By setting up a Safeguarding Team led by the Principal and designated members of the faculty, to oversee child protection procedures in the school;
- By continually reviewing and monitoring the system for recording information about and action taken in cases of suspected or alleged abuse.
- By providing an environment within the school and classroom in which every child is valued, leading to the development of their self-esteem;
- By allowing a variety of opportunities for class and group discussion of thoughts and feelings in an atmosphere of trust, acceptance and tolerance;

- By integrating the key concepts of safeguarding with the existing curriculum and by developing awareness and skills for personal safety and encouraging confidence to make good decisions;
- By monitoring children's welfare and physical, emotional, social, intellectual and behavioural development;
- By informing parents of the schools Safeguarding Policy;
- By continuing contact with appropriate agencies in order to promote co-operation to protect children;

School will also ensure:

- Presence of Security Staff on the entry and exit points of school and CCTV systems to monitor movements and actions of students and staff.
- School staff recruitment policy will also include background security check of the staffs recruited.
- Training of staff and safety inductions will be carried out before any staff assume responsibility.
- Students and staff will be trained by professionals from time to time on how to react or respond on emergency situations.
- School will monitor frequently for any signs of child abuse reported or not reported by deputing trained and qualified counsellor to coordinate with class teachers.

DEFINITIONS OF ABUSE

WHAT IS ABUSE? Any harm suffered by a person by acts of mistreatments perpetrated upon them by others. Abuse can happen anywhere at any time, but children may be more at risk. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse. Although the harm from abuse might take a long time to be recognizable in children or young people, professionals may be in a position to observe its indicators earlier.

There are mainly five types of abuses:

- Neglect
- Physical
- Emotional
- Sexual
- Exploitation

NEGLECT: Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

PHYSICAL ABUSE: Physical Abuse is deliberately physically hurting a child. It may take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

EMOTIONAL ABUSE: Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may also include not giving a child, opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. Emotional abuse may involve bullying through social networks, online games or mobile phones by a child's peers.

SEXUAL ABUSE:

Sexual Abuse occurs when others use and exploit children sexually. Sexual abuse may involve physical contact or acts such as kissing, rubbing and touching etc.

EXPLOITATION: Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person. It may manifest itself in many forms such as child labour, engagement in criminal activity, begging or financial fraud etc.

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| <p>PHYSICAL ABUSE – VISIBLE INDICATORS</p> <p>Unexplained bruising in various stages of healing, grip marks on arms, slap marks, human bite marks, welts, bald spots, unexplained/untreated burns, unexplained fractures, lacerations or abrasions, untreated injuries, bruising on both sides of the ear-symmetrical bruising should be treated with suspicion, injuries occurring in a time pattern e.g. after every weekend etc.</p> | <p>PHYSICAL ABUSE – BEHAVIOURAL INDICATORS</p> <p>Self-destructive tendencies, aggressive to other children, behavioural extremes (withdrawn or aggressive), appears frightened or cowed in the presence of adults, improbable excuses to explain injuries, chronic runaway, uncomfortable with physical contact, comes to school early or stays late as they are afraid to be at home, clothing inappropriate to weather to hide part of the body, violent themes in artwork or stories.</p> |
| <p>NEGLECT- PHYSICAL INDICATORS</p> <p>Looks very thin, poorly and sad, constant hunger, lack of energy, untreated medical problems, special needs of child not being met, inappropriate dress, poor hygiene, repeatedly unwashed, smelly, repeated accidents especially burns.</p> | <p>NEGLECT-BEHAVIOURAL INDICATORS</p> <p>Tired or restless (falls asleep in class), steals food, compulsive stealing, begging from class friends, withdrawn, lacks concentration, misses school medicals, reports that no carer is at home, low self-esteem, persistent non-attendance at school, exposure to violence including unsuitable videos.</p> |
| <p>EMOTIONAL ABUSE – PHYSICAL INDICATORS</p> <p>Well below average in height and weight failing to thrive”, poor hair and skin, alopecia, recurrent diarrhea, wetting and soiling, sudden speech disorders, signs of self-mutilation, signs of solvent abuse – (mouth sores, smell of glue, drowsiness), Extremes of physical, mental and emotional development (e.g. anorexia, vomiting)</p> | <p>BEHAVIOURAL INDICATORS</p> <p>Apathy and dejection, inappropriate emotional responses to painful situations, rocking, head banging, inability to play/concentrate, reluctance for parental liaison, chronic runaway, attention seeking, poor peer relationships.</p> |
| <p>SEXUAL ABUSE – PHYSICAL INDICATORS</p> <p>Bruises, scratches, bite marks, recurrent pains or headaches, difficulty in walking or sitting, frequent urinary infections, avoidance of lessons especially P.E</p> | <p>BEHAVIOURAL INDICATORS</p> <p>Withdrawn, depression, excessive sexual precociousness, seductiveness, children having knowledge beyond their usual frame of reference, parent/child role reversal, overly concerned for siblings, poor self-esteem, lack of confidence, peer problems, lack of involvement, suicide attempts, angry outbursts, deterioration of school work or behaviour, repeated attempts to run away from home, disturbed themes in artwork and stories,.</p> |

OTHER CONCERNING BEHAVIOURS

BULLYING: Even if no physical harm or injury is suffered, there can be emotional abuse. At Sunrise we work diligently to ensure our school is free from bullying and intimidation. We prepare our students to be bold and expressive about any such incidents.

DOMESTIC VIOLENCE: Domestic Violence is threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender,) by a family member.

SELF-HARM AND SUICIDE: It is most helpful to consider self-harm or tendency for suicide as a reaction to different emotional imbalances such as...

- To release tension caused by anxiety, grief or anger.
- As a means of communication, to tell themselves and others that they need help.
- To feel as though they have control over something in their lives.
- To make real emotional pain they are unable to express.

THE ROLE OF THE STAFF

The Safeguarding School Team takes overall responsibility for Child Protection.

Each member of staff has a key responsibility to help promote a safe and secure environment and be vigilant for signs of concern. Responding to incidents of alleged or suspected child abuse must be based upon clearly defined procedures. Knowing what to do, whom to contact and who needs to know will make the staff more confident in this area. If a child discloses abuse or staff suspects abuse, they must follow the guidelines below:

1. Report immediately to the Designated Teacher for Child Protection,
2. Care must be taken when talking to the child. Never investigate or ask the child leading questions.
3. Record their concern in written form.
4. Do not speak to the parents unless instructed by the Principal to do so.
5. Do not promise the child that it will be kept a secret.

Staff should be aware that written records may be used in subsequent proceedings. It is very important in these cases that prompt and correct procedures are followed to ensure child protection and steps taken to stop any such recurrence.

Staff have an important role in hearing what children have to say. The school provide a neutral environment where the child feels safe to talk.

We at Sunrise stands committed to ensure safety and Protection of every child who come under our care and control. We work in close association with parents to make sure that every student is protected and taken care of from all angles whether in school or at home.

We shall conduct thorough investigation and maintain scrupulous communication and actions when dealing with government agencies. School shall maintain all relevant records and will communicate with ADEK as and when required or requested for.

GUIDANCE FOR PARENTS

Sunrise School continually fosters trust and virtuous relation with parents. Parents are regularly made aware of the school s safeguarding arrangements and the fact that there may be a need for child protection cases to be referred to the investigative agencies in the interest of the child.

As a matter of procedure,

- All parents should notify the school when someone other than the parent is picking up the child from school.
- If a child is leaving school early the parent/guardian must come into the school to collect the child and sign the child out at the office.
- A teacher cannot accompany a child home from school or to a hospital alone. It is essential therefore that if a child is sick a parent or guardian must come to the school to collect them.
- At the beginning of each school year parents/guardians sign consent for school trips, use of internet, photographs and videos and walking home from school.

Your complaints / concerns / queries to be addressed by the Class Teacher of your ward. If you felt that the response from the class teacher was inadequate, you may approach the section Supervisor for more clarity. In case if you still have your concerns you will be free to meet the Principal with a prior appointment.

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INTRODUCTION:

Occupational Safety & Health Policy refers to the efforts and steps taken by the School along with recorded procedures to ensure Safety and Security of every student and staff during their stay in school and on transit to and from school.

Purpose:

- To safeguard all students and staff, by setting up clear policies, based on acceptable and up-to-date practices,
- To set high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.
- To adhere to the clearly defined conditions of ADEK and all relevant government entities to meet the health, safety and environment requirements.
- To build a culture where everyone is Accountable and Responsible towards the protection of Environment, Safety and Health of all individuals associated with the school.
- To ensure that a high quality School health services is provided to all students through School-based clinics, without any additional cost to students, while complying with all regulations and mandatory requirements set out by the ADEK and HAAD.

Policy:

At Sunrise we follow Environment, OSH-SF in strict compliance with Abu Dhabi Occupational Safety & Health-Standard Framework of ADEK. Our Health, Safety and Environment Policy is aligned with the ADEK's health and safety regulations, policies and requirements and it is made to ensure :

- Maintaining a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, including the areas where students, staff and visitors use for arrival and dismissal. It is also aimed at providing a safe, risk-free and healthy environment for students and staff during extra - curricular activities including excursions and field trips.
- Complying with policies, procedures, programs and special instructions issued by the

Council or any other government or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.

- Obtaining the necessary valid licenses and permits from ADEK, Department of Municipal Affairs, Civil Defense Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.
- Equipping the School with integrated and effective protection systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defense Directorate with necessary valid licenses while maintaining inspection records and notifications on these systems.
- Equipping the School with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance CCTV cameras, installed to cover School campus, buildings and facilities, with proper signage as sensitive sites, to ensure the safety and security of students, employees, visitors and contractors.
- Providing clinics for regular and emergency medical services within the School building, which will be managed by qualified and licensed staff, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. School clinic will also maintain medical inspection records and necessary license as required.
- The School consider health and safety education as essential at all times. We agree that it is the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the School's Health, Safety and Environment Policy and other policies and regulations applicable in the Emirate. They shall also be responsible for informing the School's Principal or his delegated representative and the ADEK, within required timeframe, of any health and safety breaches at the School.

SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV)

School is equipped with integrated and fully functioning security systems, including access procedures and logs, security videosurveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

- The promotion of a safe learning environment.
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- Prevention and detection of crime, vandalism, unlawful behaviour and inappropriate conduct and to protect School buildings and other assets.

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall provide coverage of the following areas:

- All entrances and exits of School buildings and grounds.
- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas (private vehicle and bus) and Exterior areas surrounding school campus.
- Security areas and hazardous areas (control room).And....
 - ❖ The security video surveillance cameras (CCTV) shall not be installed in classrooms, lavatories, changing rooms or any other area where there is a reasonable expectation of privacy.
 - ❖ CCTV monitors shall be installed in the office of the School Principal.
 - ❖ Other monitors may be installed as needed for access by security guards for the purpose of monitoring the facilities outside of school hours and overnight as decided by the principal.
 - ❖ Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day.

- ❖ Parents/Guardians, School staff and visitors will be informed that security video surveillance cameras are present with signs in the School stating that the School is under camera surveillance.
- ❖ All CCTV installations will be done according to the specifications of the ADEK's "CCTV Guidelines for Private Schools".

ACCESS TO CCTV RECORDINGS

CCTV recordings are considered confidential. The School Principal is the only School-based staff authorized to view and retrieve CCTV recordings at their School. All other School-based staff members are strictly prohibited from accessing recordings.

CCTV records will be retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal will immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident.

No copy of any recordings will be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director. Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) Of 2006 on the prevention of information technology crimes.

SCHOOL CLINICS

At Sunrise we maintain fully compliant medical facility in our campus with HAAD licensed clinics and Nurse (Female). Facility license and Nurse License will be visibly displayed in the clinic at all times.

School clinic is never used for any purposes other than the provision of School health services. School clinic furniture and equipments will never be transferred to other locations within the campus or to other Schools.

ADMINISTRATION OF MEDICATION

School nurse shall ensure that they fully understand and strictly adhere to all HAAD standards that regulate the administration of medications in Schools at all times. Medications shall only be administered by the School nurse as prescribed by a HAAD - licensed physician for acute or chronic conditions or as required in an emergency situation based on parental consent.

The School nurse must procure written/SMS/Email consent of Parent/ Guardian before administering medications (whether prescribed or in emergency situations). Consent must be renewed annually or every time there is a change in the medication administration requirement.

According to HAAD standards, medications that can be administered by the School nurse in emergency cases are limited to the following:

- Epinephrine for acute allergic reactions.
- Metered-dose Inhalers.
- Paracetamol.
- Antihistamine cream.

Medication administered information and related activities and reactions shall be recorded in the student's medical record. All cases of suspected adverse reactions to medical products and medication errors shall be reported by the School nurse to HAAD, as required by the relevant HAAD policies.

HEALTH SCREENING

HAAD requires "basic health screening" to be conducted every school year on all students of all grades (Grade 1 to Grade 12). HAAD also recommends "comprehensive health screening" for students in Grades 1, 5 and 9.

It is the responsibility of the School nurse to conduct mandatory health screening on students in accordance with HAAD standards for School health screening. All screening results shall be maintained in the students' health records.

When a case of head lice is detected among students in School and in cases of head lice outbreaks, Principal and School nurse shall adhere to the Council's "Head Lice Detection Flow Chart", for related procedures.

https://schoolsforhealth.haad.ae/media/27282/haad_school%20screening_ver1.p

SCHOOL-BASED IMMUNISATION PROGRAMS

The immunization program is mandated by the UAE's Ministry of Health at the national level and is regulated and managed in the Emirate by HAAD.

The School-based Immunization Program is fully funded by HAAD and is free to all eligible students, regardless of their nationality or health insurance coverage.

HAAD appoints health providers to administer vaccinations to all eligible students in Schools.

Schools shall allow access to HAAD-appointed health providers and must facilitate their task of conducting the School-based immunization program to students.

Schools shall provide the HAAD-appointed health providers with complete and accurate data of students eligible for vaccination as per HAAD's standards, within a deadline set by the health provider, as required. Schools shall ensure that complete vaccination records for all students are kept in the School clinic at all times and are made available to HAAD-appointed health providers, as required.

Sunrise International School will distribute the "Vaccination Consent Form" and "Pre-vaccination Checklist" provided to the School by the health provider to all eligible students and ensure that they collect the completed and signed forms from all Parents/Guardians within a deadline set by the health provider, as required. The School nurse is responsible for collecting the consent or non-consent forms and for ensuring that they are completed and signed by Parents/Guardians. The School shall regularly follow up on behalf of the HAAD - appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and completed and signed consent forms.

School Nurse will attend all mandatory "School-based immunization programs" awareness workshops conducted by HAAD, ADEK or HAAD - appointed health providers, as required.

GENERAL SAFETY MEASURES:

Additionally, School will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained as safe.
- Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- The School will carry out all regular safety assessments (e.g. fire safety) as required by ADEK and all other applicable government entities, including emergency evacuation plans. School takes the responsibility to ensure that School is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School will be fully compliant with the Abu Dhabi Civil Defense General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

House Keeping Staff

Schools will ensure that all House Keeping staff work on the following schedule:

KG & PRIMARY – **Female cleaners only** during official working hours

MIDDLE & SENIOR SCHOOL – BOYS SECTION – **Male cleaners only** during official working hours

MIDDLE & SENIOR SCHOOL – GIRLS SECTION – **Female cleaners only** during official working hours

EMERGENCY SITUATIONS

Student safety is the primary concern in any emergency. The School has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff from the School.

Principal will organize efficient emergency drills at least once a year, as these assist School leaders to assess the preparedness of the School for crises and address potential weaknesses or gaps.

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POLICY ON STUDENTS' ATTENDANCE / ABSENCE

ATTENDANCE

This policy, refers to the total number of school days attended by the student during the school year based on the School calendar.

PURPOSE:

- To ensure that students attend all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To set out ADEK's expectations in relation to full attendance at School by all students without exception.

POLICY:

At the beginning of the academic year, School shall issue to Parents / Guardians its ADEK approved attendance policy setting out procedures to deal with absences and to ensure that students' punctually and regularly attend School, without any unauthorized absence.

Basic requirements and responsibilities in relation to students attendance at School are as follows...

- Students are expected to attend School on every school day as per the School calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every lesson and report any absence immediately to the section supervisor.
- School will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- **If students need to be absent from School for a particular day, Parents/Guardians must inform the School in advance, in writing.**
- **When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student s absence.**

- Students are responsible for completing all assignments missed during their absence.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays to avoid any unauthorized absence.

ABSENCE

Absence refers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record. **Absence rates above 10% will be regarded as a cause for concern.** Authorized absences are to be distinguished from unauthorized absences or truancy.

PURPOSE(S):

- To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.
- To ensure that unauthorized absences are dealt with firmly and effectively.

POLICY:

The policy is linked to the Policy on attendance, which highlights the need for students to punctually and regularly attend School and all lessons.

Schools shall seek to achieve low absence rates by:

- Following up on all unexplained absences immediately.
- Providing a safe, caring and engaging learning environment that encourages and stimulates students.
- Recognizing and rewarding excellent or improved student attendance.
- Implementing strategies and programs to address attendance problems for individual students.
- Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students and School staff.

TYPES OF ABSENCE

Authorized Absence:

The following types of absences may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- Illness.
- Death of first or second degree relative.
- Scheduled doctor appointments.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

Unauthorized Absences

The following types of absences are to be regarded as unauthorized:

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorized absences list.

Students are considered to be truant if they are absent from School without their Parents /Guardians knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and School will immediately inform the student s Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student s attendance.

If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the School will agree with the Parents/Guardians on the

appropriate course of action pending completion of the investigation into the circumstances. School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog, rain etc.).

Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence. The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

It is also brought to the notice of Parent/Guardian that a student is permitted to avail a maximum of 20 consecutive days or 25 non-consecutive day's absence in an academic year. Any amount of leave above the permissible limit may hinder the promotion of the student to the next grade.

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STUDENT BEHAVIOUR POLICY

Definition:

For the purposes of this policy, students' behaviour refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the Teaching Faculty or other members of the wider community.

Purpose:

- To promote positive student behaviour in Schools.
- To set out a process for regular review of Behaviour Policy which makes clear to all students and their Parents/Guardians about the School's expectations of students' behaviour and how the School will deal with any misconduct.

Policy:

This code is based on ADEK's "Guidelines for Managing Student Behaviour in Abu Dhabi Schools" with regard to behaviour and discipline of students, and for promoting positive behaviour and to modify misconduct. This policy will be distributed to all students and their Parents/Guardians at the time of admission and it will be discussed from time to time with students, staff, and Parents/Guardians to ensure that it is understood throughout the School community.

Basic Principles of this policy are designed for:

- Reinforcing Positive Student Behaviour in alliance with UAE's Heritage / Culture and Traditions.
- Creating a positive school environment that is welcoming, caring, safe, enriching and respectful to students.
- Management of student behaviour through role models from among students, teachers and parents and by creating strong partnership with Parents and wider community.

Student Code of Conduct

All students must respect and adhere to the following code of conduct while in School, outside school, while participating / attending any School field trips and extra-curricular activities:

- All Students must comply with all school rules and instructions.
- Must respect and commit to the heritage and culture of the UAE.
- Behave responsibly and do not endanger the safety and welfare of others or self.
- Care for the facilities and property of the School and of others.
- Arrive at School and attend classes on time and justify any tardiness and absence.
- Participate in promoting a positive School community image and become ambassadors of the school outside.
- Do not bring forbidden substances to school including mobile phones, other electronic gadgets, gold / precious jewelry etc.
- Demonstrate a positive attitude and apply the best effort toward learning.
- Be sensible, calm and quiet (do not shout) while moving around inside the school premises or while travelling in school transport.
- Wear school uniform as per uniform policy and maintain a good personal hygiene including appropriate hair style and hair bands.
- Behave responsibly so as not to disrupt the teaching and learning of others.
- Show respect to all members of the School community, Parents/Guardians and other members of the local community.

School will use appropriate guidance and disciplinary actions to encourage students to understand why their behaviour is unacceptable and how to behave better in future while taking into consideration the students individual circumstances and personalities, including social, emotional, and psychological factors that may underlie a student s behaviour.

Our approach for Dealing with Willful or Persistent Misconduct, before initiating any disciplinary action will include the below steps.

- Firstly, the School shall provide counselling for the student, with a clear explanation, with reasons, of the changes in behaviour that are expected from the student by the School.
- Next, the School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student s unacceptable behaviour.
- If there is a need for further escalation of response, the School shall inform Parents/Guardians in writing and hold a meeting or a series of meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.
- In the final stage, if the student fails to modify his or her behaviour in accordance with the requirements of the School, the School may apply to the ADEK to transfer the student to another School or to permanently exclude the student concerned. In making an application to the Council, the School shall include the evidences of the past instances along with process and proceedings followed so far and its outcomes in support of school's request.

Disciplinary Actions

There are three levels of misconduct by the students, which will be dealt with differently by the school. This categorization is done for the appropriate progression of discipline in students. These categories are:

Level 1

Any behaviour that results in disruption of the teaching and learning environment, which may include, for example:

- Tardiness (lateness/unpunctuality).
- Unexplained absences.
- Not bringing the necessary books and equipment to class.
- Incorrect School uniform (including sports uniforms).
- Disruptive behaviour in classrooms and in School.
- Breaking School rules including in classrooms, hallways, playgrounds and buses.
- Defying orders from School management and staff.
- Mocking others.
- Disruptive behaviour on School buses (e.g. vandalizing bus seats etc.,).

Level 2

Any behaviour that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

- Skipping classes or School.
- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft. & Vandalizing School property or the property of others.
- Bringing and using cell phones during School time without the School administration's permission.
- Possessing or viewing pornographic or other inappropriate material.
- Cheating in exams or assignments.
- Providing false documents (e.g. forging Parents /Guardians signatures).
- Misuse or abuse of the School's IT systems.

Level Three

Any behaviour that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

- Assaulting Teaching Faculty members, staff or members of the local community.
- Willful damage to, or destruction of, School and personal property.
- Using or promoting illegal drugs or substances in violation of public order and morals.
- Exchanging any inappropriate materials, such as letters or photos etc.
- Committing major actions contradictory to public morals such as sexual assault etc.

School Disciplinary Committee

School Disciplinary Committee, headed by the Principal with Supervisor, P.E teacher and the counsellor, will be responsible for review and discussion of student behavioural issues, and will ensure that disciplinary actions by the committee must be fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified. A transparent and fair appeal process for sanctions will be available to students and Parents/Guardians.

The School Disciplinary Committee empowers teachers and staff to intervene and discipline students within the permissible limits, as and when they notice a misconduct or an unacceptable behaviour from any student within or outside the school.

The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response. The School, the ADEK and any supervisory authorities shall treat all information about students' behaviour as 'strictly confidential'.

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POLICY -6

E-SAFETY POLICY

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

INTRODUCTION.

We believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The internet is an essential element of 21st century life for education, business and social interaction. This school provides pupils with opportunities to use the resources on the internet, along with developing the skills necessary to access, analyze and evaluate them. "Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools".

This document sets out the policy and practices for the safe and effective use of the internet in Sunrise International School. The policy and its implementation will be reviewed annually. Code of Safe Practice When using the internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.

The Code of Safe Practice makes explicit to all users (staff and pupils) what is safe and acceptable and what is not. The scope of the code covers fixed and mobile Internet; school PCs, laptops, i-pads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, camera phones, iPads etc.) is subject to the same requirements as technology provided by the school.

CODE OF PRACTICE FOR PUPILS

Pupil access to the Internet is through a filtered service, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

- Parental permission is sought from parents before pupils access the internet.
- Apps used on i-pads are purchased using the school's account and are rigorously examined for their content.

In addition, the following key measures have been adopted by Sunrise to ensure our pupils do not access any inappropriate material:

- Pupils' rights and responsibilities in relation to e-safety and SMART tips are displayed prominently in classrooms and the ICT lab;

- Our Code of Practice is reviewed each school year and signed by pupils/parents; Pupils using the internet will be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is always supervised;
- Pupils will use sites pre-selected by the teacher that are appropriate to their age group;
- All pupils are educated in the safe and effective use of the internet.

It should be accepted, that however rigorous these measures may be, they may not be 100% effective unless an effective supervision is ensured by the teachers and parents.

The use of mobile phones by pupils is not permitted in the school premises. During school hours pupils do not have access to computer games (other than educational games which have been previously vetted) or access social networking sites. These are blocked by our filtering system.

Incidents of technology misuse will be dealt with in accordance with the school's Positive Discipline policy and Code of Conduct. Minor incidents will be dealt with by the Principal. Incidents involving Child Protection issues will be dealt with in accordance with school Child Protection procedures.

CODE OF PRACTICE FOR STAFF:

- Pupils accessing the internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the internet have written permission from their parents.
- Recommended websites for each year group are available under Favourites. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school Code of Practice should be reported immediately to the Principal/ICT teacher.
- In the interests of system security, staff passwords should only be shared with the Network Manager.
- Teachers are aware that the C2K system tracks all internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils shall, where possible, be taken with a school camera and images should be stored on a centralised area on the school network, accessible only to teaching staff. If in exceptional circumstances a photograph is taken on a mobile phone, it must be transferred to the school system as soon as possible and deleted from the phone.

- School systems may not be used for unauthorized commercial transactions.

Internet Safety Awareness

We believe that it is essential to educate all users in the safe and effective use of the internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils. Internet Safety Awareness for Pupils Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition all pupils follow a structured programme of Internet Safety Awareness using a range of online resources. Internet Safety Awareness for staff, the ICT Team ensure they are informed and updated on issues relating to internet safety and attend regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Internet Safety Awareness for Parents

The Code of Practice for Pupils and Parents will be sent home for parental consent annually. Parents are required to ensure safe use of internet back at home. Children are supervised at all times at home, whenever exposed to digital contents through computer, tablets or mobile phones. Parental permission is sought to allow the use of photographs of pupils on the school website, in the local press and for displays.

School Website

Our school website provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimize risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- The website does not include any personal information about pupils or staff.

However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our internet safety education for pupils. Instances of cyber-bullying, of pupils or staff, will be regarded as very serious offences and dealt with according to the school's Positive Discipline Policy and Safeguarding and Child Protection procedures. Pupils are aware that any misuse of websites/email should be reported to a member of staff immediately.

Parental Consent

Parents are asked to sign a consent slip to allow their child to use the internet. Children who are enrolled during the year complete the consent forms when they are enrolled. Parental consent forms are verified by class teachers at Parent Teacher meetings.

Points for Parents to Consider

It is important to monitor internet use and promote internet safety at home.

1. Take interest in what children are doing. Discuss with your child what they see and why they are using the internet.
2. Monitor on-line time and be aware of excessive hours spent on the internet.
3. Advise children to take care and to use the internet in a sensible and responsible manner. Know the SMART tips (below).
4. Discuss the fact that there are websites which are unsuitable.
5. Discuss how children can respond to unsuitable material/requests.
6. Tell children – Never give personal information on the internet.
7. Remind children that people on-line may not be who they say they are.
8. Be vigilant. Ensure that children do not arrange to meet someone they meet on-line.
9. Be aware that children may be using the internet in places other than in their own home or at school.

SMART TIPS for students

- Secret--always keep your name, address, mobile phone number and password private – it's like giving out the keys of your home to a stranger!
- Meeting someone you have contacted in cyberspace can be dangerous. Never do this. Always inform an adult if someone asks you to meet them.
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.
- Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!
- Tell your parent or teacher if someone or something makes you feel uncomfortable or worried.

Mobile Phones

Sunrise International School does not advocate the use of mobile phones by children in school or on trips and **No student is allowed to bring mobile phones to school** unless approved by the Principal on emergency situations. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use and dos and don'ts of using telephone including messaging.

ICT Code of Conduct Agreement for Pupils and Parents

These rules will ensure that we can enjoy e-learning in a safe environment.

- I will access the system with my login and password, which I will keep secret.
- I will not access other people's files without their permission.
- I will only use the computers for school work and homework.
- I will always seek permission from the teacher before bringing a device from home.
- I will ask permission from a member of staff before using the internet.
- I will only e-mail people I know, or people my teacher has approved.
- I will not open e-mails sent by someone I don't know.
- The messages I send will be polite and responsible.
- I will never give my home address or telephone number online, or arrange to meet someone.
- I will report any unpleasant material or messages sent to me.
- I understand that the school checks my computer files and monitors the internet sites I visit.
- I will not use internet chat-rooms in school.

Agreed and signed.

Student

Parent

POLICY -7

SCHOOL FEE POLICY

DEFINITION:

For the purposes of this policy, tuition fees are those sums that are directly associated with educating students. Other fees include textbooks, uniforms and transportation fees. School fees refer to both tuition fees as well as other fees which a School charges to Parents.

PURPOSE:

- To adopt clear and transparent approach to the regulation of fees by ADEK.
- To enable Parents to pay the required School fees in a timely and convenient manner

Registration Fee / Re-Registration Fee:

School will collect registration or re-registration fee of Dh.500/, up to four months ahead of the commencement of the school year, and it will be deducted from third term fee payment of the approved school fees. **The registration fee is charged at the time of enrolment and it is non-refundable.**, but adjusted in the third term tuition fee. **Re-Registration fee** is charged from the existing students as an assurance for their continuity in the next grade and is adjusted in the third term tuition fee.

- a) Will be paid back to the parent if the school is unable to provide a seat due to any unforeseen situation.
- b) Will be adjusted/deducted from the Third Term tuition fee after the child joins the school.
- c) Will not be refunded if the student does not join school after school confirms admission.

Tuition Fee

The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Annual Tuition Fee is divided into ten months and charged in three equal instalments. Parents are required to pay the school fees as per the schedule decided by the school, on time. Any un-reasonable delay in paying school fees, even after adequate follow up, the school may be compelled to initiate appropriate action in accordance with the guidelines laid down by the ADEK.

Fee Refund & Retention Policy: Will be followed strictly in accordance with the ADEK guidelines as follows:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term, the School may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School may retain the full-term fee.

Payment Schedule:

| TERM | PAY BY DATE | DETAILS |
|----------|------------------------------|---|
| I TERM | BY 15 TH MARCH | TERM I TUITION FEE + BOOKS+UNIFORM+ TRANSPORT (IF APPLICABLE) |
| II TERM | BY 15 TH JULY | TERM II TUITION FEE + TRANSPORT FEE (IF APPLICABLE) |
| III TERM | BY 15 TH NOVEMBER | TERM III TUITION FEE + TRANSPORT FEE (IF APPLICABLE) |

MODE OF PAYMENT:

1. CASH – SCHOOL COUNTER
2. CHEQUE – CURRENT DATED CHEQUE IN SCHOOL COUNTER

NOTE: If any parent wishes to make full year payment together, or want to give PDCs for remaining terms, for any personal reasons, they are free to do so.

Transport fee policy will be same as tuition fee.

Non Payment of School Fees:

School may suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to a student’s Parents/Guardians. Further, School can withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

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